



**PORT of  
SAN DIEGO**  
Waterfront of Opportunity

# Fiscal Year 2023 Annual Budget

Final

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# Overview

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The San Diego Unified Port District's (District) budget document establishes a one-year financial plan to fulfill the District's statutory mission, support the District's role as trustee of State tidelands, and achieve the strategic goals of the District. The budget is also a disclosure document intended to provide transparency on District operations.

The budget adopted by the Board is comprised of the appropriated items, set forth in and subject to, the BPC Policy No. 090. The budget details provided in this Budget Book are informational only.

The District's budget is divided into sections as presented below:

## Section 1 – Introduction

This section identifies the Board of Port Commissioners, Executive Leadership Group, Vision, Mission, and Core Values, Map of Tidelands, District Overview, and Branding.

This section also contains the Message from the Chief Financial Officer/Treasurer (CFO) and Budget in Brief. The CFO Message discusses the current state and future plans of the District, which will be included in the final Adopted Budget. The CFO Message also highlights the major provisions that have been included in the FY 2023 Budget and discusses changes from the prior year's budget and budget assumptions used to prepare the budget.

## Section 2 – Reader's Guide

This section is designed to help familiarize the reader with the District and its budget by providing an overview of the District organization, the District's fund and budget document structure, budget process, the budget timetable, and general information.

## Section 3 – Highlights

This section provides an overview of revenue and expenses, debt management, equipment outlay and other capital projects, Capital Improvement Program (CIP), Major Maintenance Program (MM), Technology Management Program (TMP), Economic Recovery Program (ERP), and other fund highlights.

## Section 4 – Departments/Cost Centers

This section organizes departments and cost centers alphabetically. Departments include the summary of departmental expense, equipment outlay and other capital projects, and expense budget breakdown. The cost centers include a summary of departmental expenses and expense budget breakdown.

## Section 5 – Appendix

This section contains a variety of other budget-related information including a glossary of terms used in the budget, and Board of Port Commissioners (Board) policies affecting the budget.

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# Board of Port Commissioners

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## CHAIR

Dan Malcolm  
City of Imperial Beach

## VICE CHAIR

Rafael Castellanos  
City of San Diego

## SECRETARY

Sandy Naranjo  
City of National City

## COMMISSIONERS

Ann Y. Moore  
City of Chula Vista

Frank Urtasun  
City of Coronado

Michael Zucchet  
City of San Diego

Danielle Moore  
City of San Diego



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## Executive Leadership Group

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### PRESIDENT/CEO

Joe Stuyvesant

### GENERAL COUNSEL

Thomas A. Russell

### PORT AUDITOR

Mark Yeilding

### ASSISTANT GENERAL COUNSEL

Rebecca Harrington

### EXECUTIVE VICE PRESIDENT

#### CHIEF OF STAFF

Anthony Evangelista

### ASSISTANT GENERAL COUNSEL

Simon Kann

### CHIEF ADMINISTRATIVE OFFICER

#### VICE PRESIDENT

Elba Gomez

### PUBLIC SAFETY/CHIEF OF HARBOR POLICE

#### VICE PRESIDENT

Magda Fernandez

### CHIEF FINANCIAL OFFICER/TREASURER

#### VICE PRESIDENT

Robert DeAngelis

### BUSINESS OPERATIONS

#### VICE PRESIDENT

Shaun D. Sumner

### PLANNING & ENVIRONMENT

#### VICE PRESIDENT

Jason H. Giffen

### MARKETING & COMMUNICATIONS

#### VICE PRESIDENT

Michael G. Brown

### MARITIME

#### VICE PRESIDENT

Michael LaFleur

### FACILITIES & ENGINEERING

#### VICE PRESIDENT

Cid Tesoro

### STRATEGY & POLICY

#### VICE PRESIDENT

Job Nelson

### CHIEF TECHNOLOGY OFFICER

Tracey Sandberg

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# Vision, Mission, and Core Values

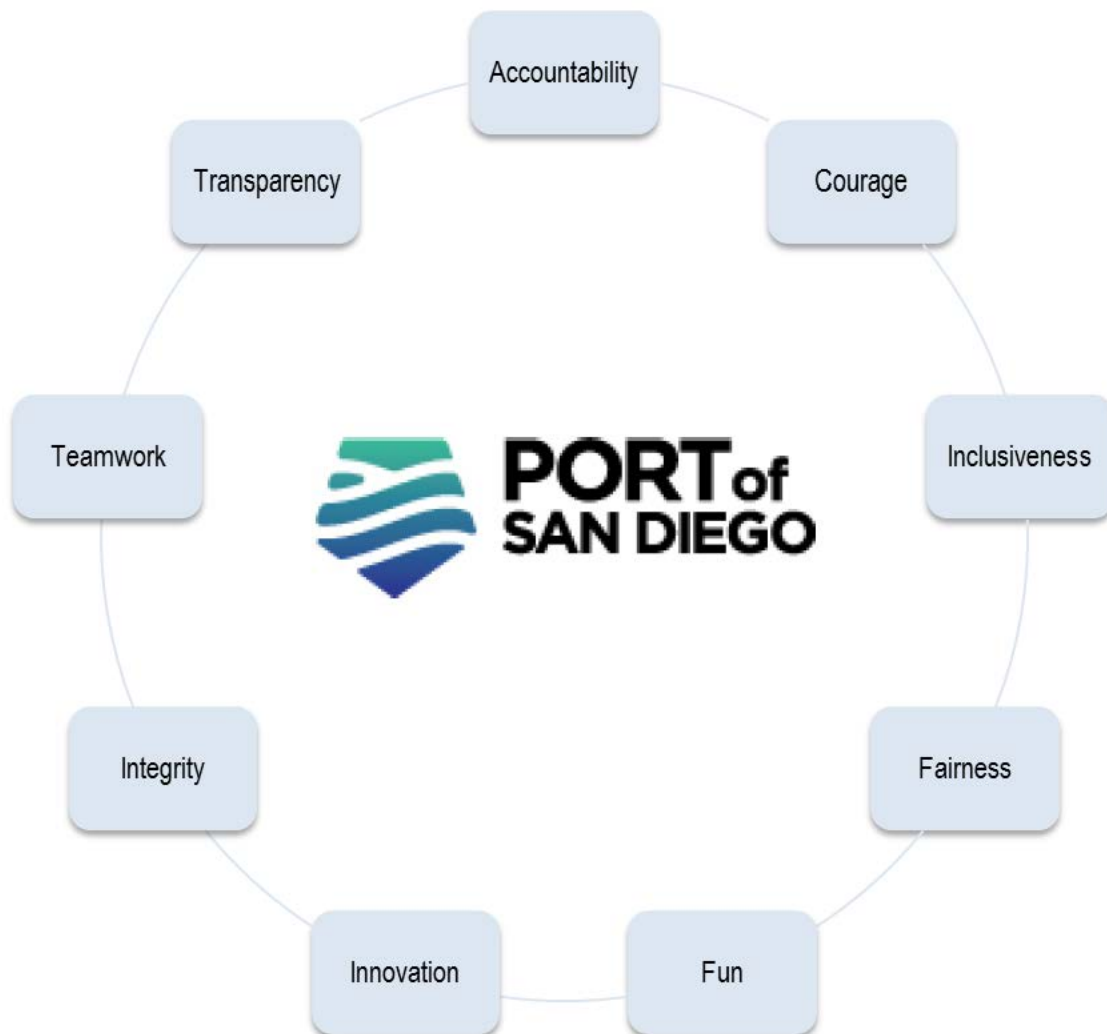
## VISION

21st Century Port - We are an agile, global seaport supporting community, the environment, and commerce.

## MISSION

The Port of San Diego will protect the Tidelands Trust resources by providing economic vitality and community benefit through a balanced approach to maritime industry, tourism, water and land recreation, environmental stewardship, and public safety.

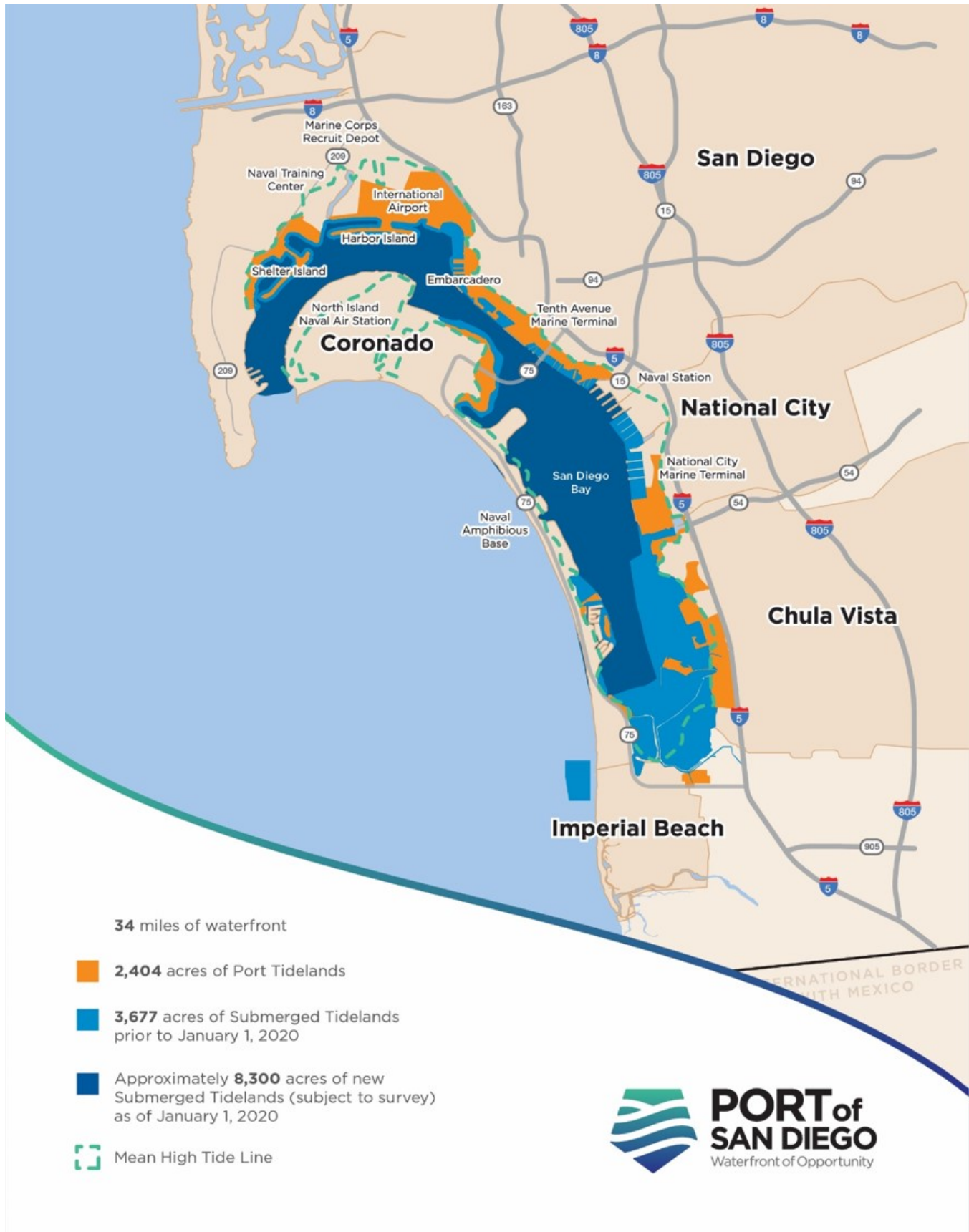
## CORE VALUES



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# Map of Tidelands



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# District Overview

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## THE SAN DIEGO UNIFIED PORT DISTRICT

The San Diego Unified Port District (District) is a regional public agency established in 1962 by an act of the California State Legislature to consolidate management responsibilities for the San Diego Bay. This consolidation provides ongoing efficiencies and centralized planning for the tidelands along the San Diego Bay.

- The District is an economic engine, creating jobs and dollars for the regional economy through the promotion of maritime trade, tourism, and other commercial activities to enhance the tidelands.
- The District is an environmental steward, preserving and enhancing the natural resources of the San Diego Bay and surrounding tidelands.
- The District is a provider of community services, providing public access, public safety, recreation, and community activities along the waterfront for visitors and residents of the region.

A seven-member Board of Port Commissioners governs the District. Board members are appointed to four-year terms by the city councils of Chula Vista, Coronado, Imperial Beach, National City, and San Diego. The San Diego City Council appoints three commissioners and each of the other member city councils appoints one commissioner. Port Commissioners establish policies that the District staff, under the direction of the President/Chief Executive Officer (President/CEO), uses to conduct daily operations.

The District's maritime, real estate, and parking generate billions of dollars for the region's economy and allow the District to operate without the benefit of tax dollars. The District has the authority to levy a tax, but has not done so since 1970.

## PUBLIC TRUST DOCTRINE

The District is also a trustee of state lands subject to the Public Trust Doctrine, which mandates how California's sovereign lands should be managed. Also known as public trust lands, they include areas that used to be or are still under the bay and other waters. These lands cannot be bought and sold because they are held in the public trust and belong to the people of the State of California. As the trustee of these lands, the District is responsible for carrying out the principles of the Public Trust Doctrine. This includes protecting the environment, promoting the public's enjoyment of these lands, and enhancing economic development for the public's benefit.

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# Branding






## Brand Promise

Enrich the relationship people and businesses have with the dynamic waterfront of San Diego Bay, providing prosperity and a more remarkable way of life.

## Brand Foundation

The District, commonly known as the Port of San Diego (Port), is where San Diego greets the world. On behalf of the State of California, the Port is an innovative champion for the 34 miles of San Diego Bay waterfront along Chula Vista, Coronado, Imperial Beach, National City, and San Diego.

The Port is a protector of the environment and our communities, an innovator for businesses and a host to visitors and residents. Self-funded, the Port reinvests the revenues from hundreds of businesses on our dynamic waterfront, creating prosperity and a remarkable way of life for all.

SUB-BRANDS	PURPOSE
	<p>Port Maritime moves goods and people around the world.</p> <p>Home to a successful working waterfront, we work with our maritime partners to provide well-paying jobs and billions of dollars for our community.</p>
	<p>Port Waterfront Development brings vision to reality.</p> <p>As the innovative champion for businesses in our region, we ensure our partners have the opportunity to stay competitive in the global marketplace.</p>
	<p>Port Public Safety protects and oversees the safety of the San Diego Bay waterfront.</p> <p>Our Harbor Police Department is at the front line of security and service, with specialized expertise on land and sea.</p>
	<p>Port Experiences provides unique opportunities to explore and enjoy our vibrant waterfront.</p> <p>As a treasured destination, the Port is the heart and soul of our collective pride, welcoming visitors from around the world to be inspired by San Diego Bay.</p>
	<p>Port Environment champions the safekeeping and environmental care of our dynamic waterfront.</p> <p>The Port is a leader in protecting our land, air and water, ensuring it remains a vital resource for generations to come.</p>



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# Message from the Chief Financial Officer / Treasurer

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## New Horizons

With cautious optimism, the San Diego Unified Port District (District) enters a new budget year amidst a worldwide economic recovery and receding global pandemic. As a result, our revenues are trending up. Travel and tourism, which were hit hardest by the global pandemic, are proving to be among the fastest to recover thanks to pent-up demand for leisure travel, shopping, dining out, and cruising. Restaurants, retail, marinas, yacht clubs, and sportfishing are also bright spots. However, business travel is recovering more slowly, which is impacting our convention hotels.

Additionally, a new global threat has emerged. Ukraine is fiercely defending its democracy and sovereignty against Russian invasion. In response, Ukraine's Western allies are supporting with economic sanctions and other diplomatic measures, further exacerbating ongoing trade and supply chain challenges, and accelerating inflation. Also, some economists are forecasting a U.S. recession; therefore, we must continue to be judicious in our budget planning.

Fortunately, the outlook overall is a bit brighter and we are setting our sights on *New Horizons* and new opportunities. As a Port of Communities, we are committed to environmental justice; public access, recreation, and infrastructure; climate and habitat protection; growing jobs; and further diversifying our business lines.

The proposed fiscal year 2023 (FY 2023) budget includes progress for the Port Master Plan Update; emissions-reduction technologies in support of our Maritime Clean Air Strategy implementation; analytical groundwork for a regional mobility hub with connectivity to the San Diego International Airport; environmental initiatives focused on endangered species management, coastal resiliency, and environmental education; improvements to the B Street and Imperial Beach Piers; the Chula Vista Bayfront redevelopment catalyst project; the National City Balanced Plan and Pepper Park improvements; and Seaport Village activations and enhancements.

In the new fiscal year, we also expect a significant amount of state and federal maritime infrastructure money to flow. Like the American Rescue Plan Act, this too could be a game changer for our budget by helping to offset major maintenance and other coming capital needs.

After continued inflationary pressures and a contracted rate of real gross domestic product (GDP) in the first quarter of 2022, economic outlooks at the national and regional levels anticipate moderate growth of approximately 2% GDP during the year. In response, the Federal Open Market Committee (FOMC) has begun its federal funds rate increases and it is widely anticipated they will announce further increases throughout 2022. Despite inconsistent and fluctuating trends in many financial markets, the World Travel and Tourism Council projects U.S. domestic travel and tourism spending to reach over \$1.1 trillion for the year, surpassing pre-pandemic levels by 1.3%. Additionally, the Conference Board reported that the Consumer Confidence Expectations Index, which details consumer attitudes, buying intentions, vacation plans and consumer expectation for inflation, stock prices and interest rates, has recently ticked up as consumers looked forward to greater economic resiliency.

With an FY 2023 budget, and plans in place to meet the District's primary objectives, we look now to major project goals for the year, which include:

- **Port Master Plan Update:** In FY 2023, District staff anticipates seeking Board approval of the Draft Port Master Plan Update (PMPU) and Final Program Environmental Impact Report (EIR) and begin processing the PMPU with the California Coastal Commission. In FY 2022, the District circulated for public review the Draft Program EIR. Launched in 2013, this Integrated Planning effort is a multifaceted and comprehensive approach for managing and planning for the future of the District and San Diego Bay in a balanced way.
- **Maritime Clean Air Strategy (MCAS):** In FY 2023, the District anticipates deployment or completion of numerous emissions-reduction projects underway in support of the recently adopted Maritime Clean Air Strategy (MCAS). In FY 2022, the District designated approximately \$25 million in federal stimulus funds toward electrification. The MCAS is the most ambitious clean air strategy of its kind in the state, if not in the entire country. With its "Health Equity for All" vision, the policy document aims to improve air quality and community health while also supporting modern and efficient maritime operations and jobs. Some projects underway include:

## Message from the Chief Financial Officer / Treasurer

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- Doubling cruise shore power – beginning in FY 2023, two cruise ships will be able to utilize shore power simultaneously at the B Street and Broadway Pier cruise ship terminals.
  - Tenth Avenue Marine Terminal Microgrid – the District has begun installation of a renewable, solar-powered microgrid at the Tenth Avenue Marine Terminal (TAMT). The microgrid will provide back-up power to District-operated facilities, including security infrastructure, lights, offices, and the existing jet fuel storage system in support of the District's role as a Strategic Port. The microgrid is funded in part by a \$4.9 million California Energy Commission Electric Program Investment Change grant.
  - Electric cranes – the TAMT microgrid will also support the first all-electric dual mobile harbor cranes in North America. Anticipated to be in operation in mid-2023, the Konecranes Gottwald Generation 6 Mobile Harbor Cranes will replace the diesel-powered crane currently supporting cargo operations.
  - Electric tug – The District will also be home to the first all-electric tugboat to operate in the U.S. Crowley, a District tenant, is building and will operate it.
  - Adding shore power or an alternative technology at the National City Marine Terminal.
  - Fleet electrification – the District expects to receive 16 electric vehicles to replace gas or diesel-power vehicles currently in use.
  - Harbor Drive 2.0 – a plan to use innovative technology along Harbor Drive to smartly manage cargo truck traffic passing through Barrio Logan and National City.
- Chula Vista Bayfront Project: The District, the City of Chula Vista, and RIDA Chula Vista, LLC anticipate closing on the centerpiece project for the Chula Vista Bayfront redevelopment. RIDA Chula Vista, LLC anticipates starting construction on its Gaylord Pacific Resort and Convention Center and supporting public infrastructure and amenities soon after. The District and City of Chula Vista are transforming a largely vacant and underutilized industrial landscape into a thriving recreational, residential and resort destination on the Chula Vista waterfront of San Diego Bay.
  - National City Balanced Plan: In partnership with the City of National City, Pasha Automotive Services, and GB Capital Holdings, as well as community stakeholders, staff anticipates seeking Board certification of the National City Balanced Plan (Balanced Plan) Environmental Impact Report and other project components within the District's jurisdiction and approval of a Port Master Plan Amendment for the same. The Balanced Plan is a water and land use plan balancing three priorities – maritime, commercial recreation and public access.
  - Pepper Park Improvements: In FY 2023, the District anticipates the start of construction on improvements for Pepper Park on the National City Bayfront. In FY 2022, the District hosted a series of public outreach events to receive feedback on the redesign of the park and its future 2.5-acre expansion. During the outreach, initial improvements to be completed by summer 2024 were identified. These improvements will be paid for via nearly \$4 million in federal stimulus funding along with a \$250,000 contribution from new District tenant Austal, a global shipbuilding company that is opening a facility in National City.
  - Airport Connectivity: In FY 2023, the District will continue working with the San Diego Association of Governments (SANDAG), the City of San Diego, the San Diego County Regional Airport Authority, Metro Transit Systems, and Caltrans to solve the complex mobility issues around connecting transit to the San Diego International Airport. SANDAG is assessing the District's headquarters and surrounding parcels as a potential location for a mobility hub that would connect to the airport as well as to a larger central mobility hub at another site.
  - Wetland Mitigation Bank at Pond 20: The District anticipates work to begin on its proposed wetland mitigation bank at Pond 20. The approximately \$35 million project would create a 76.5-acre coastal wetland mitigation bank on the southern portion of a District-owned parcel known as Pond 20. The former salt evaporation pond is currently vacant, isolated from tidal influence, and provides little habitat value due to its salt-encrusted surface and invasive plants. The District anticipates having all construction permits by spring 2023. The District plans to sell mitigation credits. Money left over after the District recoups construction costs will be split between Imperial Beach and the City of San Diego's Council District 8.

## Message from the Chief Financial Officer / Treasurer

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- Seaport Village Revitalization: The Port has successfully inked 21 leases since taking over ownership and operation of this waterfront shopping, dining, and entertainment center. In FY 2023, the District anticipates several openings in a buzz-worthy lineup of tenants, including:
  - Malibu Farm – simple farm-to-table California-inspired cuisine that is fresh, organic, and locally-sourced whenever possible.
  - Shorebird – with successful launches in Newport Beach and Sedona, Arizona, Shorebird Restaurant brings its coastal flavors and relaxed vibes for its third opening at Seaport Village.
  - Gladstone's – a historic beachside restaurant founded in Malibu in 1972. A licensee opened another location in Long Beach and is opening a third at Seaport Village. It will bring a fresh, new concept with a focus on classic seafood dishes including fish plates, king crab, Maine lobster, and more.
  - Crack Taco – a locally owned-and-operated fast-casual restaurant offering a variety of unique and authentic Mexican tacos with homemade corn tortillas and burritos featuring "Cardiff Crack," a highly popular burgundy pepper tri-tip, specialty Micheladas, beer, wine, and sangria.
  - Louisiana Charlie's – a Southern-style restaurant offering barbeque and Cajun-style food with a unique Mardi Gras-themed atmosphere.
  - Zytoun Gourmet Mediterranean – a full-service Greek and Mediterranean restaurant featuring healthy and fresh premium-quality Mediterranean cuisine.
- Imperial Beach Pier Improvements: In FY 2023, the District anticipates the start of infrastructure improvements for the iconic Imperial Beach Pier, including a mid-pier shade canopy structure and a historical viewing area at the end of the pier. In a future phase, a shade canopy and 40-foot-long deck extensions on each side of the pier over the beach area are proposed to be built. The total estimated project cost is nearly \$4 million. Currently, there is approximately \$1.64 million in Capital Improvement Project funding available and \$850,000 in federal stimulus funding available. These proposed improvements are in addition to a series of aesthetic enhancements recently completed including new paint and murals in bright colors that reflect the city's unique Southern California beach vibe, activity zone placards, distance markers, fishing rod holders, and other amenities including replacement of the existing benches, fish cleaning stations, and drinking fountains.

In addition to looking at the goals for the year ahead, it is appropriate to reflect on the past year. The following accomplishments during FY 2022 represent significant milestones, and work on many of them continues in FY 2023:

- Tijuana River Sewage Treatment Litigation: The District, along with the Cities of Imperial Beach, Chula Vista, and San Diego, the California State Lands Commission, the California San Diego Regional Water Quality Control Board, and the Surfrider Foundation, announced a comprehensive settlement agreement with the U.S. Section of the International Boundary and Water Commission to mitigate raw sewage and toxic chemicals polluting San Diego area communities and beaches. The settlement resolves years of litigation that began with the first of three lawsuits filed by the District and Cities of Imperial Beach and Chula Vista.
- Navy Pier Park: In FY 2023, the District and the USS Midway Museum agreed to work together to build a park on Navy Pier. The project calls for demolition of an old Navy warehouse that sits at the entrance of the pier, completion of pile improvements and pier reinforcements, and building a park. The Midway is contributing \$30 million, and the District is contributing nearly \$12 million in federal stimulus funding. The park will generally include amenities that reflect San Diego's military history as well as pedestrian walkways, landscaping, benches, signage, restrooms, and parking.
- Seaport Village Award: The District and its partners at Protea Properties and SLP Urban Planning were recognized with the prestigious Economic Prosperity Award for the revitalization of Seaport Village. Part of the Downtown San Diego Partnership's "Create the Future Awards" program, the award is presented in recognition of efforts to advance, secure, or introduce innovative ideas to downtown San Diego's economy. The successful repositioning and revitalization of Seaport Village is a result of the shared vision and collaboration efforts among the Port, Protea, and SLP Urban Planning.

## Message from the Chief Financial Officer / Treasurer

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- Signature Waterfront Events: The District welcomed the return of several large-scale waterfront events that draw people to the bay and drive revenue to our tenants: the Big Bay Boom, our annual Independence Day fireworks extravaganza; the San Diego Bay Parade of Lights featuring dozens of boats adorned with holiday lights and decorations; and the Holiday Bowl Parade, the largest balloon parade in North America.
- American Public Works Association Accreditation: For the second time in four years, the District was recognized with re-accreditation by the American Public Works Association. The program formally recognizes public works agencies for compliance with nationally recognized management practices and for implementing processes that go beyond those industry standards. In 2017, the Port of San Diego was the first port in the U.S. to be accredited by the APWA.
- 25<sup>th</sup> Anniversary of Grand Caribe Shoreline Park: The District and the City of Coronado celebrated the 25th anniversary of Grand Caribe Shoreline Park during National Parks and Recreation Month. Development of the 3.7-acre park, which officially opened on July 5, 1996, was a joint effort of the Port and the Silver Strand Beautification Committee.
- Blue Carbon Eelgrass Study: The District secured a \$150,000 from the U.S. Department of Transportation's Maritime Administration to study how much carbon in San Diego Bay's eelgrass. The bay supports 17% of all eelgrass in the state and half the eelgrass found in Southern California. Eelgrass and other coastal "blue carbon" ecosystems have a unique ability to rapidly capture and hold large amounts of carbon dioxide in their plants and soils. This study supports local and state climate planning efforts and is a vital component to the District's ongoing efforts to protect the important resources tidelands provide to the region.
- Cruise Business Return: The District welcomed the return of cruise lines and cruise passengers in October after a 17-month, pandemic-induced pause. The District expects approximately 100 calls for the season, primarily from Holland America, Princess Cruises, Celebrity Cruises, and Disney Cruise Line. Looking ahead to FY 2023, approximately 130 cruise calls are scheduled.
- The Rady Shell at Jacobs Park: The District and the San Diego Symphony celebrated the debut of The Rady Shell at Jacobs Park, the West Coast's first bayside concert venue and park within a park. Managed and programmed by the Symphony, and with more than 100 concerts and events year-round offering views of the bay, the marina, and downtown, The Rady Shell at Jacobs Park and the surrounding park represents a partnership of business, government leaders, and the arts in service of the community. The venue, with its highly innovative, architecturally striking and acoustically superior outdoor stage, has already been a smashing success and was even featured in Apple's nationally televised commercial announcing the launch of their iPhone 13.
- Native Oyster Living Shoreline Project: The District completed installation of its South Bay Native Oyster Living Shoreline adjacent to the Chula Vista Wildlife Refuge. With nearly \$1 million in funding from the U.S. Fish and Wildlife Service and Builders Initiative, and in partnership with the California Coastal Conservancy, this project aims to protect the shoreline from impacts related to rising sea levels and to increase biodiversity in San Diego Bay.
- East Harbor Island Redevelopment: The Board approved the Sunroad Hotel Project for East Harbor Island. Sunroad plans to build a 450-room hotel with two brands: a 12-level wing with extended stay rooms and a 15-level wing with select service rooms. Public amenities include mini-destinations and pedestrian paths on the hotel's ground level. The District and Sunroad negotiated a 66-year lease, which would require Sunroad to invest a minimum of \$153 million into the hotel project, which is anticipated to break ground in late 2023.

The District continues a steady streak of prudent budget and financial planning, resulting in an A+ credit rating reaffirmed by Fitch and S&P.



## Message from the Chief Financial Officer / Treasurer

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As we embark on *New Horizons* in the face of global challenges, we also broaden our impact in our communities, the region, and in the world. While some of the steps may be unfamiliar and uncharted, we are dedicated to navigating the journey before us with experience and purpose.

A handwritten signature in black ink that reads "Robert DeAngelis". The signature is written in a cursive style and is positioned above a thin horizontal line.

Robert DeAngelis, CFO/Treasurer

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## Budget in Brief Overview

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In response to the uncertainty and unique circumstance in the last few years and to provide the reader with additional information, the budget book includes the following tables in the Budget in Brief Format comparing different years and data that reflects the impact of COVID-19. The FY 2022 Adjusted Budget refers to the Board Adopted Budget along with any Board approved amendments and changes in presentation.

- The 1st table: "FY 2022 Projection compared to the FY 2023 Budget" pages 22 & 23 shows our projection for FY 2022 and budget for FY 2023.
- The 2nd table: "FY 2023 Budget in Brief" pages 24 & 25 shows actual results for FY 2021 in addition to the Adjusted FY 2022 Adopted Budget compared to the Planned FY 2023 Budget. This is the document that the budget book is written from including the narratives and tables.
- The 3rd table: "FY 2024 and FY 2025 Forecast" pages 26 & 27 shows the two-year outlook FY 2024 and FY 2025.

## FY 2022 Projection Compared to FY 2023 Budget

OVERVIEW OF REVENUES, EXPENSES, CAPITAL REQUIREMENTS & FUND ACTIVITIES					
	ADJUSTED BUDGET FY 2022	PROJECTION FY 2022	BUDGET FY 2023	\$ CHANGE	% CHANGE
<b>Operating Revenue</b>					
Real Estate	\$ 86,023,400	\$ 99,066,663	\$111,880,400	\$ 12,813,737	12.9 %
Guest Experiences - Parking	10,655,800	13,097,742	14,080,600	982,858	7.5 %
Maritime	37,087,000	38,077,400	43,606,000	5,528,600	14.5 %
Harbor Police Department	18,663,300	17,913,300	18,961,100	1,047,800	5.8 %
Miscellaneous (G&A for HPD services to SDCRAA, Cost Recovery, etc.)	3,028,300	2,915,800	2,973,700	57,900	2.0 %
<b>Total Operating Revenue</b>	<b>\$155,457,800</b>	<b>\$ 171,070,905</b>	<b>\$191,501,800</b>	<b>\$ 20,430,895</b>	<b>11.9 %</b>
<b>Non-Operating Revenue</b>					
Grants - Capital Project Reimbursement	\$ 5,836,500	\$ 5,836,500	\$ 2,955,500	\$ (2,881,000)	(49.4)%
Grant Revenue - Other	1,486,500	1,486,500	1,625,600	139,100	9.4 %
Economic Recovery Program (ERP) Revenue	—	12,033,000	67,177,900	55,144,900	458.3 %
Investment Revenue	335,000	335,000	500,000	165,000	49.3 %
Other (Legal Settlements, Donated Revenue, etc.)	3,102,100	2,752,100	3,110,300	358,200	13.0 %
<b>Total Non-Operating Revenue</b>	<b>\$ 10,760,100</b>	<b>\$ 22,443,100</b>	<b>\$ 75,369,300</b>	<b>\$ 52,926,200</b>	<b>235.8 %</b>
<b>Total Revenue</b>	<b>\$166,217,900</b>	<b>\$ 193,514,005</b>	<b>\$266,871,100</b>	<b>\$ 73,357,095</b>	<b>37.9 %</b>
<b>Expenses</b>					
Personnel	\$105,068,800	\$ 99,054,600	\$108,756,700	\$ 9,702,100	9.8 %
Non-Personnel Expense (NPE)	47,148,100	44,792,478	56,388,900	11,596,422	25.9 %
Economic Recovery Program (ERP) Expense	10,000,000	5,100,000	5,255,600	155,600	3.1 %
Municipal Service Agreements (MSA) with Member Cities	9,315,900	9,315,900	9,595,400	279,500	3.0 %
Major Maintenance - Expense	525,000	275,000	455,600	180,600	65.7 %
Non-Operating NPE	2,885,900	2,885,900	1,732,700	(1,153,200)	(40.0)%
Capitalized Labor	(2,575,000)	(1,875,000)	(3,916,900)	(2,041,900)	108.9 %
<b>Total Expenses</b>	<b>\$172,368,700</b>	<b>\$ 159,548,878</b>	<b>\$178,268,000</b>	<b>\$ 18,719,122</b>	<b>11.7 %</b>
<b>Earnings Before Depreciation and GASB 68, 73, and 75 Accounting Adjustments</b>	<b>\$ (6,150,800)</b>	<b>\$ 33,965,127</b>	<b>\$ 88,603,100</b>	<b>\$ 54,637,973</b>	<b>160.9 %</b>
<b>Sources &amp; Uses of Funds and Reserves</b> (see detail on following page)	<b>\$ (5,555,400)</b>	<b>\$ (23,246,925)</b>	<b>\$ (84,980,500)</b>	<b>\$ (61,733,575)</b>	<b>265.6 %</b>
<b>Unrestricted Sources Over Uses of Funds</b>	<b>\$ (11,706,200)</b>	<b>\$ 10,718,202</b>	<b>\$ 3,622,600</b>	<b>\$ (7,095,602)</b>	<b>(66.2)%</b>

## FY 2022 Projection Compared to FY 2023 Budget

OTHER SOURCES & USES OF FUNDS AND RESERVES DETAIL					
	ADJUSTED BUDGET FY 2022	PROJECTION FY 2022	BUDGET FY 2023	\$ CHANGE	% CHANGE
<b>SOURCES OF FUNDS</b>					
<b><u>Other Sources of Funds and Reserves</u></b>					
Grant Funded TMP, CIP, and Equipment Outlay and Other Capital Projects	\$ 5,836,500	\$ 5,836,500	\$ 2,955,500	\$ (2,881,000)	(49.4)%
Public Art, Environmental, Asset Forfeiture, NEVP, and Maritime Industrial Impact Fund	1,424,400	1,424,400	1,512,600	88,200	6.2 %
Capital Improvement Program Reserve	15,628,600	12,753,600	7,411,600	(5,342,000)	(41.9)%
ERP, Non-Cash Adjustment, Other	103,282,000	—	—	—	N/A
Cumulative Unrestricted Resources	4,344,000	—	920,000	920,000	N/A
<b>Total Other Sources of Funds and Reserves</b>	<b>\$130,515,500</b>	<b>\$ 20,014,500</b>	<b>\$ 12,799,700</b>	<b>\$ (7,214,800)</b>	<b>(36.0)%</b>
<b>USES OF FUNDS</b>					
<b><u>Other Uses of Funds and Reserves</u></b>					
Capital Improvement Program	\$ 18,692,000	\$ 15,817,000	\$ 8,858,200	\$ (6,958,800)	(44.0)%
Technology Capital Projects	1,750,900	1,650,900	3,853,500	2,202,600	133.4 %
Capital Major Maintenance (MM) Projects	3,325,000	926,500	4,484,400	3,557,900	384.0 %
Equipment Outlay and Other Capital Projects	9,796,600	5,293,625	4,496,700	(796,925)	(15.1)%
Economic Recovery Program (ERP) Capital	90,000,000	6,933,000	63,922,300	56,989,300	822.0 %
Debt Service (Principal Only)	4,338,600	4,338,600	4,740,700	402,100	9.3 %
Coronado Bridge Lighting Project	38,500	38,500	5,000	(33,500)	(87.0)%
Environmental Fund Set-Aside	—	—	837,000	837,000	N/A
Maritime Industrial Impact Fund Set-Aside	159,500	293,500	323,600	30,100	10.3 %
NEVP Maintenance Fund Set-Aside	—	—	1,005,400	1,005,400	N/A
Capital Grants	5,836,500	5,836,500	2,955,500	(2,881,000)	(49.4)%
Low Carbon Fuel Standard (LCFS) Revenue	685,300	685,300	705,300	20,000	2.9 %
RIDA Set-Aside	1,448,000	1,448,000	1,592,600	144,600	10.0 %
<b>Total Other Uses of Funds and Reserves</b>	<b>\$136,070,900</b>	<b>\$ 43,261,425</b>	<b>\$ 97,780,200</b>	<b>\$ 54,518,775</b>	<b>126.0 %</b>
<b>Total Other Sources &amp; Uses of Funds and Reserves</b>	<b>\$ (5,555,400)</b>	<b>\$ (23,246,925)</b>	<b>\$ (84,980,500)</b>	<b>\$ (61,733,575)</b>	<b>265.6 %</b>

# FY 2023 Budget in Brief

OVERVIEW OF REVENUES, EXPENSES, CAPITAL REQUIREMENTS & FUND ACTIVITIES					
	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
<b>Operating Revenue</b>					
Real Estate	\$ 78,170,385	\$ 86,023,400	\$ 111,880,400	\$ 25,857,000	30.1 %
Guest Experiences - Parking	7,947,255	10,655,800	14,080,600	3,424,800	32.1 %
Maritime	33,785,207	37,087,000	43,606,000	6,519,000	17.6 %
Harbor Police Department	19,898,025	18,663,300	18,961,100	297,800	1.6 %
Miscellaneous (G&A for HPD services to SDCRAA, Cost Recovery, etc.)	3,808,954	3,028,300	2,973,700	(54,600)	(1.8)%
<b>Total Operating Revenue</b>	<b>\$143,609,826</b>	<b>\$155,457,800</b>	<b>\$191,501,800</b>	<b>\$ 36,044,000</b>	<b>23.2 %</b>
<b>Non-Operating Revenue</b>					
Grants - Capital Project Reimbursement	\$ 1,196,070	\$ 5,836,500	\$ 2,955,500	\$ (2,881,000)	(49.4)%
Grant Revenue - Other	949,894	1,486,500	1,625,600	139,100	9.4 %
Economic Recovery Program (ERP) Revenue	—	—	67,177,900	67,177,900	N/A
Investment Revenue	506,961	335,000	500,000	165,000	49.3 %
Other (Legal Settlements, Donated Revenue, etc.)	3,066,744	3,102,100	3,110,300	8,200	0.3 %
<b>Total Non-Operating Revenue</b>	<b>\$ 5,719,668</b>	<b>\$ 10,760,100</b>	<b>\$ 75,369,300</b>	<b>\$ 64,609,200</b>	<b>600.5 %</b>
<b>Total Revenue</b>	<b>\$149,329,494</b>	<b>\$166,217,900</b>	<b>\$266,871,100</b>	<b>\$ 100,653,200</b>	<b>60.6 %</b>
<b>Expenses</b>					
Personnel	\$ 94,229,120	\$105,068,800	\$108,756,700	\$ 3,687,900	3.5 %
Non-Personnel Expense (NPE)	42,068,296	47,148,100	56,388,900	9,240,800	19.6 %
Economic Recovery Program (ERP) Expense	—	10,000,000	5,255,600	(4,744,400)	(47.4)%
Municipal Service Agreements (MSA) with Member Cities	8,329,775	9,315,900	9,595,400	279,500	3.0 %
Major Maintenance - Expense	263,042	525,000	455,600	(69,400)	(13.2)%
Non-Operating NPE	3,100,107	2,885,900	1,732,700	(1,153,200)	(40.0)%
Capitalized Labor	(2,818,157)	(2,575,000)	(3,916,900)	(1,341,900)	52.1 %
<b>Total Expenses</b>	<b>\$145,172,182</b>	<b>\$172,368,700</b>	<b>\$178,268,000</b>	<b>\$ 5,899,300</b>	<b>3.4 %</b>
<b>Earnings Before Depreciation and GASB 68, 73, and 75 Accounting Adjustments</b>	<b>\$ 4,157,312</b>	<b>\$ (6,150,800)</b>	<b>\$ 88,603,100</b>	<b>\$ 94,753,900</b>	<b>(1,540.5)%</b>
<b>Sources &amp; Uses of Funds and Reserves</b> (see detail on following page)	<b>\$ (15,290,228)</b>	<b>\$ (5,555,400)</b>	<b>\$ (84,980,500)</b>	<b>\$ (79,425,100)</b>	<b>1,429.7 %</b>
<b>Unrestricted Sources Over Uses of Funds</b>	<b>\$ (11,132,916)</b>	<b>\$ (11,706,200)</b>	<b>\$ 3,622,600</b>	<b>\$ 15,328,800</b>	<b>(130.9)%</b>

**Note:**

See Section 3, Page 3 for Revenue Highlights explanations and Section 3, Page 15 for Expense Highlights explanations.

# FY 2023 Budget in Brief

OTHER SOURCES & USES OF FUNDS AND RESERVES DETAIL					
	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
<b>SOURCES OF FUNDS</b>					
<b><u>Other Sources of Funds and Reserves</u></b>					
Grant Funded TMP, CIP, and Equipment Outlay and Other Capital Projects	\$ 1,196,070	\$ 5,836,500	\$ 2,955,500	\$ (2,881,000)	(49.4)%
Public Art, Environmental, Asset Forfeiture, NEVP, and Maritime Industrial Impact Fund	2,636,441	1,424,400	1,512,600	88,200	6.2 %
Capital Improvement Program Reserve	2,931,257	15,628,600	7,411,600	(8,217,000)	(52.6)%
ERP, Non-Cash Adjustment, Other	(721,398)	103,282,000	—	(103,282,000)	(100.0)%
Cumulative Unrestricted Resources	4,161,933	4,344,000	920,000	(3,424,000)	(78.8)%
<b>Total Other Sources of Funds and Reserves</b>	<b>\$ 10,204,303</b>	<b>\$130,515,500</b>	<b>\$ 12,799,700</b>	<b>\$ (117,715,800)</b>	<b>(90.2)%</b>
<b>USES OF FUNDS</b>					
<b><u>Other Uses of Funds and Reserves</u></b>					
Capital Improvement Program	\$ 8,409,360	\$ 18,692,000	\$ 8,858,200	\$ (9,833,800)	(52.6)%
Technology Capital Projects	1,451,041	1,750,900	3,853,500	2,102,600	120.1 %
Capital Major Maintenance (MM) Projects	2,193,381	3,325,000	4,484,400	1,159,400	34.9 %
Capital Labor (Major Maintenance and Technology Capital)	1,741,024	—	—	—	N/A
Equipment Outlay and Other Capital Projects	3,488,712	9,796,600	4,496,700	(5,299,900)	(54.1)%
Economic Recovery Program (ERP) Capital	—	90,000,000	63,922,300	(26,077,700)	(29.0)%
Debt Service (Principal Only)	4,784,500	4,338,600	4,740,700	402,100	9.3 %
Coronado Bridge Lighting Project	2,458	38,500	5,000	(33,500)	(87.0)%
Environmental Fund Set-Aside	—	—	837,000	837,000	N/A
Maritime Industrial Impact Fund Set-Aside	—	159,500	323,600	164,100	102.9 %
NEVP Maintenance Fund Set-Aside	—	—	1,005,400	1,005,400	N/A
Capital Grants	1,196,070	5,836,500	2,955,500	(2,881,000)	(49.4)%
Asset Forfeiture and Wellness Fund Set-Aside	27,966	—	—	—	N/A
Low Carbon Fuel Standard (LCFS) Revenue	446,161	685,300	705,300	20,000	2.9 %
RIDA Set-Aside	2,123,544	1,448,000	1,592,600	144,600	10.0 %
Car Rental Transaction Fees	54,625	—	—	—	N/A
ACH Parking Facility Fund Set-Aside	(13,811)	—	—	—	N/A
RV Park Buyout Credit	(410,500)	—	—	—	N/A
<b>Total Other Uses of Funds and Reserves</b>	<b>\$ 25,494,531</b>	<b>\$136,070,900</b>	<b>\$ 97,780,200</b>	<b>\$ (38,290,700)</b>	<b>(28.1)%</b>
<b>Total Other Sources &amp; Uses of Funds and Reserves</b>	<b>\$ (15,290,228)</b>	<b>\$ (5,555,400)</b>	<b>\$ (84,980,500)</b>	<b>\$ (79,425,100)</b>	<b>1,429.7 %</b>

## FY 2024 and FY 2025 Forecast

OVERVIEW OF REVENUES, EXPENSES, CAPITAL REQUIREMENTS & FUND ACTIVITIES					
	BUDGET FY 2023	FORECAST FY 2024	% CHANGE	FORECAST FY 2025	% CHANGE
<b>Operating Revenue</b>					
Real Estate	\$111,880,400	\$118,928,865	6.3 %	\$122,496,731	3.0 %
Guest Experiences - Parking	14,080,600	17,558,508	24.7 %	18,436,433.61	5.0 %
Maritime	43,606,000	44,243,246	1.5 %	47,534,279	7.4 %
Harbor Police Department	18,961,100	18,965,390	0.0 %	19,534,352	3.0 %
Miscellaneous (G&A for HPD services to SDCRAA, Cost Recovery, etc.)	2,973,700	2,915,800	(1.9)%	2,915,800	0.0 %
<b>Total Operating Revenue</b>	<b>\$191,501,800</b>	<b>\$202,611,809</b>	<b>5.8 %</b>	<b>\$210,917,595</b>	<b>4.1 %</b>
<b>Non-Operating Revenue</b>					
Grants - Capital Project Reimbursement	\$ 2,955,500	\$ 4,197,800	42.0 %	\$ 4,197,800	0.0 %
Grant Revenue - Other	1,625,600	1,099,000	(32.4)%	1,099,000	0.0 %
Economic Recovery Program (ERP) Revenue	67,177,900	—	N/A	—	N/A
Investment Revenue	500,000	369,338	(26.1)%	387,804	5.0 %
Other (Legal Settlements, Donated Revenue, etc.)	3,110,300	3,102,100	(0.3)%	3,102,100	0.0 %
<b>Total Non-Operating Revenue</b>	<b>\$ 75,369,300</b>	<b>\$ 8,768,238</b>	<b>(88.4)%</b>	<b>\$ 8,786,704</b>	<b>0.2 %</b>
<b>Total Revenue</b>	<b>\$266,871,100</b>	<b>\$211,380,047</b>	<b>(20.8)%</b>	<b>\$219,704,299</b>	<b>3.9 %</b>
<b>Expenses</b>					
Personnel	\$108,756,700	\$114,194,535	5.0 %	\$119,904,262	5.0 %
Non-Personnel Expense (NPE)	56,388,900	57,403,900	1.8 %	59,298,229	3.3 %
Economic Recovery Program (ERP) Expense	5,255,600	—	N/A	—	N/A
Municipal Service Agreements (MSA) with Member Cities	9,595,400	9,811,883	2.3 %	10,106,239	3.0 %
Major Maintenance - Expense	455,600	450,000	(1.2)%	450,000	0.0 %
Non-Operating NPE	1,732,700	2,812,348	62.3 %	2,752,253	(2.1)%
Capitalized Labor	(3,916,900)	(1,957,895)	(50.0)%	(2,044,995)	4.4 %
<b>Total Expenses</b>	<b>\$178,268,000</b>	<b>\$182,714,771</b>	<b>2.5 %</b>	<b>\$190,465,988</b>	<b>4.2 %</b>
<b>Earnings Before Depreciation and GASB 68, 73, and 75 Accounting Adjustments</b>	<b>\$ 88,603,100</b>	<b>\$ 28,665,276</b>	<b>(67.6)%</b>	<b>\$29,238,311.7</b>	<b>2.0 %</b>
<b>Sources &amp; Uses of Funds and Reserves</b> (see detail on following page)	<b>\$(84,980,500)</b>	<b>\$(21,035,061)</b>	<b>(75.2)%</b>	<b>\$(21,691,842)</b>	<b>3.1 %</b>
<b>Unrestricted Sources Over Uses of Funds</b>	<b>\$ 3,622,600</b>	<b>\$ 7,630,215</b>	<b>N/A</b>	<b>\$ 7,546,470</b>	<b>(1.1)%</b>



## FY 2024 and FY 2025 Forecast

OTHER SOURCES & USES OF FUNDS AND RESERVES DETAIL					
	BUDGET FY 2023	FORECAST FY 2024	% CHANGE	FORECAST FY 2025	% CHANGE
<b>SOURCES OF FUNDS</b>					
<b>Other Sources of Funds and Reserves</b>					
Grant Funded TMP, CIP, and Equipment Outlay and Other Capital Projects	\$ 2,955,500	\$ 4,197,800	42.0 %	\$ 4,197,800	0.0 %
Public Art, Environmental, Asset Forfeiture, NEVP, and Maritime Industrial Impact Fund	1,512,600	1,424,400	(5.8)%	2,066,316	45.1 %
Capital Improvement Program Reserve	7,411,600	1,573,850	(78.8)%	1,573,850	0.0 %
Cumulative Unrestricted Resources	920,000	—	N/A	—	N/A
<b>Total Other Sources of Funds and Reserves</b>	<b>\$ 12,799,700</b>	<b>\$ 7,196,050</b>	<b>(43.8)%</b>	<b>\$ 7,837,966</b>	<b>8.9 %</b>
<b>USES OF FUNDS</b>					
<b>Other Uses of Funds and Reserves</b>					
Capital Improvement Program	\$ 8,858,200	\$ 3,254,100	(63.3)%	\$ 3,254,100	0.0 %
Technology Capital Projects	3,853,500	4,250,411	10.3 %	4,250,411	0.0 %
Capital Major Maintenance (MM) Projects	4,484,400	4,000,000	(10.8)%	5,000,000	25.0 %
Equipment Outlay and Other Capital Projects	4,496,700	3,421,989	(23.9)%	3,421,989	0.0 %
Economic Recovery Program (ERP) Capital	63,922,300	—	N/A	—	N/A
Debt Service (Principal Only)	4,740,700	4,783,307	0.9 %	5,022,472	5.0 %
Coronado Bridge Lighting Project	5,000	—	N/A	—	N/A
Environmental Fund Set-Aside	837,000	856,350	2.3 %	891,576	4.1 %
Maritime Industrial Impact Fund Set-Aside	323,600	328,454	1.5 %	352,760	7.4 %
NEVP Maintenance Fund Set-Aside	1,005,400	1,005,400	0.0 %	1,005,400	0.0 %
Capital Grants	2,955,500	4,197,800	42.0 %	4,197,800	0.0 %
Low Carbon Fuel Standard (LCFS) Revenue	705,300	685,300	(2.8)%	685,300	0.0 %
RIDA Set-Aside	1,592,600	1,448,000	(9.1)%	1,448,000	0.0 %
<b>Total Other Uses of Funds and Reserves</b>	<b>\$ 97,780,200</b>	<b>\$ 28,231,111</b>	<b>(71.1)%</b>	<b>\$ 29,529,808</b>	<b>4.6 %</b>
<b>Total Other Sources &amp; Uses of Funds and Reserves</b>	<b>\$ (84,980,500)</b>	<b>\$ (21,035,061)</b>	<b>(75.2)%</b>	<b>\$ (21,691,842)</b>	<b>3.1 %</b>

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# Organization

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The Board establishes policy to realize the District's mission, vision, brand promise, and goals. Three positions reporting directly to the Board are responsible for execution of policy directives: the President/Chief Executive Officer (President/CEO), General Counsel, and Port Auditor.

## HARBOR POLICE

Led by the Vice President of Public Safety/Chief of Harbor Police, the Harbor Police Department is responsible for initiatives and programs that provide safety, protection, and law enforcement. The Department also provides police and fire protection to San Diego Bay, as well as police services to San Diego International Airport. Under direction of the Chief of Harbor Police, homeland security, facility security, and law enforcement combine to protect and serve those who work, play, and visit the Port of San Diego.

## MARKETING

Led by the Vice President of Marketing and Communications, this Division raises awareness of the District, its business lines, activities, and regional value through accurate and transparent communications while building and maintaining partnerships with external stakeholders and other government agencies. This Division also issues over 1,100 permits annually, safeguarding and promoting public access to 22 District parks and facilities, establishing strategic event partnerships to provide additional revenue sources for the District, and programming a wide variety of community events to create a vibrant waterfront experience for residents and visitors to the region.

Departments in the Marketing Division include:

- Marketing & Communications
- Parks & Recreation

## PLANNING AND ENVIRONMENT

Led by the Vice President of Planning and Environment, this Division is responsible for the District's land use planning functions, including the creation of a Port Master Plan, issuance and application for permits for the 34 miles of waterfront around San Diego Bay; development and regulatory enforcement of air, land, and water quality improvement, protection, and conservation; development of an incubator business line focused on aquaculture and bluetech investments; compliance oversight of California Environmental Quality Act (CEQA) and California Coastal Act practices within the District's jurisdiction.

Departments in the Planning and Environment Division include:

- Aquaculture & Blue Technology (team)
- Environmental Conservation
- Environmental Protection
- Planning

## ADMINISTRATION

Led by the Vice President of Administration/Chief Administrative Officer, this Division manages, directs, and integrates the functions, programs, and activities of District-wide Human Resources, People & Organizational Development, Office of the District Clerk, Information Security, and Information Technology. The Vice President Administration/Chief Administrative Officer is the District's lead negotiator for labor negotiations and provides strategic leadership in the delivery of centralized corporate, administrative, technology implementation, and support services.

Departments in the Administration Division include:

- Human Resources

# Organization

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- Information Technology / Information Security
- Office of the District Clerk
- People & Organizational Development

## MARITIME

Led by the Vice President of Maritime, this Division is responsible for the import and export business of automobiles, containerized produce, breakbulk, bulk, and project maritime cargo at two cargo terminals; an international cruise business at two cruise terminals; shipbuilding and ship repair facilities; and public piers and docks. The District is the primary port of entry for Hyundai, Volkswagen, Audi, and Fiat among others at the National City Marine Terminal, operated by Pasha Automotive Services. The terminal also receives finished vehicles by rail and trucking including Toyota Trucks from Mexico. The Tenth Avenue Marine Terminal hosts Dole Fresh Fruit, which is their primary port of entry for products destined to the Western United States and Canada. The District's cruise terminals hosts Holland America Line and Disney Cruise Line as its primary homeport customers, with itineraries to Hawaii, Mexico, and beyond.

## STRATEGY AND POLICY

Led by the Vice President of Strategy and Policy, this Division is responsible for the District's communications and relationships with federal, state, and local elective and administrative bodies.

Departments in the Policy and Strategy Division include:

- Diversity, Equity, and Inclusion
- Energy & Policy (team)
- Government & Civic Relations

## INTERNAL OPERATIONS

Led by the Vice President of Facilities and Engineering, this Division's responsibilities include: design and construction engineering, capital improvement and major maintenance programs, facilities maintenance and services for several roadways, 22 parks, and several administrative buildings.

Departments and teams in the Internal Operations Division include:

- Engineering - Construction
- General Services

## FINANCIAL SERVICES

Led by the Chief Financial Officer/Treasurer Vice President, this Division oversees the District's Financial Services and Procurement Services. The CFO/Treasurer provides professional assistance and support to the President/CEO on the District's financial planning, accounting, investing, and procurement services. Financial Services includes financial planning and reporting, budgeting, treasury services, risk management, accounting, and payroll services.

Departments in the Financial Services Division include:

- Financial Services
- Procurement Services

# Organization

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## BUSINESS OPERATIONS

Led by the Vice President of Business Operations, this Division's responsibilities include: commercial leasing and management of over 600 tenancies, the progress of over \$3.5 billion of development projects in the pipeline, project review, entitlement processing and compliance oversight of California Environmental Quality Act (CEQA) and California Coastal Act practices within the District's jurisdiction, and development and management of parking assets and landscaping and park maintenance for 22 parks. The growth of revenue, both through core lines of business and new revenue streams, is a key responsibility for the Business Operations Division.

Departments and teams in the Business Operations Division include:

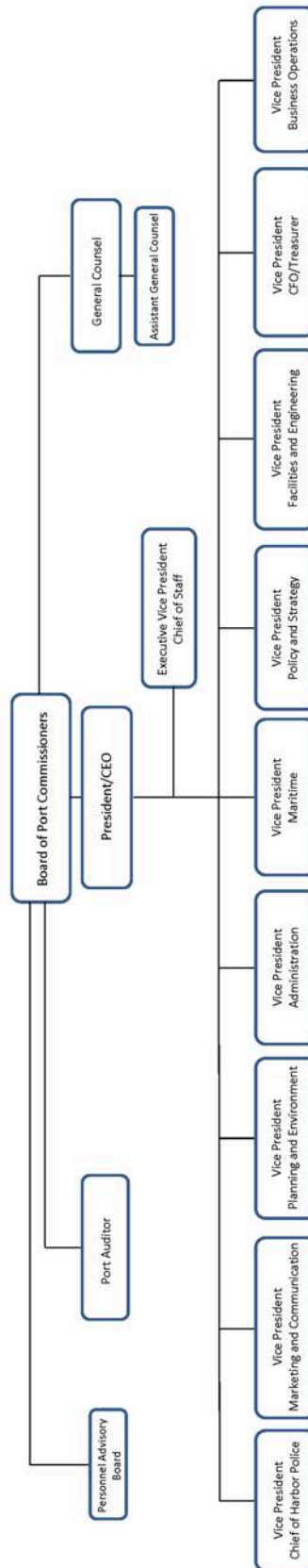
- Development Services
- Guest Experiences - Park Greenscapes & Bayscapes
- Guest Experiences - Parking
- Real Estate
- Performance and Reporting



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# Organization Chart

## DISTRICT ORGANIZATION CHART



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## Budget Timetable

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**Preliminary budget adoption starts the public comment period.** Adoption of the preliminary budget occurs at the May Board meeting. Under the provisions of the Port Act, the preliminary budget must be adopted by June 15<sup>th</sup> each year which begins the public comment period. Not less than 30 days later, the Board considers the final budget for adoption.

**Final budget adoption follows the public comment period.** At its first meeting following the comment period, but no later than August 1<sup>st</sup>, the Board adopts the final budget, along with amendments to the Salary Ordinance for personnel changes included in the final budget. Ideally, this happens in June, prior to the start of the new fiscal year.

Once the budget is adopted, it is input into the *SAP Funds Management Accounting System (SAP-FM)* and the funds availability control, which tracks expenses against the budget, is activated.

**An appropriating ordinance may be required.** If no final budget is adopted by July 1<sup>st</sup>, a special ordinance is required to appropriate funds for continuing operations.

The budget is based on estimates made by departments prior to the end of the current fiscal year, and 16 to 17 months prior to the end of the budget year. Many events could occur after adoption that would make the actual results significantly different from the budget estimates.

Once adopted, the budget is not fixed. The budget can be amended at any time during the fiscal year by Board ordinance. Staff monitors budget results and programs throughout the fiscal year. Changes in plans, fluctuations in estimates, new programs for which no estimate was available, and other unexpected events may require a budget amendment.

Board of Port Commissioners (BPC) Policy No. 090 shall govern transfers between appropriated budget items.

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### 3 Highlights

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# Revenue Highlights

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Total Revenues (operating and non-operating) are budgeted at \$266.9M. Compared to the FY 2022 Projection of \$193.5M, this is an increase of \$73.4M, or 37.9%, as shown in Section 1, page 22. Compared to the FY 2022 Adjusted Budget of \$166.2M, this is an increase of \$100.7M, or 60.6%, as shown in Section 1, page 24.

Trends affecting operating revenue are described below by profit center.

## Operating Revenue by Profit Center

In previous years the budget has generally been developed on the assumption that the national and local economy will continue to grow at a moderate pace. Revenues were projected by benchmarking major tenants, conducting tenant interviews, and using industry analysis to predict trends in revenue. Assumptions concerning prospective revenues from new and renegotiated leases were included. Revenues for leases scheduled to terminate are reduced by the probability that they will not be renewed. For leases with an option to expand facilities, revenues are reduced by the probability that the option will not be exercised.

Since concession revenue varies with economic conditions, the Real Estate revenue team performed a detailed analysis using recent data from multiple sources, including: actual year-to-date revenue, published industry forecasts, cruise ship activity projections, local and national economic reports, information and insight provided by District tenants, and convention bookings for 2022 and 2023. The aforementioned sources were all reviewed and considered in developing the FY 2023 budget.

### Below is a comparison of the FY 2023 Budget to the FY 2022 Projection, as shown in Section 1, page 22.

Total operating revenue for the District is budgeted at \$191.5M compared to \$171.1M for the FY 2022 Projection, an increase of \$20.4M, or 11.9%.

## Real Estate

Real Estate operating revenue is budgeted at \$111.9M, an increase of \$12.8M, or 12.9% from the FY 2022 Projection. This is primarily due to an anticipated increase in visitor activity on tidelands and a return in convention business.

- **Concession Revenue** is budgeted at \$85.0M, an increase of \$13.5M, or 14.9%, primarily due to an anticipated increase in visitor activity and a gradual return in convention and group events.
- **Fixed Rent** is budgeted at \$22.3M, an increase of \$429k, or 2.0%.
- **Seaport Village Common Area Maintenance and Marketing Fee** combined is budgeted at \$2.0M, an increase of \$401k, or 24.4%. This is due to an expected increase in common area expense reimbursements, which is partially related to filling tenant vacancies as businesses are recovering from eased COVID-19 restrictions and the tourism industry, with its associated spending, returns to Seaport Village.

## Guest Experiences – Parking

Guest Experiences - Parking operating revenue is budgeted at \$14.1M, an increase of \$983k, or 7.5% from the FY 2022 Projection. This is primarily due to an anticipated increase in visitor activity on tidelands and a return of convention and group events.

- **Parking** is budgeted at \$9.3M, an increase of \$893k, or 4.9%, primarily due to an anticipated increase in visitor activity on tidelands and a gradual return in convention and group events.

# Revenue Highlights

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## Maritime

Maritime operating revenue is budgeted at \$43.6M, an increase of \$5.5M, or 14.5% from the FY 2022 Projection. This is primarily due to an anticipated increase in cruise activity.

- **Cruise Ship Passenger Fees and Security Charges** combined are budgeted at \$6.9M, an increase of \$4.4M, or 122%, due to an anticipated increase in cruise activity.
- **Fixed Rent** is budgeted at \$18.8M, an increase of \$873k, or 4.9%, mainly due to rent increases from the National Distribution Center and a new tenant lease.
- **Wharfage** is budgeted at \$10.9M, an increase of \$677k, or 6.7%, primarily due to a higher projection in vehicle throughput.
- **Dockage** is budgeted at \$2.8M, a decrease of \$117k, or 4.0%, due to revenue decreases from cruise, liner service, and miscellaneous cargo.

## Harbor Police

Harbor Police operating revenue is budgeted at \$19.0M, an increase of \$1.0M, or 5.8% from the FY 2022 Projection. The FY 2022 Projection reflects a reduction of \$750k in revenue from police services to the airport due to shortage in staffing, while FY 2023 budget assumes airport police services will be back to normal staffing.

## **Below is a comparison of the FY 2023 Budget to the FY 2022 Adjusted Budget, as shown in Section 1, page 24.**

Total operating revenue for the District is budgeted at \$191.5M compared to \$155.5M for the FY 2022 Adjusted Budget, an increase of \$36.0M, or 23.2%.

## Real Estate

Real Estate operating revenue is budgeted at \$111.9M, an increase of \$25.9M, or 30.1% from the FY 2022 Adjusted Budget. Differences from the FY 2022 revenue budget are projected in the following areas:

- **Concession Revenue** is budgeted at \$85.0M, an increase of \$24.0M, or 39.4%. This increase is mainly attributable to revenue projection increases due to the anticipated positive effects on the hotel and tourism industries as a result of the easing of COVID-19 restrictions. Hotel percentage rent is close to three-fourths of all concession rent, followed by retail centers, marinas, and restaurants.
- **Parking** is budgeted at \$2.1M, an increase of \$1.0M, or 97.8%. Parking revenue in the Real Estate department is limited to the Seaport Village retail center, and this increase is primarily due to the easing of restrictions due to the pandemic leading to positive effects on the tourism industry, of which Seaport Village relies heavily.

## Guest Experiences – Parking

Guest Experiences - Parking operating revenue is budgeted at \$14.1M, an increase of \$3.4M, or 32.1% from the FY 2022 Adjusted Budget. Differences from the FY 2022 revenue budget are projected in the following areas:

## Revenue Highlights

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- **Parking** is budgeted at \$9.3M, an increase of \$3.0M, or 47.9%, mainly due to the anticipated favorable effects on visitation to Convention Center and Bayfront events as a result of the easing of restrictions due to the COVID-19 pandemic.
- **Parking-Concession** is budgeted at \$300k, an increase of \$210k, or 233.3%, primarily due to an anticipated return of long-term airport parking.

### Maritime

Maritime operating revenue is budgeted at \$43.6M, an increase of \$6.5M, or 17.6% from the FY 2022 Adjusted Budget. Differences from the FY 2022 revenue budget are projected in the following areas:

- **Cruise Ship Passenger Fees** is budgeted at \$5.1M, an increase of \$3.9M, or 337.1%, due to higher projections in cruise vessel calls and cruise passengers as a result of the easing of restrictions due to the COVID-19 pandemic.
- **Cruise Ship Passenger Security Charges** is budgeted at \$1.8M, an increase of \$1.1M, or 145.9%, due to higher projections in cruise activity as a result of the easing of restrictions due to the COVID-19 pandemic.
- **Dockage** is budgeted at \$2.8M, an increase of \$798k, or 39.1%, mainly due to cruise dockage revenue increase.
- **Fixed Rent** is budgeted at \$18.8M, an increase of \$715k, or 3.9%, due to rent increases for National Distribution Center and lease term changes in other major leases.
- **Storage Space Rental** is budgeted at \$1.2M, a decrease of \$535k, or 30.7%, primarily due to a decrease in automobile storage at the National City Marine Terminal.

### Harbor Police

Harbor Police operating revenue is budgeted at \$19.0M, an increase of \$298k, or 1.6% from the FY 2022 Adjusted Budget. The increase is primarily due to an increase in anticipated revenue from Police services at the Airport, partially offset by a slight decrease in operating grants revenue.

The Harbor Police Department, in addition to serving the District tidelands, is the primary law enforcement agency at the San Diego County Regional Airport Authority (SDCRAA). The cost reimbursement for police services provided to the SDCRAA is \$18.8M, while the General and Administrative (G&A) cost reimbursement reported under the Miscellaneous profit center is \$2.9M, bringing the total reimbursement to \$21.7M, a net increase of \$193k over the FY 2022 Adjusted Budget. The FY 2023 Public Services Provided revenue budget includes labor and burden based on actual individual officer's rate per pay period and department overhead.

Additionally, federal, state, and local grant reimbursements are budgeted at \$893k, a decrease of \$115k, or 11.4% from the FY 2022 Adjusted Budget, mainly due to a decrease in the Operation Stonegarden grant award.

### Non-Operating Revenue

Total non-operating revenue for the District is budgeted at \$75.4M compared to the FY 2022 Projection of \$22.4M, an increase of \$52.9M, or 235.8%, as shown in Section 1, page 22. Compared to the FY 2022 Adjusted Budget of \$10.8M, this is an increase of \$64.6M, or 600.5%, as shown in Section 1, page 24.

## Revenue Highlights

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The most significant driver of the variances, both compared to the FY 2022 Projection and to the FY 2022 Adjusted Budget, is the Economic Recovery Program (ERP) revenue in FY 2023 of \$67.2M. For more detailed information on the Economic Recovery Program, see section 3, page 41.

Other highlights of non-operating revenue between FY 2023 Budget and FY 2022 Adjusted Budget:

- **Grants – Capital Projects Reimbursement** is budgeted at \$3.0M, a decrease of \$2.9M, or 49.4%. The decrease is primarily due to the completion of the General Services Pump Head project, completion of the construction phases of the Native Oyster Living Shoreline Project, and the expected completion of the construction phase of the Tenth Avenue Marine Terminal (TAMT) Microgrid infrastructure project. FY 2023 reimbursements consist primarily of a grant for the TAMT Microgrid infrastructure project from the California Energy Commission to demonstrate the business case for microgrids in support of California's advancement of energy resiliency and greenhouse gas reduction program and Port Security Grant-funded Projects.
- **Interest - Investments** is budgeted at \$500k, an increase of \$165k, or 49.3%. Investment earnings are expected to be higher than prior year budget due to the anticipated increase in interest rates and balances from receipt of American Rescue Plan Act (ARPA) funds.
- **Miscellaneous Other Non-Operating Revenue** is budgeted at \$2.3M, flat to FY 2022. The main item in this account is the Harbor Maintenance Tax (HMT), which will be used to address maritime infrastructure needs. The HMT is levied nationwide on importers and domestic shippers to assist with maintaining berths, navigation channels, dredging sediment, engineering, and administrative costs.

## Revenue by Operating Center

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
<b>REAL ESTATE</b>					
Fixed Rent	\$ 20,198,465	\$ 21,922,100	\$ 22,336,500	\$ 414,400	1.9 %
Concession Revenue	54,973,400	60,961,800	84,954,200	23,992,400	39.4 %
ACH Parking Facility Funding	(13,811)	—	—	—	N/A
Rents	\$ 75,158,054	\$ 82,883,900	\$ 107,290,700	\$ 24,406,800	29.4 %
Advertising	\$ 70,000	\$ 70,000	\$ 220,000	\$ 150,000	214.3 %
Parking	1,314,219	1,039,700	2,057,000	1,017,300	97.8 %
Park Usage Fees	22,591	437,200	326,600	(110,600)	(25.3)%
Reimbursed Cost/Cost Recovery	112,356	100,000	110,000	10,000	10.0 %
Seaport Village Common Area Maintenance	1,168,287	1,524,700	1,617,800	93,100	6.1 %
Seaport Village Marketing Fee	324,878	352,900	428,300	75,400	21.4 %
Waived Fees-Tidelands Activation Program	—	(385,000)	(170,000)	215,000	(55.8)%
Fees & Service Charges	\$ 3,012,331	\$ 3,139,500	\$ 4,589,700	\$ 1,450,200	46.2 %
Misc Other Non-Operating Revenue	\$ 45,050	\$ —	\$ —	\$ —	N/A
Non-Operating Revenue	\$ 45,050	\$ —	\$ —	\$ —	N/A
<b>TOTAL REAL ESTATE</b>	<b>\$ 78,215,435</b>	<b>\$ 86,023,400</b>	<b>\$ 111,880,400</b>	<b>\$ 25,857,000</b>	<b>30.1 %</b>
<b>GUEST EXPERIENCES - PARKING</b>					
Fixed Rent	\$ 89,100	\$ —	\$ —	\$ —	N/A
Rents	\$ 89,100	\$ —	\$ —	\$ —	N/A
Citations	\$ 659,901	\$ 692,400	\$ 749,700	\$ 57,300	8.3 %
Parking	3,510,741	6,272,300	9,277,700	3,005,400	47.9 %
Parking Meters	3,216,226	3,680,000	3,783,200	103,200	2.8 %
Parking-Concession	468,770	90,000	300,000	210,000	233.3 %
Reimbursed Cost/Cost Recovery	2,516	—	—	—	N/A
Waived Fees-Tidelands Activation Program	—	(78,900)	(30,000)	48,900	(62.0)%
Fees & Service Charges	\$ 7,858,155	\$ 10,655,800	\$ 14,080,600	\$ 3,424,800	32.1 %
<b>TOTAL GUEST EXPERIENCES - PARKING</b>	<b>\$ 7,947,255</b>	<b>\$ 10,655,800</b>	<b>\$ 14,080,600</b>	<b>\$ 3,424,800</b>	<b>32.1 %</b>
<b>MARITIME</b>					
Fixed Rent	\$ 17,482,822	\$ 18,117,800	\$ 18,833,100	\$ 715,300	3.9 %
Concession Revenue	1,467,042	1,743,700	1,846,500	102,800	5.9 %
Storage Space Rental	1,503,718	1,740,100	1,205,100	(535,000)	(30.7)%
Other Rental Revenue	134,903	218,700	298,000	79,300	36.3 %
Rents	\$ 20,588,486	\$ 21,820,300	\$ 22,182,700	\$ 362,400	1.7 %
Bunkering	\$ 36,547	\$ 52,000	\$ 70,000	\$ 18,000	34.6 %
Cruise Ship Passenger Fees	—	1,162,700	5,081,600	3,918,900	337.1 %

## Revenue by Operating Center

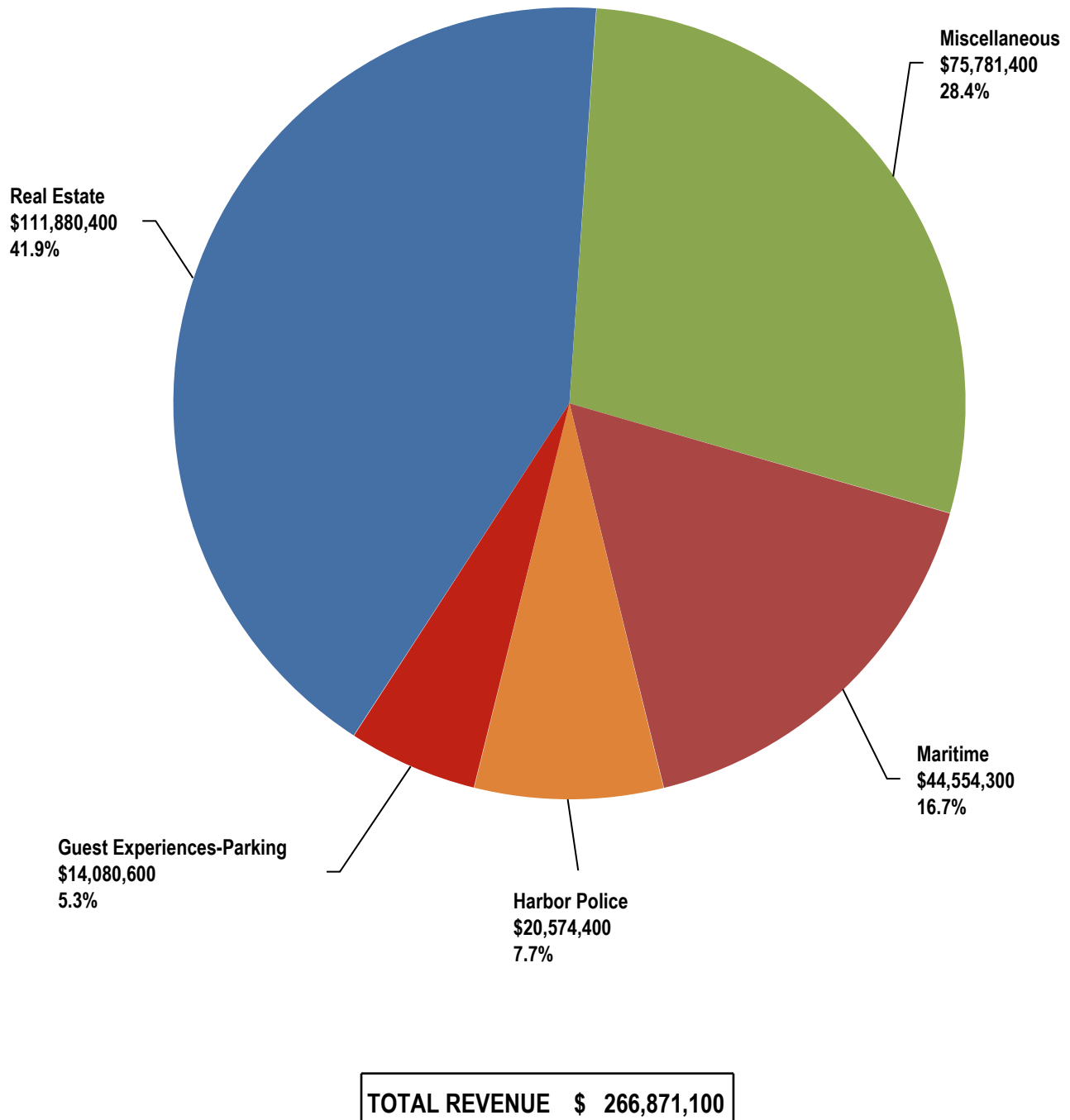
	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Cruise Ship Passenger Security Charges	62,544	727,800	1,789,900	1,062,100	145.9 %
Demurrage	3,474	—	—	—	N/A
Dockage	2,123,145	2,040,900	2,838,800	797,900	39.1 %
Environmental Surcharge	14,359	19,700	23,600	3,900	19.8 %
Permit & License Fees	1,964	1,000	1,500	500	50.0 %
Parking	22,701	12,000	12,600	600	5.0 %
Piers & Floats	—	189,000	330,100	141,100	74.7 %
Wharfage	10,520,025	10,825,900	10,852,100	26,200	0.2 %
Miscellaneous Other Operating Revenue	296,020	141,000	185,300	44,300	31.4 %
Maritime Incentive Credit	(2,250)	—	—	—	N/A
Waived Fees-Tidelands Activation Program	—	(70,900)	—	70,900	(100.0)%
<b>Fees &amp; Service Charges</b>	<b>\$ 13,078,528</b>	<b>\$ 15,101,100</b>	<b>\$ 21,185,500</b>	<b>\$ 6,084,400</b>	<b>40.3 %</b>
Utilities Furnished	\$ 55,752	\$ 115,600	\$ 183,800	\$ 68,200	59.0 %
Reimbursed Cost/Cost Recovery	62,442	50,000	54,000	4,000	8.0 %
<b>Services</b>	<b>\$ 118,194</b>	<b>\$ 165,600</b>	<b>\$ 237,800</b>	<b>\$ 72,200</b>	<b>43.6 %</b>
Grant Revenue-Other	\$ 15,021	\$ 10,000	\$ 243,000	\$ 233,000	2,330.0 %
Low Carbon Fuel Standard (LCFS) Revenue	446,161	685,300	705,300	20,000	2.9 %
<b>Non-Operating Revenue</b>	<b>\$ 461,182</b>	<b>\$ 695,300</b>	<b>\$ 948,300</b>	<b>\$ 253,000</b>	<b>36.4 %</b>
<b>TOTAL MARITIME</b>	<b>\$ 34,246,390</b>	<b>\$ 37,782,300</b>	<b>\$ 44,554,300</b>	<b>\$ 6,772,000</b>	<b>17.9 %</b>
<b><u>HARBOR POLICE</u></b>					
Fixed Rent	\$ 8,100	\$ —	\$ —	\$ —	N/A
Rents	\$ 8,100	\$ —	\$ —	\$ —	N/A
Citations	\$ 103,072	\$ 117,000	\$ 100,000	\$ (17,000)	(14.5)%
Piers & Floats	268,654	—	—	—	N/A
Miscellaneous Other Operating Revenue	27,205	20,000	20,000	—	0.0 %
<b>Fees &amp; Service Charges</b>	<b>\$ 398,931</b>	<b>\$ 137,000</b>	<b>\$ 120,000</b>	<b>\$ (17,000)</b>	<b>(12.4)%</b>
Public Services Provided	\$ 19,472,528	\$ 18,499,300	\$ 18,811,100	\$ 311,800	1.7 %
Reimbursed Cost/Cost Recovery	18,465	27,000	30,000	3,000	11.1 %
<b>Services</b>	<b>\$ 19,490,994</b>	<b>\$ 18,526,300</b>	<b>\$ 18,841,100</b>	<b>\$ 314,800</b>	<b>1.7 %</b>
Grant Revenue-Other	\$ 571,498	\$ 1,008,000	\$ 893,300	\$ (114,700)	(11.4)%
Misc Other Non-Operating Revenue	695,199	698,300	720,000	21,700	3.1 %
Asset Forfeiture Proceeds-Harbor Police	27,966	—	—	—	N/A
<b>Non-Operating Revenue</b>	<b>\$ 1,294,663</b>	<b>\$ 1,706,300</b>	<b>\$ 1,613,300</b>	<b>\$ (93,000)</b>	<b>(5.5)%</b>
<b>TOTAL HARBOR POLICE</b>	<b>\$ 21,192,688</b>	<b>\$ 20,369,600</b>	<b>\$ 20,574,400</b>	<b>\$ 204,800</b>	<b>1.0 %</b>

## Revenue by Operating Center

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
<b>MISCELLANEOUS</b>					
Aquaculture	\$ —	\$ —	\$ 35,000	\$ 35,000	N/A
Aquaculture & Blue Tech Revenue	\$ —	\$ —	\$ 35,000	\$ 35,000	N/A
Citations	\$ 1,200	\$ —	\$ —	\$ —	N/A
Miscellaneous Other Operating Revenue	218,655	—	—	—	N/A
Miscellaneous Other Operating Revenue	\$ 219,855	\$ —	\$ —	\$ —	N/A
Public Services Provided	\$ 2,958,254	\$ 2,978,300	\$ 2,859,600	\$ (118,700)	(4.0)%
Reimbursed Cost/Cost Recovery	16,158	1,000	1,300	300	30.0 %
Services	\$ 2,974,413	\$ 2,979,300	\$ 2,860,900	\$ (118,400)	(4.0)%
Partnership/Cost Sharing Reimbursement	\$ 613,524	\$ 49,000	\$ 77,800	\$ 28,800	58.8 %
Partnership/Cost Sharing Reimbursement	\$ 613,524	\$ 49,000	\$ 77,800	\$ 28,800	58.8 %
Damages Recovered	\$ 1,053,080	\$ —	\$ —	\$ —	N/A
Grants - Capital Project Reimbursement	1,196,070	5,836,500	2,955,500	(2,881,000)	(49.4)%
Grant Revenue-Other	363,375	468,500	489,300	20,800	4.4 %
Economic Recovery Program (ERP)	—	—	67,177,900	67,177,900	N/A
Donated Revenue	27,338	58,500	25,000	(33,500)	(57.3)%
Reimbursed Legal Fees	37,745	—	—	—	N/A
Legal Settlements	71,968	—	—	—	N/A
Misc Other Non-Operating Revenue	491,378	1,600,000	1,600,000	—	0.0 %
Car Rental Transaction Fees	54,625	—	—	—	N/A
Sale of Surplus Items - Proceeds	116,235	60,000	60,000	—	0.0 %
Non-Operating Revenue	\$ 3,411,812	\$ 8,023,500	\$ 72,307,700	\$ 64,284,200	801.2 %
Gain/Loss on Sale of Investments	\$ 81,493	\$ —	\$ —	\$ —	N/A
Interest - Investments	569,387	335,000	500,000	165,000	49.3 %
Interest - Unamortized Bond Premium	2,164	—	—	—	N/A
Unrealized Gain/Loss On Inv. (GASB 31)	(134,233)	—	—	—	N/A
Interest - Miscellaneous and Late Fees	(11,850)	—	—	—	N/A
Investment Revenue	\$ 506,961	\$ 335,000	\$ 500,000	\$ 165,000	49.3 %
Discounts Earned	\$ 1,162	\$ —	\$ —	\$ —	N/A
Other Revenue	\$ 1,162	\$ —	\$ —	\$ —	N/A
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 7,727,727</b>	<b>\$ 11,386,800</b>	<b>\$ 75,781,400</b>	<b>\$ 64,394,600</b>	<b>565.5 %</b>
<b>TOTAL REVENUE</b>	<b>\$ 149,329,494</b>	<b>\$ 166,217,900</b>	<b>\$ 266,871,100</b>	<b>\$ 100,653,200</b>	<b>60.6 %</b>



## Revenue by Operating Center



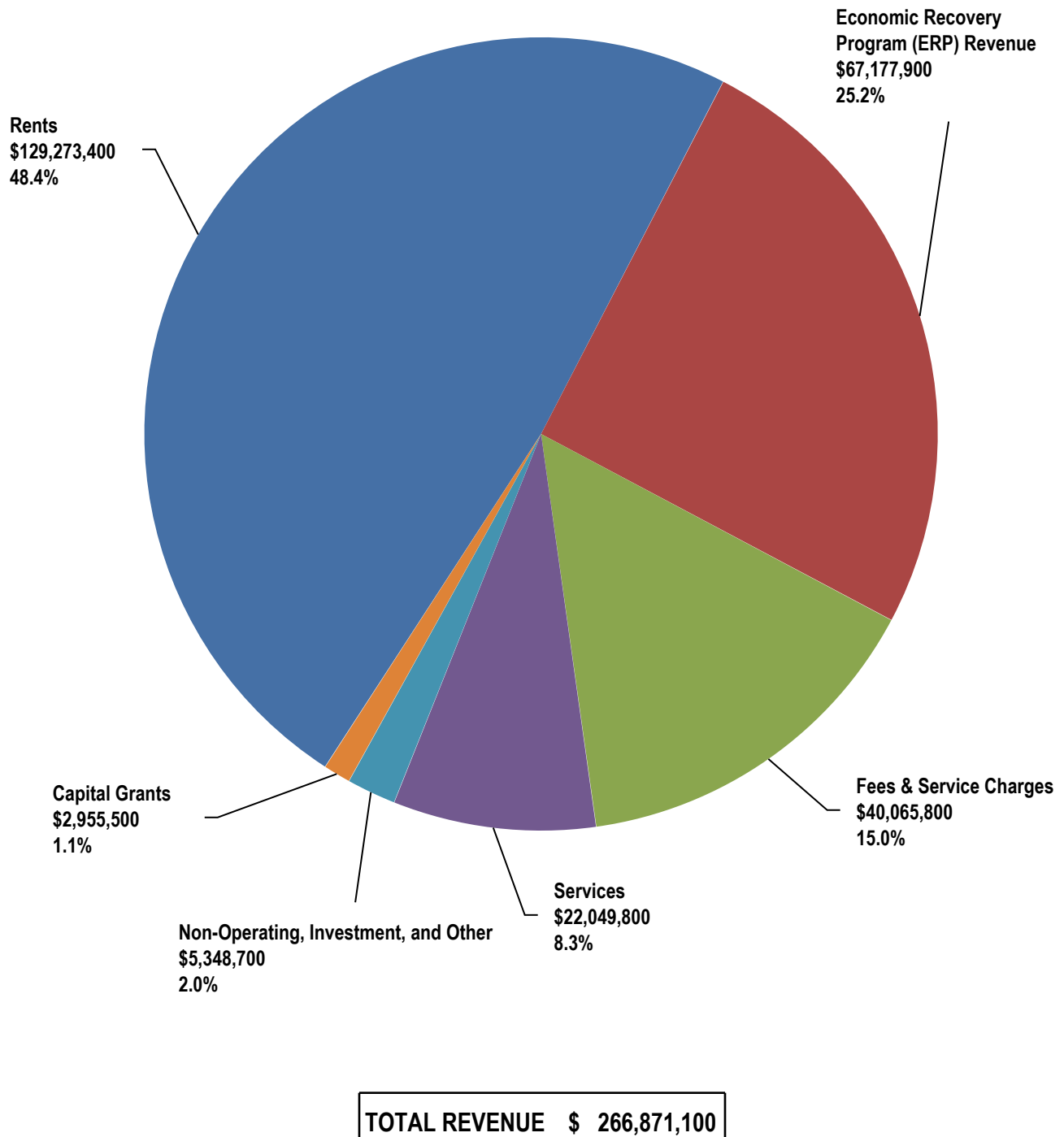
## Revenue by Account

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Fixed Rent	\$ 37,778,487	\$ 40,039,900	\$ 41,169,600	\$ 1,129,700	2.8 %
Concession Revenue	56,440,442	62,705,500	86,800,700	24,095,200	38.4 %
Storage Space Rental	1,503,718	1,740,100	1,205,100	(535,000)	(30.7)%
ACH Parking Facility Funding	(13,811)	—	—	—	N/A
Other Rental Revenue	134,903	218,700	298,000	79,300	36.3 %
Waived Fees-Tidelands Activation Program	—	(534,800)	(200,000)	334,800	(62.6)%
<b>RENTS</b>	<b>\$ 95,843,739</b>	<b>\$ 104,169,400</b>	<b>\$ 129,273,400</b>	<b>\$ 25,104,000</b>	<b>24.1 %</b>
Bunkering	\$ 36,547	\$ 52,000	\$ 70,000	\$ 18,000	34.6 %
Advertising	70,000	70,000	220,000	150,000	214.3 %
Citations	764,173	809,400	849,700	40,300	5.0 %
Cruise Ship Passenger Fees	—	1,162,700	5,081,600	3,918,900	337.1 %
Cruise Ship Passenger Security Charges	62,544	727,800	1,789,900	1,062,100	145.9 %
Demurrage	3,474	—	—	—	N/A
Dockage	2,123,145	2,040,900	2,838,800	797,900	39.1 %
Environmental Surcharge	14,359	19,700	23,600	3,900	19.8 %
Permit & License Fees	1,964	1,000	1,500	500	50.0 %
Parking	4,847,661	7,324,000	11,347,300	4,023,300	54.9 %
Parking Meters	3,216,226	3,680,000	3,783,200	103,200	2.8 %
Parking-Concession	468,770	90,000	300,000	210,000	233.3 %
Park Usage Fees	22,591	437,200	326,600	(110,600)	(25.3)%
Piers & Floats	268,654	189,000	330,100	141,100	74.7 %
Seaport Village Common Area Maintenance	1,168,287	1,524,700	1,617,800	93,100	6.1 %
Seaport Village Marketing Fee	324,878	352,900	428,300	75,400	21.4 %
Wharfage	10,520,025	10,825,900	10,852,100	26,200	0.2 %
Miscellaneous Other Operating Revenue	541,880	161,000	205,300	44,300	27.5 %
<b>FEES &amp; SERVICE CHARGES</b>	<b>\$ 24,455,178</b>	<b>\$ 29,468,200</b>	<b>\$ 40,065,800</b>	<b>\$ 10,597,600</b>	<b>36.0 %</b>
Public Services Provided	\$ 22,430,783	\$ 21,477,600	\$ 21,670,700	\$ 193,100	0.9 %
Utilities Furnished	55,752	115,600	183,800	68,200	59.0 %
Maritime Incentive Credit	(2,250)	—	—	—	N/A
Reimbursed Cost/Cost Recovery	211,938	178,000	195,300	17,300	9.7 %
<b>SERVICES</b>	<b>\$ 22,696,222</b>	<b>\$ 21,771,200</b>	<b>\$ 22,049,800</b>	<b>\$ 278,600</b>	<b>1.3 %</b>
Aquaculture	\$ —	\$ —	\$ 35,000	35,000	N/A
Partnership/Cost Sharing Reimbursement	613,524	49,000	77,800	28,800	58.8 %
<b>OTHER</b>	<b>\$ 613,524</b>	<b>\$ 49,000</b>	<b>\$ 112,800</b>	<b>\$ 63,800</b>	<b>130.2 %</b>
Damages Recovered	\$ 1,053,080	\$ —	\$ —	\$ —	N/A
Grants - Capital Project Reimbursement	1,196,070	5,836,500	2,955,500	(2,881,000)	(49.4)%

## Revenue by Account

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Grant Revenue-Other	949,894	1,486,500	1,625,600	139,100	9.4 %
Economic Recovery Program (ERP)	—	—	67,177,900	67,177,900	N/A
Donated Revenue	27,338	58,500	25,000	(33,500)	(57.3)%
Reimbursed Legal Fees	37,745	—	—	—	N/A
Legal Settlements	71,968	—	—	—	N/A
Misc Other Non-Operating Revenue	1,231,627	2,298,300	2,320,000	21,700	0.9 %
Low Carbon Fuel Standard (LCFS) Revenue	446,161	685,300	705,300	20,000	2.9 %
Car Rental Transaction Fees	54,625	—	—	—	N/A
Sale of Surplus Items - Proceeds	116,235	60,000	60,000	—	0.0 %
Asset Forfeiture Proceeds-Harbor Police	27,966	—	—	—	N/A
Gain/Loss On Sale of Investments	81,493	—	—	—	N/A
Interest - Investments	569,387	335,000	500,000	165,000	49.3 %
Interest - Unamortized Bond Premium	2,164	—	—	—	N/A
Unrealized Gain/Loss On Inv. (GASB 31)	(134,233)	—	—	—	N/A
Interest - Miscellaneous and Late Fees	(11,850)	—	—	—	N/A
Discounts Earned	1,162	—	—	—	N/A
<b>NON-OPERATING REVENUE</b>	<b>\$ 5,720,831</b>	<b>\$ 10,760,100</b>	<b>\$ 75,369,300</b>	<b>\$ 64,609,200</b>	<b>600.5 %</b>
<b>TOTAL REVENUE</b>	<b>\$ 149,329,494</b>	<b>\$ 166,217,900</b>	<b>\$ 266,871,100</b>	<b>\$ 100,653,200</b>	<b>60.6 %</b>

## Revenue by Account



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## Expense Highlights

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Total Expenses (operating and non-operating) are budgeted at \$178.3M, an increase of \$18.7M, or 11.7% from the FY 2022 Projection, Section 1, page 22, and an increase of \$5.9M, or 3.4%, from the FY 2022 Adjusted Budget as shown in Section 1, page 24.

### Below is a comparison of the FY 2023 Budget to the FY 2022 Projection

#### Personnel Expense

Personnel Expense is budgeted at \$108.8M, an increase of \$9.7M, or 9.8% from the FY 2022 Projection in section 1, page 22. The FY 2022 Projection reflects a reduction of \$6.5M estimated savings from the large number of vacancies.

- **Salaries & Wages** (not including Overtime) is budgeted at \$64.9M, an increase of \$9.8M, or 17.7%, primarily due to: the large number of vacant positions in FY 2022, restoring the Intern program of approximately \$940k, and projected increase in wages.
- **Burden** is budgeted at \$40.9M and remains flat from the FY 2022 projection. Payroll taxes and defined contribution plan associated with increase in Salaries & Wages and group health insurance increased in FY 2023, these were offset by a decrease in the District's actuarial determined contribution to the pension plan.

#### Non-Personnel Expense

Operating Non-Personnel Expense (NPE) is budgeted at \$56.4M, an increase of \$11.6M, or 25.9% from the FY 2022 Projection in section 1, page 22. The FY 2022 Projection reflects a total of \$5.1M of the Technology Management Program (TMP) being funded from the ERP Stabilization Fund which has its own separate NPE appropriation; therefore, various expense categories (TMP Section 4, pages 145-147) are reclassified to the ERP appropriation. In FY 2023, the ERP Stabilization funding no longer exists, resulting in NPE being restored back in those TMP expense categories.

Excluding the ERP Stabilization funding impact of \$5.1M mentioned above, below are the large variances in Operating NPE:

- **Services - Security** is budgeted at \$2.9M, an increase of \$1.0M, or 56.4%. The variance is mainly due to Cruise security screening fees related to projected increase in cruise ships passengers and additional cruise calls, and increased cost for TAMT security.
- **Services - Professional & Other** is budgeted at \$9.4M, an increase of \$900k, or 10.6%. The increase is mainly due to Maritime Clean Air Strategy, Regional Mobility Studies, and Integrated Planning.
- **Eligible Environmental Fund Expenditures** is budgeted at \$800k, an increase of \$700k, or 700.0%. The increase is attributed to the resumption of various environmental programs funded from the Environmental Fund, which was resumed in this budget.
- **Common Area Maintenance** is budgeted at \$2.7M, an increase of \$688k, or 34.4%. The increase is due to higher Seaport Village common area maintenance fees associated with new tenants which also result in associated increase in revenue.
- **Equipment Maintenance - Outside Services** is budgeted at \$1.9M, an increase of \$710k, or 60.2%. The increase is due to additional cost for the marine vessel maintenance of \$315k and Shorepower connection fees by \$375k.

## Expense Highlights

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### Below is a comparison of the FY 2023 Budget to the FY 2022 Adjusted Budget

#### Personnel Expense

Fiscal Year 2023 Personnel Expense is budgeted at \$108.8M, a \$3.7M increase or 3.5% from the FY 2022 Adjusted Budget.

Budgeted Personnel Expense consists of Salaries & Wages, Overtime, and Burden.

- **Salaries & Wages** (not including Overtime) is budgeted at \$64.9M, an increase of \$6.0M, or 10.2%. The increase is primarily due to: funding approximately \$1.7M of the previously unfunded vacant positions suspended for hiring in FY 2022 due to the pandemic, restoring the Intern program of approximately \$940k, and projected increase in wages.
- **Burden** is budgeted at \$40.9M, a decrease of \$2.3M, or 5.4% from the prior fiscal year. This decrease is primarily due to a decrease in the District's actuarial determined contribution to the pension plan partially offset by an increase in defined contribution, payroll taxes, and group health insurance.

#### Non-Personnel Expense

Operating Non-Personnel Expense (NPE) is budgeted at \$56.4M, an increase of \$9.2M, or 19.6% from the FY 2022 Adjusted Budget. Large variances from year to year are explained below:

- **Services - Professional & Other** is budgeted at \$9.4M, an increase of \$1.9M, or 25.2%. This is mainly due to Maritime Clean Air Strategy (MCAS), Regional Mobility Studies, and Integrated Planning of \$1.3M. Other increases include \$175k for COVID-19 testing, \$100k for compensation study, \$300k for Technology program for SAP developer services and Storm Water Database Management, and \$136k consulting services for Maritime.
- **Services - Security** is budgeted at \$2.9M, an increase of \$1.1M, or 63.8%. The variance is mainly due to Cruise security screening fees related to a projected increase in cruise ship passengers and additional cruise calls, and increased cost for TAMT security.
- **Eligible Environmental Fund Expenditures** is budgeted at \$800k, an increase of \$700k, or 700.0%. The increase is attributed to the resumption of various environmental programs funded from the Environmental Fund, which was resumed in this budget.
- **Common Area Maintenance** is budgeted at \$2.7M, an increase of \$688k, or 34.4%. The increase is due to higher Seaport Village common area maintenance fees associated with new tenants, which also results in associated increase in revenue.
- **Facility Management Services** is budgeted at \$3.1M, an increase of \$693k, or 28.7%. The increase is due to higher facility management fees as a result of a projected increase in revenue from Parking around the Convention Center and Bayfront parking garage. Additionally, the National Distribution Center management fee will slightly increase due to the Coast Guard lease area expansion.
- **Equipment Maintenance - Outside Services** is budgeted at \$1.9M, an increase of \$710k, or 60.2%. The increase is due to additional cost for the marine vessel maintenance of \$315k and Shorepower connection fees by \$375k.
- **Equipment & Systems** is budgeted at \$2.6M, an increase of \$397k, or 18.0%. The increase is due to increased cost for the software as a service (cloud) and additional budget for computer/laptops replacement.

## Expense Highlights

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- **Joint Programs/Studies Assistance** is budgeted at \$815k, an increase of \$391k, or 92.1%. The increase is due to increased funding for the Joint Programs/Studies Assistance on Regional Harbor Monitoring, Aquaculture & Blue Technology program on CA Sea Grant State fellowship, and regulatory assistance related to the Water Resources Development Act (WRDA) per MOU between SDUPD and Army Corps of Engineers.
- **Utilities - Gas & Electric** is budgeted at \$2.3M, an increase of \$294k, or 15.0%. The increase is due to the rate increases implemented by SDG&E in FY 2022 and to adjust the budget based on prior year actual energy use as the Port District transitions from work from home to return to office work.
- **Travel** is budgeted at \$395k, an increase of \$249k, or 169.8%. This is mainly due to an increase in domestic and international trips for Maritime, Commissioner's office, and the reactivation of travel for some departments that did not budget for it in prior fiscal year due to the pandemic travel restrictions.
- **Economic Recovery Program (ERP)** is budgeted at \$5.3M, a decrease of \$4.7M, or 47.4% from the \$10M FY 2022 budget amendment approved by the Board as a separate ERP expense appropriation. The \$5.3M is the estimated non-capital related ERP projects primarily for: tenant incentive purchase of electric utility trucks at TAMT for \$1.7M, homeless support \$1.2M, and marine sensor and renewable energy pilot projects.
- **Services - Operator Retention** is budgeted at \$2.1M, a decrease of \$383k, or 15.3%. The decrease is due to the anticipated reduction of revenue from PASHA in FY 2023.
- **Retiree Health Benefits** is budgeted at \$3.6M, a decrease of \$348k, or 8.7%. The decrease is due to the reduction of the Port District's contribution toward the premiums of dependents under age 65.

### Non-Operating NPE

#### Below is a comparison of the FY 2023 budget to both the FY 2022 Projection and FY 2022 adjusted budget

Non-Operating NPE is budgeted at \$1.7M, a decrease of \$1.2M primarily from:

- **Interest-SDCRAA & Other** is budgeted at \$860k, a decrease of \$581k, or 40.3%. The decrease is due to the renegotiated interest rate on the outstanding balance of the SDCRAA loan effective in FY 2022. The amended fixed rate was lowered to 3.63% from 5.5% with no change in the original maturity date.
- **Financial Assistance/Grants/Contribution** is budgeted at \$100k, a decrease of \$503k, or 83.4% The decrease is due to the completion of the Clean Air Improvement program in prior year. It is anticipated that the \$100k budget in FY 2023 will complete the National City Bayshore Bikeway project.

### Capitalized Labor

Capitalized labor is budgeted at \$3.9M, an increase of \$1.3M, or 52.1%, from the FY 2022 Adjusted Budget. Capitalized labor is internal labor costs (personnel and overhead) that are directly incurred in the development and construction of approved capital projects. Generally Accepted Accounting Principles (GAAP) requires capitalization of these costs and, since these costs are already included in the Salaries & Wages and the associated NPE for overhead, capital labor is considered a reduction in expense when capitalized. Capitalized labor for FY 2023 is included in the ERP capital projects, Capital Improvement Program, Major Maintenance, and Technology Management Program budgets.



## Expense by Account

LINE ITEM	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries & Wages	\$ 54,975,095	\$ 58,911,000	\$ 64,927,600	\$ 6,016,600	10.2 %
Overtime	2,553,342	2,938,000	2,940,000	2,000	0.1 %
<b>SALARIES &amp; WAGES</b>	<b>\$ 57,528,437</b>	<b>\$ 61,849,000</b>	<b>\$ 67,867,600</b>	<b>\$ 6,018,600</b>	<b>9.7 %</b>
Burden Expense	36,700,683	43,219,800	40,889,100	(2,330,700)	(5.4)%
<b>SUBTOTAL PERSONNEL</b>	<b>\$ 94,229,120</b>	<b>\$ 105,068,800</b>	<b>\$ 108,756,700</b>	<b>\$ 3,687,900</b>	<b>3.5 %</b>
Awards - Service	\$ 429	\$ 900	\$ 300	\$ (600)	(66.7)%
Books & Periodicals	57,313	41,200	58,800	17,600	42.7 %
Employee Recognition	4,117	23,500	27,600	4,100	17.4 %
Memberships & Dues	292,949	177,600	326,900	149,300	84.1 %
Health & Wellness	(11,050)	—	—	—	N/A
Recruiting	22,514	2,600	42,600	40,000	1,538.5 %
Seminars & Training	108,952	265,000	392,500	127,500	48.1 %
Tuition Reimbursement Program	38,404	31,600	55,000	23,400	74.1 %
<b>STAFF DEVELOPMENT</b>	<b>\$ 513,628</b>	<b>\$ 542,400</b>	<b>\$ 903,700</b>	<b>\$ 361,300</b>	<b>66.6 %</b>
Mileage Reimbursement	\$ 152,459	\$ 185,500	\$ 191,700	6,200	3.3 %
Travel	18,453	146,500	395,300	248,800	169.8 %
<b>TRAVEL</b>	<b>\$ 170,912</b>	<b>\$ 332,000</b>	<b>\$ 587,000</b>	<b>\$ 255,000</b>	<b>76.8 %</b>
Services - Professional & Other	\$ 5,491,193	\$ 7,536,000	\$ 9,433,000	\$ 1,897,000	25.2 %
Services - Legal - Port Attorney	2,670,425	1,524,500	1,707,000	182,500	12.0 %
Services - Security	1,153,118	1,775,800	2,908,100	1,132,300	63.8 %
Services - Operator Retention	2,343,367	2,505,600	2,122,500	(383,100)	(15.3)%
Citation - County & Admin Fees	—	400,000	300,000	(100,000)	(25.0)%
Aquaculture & Blue Technology	201,550	190,000	75,000	(115,000)	(60.5)%
<b>CONTRACTUAL SERVICES</b>	<b>\$ 11,859,653</b>	<b>\$ 13,931,900</b>	<b>\$ 16,545,600</b>	<b>\$ 2,613,700</b>	<b>18.8 %</b>
Breakage & Obsolescence	\$ (438)	\$ —	\$ —	\$ —	N/A
Equipment & Systems	2,068,916	2,212,800	2,610,100	397,300	18.0 %
Equipment Rental/Leasing	162,903	175,900	255,600	79,700	45.3 %
Office & Operating Supplies	138,831	205,800	214,800	9,000	4.4 %
Postage & Shipping	21,745	34,300	32,900	(1,400)	(4.1)%
Safety Equipment & Supplies	406,362	320,700	315,900	(4,800)	(1.5)%
Small Tools	20,426	20,900	36,300	15,400	73.7 %
Fuel & Lubricants	572,041	642,500	642,500	—	0.0 %
Parking Meter Supplies	88,854	12,000	12,000	—	0.0 %
Uniforms	265,238	274,100	278,800	4,700	1.7 %
<b>SUPPLIES &amp; EQUIPMENT</b>	<b>\$ 3,744,878</b>	<b>\$ 3,899,000</b>	<b>\$ 4,398,900</b>	<b>\$ 499,900</b>	<b>12.8 %</b>
Space Rental	\$ 1,061,831	\$ 1,067,200	\$ 1,030,200	\$ (37,000)	(3.5)%

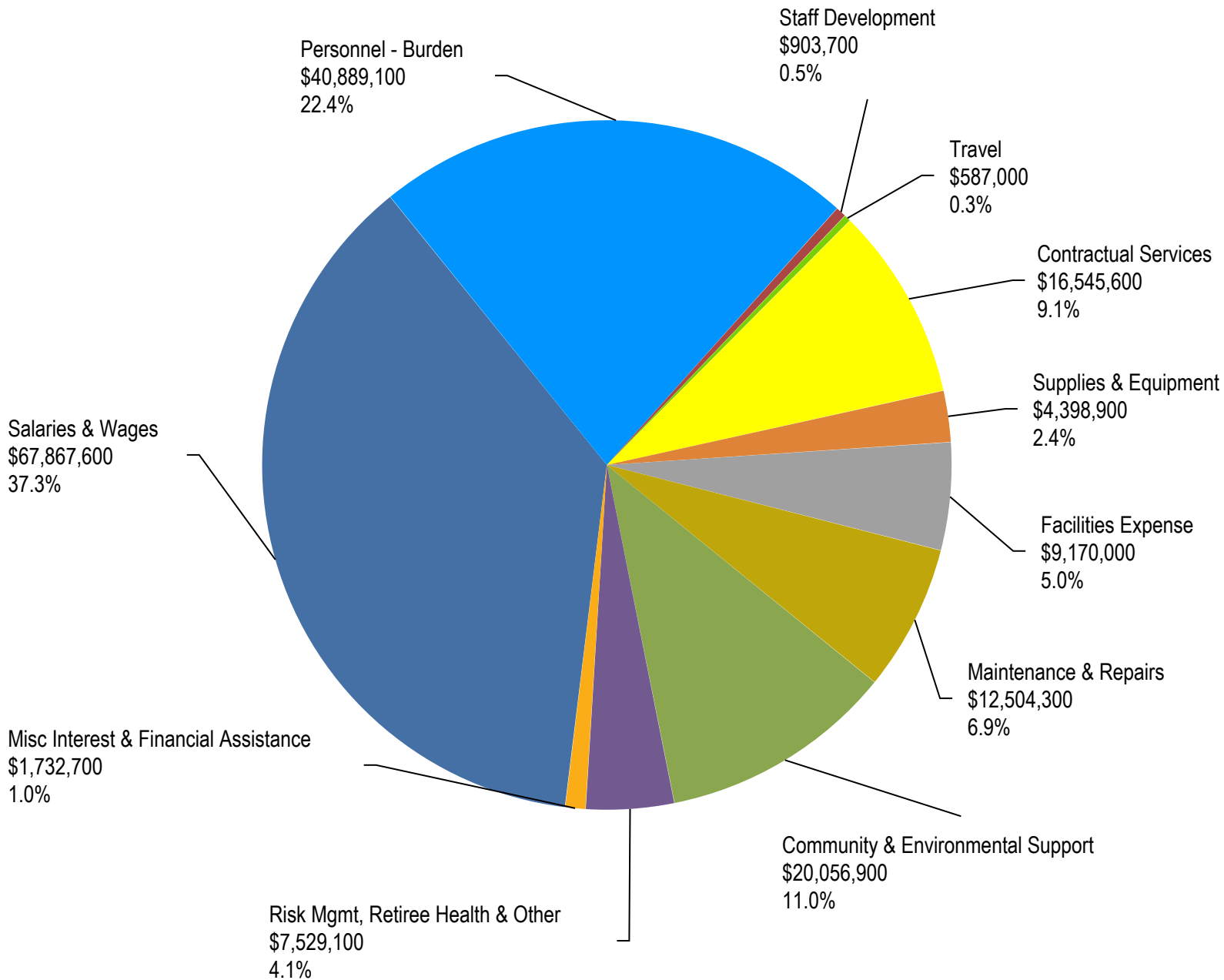
## Expense by Account

LINE ITEM	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Telephone & Communications	931,106	1,058,100	988,000	(70,100)	(6.6)%
Utilities - Gas & Electric	1,511,795	1,964,000	2,258,000	294,000	15.0 %
Utilities - Water	1,491,889	1,650,000	1,782,000	132,000	8.0 %
Facility Management Services	1,968,746	2,418,400	3,111,800	693,400	28.7 %
<b>FACILITIES EXPENSE</b>	<b>\$ 6,965,367</b>	<b>\$ 8,157,700</b>	<b>\$ 9,170,000</b>	<b>\$ 1,012,300</b>	<b>12.4 %</b>
Common Area Maintenance	\$ 1,804,240	\$ 2,000,300	\$ 2,687,900	687,600	34.4 %
Facilities Maintenance - Supplies	734,538	633,800	820,800	187,000	29.5 %
Facilities Maintenance - Outside Services	2,883,666	3,977,100	4,261,100	284,000	7.1 %
Major Maintenance Expense	263,042	525,000	455,600	(69,400)	(13.2)%
Equipment Maintenance - Supplies	267,313	280,400	280,300	(100)	0.0 %
Equipment Maintenance - Outside Services	964,257	1,179,500	1,889,300	709,800	60.2 %
As - Needed Maintenance	805,850	968,100	1,183,700	215,600	22.3 %
Software Maintenance	673,686	779,100	925,600	146,500	18.8 %
Tenant Improvements	257,413	—	—	—	N/A
<b>MAINTENANCE &amp; REPAIRS</b>	<b>\$ 8,654,005</b>	<b>\$ 10,343,300</b>	<b>\$ 12,504,300</b>	<b>\$ 2,161,000</b>	<b>20.9 %</b>
Advertising	\$ 31,281	\$ 39,400	\$ 53,400	\$ 14,000	35.5 %
Marketing Fees	556,258	580,400	624,400	44,000	7.6 %
Marketing/Outreach	381,460	544,900	630,800	85,900	15.8 %
Promotional Services	76,666	183,800	374,700	190,900	103.9 %
Promotional Materials	54,204	124,800	36,500	(88,300)	(70.8)%
Svcs - Fire, Police, Rescue, Emergency	8,329,775	9,315,900	9,595,400	279,500	3.0 %
Eligible Environmental Fund Expenditures	802,313	100,000	800,000	700,000	700.0 %
Grant Funded Expenditures	163,941	851,600	720,900	(130,700)	(15.3)%
Economic Recovery Program (ERP)	—	10,000,000	5,255,600	(4,744,400)	(47.4)%
Public Art Fund Expenditures	528,926	151,500	90,000	(61,500)	(40.6)%
Remediation	250,132	136,400	50,000	(86,400)	(63.3)%
Refuse & Hazardous Waste Disposal	155,449	190,000	177,000	(13,000)	(6.8)%
Joint Programs/Studies Assistance	868,540	424,000	814,700	390,700	92.1 %
Public Art Program	98,156	555,000	833,500	278,500	50.2 %
<b>COMMUNITY &amp; ENVIRONMENTAL SUPPORT</b>	<b>\$ 12,297,101</b>	<b>\$ 23,197,700</b>	<b>\$ 20,056,900</b>	<b>\$ (3,140,800)</b>	<b>(13.5)%</b>
Bank & Credit Card Fees	\$ 238,665	\$ 284,500	\$ 371,100	\$ 86,600	30.4 %
Insurance	1,735,294	1,998,100	2,097,100	99,000	5.0 %
Insurance Claims	1,000	400	400	—	0.0 %
Permits/Certificates/License	31,802	46,000	51,500	5,500	12.0 %
Legal Settlements	308,000	—	—	—	N/A
Retiree Health Benefits (Paid)	3,438,496	3,982,000	3,634,000	(348,000)	(8.7)%
Preservation of Benefits Plan (POB)	261,000	265,000	315,000	50,000	18.9 %

## Expense by Account

LINE ITEM	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Other Miscellaneous Operating Expenses	441,312	9,000	1,060,000	1,051,000	11,677.8 %
<b>RISK MGMT, RETIREE HEALTH &amp; OTHER</b>	<b>\$ 6,455,569</b>	<b>\$ 6,585,000</b>	<b>\$ 7,529,100</b>	<b>\$ 944,100</b>	<b>14.3 %</b>
<b>SUBTOTAL NON-PERSONNEL</b>	<b>\$ 50,661,113</b>	<b>\$ 66,989,000</b>	<b>\$ 71,695,500</b>	<b>\$ 4,706,500</b>	<b>7.0 %</b>
<b>Capitalized Labor</b>	<b>\$ (2,818,157)</b>	<b>\$ (2,575,000)</b>	<b>\$ (3,916,900)</b>	<b>\$ (1,341,900)</b>	<b>52.1 %</b>
<b>SUBTOTAL OPERATING</b>	<b>\$ 142,072,076</b>	<b>\$ 169,482,800</b>	<b>\$ 176,535,300</b>	<b>\$ 7,052,500</b>	<b>4.2 %</b>
Financial Assistance/Grants/Contributions	\$ 420,785	\$ 603,000	\$ 100,000	\$ (503,000)	(83.4)%
<b>FINANCIAL ASSISTANCE</b>	<b>\$ 420,785</b>	<b>\$ 603,000</b>	<b>\$ 100,000</b>	<b>\$ (503,000)</b>	<b>(83.4)%</b>
Interest-SDCRAA & Other Misc	\$ 1,560,682	\$ 1,440,900	\$ 859,600	\$ (581,300)	(40.3)%
Interest Expense - Series A 2013 Bonds	902,111	842,000	773,100	(68,900)	(8.2)%
<b>MISCELLANEOUS INTEREST</b>	<b>\$ 2,462,794</b>	<b>\$ 2,282,900</b>	<b>\$ 1,632,700</b>	<b>\$ (650,200)</b>	<b>(28.5)%</b>
Seized Asset/Forfeitures-Harbor Police	\$ 123,526	\$ —	\$ —	\$ —	N/A
Non-Operating Legal Costs	93,869	—	—	—	N/A
Other Misc Non-Operating Expense	(866)	—	—	—	N/A
<b>OTHER MISCELLANEOUS</b>	<b>\$ 216,529</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ —</b>	<b>N/A</b>
<b>SUBTOTAL NON-OPERATING</b>	<b>\$ 3,100,108</b>	<b>\$ 2,885,900</b>	<b>\$ 1,732,700</b>	<b>\$ (1,153,200)</b>	<b>(40.0)%</b>
<b>TOTAL</b>	<b>\$ 145,172,182</b>	<b>\$ 172,368,700</b>	<b>\$ 178,268,000</b>	<b>\$ 5,899,300</b>	<b>3.4 %</b>

## Expense by Account



<b>EXPENSE</b>	<b>\$ 182,184,900</b>
<b>CAPITALIZED LABOR</b>	<b>(3,916,900)</b>
<b>TOTAL EXPENSE</b>	<b>\$ 178,268,000</b>

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## Debt Management Highlights

**Promissory Note to the SDCRAA.** As part of the January 2003 transfer of the airport, the District issued a \$50.0M promissory note to SDCRAA. In accordance with the May 20, 2004 settlement agreement, the note is being amortized over 25 years beginning in January 2006 at a fixed interest rate of 5.5% per annum. The Port District entered in to an agreement with SDCRAA to amend the existing promissory note and renegotiated the fixed interest rate of the loan outstanding balance of \$26.5M, from 5.5% to 3.63% for the remaining term of the note effective November 1, 2021. The promissory note provides that the Port may prepay principal on the note at any time, in any amount without penalty.

**Revenue Bonds.** The District issued revenue bonds on October 28, 2004. The debt issuance consisted of \$23.0M Series A and \$26.5M Series B bonds for a total of \$49.5M. The 2004 series A bonds were fully paid in August 2019. The bonds were issued to reimburse the District for previously incurred expenditures on Capital Improvement Program (CIP) projects approved by the Board of Port Commissioners.

On November 20, 2013, the District refunded its \$26.5M Series B 2004 Bonds which resulted in the issuance of \$25.5M Series A 2013 Revenue Bonds for a term of 16 years with interest rates ranging from 2.0% to 5.0% with maturity dates ranging from September 1, 2014 to September 1, 2029.

**Debt Service Payments FY 2023.** Payments are budgeted at \$6.5M (see table below).

**Debt Limits.** According to section 29 of the Port Act, the District may not incur general obligation bonded debt that exceeds 15.0% of the assessed value of its real and personal property. There are also statutory debt limits that further constrain the District borrowing. At this time, the District does not have any general obligation bonds outstanding. The District has never failed to pay its principal and interest payments when due.

### DEBT SERVICE PAYMENTS

	PRINCIPAL	INTEREST	BUDGET FY 2023
SDCRAA Promissory Note	\$ 2,540,700	\$ 859,600	\$ 3,400,300
2013 Revenue Bonds (Series A)	2,200,000	940,700	3,140,700
<b>TOTAL</b>	<b>\$ 4,740,700</b>	<b>\$ 1,800,300</b>	<b>\$ 6,541,000</b>

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## Equipment Outlay and Other Capital Projects

DEPARTMENT	DESCRIPTION	QTY	BUDGET FY 2023
Engineering - Construction	GS OFFICE SPACE <sup>(1)</sup>	1	\$ 40,000
		<b>1</b>	<b>\$ 40,000</b>
General Services	6000 LB FORKLIFT	1	\$ 70,000
General Services	BOBCAT	1	120,000
General Services	BOOM LIFT	1	120,000
General Services	CHOP SAW, MULTI-ANGLE	1	10,000
General Services	COMPACT PIPE THREADER	1	7,000
General Services	CONCRETE GRINDER	1	25,000
General Services	CUSTOM TRAILERS FOR PAINTERS	1	10,000
General Services	ELECTRIC VEHICLE 1/2 TON TRUCK	2	150,000
General Services	EXTENDED REACH FORKLIFT	1	300,000
General Services	HORIZONTAL BAND SAW	1	8,000
General Services	HPD OUTBOARD ENGINES	2	70,000
General Services	HPD REPOWER MS4 PLUS SPARE ENGINE <sup>(2)</sup>	1	125,000
General Services	PUMP-OUT STATIONS	2	50,000
General Services	RIGID DIGITAL RECORDING PLUMBING CAMERA	1	5,000
General Services	SPARE FIRE FIGHTING NOZZLE AND MONITOR FIRESTORMS	1	8,500
General Services	TAMT 10" BACKFLOW DEVICE	1	25,000
General Services	TAMT WAREHOUSE B SEWER PUMP	1	6,000
General Services	TILT BED TRAILER FOR EQ OPERATORS	1	25,000
General Services	TILT BED TRAILERS FOR MARINE SHOP	2	50,000
General Services	TRAILER FOR EQ OPERATORS	1	10,000
General Services	TRAILER-MOUNTED PRESSURE WASHER	1	40,000
		<b>25</b>	<b>\$ 1,234,500</b>
Harbor Police	ADMINISTRATIVE VEHICLES AND BUILDOUT	4	\$ 160,000
Harbor Police	BREACHING PROP DOOR	1	7,000
Harbor Police	K9 VEHICLE AND BUILDOUT	1	77,000
Harbor Police	MARTAC EQUIPMENT <sup>(2)</sup>	1	75,000
Harbor Police	MAX FIRE BOX LIVE FIRE BEHAVIOR TRAINER-PHASE I	1	5,100
Harbor Police	MOBILE ANTI-VEHICLE BARRIERS <sup>(2)</sup>	1	350,000
Harbor Police	MOBILE COMMAND POST <sup>(2)</sup>	1	225,000
Harbor Police	NIGHT VISION EQUIPMENT FOR MARTAC OPERATIONS	2	21,600
Harbor Police	POLICE PATROL SUV AND BUILDOUT	1	90,900
Harbor Police	POLICE PATROL TRUCK AND BUILDOUT	1	89,100
Harbor Police	POLICE PATROL VEHICLE AND BUILDOUT	3	240,000
Harbor Police	REPOWER OF MARINE 9 <sup>(3)</sup>	1	164,000
Harbor Police	RIFLE RATED ENTRY SHIELD	1	7,900
Harbor Police	SUPERVISOR VEHICLE AND BUILDOUT	1	77,000
		<b>20</b>	<b>\$ 1,589,600</b>



## Equipment Outlay and Other Capital Projects

DEPARTMENT	DESCRIPTION	QTY	BUDGET FY 2023
Maritime	6' X 20' YOKOHAMA FENDER & HARDWARE	4	\$ 88,000
Maritime	7' X 14' YOKOHAMA FENDER & HARDWARE	2	50,000
Maritime	B STREET IMPROVEMENT PROJECTS <sup>(1)</sup>	1	1,160,000
Maritime	CSS SUPER CELL FENDER 800	1	6,000
Maritime	CSS SUPER CELL FENDER 1000	1	10,000
Maritime	GOLF CART	2	20,000
Maritime	LED LIGHT FIXTURES	1	148,000
Maritime	ROCK PLATE	2	10,600
Maritime	ROLL UP DOOR	1	60,000
		<b>15</b>	<b>\$ 1,552,600</b>
Parks & Recreation	IB PIER WATER FOUNTAINS	1	\$ 20,000
		<b>1</b>	<b>\$ 20,000</b>
Planning	CUBICLE BUILDOUT <sup>(1)</sup>	1	\$ 60,000
		<b>1</b>	<b>\$ 60,000</b>
<b>TOTAL</b>		<b>63</b>	<b>\$ 4,496,700</b>

**Notes:**

<sup>(1)</sup> Other Capital Projects

<sup>(2)</sup> Partially grant funded

<sup>(3)</sup> Fully grant funded

## Seaport Village Highlights

Seaport Village is a tourist-oriented specialty retail shopping center consisting of approximately 90,000 square feet of specialty retailers, restaurants, outdoor entertainment, and parking on an approximately 14-acre Bayfront site located at 849 West Harbor Drive in San Diego, California. Seaport Village was managed and operated by Terramar Retail Centers, LLC (Terramar) on behalf of Seaport Village Operating Company, LLC under a long-term ground lease which expired on September 30, 2018. The District assumed ownership of the Seaport Village assets on October 1, 2018, which consist of 32 buildings and one over-water structure. The property has 61 tenants and is currently managed and operated by a property management company on the District's behalf.

For FY 2023, the District is budgeting approximately \$9.3M in revenue for Seaport Village, which consists of four categories: base rent generated from tenant leases (fixed and concession revenue), common area maintenance (CAM) fee recovery income, marketing fee recovery income, and parking revenue. The District is budgeting approximately \$3.8M in operating expenses for Seaport Village, based on the following three categories: projected leasing commissions to the District's commercial broker for leasing vacant spaces; management's operating budget for the day-to-day management, operation, and maintenance of Seaport Village; and marketing expenditures to advertise and promote this unique waterfront venue. The District is also budgeting \$2.6M in investment spending for tenant improvements funded by the Economic Recovery Program. By investing in these expenditures, the District will be taking a proactive approach to ensure that Seaport Village operates efficiently and continues to serve as a vibrant and prosperous waterfront destination for residents, visitors, and the businesses that operate it until the redevelopment of the Central Embarcadero commences.

SUMMARY OF SEAPORT VILLAGE REVENUE AND EXPENDITURES		BUDGET FY 2023
<b>Revenue Sources:</b> <sup>(1)</sup>		
Fixed Rent		\$ 29,100
Concession Revenue		5,206,400
Common Area Maintenance		1,617,800
Marketing Fee		428,300
Parking Revenue		2,057,000
<b>Total Revenue Sources</b>		<b>\$ 9,338,600</b>
<b>Operating Expenses:</b> <sup>(2)</sup>		
Broker Services		\$ 448,900
Common Area Maintenance <sup>(3)</sup>		2,687,900
Marketing Fee		624,400
<b>Total Operating Expenses</b>		<b>\$ 3,761,200</b>
<b>Operating Income</b>		<b>\$ 5,577,400</b>
<b>Investment Spending:</b>		
Seaport Village Tenant Improvements <sup>(4)</sup>		\$ 2,600,000
<b>Total Investment Spending</b>		<b>\$ 2,600,000</b>
<b>Total Income</b>		<b>\$ 2,977,400</b>

**Notes:**

- (1) Revenue sources for Seaport Village are budgeted in the Real Estate profit center (see Section 3, Page 7)
- (2) Operating expenses are budgeted in Real Estate (see Section 4, Pages 139-140)
- (3) Management's operating budget is included in Common Area Maintenance expense
- (4) Tenant Improvements are budgeted in the Economic Recovery Program (see Section 3, Page 40)

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## Public Art Fund Highlights

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In 1982, the Public Art Fund was established in BPC Policy No. 609: Public Art Programs, for the purpose of accumulating funds for the inclusion of public artworks within the tidelands of the District's five member cities to help create a vibrant waterfront destination for residents and tourists. Since then, most of the 70+ permanent public artworks now in the District's "Tidelands Collection," plus numerous temporary artwork exhibitions, have been funded from the Public Art Fund. Though originally funded by an annual budget set-aside equivalent to a fraction of one-percent of the District's projected annual gross revenues, plus accrued interest, the Public Art Fund has since become, as well, a depository for funds received from other sources, such as: tenant percent for art in-lieu contributions; aggregated District percent for art contributions from Capital Improvement Program projects; art-related grants, donations or bequests from outside sources; and any future income that may accrue from the potential sale, loan, or licensing of artworks. Monies in the Public Art Fund are reserved for expenditures for special art acquisitions or exhibitions of exceptional merit, quality, and significance for the tidelands and the greater San Diego region.

The District's vision for the waterfront includes investing in the community through creative place-making with innovative artworks, cultural programming, and activation opportunities that enhance the visual excitement and cultural richness of District tidelands and support free, public access to the arts. Parks & Recreation staff provides leadership, advocacy, and support for arts and culture programming that contributes to the creative economy, cultural tourism, and economic vitality of the region. The 13-member Arts, Culture & Design Committee serves as an advisory panel to staff and the Board of Port Commissioners and supports the development of arts and cultural programs within the District's jurisdiction.

### **Coronado Bridge Lighting Project**

The goal of the project is to illuminate the San Diego-Coronado Bridge with an artistic and dynamic colored light-emitting diode (LED) lighting installation that is computer-programmable and powered by sustainable energy sources. The project is being funded through charitable donations from businesses and the public, and in-lieu percent-for-art contributions from District tenants. The timeline for the project is contingent upon the availability of funding.

In FY 2023, the District will continue work on Phase 2 of the bridge lighting project, which commenced during the third quarter of FY 2018 and is projected to continue until funding goals are reached. During Phase 2, the design team, consisting of the artist, architectural lighting specialists, and consulting engineers, will continue developing and updating the bridge lighting concept design and documenting its full project description in a project report.

The Phase 2 project report will be subject to engineering review and approval by the California Department of Transportation (Caltrans) and will serve as the basis for environmental studies and reviews, including preparation and certification of the environmental document in accordance with the California Environmental Quality Act (CEQA).

# Public Art Fund Highlights

## SUMMARY OF PUBLIC ART FUND

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023
<b>Beginning Balance</b>	<b>\$ 986,268</b>	<b>\$ 589,600</b>	<b>\$ 484,100</b>
<b>Income Sources</b>			
Interest Income <sup>(1)</sup>	\$ 4,950	\$ 7,500	\$ 1,400
Donation <sup>(2)</sup>	—	38,500	5,000
Tenant Percent for Art in-lieu of Contributions	127,458	—	—
<b>Total Income</b>	<b>\$ 132,408</b>	<b>\$ 46,000</b>	<b>\$ 6,400</b>
<b>Expenditures</b>			
Coronado Bridge Lighting	\$ 529,052	\$ 38,500	\$ 5,000
Percent for Art - Chula Vista Bayfront	—	113,000	85,000
<b>Total Expenditures</b>	<b>\$ 529,052</b>	<b>\$ 151,500</b>	<b>\$ 90,000</b>
<b>Ending Balance</b>	<b>\$ 589,625</b>	<b>\$ 484,100</b>	<b>\$ 400,500</b>

### Notes:

(1) Monies placed in the Fund shall be accounted for separately from other District funds and any earnings thereon shall accrue to the Fund

(2) Donation includes donations from fundraising efforts towards the Coronado Bridge Lighting project as well as a Tenant percent for art in-lieu of contributions

## Environmental Fund Highlights

In 2006, the Environmental Fund was established by BPC Policy 730: the Port Environmental Advisory Committee Policy, for the purpose of reviewing and providing input and recommendations on District environmental programs and initiatives, and commenting on funding projects aimed at improving the condition of the Bay and surrounding District tidelands. In approving the policy, the Board of Port Commissioners created both the Environmental Advisory Committee (Committee) and the Environmental Fund (Fund). The key component of the Committee and Fund is to support projects that ensure the District's compliance with environmental laws and regulations, as well as, advising the Board on actions that can be taken for the protection and improvement of the environmental conditions of the Bay and surrounding tidelands. Additionally, the Committee and Fund meet the District's goal of "A Port with a healthy and sustainable bay and its environment." To date, the Fund has supported more than 82 projects worth over \$16.0M with the projects bringing in over \$11.0M in matching funds. The Fund specifically supports projects that address air, water and sediment quality; sustainability and climate action planning; natural resources and endangered species management; habitat creation, restoration or protection; reclaiming natural shoreline conditions; environmental education; research and monitoring; and/or other issues in the Bay and/or the tidelands. The 18-member Committee is an advisory committee to staff and the Board and consists of stakeholder representatives from environmental advocacy groups, the US Navy, regulatory agencies, resource agencies, member cities, academia, local business, and labor.

The Environmental Fund is funded in accordance with BPC Policy No. 730, which sets aside one-half of one percent (1/2 of 1%) of the District's projected gross revenues for that year. The gross revenue shall not include anticipated grants from any source or any other restricted revenue source.

INITIATIVES	DESCRIPTION OF EXPENDITURES	BUDGET FY 2023
COASTAL RESILIENCE / NATURAL CAPITAL	BLUE CARBON STUDIES	\$ 90,000
GRADUATE RESEARCH / FELLOWSHIP	CA SEA GRANT FELLOWS	75,000
ENDANGERED SPECIES	CLAPPER RAIL PROPAGATION PROGRAM	20,000
POLLUTION PREVENTION	COASTAL AND BAY CLEAN-UPS	22,000
RESEARCH & MONITORING	CVB BIKE PATH MITIGATION MONITORING	50,000
RESTORATION / CONSERVATION	CVB J STREET MARSH	18,000
RESTORATION / CONSERVATION	CVB SETTLEMENT AGREEMENT	25,000
ENDANGERED SPECIES	ENDANGERED SPECIES MANAGEMENT	95,000
ENVIRONMENTAL EDUCATION	ENVIRONMENTAL EDU SCHOOL PARTNERSHIP	170,000
RESTORATION / CONSERVATION	INVASIVE SPECIES REMOVAL	20,000
RESTORATION / CONSERVATION	MITIGATION BANKING	90,000
NATURAL RESOURCE MANAGEMENT	ON-CALL NATURAL RESOURCE CONSULTANT	25,000
COASTAL RESILIENCE / NATURAL CAPITAL	SD BAY NATIVE OYSTER LIVING SHORELINE	50,000
COASTAL RESILIENCE / NATURAL CAPITAL	SHORELINE ATLAS	50,000
	<b>TOTAL NON-CAPITAL PROJECT COSTS</b>	<b>\$ 800,000</b>

# Environmental Fund Highlights

## SUMMARY OF ENVIRONMENTAL FUND

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023
<b>Beginning Balance</b>	<b>\$ 976,544</b>	<b>\$ 178,500</b>	<b>\$ 79,300</b>
<b><u>Income Sources</u></b>			
Port Revenues for Environmental Fund <sup>(1)</sup>	\$127,585,700	\$132,480,000	\$167,390,900
Set-Aside Percentage	0.5 %	0.5 %	0.5 %
Total Set-Aside	\$ 637,900	\$ 662,400	837,000
Total Set-Aside Not Funded <sup>(2)</sup>	(637,900)	(662,400)	—
Interest Income <sup>(3)</sup>	4,257	800	1,400
<b>Total Income</b>	<b>\$ 4,257</b>	<b>\$ 800</b>	<b>\$ 838,400</b>
<b><u>Expenditures</u></b>			
Non-Capital Project Costs	\$ 802,313	\$ 100,000	\$ 800,000
<b>Total Expenditures</b>	<b>\$ 802,313</b>	<b>\$ 100,000</b>	<b>\$ 800,000</b>
<b>Ending Balance</b>	<b>\$ 178,488</b>	<b>\$ 79,300</b>	<b>\$ 117,700</b>

### Notes:

- (1) According to BPC Policy No. 730, for the purpose of the Environmental Fund gross revenue calculation, gross revenue shall be based upon projected revenues and shall not include anticipated grants from any source or any other restricted revenue source
- (2) FY 2021 and FY 2022 Total Set-Aside not funded due to the negative financial impact of the COVID-19 pandemic.
- (3) Monies placed in the Fund shall be accounted for separately from other District funds and any earnings thereon shall accrue to the Fund

## Maritime Industrial Impact Fund Highlights

In July 2010, the Board established a Marine Terminal Impact Fund. The purpose of the fund is to invest in projects that will help offset the negative marine industrial impacts on neighboring communities.

The Board established an initial set-aside of \$500k with additional funds to be set aside annually starting in FY 2011. The annual set-aside is calculated at one-half of one percent (1/2 of 1%) of the actual gross revenues earned from the Tenth Avenue Marine Terminal (TAMT) and the National City Marine Terminal (NCMT).

In March 2015, BPC Policy No. 773 was adopted, and the Marine Terminal Impact Fund was renamed the Maritime Industrial Impact Fund (MIIF). In June 2015, BPC Policy No. 773 was revised to change the way the annual set-aside is calculated. The annual set-aside is now calculated at one-half of one percent (1/2 of 1%) of the actual gross revenues earned from TAMT and NCMT as well as revenues from maritime industrial tenants located between the two terminals. The actual amount of the funding will be posted after the end of each fiscal year when the gross revenues from each terminal are known.

DESCRIPTION OF EXPENDITURE	BUDGET FY 2023
NATIONAL CITY BAYSHORE BIKEWAY	\$ 100,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 100,000</b>



# Maritime Industrial Impact Fund Highlights

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023
<b>Beginning Balance</b>	\$ 1,387,743	\$ 862,900	\$ 419,400
<b><u>Income Sources</u></b>			
Revenues <sup>(1)</sup>	\$ 26,925,000	\$ 31,896,000	\$ 32,368,000
Set-Aside Percentage	0.5 %	0.5 %	0.5 %
Total Set-Aside	\$ 134,600	\$ 159,500	\$ 161,800
Additional Set-Aside <sup>(2)</sup>	—	—	161,800
Total Set-Aside Not Funded <sup>(3)</sup>	(134,600)	—	—
Set-Aside True-Up <sup>(4)</sup>	(11,061)	—	—
<b>Total Income</b>	<b>\$ (11,061)</b>	<b>\$ 159,500</b>	<b>\$ 323,600</b>
<b><u>Expenditures</u></b>			
Project Costs <sup>(5)</sup>	\$ 513,785	\$ 603,000	\$ 100,000
<b>Total Expenditures</b>	<b>\$ 513,785</b>	<b>\$ 603,000</b>	<b>\$ 100,000</b>
<b>Ending Balance</b>	<b>\$ 862,897</b>	<b>\$ 419,400</b>	<b>\$ 643,000</b>

**Notes:**

- (1) According to BPC Policy No. 773 for the purpose of the MIIF Set-Aside calculation, revenues are gross revenues from TAMT, NCMT, and maritime industrial tenants between the two terminals.
- (2) FY 2023 Additional Set-aside of 0.5% of revenues was approved by the Board at the Budget Workshop in April 2022..
- (3) FY 2021 Total Set-aside was not funded in FY 2021 due to the negative impact of the COVID-19 pandemic; however, the FY 2021 Total Set-aside was approved by the Board in February 2022 and will be set-aside at the close of FY 2022 increasing the total MIIF balance by approximately \$134,600.
- (4) FY 2020 Set-aside true-up of actual revenues from TAMT, NCMT, and maritime industrial tenants were recorded in FY 2021.
- (5) FY 2023 project costs included National City Bayshore Bikeway project (see previous page).

## Capital Improvement Program Highlights

The Five-Year Capital Improvement Program (CIP) FY 2019-2023 has been previously approved and adopted by the Board in accordance with BPC Policy 120 and upon approval of the FY 2023 budget. The projects are funded from the CIP reserve (pre-approved/designated funding), unrestricted sources over uses of funds, and other sources such as grants and contributions for specific projects.

FY 2019-2023 approved CIP projects underway are shown below. The amounts shown totaling \$8.9M represent the estimated remaining program budget including capitalized labor. Actual remaining project funds will be revised when the end of year expenditures are realized. An estimated \$6.5M will be spent in FY 2023 to execute these projects. For a complete list of FY 2019-2023 CIP projects underway and completed, please refer to the latest CIP Quarterly Report.

PROJECT NAME	REMAINING FY 2019-2023 CIP BUDGET	PLANNED FY 2023 EXPENDITURES	PROJECTED REMAINING CIP BUDGET AFTER FY 2023
Imperial Beach Pier Enhancements	\$ 1,456,200	\$ 1,456,200	\$ —
Sweetwater Park	1,250,600	1,250,600	—
Setback Park/Plaza	1,057,000	—	1,057,000
Microgrid Infrastructure at TAMT <sup>(1)</sup>	950,000	950,000	—
Cold Ironing Phase 2 at B Street and Broadway Piers	895,500	895,500	—
Security Gate Physical Enhancements at TAMT <sup>(2)</sup>	659,500	659,500	—
Chula Vista Bayfront - South Campus Pavement and Foundation Demolition	479,000	—	479,000
National City Balanced Land Use Plan	397,600	397,600	—
Security Gate Physical Enhancements at B Street Cruise <sup>(3)</sup>	2,800	2,800	—
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$ 7,148,200</b>	<b>\$ 5,612,200</b>	<b>\$ 1,536,000</b>
Capitalized Labor <sup>(4)</sup>	850,000	850,000	—
CIP Contingency <sup>(4)</sup>	610,000	—	610,000
CIP Reserve	250,000	—	250,000
<b>TOTAL CAPITAL IMPROVEMENT PROGRAM</b>	<b>\$ 8,858,200</b>	<b>\$ 6,462,200</b>	<b>\$ 2,396,000</b>

### Notes:

- (1) Includes \$950,000 in grant funding from the California Energy Commission.
- (2) Includes \$494,600 in grant funding from the Department of Homeland Security.
- (3) Includes \$2,000 in grant funding from the Department of Homeland Security.
- (4) \$850,000 from CIP Contingency reallocated to Capital Labor in FY 2023.

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## Major Maintenance Program Highlights

The following list of Major Maintenance projects for FY 2023 will be implemented in accordance with BPC Policy No. 130 (see Section 5 Appendix). This list represents a 3-year outlook of projects that were initially generated through the Asset Management Program (AMP) which uses a scientifically based methodology to determine repairs or replacements of high risk assets before they fail. The Major Maintenance Program is part of the District's strategic initiative, and many of the projects span multiple years. The last two years are forecasted values for information only and subject to change prior to the next fiscal year's budget. The amount budgeted for FY 2023 is an estimate of the anticipated work to be completed, but may continue to subsequent fiscal years.

PROJECT NAME	TOTAL PROJECT BUDGET	BUDGET FY 2023	FORECAST FY 2024	FORECAST FY 2025
<b>Major Maintenance Capital Projects</b>				
Elevator Car Improvements at SD Hilton Bayfront Parking Garage	\$ 2,000,000	\$ 1,900,000	\$ —	\$ —
Pavement Improvements at Shelter Island Parking Lots	1,400,000	1,225,000	—	—
Utility Piping and Pile Replacement at Imperial Beach Pier	1,155,000	95,000	1,060,000	—
Structural Repairs at NCMT Berth 24-3	11,300,000	—	600,000	150,000
Roofing and HVAC Replacement at Harbor Police Headquarters	750,000	—	—	750,000
Pedestrian Safety Improvements at Shelter Island Drive & Anchorage Way	115,000	—	—	—
Railroad Tie Repairs at TAMT	700,000	—	100,000	600,000
HVAC System Upgrades at Port Administration Building	9,000,000	—	—	—
Roof Replacement at NCMT Warehouse 24-B	2,800,000	—	2,750,000	—
Pavement Improvements at National City	1,200,000	—	—	1,200,000
18 & 22 Inch Pile Repairs at B Street Pier	7,425,000	—	—	250,000
Structural Repairs at NCMT Berth 24-1, 24-2, and 24-4	6,400,000	—	—	650,000
Timber Fender System Replacement at Broadway Pier	8,215,000	—	—	700,000
Major Maintenance Capital Contingency	—	150,000	500,000	500,000
Capitalized Labor	3,200,000	524,400	900,000	1,250,000
<b>SUB-TOTAL MAJOR MAINTENANCE CAPITAL</b>	<b>\$ 55,660,000</b>	<b>\$ 3,894,400</b>	<b>\$ 5,910,000</b>	<b>\$ 6,050,000</b>
<b>MAJOR MAINTENANCE CAPITAL CARRYOVER - FY 2022 <sup>(1)</sup></b>	<b>\$ —</b>	<b>\$ 590,000</b>	<b>\$ —</b>	<b>\$ —</b>
<b>TOTAL MAJOR MAINTENANCE CAPITAL</b>	<b>\$ 55,660,000</b>	<b>\$ 4,484,400</b>	<b>\$ 5,910,000</b>	<b>\$ 6,050,000</b>
<b>Major Maintenance Expense Projects</b>				
Pavement Maintenance at Chula Vista Boat Launch	\$ 450,000	\$ 450,000	\$ —	\$ —
Carpet Replacement at Port Administration Building	550,000	—	—	—
Sand Replenishment at Kellogg Beach	950,000	—	225,000	—
Major Maintenance Expense Contingency	—	5,600	20,000	20,000
<b>SUB-TOTAL MAJOR MAINTENANCE EXPENSE</b>	<b>\$ 1,950,000</b>	<b>\$ 455,600</b>	<b>\$ 245,000</b>	<b>\$ 20,000</b>
<b>TOTAL MAJOR MAINTENANCE EXPENSE</b>	<b>\$ 1,950,000</b>	<b>\$ 455,600</b>	<b>\$ 245,000</b>	<b>\$ 20,000</b>
<b>TOTAL MAJOR MAINTENANCE PROGRAM</b>	<b>\$ 57,610,000</b>	<b>\$ 4,940,000</b>	<b>\$ 6,155,000</b>	<b>\$ 6,070,000</b>

### Notes

(1) Major Maintenance Capital Carryover is an estimate of funds remaining in projects and contingency from the prior fiscal year. This will be reconciled after year end and redistributed to the projects in FY2023.

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## Technology Management Program

The Technology Management Program is a strategic, operationally responsive, and fiscally responsible approach to manage District technologies. It allows the District to standardize systems and leverage cost saving opportunities through economies of scale. Additionally, it facilitates coordinated implementation schedules of planned technology refresh strategies that will keep the District up-to-date. It uses a cost-benefit analysis method and governance model to make technology investment decisions, ensuring the highest likelihood of a return on investment.

DESCRIPTION	BUDGET FY 2023
Services - Professional & Other	\$ 1,556,000
Equipment & Systems	2,242,000
Telephone & Communications	570,000
Equipment Maintenance - Outside Services	558,500
Software Maintenance	824,000
<b>NON-PERSONNEL EXPENSE</b>	<b>\$ 5,750,500</b>
Procurement Module Upgrade	\$ 500,000
Digital Transformation	500,000
PSGP19 Thermal Radar Sensor Implementation <sup>(1)</sup>	400,000
PSGP18 Fiber Phase 4B <sup>(1)</sup>	368,000
PSGP20 High Angle Camera <sup>(1)</sup>	250,000
Computer Aided Dispatch Replacement	247,000
Network Hardware End Of Life Replacements	200,000
Unified Computing System Memory	200,000
Video & Access Control - 7 Cameras	190,000
Truck Registry for MCAS	150,000
StorSimple Migration	150,000
Agenda Mgmt. System Replacement	105,000
Performance Mgmt. System	51,000
Capital Labor	542,500
<b>TECHNOLOGY CAPITAL PROJECTS</b>	<b>\$ 3,853,500</b>
<b>TOTAL TECHNOLOGY MANAGEMENT PROGRAM</b>	<b>\$ 9,604,000</b>

**Note:**

(1) Partially Port Security Grant Program (PSGP) funded projects

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## Economic Recovery Program Highlights

In October 2021, the Board of Port Commissioners approved the Economic Recovery Program (ERP), a suite of 41 projects to be funded with \$100M in American Rescue Plan Act (ARPA) funds. The California State Lands Commission is disbursing funds in two batches. The first batch of \$61M was awarded to the Port on December 8, which also started the implementation of projects in the ERP. The District submitted the request for the second batch of funds on March 14, 2022, and that request will be considered at the State Lands Commission meeting on April 26, 2022. The Port expects to receive the additional ARPA funding of approximately \$40M at that meeting.

The project management team includes staff from every division, working together to complete stimulus projects by June 2024. In the first two months, funds have been spent or obligated for IT projects, under-pier repairs to the B Street cruise terminal, and two all-electric, heavy-lift mobile harbor cranes to be installed at the Tenth Avenue Marine Terminal.

PROJECT NAME	TOTAL PROJECT BUDGET	FY 2023 REMAINING ERP BUDGET
<b>ERP Funded Capital Projects</b>		
B Street Curtain Wall Repair <sup>(1)</sup>	\$ 14,352,200	\$ 12,858,700
Navy Pier Pile Repair	11,700,000	10,887,400
NCMT Berth 24-11 Structural Repair	11,000,000	10,450,000
Purchase of an Electrical Crane System for TAMT <sup>(1)</sup>	14,700,000	4,700,000
National City Balanced Plan Environmental Analysis and Preliminary Design	3,850,000	3,602,000
B Street Pier – installation of pier-wide stormwater BMPs	3,400,000	3,345,000
Shore Power Phase 1 at National City Marine Terminal	3,500,000	3,200,000
Imperial Beach Pond 20	3,000,000	2,950,000
Seaport Village Tenant Improvements	4,534,000	2,600,000
Landscape Restoration - NHD Spanish Landing	1,800,000	1,705,000
TAMT Electrical Improvements and Substation	2,000,000	1,540,000
Other ERP Funded Capital Projects	12,325,300	4,084,200
<b>SUB-TOTAL ERP FUNDED CAPITAL PROJECTS</b>	<b>\$ 86,161,500</b>	<b>\$ 61,922,300</b>
Capitalized Labor <sup>(2)</sup>	\$ —	\$ 2,000,000
<b>TOTAL ERP FUNDED CAPITAL PROJECTS &amp; CAPITALIZED LABOR</b>	<b>\$ 86,161,500</b>	<b>\$ 63,922,300</b>
<b>ERP Funded Expense Projects</b>		
Purchase Electric Utility Trucks at TAMT(Tenant Incentive)	\$ 1,685,000	\$ 1,685,000
Homeless Support	1,200,000	1,175,000
Marine Sensor and Renewable Energy Pilot Projects	835,000	785,000
Landscape Restoration - Landscape Material	300,000	300,000
Other ERP Funded Expense Projects	9,818,500	1,310,600
<b>SUB-TOTAL ERP FUNDED EXPENSE PROJECTS</b>	<b>\$ 13,838,500</b>	<b>\$ 5,255,600</b>
<b>TOTAL ERP PROGRAM<sup>(2)</sup></b>	<b>\$ 100,000,000</b>	<b>\$ 69,177,900</b>

**Notes:**

(1) The budget for these two projects are based on BPC approved contract awards. The ERP is a multi-year program that will have necessary budget adjustments that are non-concurrent with the fiscal year.

(2) Includes \$2.0M of Capital Labor Funded from Operations.



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# Parks Management & Park Fee Highlights

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## Property Usage Revenue Summary

The Parks & Recreation department oversees public access to the waterfront and manages the usage and permitting of the District's 22 public parks, piers, and venue properties to promote well-being and civic pride for residents and tourists to the region.

For FY 2023, the Parks Management Program is expected to generate \$593k in gross revenue from fees collected on the use of District property, parks, and facilities for which the department issues use permits. Approximately \$200k of the \$593k gross revenue generated by the department is for waived permit fees for FY 2023 Tidelands Activation Program sponsored events. This amount does not include the incremental revenue accruing to the District as a result of special events and activities that the department permits, which includes concession-rent revenue from hotels, restaurants, retail stores, and parking in tenant- or operator-managed facilities generated by special-event attendees' patronage of these businesses.

FY 2023 Parks & Recreation department-issued permits generate fees that are captured as revenue in three different profit centers - park usage fees that are accounted for in the Real Estate profit center are estimated at \$327k in gross revenue, venue usage fees that are accounted for in the Maritime profit center are estimated at \$212k in gross revenue, and parking usage fees that are accounted for in the Guest Experiences - Parking profit center are estimated at \$54k in gross revenue.

## Park Usage Fees

The Parks & Recreation department is responsible for managing and issuing use permits on tidelands. For FY 2023, the fee schedule for permits that require a permit fee can be found on the Port of San Diego website, under Board of Port Commissioners Policies, Policy No. 452 (see Section 5 Appendix).

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## Special Event Sponsorship Highlights

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The District sponsors a variety of special events under several programs administered by the Parks & Recreation department. Included below are summaries of its special event sponsorship programs for FY 2023.

### **Business Negotiated Event Program (BNE)**

The Business Negotiated Event Program consists of multi-faceted, strategic partnerships that produce prominent special events with national recognition on the waterfront for the benefit of residents, tourists, and area businesses. They are complex in nature, require long-range planning, input from multiple District departments, and involve substantial collaboration among businesses and agencies – including regional tourism agencies – to bring large-scale events to San Diego Bay that have a significant positive economic impact on the region and generate revenue for the District, its tenants, and its member cities.

For these sponsorships, Parks & Recreation negotiates direct revenue streams for the District from a percentage of sales from tickets, concessions, merchandise, and/or total net profit. Incremental revenue to the District from its tenant businesses is also derived from event attendee activity, such as hotel room night bookings, event-generated parking, and additional consumer spending by attendees at restaurants and in retail stores.

Past Business Negotiated Events have included events such as Comic-Con, Big Bay Boom, Holiday Bowl Parade, Wonderspaces, and Wonderfront Music & Arts Festival.

Sponsorship funding is approved by the Board as a Parks & Recreation department program. For FY 2023, \$489k is allocated to the program and included in the department's Non-Personnel Expense (NPE) budget.

### **Civic Event Program (CIVIC)**

The Civic Event Program provides equal sponsorship dollars to each member city to support production of free civic events held on tidelands during the fiscal year. Civic events serve a large number of community members and often occur in conjunction with major holidays, such as Independence Day, or celebrate a city's cultural identity.

Sponsorship funding is approved by the Board as a Parks & Recreation department program. For FY 2023, \$225k is allocated to the program and included in the department's NPE budget.

### **Tidelands Activation Program (TAP)**

The Tidelands Activation Program sponsors community events that fulfill the Port Act's mandate to promote recreation. These events increase community access to special events and activities, bring visitors to the waterfront, and bolster the local creative economy.

Sponsorship funding is approved by the Board as a Parks & Recreation department program. For FY 2023, \$200k is allocated to the program through waived service fees.

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# Grants

## Grants from Other Agencies to the District

Grant Revenue is included in the revenue budget. The District may pursue grants from other agencies where the District may be qualified and the grant would provide for a strategic service. The budget excludes grants that have not been officially awarded.

ANTICIPATED GRANTS	BUDGET FY 2023
Capital Grants – Maritime	\$ 1,446,700
Capital Grants – Information Technology	763,500
Capital Grants – Harbor Police	745,300
Grants Revenue – Other – Harbor Police	893,300
Grants Revenue – Other – Maritime	243,000
Grants Revenue – Other – San Diego Bay Native Oyster Living Shoreline Project	289,300
Grants Revenue – Other – General Services	200,000
<b>TOTAL</b>	<b>\$ 4,581,100</b>

Grants that are expected to be received in FY 2023 include the following:

**Grants for Maritime.** The District will continue to receive grant funds from California Energy Commission for the demonstration of business case for advance microgrids in support of California's energy and greenhouse gas policies program for the TAMT Microgrid Infrastructure project, from the Department of Homeland Security for physical security enhancements, and from the Department of Fish and Game for the Harbor Safety Committee Secretariat program.

**Grants for Harbor Police.** The District will continue to receive grants from the following sources: 1) High Intensity Drug Trafficking reimbursement for overtime, 2) Transportation Safety Administration K-9 grant, 3) Marine Task Force Officer reimbursement, 4) Joint Terrorism Task Force grant, 5) San Diego County Operation Stonegarden program, 6) Urban Area Security Initiative, and 7) Department of Homeland Security.

**Grants for Information Technology Projects.** The District will continue to receive grant funds from the Department of Homeland Security for the High Angle Camera, Thermal Find & Follow Protection, and Fiber Optic projects.

**Grants for San Diego Bay Native Oyster Living Shoreline Project.** The District will continue to receive grant funds from the US Department of the Interior Fish and Wildlife Service and The Builders Initiative for San Diego Bay Native Oyster Living Shoreline Project and for creating opportunities for restorative ocean farming.

**Grants for General Service.** The District will continue to receive grant funds from the Division of Boating and Waterways to remove, reduce and prevent abandoned recreational vessels from entering our waterways.

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## 4 Departments Cost Centers



In this section, departments and cost centers are organized alphabetically. Departments include a mission vision followed by a summary of department expenses, equipment outlay, and expense budget breakdown. The cost centers include a summary of departmental expenses and expense budget breakdown.

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# Aquaculture & Blue Technology

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## **MISSION**

To support development of sustainable aquaculture and Port-related blue tech innovation in and around San Diego Bay by providing key assets and support services focused on pilot project facilitation including subject matter expertise, planning and predevelopment tools, state and federal policy and legislative development, permit-ready infrastructure, entitlement assistance, market access, and strategic funding.

## **VISION**

To be a catalyst for sustainable aquaculture and Port-related blue tech innovation in and around San Diego Bay and build a sustainable portfolio of new businesses and partnerships that deliver multiple social, environmental, and economic benefits to the Region.

## Aquaculture & Blue Technology

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 216,905	\$ 301,600	\$ 498,500	\$ 196,900	65.3 %
Non-Personnel Expense	318,608	545,100	427,400	(117,700)	(21.6)%
<b>Total Direct Expense</b>	<b>\$ 535,513</b>	<b>\$ 846,700</b>	<b>\$ 925,900</b>	<b>\$ 79,200</b>	<b>9.4 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 535,513</b>	<b>\$ 846,700</b>	<b>\$ 925,900</b>	<b>\$ 79,200</b>	<b>9.4 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 130,358	\$ 201,900	\$ 336,600	\$ 134,700	66.7 %
Overtime	—	—	—	—	N/A
Burden	86,547	99,700	161,900	62,200	62.4 %
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 216,905</b>	<b>\$ 301,600</b>	<b>\$ 498,500</b>	<b>\$ 196,900</b>	<b>65.3 %</b>

## Aquaculture & Blue Technology

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610110 Books & Periodicals BOOKS & PERIODICALS		\$ 400	\$ —	\$ 2,400		
<b>Total:</b>	\$ 1,200	\$ 400	\$ 400	\$ 2,400	\$ 2,000	500.0 %
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 100		\$ 100		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 100	\$ —	— %
610120 Memberships & Dues MEMBERSHIPS & DUES		\$ 500		\$ 2,500		
<b>Total:</b>	\$ 588	\$ 500	\$ 500	\$ 2,500	\$ 2,000	400.0 %
610140 Seminars & Training SEMINARS & TRAINING		\$ 300		\$ 2,500		
<b>Total:</b>	\$ —	\$ 300	\$ 300	\$ 2,500	\$ 2,200	733.3 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 100		\$ 100		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 100	\$ —	0.0 %
615110 Travel TRAVEL		\$ —		\$ 14,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 14,000	\$ 14,000	N/A
620100 Services - Professional & Other AQUACULTURE PILOT PLANNING & PRE-DEV BLUE TECH PROGRAM IMPLEMENTATION		\$ — 81,400		\$ 60,000 21,400		
<b>Total:</b>	\$ 44,190	\$ 81,400	\$ 81,400	\$ 81,400	\$ —	— %
620150 Aquaculture & Blue Technology PARTNERSHIPS & JOINT VENTURE INVEST		\$ 190,000		\$ 75,000		
<b>Total:</b>	\$ 201,550	\$ 190,000	\$ 190,000	\$ 75,000	\$ (115,000)	(60.5)%
630110 Equipment & Systems EQUIPMENT & SYSTEMS		\$ 200		\$ 2,000		
<b>Total:</b>	\$ —	\$ 200	\$ 200	\$ 2,000	\$ 1,800	900.0 %
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 100		\$ 500		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 500	\$ 400	400.0 %
660110 Promotional Services AQUA & BLUE TECH SPONSORSHIP		\$ —		\$ 15,100		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 15,100	\$ 15,100	N/A

### Aquaculture & Blue Technology EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
660135 Eligible Environmental Fund Expenditures						
<b>Total:</b>	\$ 68,700	\$ —	\$ —	\$ —	\$ —	N/A
660136 Grant Funded Expenditure THE BUILDERS INITIATIVE		\$ 269,500		\$ 151,800		
<b>Total:</b>	\$ —	\$ 269,500	\$ 269,500	\$ 151,800	\$ (117,700)	(43.7)%
660170 Joint Programs/Studies Assistance CA SEA GRANT FELLOWS		\$ —		\$ 75,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 75,000	\$ 75,000	N/A
670130 Permits/Certificates/License PERMITS/CERTIFICATES/LICENSE		\$ 2,500		\$ 5,000		
<b>Total:</b>	\$ 2,380	\$ 2,500	\$ 2,500	\$ 5,000	\$ 2,500	100.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 318,608	\$ 545,100	\$ 545,100	\$ 427,400	\$ (117,700)	(21.6)%

## Board of Port Commissioners

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ —	\$ —	\$ —	\$ —	N/A
Non-Personnel Expense	120,573	214,300	324,000	109,700	51.2 %
<b>Total Direct Expense</b>	<b>\$ 120,573</b>	<b>\$ 214,300</b>	<b>\$ 324,000</b>	<b>\$ 109,700</b>	<b>51.2 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 120,573</b>	<b>\$ 214,300</b>	<b>\$ 324,000</b>	<b>\$ 109,700</b>	<b>51.2 %</b>

**Board of Port Commissioners**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610130 Recruiting						
<b>Total:</b>	\$ 22,189	\$ —	\$ —	\$ —	\$ —	N/A
610140 Seminars & Training SEMINARS & TRAINING		\$ 5,800		\$ 25,000		
<b>Total:</b>	\$ —	\$ 5,800	\$ 5,800	\$ 25,000	\$ 19,200	331.0 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 84,000		\$ 84,000		
<b>Total:</b>	\$ 84,000	\$ 84,000	\$ 84,000	\$ 84,000	\$ —	0.0 %
615110 Travel TRAVEL		\$ 20,000		\$ 100,000		
<b>Total:</b>	\$ —	\$ 20,000	\$ 20,000	\$ 100,000	\$ 80,000	400.0 %
620100 Services - Professional & Other SERVICES - PROFESSIONAL & OTHER		\$ 54,500		\$ 60,000		
<b>Total:</b>	\$ 3,721	\$ 54,500	\$ 54,500	\$ 60,000	\$ 5,500	10.1 %
630130 Office & Operating Supplies OFFICE & OPERATING SUPPLIES		\$ 700		\$ 700		
<b>Total:</b>	\$ 55	\$ 700	\$ 700	\$ 700	\$ —	0.0 %
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 500		\$ 500		
<b>Total:</b>	\$ 245	\$ 500	\$ 500	\$ 500	\$ —	0.0 %
640110 Telephone & Communications TELEPHONE & COMMUNICATIONS		\$ 8,400		\$ 8,400		
<b>Total:</b>	\$ 8,400	\$ 8,400	\$ 8,400	\$ 8,400	\$ —	0.0 %
660100 Advertising						
<b>Total:</b>	\$ 21	\$ —	\$ —	\$ —	\$ —	N/A
660110 Promotional Services PROMOTIONAL SERVICES		\$ 40,000		\$ 45,000		
<b>Total:</b>	\$ 1,944	\$ 40,000	\$ 40,000	\$ 45,000	\$ 5,000	12.5 %
660120 Promotional Materials PROMOTIONAL MATERIALS		\$ 400		\$ 400		
<b>Total:</b>	\$ —	\$ 400	\$ 400	\$ 400	\$ —	0.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 120,573	\$ 214,300	\$ 214,300	\$ 324,000	\$ 109,700	51.2 %

# Diversity, Equity, and Inclusion

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## **MISSION**

Our mission is to continuously build and promote a culture of diversity, equity, and inclusion throughout all levels of the organization. We commit to fostering cultural practices and behaviors that respect all voices, perspectives, and experiences, regardless of role or relationship, so that everyone feels secure and accepted as their authentic selves. Doing so requires openness, humility, courage, and hard work in a culture built on mutual respect and trust.

## **VISION**

We administer an innovative diversity, equity and inclusion program that serves as a model for others by attracting and retaining employees who feel valued and respected for their knowledge and life experiences.



## Diversity, Equity, and Inclusion

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ —	\$ 468,500	\$ 625,300	\$ 156,800	33.5 %
Non-Personnel Expense	—	13,700	60,500	46,800	341.6 %
<b>Total Direct Expense</b>	<b>\$ —</b>	<b>\$ 482,200</b>	<b>\$ 685,800</b>	<b>\$ 203,600</b>	<b>42.2 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ —</b>	<b>\$ 482,200</b>	<b>\$ 685,800</b>	<b>\$ 203,600</b>	<b>42.2 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ —	\$ 261,000	\$ 383,000	\$ 122,000	46.7 %
Overtime	—	—	—	—	N/A
Burden	—	207,500	242,300	34,800	16.8 %
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ —</b>	<b>\$ 468,500</b>	<b>\$ 625,300</b>	<b>\$ 156,800</b>	<b>33.5 %</b>

**Diversity, Equity, and Inclusion**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610120 Memberships & Dues						
MEMBERSHIPS & DUES		\$ 900		\$ 5,000		
<b>Total:</b>	\$ —	\$ 900	\$ 900	\$ 5,000	\$ 4,100	455.6 %
620100 Services - Professional & Other						
CONSULTANTS - ADA		\$ 2,900		\$ —		
TRAINING/TRANSCRIPTION/ADA		—		3,000		
<b>Total:</b>	\$ —	\$ 2,900	\$ 2,900	\$ 3,000	\$ 100	3.4 %
660110 Promotional Services						
ACTIVITIES/SUPPLIES/SPEAKERS		\$ —		\$ 2,700		
CVESD PORT STATION/SSWP		—		3,000		
EOM RELATED		2,800		—		
PARTNERSHIP WITH CV SCHOOL DISTRICT		7,100		46,800		
<b>Total:</b>	\$ —	\$ 9,900	\$ 9,900	\$ 52,500	\$ 42,600	430.3 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ —	\$ 13,700	\$ 13,700	\$ 60,500	\$ 46,800	341.6 %

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# Development Services

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**MISSION**

With a service-first approach, Development Services satisfies regulatory requirements for development through the review and processing of District and tenant projects for compliance with the California Environmental Quality Act (CEQA), the Port Master Plan and the California Coastal Act, the District's development policies, and other applicable laws and regulations.

**VISION**

To guide development of a world-class waterfront through excellence in customer service, enhancement and protection of the environment, and furtherance of high-quality public and private spaces on tidelands.

## Development Services

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 1,518,721	\$ 1,791,500	\$ 1,828,300	\$ 36,800	2.1 %
Non-Personnel Expense	171,025	228,400	228,400	—	0.0 %
<b>Total Direct Expense</b>	<b>\$ 1,689,746</b>	<b>\$ 2,019,900</b>	<b>\$ 2,056,700</b>	<b>\$ 36,800</b>	<b>1.8 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 1,689,746</b>	<b>\$ 2,019,900</b>	<b>\$ 2,056,700</b>	<b>\$ 36,800</b>	<b>1.8 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries & Wages	\$ 995,953	\$ 1,164,400	\$ 1,227,500	\$ 63,100	5.4 %
Overtime	231	—	—	—	N/A
Burden	522,537	627,100	600,800	(26,300)	(4.2)%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 1,518,721</b>	<b>\$ 1,791,500</b>	<b>\$ 1,828,300</b>	<b>\$ 36,800</b>	<b>2.1 %</b>

**Development Services**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 400		\$ 500		
<b>Total:</b>	\$ —	\$ 400	\$ 400	\$ 500	\$ 100	25.0 %
610120 Memberships & Dues AMER PLANNING ASSOCIATION ASSOC OF ENV'L PROFESSIONALS		\$ —		\$ 2,000 1,200		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 3,200	\$ 3,200	N/A
610140 Seminars & Training CEQA/COASTAL TRAINING PROJECT REVIEW TRAINING		\$ 300 200		\$ 800 400		
<b>Total:</b>	\$ 99	\$ 500	\$ 500	\$ 1,200	\$ 700	140.0 %
615100 Mileage Reimbursement COMMUTER REIMBURSEMENT MILEAGE/PARKING		\$ 800 100		\$ 800 100		
<b>Total:</b>	\$ 72	\$ 900	\$ 900	\$ 900	\$ —	0.0 %
620100 Services - Professional & Other CHULA VISTA BAYFRONT CEQA/COASTAL COREDATA MISCELLANEOUS CEQA REQUIREMENTS PLANNING PROJ MANAGER CONSULTANT PROJECT REVIEW CONSULTANT SMARTSHEET CONSULTANT		\$ 30,000 1,100 20,000 10,000 160,000 4,000		\$ 30,000 1,100 20,000 10,000 160,000 —		
<b>Total:</b>	\$ 170,120	\$ 225,100	\$ 225,100	\$ 221,100	\$ (4,000)	(1.8) %
630130 Office & Operating Supplies OFFICE SUPPLIES		\$ 800		\$ 800		
<b>Total:</b>	\$ 436	\$ 800	\$ 800	\$ 800	\$ —	0.0 %
630140 Postage & Shipping POSTAGE		\$ 200		\$ 200		
<b>Total:</b>	\$ 49	\$ 200	\$ 200	\$ 200	\$ —	0.0 %
630150 Safety Equipment & Supplies SAFETY EQUIPMENT & SUPPLIES		\$ 200		\$ 200		
<b>Total:</b>	\$ —	\$ 200	\$ 200	\$ 200	\$ —	0.0 %
670130 Permits/Certificates/License NOTICE OF EXEMPTION		\$ 300		\$ 300		
<b>Total:</b>	\$ 250	\$ 300	\$ 300	\$ 300	\$ —	0.0 %

**Development Services**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 171,025	\$ 228,400	\$ 228,400	\$ 228,400	\$ —	0.0 %

## Energy & Policy

---

### **MISSION**

Ensure a sustainable and resilient waterfront through implementation of the Port's Climate Action Plan, by reducing greenhouse gas emissions, improving social and environmental stewardship, and facilitating long-term economic development.

### **VISION**

Support the Port's position as a global leader in energy and sustainability practice.



## Energy & Policy

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 810,433	\$ 898,800	\$ 838,600	\$ (60,200)	(6.7)%
Non-Personnel Expense	648,686	119,000	68,800	(50,200)	(42.2)%
<b>Total Direct Expense</b>	<b>\$ 1,459,119</b>	<b>\$ 1,017,800</b>	<b>\$ 907,400</b>	<b>\$ (110,400)</b>	<b>(10.8)%</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 1,459,119</b>	<b>\$ 1,017,800</b>	<b>\$ 907,400</b>	<b>\$ (110,400)</b>	<b>(10.8)%</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 517,634	\$ 576,900	\$ 640,800	\$ 63,900	11.1 %
Overtime	—	—	—	—	N/A
Burden	292,799	321,900	197,800	(124,100)	(38.6)
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 810,433</b>	<b>\$ 898,800</b>	<b>\$ 838,600</b>	<b>\$ (60,200)</b>	<b>(6.7)%</b>

## Energy & Policy

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610100 Awards						
AWARDS		\$ 300		\$ —		
<b>Total:</b>	\$ 429	\$ 300	\$ 300	\$ —	\$ (300)	(100.0)%
610115 Employee Recognition						
EMPLOYEE RECOGNITION		\$ 200		\$ —		
<b>Total:</b>	\$ —	\$ 200	\$ 200	\$ —	\$ (200)	(100.0)%
610120 Memberships & Dues						
MEMBERSHIPS & DUES		\$ 10,200		\$ 10,000		
<b>Total:</b>	\$ 5,542	\$ 10,200	\$ 10,200	\$ 10,000	\$ (200)	(2.0)%
610140 Seminars & Training						
SEMINARS & TRAINING		\$ 900		\$ 5,000		
<b>Total:</b>	\$ 50	\$ 900	\$ 900	\$ 5,000	\$ 4,100	455.6 %
615100 Mileage Reimbursement						
MILEAGE REIMBURSEMENT		\$ 400		\$ 400		
<b>Total:</b>	\$ —	\$ 400	\$ 400	\$ 400	\$ —	0.0 %
620100 Services - Professional & Other						
CLIMATE ACTION PLAN MANAGEMENT		\$ 53,700		\$ —		
ENERGY, POLICY & STRATEGIC PLANNING		—		53,200		
<b>Total:</b>	\$ 76,316	\$ 53,700	\$ 53,700	\$ 53,200	\$ (500)	(0.9)%
630140 Postage & Shipping						
ORDINANCE NOTIFICATIONS		\$ 300		\$ —		
<b>Total:</b>	\$ —	\$ 300	\$ 300	\$ —	\$ (300)	(100.0)%
660105 Marketing/Outreach						
MARKETING / OUTREACH		\$ 400		\$ —		
<b>Total:</b>	\$ —	\$ 400	\$ 400	\$ —	\$ (400)	(100.0)%
660110 Promotional Services						
PROMOTIONAL SERVICES		\$ 1,200		\$ —		
<b>Total:</b>	\$ 200	\$ 1,200	\$ 1,200	\$ —	\$ (1,200)	(100.0)%
660120 Promotional Materials						
PROMOTIONAL MATERIALS		\$ 1,200		\$ —		
<b>Total:</b>	\$ —	\$ 1,200	\$ 1,200	\$ —	\$ (1,200)	(100.0)%
660135 Eligible Environmental Fund Expenditures						
<b>Total:</b>	\$ 67,000	\$ —	\$ —	\$ —	\$ —	N/A

**Energy & Policy**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
660136 Grant Funded Expenditures						
CALIFORNIA ENERGY COMMISSION GRANT		\$ 50,000		\$ —		
<b>Total:</b>	\$ 27,274	\$ 50,000	\$ 50,000	\$ —	\$ (50,000)	(100.0)%
660170 Joint Programs/Studies Assistance						
<b>Total:</b>	\$ 471,875	\$ —	\$ —	\$ —	\$ —	N/A
670130 Permits/Certificates/License						
PERMITS/CERTIFICATES/LICENSE		\$ 200		\$ 200		
<b>Total:</b>	\$ —	\$ 200	\$ 200	\$ 200	\$ —	0.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 648,686	\$ 119,000	\$ 119,000	\$ 68,800	\$ (50,200)	(42.2)%

## Engineering - Construction

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### **MISSION**

Through tenacious project execution, we build the port that supports the next generation.

### **VISION**

To be others-focused in the pursuit of public works excellence to maximize regional economic benefit.

## Engineering - Construction

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 5,008,049	\$ 5,738,300	\$ 5,811,800	\$ 73,500	1.3 %
Non-Personnel Expense	182,906	814,200	814,200	—	0.0 %
<b>Total Direct Expense</b>	<b>\$ 5,190,955</b>	<b>\$ 6,552,500</b>	<b>\$ 6,626,000</b>	<b>\$ 73,500</b>	<b>1.1 %</b>
Less: Capitalized Expense	(2,024,865)	(2,370,100)	(3,234,500)	(864,400)	36.5 %
Major Maintenance	263,042	525,000	455,600	(69,400)	(13.2)%
Equipment Outlay and Other Capital Projects	—	—	40,000	40,000	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 3,429,132</b>	<b>\$ 4,707,400</b>	<b>\$ 3,887,100</b>	<b>\$ (820,300)</b>	<b>(17.4)%</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries & Wages	\$ 3,033,503	\$ 3,542,700	\$ 3,811,100	\$ 268,400	7.6 %
Overtime	17,146	—	—	—	N/A
Burden	1,957,401	2,195,600	2,000,700	(194,900)	(8.9)%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 5,008,049</b>	<b>\$ 5,738,300</b>	<b>\$ 5,811,800</b>	<b>\$ 73,500</b>	<b>1.3 %</b>

## Engineering - Construction

### EQUIPMENT OUTLAY AND OTHER CAPITAL PROJECTS

DESCRIPTION	QTY	BUDGET FY 2023
GS OFFICE SPACE <sup>(1)</sup>	1	\$ 40,000
<b>TOTAL EQUIPMENT OUTLAY AND OTHER CAPITAL PROJECTS</b>	<b>1</b>	<b>\$ 40,000</b>

**Notes:**

<sup>(1)</sup> Other Capital Projects

## Engineering - Construction

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME  EXPENSE DETAILS	ACTUAL RESULTS	ORIGINAL BUDGET	ADJUSTED BUDGET	BUDGET	CHANGE FROM ADJUSTED BUDGET	
	FY 2021	FY 2022	FY 2022	FY 2023	dollars	pct
610115 Employee Recognition						
EMPLOYEE RECOGNITION		\$ 1,400		\$ 1,400		
<b>Total:</b>	\$ 223	\$ 1,400	\$ 1,400	\$ 1,400	\$ —	0.0 %
610120 Memberships & Dues						
AMERICAN PUBLIC WORKS ASSOCIATION		\$ 3,200		\$ 3,200		
AMERICAN SOCIETY OF CIVIL ENGINEERS		1,700		1,700		
CONSTRUCTION MGMT ASSOC OF AMERICA		1,700		1,700		
<b>Total:</b>	\$ 7,570	\$ 6,600	\$ 6,600	\$ 6,600	\$ —	0.0 %
610140 Seminars & Training						
PROF DEVELOPMENT/REGULATORY		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ 325	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	0.0 %
615100 Mileage Reimbursement						
MILEAGE REIMBURSEMENT		\$ 23,000		\$ 23,000		
<b>Total:</b>	\$ 12,159	\$ 23,000	\$ 23,000	\$ 23,000	\$ —	0.0 %
620100 Services - Professional & Other						
ENGINEERING SUPPORT SERVICES		\$ 189,500		\$ 641,000		
SURVEYING (NON-PROJECT)		75,000		107,500		
<b>Total:</b>	\$ 140,322	\$ 264,500	\$ 748,500	\$ 748,500	\$ —	0.0 %
630110 Equipment & Systems						
EQUIPMENT & SYSTEMS		\$ 12,000		\$ 12,000		
<b>Total:</b>	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ —	0.0 %
630130 Office & Operating Supplies						
OFFICE & OPERATING SUPPLIES		\$ 15,000		\$ 15,000		
TWIC CARDS		1,300		1,300		
<b>Total:</b>	\$ 5,831	\$ 16,300	\$ 16,300	\$ 16,300	\$ —	0.0 %
630140 Postage & Shipping						
POSTAGE & SHIPPING		\$ 100		\$ 100		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 100	\$ —	0.0 %
630150 Safety Equipment & Supplies						
SAFETY EQUIPMENT & SUPPLIES		\$ 2,500		\$ 2,500		
<b>Total:</b>	\$ 3,726	\$ 2,500	\$ 2,500	\$ 2,500	\$ —	0.0 %
630160 Small Tools						
CONSTRUCTION STAKING SUPPLIES		\$ 500		\$ 500		

**Engineering - Construction**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME	ACTUAL RESULTS	ORIGINAL BUDGET	ADJUSTED BUDGET	BUDGET	CHANGE FROM ADJUSTED BUDGET	
EXPENSE DETAILS	FY 2021	FY 2022	FY 2022	FY 2023	dollars	pct
SMALL TOOLS		300		300		
<b>Total:</b>	\$ —	\$ 800	\$ 800	\$ 800	\$ —	0.0 %
670130 Permits/Certificates/License						
PERMITS CERTIFICATES LICENSE		\$ 2,000		\$ 2,000		
<b>Total:</b>	\$ 750	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	0.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 182,906	\$ 330,200	\$ 814,200	\$ 814,200	\$ —	0.0 %



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# Environmental Conservation

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## **MISSION**

To conserve and enhance natural resources in balance with the Port's trustee responsibilities for commerce, navigation, fisheries recreation, and environmental stewardship by expanding and protecting native habitats and ensuring regulatory compliance through resource management.

## **VISION**

To advance a thriving waterfront that is sustainable and prosperous while enhancing the quality of the natural environment for present and future generations.

## Environmental Conservation

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 521,269	\$ 757,100	\$ 626,500	\$ (130,600)	(17.3)%
Non-Personnel Expense	813,424	413,400	1,022,400	609,000	147.3 %
<b>Total Direct Expense</b>	<b>\$ 1,334,693</b>	<b>\$ 1,170,500</b>	<b>\$ 1,648,900</b>	<b>\$ 478,400</b>	<b>40.9 %</b>
Less: Capitalized Expense	(18,585)	(10,300)	(30,400)	(20,100)	195.1 %
Equipment Outlay and Other Capital Projects	—	943,600	—	(943,600)	(100.0)
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 1,316,108</b>	<b>\$ 2,103,800</b>	<b>\$ 1,618,500</b>	<b>\$ (485,300)</b>	<b>(23.1)%</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 347,154	\$ 482,100	\$ 435,700	\$ (46,400)	(9.6)%
Overtime	—	—	—	—	N/A
Burden	174,115	275,000	190,800	(84,200)	(30.6)
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 521,269</b>	<b>\$ 757,100</b>	<b>\$ 626,500</b>	<b>\$ (130,600)</b>	<b>(17.3)%</b>

**Environmental Conservation**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 100		\$ 100		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 100	\$ —	0.0 %
610120 Memberships & Dues MEMBERSHIPS & DUES		\$ 400		\$ 6,500		
<b>Total:</b>	\$ 400	\$ 400	\$ 400	\$ 6,500	\$ 6,100	1,525.0 %
610140 Seminars & Training SEMINARS & TRAINING		\$ 300		\$ 300		
<b>Total:</b>	\$ 335	\$ 300	\$ 300	\$ 300	\$ —	— %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 200		\$ 1,400		
<b>Total:</b>	\$ 1,041	\$ 200	\$ 200	\$ 1,400	\$ 1,200	600.0 %
620100 Services - Professional & Other EELGRASS SURVEYS		\$ 20,000		\$ 25,000		
ENDANGERED SPECIES MANAGEMENT		95,000		—		
FISH SURVEYS		55,000		30,000		
ON-CALL NATURAL RESOURCE CONSULTANT		20,300		—		
<b>Total:</b>	\$ 117,240	\$ 190,300	\$ 190,300	\$ 55,000	\$ (135,300)	(71.1)%
630110 Equipment & Systems OUTDOOR WILDLIFE CAMERA		\$ —		\$ 500		
<b>Total:</b>	\$ 631	\$ —	\$ —	\$ 500	\$ 500	N/A
630130 Office & Operating Supplies						
<b>Total:</b>	\$ 75	\$ —	\$ —	\$ —	\$ —	N/A
630140 Postage & Shipping						
<b>Total:</b>	\$ 9	\$ —	\$ —	\$ —	\$ —	N/A
630150 Safety Equipment & Supplies SAFETY EQUIPMENT & SUPPLIES		\$ 100		\$ 200		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 200	\$ 100	100.0 %
640110 Telephone & Communications						
<b>Total:</b>	\$ 403	\$ —	\$ —	\$ —	\$ —	N/A
660135 Eligible Environment Fund Expenditures BLUE CARBON STUDIES		\$ —		\$ 90,000		
CA SEA GRANT FELLOWS		—		75,000		
CLAPPER RAIL PROPAGATION PROGRAM		20,000		20,000		

## Environmental Conservation

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
COASTAL AND BAY CLEAN-UPS		—		22,000		
CVB BIKE PATH MITIGATION MONITORING		—		50,000		
CVB J STREET MARSH		—		18,000		
CVB SETTLEMENT AGREEMENT		—		25,000		
ENDANGERED SPECIES MANAGEMENT		—		95,000		
ENVIRONMENTAL EDU SCHOOL PARTNERSHIP		80,000		170,000		
INVASIVE SPECIES REMOVAL		—		20,000		
MITIGATION BANKING		—		90,000		
ON-CALL NATURAL RESOURCE CONSULTANT		—		25,000		
SD BAY NATIVE OYSTER LIVING SHORELINE		—		50,000		
SHORELINE ATLAS		—		50,000		
<b>Total:</b>	\$ 593,756	\$ 100,000	\$ 100,000	\$ 800,000	\$ 700,000	700.0 %
660136 Grant Funded Expenditures						
SD BAY NATIVE OYSTER LIVING SHORELINE	\$ 1,164	\$ 1,000		\$ 20,000		
<b>Total:</b>	\$ 1,164	\$ 1,000	\$ 111,000	\$ 20,000	\$ (91,000)	(82.0)%
660170 Joint Program Studies Assistance						
SANDAG-IMPERIAL BEACH SAND	\$ 4,500			\$ 5,000		
WRDA MOU WITH ARMY CORP OF ENGINEERS		—		127,400		
<b>Total:</b>	\$ 94,659	\$ 4,500	\$ 4,500	\$ 132,400	\$ 127,900	2,842.2 %
670130 Permits/Certificates/License						
PERMITS & LICENSES	\$ 6,500			\$ 6,000		
<b>Total:</b>	\$ 3,711	\$ 6,500	\$ 6,500	\$ 6,000	\$ 6,000	92.3 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 813,424	\$ 303,400	\$ 413,400	\$ 1,022,400	\$ 609,000	147.3 %

# Environmental Protection

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## **MISSION**

Develop a culture of environmental stewardship to protect and enhance the environmental health of the tidelands and its marine ecosystems. Support District and tenant projects through all facets of developments and operations to ensure compliance with environmental laws and regulations.

## **VISION**

Pollution Prevention. Healthy Ecosystems. Enhanced Experiences.

## Environmental Protection

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 1,724,853	\$ 1,883,800	\$ 1,894,500	\$ 10,700	0.6 %
Non-Personnel Expense	1,233,573	1,441,400	1,441,400	—	0.0 %
<b>Total Direct Expense</b>	<b>\$ 2,958,426</b>	<b>\$ 3,325,200</b>	<b>\$ 3,335,900</b>	<b>\$ 10,700</b>	<b>0.3 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 2,958,426</b>	<b>\$ 3,325,200</b>	<b>\$ 3,335,900</b>	<b>\$ 10,700</b>	<b>0.3 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 1,128,044	\$ 1,164,000	\$ 1,177,400	\$ 13,400	1.2 %
Overtime	—	—	—	—	N/A
Burden	596,809	719,800	717,100	(2,700)	(0.4)
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 1,724,853</b>	<b>\$ 1,883,800</b>	<b>\$ 1,894,500</b>	<b>\$ 10,700</b>	<b>0.6 %</b>

## Environmental Protection

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 400		\$ 400		
<b>Total:</b>	\$ —	\$ 400	\$ 400	\$ 400	\$ —	— %
610120 Memberships & Dues						
<b>Total:</b>	\$ 3,068	\$ —	\$ —	\$ —	\$ —	N/A
610140 Seminars & Training SEMINARS & TRAINING		\$ 2,800		\$ 2,800		
<b>Total:</b>	\$ 880	\$ 2,800	\$ 2,800	\$ 2,800	\$ —	0.0 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 4,000		\$ 4,000		
<b>Total:</b>	\$ 5,801	\$ 4,000	\$ 4,000	\$ 4,000	\$ —	0.0 %
620100 Services - Professional & Other BAYWIDE COLLABORATION		\$ 129,000		\$ 125,000		
ENVIRONMENTAL INVESTIGATIONS		110,000		203,000		
MS4 PERMIT-WATERSHED IMPLEMENTATION		4,500		4,500		
REGIONAL HARBOR MONITORING		100,000		—		
STORMWATER PROGRAM IMPLEMENTATION		330,000		330,000		
<b>Total:</b>	\$ 461,496	\$ 673,500	\$ 673,500	\$ 662,500	\$ (11,000)	(1.6)%
630130 Office & Operating Supplies OFFICE & OPERATING SUPPLIES		\$ 400		\$ 400		
<b>Total:</b>	\$ 204	\$ 400	\$ 400	\$ 400	\$ —	0.0 %
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 200		\$ 200		
<b>Total:</b>	\$ 247	\$ 200	\$ 200	\$ 200	\$ —	0.0 %
630150 Safety Equipment & Supplies SAFETY EQUIPMENT & SUPPLIES		\$ 400		\$ 400		
<b>Total:</b>	\$ —	\$ 400	\$ 400	\$ 400	\$ —	0.0 %
630160 Small Tools SMALL TOOLS		\$ 100		\$ 100		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 100	\$ —	0.0 %
660100 Advertising ADVERTISING		\$ 300		\$ 300		
<b>Total:</b>	\$ —	\$ 300	\$ 300	\$ 300	\$ —	0.0 %
660110 Promotional Services						



## Environmental Protection

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
PROMOTIONAL SERVICES		\$ 1,500		\$ 1,500		
<b>Total:</b>	\$ —	\$ 1,500	\$ 1,500	\$ 1,500	\$ —	0.0 %
660120 Promotional Materials						
PROMOTIONAL MATERIALS		\$ 1,500		\$ 1,500		
<b>Total:</b>	\$ —	\$ 1,500	\$ 1,500	\$ 1,500	\$ —	0.0 %
660135 Eligible Environmental Fund Expenditures						
<b>Total:</b>	\$ 48,759	\$ —	\$ —	\$ —	\$ —	N/A
660140 Remediation						
REMEDIATION		\$ 136,400		\$ 50,000		
<b>Total:</b>	\$ 250,132	\$ 136,400	\$ 136,400	\$ 50,000	\$ (86,400)	(63.3)%
660150 Refuse & Hazardous Waste Disposal						
HAZARDOUS WASTE MANAGEMENT		\$ 188,000		\$ 175,000		
<b>Total:</b>	\$ 154,109	\$ 188,000	\$ 188,000	\$ 175,000	\$ (13,000)	(6.9)%
660170 Joint Program Studies Assistance						
CO-PERMITTEE COST SHARE		\$ 20,500		\$ 20,500		
COPPER REDUCTION PROGRAM		200,000		125,000		
INTEGRATED PEST MANAGEMENT		12,000		12,000		
REGIONAL HARBOR MONITORING		—		125,000		
REGULATORY FEES		60,000		60,000		
SHELTER ISLAND TMDL		90,000		150,000		
TMDL IMPLEMENTATION		37,000		37,000		
<b>Total:</b>	\$ 302,006	\$ 419,500	\$ 419,500	\$ 529,500	\$ 110,000	26.2 %
670130 Permits/Certificates/License						
PERMITS & LICENSES		\$ 12,400		\$ 12,800		
<b>Total:</b>	\$ 6,870	\$ 12,400	\$ 12,400	\$ 12,800	\$ 400	3.2 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 1,233,573	\$ 1,441,400	\$ 1,441,400	\$ 1,441,400	\$ —	0.0 %

## Executive Offices

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 3,363,319	\$ 3,761,800	\$ 3,894,800	\$ 133,000	3.5 %
Non-Personnel Expense	25,774	184,700	306,400	121,700	65.9 %
<b>Total Direct Expense</b>	<b>\$ 3,389,093</b>	<b>\$ 3,946,500</b>	<b>\$ 4,201,200</b>	<b>\$ 254,700</b>	<b>6.5 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 3,389,093</b>	<b>\$ 3,946,500</b>	<b>\$ 4,201,200</b>	<b>\$ 254,700</b>	<b>6.5 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries & Wages	\$ 2,427,598	\$ 2,673,200	\$ 2,884,600	\$ 211,400	7.9 %
Overtime	7,463	—	—	—	N/A
Burden	928,258	1,088,600	1,010,200	(78,400)	(7.2)
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 3,363,319</b>	<b>\$ 3,761,800</b>	<b>\$ 3,894,800</b>	<b>\$ 133,000</b>	<b>3.5 %</b>

**Executive Offices**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610110 Books & Periodicals BOOKS & PERIODICALS		\$ 500		\$ 500		
<b>Total:</b>	\$ 140	\$ 500	\$ 500	\$ 500	\$ —	0.0 %
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 800		\$ 800		
<b>Total:</b>	\$ 119	\$ 800	\$ 800	\$ 800	\$ —	0.0 %
610120 Memberships & Dues MEMBERSHIP & DUES		\$ 11,200		\$ 13,200		
<b>Total:</b>	\$ 9,353	\$ 11,200	\$ 11,200	\$ 13,200	\$ 2,000	17.9 %
610130 Recruiting RECRUITING		\$ —		\$ 40,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 40,000	\$ 40,000	N/A
610140 Seminars & Training DIVISION TRAINING SEMINARS & TRAINING		\$ 7,200 13,500		\$ 7,400 16,000		
<b>Total:</b>	\$ 400	\$ 20,700	\$ 20,700	\$ 23,400	\$ 2,700	13.0 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 13,500		\$ 12,200		
<b>Total:</b>	\$ 14,083	\$ 13,500	\$ 13,500	\$ 12,200	\$ (1,300)	(9.6)%
615110 Travel TRAVEL		\$ 10,000		\$ 30,700		
<b>Total:</b>	\$ —	\$ 10,000	\$ 10,000	\$ 30,700	\$ 20,700	207.0 %
620100 Services - Professional & Other SERVICES - PROFESSIONAL & OTHER		\$ 108,600		\$ 115,000		
<b>Total:</b>	\$ —	\$ 108,600	\$ 108,600	\$ 115,000	\$ 6,400	5.9 %
630110 Equipment & Systems						
<b>Total:</b>	\$ 24	\$ —	\$ —	\$ —	\$ —	N/A
630130 Office & Operating Supplies OFFICE SUPPLIES		\$ 6,600		\$ 6,600		
<b>Total:</b>	\$ 1,111	\$ 6,600	\$ 6,600	\$ 6,600	\$ —	0.0 %
630140 Postage & Shipping POSTAGE		\$ 300		\$ 300		
<b>Total:</b>	\$ 151	\$ 300	\$ 300	\$ 300	\$ —	0.0 %

**Executive Offices**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
660110 Promotional Services PROMOTIONAL SERVICES		\$ 3,200		\$ 3,400		
<b>Total:</b>	\$ 393	\$ 3,200	\$ 3,200	\$ 3,400	\$ 200	6.3 %
670130 Permits/Certificates/License PERMITS/CERTIFICATES/LICENSE		\$ 300		\$ 300		
<b>Total:</b>	\$ —	\$ 300	\$ 300	\$ 300	\$ —	0.0 %
670190 Other Miscellaneous Operating Expenses CONTINGENCY		\$ 9,000		\$ 60,000		
<b>Total:</b>	\$ —	\$ 9,000	\$ 9,000	\$ 60,000	\$ 51,000	566.7 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 25,774	\$ 184,700	\$ 184,700	\$ 306,400	\$ 121,700	65.9 %

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## Financial Assistance

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ —	\$ —	\$ —	\$ —	N/A
Non-Personnel Expense	420,785	603,000	100,000	(503,000)	(83.4)%
<b>Total Direct Expense</b>	<b>\$ 420,785</b>	<b>\$ 603,000</b>	<b>\$ 100,000</b>	<b>\$ (503,000)</b>	<b>(83.4)%</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 420,785</b>	<b>\$ 603,000</b>	<b>\$ 100,000</b>	<b>\$ (503,000)</b>	<b>(83.4)%</b>

**Financial Assistance**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
660160 Financial Assistance/Grants/Contribution						
CLEAN AIR IMPROVEMENTS		\$ 103,000		\$ —		
NATIONAL CITY BAYSHORE BIKEWAY		500,000		100,000		
<b>Total:</b>	\$ 420,785	\$ 603,000	\$ 603,000	\$ 100,000	\$ (503,000)	(83.4)%
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 420,785	\$ 603,000	\$ 603,000	\$ 100,000	\$ (503,000)	(83.4)%

## Financial Services

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### **MISSION**

To safeguard the District's financial assets, provide expert financial planning and analysis and timely financial reporting, provide liquidity to fund its operations and capital requirements, provide effective risk management, ensure safe work practices, and provide excellent services to our customers and business partners.

### **VISION**

To provide and facilitate optimal financial management, treasury, and risk management services for the District.



## Financial Services

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 3,133,327	\$ 3,136,200	\$ 3,596,200	\$ 460,000	14.7 %
Non-Personnel Expense	1,880,996	2,150,300	2,249,300	99,000	4.6 %
<b>Total Direct Expense</b>	<b>\$ 5,014,323</b>	<b>\$ 5,286,500</b>	<b>\$ 5,845,500</b>	<b>\$ 559,000</b>	<b>10.6 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 5,014,323</b>	<b>\$ 5,286,500</b>	<b>\$ 5,845,500</b>	<b>\$ 559,000</b>	<b>10.6 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries & Wages	\$ 1,900,018	\$ 1,613,400	\$ 2,209,200	\$ 595,800	36.9 %
Overtime	1,968	—	—	—	N/A
Burden	1,231,341	1,522,800	1,387,000	(135,800)	(8.9)%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 3,133,327</b>	<b>\$ 3,136,200</b>	<b>\$ 3,596,200</b>	<b>\$ 460,000</b>	<b>14.7 %</b>

**Financial Services**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610100 Awards - Service						
RISK - SAFETY AWARDS		\$ 300		\$ —		
<b>Total:</b>	\$ —	\$ 300	\$ 300	\$ —	\$ (300)	(100.0)%
610110 Books & Periodicals						
PROFESSIONAL PUBLICATIONS		\$ 200		\$ 500		
RISK - PUBLICATIONS		300		300		
<b>Total:</b>	\$ 249	\$ 500	\$ 500	\$ 800	\$ 300	60.0 %
610115 Employee Recognition						
EMPLOYEE RECOGNITION		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ 113	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	0.0 %
610120 Memberships & Dues						
AMER INST OF CPA'S		\$ 100		\$ 100		
ASSN FOR FINANCIAL PROF'LS		200		200		
CA MUNI TREASURERS ASSN		100		100		
CA SOC OF CPA'S		600		900		
CA SOC OF MUNI FINANCE OFFICER		200		200		
GOVT FINANCE OFFICERS ASSN		300		300		
MEMBERSHIPS & DUES		300		300		
RISK - RELATED		400		400		
SAN DIEGO CREDIT ASSOCIATION		100		100		
<b>Total:</b>	\$ 3,048	\$ 2,300	\$ 2,300	\$ 2,600	\$ 300	13.0 %
610140 Seminars & Training						
AAPA		\$ 500		\$ 500		
ANNUAL GOVT GAAP UPDATE		200		200		
AP/1099/SALES TAX TRAINING		300		300		
APA PAYROLL TRAINING		700		700		
ASSN FOR FINANCIAL PROF'LS		500		500		
CA MUNI TREASURER'S ASSN		200		200		
CA SOC OF CPA'S		500		500		
CA SOC OF MUNI FINANCE OFFICER		300		300		
CERTIFICATION COURSES & WEBINARS		200		200		
GOVT FINANCE OFFICERS ASSN		1,000		1,000		
GRANT TRAINING		300		300		
RISK - RELATED		800		800		
TECHNICAL TRAINING		500		500		
<b>Total:</b>	\$ 5,695	\$ 6,000	\$ 6,000	\$ 6,000	\$ —	0.0 %

## Financial Services

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
615100 Mileage Reimbursement						
MILEAGE REIMBURSEMENT		\$ 4,300		\$ 4,300		
RISK - RELATED		1,300		1,300		
<b>Total:</b>	\$ 4,633	\$ 5,600	\$ 5,600	\$ 5,600	\$ —	0.0 %
620100 Services - Professional & Other						
ACTUARIAL VALUATION SERVICES		\$ 20,000		\$ 20,000		
ARBITRAGE FEES - BONDS		2,400		2,400		
GASB ADVISORY SERVICES		15,000		15,000		
INVESTMENT PORTFOLIO FEE		1,100		1,100		
RATING AGENCY SURVEILLANCE		—		3,000		
REVENUE BONDS TRUSTEE		900		2,000		
RISK - ACCIDENT INVESTIGATIONS		1,200		—		
RISK - AED PROGRAM		300		—		
RISK - HEARING CONSERVATION		1,400		—		
RISK - INSURANCE CERT TRACKING		2,900		2,900		
RISK - PHYSICALS		5,500		—		
UNION BANK OF CA TRUST ACCT		5,800		5,800		
US BANK (ESCROW AGNT DEP FEE)		900		3,500		
<b>Total:</b>	\$ 77,000	\$ 57,400	\$ 57,400	\$ 55,700	\$ (1,700)	(3.0) %
630110 Equipment & Systems						
EQUIPMENT & SYSTEMS		\$ 3,500		\$ 11,400		
RISK - RELATED		7,900		—		
<b>Total:</b>	\$ —	\$ 11,400	\$ 11,400	\$ 11,400	\$ —	0.0 %
630130 Office & Operating Supplies						
OFFICE SUPPLIES		\$ 11,200		\$ 12,200		
<b>Total:</b>	\$ 2,627	\$ 11,200	\$ 11,200	\$ 12,200	\$ 1,000	8.9 %
630140 Postage & Shipping						
POSTAGE & SHIPPING		\$ 4,500		\$ 4,500		
<b>Total:</b>	\$ 4,229	\$ 4,500	\$ 4,500	\$ 4,500	\$ —	0.0 %
630150 Safety Equipment & Supplies						
RISK - RELATED		\$ 1,200		\$ —		
<b>Total:</b>	\$ 1,583	\$ 1,200	\$ 1,200	\$ —	\$ (1,200)	(100.0) %
650120 Equipment Maintenance - Supplies						
RISK - RELATED		\$ 100		\$ —		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ —	\$ (100)	(100.0) %

## Financial Services

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
650130 Equipment Maintenance - Outside Services						
RISK - RELATED		\$ 900		\$ —		
<b>Total:</b>	\$ —	\$ 900	\$ 900	\$ —	\$ (900)	(100.0)%
660110 Promotional Services						
PROMOTIONAL SERVICES		\$ 100		\$ 100		
RISK - RELATED		200		200		
<b>Total:</b>	\$ —	\$ 300	\$ 300	\$ 300	\$ —	0.0 %
670105 Bank & Credit Card Fees						
BANK FEES		\$ 38,500		\$ 40,500		
CREDIT CARD FEES		9,500		10,000		
<b>Total:</b>	\$ 46,113	\$ 48,000	\$ 48,000	\$ 50,500	\$ 2,500	5.2 %
670110 Insurance						
RISK - BROKER FEES		\$ 45,000		\$ 45,000		
RISK - INSURANCE PREMIUMS		1,953,100		2,052,100		
<b>Total:</b>	\$ 1,734,494	\$ 1,998,100	\$ 1,998,100	\$ 2,097,100	\$ 99,000	5.0 %
670120 Insurance Claims						
RISK - RELATED		\$ 400		\$ 400		
<b>Total:</b>	\$ 1,000	\$ 400	\$ 400	\$ 400	\$ —	0.0 %
670130 Permits/Certificates/License						
CPA & OTHER		\$ —		\$ 1,200		
PERMITS/CERTIFICATES/LICENSE		100		—		
RISK - RELATED		1,000		—		
<b>Total:</b>	\$ 192	\$ 1,100	\$ 1,100	\$ 1,200	\$ 100	9.1 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 1,880,976	\$ 2,150,300	\$ 2,150,300	\$ 2,249,300	\$ 99,000	4.6 %

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## General Services

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### **MISSION**

Provide cost-effective, reliable, and responsive support services through sustainable maintenance of District assets

### **VISION**

Excellence, innovation, and leadership in maintenance and support services

## General Services

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 11,549,391	\$ 11,269,200	\$ 11,224,100	\$ (45,100)	(0.4)%
Non-Personnel Expense	4,858,540	4,973,600	5,848,600	875,000	17.6 %
<b>Total Direct Expense</b>	<b>\$ 16,407,931</b>	<b>\$ 16,242,800</b>	<b>\$ 17,072,700</b>	<b>\$ 829,900</b>	<b>5.1 %</b>
Less: Capitalized Expense	(97,187)	(87,100)	(34,500)	52,600	(60.4)%
Equipment Outlay and Other Capital Projects	66,888	369,000	1,234,500	865,500	234.6 %
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 16,377,632</b>	<b>\$ 16,524,700</b>	<b>\$ 18,272,700</b>	<b>\$ 1,748,000</b>	<b>10.6 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 6,754,247	\$ 6,173,600	\$ 6,711,700	\$ 538,100	8.7 %
Overtime	70,224	250,000	250,000	—	0.0 %
Burden	4,724,920	4,845,600	4,262,400	(583,200)	(12.0)%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 11,549,391</b>	<b>\$ 11,269,200</b>	<b>\$ 11,224,100</b>	<b>\$ (45,100)</b>	<b>(0.4)%</b>

## General Services

### EQUIPMENT OUTLAY AND OTHER CAPITAL PROJECTS

DESCRIPTION	QTY	BUDGET FY 2023
6000 LB FORKLIFT	1	\$ 70,000
BOBCAT	1	120,000
BOOM LIFT	1	120,000
CHOP SAW, MULTI-ANGLE	1	10,000
COMPACT PIPE THREADER	1	7,000
CONCRETE GRINDER	1	25,000
CUSTOM TRAILERS FOR PAINTERS	1	10,000
ELECTRIC VEHICLE 1/2 TON TRUCK	2	150,000
EXTENDED REACH FORKLIFT	1	300,000
HORIZONTAL BAND SAW	1	8,000
HPD OUTBOARD ENGINES	2	70,000
HPD REPOWER MS4 PLUS SPARE ENGINE <sup>(1)</sup>	1	125,000
PUMP-OUT STATIONS	2	50,000
RIGID DIGITAL RECORDING PLUMBING CAMERA	1	5,000
SPARE FIRE FIGHTING NOZZLE AND MONITOR FIRESTORMS	1	8,500
TAMT 10" BACKFLOW DEVICE	1	25,000
TAMT WAREHOUSE B SEWER PUMP	1	6,000
TILT BED TRAILER FOR EQ OPERATORS	1	25,000
TILT BED TRAILERS FOR MARINE SHOP	2	50,000
TRAILER FOR EQ OPERATORS	1	10,000
TRAILER-MOUNTED PRESSURE WASHER	1	40,000
<b>TOTAL EQUIPMENT OUTLAY AND OTHER CAPITAL PROJECTS</b>	<b>25</b>	<b>\$ 1,234,500</b>

**Notes:**

(1) Partially grant funded



**General Services**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 2,500		\$ 2,500		
<b>Total:</b>	\$ 2,495	\$ 2,500	\$ 2,500	\$ 2,500	\$ —	0.0 %
610120 Memberships & Dues						
<b>Total:</b>	\$ 443	\$ —	\$ —	\$ —	\$ —	N/A
610140 Seminars & Training COMPREHENSIVE DEPT TRAINING PROG SKILLS TRAINING		\$ 5,000 11,500		\$ 40,000 7,300		
<b>Total:</b>	\$ 13,698	\$ 16,500	\$ 16,500	\$ 47,300	\$ 30,800	186.7 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 600		\$ 600		
<b>Total:</b>	\$ 745	\$ 600	\$ 600	\$ 600	\$ —	0.0 %
615110 Travel TRAVEL		\$ —		\$ 11,200		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 11,200	\$ 11,200	N/A
620125 Services - Security						
<b>Total:</b>	\$ 34,023	\$ —	\$ —	\$ —	\$ —	N/A
630110 Equipment & Systems						
<b>Total:</b>	\$ 72,000	\$ —	\$ —	\$ —	\$ —	N/A
630120 Equipment Rental/Leasing HEAVY EQUIPMENT PORTABLE TOILET RENTAL		\$ 25,000 5,000		\$ 42,000 30,000		
<b>Total:</b>	\$ 52,875	\$ 30,000	\$ 30,000	\$ 72,000	\$ 42,000	140.0 %
630130 Office & Operating Supplies SUPPLIES TWIC-TRANSPORTATION WORKER ID		\$ 9,500 1,000		\$ 10,000 1,000		
<b>Total:</b>	\$ 11,321	\$ 10,500	\$ 10,500	\$ 11,000	\$ 500	4.8 %
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 500		\$ 500		
<b>Total:</b>	\$ 591	\$ 500	\$ 500	\$ 500	\$ —	0.0 %
630150 Safety Equipment & Supplies FIRE EXTINGUISHERS SAFETY SHOES SAFETY SUPPLIES & EQUIPMENT		\$ 5,000 14,400 57,000		\$ 5,000 15,800 40,000		

**General Services**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
<b>Total:</b>	\$ 82,382	\$ 76,400	\$ 76,400	\$ 60,800	\$ (15,600)	(20.4)%
630160 Small Tools						
SMALL TOOLS FOR MAINT OPERS		\$ 17,200		\$ 30,000		
<b>Total:</b>	\$ 19,377	\$ 17,200	\$ 17,200	\$ 30,000	\$ 12,800	74.4 %
630170 Fuel & Lubricants						
CNG/PROPANE		\$ 20,000		\$ 20,000		
GAS/DIESEL		615,000		615,000		
MOTOR OIL		7,500		7,500		
<b>Total:</b>	\$ 572,041	\$ 642,500	\$ 642,500	\$ 642,500	\$ —	0.0 %
630200 Uniforms						
UNIFORM SERVICE		\$ 23,600		\$ 26,000		
<b>Total:</b>	\$ 36,499	\$ 23,600	\$ 23,600	\$ 26,000	\$ 2,400	10.2 %
650100 Facilities Maintenance-Supplies						
ALL CREWS		\$ 570,000		\$ 705,900		
RUOCCO PARK FIXTURE CONTINGENCY		—		6,000		
<b>Total:</b>	\$ 729,811	\$ 570,000	\$ 570,000	\$ 711,900	\$ 141,900	24.9 %
650110 Facilities Maintenance-Outside Services						
ANIMAL AND PEST CONTROL		\$ 31,000		\$ 38,000		
BIRD ABATEMENT		10,000		—		
COLD IRONING & HIGH VOLTAGE MAINT		45,000		3,600		
CONCRETE & DELIVERY		10,000		16,000		
CUSTODIAL SERVICES		707,300		355,000		
CUSTODIAL SERVICES - AQUATIC CENTER		5,000		3,000		
CUSTODIAL SERVICES - COMFORT STATIONS		200,000		483,100		
ELEVATOR MAINT		72,700		78,100		
FIRE ALARMS MONITORING		31,500		28,500		
GRAFFITI REMOVAL		65,000		71,100		
HVAC OTHER LOCATIONS		166,300		214,000		
NEVP MAINTENANCE CONTRACT		150,000		292,000		
PIER MAINTENANCE		40,000		65,000		
RUOCCO PARK MAINTENANCE		81,900		85,000		
STORMWATER BMP MAINTENANCE		500,000		500,000		
STREET LIGHTING		3,400		2,600		
WASTE MANAGEMENT PROGRAM		250,000		273,000		
<b>Total:</b>	\$ 1,710,692	\$ 2,369,100	\$ 2,369,100	\$ 2,508,000	\$ 138,900	5.9 %

**General Services**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
650120 Equipment Maintenance-Supplies						
AUTOMOTIVE EQ/BOATS		\$ 230,000		\$ 230,000		
FORD PARTS		15,300		15,300		
TIRES		35,000		35,000		
<b>Total:</b>	\$ 267,313	\$ 280,300	\$ 280,300	\$ 280,300	\$ —	0.0 %
650130 Equipment Maintenance-Outside Services						
COMPREHENSIVE MARINE VESSEL MAINT		\$ 165,800		\$ 481,000		
EQUIPMENT CERTIFICATION AND INSPECT		33,600		34,000		
FIRE EXTINGUISHER HYDROTEST		2,300		2,300		
GOTTWALD REPAIR & MAINTENANCE		10,000		30,000		
MOWER REEL MAINTENANCE		10,000		—		
OTHER EQUIPMENT SERVICE/MAINT		20,000		20,000		
TANK FUEL STATIONS, LIFTS & CRANES		8,000		8,000		
VEHICLE DETAILING		10,000		—		
VEHICLE PAINTING		20,000		20,000		
<b>Total:</b>	\$ 431,986	\$ 279,700	\$ 279,700	\$ 595,300	\$ 315,600	112.8 %
650131 As - Needed Maintenance						
ABANDONED & DERELICT VESSEL		\$ 479,400		\$ 601,900		
CONCRETE PUMP SERVICES		2,500		—		
DOORS (ROLL UP) MAINTENANCE		15,000		10,000		
DOORS AND GATES, ELECTRIC		5,800		6,200		
DUMPSTER SERVICE TRANSFER		25,000		48,000		
MISC SMALL OUTSIDE SERVICES		36,500		67,000		
POWER WASHING		40,000		46,800		
TRASH & LITTER REMOVAL		—		48,000		
UNDERGROUND SERVICE ALERT		2,000		2,800		
UTILITY LEAK DETECTION		1,000		1,000		
<b>Total:</b>	\$ 805,850	\$ 607,200	\$ 607,200	\$ 831,700	\$ 224,500	37.0 %
660136 Grant Funded Expenditures						
CALIFORNIA ENERGY GRANT COMMISSION		\$ 30,000		\$ —		
<b>Total:</b>	\$ —	\$ 30,000	\$ 30,000	\$ —	\$ (30,000)	(100.0)%
660150 Refuse & Hazardous Waste Disposal						
REFUSE & HAZ WASTE		\$ 2,000		\$ 2,000		
<b>Total:</b>	\$ 1,340	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	0.0 %
670130 Permits/Certificates/License						
PERMIT/CERT/LICENSE		\$ 15,000		\$ 15,000		

**General Services**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
<b>Total:</b>	\$ 13,058	\$ 15,000	\$ 15,000	\$ 15,000	\$ —	0.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 4,858,540	\$ 4,973,600	\$ 4,973,600	\$ 5,848,600	\$ 875,000	17.6 %

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## Government & Civic Relations

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### **MISSION**

Identify solutions that lead to the implementation of District policies and projects by successfully engaging with local, state, national, and international governments, as well as civic groups and other parties.

### **VISION**

To be a center of excellence in government and civic relations and to support the District's goals by promoting communication, relationship building, and policy development.

## Government & Civic Relations

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 846,660	\$ 899,200	\$ 1,037,000	\$ 137,800	15.3 %
Non-Personnel Expense	605,755	591,400	689,000	97,600	16.5 %
<b>Total Direct Expense</b>	<b>\$ 1,452,415</b>	<b>\$ 1,490,600</b>	<b>\$ 1,726,000</b>	<b>\$ 235,400</b>	<b>15.8 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 1,452,415</b>	<b>\$ 1,490,600</b>	<b>\$ 1,726,000</b>	<b>\$ 235,400</b>	<b>15.8 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 632,297	\$ 647,000	\$ 717,500	\$ 70,500	10.9 %
Overtime	—	—	—	—	N/A
Burden	214,363	252,200	319,500	67,300	26.7 %
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 846,660</b>	<b>\$ 899,200</b>	<b>\$ 1,037,000</b>	<b>\$ 137,800</b>	<b>15.3 %</b>

## Government & Civic Relations

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610110 Books & Periodicals						
GOV/PROFESSIONAL PUBLICATIONS		\$ 200		\$ 200		
<b>Total:</b>	\$ 1,136	\$ 200	\$ 200	\$ 200	\$ —	0.0 %
610115 Employee Recognition						
EMPLOYEE RECOGNITION		\$ 200		\$ 200		
<b>Total:</b>	\$ —	\$ 200	\$ 200	\$ 200	\$ —	0.0 %
610120 Memberships & Dues						
MEMBERSHIPS & DUES		\$ 61,600		\$ 150,000		
<b>Total:</b>	\$ 149,156	\$ 61,600	\$ 61,600	\$ 150,000	\$ 88,400	143.5 %
610140 Seminars & Training						
PORT-RELATED CONFERENCES		\$ 1,000		\$ 2,500		
<b>Total:</b>	\$ (2,000)	\$ 1,000	\$ 1,000	\$ 2,500	\$ 1,500	150.0 %
615100 Mileage Reimbursement						
MILEAGE REIMBURSEMENT		\$ 300		\$ 300		
<b>Total:</b>	\$ —	\$ 300	\$ 300	\$ 300	\$ —	0.0 %
615110 Travel						
OTHER TRIPS		\$ 1,500		\$ 3,500		
SACRAMENTO		2,500		3,500		
WASHINGTON DC		3,000		7,500		
<b>Total:</b>	\$ —	\$ 7,000	\$ 7,000	\$ 14,500	\$ 7,500	107.1 %
620100 Services - Professional & Other						
LEGISLATIVE SERVICES - SACRAMENTO		\$ 120,000		\$ 120,000		
LEGISLATIVE SERVICES - SAN DIEGO REGION		190,000		190,000		
LEGISLATIVE SERVICES - STATE AGENCIES		90,000		90,000		
LEGISLATIVE SERVICES - WASHINGTON		120,000		120,000		
<b>Total:</b>	\$ 457,420	\$ 520,000	\$ 520,000	\$ 520,000	\$ —	0.0 %
630110 Equipment & Systems						
EQUIPMENT & SYSTEMS		\$ 200		\$ 200		
<b>Total:</b>	\$ —	\$ 200	\$ 200	\$ 200	\$ —	0.0 %
630130 Office & Operating Supplies						
OFFICE SUPPLIES		\$ 800		\$ 1,000		
<b>Total:</b>	\$ 42	\$ 800	\$ 800	\$ 1,000	\$ 200	25.0 %
630140 Postage & Shipping						
POSTAGE		\$ 100		\$ 100		



## Government & Civic Relations

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
<b>Total:</b>	\$ 1	\$ 100	\$ 100	\$ 100	\$ —	0.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 605,755	\$ 591,400	\$ 591,400	\$ 689,000	\$ 97,600	16.5 %

## Guest Experiences - Park Greenscapes & Bayscapes

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### **MISSION**

To deploy industry-best landscaping practices in turf management, irrigation management, and urban forest management at the District's 22 parks, inclusive of utilizing technology for more effective and efficient management of landscaping activities.

### **VISION**

To ensure the public's first impressions are positive when visiting the bay by optimizing a guest's experience at the District's 22 parks.

## Guest Experiences - Park Greenscapes & Bayscapes

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ —	\$ 1,321,700	\$ 1,873,900	\$ 552,200	41.8 %
Non-Personnel Expense	—	640,300	735,100	94,800	14.8 %
<b>Total Direct Expense</b>	<b>\$ —</b>	<b>\$ 1,962,000</b>	<b>\$ 2,609,000</b>	<b>\$ 647,000</b>	<b>33.0 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ —</b>	<b>\$ 1,962,000</b>	<b>\$ 2,609,000</b>	<b>\$ 647,000</b>	<b>33.0 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Regular Salaries & Wages	\$ —	\$ 790,400	\$ 1,159,700	\$ 369,300	46.7 %
Overtime	—	—	—	—	N/A
Burden	—	531,300	714,200	182,900	34.4 %
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ —</b>	<b>\$ 1,321,700</b>	<b>\$ 1,873,900</b>	<b>\$ 552,200</b>	<b>41.8 %</b>

**Guest Experiences - Park Greenscapes & Bayscapes**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 400		\$ 600		
<b>Total:</b>	\$ —	\$ 400	\$ 400	\$ 600	\$ 200	50.0 %
610140 Seminars & Training COMPREHENSIVE DEPT TRAINING PROG		\$ 1,000		\$ 3,000		
<b>Total:</b>	\$ —	\$ 1,000	\$ 1,000	\$ 3,000	\$ 2,000	200.0 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ —		\$ 1,800		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 1,800	\$ 1,800	N/A
630130 Office & Operating Supplies SUPPLIES TWIC-TRANSPORTATION WORKER ID		\$ 1,500 200		\$ 1,300 400		
<b>Total:</b>	\$ —	\$ 1,700	\$ 1,700	\$ 1,700	\$ —	0.0 %
630150 Safety Equipment & Supplies SAFETY SHOES SAFETY SUPPLIES & EQUIPMENT		\$ 3,000 3,000		\$ 4,600 4,600		
<b>Total:</b>	\$ —	\$ 6,000	\$ 6,000	\$ 9,200	\$ 3,200	53.3 %
630160 Small Tools SMALL TOOLS		\$ 2,800		\$ 5,000		
<b>Total:</b>	\$ —	\$ 2,800	\$ 2,800	\$ 5,000	\$ 2,200	78.6 %
630200 Uniforms UNIFORM SERVICE		\$ 6,400		\$ 9,800		
<b>Total:</b>	\$ —	\$ 6,400	\$ 6,400	\$ 9,800	\$ 3,400	53.1 %
650100 Facilities Maintenance - Supplies ALL CREWS LANDSCAPE, LAWNS, SHRUBS, PLANTERS		\$ 3,000 51,000		\$ — 100,000		
<b>Total:</b>	\$ —	\$ 54,000	\$ 54,000	\$ 100,000	\$ 46,000	85.2 %
650110 Facilities Maintenance - Outside Services CONTRACTED LANDSCAPING SERVICES RUOCCO PARK MAINTENANCE SWEETWATER BIKE PATH		\$ — 36,000 60,000		\$ 144,000 36,000 72,000		
<b>Total:</b>	\$ —	\$ 96,000	\$ 207,100	\$ 252,000	\$ 44,900	21.7 %
650131 As-Needed Maintenance CONTRACTED LANDSCAPING SERVICES		\$ —		\$ 150,000		

**Guest Experiences - Park Greenscapes & Bayscapes**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS	ORIGINAL BUDGET	ADJUSTED BUDGET	BUDGET	CHANGE FROM ADJUSTED BUDGET	
	FY 2021	FY 2022	FY 2022	FY 2023	dollars	pct
MISC SMALL OUTSIDE SERVICES		2,000		2,000		
TREE TRIMMING		10,000		150,000		
URBAN FORESTRY MANAGEMENT		—		50,000		
<b>Total:</b>	\$ —	\$ 12,000	\$ 360,900	\$ 352,000	\$ (8,900)	(2.5)%
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ —	\$ 180,300	\$ 640,300	\$ 735,100	\$ 94,800	14.8 %

## Guest Experiences - Parking

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### **MISSION**

To develop, manage, and grow the District's parking assets to their highest and best use based on market rates and demand within the District's planning and regulatory framework.

### **VISION**

Creating America's finest waterfront with public-accessible parking options supported with current technology for a fair value to visitors, tenants, their employees and customers.

## Guest Experiences - Parking

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 654,487	\$ 873,000	\$ 1,166,300	\$ 293,300	33.6 %
Non-Personnel Expense	1,733,335	2,594,400	3,269,300	674,900	26.0 %
<b>Total Direct Expense</b>	<b>\$ 2,387,822</b>	<b>\$ 3,467,400</b>	<b>\$ 4,435,600</b>	<b>\$ 968,200</b>	<b>27.9 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	285,000	—	(285,000)	(100.0)%
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 2,387,822</b>	<b>\$ 3,752,400</b>	<b>\$ 4,435,600</b>	<b>\$ 683,200</b>	<b>18.2 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries & Wages	\$ 360,105	\$ 566,500	\$ 609,100	\$ 42,600	7.5 %
Overtime	—	—	—	—	N/A
Burden	294,382	306,500	557,200	250,700	81.8 %
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 654,487</b>	<b>\$ 873,000</b>	<b>\$ 1,166,300</b>	<b>\$ 293,300</b>	<b>33.6 %</b>

### Guest Experiences - Parking EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 100		\$ 100		
<b>Total:</b>	\$ 100	\$ 100	\$ 100	\$ 100	\$ —	0.0 %
610120 Memberships & Dues CA PARKING ASSOCIATION INTERNATIONAL INSTITUTE		\$ 100 200		\$ 100 200		
<b>Total:</b>	\$ 620	\$ 300	\$ 300	\$ 300	\$ —	0.0 %
610140 Seminars & Training COURSES & SEMINARS PARKING CONFERENCE		\$ 500 1,700		\$ 500 1,700		
<b>Total:</b>	\$ 190	\$ 2,200	\$ 2,200	\$ 2,200	\$ —	0.0 %
615100 Mileage Reimbursement MILEAGE & PARKING		\$ 100		\$ 1,200		
<b>Total:</b>	\$ 59	\$ 100	\$ 100	\$ 1,200	\$ 1,100	1,100.0 %
620100 Services - Professional & Other AS-NEEDED REVIEW/CONSULTANT		\$ —		\$ 100,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 100,000	\$ 100,000	N/A
620135 Citation - County & Admin Fees CITATION - COUNTY & ADMIN FEES		\$ —		\$ 300,000		
<b>Total:</b>	\$ —	\$ —	\$ 400,000	\$ 300,000	\$ (100,000)	(25.0)%
630110 Equipment & Systems CSO LIC PLATE RECOGNITION SUBSCRIPTION HANDHELD TICKET WRITERS & SUPPLIES		\$ 30,500 8,700		\$ 30,500 5,500		
<b>Total:</b>	\$ 4,293	\$ 39,200	\$ 39,200	\$ 36,000	\$ (3,200)	(8.2)%
630130 Office & Operating Supplies OFFICE & OPERATING SUPPLIES		\$ 1,600		\$ 1,000		
<b>Total:</b>	\$ 3,925	\$ 1,600	\$ 1,600	\$ 1,000	\$ (600)	(37.5)%
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 200		\$ 200		
<b>Total:</b>	\$ 64	\$ 200	\$ 200	\$ 200	\$ —	0.0 %
630150 Safety Equipment & Supplies SAFETY EQUIPMENT & SUPPLIES		\$ —		\$ 400		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 400	\$ 400	N/A
630160 Small Tools						



### Guest Experiences - Parking EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
SMALL TOOLS		\$ —		\$ 400		
<b>Total:</b>	\$ 1,048	\$ —	\$ —	\$ 400	\$ 400	N/A
630180 Parking Meter Supplies						
PARKING METER SUPPLIES	\$ 12,000			\$ 12,000		
<b>Total:</b>	\$ 88,854	\$ 12,000	\$ 12,000	\$ 12,000	\$ —	0.0 %
630200 Uniforms						
UNIFORM SERVICE	\$ —	\$ —		\$ 700		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 700	\$ 700	N/A
640100 Space Rental						
I.B. PARKING LOT AMORTIZATION	\$ 7,700			\$ 7,700		
PARKING LEASE - 3275 PAC HWY	118,500			118,500		
PARKING LEASE - 3405 PAC HWY	27,500			27,500		
<b>Total:</b>	\$ 141,684	\$ 153,700	\$ 153,700	\$ 153,700	\$ —	0.0 %
640150 Facility Management Services						
B STREET PIER	\$ 52,900			\$ 55,600		
BAYFRONT PARKING GARAGE	495,000			625,700		
CONVENTION CENTER PARKING	852,400			1,346,200		
CONVENTION CTR GARAGE	40,400			40,400		
NAVY PIER LOT	177,800			159,500		
PARKING METER MANAGEMENT	118,600			98,400		
<b>Total:</b>	\$ 1,293,648	\$ 1,737,100	\$ 1,737,100	\$ 2,325,800	\$ 588,700	33.9 %
650100 Facilities Maintenance - Supplies						
PARKING SIGNS	\$ 8,600			\$ 7,700		
<b>Total:</b>	\$ 3,527	\$ 8,600	\$ 8,600	\$ 7,700	\$ (900)	(10.5)%
650110 Facility Maintenance						
<b>Total:</b>	\$ 6,205	\$ —	\$ —	\$ —	\$ —	N/A
650130 Equipment Maintenance - Outside Services						
CITATION HANDHELDS	\$ —			\$ 3,200		
CONV CTR GARAGE MAINT	11,500			11,500		
<b>Total:</b>	\$ —	\$ 11,500	\$ 11,500	\$ 14,700	\$ 3,200	27.8 %
670105 Bank & Credit Card Fees						
B STREET PIER CREDIT CARD FEES	\$ 13,000			\$ 13,600		
BAYFRONT PARKING GARAGE CC FEES	17,400			55,200		
CONVENTION CTR PARKING CREDIT CARD	46,800			84,400		
CREDIT CARD FEES FOR SMART METERS	127,700			139,200		

**Guest Experiences - Parking**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
NAVY PIER LOT CREDIT CARD FEES		22,900		20,500		
<b>Total:</b>	\$ 189,118	\$ 227,800	\$ 227,800	\$ 312,900	\$ 85,100	37.4 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 1,733,335	\$ 2,194,400	\$ 2,594,400	\$ 3,269,300	\$ 674,900	26.0 %

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# Harbor Police Department

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## **MISSION**

To provide the highest quality of public service through crime prevention, homeland security, and ensuring quality of life for our communities.

## **VISION**

To be the global leader in maritime and aviation public safety.

## Harbor Police Department

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 35,920,984	\$ 40,854,800	\$ 40,710,500	\$ (144,300)	(0.4)%
Non-Personnel Expense	2,869,197	3,294,700	3,332,400	37,700	1.1 %
<b>Total Direct Expense</b>	<b>\$ 38,790,181</b>	<b>\$ 44,149,500</b>	<b>\$ 44,042,900</b>	<b>\$ (106,600)</b>	<b>(0.2)%</b>
Less: Capitalized Expense	(229,879)	—	(139,700)	(139,700)	N/A
Equipment Outlay and Other Capital Projects	203,321	1,211,000	1,589,600	378,600	31.3 %
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 38,763,623</b>	<b>\$ 45,360,500</b>	<b>\$ 45,492,800</b>	<b>\$ 132,300</b>	<b>0.3 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 18,448,645	\$ 19,793,300	\$ 21,468,900	\$ 1,675,600	8.5 %
Overtime	2,441,934	2,688,000	2,688,000	—	0.0 %
Burden	15,030,405	18,373,500	16,553,600	(1,819,900)	(9.9)%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 35,920,984</b>	<b>\$ 40,854,800</b>	<b>\$ 40,710,500</b>	<b>\$ (144,300)</b>	<b>(0.4)%</b>

## Harbor Police Department

### EQUIPMENT OUTLAY AND OTHER CAPITAL PROJECTS

DESCRIPTION	QTY	BUDGET FY 2023
ADMINISTRATIVE VEHICLES AND BUILDOUT	4	\$ 160,000
BREACHING PROP DOOR	1	7,000
K9 VEHICLE AND BUILDOUT	1	77,000
MARTAC EQUIPMENT <sup>(1)</sup>	1	75,000
MAX FIRE BOX LIVE FIRE BEHAVIOR TRAINER-PHASE I	1	5,100
MOBILE ANTI-VEHICLE BARRIERS <sup>(1)</sup>	1	350,000
MOBILE COMMAND POST <sup>(1)</sup>	1	225,000
NIGHT VISION EQUIPMENT FOR MARTAC OPERATIONS	2	21,600
POLICE PATROL SUV AND BUILDOUT	1	90,900
POLICE PATROL TRUCK AND BUILDOUT	1	89,100
POLICE PATROL VEHICLE AND BUILDOUT	3	240,000
REPOWER OF MARINE 9 <sup>(2)</sup>	1	164,000
RIFLE RATED ENTRY SHIELD	1	7,900
SUPERVISOR VEHICLE AND BUILDOUT	1	77,000
<b>TOTAL EQUIPMENT OUTLAY AND OTHER CAPITAL PROJECTS</b>	<b>20</b>	<b>\$ 1,589,600</b>

**Note:**

(1) Partially grant funded

(2) Fully grant funded

## Harbor Police Department

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610110 Books & Periodicals						
LEGAL MANUALS		\$ 3,300		\$ 3,300		
PROFESSIONAL DEVELOPMENT BOOKS		—		500		
STATE & FEDERAL CODE		2,000		2,000		
<b>Total:</b>	\$ 6,292	\$ 5,300	\$ 5,300	\$ 5,800	\$ 500	9.4 %
610115 Employee Recognition						
EMPLOYEE RECOGNITION		\$ 7,300		\$ 7,300		
<b>Total:</b>	\$ —	\$ 7,300	\$ 7,300	\$ 7,300	\$ —	0.0 %
610120 Memberships & Dues						
MEMBERSHIPS & DUES		\$ 1,500		\$ 4,400		
<b>Total:</b>	\$ 1,640	\$ 1,500	\$ 1,500	\$ 4,400	\$ 2,900	193.3 %
610140 Seminars & Training						
ACADEMY (ENTRY LEVEL OFFICER)		\$ —		\$ 22,500		
CLERICAL SUPPORT TRAINING		1,000		1,000		
DISPATCH TRAINING COURSES		5,500		4,500		
LEXIPOL DAILY TRAINING BULLETINS		17,000		17,000		
POOL USE FEES (DIVE TEAM)		—		6,000		
RANGE USE FEES		9,000		13,000		
SEMINARS AND TRAINING		56,200		58,200		
TACTICAL TRAINING		—		1,000		
<b>Total:</b>	\$ 55,114	\$ 88,700	\$ 88,700	\$ 123,200	\$ 34,500	38.9 %
615100 Mileage Reimbursement						
MILEAGE REIMBURSEMENT		\$ 18,000		\$ 18,000		
<b>Total:</b>	\$ 10,340	\$ 18,000	\$ 18,000	\$ 18,000	\$ —	0.0 %
615110 Travel						
COMMAND STAFF TRAVEL		\$ 5,000		\$ 5,000		
DISPATCH TRAINING COURSES		1,500		—		
TRAINING RELATED TRAVEL		83,000		83,000		
<b>Total:</b>	\$ 18,453	\$ 89,500	\$ 89,500	\$ 88,000	\$ (1,500)	(1.7)%
620100 Services - Professional & Other						
BACKGROUND CHECKS		\$ —		\$ 15,000		
BODY CAMERAS SOFTWARE, DATA STORAGE		328,800		328,800		
COMPUTER SVCS-SUN, ARJIS, ETC		121,000		121,000		
DIVE PHYSICALS		11,300		11,300		
EMERGENCY MANAGEMENT PROGRAM		67,000		72,500		

## Harbor Police Department

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
FINGERPRINT CHECKS-EMPLOYMENT		4,600		4,600		
HEARING CONSERVATION		3,200		3,200		
MEDICAL EXAMS (SART)		6,000		6,000		
PROFESSIONAL SERVICES		23,900		30,000		
RECRUITING		15,000		20,000		
RESPIRATOR PHYSICALS		23,200		23,200		
SHERIFF'S DEPT. PROPERTY RETEN		3,000		3,000		
VESSEL MAINTENANCE STUDY-PSG FY19 MATCH		22,500		—		
VESSEL TOWING SERVICES		40,000		40,000		
VETERINARIAN SERVICES		8,800		8,800		
VIGILANT FIXED ALPR SERVICE		11200		11,200		
<b>Total:</b>	<b>\$ 440,949</b>	<b>\$ 689,500</b>	<b>\$ 689,500</b>	<b>\$ 698,600</b>	<b>\$ 9,100</b>	<b>1.3 %</b>
630110 Equipment & Systems						
AEDS		\$ 2,500		\$ 2,500		
CANINE KENNELS		4,400		4,400		
COMPUTER HARDWARE		27,000		24,000		
DISPATCH EQUIPMENT		4,000		5,000		
DIVE TEAM EQUIPMENT		27,000		30,000		
FURNITURE		15,000		5,000		
MARTAC EQUIPMENT - MISC		40,000		45,000		
OFFICE EQUIPMENT		—		5,000		
POLICE EQUIPMENT		20,000		20,000		
POWER SOURCES (BATTERIES, UPS)		3,000		3,000		
SOFTWARE		—		1,300		
VESSELS/FIRE		16,400		16,400		
WEAPONS TRAINING UNIT EQPT		500		500		
<b>Total:</b>	<b>\$ 163,853</b>	<b>\$ 159,800</b>	<b>\$ 159,800</b>	<b>\$ 162,100</b>	<b>\$ 2,300</b>	<b>1.4 %</b>
630120 Equipment Rental/Leasing						
JULY 4TH EQUIPMENT		\$ 12,100		\$ 25,400		
TRAILERS		22,500		23,000		
<b>Total:</b>	<b>\$ 30,032</b>	<b>\$ 34,600</b>	<b>\$ 34,600</b>	<b>\$ 48,400</b>	<b>\$ 13,800</b>	<b>39.9 %</b>
630130 Office & Operating Supplies						
OFFICE SUPPLIES		\$ 11,000		\$ 11,000		
OPERATING SUPPLIES		40,000		50,000		
PRINTING		9,000		7,000		
<b>Total:</b>	<b>\$ 71,817</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ 68,000</b>	<b>\$ 8,000</b>	<b>13.3 %</b>



## Harbor Police Department

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
630140 Postage & Shipping						
POSTAGE & SHIPPING		\$ 7,000		\$ 7,000		
<b>Total:</b>	\$ 7,016	\$ 7,000	\$ 7,000	\$ 7,000	\$ —	0.0 %
630150 Safety Equipment & Supplies						
AMMUNITION - .223		\$ 26,000		\$ 26,000		
AMMUNITION - .45 AND 9MM		21,000		20,000		
AMMUNITION - 12 GA. BUCKSHOT		8,000		4,000		
AMMUNITION - LESS LETHAL		12,000		—		
BIKE HELMETS		3,000		—		
CSO SAFETY EQUIPMENT		2,000		3,200		
FIRE TURNOUT GEAR		70,000		82,400		
FIRST AID SUPPLIES		1,500		1,500		
FORCE TACTICS UNIT EQUIPMENT		500		—		
GAS MASKS		10,000		5,000		
PERSONAL PROTECTIVE EQUIPMENT		10,000		10,000		
PROTECTIVE VESTS		30,000		30,000		
RAIN GEAR		2,000		2,000		
SAFETY SHOES (PER MOU)		400		400		
TASER EQUIPMENT & REPLACEMENT		15,000		10,000		
WEAPONS/PARTS		15,000		10,000		
<b>Total:</b>	\$ 313,304	\$ 226,400	\$ 226,400	\$ 204,500	\$ (21,900)	(9.7)%
630200 Uniforms						
BADGES, PINS, PATCHES		\$ 8,000		\$ 6,000		
REPLACE DAMAGED UNIFORM ITEMS		1,000		1,000		
UNIFORM FOR RSVPS		1,600		2,000		
UNIFORM SHIRTS FOR RECORDS		1,000		1,000		
UNIFORMS - COMMUNITY SERV OFFICERS		8,100		8,100		
UNIFORMS - DISPATCH (PER MOU)		6,000		6,000		
UNIFORMS - SWORN (PER MOU)		210,000		210,000		
UNIFORMS FOR HONOR GUARD		5,400		5,200		
<b>Total:</b>	\$ 226,901	\$ 241,100	\$ 241,100	\$ 239,300	\$ (1,800)	(0.7)%
640100 Space Rental						
SPACE RENTAL		\$ 665,000		\$ 680,000		
<b>Total:</b>	\$ 661,701	\$ 665,000	\$ 665,000	\$ 680,000	\$ 15,000	2.3 %
640110 Telephone & Communications						
CDPD LINES (WIRELESS CONNECT)		\$ 96,000		\$ 72,000		

## Harbor Police Department

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
CELLULAR SERVICE		20,400		24,000		
DIRECTV MONTHLY SERVICE		3,800		4,000		
RCS RADIO FEES		249,600		249,600		
TELEPHONE EQUIPMENT		5,000		5,000		
TELEPHONE SERVICE		55,000		55,000		
<b>Total:</b>	\$ 437,013	\$ 429,800	\$ 429,800	\$ 409,600	\$ (20,200)	(4.7)%
650130 Equipment Maintenance - Outside Services						
DIVE TEAM EQUIPMENT	\$ 12,000			\$ 12,000		
FIRE EQUIPMENT	36,800			34,000		
GEN EQPT MAINTENANCE	30,000			25,000		
MAINTENANCE CONTRACTS & EQUIP	68,000			59,000		
<b>Total:</b>	\$ 96,020	\$ 146,800	\$ 146,800	\$ 130,000	\$ (16,800)	(11.4)%
650140 Software Maintenance						
CELLEBRITE	\$ —			\$ 4,500		
DISPATCH PACKET CLUSTER LICENSE	20,100			—		
DISPATCH SOMA/CAD SYSTEM	—			85,000		
NETMOTION	10,000			10,000		
NETRMS ANNUAL FEES	2,100			2,100		
<b>Total:</b>	\$ 66,372	\$ 32,200	\$ 32,200	\$ 101,600	\$ 69,400	215.5 %
660100 Advertising						
ADVERTISING	\$ —			\$ 14,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 14,000	\$ 14,000	N/A
660110 Promotional Services						
PROMO SERVICES, GENERAL	\$ 500			\$ 1,000		
<b>Total:</b>	\$ 376	\$ 500	\$ 500	\$ 1,000	\$ 500	100.0 %
660120 Promotional Materials						
PROMOTIONAL & RECRUITING SUPPLIES	\$ 500			\$ 2,500		
<b>Total:</b>	\$ 203	\$ 500	\$ 500	\$ 2,500	\$ 2,000	400.0 %
660136 Grant Funded Expenditures						
EMERGENCY MANAGEMENT PROGRAM	\$ —			\$ 217,500		
EMERGENCY OPERATIONS PLAN DEV	200,000			—		
EQUIPMENT - SHSGP	19,000			19,000		
FUEL-OPERATION STONEGARDEN	69,000			50,000		
REGIONAL TRAINING - UASI	12,600			12,600		
SDCLEF GRANT	3,000			3,000		

### Harbor Police Department EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
VESSEL MAINTENANCE (STONEGARDEN)		20,000		17,000		
VESSEL MAINTENANCE STUDY-PSG FY19		67,500		—		
<b>Total:</b>	\$ 135,503	\$ 391,100	\$ 391,100	\$ 319,100	\$ (72,000)	(18.4)%
670105 Bank & Credit Card Fees						
BANK & CREDIT CARD FEES	\$ 100			\$ —		
<b>Total:</b>	\$ 2,922	\$ 100	\$ 100	\$ —	\$ (100)	(100.0)%
680100 Seized Asset/Forfeitures - Harbor Police						
<b>Total:</b>	\$ 123,526	\$ —	\$ —	\$ —	\$ —	N/A
680190 Other Misc Non-Operating Expense						
<b>Total:</b>	\$ (151)	\$ —	\$ —	\$ —	\$ —	N/A
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 2,869,197	\$ 3,294,700	\$ 3,294,700	\$ 3,332,400	\$ 37,700	1.1 %

# Human Resources

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## **MISSION**

Our mission is to treat each person as a valued customer while providing services that promote a diverse workforce environment that is characterized by fair treatment, open communication, personal accountability, trust and mutual respect. We will continue to develop our own repertoire of skills and strive to maintain a culture of excellence.

## **VISION**

To be recognized as leaders in applying human resources best practices and innovations to make the Port of San Diego an employer of choice.

## Human Resources

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 1,830,689	\$ 1,942,900	\$ 1,945,900	\$ 3,000	0.2 %
Non-Personnel Expense	3,763,575	4,476,500	4,484,600	8,100	0.2 %
<b>Total Direct Expense</b>	<b>\$ 5,594,264</b>	<b>\$ 6,419,400</b>	<b>\$ 6,430,500</b>	<b>\$ 11,100</b>	<b>0.2 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 5,594,264</b>	<b>\$ 6,419,400</b>	<b>\$ 6,430,500</b>	<b>\$ 11,100</b>	<b>0.2 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 949,345	\$ 985,800	\$ 1,033,000	\$ 47,200	4.8 %
Overtime	51	—	—	—	N/A
Burden	881,293	957,100	912,900	(44,200)	(4.6)%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 1,830,689</b>	<b>\$ 1,942,900</b>	<b>\$ 1,945,900</b>	<b>\$ 3,000</b>	<b>0.2 %</b>

## Human Resources

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610100 Awards - Service CERTIFICATES		\$ 300		\$ 300		
<b>Total:</b>	\$ —	\$ 300	\$ 300	\$ 300	\$ —	0.0 %
610110 Books & Periodicals HR - PUBLICATIONS		\$ 900		\$ 900		
<b>Total:</b>	\$ 820	\$ 900	\$ 900	\$ 900	\$ —	0.0 %
610115 Employee Recognition DIST EMPLOYEE RECOGNITION HR - EMPLOYEE RECOGNITION		\$ 1,500 500		\$ 1,500 500		
<b>Total:</b>	\$ 34	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	0.0 %
610120 Memberships & Dues HR/EOM RELATED		\$ 900		\$ 900		
<b>Total:</b>	\$ 2,463	\$ 900	\$ 900	\$ 900	\$ —	0.0 %
610125 Health and Wellness						
<b>Total:</b>	\$ (11,050)	\$ —	\$ —	\$ —	\$ —	N/A
610130 Recruiting ASSESSMENT SERVICES RECRUITING		\$ 2,600 —		\$ — 2,600		
<b>Total:</b>	\$ —	\$ 2,600	\$ 2,600	\$ 2,600	\$ —	0.0 %
610140 Seminars & Training HR - DISTRICT TRAINING		\$ 6,400		\$ 6,400		
<b>Total:</b>	\$ (2,226)	\$ 6,400	\$ 6,400	\$ 6,400	\$ —	0.0 %
610150 Tuition Reimbursement Program TUITION		\$ 31,600		\$ 55,000		
<b>Total:</b>	\$ 38,404	\$ 31,600	\$ 31,600	\$ 55,000	\$ 23,400	74.1 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 900		\$ 900		
<b>Total:</b>	\$ —	\$ 900	\$ 900	\$ 900	\$ —	0.0 %
620100 Services - Professional & Other 401(A) & 457 PASSIVE TRUSTEE COMP STUDY CONSULTANTS - DISTRICT CONSULTANTS - INVESTIGATIVE SERVICES CONSULTANTS - NEGOTIATIONS		\$ 1,000 — 54,500 2,800 21,200		\$ 1,000 100,000 54,500 2,800 21,200		

## Human Resources

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
EXECUTIVE MEDICALS		11,500		11,500		
FLEX PLAN		16,600		16,600		
PAB HEARINGS		1,700		1,700		
PHYSICALS/TESTS		5,800		180,800		
PRE.EMPLOY. MEDS: GS (GRP II)		5,700		5,700		
RETURN TO WORK MEDICALS		5,000		5,000		
SOCIAL SECURITY ACT - CALPERS		2,000		2,000		
<b>Total:</b>	\$ 29,214	\$ 127,800	\$ 127,800	\$ 402,800	\$ 275,000	215.2 %
630110 Equipment & Systems						
<b>Total:</b>	\$ 34	\$ —	\$ —	\$ —	\$ —	N/A
630130 Office & Operating Supplies						
GENERAL OFFICE SUPPLIES	\$ 7,900			\$ 7,900		
<b>Total:</b>	\$ 743	\$ 7,900	\$ 7,900	\$ 7,900	\$ —	0.0 %
630140 Postage & Shipping						
POSTAGE	\$ 3,000			\$ 3,000		
<b>Total:</b>	\$ 2,108	\$ 3,000	\$ 3,000	\$ 3,000	\$ —	0.0 %
630150 Safety Equipment & Supplies						
SAFETY- ERGONOMICS EQUIP	\$ 1,500			\$ 1,500		
<b>Total:</b>	\$ —	\$ 1,500	\$ 1,500	\$ 1,500	\$ —	0.0 %
640100 Space Rental						
SPACE RENTAL	\$ 1,000			\$ 1,000		
<b>Total:</b>	\$ —	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	0.0 %
660100 Advertising						
ADVERTISEMENTS/MEDIA	\$ 1,000			1,000		
<b>Total:</b>	\$ —	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	0.0 %
660110 Promotional Services						
EMPLOYEE EVENT(S)	\$ 36,000			\$ 36,000		
JOB FAIRS - OUTREACH INITIATIVE	1,400			1,400		
MEALS (EXTERNAL PARTICIPANTS)	300			300		
MISCELLANEOUS - DISTRICT	100			100		
RETIREMENT GIFTS/SENDOFF	\$1,300			9,000		
<b>Total:</b>	\$ 3,535	\$ 39,100	\$ 39,100	\$ 46,800	\$ 7,700	19.7 %
660120 Promotional Materials						
JOB FAIRS	\$ 1,200			\$ 1,200		
PROMOTIONAL MATERIALS	1,400			1,400		

## Human Resources

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
<b>Total:</b>	\$ —	\$ 2,600	\$ 2,600	\$ 2,600	\$ —	0.0 %
670150 Retiree Health Benefits (Paid)						
RETIREE HEALTH BENEFITS		\$ 3,982,000		\$ 3,634,000		
<b>Total:</b>	\$ 3,438,496	\$ 3,982,000	\$ 3,982,000	\$ 3,634,000	\$ (348,000)	(8.7)%
670155 Preservation of Benefits Plan (POB)						
PRESERVATION OF BENEFITS PLAN		\$ 265,000		\$ 315,000		
<b>Total:</b>	\$ 261,000	\$ 265,000	\$ 265,000	\$ 315,000	\$ 50,000	18.9 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 3,763,575	\$ 4,476,500	\$ 4,476,500	\$ 4,484,600	\$ 8,100	0.2 %



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# Information Technology

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**MISSION**

Provide a secure, stable, high performing technology environment. Enhance Port operations through administering and supporting solutions that add value to every team and team member and, deliver on-time, on-budget results through collaborative, mission-relevant technology projects and business services.

**VISION**

Our vision is to partner with all Port departments by applying technology solutions that evolves the Port of San Diego's role as a regional leader in commerce, stewardship and safety.

## Information Technology

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 4,741,562	\$ 5,591,700	\$ 6,300,600	\$ 708,900	12.7 %
Non-Personnel Expense	41,215	56,600	56,600	—	0.0 %
<b>Total Direct Expense</b>	<b>\$ 4,782,778</b>	<b>\$ 5,648,300</b>	<b>\$ 6,357,200</b>	<b>\$ 708,900</b>	<b>12.6 %</b>
Less: Capitalized Expense	(251,007)	(100,000)	(346,200)	(246,200)	246.2 %
Equipment Outlay and Other Capital Projects	17,688	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 4,549,459</b>	<b>\$ 5,548,300</b>	<b>\$ 6,011,000</b>	<b>\$ 462,700</b>	<b>8.3 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 3,093,821	\$ 3,796,300	\$ 4,281,000	\$ 484,700	12.8 %
Overtime	254	—	—	—	N/A
Burden	1,647,487	1,795,400	2,019,600	224,200	12.5 %
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 4,741,562</b>	<b>\$ 5,591,700</b>	<b>\$ 6,300,600</b>	<b>\$ 708,900</b>	<b>12.7 %</b>

**Information Technology**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610110 Books & Periodicals BOOKS & PERIODICALS		\$ 200		\$ 200		
<b>Total:</b>	\$ 60	\$ 200	\$ 200	\$ 200	\$ —	0.0 %
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 1,100		\$ 1,100		
<b>Total:</b>	\$ 205	\$ 1,100	\$ 1,100	\$ 1,100	\$ —	0.0 %
610120 Memberships & Dues MEMBERSHIPS & DUES		\$ 4,700		\$ 4,700		
<b>Total:</b>	\$ 16,723	\$ 4,700	\$ 4,700	\$ 4,700	\$ —	0.0 %
610140 Seminars & Training SEMINARS & TRAINING		\$ 43,400		\$ 43,400		
<b>Total:</b>	\$ 19,545	\$ 43,400	\$ 43,400	\$ 43,400	\$ —	0.0 %
615100 Mileage Reimbursement MILEAGE AND PARKING		\$ 1,700		\$ 1,700		
<b>Total:</b>	\$ 484	\$ 1,700	\$ 1,700	\$ 1,700	\$ —	0.0 %
630130 Office & Operating Supplies OFFICE & OPERATING SUPPLIES		\$ 5,100		\$ 5,100		
<b>Total:</b>	\$ 3,994	\$ 5,100	\$ 5,100	\$ 5,100	\$ —	0.0 %
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 400		\$ 400		
<b>Total:</b>	\$ 204	\$ 400	\$ 400	\$ 400	\$ —	0.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 41,215	\$ 56,600	\$ 56,600	\$ 56,600	\$ —	0.0 %

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# Maritime

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## **MISSION**

To strengthen our region through growth of cargo, cruise, and maritime industrial business lines while ensuring a clean, safe, and secure environment.

## **VISION**

Keeping our region strong through a thriving and modern seaport with focus on movement of cargo/people

## Maritime

### DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 4,461,080	\$ 4,746,800	\$ 5,028,800	\$ 282,000	5.9 %
Non-Personnel Expense	4,630,486	5,847,000	7,603,200	1,756,200	30.0 %
<b>Total Direct Expense</b>	<b>\$ 9,091,566</b>	<b>\$ 10,593,800</b>	<b>\$ 12,632,000</b>	<b>\$ 2,038,200</b>	<b>19.2 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	2,170,815	2,034,000	1,552,600	(481,400)	(23.7)%
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 11,262,381</b>	<b>\$ 12,627,800</b>	<b>\$ 14,184,600</b>	<b>\$ 1,556,800</b>	<b>12.3 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 2,569,390	\$ 2,707,700	\$ 2,895,300	\$ 187,600	6.9 %
Overtime	8,111	—	—	—	N/A
Burden	1,883,580	2,039,100	2,133,500	94,400	4.6 %
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 4,461,080</b>	<b>\$ 4,746,800</b>	<b>\$ 5,028,800</b>	<b>\$ 282,000</b>	<b>5.9 %</b>

## Maritime

### EQUIPMENT OUTLAY AND OTHER CAPITAL PROJECTS

DESCRIPTION	QTY	BUDGET FY 2023
6' X 20' YOKOHAMA FENDER & HARDWARE	4	\$ 88,000
7' X 14' YOKOHAMA FENDER & HARDWARE	2	50,000
B STREET IMPROVEMENT PROJECTS <sup>(1)</sup>	1	1,160,000
CSS SUPER CELL FENDER 800	1	6,000
CSS SUPER CELL FENDER 1000	1	10,000
GOLF CART	2	20,000
LED LIGHT FIXTURES	1	148,000
ROCK PLATE	2	10,600
ROLL UP DOOR	1	60,000
<b>TOTAL EQUIPMENT OUTLAY AND OTHER CAPITAL PROJECTS</b>	<b>15</b>	<b>\$ 1,552,600</b>

**Notes:**

<sup>(1)</sup> Other Capital Projects



**Maritime**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610110 Books & Periodicals						
MARITIME/INDUSTRY PERIODICALS		\$ 400		\$ 800		
<b>Total:</b>	\$ 329	\$ 400	\$ 400	\$ 800	\$ 400	100.0 %
610115 Employee Recognition						
EMPLOYEE RECOGNITION		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ 591	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	0.0 %
610120 Memberships & Dues						
MEMBERSHIP & DUES		\$ 13,600		\$ 29,000		
<b>Total:</b>	\$ 27,875	\$ 13,600	\$ 13,600	\$ 29,000	\$ 15,400	113.2 %
610140 Seminars & Training						
PROFESSIONAL DEVELOPMENT		\$ 1,500		\$ 7,800		
TRAINING PROGRAMS		10,200		12,500		
<b>Total:</b>	\$ 6,134	\$ 11,700	\$ 11,700	\$ 20,300	\$ 8,600	73.5 %
615100 Mileage Reimbursement						
MILEAGE		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ 51	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	0.0 %
615110 Travel						
CRUISE CONFERENCE/SUMMIT		\$ 3,000		\$ 14,400		
DOMESTIC SALES TRIPS / CONF		17,000		33,600		
INTL SALES TRIPS/CONF		—		37,300		
PROFESSIONAL DEVELOPMENT		—		16,800		
<b>Total:</b>	\$ —	\$ 20,000	\$ 20,000	\$ 102,100	\$ 82,100	410.5 %
620100 Services - Professional & Other						
CONSULTING SERVICES		\$ 109,000		\$ 370,000		
FACILITY SEC PLAN ASSESSMT/EXERCISE		20,000		20,000		
FOREIGN TRADE ZONE OPERATOR FEE		7,200		10,000		
MOTEMS STUDIES		—		15,000		
PARTNER AGENCIES AGREEMENTS		50,000		50,000		
PROFESSIONAL SERVICES		2,000		2,000		
WORLD TRADE CTR ASSN ANNUAL FEE		—		12,500		
<b>Total:</b>	\$ 115,739	\$ 188,200	\$ 313,200	\$ 479,500	\$ 166,300	53.1 %
620125 Services - Security						
BOARD MEETING SECURITY		\$ 2,000		\$ 2,200		
CCTV WATCHSTANDER		315,000		349,700		
CRUISE SECURITY SCREENING		630,000		1,556,500		

**Maritime**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
MILITARY SECURITY		25,000		27,800		
PORT PAVILION SPECIAL EVENT SECURITY		20,000		24,000		
TAMT MAIN/BACK GATE SECURITY		673,800		747,900		
Total:	\$ 1,118,955	\$ 1,665,800	\$ 1,665,800	\$ 2,708,100	\$ 1,042,300	62.6 %
620130 Services - Operator Retention						
PASHA		\$ 2,505,600		\$ 2,122,500		
Total:	\$ 2,343,367	\$ 2,505,600	\$ 2,505,600	\$ 2,122,500	\$ (383,100)	(15.3)%
630110 Equipment & Systems						
CARGO/CRUISE TERMINAL EQUIPMENT		\$ 10,000		\$ 117,000		
Total:	\$ 30,310	\$ 10,000	\$ 10,000	\$ 117,000	\$ 107,000	1,070.0 %
630120 Equipment Rental/Leasing						
CRUISE EQUIPMENT/TENT RENTAL		\$ 4,700		\$ 25,000		
OFFICE TRAILERS - MARITIME & FSC (TAMT)		63,400		63,400		
OFFICE TRAILERS - TENANT & SECURITY		3,200		3,200		
PORTA POTTIES RENTAL AT TAMT		3,000		3,300		
Total:	\$ 63,238	\$ 74,300	\$ 74,300	\$ 94,900	\$ 20,600	27.7 %
630130 Office & Operating Supplies						
OFFICE SUPPLIES		\$ 10,600		\$ 10,600		
TWIC CARDS NEW/REPLACE		1,300		1,300		
Total:	\$ 7,958	\$ 11,900	\$ 11,900	\$ 11,900	\$ —	0.0 %
630140 Postage & Shipping						
POSTAGE		\$ 400		\$ 400		
SHIPPING		2,000		2,000		
Total:	\$ 327	\$ 2,400	\$ 2,400	\$ 2,400	\$ —	0.0 %
630150 Safety Equipment & Supplies						
SAFETY EQUIPMENT & SUPPLIES		\$ 5,200		\$ 10,000		
Total:	\$ 3,933	\$ 5,200	\$ 5,200	\$ 10,000	\$ 4,800	92.3 %
640100 Space Rental						
CALIF SLC RENT, MOORING AREAS		\$ 15,100		\$ 15,100		
CRUISE PERSONNEL PARKING		600		1,200		
HS - CORONADO HOA LEASE		7,200		7,200		
HS ONE AMERICA PLAZA LEASE		52,600		—		
Total:	\$ 73,481	\$ 75,500	\$ 75,500	\$ 23,500	\$ (52,000)	(68.9)%
640150 Facility Management Services						
NATIONAL DISTRIBUTION CENTER		\$ 681,300		\$ 786,000		

**Maritime**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
<b>Total:</b>	\$ 675,098	\$ 681,300	\$ 681,300	\$ 786,000	\$ 104,700	15.4 %
650100 Facilities Maintenance-Supplies						
CARGO/CRUISE TERMINALS		\$ 1,200		\$ 1,200		
<b>Total:</b>	\$ —	\$ 1,200	\$ 1,200	\$ 1,200	\$ —	0.0 %
650110 Facilities Maintenance-Outside Services						
B St.CST PRE-SEASON IMPROVEMENT	\$ —			\$ 10,000		
GRAVEL-TAMT FRONT DIRT LOT				5,000		
JANITORIAL - B ST & BDWY TERMINALS		77,100		186,700		
K-RAIL/STEEL PLATES				10,000		
<b>Total:</b>	\$ 54,685	\$ 77,100	\$ 128,000	\$ 211,700	\$ 83,700	65.4 %
650130 Equipment Maintenance-Outside Services						
SHOREPOWER SYSTEMS	\$ 214,400			\$ 589,700		
<b>Total:</b>	\$ 94,177	\$ 214,400	\$ 214,400	\$ 589,700	\$ 375,300	175.0 %
660110 Promotional Services						
BREAKBULK CONF -US & INTL	\$ —			\$ 19,900		
CRUISE CONF/PROMOTIONS		8,200		6,800		
DOMESTIC & INTL PROMOTIONS		5,000		5,500		
INDUSTRY EVENT SPONSORSHIPS		4,100		4,500		
INDUSTRY/BUSINESS CONF - U.S. & INT'L		1,700		22,200		
<b>Total:</b>	\$ 10,707	\$ 19,000	\$ 19,000	\$ 58,900	\$ 39,900	210.0 %
660120 Promotional Materials						
<b>Total:</b>	\$ —	\$ —	\$ 89,100	\$ —	\$ (89,100)	(100.0)%
660136 Grant Funded Expenditures						
GRANT FUNDED EXPENDITURES	\$ —			\$ 230,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 230,000	\$ 230,000	N/A
670105 Bank & CC Fees						
BANK & CREDIT CARD FEES	\$ 900			\$ —		
<b>Total:</b>	\$ 113	\$ 900	\$ 900	\$ —	\$ (900)	(100.0)%
670110 Insurance						
<b>Total:</b>	\$ 800	\$ —	\$ —	\$ —	\$ —	N/A
670130 Permits/Certificates/License						
PERMITS/CERTIFICATES/LICENSE	\$ 1,500			\$ 1,700		
<b>Total:</b>	\$ 614	\$ 1,500	\$ 1,500	\$ 1,700	\$ 200	13.3 %
670190 Other Miscellaneous Operating Expenses						

**Maritime**  
EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
<b>Total:</b>	\$ 2,004	\$ —	\$ —	\$ —	\$ —	N/A
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 4,630,486	\$ 5,582,000	\$ 5,847,000	\$ 7,603,200	\$ 1,756,200	30.0 %

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# Marketing & Communications

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## **MISSION**

Be a dynamic and trusted strategic partner, providing integrated marketing and communications services that clearly and creatively share the Port of San Diego's story and engage people in the Port experience.

## **VISION**

People and partners experience a thriving and inviting San Diego Bay waterfront; understand, appreciate and are motivated to join in the Port's purpose; and are left with a sense of enduring pride and extraordinary potential.

## Marketing & Communications

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 1,150,061	\$ 1,522,500	\$ 1,786,200	\$ 263,700	17.3 %
Non-Personnel Expense	669,189	740,800	945,800	205,000	27.7 %
<b>Total Direct Expense</b>	<b>\$ 1,819,250</b>	<b>\$ 2,263,300</b>	<b>\$ 2,732,000</b>	<b>\$ 468,700</b>	<b>20.7 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 1,819,250</b>	<b>\$ 2,263,300</b>	<b>\$ 2,732,000</b>	<b>\$ 468,700</b>	<b>20.7 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries & Wages	\$ 816,225	\$ 1,108,500	\$ 1,164,200	\$ 55,700	5.0 %
Overtime	425	—	—	—	N/A
Burden	333,411	414,000	622,000	208,000	50.2 %
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 1,150,061</b>	<b>\$ 1,522,500</b>	<b>\$ 1,786,200</b>	<b>\$ 263,700</b>	<b>17.3 %</b>

## Marketing & Communications

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610110 Books & Periodicals PROF & MEDIA PUBLICATIONS		\$ 1,400		\$ 1,200		
<b>Total:</b>	\$ 1,184	\$ 1,400	\$ 1,400	\$ 1,200	\$ (200)	(14.3)%
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 400		\$ 400		
<b>Total:</b>	\$ 162	\$ 400	\$ 400	\$ 400	\$ —	0.0 %
610120 Memberships & Dues MEMBERSHIPS & DUES		\$ 3,000		\$ 6,000		
<b>Total:</b>	\$ 6,018	\$ 3,000	\$ 3,000	\$ 6,000	\$ 3,000	100.0 %
610140 Seminars & Training SEMINARS & TRAINING		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ 1,020	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	0.0 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT PARKING/CAR ALLOWANCE		\$ 300 200		\$ 300 200		
<b>Total:</b>	\$ —	\$ 500	\$ 500	\$ 500	\$ —	0.0 %
620100 Services - Professional & Other MARKET RESEARCH MEDIA MONITORING PUBLIC RELATIONS CONSULTANTS		\$ 32,000 25,000 90,000		\$ 20,000 22,900 150,000		
<b>Total:</b>	\$ 220,430	\$ 147,000	\$ 147,000	\$ 192,900	\$ 45,900	31.2 %
630130 Office & Operating Supplies OFFICE & GRAPHIC ART SUPPLIES		\$ 4,000		\$ 4,000		
<b>Total:</b>	\$ 3,463	\$ 4,000	\$ 4,000	\$ 4,000	\$ —	0.0 %
630140 Postage & Shipping POSTAGE		\$ 2,000		\$ 2,000		
<b>Total:</b>	\$ 2	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	0.0 %
660105 Marketing/Outreach BAY-WIDE SIGNAGE CONTENT AND CAMPAIGN DEVELOPMENT CORPORATE/COMMUNITY INTERNAL CORPORATE/COMMUNITY OUTREACH GREEN PORT OUTREACH MARITIME CARGO MARITIME CRUISE		\$ 4,500 40,000 3,000 45,000 10,000 120,000 105,000		\$ 2,800 60,000 3,000 80,000 10,000 125,000 100,000		



**Marketing & Communications**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
MARITIME MONTH		13,000		46,000		
MARITIME OUTREACH		2,000		2,000		
MARKETING SERVICES		40,000		30,000		
MEDIA PLANNING/RESEARCH SUPPORT		10,000		15,000		
PLANNING PMPU		5,000		—		
PRODUCTION SUPPORT		40,000		40,000		
REAL ESTATE DESTINATION		100,000		—		
TIDELANDS DESTINATION		—		100,000		
<b>Total:</b>	\$ 378,771	\$ 537,500	\$ 537,500	\$ 613,800	\$ 76,300	14.2 %
660110 Promotional Services						
TABLES/BOOTH SPONSORSHIPS		\$ 30,000		\$ 110,000		
<b>Total:</b>	\$ 28,990	\$ 30,000	\$ 30,000	\$ 110,000	\$ 80,000	266.7 %
660120 Promotional Materials						
COLLATERAL & DISPLAYS		\$ 2,000		\$ 2,000		
PROMOTIONAL ITEMS/MATERIALS		10,000		10,000		
SIGNAGE/SPECIAL EVENT MATERIALS		2,000		2,000		
<b>Total:</b>	\$ 29,150	\$ 14,000	\$ 14,000	\$ 14,000	\$ —	0.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 669,189	\$ 740,800	\$ 740,800	\$ 945,800	\$ 205,000	27.7 %

## MSA, Interest & Other

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ —	\$ —	\$ (388,900)	\$ (388,900)	N/A
Non-Personnel Expense	12,753,513	12,954,700	13,619,500	664,800	5.1 %
<b>Total Direct Expense</b>	<b>\$ 12,753,513</b>	<b>\$ 12,954,700</b>	<b>\$ 13,230,600</b>	<b>\$ 275,900</b>	<b>2.1 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 12,753,513</b>	<b>\$ 12,954,700</b>	<b>\$ 13,230,600</b>	<b>\$ 275,900</b>	<b>2.1 %</b>

**MSA, Interest & Other**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
630140 Postage & Shipping						
<b>Total:</b>	\$ 1,267	\$ —	\$ —	\$ —	\$ —	N/A
640100 Space Rental						
CALTRANS-(ADMIN BLDG PARKING)		\$ 22,500		\$ 22,500		
SDCRAA LEASE (EE PARKING)		149,500		149,500		
<b>Total:</b>	\$ 171,888	\$ 172,000	\$ 172,000	\$ 172,000	\$ —	0.0 %
650110 Facilities Maintenance-Outside Services						
IMPERIAL BEACH MAINTENANCE		\$ 1,183,900		\$ 1,219,400		
<b>Total:</b>	\$ 1,041,217	\$ 1,183,900	\$ 1,183,900	\$ 1,219,400	\$ 35,500	3.0 %
660130 Svcs - Fire, Police, Rescue, Emergency						
MUNICIPAL SERVICE AGREEMENTS		\$ 8,526,100		\$ 9,595,400		
<b>Total:</b>	\$ 8,329,775	\$ 8,526,100	\$ 9,315,900	\$ 9,595,400	\$ 279,500	3.0 %
670141 Legal Cost/Settlements						
<b>Total:</b>	\$ 308,000	\$ —	\$ —	\$ —	\$ —	N/A
670190 Other Miscellaneous Operating Expenses						
CONTINGENCY		\$ —		\$ 1,000,000		
<b>Total:</b>	\$ 439,288	\$ —	\$ —	\$ 1,000,000	\$1,000,000	N/A
680120 Interest-SDCRAA, NEVP & Other Misc.						
SDCRAA NOTE INTEREST		\$ 1,440,900		\$ 859,600		
<b>Total:</b>	\$ 1,560,682	\$ 1,440,900	\$ 1,440,900	\$ 859,600	\$ (581,300)	(40.3)%
680190 Other Misc Non-Operating Expense						
<b>Total:</b>	\$ (715)	\$ —	\$ —	\$ —	\$ —	N/A
680623 Interest Expense - Series A 2013 Bonds						
INTEREST		\$ 1,061,900		\$ 940,700		
INTEREST AMORTIZATION		—		12,100		
PREMIUM AMORTIZATION		(219,900)		(179,700)		
<b>Total:</b>	\$ 902,111	\$ 842,000	\$ 842,000	\$ 773,100	\$ (68,900)	(8.2)%
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$12,753,513	\$12,164,900	\$12,954,700	\$13,619,500	\$ 664,800	5.1 %

## Office of the District Clerk

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### **MISSION**

We are dedicated to consistently providing exceptional and timely services to the public, our stakeholders, Port staff, and the Board of Port Commissioners.

### **VISION**

We are proactive and resourceful, innovating to best meet the evolving needs of the public and a 21st Century Port.

## Office of the District Clerk

## SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 1,207,773	\$ 1,565,100	\$ 1,537,000	\$ (28,100)	(1.8)%
Non-Personnel Expense	109,972	136,400	181,100	44,700	32.8 %
<b>Total Direct Expense</b>	<b>\$ 1,317,746</b>	<b>\$ 1,701,500</b>	<b>\$ 1,718,100</b>	<b>\$ 16,600</b>	<b>1.0 %</b>
Less: Capitalized Expense	(961)	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 1,316,785</b>	<b>\$ 1,701,500</b>	<b>\$ 1,718,100</b>	<b>\$ 16,600</b>	<b>1.0 %</b>

## PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries & Wages	\$ 810,241	\$ 899,600	\$ 909,100	\$ 9,500	1.1 %
Overtime	1,540	—	2,000	2,000	N/A
Burden	395,992	665,500	625,900	(39,600)	(6.0)%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 1,207,773</b>	<b>\$ 1,565,100</b>	<b>\$ 1,537,000</b>	<b>\$ (28,100)</b>	<b>(1.8)%</b>

**Office of the District Clerk**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 500		\$ 500		
<b>Total:</b>	\$ —	\$ 500	\$ 500	\$ 500	\$ —	0.0 %
610120 Memberships & Dues MEMBERSHIP & DUES		\$ 800		\$ 800		
<b>Total:</b>	\$ 568	\$ 800	\$ 800	\$ 800	\$ —	0.0 %
610140 Seminars & Training SEMINARS & TRAINING		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ 60	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	0.0 %
620100 Services - Professional & Other COPY CENTER SERVICES		\$ 74,400		\$ 86,400		
OFF-SITE STORAGE		300		300		
SERVICES PROFESSIONAL & OTHER		8,000		8,000		
SHREDDING		4,900		4,900		
TRANSCRIPTION SERVICES		—		30,000		
<b>Total:</b>	\$ 79,740	\$ 87,600	\$ 87,600	\$ 129,600	\$ 42,000	47.9 %
630120 Equipment Rental/Leasing OFFSITE BOARD MEETINGS		\$ 15,000		\$ 18,300		
<b>Total:</b>	\$ —	\$ 15,000	\$ 15,000	\$ 18,300	\$ 3,300	22.0 %
630130 Office & Operating Supplies OFFICE & OPERATING SUPPLIES		\$ 15,000		\$ 15,000		
<b>Total:</b>	\$ 3,499	\$ 15,000	\$ 15,000	\$ 15,000	\$ —	0.0 %
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 2,400		\$ 2,400		
<b>Total:</b>	\$ 2,967	\$ 2,400	\$ 2,400	\$ 2,400	\$ —	0.0 %
650130 Equipment Maintenance - Outside Services EQUIPMENT MAINTENANCE OUTSIDE SERVICES		\$ 1,700		\$ 1,100		
<b>Total:</b>	\$ 7,017	\$ 1,700	\$ 1,700	\$ 1,100	\$ (600)	(35.3)%
660100 Advertising ADVERTISING		\$ 12,300		\$ 12,300		
<b>Total:</b>	\$ 16,122	\$ 12,300	\$ 12,300	\$ 12,300	\$ —	0.0 %
660110 Promotional Services PROMOTIONAL SERVICES		\$ 100		\$ 100		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 100	\$ —	0.0 %

**Office of the District Clerk**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 109,972	\$ 136,400	\$ 136,400	\$ 181,100	\$ 44,700	32.8 %

## Office of the General Counsel

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### **MISSION**

To represent and provide legal expertise, analysis, support, and advice to the Board of Port Commissioners (Board), the District's Executive Leadership Group, and staff pertaining to all legal matters involving the District.

### **VISION**

To zealously advocate on behalf of the District and provide exceptional legal representation in a proactive and preventative manner.



## Office of the General Counsel

## SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 3,139,700	\$ 3,651,300	\$ 3,812,100	\$ 160,800	4.4 %
Non-Personnel Expense	2,897,252	1,844,900	1,863,900	19,000	1.0 %
<b>Total Direct Expense</b>	<b>\$ 6,036,952</b>	<b>\$ 5,496,200</b>	<b>\$ 5,676,000</b>	<b>\$ 179,800</b>	<b>3.3 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 6,036,952</b>	<b>\$ 5,496,200</b>	<b>\$ 5,676,000</b>	<b>\$ 179,800</b>	<b>3.3 %</b>

## PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 2,183,984	\$ 2,393,800	\$ 2,789,000	\$ 395,200	16.5 %
Overtime	3,692	—	—	—	N/A
Burden	952,024	1,257,500	1,023,100	(234,400)	(18.6)%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 3,139,700</b>	<b>\$ 3,651,300</b>	<b>\$ 3,812,100</b>	<b>\$ 160,800</b>	<b>4.4 %</b>

**Office of the General Counsel**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610110 Books & Periodicals BOOKS & PERIODICALS		\$ 30,600		\$ 45,000		
<b>Total:</b>	\$ 45,588	\$ 30,600	\$ 30,600	\$ 45,000	\$ 14,400	47.1 %
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ —	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	0.0 %
610120 Memberships & Dues MEMBERSHIPS & DUES		\$ 10,000		\$ 12,500		
<b>Total:</b>	\$ 9,526	\$ 10,000	\$ 10,000	\$ 12,500	\$ 2,500	25.0 %
610140 Seminars & Training SEMINARS & TRAINING		\$ 4,500		\$ 12,000		
<b>Total:</b>	\$ 961	\$ 4,500	\$ 4,500	\$ 12,000	\$ 7,500	166.7 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 17,000		\$ 17,000		
<b>Total:</b>	\$ 12,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ —	0.0 %
615110 Travel TRAVEL		\$ —		\$ 10,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 10,000	\$ 10,000	N/A
620100 Services - Professional & Other SERVICES - PROFESSIONAL & OTHER		\$ 247,900		\$ 50,000		
<b>Total:</b>	\$ 157,206	\$ 247,900	\$ 247,900	\$ 50,000	\$ (197,900)	(79.8)%
620110 Services - Legal - Port Attorney SERVICES - LEGAL		\$ 1,524,500		\$ 1,707,000		
<b>Total:</b>	\$ 2,667,907	\$ 1,524,500	\$ 1,524,500	\$ 1,707,000	\$ 182,500	12.0 %
630130 Office & Operating Supplies OFFICE & OPERATING SUPPLIES		\$ 8,400		\$ 8,400		
<b>Total:</b>	\$ 3,318	\$ 8,400	\$ 8,400	\$ 8,400	\$ —	0.0 %
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ 37	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	0.0 %
660110 Promotional Services						
<b>Total:</b>	\$ 709	\$ —	\$ —	\$ —	\$ —	N/A
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 2,897,252	\$ 1,844,900	\$ 1,844,900	\$ 1,863,900	\$ 19,000	1.0 %

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## Office of the Port Auditor

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### **MISSION**

To provide independent, objective assurance and advisory services to the Board of Port Commissioners and District Management. To assist the Board of Port Commissioners and members of the organization in accomplishing its goals and objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of control, risk management, and governance processes.

### **VISION**

To be a regional model dedicated to providing professional world-class auditing services to advance the public's understanding and trust in the District.

## Office of the Port Auditor

## SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 872,989	\$ 1,027,800	\$ 1,091,800	\$ 64,000	6.2 %
Non-Personnel Expense	139,404	221,100	228,100	7,000	3.2 %
<b>Total Direct Expense</b>	<b>\$ 1,012,393</b>	<b>\$ 1,248,900</b>	<b>\$ 1,319,900</b>	<b>\$ 71,000</b>	<b>5.7 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 1,012,393</b>	<b>\$ 1,248,900</b>	<b>\$ 1,319,900</b>	<b>\$ 71,000</b>	<b>5.7 %</b>

## PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 575,939	\$ 718,900	\$ 691,400	\$ (27,500)	(3.8)%
Overtime	—	—	—	—	N/A
Burden	297,050	308,900	400,400	91,500	29.6 %
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 872,989</b>	<b>\$ 1,027,800</b>	<b>\$ 1,091,800</b>	<b>\$ 64,000</b>	<b>6.2 %</b>

**Office of the Port Auditor**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610110 Books & Periodicals PROFESSIONAL PUBLICATION		\$ 200		\$ 400		
<b>Total:</b>	\$ —	\$ 200	\$ 200	\$ 400	\$ 200	100.0 %
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 500		\$ 500		
<b>Total:</b>	\$ —	\$ 500	\$ 500	\$ 500	\$ —	0.0 %
610120 Memberships & Dues MEMBERSHIPS & DUES		\$ 1,200		\$ 1,800		
<b>Total:</b>	\$ 1,285	\$ 1,200	\$ 1,200	\$ 1,800	\$ 600	50.0 %
610140 Seminars & Training SEMINARS		\$ 6,000		\$ 8,700		
<b>Total:</b>	\$ 3,855	\$ 6,000	\$ 6,000	\$ 8,700	\$ 2,700	45.0 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 8,900		\$ 13,000		
<b>Total:</b>	\$ 4,000	\$ 8,900	\$ 8,900	\$ 13,000	\$ 4,100	46.1 %
615110 Travel TRAVEL		\$ —		\$ 7,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 7,000	\$ 7,000	N/A
620100 Services - Professional & Other EXTERNAL AUDITOR FRAUD/ETHICS HOTLINE OUTSOURCED AUDITS		\$ 71,800 1,600 67,000		\$ 130,000 2,700 60,000		
<b>Total:</b>	\$ 127,191	\$ 140,400	\$ 200,400	\$ 192,700	\$ (7,700)	(3.8)%
630110 Equipment & Systems EQUIPMENT & SYSTEMS		\$ 900		\$ 1,000		
<b>Total:</b>	\$ 199	\$ 900	\$ 900	\$ 1,000	\$ 100	11.1 %
630130 Office & Operating Supplies OFFICE SUPPLIES		\$ 2,700		\$ 2,700		
<b>Total:</b>	\$ 2,874	\$ 2,700	\$ 2,700	\$ 2,700	\$ —	0.0 %
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 100		\$ 100		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 100	\$ —	0.0 %

**Office of the Port Auditor**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
630150 Safety & Equipment						
SAFETY EQUIPMENT		\$ 100		\$ 100		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 100	\$ —	0.0 %
660110 Promotional Services						
PROMOTIONAL SERVICES		\$ 100		\$ 100		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 100	\$ —	0.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 139,404	\$ 161,100	\$ 221,100	\$ 228,100	\$ 7,000	3.2 %

## Parks & Recreation

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### **MISSION**

To create a distinctive destination by ensuring public access to waterfront parks, community and civic events, attractions, recreational opportunities, and extraordinary art; to encourage waterfront commerce and strengthen the regional tourism economy by negotiating national special event partnerships; and to manage the usage and permitting of the District's 22 public parks, piers, and venue properties around the San Diego Bay to promote well-being and civic pride for residents and tourists to the region.

### **VISION**

Port tidelands as a vibrant, world-class waterfront destination that supports thriving businesses and offers unique recreational experiences in an extraordinary setting.



## Parks & Recreation

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 1,276,841	\$ 1,399,000	\$ 1,461,400	\$ 62,400	4.5 %
Non-Personnel Expense	835,712	916,500	1,300,600	384,100	41.9 %
<b>Total Direct Expense</b>	<b>\$ 2,112,553</b>	<b>\$ 2,315,500</b>	<b>\$ 2,762,000</b>	<b>\$ 446,500</b>	<b>19.3 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	20,000	20,000	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 2,112,553</b>	<b>\$ 2,315,500</b>	<b>\$ 2,782,000</b>	<b>\$ 466,500</b>	<b>20.1 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries & Wages	\$ 742,114	\$ 805,100	\$ 842,100	\$ 37,000	4.6 %
Overtime	—	—	—	—	N/A
Burden	534,727	593,900	619,300	25,400	4.3 %
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 1,276,841</b>	<b>\$ 1,399,000</b>	<b>\$ 1,461,400</b>	<b>\$ 62,400</b>	<b>4.5 %</b>

## Parks & Recreation

### EQUIPMENT OUTLAY AND OTHER CAPITAL PROJECTS

DESCRIPTION	QTY	BUDGET FY 2023
IB PIER WATER FOUNTAINS	1	\$ 20,000
<b>TOTAL EQUIPMENT OUTLAY AND OTHER CAPITAL PROJECTS</b>	<b>1</b>	<b>\$ 20,000</b>

**Parks & Recreation**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 300		\$ 300		
<b>Total:</b>	\$ —	\$ 300	\$ 300	\$ 300	\$ —	0.0 %
610120 Memberships & Dues MEMBERSHIPS		\$ 900		\$ 900		
SOFTWARE SUBSCRIPTIONS		28,000		28,000		
<b>Total:</b>	\$ 37,207	\$ 28,900	\$ 28,900	\$ 28,900	\$ —	0.0 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 1,600		\$ 2,000		
<b>Total:</b>	\$ 394	\$ 1,600	\$ 1,600	\$ 2,000	\$ 400	25.0 %
620100 Services - Professional & Other GENERAL PROFESSIONAL SERVICES		\$ 5,000		\$ 59,000		
<b>Total:</b>	\$ 12,517	\$ 5,000	\$ 5,000	\$ 59,000	\$ 54,000	1,080.0 %
620125 Services - Security PERMIT ENFORCEMENT		\$ —		\$ 130,000		
<b>Total:</b>	\$ 139	\$ —	\$ —	\$ 130,000	\$ 130,000	N/A
630110 Equipment & Systems EQUIPMENT & SYSTEMS		\$ 500		\$ 500		
<b>Total:</b>	\$ 4,424	\$ 500	\$ 500	\$ 500	\$ —	0.0 %
630120 Equipment Rental/Leasing COMMUNITY EVENT RENTALS		\$ 7,000		\$ 16,000		
CORP EVENT RENTALS		15,000		6,000		
<b>Total:</b>	\$ 16,757	\$ 22,000	\$ 22,000	\$ 22,000	\$ —	0.0 %
630130 Office & Operating Supplies OFFICE SUPPLIES		\$ 2,000		\$ 2,600		
<b>Total:</b>	\$ 1,892	\$ 2,000	\$ 2,000	\$ 2,600	\$ 600	30.0 %
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 200		\$ 200		
<b>Total:</b>	\$ 15	\$ 200	\$ 200	\$ 200	\$ —	0.0 %
630150 Safety Equipment & Supplies SAFETY		\$ 100		\$ 100		
<b>Total:</b>	\$ 475	\$ 100	\$ 100	\$ 100	\$ —	0.0 %
650110 Facilities Maintenance - Outside Service ARTWORK CONSERVATION & MAINT		\$ 89,000		\$ 70,000		

**Parks & Recreation**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
<b>Total:</b>	\$ 70,868	\$ 89,000	\$ 89,000	\$ 70,000	\$ (19,000)	(21.3)%
660100 Advertising ADVERTISING		\$ 8,000		\$ 8,000		
<b>Total:</b>	\$ 10,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ —	0.0 %
660110 Promotional Services PROMOTIONAL SERVICES		\$ 36,900		\$ 38,000		
<b>Total:</b>	\$ 29,621	\$ 36,900	\$ 36,900	\$ 38,000	\$ 1,100	3.0 %
660120 Promotional Materials PRINTED MATERIALS PROMOTIONAL MATERIALS		\$ 7,800 7,700		\$ 7,800 7,700		
<b>Total:</b>	\$ 24,321	\$ 15,500	\$ 15,500	\$ 15,500	\$ —	0.0 %
660137 Public Art Fund Expenditures CORONADO BRIDGE LIGHTING PERCENT FOR ART - CHULA VISTA BAYFRONT		\$ 38,500 113,000		\$ 5,000 85,000		
<b>Total:</b>	\$ 528,926	\$ 151,500	\$ 151,500	\$ 90,000	\$ (61,500)	(40.6)%
660190 Activation Programs ARTS & CULTURE PROGRAMS BUSINESS-NEGOTIATED EVENTS CIVIC ACTIVATIONS PUBLIC SPACES PROGRAMMING		\$ 10,000 435,000 100,000 10,000		\$ 10,000 488,500 225,000 110,000		
<b>Total:</b>	\$ 98,156	\$ 555,000	\$ 555,000	\$ 833,500	\$ 278,500	50.2 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 835,712	\$ 916,500	\$ 916,500	\$ 1,300,600	\$ 384,100	41.9 %

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# People & Organizational Development

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## **MISSION**

Design, develop and deliver programs, processes and strategies in partnership with Human Resources creating a workplace where Port of San Diego Employees can do the greatest good, by doing remarkably well at work. We build a sustainable 21st Century Port Culture through Others-Focused Leadership ensuring organizational strategies, projects and services are delivered.

## **VISION**

To build a sustainable 21st Century constructive culture through Others-focused Leadership and Organizational Development programs and processes, creating and maintaining an ecosystem of high performing, engaged and informed Employees who can enjoy their work in an environment that is positive and shows support, development and promise.

## People & Organizational Development

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 782,805	\$ 861,500	\$ 975,200	\$ 113,700	13.2 %
Non-Personnel Expense	102,473	154,500	154,500	—	0.0 %
<b>Total Direct Expense</b>	<b>\$ 885,278</b>	<b>\$ 1,016,000</b>	<b>\$ 1,129,700</b>	<b>\$ 113,700</b>	<b>11.2 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 885,278</b>	<b>\$ 1,016,000</b>	<b>\$ 1,129,700</b>	<b>\$ 113,700</b>	<b>11.2 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 520,040	\$ 536,400	\$ 600,400	\$ 64,000	11.9 %
Overtime	—	—	—	—	N/A
Burden	262,765	325,100	374,800	49,700	15.3 %
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 782,805</b>	<b>\$ 861,500</b>	<b>\$ 975,200</b>	<b>\$ 113,700</b>	<b>13.2 %</b>

**People & Organizational Development**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610110 Books & Periodicals PUBLICATIONS		\$ 300		\$ 300		
<b>Total:</b>	\$ 316	\$ 300	\$ 300	\$ 300	\$ —	0.0 %
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 200		\$ 200		
<b>Total:</b>	\$ 76	\$ 200	\$ 200	\$ 200	\$ —	0.0 %
610120 Memberships & Dues MEMBERSHIPS		\$ 13,800		\$ 13,800		
<b>Total:</b>	\$ 5,053	\$ 13,800	\$ 13,800	\$ 13,800	\$ —	0.0 %
610140 Seminars & Training SEMINARS & TRAINING		\$ 33,000		\$ 33,000		
<b>Total:</b>	\$ 4,442	\$ 33,000	\$ 33,000	\$ 33,000	\$ —	0.0 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 300		\$ 300		
<b>Total:</b>	\$ 72	\$ 300	\$ 300	\$ 300	\$ —	0.0 %
620100 Services - Professional & Other PROFESSIONAL SERVICES		\$ 104,600		\$ 104,600		
<b>Total:</b>	\$ 91,363	\$ 104,600	\$ 104,600	\$ 104,600	\$ —	0.0 %
630130 Office & Operating Supplies OFFICE SUPPLIES		\$ 1,800		\$ 1,800		
<b>Total:</b>	\$ 622	\$ 1,800	\$ 1,800	\$ 1,800	\$ —	0.0 %
630140 Postage & Shipping POSTAGE		\$ 500		\$ 500		
<b>Total:</b>	\$ 1	\$ 500	\$ 500	\$ 500	\$ —	0.0 %
660120 Promotional Materials						
<b>Total:</b>	\$ 529	\$ —	\$ —	\$ —	\$ —	N/A
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 102,473	\$ 154,500	\$ 154,500	\$ 154,500	\$ —	0.0 %



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## Performance & Reporting

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### **MISSION**

The Performance & Reporting team administers the revenue and expense budgets of the Real Estate Department with an emphasis on clear and accurate reporting and consistency, including the identification, reporting, and analysis of metrics and key performance indicators for continuous improvement.

### **VISION**

To sustain and grow a best in class commercial and industrial real estate portfolio with internationally recognized amenities, attractions, and development.

## Performance & Reporting

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 354,091	\$ 450,900	\$ 398,800	\$ (52,100)	(11.6)%
Non-Personnel Expense	3,833	46,100	46,100	—	0.0 %
<b>Total Direct Expense</b>	<b>\$ 357,924</b>	<b>\$ 497,000</b>	<b>\$ 444,900</b>	<b>\$ (52,100)</b>	<b>(10.5)%</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 357,924</b>	<b>\$ 497,000</b>	<b>\$ 444,900</b>	<b>\$ (52,100)</b>	<b>(10.5)%</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries & Wages	\$ 247,591	\$ 296,600	\$ 263,400	\$ (33,200)	(11.2)%
Overtime	—	—	—	—	N/A
Burden	106,500	154,300	135,400	(18,900)	(12.2)%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 354,091</b>	<b>\$ 450,900</b>	<b>\$ 398,800</b>	<b>\$ (52,100)</b>	<b>(11.6)%</b>

**Performance & Reporting**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610110 Books & Periodicals BOOKS & PERIODICALS		\$ 100		\$ 300		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 300	\$ 200	200.0 %
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 100		\$ 100		
<b>Total:</b>	\$ —	\$ 100	\$ 100	\$ 100	\$ —	0.0 %
610140 Seminars & Training COURSES & SEMINARS		\$ 700		\$ 700		
<b>Total:</b>	\$ —	\$ 700	\$ 700	\$ 700	\$ —	0.0 %
615100 Mileage Reimbursement MILEAGE/PARKING		\$ 600		\$ 600		
<b>Total:</b>	\$ —	\$ 600	\$ 600	\$ 600	\$ —	0.0 %
630110 Equipment & Systems MISC EQUIPMENT & OFFICE FURNITURE		\$ 25,600		\$ 25,400		
<b>Total:</b>	\$ —	\$ 25,600	\$ 25,600	\$ 25,400	\$ (200)	(0.8)%
630130 Office & Operating Supplies OFFICE SUPPLIES		\$ 15,200		\$ 15,200		
<b>Total:</b>	\$ 3,394	\$ 15,200	\$ 15,200	\$ 15,200	\$ —	0.0 %
630140 Postage & Shipping POSTAGE		\$ 3,800		\$ 3,800		
<b>Total:</b>	\$ 439	\$ 3,800	\$ 3,800	\$ 3,800	\$ —	0.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 3,833	\$ 46,100	\$ 46,100	\$ 46,100	\$ —	0.0 %

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# Planning

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## **MISSION**

Create and support a well-planned and integrated waterfront through strategic initiatives, policy formation, agency coordination and public participation.

## **VISION**

Advance a holistically planned waterfront that is welcoming, sustainable, prosperous, and improves the quality of life for present and future generations.

## Planning

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 1,773,410	\$ 1,935,800	\$ 2,485,300	\$ 549,500	28.4 %
Non-Personnel Expense	966,177	928,100	2,208,100	1,280,000	137.9 %
<b>Total Direct Expense</b>	<b>\$ 2,739,587</b>	<b>\$ 2,863,900</b>	<b>\$ 4,693,400</b>	<b>\$ 1,829,500</b>	<b>63.9 %</b>
Less: Capitalized Expense	(37,355)	(6,300)	(131,600)	(125,300)	1,988.9 %
Equipment Outlay and Other Capital Projects	—	—	60,000	60,000	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 2,702,232</b>	<b>\$ 2,857,600</b>	<b>\$ 4,621,800</b>	<b>\$ 1,764,200</b>	<b>61.7 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 1,016,031	\$ 1,127,200	\$ 1,535,300	\$ 408,100	36.2 %
Overtime	42	—	—	—	N/A
Burden	757,337	808,600	950,000	141,400	17.5 %
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 1,773,410</b>	<b>\$ 1,935,800</b>	<b>\$ 2,485,300</b>	<b>\$ 549,500</b>	<b>28.4 %</b>

## Planning

### EQUIPMENT OUTLAY AND OTHER CAPITAL PROJECTS

DESCRIPTION	QTY	BUDGET FY 2023
CUBICLE BUILDOUT <sup>(1)</sup>	1	\$ 60,000
<b>TOTAL EQUIPMENT OUTLAY AND OTHER CAPITAL PROJECTS</b>	<b>1</b>	<b>\$ 60,000</b>

**Notes:**

<sup>(1)</sup> Other Capital Projects



**Planning**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610110 Books & Periodicals PROFESSIONAL PUBLICATIONS		\$ 200		\$ —		
<b>Total:</b>	\$ —	\$ 200	\$ 200	\$ —	\$ (200)	(100.0)%
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 300		\$ 300		
<b>Total:</b>	\$ —	\$ 300	\$ 300	\$ 300	\$ —	0.0 %
610120 Memberships & Dues MEMBERSHIPS & DUES		\$ 1,800		\$ 18,500		
<b>Total:</b>	\$ 1,873	\$ 1,800	\$ 1,800	\$ 18,500	\$ 16,700	927.8 %
610140 Seminars & Training SEMINARS & TRAINING		\$ 1,400		\$ 1,400		
<b>Total:</b>	\$ —	\$ 1,400	\$ 1,400	\$ 1,400	\$ —	0.0 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 1,100		\$ 200		
<b>Total:</b>	\$ —	\$ 1,100	\$ 1,100	\$ 200	\$ (900)	(81.8)%
615110 Travel TRAVEL		\$ —		\$ 8,800		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 8,800	\$ 8,800	N/A
620100 Services - Professional & Other BAYWIDE COLLABORATION		\$ 17,000		\$ 20,000		
CLIMATE ACTION PLANNING		—		30,000		
ENVIRONMENTAL PLANNING & ENTITLEMENT		293,000		10,000		
INTEGRATED PLANNING		600,000		1,127,000		
MCAS - PLANNING & ENV. ANALYSIS		—		200,000		
MCAS - ZE TRUCK PROGRAM		—		300,000		
REGIONAL MOBILITY STUDIES		—		400,000		
<b>Total:</b>	\$ 934,880	\$ 910,000	\$ 910,000	\$ 2,087,000	\$ 1,177,000	129.3 %
630130 Office & Operating Supplies OFFICE & OPERATING SUPPLIES		\$ 8,000		\$ 8,000		
<b>Total:</b>	\$ 444	\$ 8,000	\$ 8,000	\$ 8,000	\$ —	0.0 %
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 1,000		\$ 1,000		
<b>Total:</b>	\$ 1,338	\$ 1,000	\$ 1,000	\$ 1,000	\$ —	0.0 %
660100 Advertising						

**Planning**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
ADVERTISING		\$ 800		\$ 800		
<b>Total:</b>	\$ —	\$ 800	\$ 800	\$ 800	\$ —	0.0 %
660135 Eligible Environmental Fund Expenditures						
<b>Total:</b>	\$ 24,098	\$ —	\$ —	\$ —	\$ —	N/A
660170 Joint Programs/Studies Assistance						
CA SEA GRANT FELLOWS	\$ —			\$ 57,800		
COASTAL RESILIENCE				20,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 77,800	\$ 77,800	N/A
670130 Permits/Certificates/License						
PERMITS & LICENSES	\$ 3,500			\$ 4,300		
<b>Total:</b>	\$ 3,545	\$ 3,500	\$ 3,500	\$ 4,300	\$ 800	22.9 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 966,177	\$ 928,100	\$ 928,100	\$ 2,208,100	\$ 1,280,000	137.9 %

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## Procurement Services

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### **MISSION**

To partner with our internal customers to develop business solutions, to provide a level playing field for our vendors, and contractors, and to maximize fiscal resources through cost-effective and efficient operations.

### **VISION**

Procurement Services is a valued, integrated, one-stop shop staffed by a talented, innovative, dedicated and ethical team.

## Procurement Services

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 1,987,196	\$ 2,308,200	\$ 2,403,400	\$ 95,200	4.1 %
Non-Personnel Expense	20,714	36,900	37,200	300	0.8 %
<b>Total Direct Expense</b>	<b>\$ 2,007,911</b>	<b>\$ 2,345,100</b>	<b>\$ 2,440,600</b>	<b>\$ 95,500</b>	<b>4.1 %</b>
Less: Capitalized Expense	(86)	(1,200)	—	1,200	(100.0)%
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 2,007,825</b>	<b>\$ 2,343,900</b>	<b>\$ 2,440,600</b>	<b>\$ 96,700</b>	<b>4.1 %</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 1,166,722	\$ 1,322,600	\$ 1,462,100	\$ 139,500	10.5 %
Overtime	90	—	—	—	N/A
Burden	820,385	985,600	941,300	(44,300)	(4.5)%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 1,987,196</b>	<b>\$ 2,308,200</b>	<b>\$ 2,403,400</b>	<b>\$ 95,200</b>	<b>4.1 %</b>

**Procurement Services**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 500		\$ 500		
<b>Total:</b>	\$ —	\$ 500	\$ 500	\$ 500	\$ —	0.0 %
610120 Memberships & Dues MEMBERSHIPS & DUES		\$ 1,500		\$ 3,800		
<b>Total:</b>	\$ 2,930	\$ 1,500	\$ 1,500	\$ 3,800	\$ 2,300	153.3 %
610140 Seminars & Training SEMINARS & TRAINING		\$ 3,200		\$ 3,200		
<b>Total:</b>	\$ 375	\$ 3,200	\$ 3,200	\$ 3,200	\$ —	0.0 %
615100 Mileage Reimbursement MILEAGE REIMBURSEMENT		\$ 700		\$ 500		
<b>Total:</b>	\$ 22	\$ 700	\$ 700	\$ 500	\$ (200)	(28.6)%
630100 Breakage & Obsolescence						
<b>Total:</b>	\$ (438)	\$ —	\$ —	\$ —	\$ —	N/A
630130 Office & Operating Supplies OPERATING SUPPLIES		\$ 13,200		\$ 12,500		
<b>Total:</b>	\$ 9,186	\$ 13,200	\$ 13,200	\$ 12,500	\$ (700)	(5.3)%
630140 Postage & Shipping POSTAGE & SHIPPING		\$ 3,500		\$ 2,000		
<b>Total:</b>	\$ 441	\$ 3,500	\$ 3,500	\$ 2,000	\$ (1,500)	(42.9)%
630150 Safety Equipment & Supplies SAFETY SUPPLIES & EQUIPMENT		\$ 600		\$ 1,000		
<b>Total:</b>	\$ 789	\$ 600	\$ 600	\$ 1,000	\$ 400	66.7 %
630200 Uniforms UNIFORM SERVICE		\$ 3,000		\$ 3,000		
<b>Total:</b>	\$ 1,838	\$ 3,000	\$ 3,000	\$ 3,000	\$ —	0.0 %
660100 Advertising ADVERTISING		\$ 10,000		\$ 10,000		
<b>Total:</b>	\$ 5,139	\$ 10,000	\$ 10,000	\$ 10,000	\$ —	0.0 %
670130 Permits/Certificates/License PERMIT/CERT/LICENSE		\$ 700		\$ 700		
<b>Total:</b>	\$ 432	\$ 700	\$ 700	\$ 700	\$ —	0.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 20,714	\$ 36,900	\$ 36,900	\$ 37,200	\$ 300	0.8 %

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# Real Estate

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**MISSION**

Real Estate manages the District's commercial and maritime industrial lease portfolio from end to end. The department solicits new development, negotiates complex real estate transactions and agreements, partners with prospective and existing tenants during the entitlement process, and manages the District's leased assets.

**VISION**

To build a best in class commercial and maritime industrial lease portfolio with internationally recognized amenities, attractions, and developments.



## Real Estate

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 3,427,754	\$ 4,109,800	\$ 4,056,300	\$ (53,500)	(1.3)%
Non-Personnel Expense	3,057,498	3,453,400	4,185,000	731,600	21.2 %
<b>Total Direct Expense</b>	<b>\$ 6,485,252</b>	<b>\$ 7,563,200</b>	<b>\$ 8,241,300</b>	<b>\$ 678,100</b>	<b>9.0 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	1,030,000	4,954,000	—	(4,954,000)	(100.0)%
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 7,515,252</b>	<b>\$ 12,517,200</b>	<b>\$ 8,241,300</b>	<b>\$ (4,275,900)</b>	<b>(34.2)%</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries & Wages	\$ 2,117,094	\$ 2,562,100	\$ 2,571,400	\$ 9,300	0.4 %
Overtime	—	—	—	—	N/A
Burden	1,310,660	1,547,700	1,484,900	(62,800)	(4.1)%
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 3,427,754</b>	<b>\$ 4,109,800</b>	<b>\$ 4,056,300</b>	<b>\$ (53,500)</b>	<b>(1.3)%</b>

**Real Estate**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ 700		\$ 700		
<b>Total:</b>	\$ —	\$ 700	\$ 700	\$ 700	\$ —	0.0 %
610120 Memberships & Dues MEMBERSHIP & DUES		\$ 1,900		\$ 1,900		
<b>Total:</b>	\$ —	\$ 1,900	\$ 1,900	\$ 1,900	\$ —	0.0 %
610140 Seminars & Training AMERICA'S LODGING INVESTMENT SUMMIT		\$ —		\$ 2,000		
LODGING CONFERENCE		—		2,000		
NYU INT'L HOSPITALITY INDUSTRY		—		2,000		
SEMINARS & TRAINING		5,000		5,000		
<b>Total:</b>	\$ —	\$ 5,000	\$ 5,000	\$ 11,000	\$ 6,000	120.0 %
615100 Mileage Reimbursement MILEAGE & PARKING		\$ 500		\$ 500		
<b>Total:</b>	\$ 310	\$ 500	\$ 500	\$ 500	\$ —	0.0 %
615110 Travel AMERICA'S LODGING INVESTMENT SUMMIT		\$ —		\$ 3,000		
LODGING CONFERENCE		—		3,000		
NYU INT'L HOSPITALITY INDUSTRY		—		3,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 9,000	\$ 9,000	N/A
620100 Services - Professional & Other BROKERAGE SERVICE - SEAPORT VILLAGE		\$ 489,800		\$ 448,900		
FINANCIAL ADVISORS		75,000		75,000		
INDUSTRY REPORTS		4,800		5,600		
LOOP NET DATA SERVICES		4,300		4,300		
MISCELLANEOUS STUDIES		100,000		155,100		
REPL COST & REVERSION INTEREST ANALYSIS		7,000		7,000		
RIDA LEGAL & FINANCE		50,000		50,000		
<b>Total:</b>	\$ 422,920	\$ 730,900	\$ 730,900	\$ 745,900	\$ 15,000	2.1 %
620125 Services - Security NEVP SECURITY		\$ —		\$ 70,000		
<b>Total:</b>	\$ —	\$ —	\$ 110,000	\$ 70,000	\$ (40,000)	(36.4)%
640100 Space Rental						
<b>Total:</b>	\$ 13,077	\$ —	\$ —	\$ —	\$ —	N/A
640137 Common Area Maintenance						

**Real Estate**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
SEAPORT VILLAGE		\$ 2,000,300		\$ 2,687,900		
<b>Total:</b>	\$ 1,804,240	\$ 2,000,300	\$ 2,000,300	\$ 2,687,900	\$ 687,600	34.4 %
640139 Marketing Fee						
SEAPORT VILLAGE		\$ 580,400		\$ 624,400		
<b>Total:</b>	\$ 556,258	\$ 580,400	\$ 580,400	\$ 624,400	\$ 44,000	7.6 %
640140 Tenant Improvements/Removals						
<b>Total:</b>	\$ 257,413	\$ —	\$ —	\$ —	\$ —	N/A
660100 Advertising						
ADVERTISING		\$ 7,000		\$ 7,000		
<b>Total:</b>	\$ —	\$ 7,000	\$ 7,000	\$ 7,000	\$ —	0.0 %
660105 Marketing/Outreach						
MARKETING/OUTREACH		\$ 7,000		\$ 17,000		
<b>Total:</b>	\$ 2,689	\$ 7,000	\$ 7,000	\$ 17,000	\$ 10,000	142.9 %
660110 Promotional Services						
TENANT & PUBLIC OUTREACH		\$ 2,000		\$ 2,000		
<b>Total:</b>	\$ 191	\$ 2,000	\$ 2,000	\$ 2,000	\$ —	0.0 %
670105 Bank & Credit Card Fees						
BANK & CREDIT CARD FEES		\$ 7,700		\$ 7,700		
<b>Total:</b>	\$ 399	\$ 7,700	\$ 7,700	\$ 7,700	\$ —	0.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 3,057,498	\$ 3,343,400	\$ 3,453,400	\$ 4,185,000	\$ 731,600	21.2 %

# Safety

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## **MISSION**

To build a culture of safety through training, education, policy, and process. Ensuring a safe environment for our employees at their worksite and our community throughout the tidelands.

## **VISION**

To be a trusted partner with all Port departments to promote, support, and foster safe practices in all aspects of the Port's operations.

## Safety

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ —	\$ —	\$ 404,300	\$ 404,300	N/A
Non-Personnel Expense	—	—	95,000	95,000	N/A
<b>Total Direct Expense</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 499,300</b>	<b>\$ 499,300</b>	<b>N/A</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 499,300</b>	<b>\$ 499,300</b>	<b>N/A</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries & Wages	\$ —	\$ —	\$ 316,500	\$ 316,500	N/A
Overtime	—	—	—	—	N/A
Burden	—	—	87,800	87,800	N/A
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ —</b>	<b>\$ —</b>	<b>\$ 404,300</b>	<b>\$ 404,300</b>	<b>N/A</b>

**Safety**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
610115 Employee Recognition EMPLOYEE RECOGNITION		\$ —		\$ 4,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 4,000	\$ 4,000	N/A
610140 Seminars & Training SEMINARS & TRAINING		\$ —		\$ 5,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 5,000	\$ 5,000	N/A
620100 Services - Professional & Other ACCIDENT INVESTIGATIONS		\$ —		\$ 600		
AED PROGRAM		—		300		
CONSULTING		—		45,000		
HEARING CONSERVATION		—		4,700		
PHYSICALS		—		8,400		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 59,000	\$ 59,000	N/A
630150 Safety Equipment & Supplies SAFETY EQUIPMENT & SUPPLIES		\$ —		\$ 25,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 25,000	\$ 25,000	N/A
670130 Permits/Certificates/License PERMITS/CERTIFICATES/LICENSE		\$ —		\$ 2,000		
<b>Total:</b>	\$ —	\$ —	\$ —	\$ 2,000	\$ 2,000	N/A
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ —	\$ —	\$ —	\$ 95,000	\$ 95,000	N/A

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## Technology Management Program

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ —	\$ —	\$ —	\$ —	N/A
Non-Personnel Expense	4,520,029	5,100,500	5,750,500	650,000	12.7 %
<b>Total Direct Expense</b>	<b>\$ 4,520,029</b>	<b>\$ 5,100,500</b>	<b>\$ 5,750,500</b>	<b>\$ 650,000</b>	<b>12.7 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 4,520,029</b>	<b>\$ 5,100,500</b>	<b>\$ 5,750,500</b>	<b>\$ 650,000</b>	<b>12.7 %</b>



## Technology Management Program

### EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
620100 Services - Professional & Other						
CONSULTING FEES		\$ 548,200		\$ 468,000		
IT TECHNICAL SERVICES		104,000		104,000		
MICROSOFT PREMIER SERVICES		166,600		166,600		
NETWORK TIER 3 SUPPORT		15,000		15,000		
SAP ADMINISTRATION		97,400		108,400		
SAP DEVELOPER SERVICES		200,000		454,000		
STORMWATER DATABASE MANAGEMENT		125,000		240,000		
<b>Total:</b>	<b>\$ 1,311,220</b>	<b>\$ 1,256,200</b>	<b>\$ 1,256,200</b>	<b>\$ 1,556,000</b>	<b>\$ 299,800</b>	<b>23.9 %</b>
630110 Equipment & Systems						
CELL PHONES		\$ 15,000		\$ 15,000		
COMPUTERS/LAPTOPS		120,000		175,000		
INFRASTRUCTURE AS A SERVICE		245,000		300,000		
LOGIKCULL SUBSCRIPTION		108,000		—		
NETWORK MONITORING		69,300		78,000		
ONLINE TRAINING		27,400		20,400		
PERIPHERAL		15,000		22,000		
RECRUITER RENEWAL		13,300		14,000		
SOFTWARE AS A SERVICE		95,300		298,000		
SOFTWARE/SUBSCRIPTIONS		1,134,000		1,215,000		
UPS BATTERIES		6,300		—		
VIDEO ACCESS CONTROL MAINTENANCE		100,000		100,000		
WEB HOSTING		4,400		4,600		
<b>Total:</b>	<b>\$ 1,781,149</b>	<b>\$ 1,953,000</b>	<b>\$ 1,953,000</b>	<b>\$ 2,242,000</b>	<b>\$ 289,000</b>	<b>14.8 %</b>
640110 Telephone & Communications						
CELLULAR - VOICE/DATA SERVICES		\$ 215,100		\$ 200,000		
HS - RCS SYSTEM FEES		23,000		23,000		
SATELLITE TELEVISION SERVICES		3,600		5,000		
VOICE & DATA TELCO		378,200		342,000		
<b>Total:</b>	<b>\$ 485,290</b>	<b>\$ 619,900</b>	<b>\$ 619,900</b>	<b>\$ 570,000</b>	<b>\$ (49,900)</b>	<b>(8.0)%</b>
650130 Equipment Maintenance - Outside Services						
CONFERENCE EQUIPMENT MAINT		\$ 5,000		\$ 5,000		
DATA CTR FIRES SUPPRESSION MAINT		5,000		5,000		
FIBER OPTIC MAINTENANCE		10,000		10,000		
FIREWALL MAINTENANCE		74,000		74,000		
HARDWARE MAINTENANCE		69,500		59,000		

### Technology Management Program EXPENSE BUDGET BREAKDOWN

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
PRINTER/COPIER/METER MAINT		140,000		160,000		
REGIONAL SAFETY DATA		11,000		16,000		
SMARTNET MAINTENANCE		150,500		150,500		
UPS-MAINTENANCE		—		16,000		
VAC HARDWARE MAINTENANCE		22,000		23,000		
WAV CAM		37,500		40,000		
<b>Total:</b>	<b>\$ 335,057</b>	<b>\$ 524,500</b>	<b>\$ 524,500</b>	<b>\$ 558,500</b>	<b>\$ 34,000</b>	<b>6.5 %</b>
650140 Software Maintenance						
BACKUP & RECOVERY		\$ 27,200		\$ 28,000		
ERP MAINTENANCE		376,700		437,000		
SECURITY SOFTWARE MAINT		32,000		35,000		
SOFTWARE MAINTENANCE		223,000		235,000		
VIRTUAL MACHINE MAINTENANCE		88,000		89,000		
<b>Total:</b>	<b>\$ 607,314</b>	<b>\$ 746,900</b>	<b>\$ 746,900</b>	<b>\$ 824,000</b>	<b>\$ 77,100</b>	<b>10.3 %</b>
<b>TOTAL NON-PERSONNEL EXPENSE</b>	<b>\$ 4,520,030</b>	<b>\$ 5,100,500</b>	<b>\$ 5,100,500</b>	<b>\$ 5,750,500</b>	<b>\$ 650,000</b>	<b>12.7 %</b>

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## Utilities

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ —	\$ —	\$ —	\$ —	N/A
Non-Personnel Expense	3,003,684	3,614,000	4,040,000	426,000	11.8 %
<b>Total Direct Expense</b>	<b>\$ 3,003,684</b>	<b>\$ 3,614,000</b>	<b>\$ 4,040,000</b>	<b>\$ 426,000</b>	<b>11.8 %</b>
Less: Capitalized Expense	—	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 3,003,684</b>	<b>\$ 3,614,000</b>	<b>\$ 4,040,000</b>	<b>\$ 426,000</b>	<b>11.8 %</b>

**Utilities**  
**EXPENSE BUDGET BREAKDOWN**

ACCOUNT NUMBER & NAME EXPENSE DETAILS	ACTUAL RESULTS FY 2021	ORIGINAL BUDGET FY 2022	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FROM ADJUSTED BUDGET	
					dollars	pct
640120 Utilities-Gas & Electric						
SOLAR POWER PURCHASE AGREEMENT		\$ 44,000		\$ 80,000		
UTILITIES-GAS & ELECTRIC		1,920,000		2,178,000		
<b>Total:</b>	\$ 1,511,795	\$ 1,964,000	\$ 1,964,000	\$ 2,258,000	\$ 294,000	15.0 %
640130 Utilities-Water						
UTILITIES-WATER		\$ 1,650,000		\$ 1,782,000		
<b>Total:</b>	\$ 1,491,889	\$ 1,650,000	\$ 1,650,000	\$ 1,782,000	\$ 132,000	8.0 %
<b>TOTAL NON-PERSONNEL EXPENSE</b>	\$ 3,003,684	\$ 3,614,000	\$ 3,614,000	\$ 4,040,000	\$ 426,000	11.8 %

## Variable Staffing / Interns

### SUMMARY OF DEPARTMENTAL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Personnel Expense	\$ 1,954,769	\$ —	\$ 943,300	\$ 943,300	N/A
Non-Personnel Expense	2,363	—	—	—	N/A
<b>Total Direct Expense</b>	<b>\$ 1,957,132</b>	<b>\$ —</b>	<b>\$ 943,300</b>	<b>\$ 943,300</b>	<b>N/A</b>
Less: Capitalized Expense	(158,233)	—	—	—	N/A
Equipment Outlay and Other Capital Projects	—	—	—	—	N/A
<b>TOTAL DEPARTMENTAL EXPENSE</b>	<b>\$ 1,798,899</b>	<b>\$ —</b>	<b>\$ 943,300</b>	<b>\$ 943,300</b>	<b>N/A</b>

### PERSONNEL EXPENSE

	ACTUAL RESULTS FY 2021	ADJUSTED BUDGET FY 2022	BUDGET FY 2023	CHANGE FY 2023-2022 BUDGET	% CHANGE
Salaries and Wages	\$ 1,491,001	—	\$ 911,700	\$ 911,700	N/A
Overtime	172	—	—	—	N/A
Burden	463,596	—	31,600	31,600	N/A
<b>TOTAL PERSONNEL EXPENSE</b>	<b>\$ 1,954,769</b>	<b>\$ —</b>	<b>\$ 943,300</b>	<b>\$ 943,300</b>	<b>N/A</b>

Actual results for FY 2021 included limited positions, FY 2023 Budget includes Interns.

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# Glossary of Terms

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**Accrual Basis of Accounting** - under this method, revenues are recorded when earned and expenses are recorded when incurred.

**Action Plan** - (see Work Plan)

**Actual** - is earned revenue or incurred expense during the stated fiscal year.

**Americans with Disabilities Act (ADA)** - prohibits, under certain circumstances, discrimination based on disability.

**AMP** - Asset Management Program

**Appropriation** - is an authorization made by the Board of Port Commissioners that permits District departments to make expenditures of governmental resources. All appropriations that have not been expended or lawfully encumbered lapse at the end of the fiscal year. The Board of Port Commissioners may increase or decrease appropriations by majority vote.

**Asset** - are resources owned or held that have an economic value.

**Balanced Budget** - is one in which revenues and other sources of funds equal or exceed expenditures and other uses of funds.

**Bond** - is a written promise to pay a designated amount (called the principal), at a specific date in the future, together with periodic interest at a specified rate. In the budget, these payments are identified as debt service. Bonds are usually used to obtain long-term financing for capital improvements.

**Board** - Board of Port Commissioners

**Board of Port Commissioner (BPC) Policies** - San Diego Unified Port District Act requires the Board of Port Commissioners to make and enforce necessary rules and regulations governing the use and control of all navigable waters, tidelands, and submerged lands within the District and to make and enforce certain local police and sanitary regulations relating to the District.

**Brown Act** - guarantees the public's right to attend and participate in meetings of local legislative bodies.

**Budget** - is a financial plan for a specified period of time (fiscal year) that matches plan expenses and revenues with planned services.

**Budgetary Control** - is the control or management of a government in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and resources.

**Burden** - is the benefits and taxes that a company must or chooses to pay on their payroll. These can include, but are not limited to, all of the following: payroll taxes (both federal and state), retirement/pension costs, fringe benefits, health care, life/AD&D insurance, paid time off, worker's compensation costs, long-term disability insurance, and short-term disability insurance.

**COBB** - Culture / Operations / Business / Brand

**California Environmental Quality Act (CEQA)** - requires state and local agencies within California to follow a protocol of analysis and public disclosure of environmental protection a mandatory part of every California state and local agency's decision-making process.

# Glossary of Terms

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**California Fair Employment and Housing Act (FEHA)** - is used to fight sexual harassment and other forms of unlawful discrimination in employment and housing.

**California Public Records Act** - requires inspection and/or disclosure of governmental records to the public upon request, unless exempted by law.

**Caltrans** - California Department of Transportation

**Capital Improvement Program (CIP)** - is the District's five-year fiscal plan detailing the amount and timing of anticipated capital expenditures. It is updated annually with the adoption of the budget.

**Capital Labor** - is internal labor costs (personnel and overhead) that are directly incurred in the development and construction of capital projects.

**CCDC** - Center City Development Corporation

**CEO** - Chief Executive Officer

**Coastal Act** - addresses issues such as shoreline public access and recreation, lower cost visitor accommodations, terrestrial and marine habitat protection, visual resources, landform alteration, agricultural lands, commercial fisheries, water quality, offshores oil and gas development, transportation, development design, power plants, ports, and public works. The Coastal Commission, in partnership with coastal cities and counties, plans and regulates the use of land and water in the coastal zone.

**Competency** - A pattern of behavior that represents a set of knowledge, skills and abilities.

## Competencies (Port-wide)

- **Listening** - Effective performers display engagement, demonstrate understanding, and are open to what is being communicated.
- **Growth** - Effective performers work on acquiring knowledge and skills, as well as supporting others with their own development goals.
- **Collaboration** - Effective performers promote an environment of teamwork by developing and building relationships across all levels and departments to accomplish individual and team goals.
- **Trustworthiness** - Effective performers act in ways that foster an environment of trust and are relied on as honest and truthful in interactions with other people and in completion of work.
- **Humility** - Effective performers seek opportunities to increase self-awareness and possess an openness that allows them to appreciate the views and contributions of others.

**Corporate Vision - 21st Century Port** - We are an innovative, global seaport courageously supporting commerce, community, and environment.

**Cost Center** - is a unit within the District to which costs may be charged for accounting purposes.

**CST** - Cruise Ship Terminal

**DEA-NTF** - Drug Enforcement Administration Narcotic Task Force

# Glossary of Terms

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**Department** - is a major administrative unit of the District, which indicates overall management responsibility for an operation or a group of related operations within a functional area, and the organizational level at which the budget is adopted and controlled.

**District** - San Diego Unified Port District

**EDMS** - Electronic Document Management System

**EMOS** - Electronic Maritime Operation System

**Enterprise Fund** - in governmental accounting, a fund that provides goods and services to the public for a fee that makes the entity self-supporting.

**Expense** - is a charge incurred (whether paid immediately or accrued) for operations, maintenance, interest or other charges.

**External Stakeholder** - A person or group of people who are impacted or have a strong interest in the operations, or effects of operations performed by an organization's work as it pertains to them as clients/constituents, community partners, and others.

**Fiscal Year (FY)** - is the annual period beginning July 1<sup>st</sup> and ending June 30<sup>th</sup>.

**GASB** - Government Accounting Standards Board, the body responsible for establishing GAAP for governmental entities.

**GDP** - Gross Domestic Product

**Generally Accepted Accounting Principles (GAAP)** - is the conventions, rules, and procedures that serve as the norm for the fair presentation of financial statements.

**GFOA** - Government Finance Officers Association

**GIS** - Geographic Information System

**Goals** - Broad statements of an organization's plan to achieve desired outcomes and be successful among competition at some point in the future. Goals should strive to deliver a company's vision and create a company's differentiation and sustainability and be supported by measurable performance.

**Grant** - is a contribution by a government or other organization to support a particular function. Grants may be classified as either operational or capital, depending on the grantee.

**Guiding Principle** - We do the greatest good by doing remarkably well

**IMP** - Infrastructure Management Program

**Implementation Plan** - (see Work Plan)

# Glossary of Terms

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**Initiative** - Initiatives are programs or projects that turn strategy into operational terms and actionable items.

**Internal Stakeholder** - A person or group of people which are already committed to serving the organization and may be impacted or have a strong interest in the operations, or effects of operations within the organization.

**JHOC** - Joint Harbor Operations Center

**JTTF** - Joint Terrorism Task Force

**Key Services** - Standard operations needed to sustain a purpose within the organization.

**KPIs - Key Performance Indicators** - A measurable value that demonstrates how effectively a company is achieving a specific strategic or operational goal.

**MIIF** - Maritime Industrial Impact Fund

**MM** - Major Maintenance

**MOIS** - Maritime Operations Information System

**Milestone** - A significant event or date during the execution of a project; end of phase or sub-phase.

**MOTEMS (Marine Oil Terminal Engineering and Maintenance Standard)** - are the standards that apply to all existing and new marine oil terminals in California, and include criteria for inspection, structural analysis and design, mooring and berthing, geotechnical considerations, fire, piping, and mechanical and electrical systems.

**MOU** - Memorandum of Understanding

**MTF** - Marine Task Force

**NEVP** - North Embarcadero Visionary Plan

**NCMT** - National City Marine Terminal

**NOAA** - National Oceanic Atmospheric Administration

**Non-Personnel Expense (NPE)** - includes costs for materials and supplies, equipment, communications, outsourced services, travel, and other expenses.

**Operating Reserves** - are unrestricted funds, usually accumulated over several years that are available for appropriation (also see Unreserved Fund Balance).

**Other Post-Employment Benefits (OPEB)** - that an employee will begin to receive at the start of retirement. This does not include pension benefits paid to the retired employee. Other post-employment benefits that a retiree can be compensated for are life insurance premiums, healthcare premiums, and deferred-compensation arrangements.

**OPH** - Old Police Headquarters

# Glossary of Terms

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**Overhead Expense (Overhead)** - refers to an expense in the District that cannot be directly associated and charged to a service or project.

**Personnel Expense** - is the sum of all wages paid to employees, as well as the cost of employee benefits and payroll taxes paid by an employer.

**Port Philosophy** - Port Leaders are Other Focused First (Servant Leadership).

**Portfolio** - A group, set or selection of initiatives an organization has agreed to invest in by approving the allocation of necessary resources.

**Program** - A set of highly related products, services or projects within an organization

**Project** - A temporary endeavor with a defined start date, end date, scope, and budget: and which consumes cross-functional resources in order to produce a unique product, service or result.

**Public Contract Code** - requires competitive bidding for the vast majority of public projects.

**RCS** - Regional Communications System Interoperability

**Revenue** - sources of income financing the operations of government

**RFP** - Request for Proposal

**RFQ** - Request for Qualifications

**RIMS** - Records & Information Management System

**RSVP** - Retired Senior Volunteer Program

**SANDAG** - San Diego Association of Governments

**San Diego Unified Port District Act** - provides for the calling of municipal elections therefor; describing the powers, duties, and functions thereof, authorizing the district to borrow money and issue bonds for district purposes; to provide means of raising revenues for the operation, maintenance and bond redemption of the district; and to provide, for the transfer to such district of tidelands and lands lying under inland navigable waters.

**SDCRAA** - San Diego County Regional Airport Authority

**Sponsor** - Person who vouches for and assumes responsibility for an initiative, project or program and is responsible for securing resources needed to complete the Work Plan.

**Stakeholder** - Any person, group, or organization that may be impacted or has a strong interest in the operations, or effects of operations, of the organization. Stakeholders may be internal or external to the organization.

# Glossary of Terms

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**Strategic Planning** - An organization's high-level process of defining its strategy, or direction, and making decisions on allocating resources in order to achieve its organizational goals.

**Strategic Roadmap** - A strategic roadmap is a time-based plan that defines where a business is, where it wants to go, and how to get it there.

**Strategy Map** - A diagram that is used to document the primary strategic goals and initiatives being pursued by an organization or management team.

**TAMT** - Tenth Avenue Marine Terminal

**TUOP** - Tidelands Use Occupancy Permit

**TUP** - Temporary Use Permit

**TWIC** - Transportation Worker Identity Card

**Tactics** - Specific, actionable ways to do things in order to accomplish a milestone, target or result.

**Team** - is a sub-administrative unit of a department, which has responsibility for an operation or a group of related operations within a functional area.

## Values

- **Integrity** - honoring agreements and acting truthfully, honestly and ethically. It is the commitment to our set of shared core values applied equally to all.
- **Accountability** - honoring our agreements with our stakeholders, the community and each other. Accountability is establishing and tracking measurable outcomes and evaluating our progress.
- **Courage** - setting aside fears and standing by personal principles, facing challenges with fortitude, taking intellectual risks, extending beyond personal comfort zones to achieve goals, persevering in the face of diversity and taking responsibility for actions.
- **Teamwork** - promoting and practicing collective cooperation. Teamwork involves open communication, respect, trust and the commitment to common goals. An effective team shares the workload, credit and consequences of its actions.
- **Inclusiveness** - a sense of belonging and feeling respected. Inclusiveness is being valued for who you are and that you are essential to the success of the organization.
- **Fairness** - behaving in an objective and consistent manner. Fairness is listening to and respecting the opinions, values and interests of others.
- **Fun** - creating an environment where employees can enjoy spontaneity, levity and productivity. Fun is celebrating successes and accomplishments.
- **Innovation** - Innovation is creative thinking and continually improving performance, emphasizing quality, productivity, growth, best practices and measurement. Innovation means striving to be the best in our public service.
- **Transparency** - Transparency is a commitment to our partners, stakeholders and the community to enhance openness, public participation, and access to information, outreach and collaboration. Transparency promotes accountability, increased public trust, and a more efficient, effective and public-focused organization.

**Work Plan** - A set of activities or specific actions that must be taken, by which resources, by what time or date in order to achieve a goal, initiative, project or milestone in support of the Strategic Plan.

# Glossary of Terms

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**Working Owner** - Person responsible for ensuring the Work Plan is getting done.



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## BPC Policy No. 090

**SUBJECT:** TRANSFER BETWEEN OR WITHIN APPROPRIATED ITEMS IN BUDGET

**PURPOSE:** To establish a policy for the transfer of amounts between appropriated items in the budget in accordance with Section 86 of the San Diego Unified Port District Act (Act), as well as within appropriated items.

**POLICY STATEMENT:**

The Act requires the Board of Port Commissioners (Board) adopt an annual budget by ordinance. After the budget is adopted, circumstances may arise that require adjustments by way of transfers between appropriated items in the budget. The Act authorizes the Executive Director to request in writing to the Board for a transfer of amounts from one appropriated item to another in the budget. On the approval of the Board by a two-thirds vote, the Port Auditor will make the transfer. Furthermore, circumstances may arise that require adjustments by way of transfers within appropriated items in the budget. The Act does not set forth when such intra-item transfers require Board approval.

**TRANSFER GUIDELINES:**

1. Appropriated items are defined as broad categories of budgeted costs within each budget class as follows:

Ordinary Annual Expenses (Class):

Personnel Expenses (appropriated Item)

Non-Personnel Expenses (appropriated Item)

Expense Major Maintenance (appropriated Item)

Economic Recovery Program Ordinary Expenses (appropriated Item) Capital

Outlay (Class):

Capital Improvement Program (CIP) (appropriated Item)

Technology Management Program (TMP) (appropriated Item)

Capital Major Maintenance (appropriated Item)

Equipment Outlay (appropriated Item)

Economic Recovery Program Capital Outlay (appropriated Item)  
Prior Indebtedness (Debt Service Principal) (Class)

The entire amount assigned to this class is the appropriated item.

2. The following rules shall be used to determine whether a transfer requires Board approval:

A. Rules for All Transfers:

- Individual transfer amounts may be made in a single transfer or multiple transfers if, in aggregate, they do not exceed the amount authorized.

B. Rules for Transfers Between Appropriated Items or Classes:

- A transfer between classes (e.g., amounts transferred between Ordinary Annual Expenses and Capital Outlay) requires Board approval.
- A transfer between appropriated items requires Board approval.

C. Rules for Transfers Within Appropriated Items:

- Applicable to all appropriated items except CIP, Expense Major Maintenance and Capital Major Maintenance:
  - Transfer of amounts within each appropriated item requires approval of the Executive Director.
- CIP (appropriated item):
  - Board approval is required for any transfers between CIP projects.
  - Transfer amounts between fiscal years within the 5-year CIP approved project budget, requires approval of the Executive Director with notification to the Board.
  - If the transfer amount exceeds the 5-year CIP approved project budget, Board approval is required.
- Capital or Expense Major Maintenance (appropriated items):
  - Transfer amounts to projects related to emergency, safety and health require approval of the Executive Director with notification to the Board.
  - The transfer of funds between projects within Capital or Expense Major Maintenance require approval of the Executive Director with notification to the Board. If the individual transfer will increase the total approved project budget more than \$175,000 or available program budget, Board approval is required.

- All other transfers involving unplanned projects within Capital or Expense Major Maintenance require approval in compliance with BPC Policy No. 080 – Unplanned Work Consideration. Transfers involving unplanned projects with a total project cost equal to or less than \$175,000 require approval of the Executive Director with notification to the Board. Board approval is required for transfers involving unplanned projects with total costs in excess of \$175,000, \*or in aggregate exceeding \$500,000 per year.
3. To ensure compliance with auditing standards, when the Board approves a transfer, the Port Auditor shall make the Board-approved transfer with the understanding that if this activity becomes a part of the District's annual audit plan, it must be reviewed by a party independent of the Port Auditor.

RESOLUTION NUMBER AND DATE: 2021-133, dated October 12, 2021 (Supersedes BPC Policy No. 090, Resolution 2019-032, dated April 9, 2019; Resolution 2015-138, dated October 21, 2015; Resolution 2015-17, dated March 3, 2015; and Resolution 2013-109, dated June 11, 2013)

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## BPC Policy No. 115

**SUBJECT:** GUIDELINES FOR PRUDENT INVESTMENTS

**PURPOSE:** To define the District's investment program objectives and to establish policies and procedures for the prudent investment of the District's cash.

**POLICY STATEMENT:**

### 1.0 INTRODUCTION

It is the policy of the San Diego Unified Port District (the District) to invest public funds in a manner that will provide the highest security of the funds under management while meeting the daily cash flow demands of the District. The investment policies and practices of the District are based upon prudent money management and conform to all state and local statutes governing the investment of public funds.

This policy also addresses risk management because risk management is an integral part of managing a fixed income portfolio. To focus only on maximizing return is imprudent; therefore, policy issues will be directed to limiting the investment portfolio's exposure to each issue and issuer of debt, and criteria for establishing minimum credit requirements that firms must have in order to effect security transactions with the District.

### 2.0 SCOPE

This investment policy applies to all the District's investment activities, except for the Employees Retirement and Deferred Compensation funds, which are administered separately. The financial assets of all other District funds shall be administered in accordance with the provisions of this policy. These funds are accounted for in the District's Comprehensive Annual Financial Report and include:

#### 2.1 Funds

2.1.1 General Fund

2.1.2 Capital Outlay Fund

2.1.3 Any new fund created by the Board of Port Commissioners or operation of law, unless specifically exempted.

### 3.0 PRUDENCE

Persons authorized to make investment decisions for the District are trustees and therefore fiduciaries subject to the prudent investor standard.

3.1 When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

3.2 Investment officials acting in accordance with written procedures and investment policy and exercising due diligence shall be relieved of personal responsibility of an individual security's credit risk or market price changes, provided deviation from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

### 4.0 OBJECTIVES

The primary objectives, in priority order, of the District's investment activities shall be:

4.1 **Safety of principal:** Safety of principal is the District's foremost objective. To accomplish this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio. Each investment transaction shall seek to ensure that capital losses are avoided, whether from issuer default, broker/dealer default, or erosion of market value. The District shall seek to preserve principal by mitigating credit risk and market risk.

4.1.1 Credit Risk is the risk of loss due to failure of the issuer to repay an obligation and shall be mitigated by investing in only the highest quality credits and by diversifying the investment portfolio so that the failure of any one issuer would not unduly harm the District's cash flows.

4.1.2 Market risk is the risk of market value fluctuations due to overall changes in the general level of interest rates and shall be mitigated by structuring the portfolio so that securities mature at the same time major cash outflows occur, thereby eliminating the need to sell securities prior to their maturity; and, by prohibiting the taking of short positions, that is, selling securities that the District does not own.

4.1.3 It is explicitly recognized, however, that in a diversified portfolio occasional losses may occur and must be considered within the context of overall investment return.

**4.2 Liquidity:** The District's investment portfolio will be structured to provide sufficient liquidity to meet the operating requirements of the District.

**4.3 Return on investment:** State law requires that the objective of return on investment be subordinate to the objectives of safety and liquidity. Therefore, investment officials shall seek to achieve a return on the funds under their control throughout all economic cycles, taking into consideration the District's investment risk constraints and cash flow requirements.

## **5.0 AUTHORITY TO INVEST FUNDS**

The monies entrusted to the District will be invested and actively managed. This function is viewed as a full-time responsibility. The authority to execute investment transactions shall be limited to the Treasurer and Deputy Treasurer. The Treasurer and Deputy Treasurer will observe, review, and react to the changing conditions that affect the investment portfolio. The Treasurer and Deputy Treasurer will meet on a regular basis to discuss current market conditions and future trends and how each of these affects the investment portfolio and the District. The Treasurer and Deputy Treasurer shall establish a system of controls to ensure compliance with the District's investment policy and to regulate the activities of subordinate officials.

## **6.0 ETHICS AND CONFLICTS OF INTEREST**

Board Commissioners, District officers or District employees involved in the investment process shall refrain from any activity that could conflict with proper execution of the investment program, or which could impair the Treasurer's or Deputy Treasurer's ability to make impartial investment decisions. District staff involved with the investment process shall disclose to the Executive Director/President and Chief Executive Officer any material financial interest in financial institutions that conduct business with the District, and they shall further disclose any large personal financial and/or investment positions that could be related to the performance of the District's portfolio. Board Commissioners, District officials and District employees shall subordinate their personal investment transactions to those of the District, particularly with regard to the timing of purchases and sales.

## **7.0 QUALIFIED DEALERS**

The District shall transact business only with commercial banks, savings and loans, and investment securities dealers. The dealers must be primary dealers regularly reporting to the Federal Reserve Bank of New York. Regional dealers that qualify under the Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule) will be



approved at the discretion of the Treasurer.

7.1 All financial institutions and broker/dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with an audited financial statement, proof of National Association of Security Dealers certification, trading resolution, proof of state registration, completed broker/dealer questionnaire, and certification of (a) having read the District's investment policy and depository contracts and (b) recommending and executing only transactions that comply with same. The Treasurer shall determine if they are adequately capitalized, make markets in securities appropriate to the District's needs, and are recommended by managers of portfolios similar to the District's.

7.2 An annual review of the financial condition and registration of qualified bidders will be conducted by the Treasurer. A current audited financial statement is required to be on file for each financial institution and broker/dealer in which the District invests.

7.3 The District shall at least annually send a copy of the current investment policy to all financial institutions and broker/dealers approved to do business with the District. Confirmation of receipt of this policy shall be considered evidence that the dealer understands the District's investment policy and will recommend and execute only transactions suitable for and in compliance with the District's investment policy.

## 8.0 AUTHORIZED INVESTMENTS

The District is authorized by California Government Code Section 53600 et seq. to invest in the following types of securities, further limited herein:

8.1 **United States Treasury Bills, Bonds, and Notes**, or those for which the full faith and credit of the United States are pledged for payment of principal and interest. There is no limitation as to the percentage of the portfolio that can be invested in this category.

8.2 **Obligations issued by United States Government Agencies** such as, but not limited to, the Government National Mortgage Association (GNMA), the Federal Farm Credit Bank System (FFCB), the Federal Home Loan Bank (FHLB), the Federal National Mortgage Association (FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), the Student Loan Marketing Association (SLMA) and the Tennessee Valley Authority (TVA). Although there is no percentage limitation of the dollar amount that can be invested in these issuers, the "prudent person" rule shall apply for any single agency name.

8.3 Bills of exchange or time drafts drawn on and accepted by a commercial bank,

otherwise known as **bankers acceptances** which are eligible for purchase by the Federal Reserve System, may not exceed 180 days to maturity or 40 percent of the market value of the portfolio. No more than 10 percent of the market value of the portfolio may be invested in banker's acceptances issued by any one bank.

**8.4 Commercial paper** of prime quality that is rated "A-1" or higher, or equivalent as Provided for by a nationally recognized statistical rating organization (NRSRO) and issued by a domestic corporation having assets in excess of \$500 million and having an A or its equivalent or higher rating on its long-term debt as provided by an NRSRO Purchases of eligible commercial paper may not exceed 270 days to maturity. Purchases of commercial paper may not exceed 15 percent of the market value of the portfolio. No more than 10 percent of the market value of the portfolio may be invested in commercial paper issued by any one corporation. An additional 15 percent, or 30 percent of the market value of the portfolio, may be invested in eligible commercial paper only if the dollar-weighted average maturity of the entire amount does not exceed 31 days. "Dollar-weighted average maturity" means the sum of the amount of each outstanding commercial paper investment multiplied by the number of days to maturity, divided by the total amount of outstanding commercial paper.

**8.5 Negotiable certificates of deposit (NCDs)** issued by a nationally or state-chartered bank or a state or federal savings institution. Purchased NCDs may not exceed 30 percent of the market value of the portfolio and the maximum maturity date shall not exceed one year.

8.5.1 The Treasurer shall use a nationally recognized statistical rating organization (NRSRO), as designated by the Securities and Exchange Commission, for the qualitative and quantitative analysis of financial institutions.

8.5.2 The Treasurer shall specify minimum criteria for investment as derived from the evaluation service.

**8.6 Medium Term Notes (MTNs)** issued by corporations organized and operating within the United States. MTNs eligible for purchase shall be rated in a rating category of "A" or its equivalent or better by an NRSRO. MTNs with an "A" rating shall be limited to 24 months maximum maturity; AA rated MTNs shall be limited to 36 months. The aggregate total of all purchased MTNs may not exceed 30 percent of the market value of the investment portfolio. No more than 10 percent of the market value of the portfolio may be invested in notes issued by any one corporation. Commercial paper holdings shall be considered when calculating the maximum percentage of any issuer name.

**8.7 Repurchase agreements (RPAs)** shall only be made with primary dealers of the Federal Reserve Bank of New York. The Public Securities Association master

Repurchase agreement shall be the District's master repurchase agreement.

8.7.1 The term of the agreement may not exceed one year.

8.7.2 The market value of the securities used as collateral for repurchase agreements shall be monitored daily by the Deputy Treasurer and will not be allowed to fall below 102 percent of the value of the repurchase agreement.

8.7.3 The market value of the securities that underlay the repurchase agreement shall be adjusted no less than quarterly.

8.7.4 In order to conform with provisions of the Federal Bankruptcy Code, which provides for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be certificates of deposit, eligible banker's acceptances, or securities that are direct obligations of the United States government.

8.8 **Reverse Repurchase Agreements** (RRPAs) shall only be made with primary dealers of the Federal Reserve Bank of New York and are authorized when the security to be sold on reverse repurchase agreement has been owned and fully paid for a minimum of 30 days prior to sale, the earnings from the matching investment(s) are greater than or equal to the cost of the reverse(s), and the terms and conditions are otherwise favorable to the District. Reverse repurchase agreements may not exceed 60 days to maturity and the maturity of the security purchased with the proceeds of the reverse must coincide with the date of the expiry of the reverse. No more than 10 percent of the portfolio may be invested in reverse repurchase agreements.

8.9 **The Local Agency Investment Fund** (LAIF), established by the State Treasurer for the benefit of local agencies and identified under Government Code Section 16429.1, is authorized up to the maximum amount permitted by State law.

8.10 The District may place funds in **inactive deposits** with those banks having offices in San Diego County. Such deposits in each bank shall be limited to no more than five percent (5%) of the total assets of the bank. All deposits shall be secured in accordance with California Government Code § 53652 and the District shall not waive the maximum amount or any portion of deposit insurance for collateral purposes. No more than ten percent (10%) of the portfolio may be invested in this category since time deposits are not liquid. Further, in accordance with California Government Code § 53635, to be eligible to receive funds, a bank, savings association, federal association, or federally insured industrial loan company shall have received an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record in meeting the credit needs of California's communities,

including low-and moderate-income neighborhoods, pursuant to Section 2906 of Title 12 of the United States Code.

8.11 The District may place funds in **shares of beneficial interest** issued by diversified management companies investing in the securities and obligations as authorized by California Government Code § 53601 subdivisions (a) to (l) inclusive. To be eligible for investment, these companies shall either:

8.11.1 attain the highest ranking or the highest letter and numerical rating provided by not less than two of the three largest nationally recognized rating services, or,

8.11.2 retain an investment adviser registered with the Securities and Exchange Commission with not less than five years' experience investing in the securities and obligation as authorized by California Government Code §53601 subdivision (a) to (m), inclusive and with assets under management in excess of five hundred million dollars (\$500,000,000).

8.11.3 The purchase price of shares of beneficial interest shall not exceed 20 percent of the portfolio's market value and no more than 10 percent of the portfolio's market value may be invested in shares of beneficial interest of any one mutual fund.

8.12 **Derivative securities** are those securities that derive their value from another asset or index, such as Treasury securities or the prime interest rate. A derivative security offers a yield higher than a comparable security because of the intrinsic risk associated with the security's imbedded option (e.g., an interest rate that floats off the prime rate versus a fixed interest rate). Investments in derivative securities shall be made using the prudent investor person standard and shall be limited to federal agency issues.

8.13 **Investment Trust of California** (CalTRUST), a Public Joint Powers Authority pooled investment program, created by local public agencies and authorized by Government Code sections 53601(p) and 53635. Investments in CalTRUST shall not exceed 30 percent of the portfolio's market value.

8.14 The District may place funds in **Certificates of Deposit** pursuant to California Government Code Sections 53601.8 and 53635.8. Purchases of Certificates of Deposit pursuant to Sections 53635.8 and subdivision (h) of Section 53601 shall not, in total, exceed 30 percent of the portfolio's market value.

8.15 In accordance with California Government Code Section 53601 (d), the District may place funds in **California State & Local Agency Obligations** or registered treasury notes or bonds of any other 49 United States in addition to California, including

bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 United States, in addition to California; provided that the obligations are rated AAA by a nationally recognized statistical-rating service organization (NRSRO).

**8.16 Supranational Obligations** issued in United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of “AA” or its equivalent or better by an NRSRO and shall not exceed 30 percent of the agency’s moneys that may be invested pursuant to this section.

## **9.0 PROHIBITED INVESTMENTS**

Investments not described herein, including but not limited to, inverse floating rate notes, range notes, interest-only strips that are derived from a pool of mortgages, common stocks, and long-term corporate notes or bonds are prohibited from use in this portfolio. The District shall not invest any funds in any security that could result in zero interest accrual if held to maturity, unless the security is issued by, or backed by, the United States government. This provision shall remain in effect only until January 1, 2026, and as of that date is repealed per statute.

Investments that exceed five years to maturity require authorization by the Board of Port Commissioners prior to purchase.

## **10.0 INVESTMENT POOLS/MUTUAL FUNDS**

A thorough investigation of the pool/fund is required prior to investing and on a continual basis. There shall be a questionnaire developed which will answer the following general questions:

- A description of the eligible investment securities and a written statement of investment policy and objectives.
- A description of interest calculations and how interest is distributed and how gains and losses are treated.
- A description of how the securities are safeguarded, including settlement processes, and how often the securities are priced and the program is audited.
- A description of who may invest in the program, how often, what size deposit and withdrawals are allowed, and notification requirements pertaining to deposits or withdrawals.
- A schedule for receiving statements and portfolio holdings.

- A statement that indicates if reserves, retained earnings, etc. are utilized by the pool/fund.
- A fee schedule and when and how fees are assessed.
- A statement that indicates if the pool/fund is eligible for the deposit of bond proceeds and/or if the pool/fund will accept such proceeds.

A published prospectus that answers these questions may be used in lieu of the District questionnaire.

## **11.0 SAFEKEEPING OF SECURITIES**

To protect against potential losses by the collapse of individual securities dealers, all securities owned by the District shall be held in safekeeping by a third party bank trust department acting as agent for the District under the terms of a custody agreement executed by the bank and the District. All securities will be received and delivered using standard delivery-versus-payment procedures.

## **12.0 MAXIMUM MATURITY**

The portfolio's weighted average days to maturity shall be limited to a maximum of three years. The maximum maturity of any one security, unless otherwise restricted by Government Code, shall be limited to five years. Investments that exceed five years to maturity require authorization by the Board of Port Commissioners prior to purchase.

## **13.0 SELLING OR SWAPPING SECURITIES**

13.1 The Treasurer has the authority to sell any security in the District's portfolio in order to take advantage of profitable market movements or for the purpose of raising cash. Any security that is sold at a loss will be recorded as such in the District's accounting system; all securities that are sold will be identified in the investment reports issued by the Treasurer.

13.2 A swap is the movement from one security to another and may be done for a variety of reasons, such as to increase yield, lengthen or shorten maturities, to take a profit, or to increase investment quality. Losses or gains on security swaps shall be recorded as a completed sale and purchase in the District's accounting system.

## **14.0 PORTFOLIO ADJUSTMENTS**

Should an investment percentage-of-portfolio limitation be exceeded due to an incident such as fluctuation in portfolio size, the affected securities may be held to maturity to avoid losses. When no loss is indicated, the Treasurer shall consider reconstructing the portfolio basing the decision in part on the expected length of time that the portfolio will be imbalanced.

## 15.0 PERFORMANCE STANDARDS

The investment portfolio shall be designed with the objective of obtaining a rate of return commensurate with the District's investment risk constraints and its anticipated cash flow requirements.

**15.1 Benchmark Market Yield:** The basis used by the Treasurer to determine whether market yields are being achieved shall be a comparison of the District's yield to maturity at month end to:

15.1.1 The month end yield to maturity of the State of California's Local Agency Investment Fund; and,

15.1.2 The average monthly yield of the Constant Maturity Treasury (CMT) whose duration most closely approximates the duration of the District's portfolio at month end.

Although the duration of either the LAIF portfolio or the CMT may not be exactly equal to the duration of the District's portfolio, the rationale for using these two benchmarks is to show whether the District's portfolio is following market trends with respect market yields.

## 16.0 REPORTING REQUIREMENTS

16.1 On a quarterly basis, the Treasurer shall render a report to the Executive Director/President and Chief Executive Officer, the Internal Auditor, and the Board of Port Commissioners.

16.1.1 The report shall be submitted within 30 days of the end of the quarter covered by the report.

16.1.2 The report shall include the type of investment, issuer, date of maturity, par and dollar amount invested on all securities, investments and moneys held by the District.

16.1.3 The report shall include a description of any funds, investments, or programs that are under the management of contracted parties.

16.1.4 The report shall also include a current market value as of the report date and identify the source of the valuation.

16.1.5 The report shall state compliance of the portfolio to the statement of investment policy, or the manner in which it is not in compliance. The report shall state the District's ability to meet its budgeted expenditure requirements for the next six months, or to explain why sufficient money may not be available.



## 16.2 The report will consist of:

**16.2.1 Portfolio Master Summary:** A summary of the District's investment holdings. This report identifies, by investment type, book value (cost), percent of portfolio, average term, average days to maturity, and yield to maturity on a 360 day basis (bond equivalent yield) and 365 day basis (CD equivalent yield).

**16.2.2 Investment Portfolio Details:** A detailed accounting of the District's investment holdings by investment type. This report identifies each security by subsidiary investment number, issuer, purchase date, book value (cost), face value (par value), market value, stated rate (either interest rate or discount rate), yield to maturity on a 360- and 365-basis, maturity date and days to maturity. Additionally, this report identifies the average balance for each investment class.

**16.2.3 Investment Activity Summary:** A summary of the District's historic investment activity from the beginning of the fiscal year through the current reporting period. This report identifies, by month, the number of active investments, the total dollar amount invested, the yield to maturity on a 360- and 365- day basis, the number of securities purchased, the number of securities matured or sold, the average term, and the average days to maturity. The report concludes with averages of each reporting category.

**16.2.4 Interest Earnings Summary:** A summary of the portfolio earnings for the current month and fiscal year to date.

## 17.0 INTERNAL CONTROL

The development of internal controls is a function of management. The Treasurer and Deputy Treasurer shall establish an annual process of independent review by an external examiner.

## 18.0 INVESTMENT POLICY ADOPTION

This investment policy shall be reviewed annually and adopted by resolution to ensure its consistency with the District's objectives of preservation of principal, liquidity, rate of return, and the policy's relevance to current law and financial and economic trends. The Treasurer is responsible for maintaining guidance over this investment policy and ensuring that the District can adapt readily to changing market conditions and shall submit to the Board of Port Commissioners any modification to the investment policy prior to implementation.



## GLOSSARY OF TERMS

**AGENCIES:** Federal agency securities.

**ASKED:** The price at which securities are offered (that is, the price at which a firm will sell a security to an investor).

**BANKERS' ACCEPTANCE (BA):** A draft or bill of exchange accepted by a bank or trust company. The accepting institution guarantees payment of the bill, as well as the issuer.

**BASIS POINT:** One one-hundredth of a percentage point (i.e., 0.01 %).

**BENCHMARK:** A comparative base for measuring the performance or risk tolerance of the investment portfolio. A benchmark should represent a close correlation to the level of risk and the average duration of the portfolio's investments.

**BID:** The price offered for securities (that is, the price at which a firm will pay to purchase a security an investor owns).

**BROKER:** A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides; he does not take a position. In the money market, brokers are active in markets in which banks buy and sell money and in interdealer markets.

**CERTIFICATE OF DEPOSIT (CD):** A time deposit with a specific maturity evidenced by a certificate. Large denomination CDs are typically negotiable.

**COLLATERAL:** Securities, evidence of deposit or other property which a borrower pledges to secure repayment of a loan. Also refers to securities pledged by a bank to secure deposits of public monies.

**COMMERCIAL PAPER:** An unsecured short-term promissory note issued by corporations or municipalities, with maturities ranging from 2 to 270 days.

**CONSTANT MATURITY TREASURY:** An index for a U.S. Treasury maturity that reflects the weekly or monthly average yield adjusted to a constant maturity. Yields on Treasury securities at "constant maturity" are interpolated by the U.S. Treasury from the daily yield curve, which is based on the closing market bid yields on actively traded Treasury securities in the over-the-counter market. The CMT indexes are volatile and move with the market. They reflect the state of the economy and respond quickly to economic changes.

**COUPON:** (a) The annual rate of interest that bond's issuer promises to pay the bondholder on the bond's face value. (b) A certificate attached to a bond evidencing interest due on a payment date.

**DEALER:** A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

**DEBENTURE:** A bond secured only by the general credit of the issuer.

**DELIVERY VERSUS PAYMENT:** There are two methods of delivery of securities: delivery verse payment and delivery versus receipt (also called free delivery). Delivery versus payment is delivery of securities with an exchange of money for the securities. Delivery versus receipt is delivery of securities with an exchange of a signed receipt for the securities.

**DERIVATIVES:** (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

**DISCOUNT:** The difference between the cost price of a security and its value at maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be selling at a discount.

**DISCOUNT SECURITIES:** Non-interest bearing money market instruments that are issued at a discount and redeemed at maturity for full face value (e.g., U.S. Treasury bills).

**DIVERSIFICATION:** Dividing investment funds among a variety of securities offering independent returns.

**DURATION:** A measurement of a bond's price volatility. It is the weighted-average term-to-maturity of the bond's cash flows, with the weights being the present value of each cash flow. Mathematically, duration is the first derivative of price with respect to yield.

**FEDERAL CREDIT AGENCIES:** Agencies of the Federal government set up to supply credit to various classes of institutions and individuals (e.g., small business firms, students, farmers, and farm cooperatives).

**FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC):** A federal agency that insures bank deposits, currently up to \$100,000 per deposit.

**FEDERAL FUNDS RATE:** The rate of interest at which the Fed funds are traded. This rate is currently pegged by the Federal Reserve through open market operations.

**FEDERAL HOME LOAN BANKS (FHLB):** The institutions that regulate and lend to savings and loan associations. The Federal Home Loan Banks play a role analogous to that played by the Federal Reserve Banks vis-à-vis member commercial banks.

**FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA):** FNMA, like GNMA, was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the Department of Housing and Urban Development, H.U.D. It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable mortgages and second loans in addition to fixed-rate mortgages. FNMA's securities are also highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

**FEDERAL OPEN MARKET COMMITTEE (FOMC):** Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

**FEDERAL RESERVE SYSTEM:** The central bank of the United States created by Congress and consisting of a seven member Board of Governors in Washington, D.C., 12 regional banks and 4,115 commercial banks (at December 31, 1994) that are members of the system.

**GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae):** Securities guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations, and other institutions. Security holder is protected by full faith and credit of the U.S. Government. Ginnie Mae securities are backed by FHA or VA mortgages. The term pass-throughs is often used to describe Ginnie Maes.

**INVERSE FLOATING RATE NOTE:** A debt security with an interest rate stated as a fixed rate minus an index. This calculation causes the rate on the inverse floater to move in the opposite direction of general interest rates. This instrument generally performs well in a declining interest rate environment but will lose value if rates rise.

**LIQUIDITY:** A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between the bid and asked prices is narrow and reasonable size can be done at those quotes.

**LOCAL GOVERNMENT INVESTMENT POOL (LGIP):** The aggregate of all funds from political subdivisions that are placed in the custody of the State Treasurer for investment and reinvestment. The State of California's pool is known as the Local Agency Investment Fund, or LAIF.

**MARKET VALUE:** The price at which a security is trading and could presumable be sold.

**MASTER REPURCHASE AGREEMENT:** A written contract covering all future transactions between the parties to repurchase agreements and reverse repurchase agreements that establish each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default by the seller-borrower.

**MATURITY:** The date upon which the principal or stated value of an investment becomes due and payable.

**MEDIUM-TERM NOTES:** A class of debenture.

**MONEY MARKET:** The market in which short-term debt instruments (Treasury bills, commercial paper, bankers' acceptances, discount notes, etc.) are issued and traded.

**MORTGAGE POOL:** A group of mortgages sharing similar characteristics in terms of class of property, interest rate, and maturity. Investors buy participations and receive income derived from payments on the underlying mortgages.

**MUTUAL FUND:** A fund operated by an investment company that raises money from shareholders and invests it in stocks, bonds, options, commodities, or money market securities. These funds offer investors the advantages of diversification and professional management.

**OFFER:** The price asked by a seller of securities. See also Asked and Bid.

**OPEN MARKET OPERATIONS:** Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales

have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

**PORTFOLIO:** Collection of securities held by an investor.

**PRIMARY DEALER:** A group of government securities dealers that submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC) registered securities broker/dealers, banks, and a few unregulated firms.

**PRUDENT INVESTOR STANDARD:** An investment standard. In some states the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the state, the-so-called legal list. In other states, the trustee may invest in a security if it is one which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

**QUALIFIED PUBLIC DEPOSITORIES:** A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

**RANGE NOTE:** A debt security with a varied interest payment that depends on the number of days the designated index falls within (or in some cases outside) an established range of interest rates. Should rates move beyond the range on either end, the investor faces the risk of a reduced, or zero, interest payment for the applicable interest period.

**RATE OF RETURN:** The yield obtainable on a security based on its purchase price or its current market price.

**REPURCHASE AGREEMENT (RP OR REPO):** A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price on a fixed date. The security "buyer" in effect lends the "seller" money for the period of the agreement, and the terms of the agreement are structure to compensate the buyer for this. Dealers use RP extensively to finance their positions. Exception: when the Fed is said to be doing RP, it is lending money, that is, increasing bank reserves.

**SAFEKEEPING:** A service to customers rendered by banks for a fee whereby securities and valuables of all types and descriptions are held in the bank's vaults for protection.

**SECONDARY MARKET:** A market made for the purchase and sale of outstanding issues following the initial distribution.

**SECURITIES AND EXCHANGE COMMISSION:** Agency created by Congress to protect investors in securities transactions by administering securities legislation.

**SEC RULE 15C3-1:** See Uniform Net Capital Rule.

**STRIP (Bonds):** Brokerage-house practice of separating a bond into its principal and interest, which are then sold as zero coupon bonds.

**STRUCTURED NOTES:** Notes issued by Government Sponsored Enterprises (e.g., FHLB, FNMA, SLMA, etc.) and Corporations that have imbedded options (e.g., call features, step-up coupons, floating rate coupons, derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

**SUPRANATIONAL OBLIGATIONS:** Bonds and Notes issued by two or more international institutions with the purpose of promoting economic development for the member countries. Examples include The International Finance Corporation and The World Bank.

**TREASURY BILLS:** A non-interest bearing discount security issued by the U.S. Treasury to finance the national debt. Treasury bills are issued to mature in one month, three months, or six months.

**TREASURY BONDS:** Long-term U.S. Treasury securities having initial maturities of more than ten years.

**TREASURY NOTES:** Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one year to ten years.

**UNIFORM NET CAPITAL RULE:** Securities and Exchange Commission requirement that member firms as well as nonmember broker/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

**YIELD:** The rate of annual income return on an investment, expressed as a percentage.  
(a) **INCOME YIELD** is obtained by dividing the current dollar income by the current

market price for the security. (b) **NET YIELD** or **YIELD TO MATURITY** is the current income yield minus any premium above par or plus any discount from par in purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

RESOLUTION NUMBER AND DATE: 2021-100, dated September 14, 2021 (Supersedes BPC Policy No. 115, Resolution 2020-061, dated June 23, 2020; Resolution 2019-070, dated June 18, 2019; Resolution 2018-115, dated June 12, 2018; Resolution 2017-091, dated June 20, 2017, Resolution 2016-85, dated June 15, 2016; Resolution 2015-72, dated June 11, 2015; Resolution 2014-135, dated July 8, 2014; Resolution 2013-115, dated July 16, 2013; Resolution 2012-94, dated July 10, 2012; 2011-146, dated October 11, 2011; Resolution 2010-89, dated June 8, 2010; Resolution 2009-123, dated July 7, 2009, Resolution 2008-284, dated December 2, 2008, Resolution 2008-126, dated July 1, 2008, Resolution 2007-103, dated June 12, 2007; Resolution 2006-113, dated July 11, 2006; Resolution 2005-99, dated June 21, 2005; Resolution 2004-87, dated June 22, 2004; Resolution 2003-114, dated June 17, 2003; Resolution 2002-148, dated June 18, 2002; Resolution 2001-118, dated June 19, 2001; Resolution 2000-132, dated June 27, 2000; Resolution 99-151, dated June 22, 1999; Resolution 98-158, dated June 30, 1998; Resolution 97-115, dated June 17, 1997; Resolution 96-165, dated June 25, 1996; Resolution 95-242, dated July 25, 1995; Resolution 95-321, dated September 26, 1995; Resolution 86-23, dated January 14, 1986; Resolution 81-328, dated October 6, 1981; and Resolution 75-15, dated January 21, 1975)



(3)

## BPC Policy No. 117

### SUBJECT: OPERATING RESERVE POLICY

**PURPOSE:** The purpose of this policy is to establish general guidelines for the establishment, maintenance, and use of an operating reserve.

#### POLICY STATEMENT:

Operating reserves (i.e., cash reserves) are a measurement of sound fiscal management. Operating reserves generate investment income, provide a margin of safety and stability to protect the Port from exposure to catastrophic events and economic impacts, and provide flexibility to pursue emergent opportunities. To ensure long-term financial sustainability, the San Diego Unified Port District shall establish and endeavor to maintain an operating reserve balance that is available at the end of each fiscal year in an amount equal to six months of budgeted operating and maintenance expenditures.

#### PROCEDURE:

##### 1. Establishing the operating reserve balance

- a. The operating reserve balance shall be established annually upon the adoption of the fiscal year budget.
- b. The dollar amount of the operating reserve balance shall be one-half the sum of budgeted operating and maintenance expenses minus budgeted expenses for the SDCRAA Harbor Police Service Level Agreement and any other operating expense for which a separate reserve exists.
- c. The operating reserve balance includes a \$20 million minimum required operating reserve balance, which is established for the purpose of self-insurance against possible losses that could occur as the result of a catastrophic event (i.e., a natural or man-made disaster).

##### 2. Maintaining the operating reserve balance

- a. At least annually, Financial Services staff will forecast cash inflows and outflows over a five-year period to evaluate the sufficiency of the target operating reserve balance over the forecast horizon.



- b. Financial Services staff will present the results of the cash flow forecast to the Senior Management Team and discuss the target operating reserve balance over the forecast horizon.
  - c. In the event that forecast cash inflows are insufficient to maintain the target operating reserve balance, staff will propose strategies to replenish the operating reserve balance, which include using one-time revenues, reducing expenses, suspending programs not linked to strategic goals, increasing revenues, or any combination of those strategies.
  - d. At no time, except due to the occurrence of a catastrophic event, shall the operating reserve balance be allowed to fall below the \$20 million minimum required operating reserve balance without approval by the Board of Port Commissioners.
3. Uses of the operating reserve balance
- a. Operating reserves above the \$20 million minimum required operating reserve balance are authorized for use for the following purposes and in accordance with the following criteria.
    - i. A project is needed to comply with a current regulatory requirement or legal mandate.
    - ii. Cash flow requirements
 

Temporarily needed as a result of unfavorable financial performance due to the impact of an unfavorable economic environment.
    - iii. Major maintenance
      - 1. Project is necessary for the preservation of prior capital investment or an existing revenue stream; or
      - 2. Project costs exceed initial estimates due to higher than expected construction or material costs or an unforeseen problem during construction; or
      - 3. Project is scheduled to commence in a future fiscal year but is critical to complete earlier than planned.

iv. Capital development

Project is directly linked to and strongly supports one of the Port's strategic goals and is needed to start, resume, accelerate, or augment a currently approved Capital Development Program project.

v. Emergent opportunities

1. Directly benefits the Port by:

- a. Creating a new revenue stream; or
- b. Significantly enhancing an existing revenue stream; or
- c. Preserving an existing revenue stream; or
- d. Strengthening the Port's financial performance; and

2. Project payback is five years or less.

- b. Except in the case of a catastrophic event and in accordance with the San Diego Unified Port District Act § 58 "Suspension of Rules and Regulations in Emergencies; Emergency Regulations," any use of the \$20 million minimum required operating reserve balance requires approval by the Board of Port Commissioners.
4. The balance in the operating reserve shall be reported quarterly as necessary. Use of the operating reserve balance in no way contradicts, nullifies or usurps any other Board Policy, including but not limited to, BPC 110, "Procedure for the Administration of Contracts, Agreements, and the Purchasing of Supplies, Materials, and Equipment."

RESOLUTION NUMBER AND DATE: 2009-128, dated July 7, 2009

BPC Policy No. 117

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## BPC Policy No. 120

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### **SUBJECT: CAPITAL IMPROVEMENT PROGRAM (CIP)**

**PURPOSE:** To establish a policy for the orderly development or improvement of the capital assets of the Port District through a Capital Improvement Program ("CIP Policy").

**PREAMBLE:** The Unified Port District of San Diego has a responsibility to provide for the orderly development and improvement of the lands and capital assets under its jurisdiction to execute its State Tidelands Trust obligations. The Port District acknowledges that each area of tidelands in its trust offers different Public Trust assets and value, and that each possesses varying degrees of opportunity for development, real estate, maritime, recreation and conservation as well as constraints.

The Port District, therefore, establishes this CIP Policy for the purpose of improving its CIP process and results. This CIP Policy is intended to facilitate capital development projects and budgets which are strategically cohesive, ensure clear and consistent treatment of all proposed capital projects on the tidelands, streamline the process, increase efficiency, reduce costs and improve outcomes.

It is the policy of the Port District to evaluate capital development projects as follows:

- To reflect sound land use and capital improvement planning principles, as well as the strategic development, business and operational goals set by the Board of Port Commissioners ("BPC").
- To implement the appropriate and necessary sequencing of capital improvement projects based upon operational and business demands.
- To ensure projects given priority have a direct relationship to the establishment or improvement of capital assets needed to facilitate upcoming priority developments and pressing operational needs.
- To distribute the Port's capital investments in a balanced manner throughout the tidelands located in all of the Member Cities.
- To advance projects that are consistent with the Port District Act and the Port's numerous duties and state mandates:
  - A) To serve as an economic engine for the region;

- B) To be an environmental steward of the bay and tidelands;
- C) To provide public access to the waterfront;
- D) To provide recreational and community services as specified under the Port District Act; and
- E) To ensure public safety and Homeland Security.

The CIP process will proceed as follows:

#### **Five Year CIP Program**

1. The CIP will be developed using a long-term land use planning strategy every five (5) years. A flow chart of a typical five year process is shown in Attachment (1).
2. The CIP project selection process should be open, inclusive, efficient and effective by producing a program within a reasonable period of time. The resulting CIP program should reflect the Port District's specific strategic goals (COMPASS) and business or operational needs. Application forms for new projects can be submitted by Port staff, Commissioners and representatives of member cities. Port Tenants and other public stakeholders can propose CIP project through Port staff, Commissioners and representatives of member cities.

#### **Projects:**

3. For consideration during the five-year CIP review process, a project proponent will develop for each proposed on-tidelands project the following objective assessment:
  - A) A project description including a statement of need for the project;
  - B) Identification of the specific strategic goals (COMPASS) the project addresses;
  - C) A financial analysis of the costs of the project, the availability of grant funding, matching funds, or other District funds (i.e., a CIP project could also potentially receive funding from the Maritime Industrial Impact Fund), as well as any expected return on investment ("ROI") – including operational costs, maintenance costs, and life-cycle costs – of the project;
  - D) An analysis of any anticipated non-monetary public benefits of the project;
  - E) An explanation of the project's compatibility with existing, related development projects both on and off-tidelands (including non-Port District

development projects);

- F) A rational assessment of the need for the timing of the improvements, and an explanation of the appropriateness of the timing of the investment;
  - G) An explanation of how the project implements or facilitates the implementation of the Port Master Plan or other approved plans; and
  - H) An analysis of the project's potential to create future economic benefit or impact if no immediate economic benefit is identified.
4. [Intentionally Omitted]: The Maritime Terminal Impact Fund previously discussed in this section has been revised and relocated to a standalone Policy No. 773]
  5. Where a proponent proposes a CIP project, the Port District must receive the proponent's completed information regarding the project at least 120 days before the BPC begins its five year review of the CIP. Once this information is received, an objective Port Staff assessment of the project including the factors set forth in section 3 will be prepared.
  6. The proposed list of CIP projects, along with the proponent's information and Port Staff's assessment, shall be made publicly available at least 10 days before a CIP workshop or BPC meeting in which the CIP program will be considered.
  7. Proposed CIP projects will be evaluated and ranked based on factors set forth in section 3 and the following criteria (in no particular order). Port Staff shall attach the proposed projects evaluation and ranking, including the proponent's information, to the BPC as part of the annual CIP process described in section 8 of this policy:
    - A) Contribution to the Port's strategic goals (COMPASS);
    - B) Adherence to Port objectives and the Port District Act;
    - C) Represents a balanced distribution of the Port District's proposed capital investment throughout the tidelands and Member Cities;
    - D) Capacity to produce revenue and to enhance local and regional economic growth; and
    - E) Capacity to provide non-monetary public benefits.

### **Annual CIP Reviews**

The annual CIP reviews will focus on review of existing projects in the approved CIP. Working through a staff committee, staff will review the existing CIP to determine recommendations for existing projects (such as remain funded; be postponed, delayed

or removed; or added back into the CIP list if previously removed). New projects will be considered for funding during the annual reviews only when new funding is available, as defined below. A flow chart of a typical annual review process is shown in Attachment (2).

8. The procedure for the annual reviews shall be as follows:

- A. For the annual reviews, an additional set of project filters will be applied to evaluate the status of existing projects. An example list of project filters is included in Attachment (3). Filters applied to the existing projects may be modified from time to time based upon Board direction.
- B. Existing projects will not be re-ranked against each other during the annual reviews. The project filters will be applied to determine if projects remain on the list, are removed from the list or deferred for future consideration. If projects are removed or deferred, any remaining funding balances will be reallocated to the CIP Reserve. Projects deferred will remain in the CIP until the Board removes the project from the CIP. The Board may elect to remove an existing project from the CIP at any time. The project filters applied to existing projects can be used as guidelines for the Board's determination to remove projects.
- C. During the annual reviews, additional funding may be recommended for continuation of existing approved projects as determined by the CIP staff committee.
- D. With respect to funding for new projects, each spring prior to the fall workshop, there shall be a determination made by District staff regarding availability of additional funding for CIP.
- E. Provided that the CIP is fully funded, annually at the April Board meeting, the Board will determine the amount of funding available for new CIP projects and the subsequent decision to solicit project application forms for consideration at the following fall CIP workshop.
- F. Application forms for new projects may be submitted for the annual CIP reviews by Port staff, Commissioners and Member Cities. Forms must be received by July 15th of each year for consideration for the fall CIP workshop.
- G. For new projects, application forms shall be prepared in accordance with section (3).
- H. New projects will be evaluated based upon criteria in sections 3 and 7 (pages 2 and 3) above. Proposed new projects must meet both criteria 7(A) and 7(B) and at least one of the criteria 7(C), 7(D), or 7(E). Projects which do not meet the criteria as described will not be considered for funding during that year's annual review. New projects which are found to



meet the initial criteria will be reviewed for funding recommendation and will be ranked through the staff committee reviews. BPC will determine which new projects will be funded by the CIP.

- I. For the annual reviews, the proposed list of CIP projects (new and existing), shall be made publicly available at least 7 calendar days before the CIP workshop or BPC meeting in which the CIP program will be considered.

### **Out of Cycle Requests**

9. Out of cycle requests are defined as requests for modifications to the CIP which arise between the fall CIP workshops.

Out of cycle requests may be considered by the Board for the following situations:

- i. Additional funding needed to complete approved CIP projects in progress,
- ii. Unplanned projects as defined in Board Policy No. 080, Unplanned Work Consideration,
- iii. Opportunities for grants that require matching funds or to position the District to receive grants,
- iv. Member City requests for re-prioritization of funds among existing approved projects which require no additional CIP funding and where there is a business reason for consideration as an out of cycle request

Out of cycle requests will be reviewed by the staff committee and if recommended to move forward will proceed to the Board as soon as practical.

10. Funding for CIP projects will be established by the Executive Director consistent with the BPC-adopted budget. Funds for new CIP projects will be placed in a CIP Reserve at the end of each fiscal year based on available unrestricted/undesignated reserves. Once in the CIP Reserve, the funds can be allocated to projects in the five-year plan in accord with the procedures set forth above.

CIP projects may be phased such that the completion of a phase of the project results in a complete and usable product even if the project in its entirety is not complete.

11. [Intentionally Omitted]: The Maritime Terminal Impact Fund previously discussed in this section has been revised and relocated to a standalone Policy No, 773]

### **12. Reporting to the Board:**

The CIP budget once approved by the BPC shall constitute direction from the



BPC regarding Port District administration of the program. The Executive Director will update the BPC periodically on the execution of the approved CIP program, and may propose on an individual basis, consistent with the objectives and analysis identified above, additional projects for BPC consideration and approval. If new or additional information is discovered during the implementation of an approved CIP project that makes the implementation of the project infeasible or impractical, then this information will be reported promptly to the Board.

### 13. CIP Contingency:

As a recommended guideline, when the Board approves new funding for the CIP, the Board may approve an additional funding amount for a program contingency. The program contingency will be used for unforeseen conditions during the execution of CIP projects. The budgeting guidelines for the program contingency amount will be based on a percentage of the total program budget per the following table:

Guidelines for Program Contingency Amount - Table 1

<b>Total CIP Program Budget</b>	<b>Program Contingency Amount</b>
Less than \$25 million	12%
Greater than \$25 million, and Less than \$50 million	10%
Greater than \$50 million	8%

At the completion of a CIP project, any funds remaining in the approved CIP budget will be reallocated to the CIP Reserve account. Reserve funds are available for allocation to existing or new CIP projects at the discretion of the Board. Reallocation of funds from CIP Reserve to any individual projects will require Board approval in accordance with this policy as well as other applicable policies including Board Policy No. 090, Transfer Between or Within Appropriated Items in Budget.

14. Notwithstanding any other provision of this policy, the annual funding for the CIP may be changed or otherwise suspended from time to time if the BPC makes a finding that, because of a fiscal emergency there is an established need for all or part of these funds to be expended for the repair, operation, maintenance or development of Port District infrastructure critical and paramount to the operation of the Port District.

For purposes of this provision, "fiscal emergency" means an extraordinary occurrence or combination of circumstances that was unforeseen and unexpected and which requires immediate and sudden action of a drastic but temporary nature.

Attachment (1): Flow chart – typical five year CIP process (EXAMPLE)

Attachment (2): Flow chart – typical annual CIP process (EXAMPLE)

Attachment (3): Project filters for annual reviews (EXAMPLE)

RESOLUTION NUMBER AND DATE: 2015-138, dated October 21, 2015 (Supersedes BPC Policy No.120, Resolution 2015-28, dated April 14, 2015; Resolution 2015-25, dated March 10, 2015; Resolution 2014-45, dated March 4, 2014; Resolution 2011-45, dated April 12, 2011; Resolution 2008-116, dated July 1, 2008; and Resolution 82-13, dated January 5, 1982)

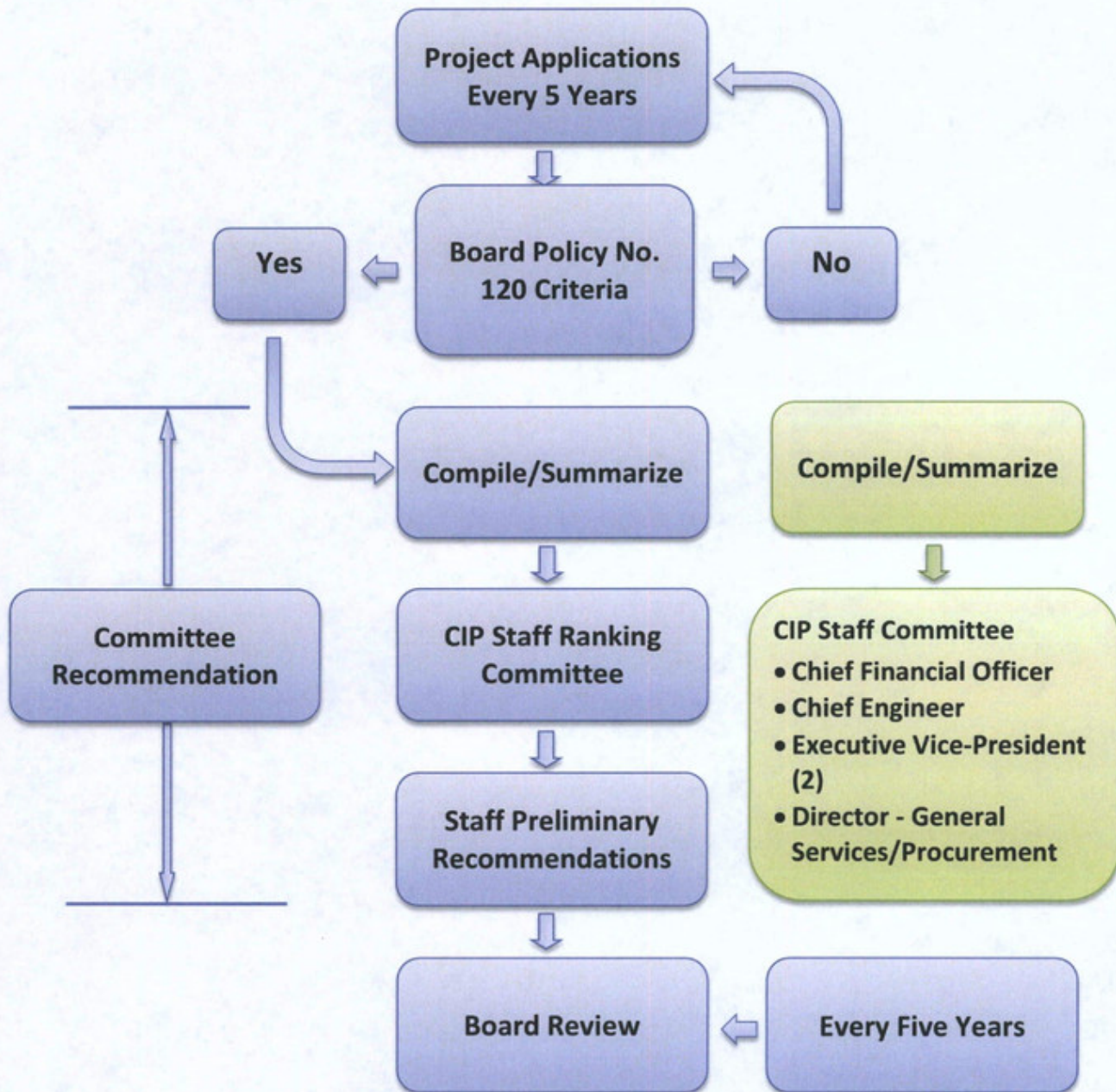
BPC Policy No. 120

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# Capital Improvement Program (CIP) 5 Year-Process Used in 2012-Per Board Policy 120 (Example)



D2# 857953

64143

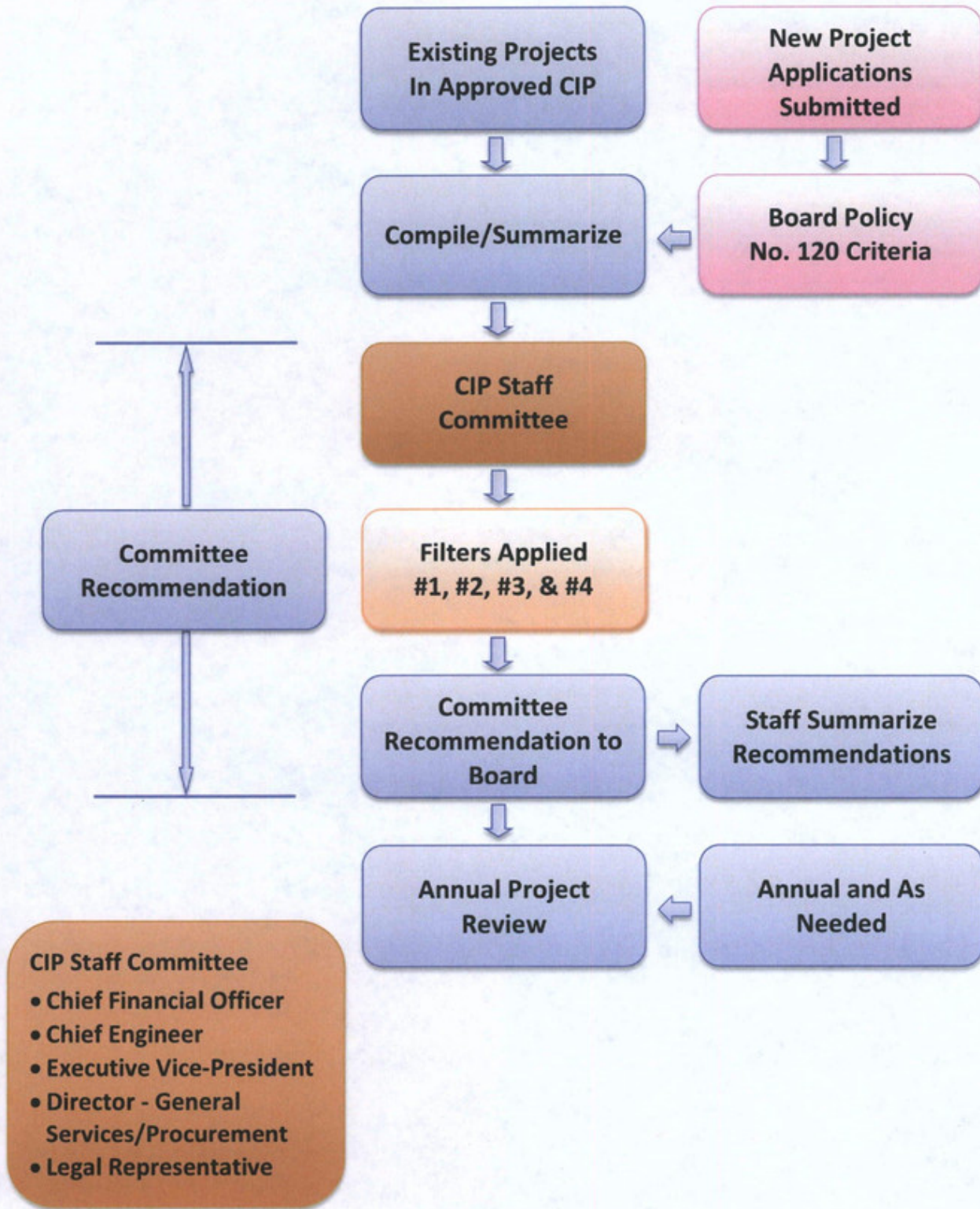
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**Attachment (2)**  
**Capital Improvement Program (CIP)**  
**Annual Review (Example)**

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D2# 874411

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## Capital Improvement Program Filters for Project Reviews

Project Filters 1- Go Forward	
Under Construction	Board has awarded construction contract and project is in construction phase.
Legal/Contractual Obligations	There is a legal or contractual obligation related to the project.
Regulatory Mandate Or Permit Requirement	Project is required to comply with a Federal, state or local regulation or required under a permit issued by a jurisdictional agency.
Public Safety Or Homeland Security	Project will enhance protection of public safety and/or Homeland Security.
Operational Necessity	Project is necessary to improve Port operations and implement District's strategic goals and objectives.

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## Capital Improvement Program Filters for Project Reviews

Project Filters 2-Continue Stay Funded	
Implements Approved Plan Or Board Direction	Project will implement a Board approved plan or direction.
Revenue Generating	Project is estimated to generate a Return on Investment (ROI).
Short Payback Period	Project is projected to have a payback period of three years or less.
Public & Or Stakeholder Expectation	There is a stakeholder expectation surrounding the completion of the project that has been confirmed through Board action or direction.
Grant or Outside Funding Potential	Project will position the District for potential grants or outside funding agreements and priority is confirmed through Board action or direction.
Project That Has Obtained Entitlements	Project has obtained entitlements necessary to implement project through design and construction.

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## Capital Improvement Program Filters for Project Reviews

<b>Project Filters 3- Postpone/Delay/Remove</b>	
<b>New Information/Infeasible</b>	Projects determined infeasible to implement based upon new information or developments.
<b>Changes In Applicable Laws, Regulations Or Contractual Requirements</b>	Projects for which new laws, regulations or contractual requirements render them infeasible as scoped.
<b>New Funding Source</b>	Projects where a new funding source has been identified and District funding is anticipated to be reduced or modified substantially.
<b>Blocked Or Stalled</b>	Projects which have been blocked or stalled and implementation as planned is no longer feasible.
<b>Removal Requested By Proponent</b>	Projects which original proponents no longer desire to implement.

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## Capital Improvement Program Filters for Project Reviews

Project Filters 4- Back on the List	
Changes Which Warrant Reconsideration	Changes in project circumstances which warrant a reevaluation or reconsideration for funding approval.
Change In Litigation Status	Resolution of pending or ongoing litigation will permit project to proceed.
Reasons Put "On-Hold" Resolved	Factors which led to project being placed in an "on hold" status were resolved.
Project Proponent Request Reconsideration	Request was received to reconsider project previously removed from CIP list.

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(2)

## BPC Policy No. 130

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### **SUBJECT: MAJOR MAINTENANCE PROGRAM**

**PURPOSE:** To establish a policy for the orderly maintenance of the capital assets of the San Diego Unified Port District (District) through a Major Maintenance Program Policy.

**PREAMBLE:** The District has a responsibility to provide for the orderly maintenance of the lands and capital assets under its jurisdiction for the execution of its responsibilities under the State of California Tidelands Trust obligations. Each area of tidelands within the District's jurisdiction offers different kinds of assets, function and value; accordingly, there exist different cost levels of and justifications for maintenance for real estate, maritime, recreation and conservation assets.

The District, therefore, establishes this Major Maintenance Policy for the purpose of improving its Major Maintenance process and results, to streamline project selection and funding process, and to address the repair, operation, maintenance or development of District infrastructure and facilities.

Major Maintenance is distinguished from routine operational maintenance in that Major Maintenance replaces or restores an asset to an improved condition, typically through a public works contract and may require an engineering design or technical evaluation prior to commencement of work.

#### **Major Maintenance Program Approval Process:**

Projects recommended for Major Maintenance funding are primarily derived from the District's Asset Management Program which utilizes a systematic process to assess and optimally manage physical assets. District staff will review the project list on an annual basis each January and February, to determine staff capacity and available funding.

Staff recommendations will be formulated, and then submitted with a final selection and funding recommendation for consideration during the Preliminary Budget Workshop.

#### **Major Maintenance Actions that require Board Approval:**

The Major Maintenance project list and budget, once approved by the Board, shall constitute Board direction regarding staff administration of the program. Throughout the year, the following actions require Board approval:

- Recommendations for deferral or cancellations of approved projects;
- Recommendations for any new Major Maintenance projects which exceed \$175,000 in total cost and were not included in the Board approved project list, require approval in compliance with BPC Policy No. 080, Unplanned

Work Consideration and BPC Policy No. 090, Transfer Between or Within Appropriate Items in Budget. New projects with a total cost equal to or less than \$175,000 require approval of the Executive Director with notification to the Board; the aggregate of such projects may not total more than \$500,000 per fiscal year;

- Recommendations for transfer of funds from one project to another where the amount of the funds transferred exceeds the threshold as defined in BPC Policy No. 090, Transfer Between or Within Appropriated Items in Budget.

#### **Major Maintenance Reporting to the Board:**

The Major Maintenance program, once approved by the Board, shall constitute Board direction regarding staff administration of the program. The Executive Director or Designee will update the Board quarterly on the execution of the approved Major Maintenance Program, on a project-by-project basis, through the issuance of a report that will include the following elements:

- Project description, schedule, and budget;
- Status and issues for each project;
- Information concerning actions taken by staff, that did not require Board approval, in the prior quarter;
- Information concerning actions taken in the prior quarter, approved by the Board for deferrals, delays, cancellations, addition of new projects, transfers of funds.

Quarterly reports will be submitted to the Board after the end of each quarter.

RESOLUTION NUMBER AND DATE: 2019-033, dated April 9, 2019 (Supersedes BPC Policy No. 130, Resolution 2016-37, dated March 8, 2016; Resolution 2015-17, dated March 3, 2015; and Resolution 2013-104, dated June 11, 2013)



(5)

## BPC Policy No. 452

**SUBJECT:** PERMIT FEES FOR THE USE OF THE DISTRICT'S PUBLIC PARKS  
FOR SPECIAL EVENTS

**PURPOSE:** To establish a policy governing the use of the District's public parks for special events including commercial/corporate events, nonprofit sponsored events, and private citizen events.

**POLICY STATEMENT:**

1. Requests for the use of the District's public parks will be addressed to the District's Director of Marketing & Communications.
2. The District will process requests for the use of the District's public parks on a first-come, first-served basis. Requests may be made up to eighteen months in advance of the scheduled event. All requests will be considered tentative until such time as the requester has paid the required fees and has received a fully executed permit from the Port's Executive Director or designee.
3. The District will entertain requests for the use of its public parks from commercial/ corporate organizations, nonprofit organizations, and private citizens.
4. Requests for the use of public parks shall be submitted at least 30 days in advance of the need for a permit.
5. Published fees shall apply for obtaining permits for the use of the District's public parks.
6. The District will assess permit fees on a calendar day basis, to include set-up and takedown activities. Parks are available for use from 6:00 a.m. through 10:30 p.m., 7 days per week.
7. The District will assess each request and determine whether the request is for commercial/ corporate, nonprofit, or private use.
8. Private citizen functions include weddings, family reunions and picnics organized by private citizens.

Page 1 of 5

9. Commercial/corporate and private/non-profit events will be assessed a permit fee as set forth in the attached fee schedule.
10. The Executive Director shall consider a reduction in or waiver of permit fees as set forth in the attached fee schedule for a permit applicant when a situation arises in which the applicant's event was or will be adversely impacted by circumstances that are reasonably under the District's control, such as the relocation or change of date of an applicant's event to accommodate a District requirement that arose after the applicant's permit reservation was confirmed. Insurance requirements and other fees including deposits, however, shall not be waived. The Executive Director's authority to reduce or waive the fee for a permit applicant shall be limited to \$2,500.
11. Any commercial or nonprofit organization seeking to use the public parks shall provide public liability coverage in a form and amount acceptable to the District throughout the duration of occupancy. The policy must specifically identify the San Diego Unified Port District as an additional insured.
12. A per day fee per parking space as set forth in the attached fee schedule will be charged if parking spaces are to be closed off from public use.
13. The District intends to maintain a safe, secure, and pleasant environment during special events. For this reason, District staffing fees for law and/or traffic enforcement may be required for events wherein attendance exceeds 100. For event attendance exceeding 100, the District will request input from the event organizer during the application process regarding the need for Community Service Officers (CSOs) and/or Harbor Police Officers (HPOs). Taking into consideration the nature of the event and the event organizer's input, including the event organizer's ability to provide its own staffing for security and traffic direction, the District will decide whether CSO and/or HPO staffing is necessary. The hourly staffing fee structure is set forth in the attached fee schedule.
14. The District may require a damage/security deposit as set forth in the attached fee schedule for any type of event.

15. Applications for a permit shall be accompanied by a completed questionnaire, and the damage/security deposit. The deposit shall be refunded in full if the permit is not issued or if the park is left in a clean and damage-free condition after use. The deposit shall be used to pay any actual expense of any damages or cleaning required as a result of the use of the park. A cancellation fee as set forth in the attached fee schedule will be deducted from the damage/security deposit if a permittee provides less than sixty days written notice to the District for cancellation of a scheduled event.
16. The permittee shall obtain all appropriate regulatory approvals such as from the Alcoholic Beverage Control Board, and obtain other permits, as may be required.
17. The permittee shall comply with all applicable laws.
18. Permit fees may be waived for events that are exclusively sponsored by the District or its member cities; however, all other fees and provisions shall apply.
19. The fee structure under this policy will be reviewed at a minimum every three years.

RESOLUTION NUMBER AND DATE: 2017-059, dated May 16, 2017 (Supersedes BPC Policy 452, 2009-69, dated April 7, 2009; 2007-50, dated March 13, 2007; *Resolution 98-145, dated June 9, 1998*)

BPC Policy No. 452

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## Attachment to BPC Policy No. 452

### PERMIT FEE SCHEDULE FOR PUBLIC PARK PERMITS FOR SPECIAL EVENTS

1. Private citizen functions include weddings, family reunions and picnics organized by private citizens. The District will assess a \$35 flat permit fee for private citizen events.
2. Commercial/corporate and private/non-profit events will be assessed a permit fee based on event attendance, as follows:

Event Type & Attendance	Charge	Type of Charge
All events, 1-100	\$35	Flat fee
Corporate events, 101-250	\$500	Flat fee
Setup & breakdown days	\$300	Flat fee
Private & non-profit event, 101-250	\$300	Flat fee
Setup & breakdown days	\$200	Flat fee
Corporate events, 251+	\$3.50	Per person
Setup & breakdown days	\$500	Flat fee
Private & non-profit event, 251+	\$2.10	Per person
Setup & breakdown days	\$300	Flat fee
Car shows	\$5	Per car
Runs & walks, passing through park (101+)	\$.75	Per person; total fee not to exceed \$1,000

3. All permittees who are District tenants and are holding an event with attendance of 251 or greater as part of their business operations shall submit an itemized report of the percentage rent to be paid to the District resulting from direct sales made to their event client(s) as a result of the event. The amount of percentage rent paid to the District will be compared to the total park permit fee due. If the permit fee is greater than the percentage rent paid, the permittee will pay the District the difference between the permit fee and the percentage rent to be paid. If the percentage rent to be paid is greater than the total park permit fee, the permittee will pay the District only the percentage rent due and will not pay any fee.

4. Depending on event type and attendance, a damage/security deposit of up to \$15,000 may be assessed. A cancellation fee of \$500 will be deducted from the damage/security deposit if a permittee provides less than sixty days written notice to the District of cancellation of a scheduled event.
5. A per day fee within the rate range of \$12.00 (minimum) up to \$25.00 (maximum) per parking space will be charged if parking spaces are to be closed off from public use at parks and locations regardless of whether the parking space is ordinarily metered or pay station parking or free. The rate will be set based on season and parking demand at the time of approval of the special event permit. Such range and factors was established based on the justifications supporting Port Code Section 8.10.
6. For event attendance exceeding 100, the District will request input from the event organizer during the application process regarding the need for Community Service Officers (CSOs) and/or Harbor Police Officers (HPOs). Taking into consideration the nature of the event and the event organizer's input, including the event organizer's ability to provide its own staffing for security and traffic direction, the District will decide whether CSO and/or HPO staffing is necessary. The hourly staffing fee structure is as follows:

For Harbor Police Officers: The amounts listed in the San Diego Harbor Police current standard labor rate for Harbor Police Officers, Senior Officers, Sergeants and Lieutenants.

For Community Service Officers: The overtime rates listed in the Port's current Salary ordinance for Community Service Officers and Community Service Officer Supervisors in the E-step, plus burden.



(2)

**RESOLUTION 2017-059****RESOLUTION AMENDING BOARD OF PORT COMMISSIONERS (BPC) POLICY NO. 452 - PERMIT FEES FOR THE USE OF THE DISTRICT'S PUBLIC PARKS FOR SPECIAL EVENTS – AMENDING THE FEES FOR PARKING IN CONJUNCTION WITH PERMITTED SPECIAL EVENTS AND CLARIFYING THE EXECUTIVE DIRECTOR'S AUTHORITY TO GRANT PERMIT FEE REDUCTIONS**

**WHEREAS**, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix I, (Port Act); and

**WHEREAS**, BPC Policy 452 was enacted by the Board of Port Commissioners (BPC) in 1998 and was last updated in 2009 with changes to fees for park use, including the fees for the use of parking spaces in conjunction with permitted special events; and

**WHEREAS**, under the policy, the fee for special event parking in District's parks was last increased in 2007 to its current fee which is limited to \$10 per day per parking space;

**WHEREAS**, this amount is equal to the lowest end of the current fee range for a day's use (10+ hours, based on park enforced hours) of a District metered parking space as established by Section 8.10 of the District Code, Parking Meter Rates and Pay Station Rates as authorized by Coastal Development Permit (CDP) CDP-2016-07 (Clerk's Document No. 66075); and

**WHEREAS**, to bring the special event parking rate above the low limit metered rate for a full day use while still encouraging the use of the District's parks for special events, staff recommends that the rate of \$10 per space for special event parking be amended to a rate within the range of \$12.00 (minimum) up to \$25.00 (maximum); and

**WHEREAS**, the rate will be set based on season and parking demand at the time of approval of the special event permit. Such range and factors was established based on the justifications supporting District Code Section 8.10; and

**WHEREAS**, BPC Policy 452 also contains language that allows the District's Executive Director to consider a reduction in permit fees for tax-exempt, nonprofit organizations; and

(2)

**RESOLUTION 2017-059****RESOLUTION AMENDING BOARD OF PORT COMMISSIONERS (BPC) POLICY NO. 452 - PERMIT FEES FOR THE USE OF THE DISTRICT'S PUBLIC PARKS FOR SPECIAL EVENTS – AMENDING THE FEES FOR PARKING IN CONJUNCTION WITH PERMITTED SPECIAL EVENTS AND CLARIFYING THE EXECUTIVE DIRECTOR'S AUTHORITY TO GRANT PERMIT FEE REDUCTIONS**

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**WHEREAS**, under the policy, the fee for special event parking in District's parks was last increased in 2007 to its current fee which is limited to \$10 per day per parking space;

**WHEREAS**, this amount is equal to the lowest end of the current fee range for a day's use (10+ hours, based on park enforced hours) of a District metered parking space as established by Section 8.10 of the District Code, Parking Meter Rates and Pay Station Rates as authorized by Coastal Development Permit (CDP) CDP-2016-07 (Clerk's Document No. 66075); and

**WHEREAS**, to bring the special event parking rate above the low limit metered rate for a full day use while still encouraging the use of the District's parks for special events, staff recommends that the rate of \$10 per space for special event parking be amended to a rate within the range of \$12.00 (minimum) up to \$25.00 (maximum); and

**WHEREAS**, the rate will be set based on season and parking demand at the time of approval of the special event permit. Such range and factors was established based on the justifications supporting District Code Section 8.10; and

**WHEREAS**, BPC Policy 452 also contains language that allows the District's Executive Director to consider a reduction in permit fees for tax-exempt, nonprofit organizations; and

**WHEREAS**, Staff recommends that this language be amended to allow the Executive Director to reduce or waive permit fees up to \$2,500 for any applicant, nonprofit or otherwise, whose event was or will be adversely impacted by circumstances that are considered to be reasonably under the District's control.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Port Commissioners of the San Diego Unified Port District hereby adopts amendments to Board of Port Commissioners Policy No. 452 - Permit Fees for the Use of The District's Public Parks for Special Events – Amending the fees for parking in conjunction with permitted special events and clarifying the Executive Director's authority to grant permit fee reductions, a copy of which is on file with the Office of the District Clerk.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL



By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 16<sup>th</sup> day of May, 2017, by the following vote:

AYES: Bonelli, Castellanos, Malcolm, Merrifield, Moore, and Nelson

NAYS: None.

EXCUSED: Valderrama

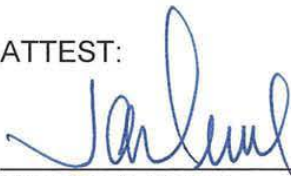
ABSENT: None.

ABSTAIN: None.



Robert Valderrama, Chair  
Board of Port Commissioners

ATTEST:



Timothy A. Deuel  
District Clerk

(Seal)



**RESOLUTION 2017-058**

**RESOLUTION FINDING THE AMENDMENT TO BOARD OF PORT COMMISSIONERS (BPC) POLICY NO. 452 - PERMIT FEES FOR THE USE OF THE DISTRICT'S PUBLIC PARKS FOR SPECIAL EVENTS – AMENDING THE FEES FOR PARKING IN CONJUNCTION WITH PERMITTED SPECIAL EVENTS AND CLARIFYING THE EXECUTIVE DIRECTOR'S AUTHORITY TO GRANT PERMIT FEE REDUCTIONS, AND THE NON-APPEALABLE COASTAL DEVELOPMENT PERMIT FOR THE SAME, EXEMPT FROM CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AS SPECIFIED IN SECTIONS 15273 AND 15301 OF THE CEQA GUIDELINES**

**WHEREAS**, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix I, (Port Act); and

**WHEREAS**, BPC Policy 452 was enacted by the Board of Port Commissioners (BPC) in 1998 and was last updated in 2009 with changes to fees for park use, including the fees for the use of parking spaces in conjunction with permitted special events; and

**WHEREAS**, under the policy, the fee for special event parking in District's parks was last increased in 2007 to its current fee which is limited to \$10 per day per parking space; and

**WHEREAS**, this amount is equal to the lowest end of the current fee range for a day's use (10+ hours, based on park enforced hours) of a District metered parking space as established by Section 8.10 of the District Code, Parking Meter Rates and Pay Station Rates as authorized by Coastal Development Permit (CDP) CDP-2016-07 (Clerk's Document No. 66075); and

**WHEREAS**, to bring the special event parking rate above the low limit metered rate for a full day use while still encouraging the use of the District's parks for special events, staff recommends that the rate of \$10 per space for special event parking be amended to a rate within the range of \$12.00 (minimum) up to \$25.00 (maximum); and

**WHEREAS**, the rate will be set based on season and parking demand at the time of approval of the special event permit. Such range and factors was established based on the justifications supporting District Code Section 8.10; and

**WHEREAS**, BPC Policy 452 also contains language that allows the District's Executive Director to consider a reduction in permit fees for tax-exempt, nonprofit organizations; and

**WHEREAS**, Staff recommends that this language be amended to allow the Executive Director to reduce or waive permit fees up to \$2,500 for any applicant, nonprofit or otherwise, whose event was or will be adversely impacted by circumstances that are considered to be reasonably under the District's control; and

**WHEREAS**, the proposed project is consistent with the certified Port Master Plan, and as conditioned, staff recommends that a Non-Appealable CDP be issued for the modification to fees for the temporary use of public parking spaces located in District public parks by special event permittees in conjunction with temporary special events and to allow the Executive Director to reduce or waive permit fees for any applicant, nonprofit or otherwise, whose event was or will be adversely impacted by circumstances under the District's control; and

**WHEREAS**, to enact these amendments, the Board must find that the proposed amendments to BPC 452 and CDP are exempt from the California Environmental Quality Act (CEQA); and

**WHEREAS**, the proposed Board actions, if approved, will only involve an operational change and will involve no expansion of use beyond that previously existing; and

**WHEREAS**, the modifications to fees for the temporary use of public parking spaces located in District public parks by special event permittees in conjunction with temporary special events are based on other beach cities and are to meet operational expenses of the District;

**WHEREAS**, the modifications to fees for the temporary use of public parking spaces located in District public parks by special event permittees in conjunction with temporary special events may increase parking revenue by approximately \$6,700 to \$25,500 per year and are to meet financial reserve needs and requirements of the District; and

**WHEREAS**, the modifications to fees for the temporary use of public parking spaces located in District public parks by special event permittees in conjunction with temporary special events would be based on demand and market conditions and are not to obtain funds for capital projects for expansion of systems.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Port Commissioners of the San Diego Unified Port District as follows:

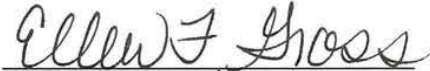
- A. that amendment of Board of Port Commissioners Policy No. 452 - Permit Fees for the Use of the District's Public Parks for Special Events – amending



the fees for parking in conjunction with permitted special events and clarifying the Executive Director's authority to grant permit fee reductions, and the Non-Appealable Coastal Development Permit for the same, is exempt from the California Environmental Quality Act (CEQA) as specified in Sections 15273 and 15301 of the CEQA Guidelines;

- B. that the modifications to fees for the temporary use of public parking spaces located in District public parks by special event permittees in conjunction with temporary special events are based on other beach cities and are to meet operational expenses of the District;
- C. that the modifications to fees for the temporary use of public parking spaces located in District public parks by special event permittees in conjunction with temporary special events may increase parking revenue by approximately \$6,700 to \$25,500 per year and are to meet financial reserve needs and requirements of the District; and
- D. that the modifications to fees for the temporary use of public parking spaces located in District public parks by special event permittees in conjunction with temporary special events would be based on demand and market conditions and are not to obtain funds for capital.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL



By: Assistant/Deputy

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 16<sup>th</sup> day of May, 2017, by the following vote:

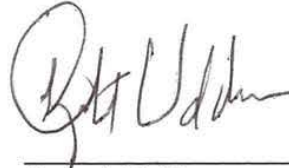
AYES: Bonelli, Castellanos, Malcolm, Merrifield, Moore, and Nelson

NAYS: None.

EXCUSED: Valderrama

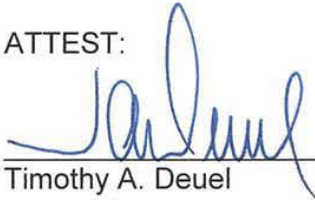
ABSENT: None.

ABSTAIN: None.



Robert Valderrama, Chair  
Board of Port Commissioners

ATTEST:



Timothy A. Deuel  
District Clerk

(Seal)



## BPC Policy No. 608

**SUBJECT:** TENANT PERCENT FOR ART PROGRAM

**PURPOSE:**

To establish a policy for the inclusion of artworks in San Diego Unified Port District (District) tenant improvements and for the administration of the Tenant Percent for Art Program.

The Board of Port Commissioners (Board) is committed to expanding opportunities for residents and visitors to the region to experience a vibrant waterfront destination with innovative artworks that enhance the visual excitement and cultural richness of Port tidelands. Such artworks have the ability to encourage artistic exploration of the tidelands and give art a key role in making the District's mission and operations more understandable to the public at large.

The Parks & Recreation department was created and charged with the mission of supporting the District, its tenants, and member communities by providing leadership, management of the District's arts and culture programs, and stewardship of the Tidelands Collection as a regional cultural asset. Additionally, the Arts, Culture & Design Committee was established to serve in an advisory capacity to the Board and the Parks & Recreation department, promoting the District's vision of Port tidelands as a world-class arts and cultural destination.

**POLICY STATEMENT:**

**1. Tenant Percent for Art Applicability and Calculations**

- a. **Calculations.** Tenants undertaking improvements to their leaseholds, unless otherwise exempted below, shall be required to provide a tenant percent for art allocation no less than one percent of the tenant improvement's total project cost. Project cost is defined as the combined total of all hard and soft costs for tenant projects, exclusive of furnishings, fixtures, and equipment. The tenant shall allocate at least eighty percent of the tenant percent for art allocation to the art budget. In addition, the tenant may utilize up to twenty percent of the tenant percent for art allocation for artwork-related expenses approved by the Director of Parks & Recreation.



b. **Categories.** For the purpose of the tenant percent for art allocation, tenant improvements shall be divided into the following two categories:

- (1) Tenant improvements with a project cost of \$5,000,000 and up to \$17,500,000 (equaling a tenant percent for art allocation of \$50,000 - \$175,000 for artwork).
- (2) Tenant improvements with a project cost of more than \$17,500,000 (equaling a tenant percent for art allocation of more than \$175,000 for artwork).

c. **Exemptions.**

- (1) Tenant improvements with a project cost of less than \$5,000,000 shall be exempt from the tenant percent for art requirement set forth herein; or
- (2) The following types of projects, unless occurring in conjunction with tenant leasehold development and/or redevelopment, shall be exempt from the tenant percent for art allocation requirements of this section:
  - (a) Mechanical, plumbing, and electrical system upgrades
  - (b) Seismic upgrades
  - (c) Modifications for disabled access
  - (d) Landscape renovation and replanting projects
  - (e) Dredging and sand replenishment
  - (f) Sewer and waterline repair or replacement
  - (g) Drainage and irrigations system repair or replacement
  - (h) Erosion-control projects
  - (i) Repaving and new paving projects
  - (j) Sign changes or new signs
  - (k) Utilities
  - (l) Lighting
  - (m) Maintenance and repair of existing facilities
  - (n) Demolition projects

## 2. **Tenant Percent for Art Options**

The tenant percent for art allocation shall be used by the tenant to comply with the requirements set forth herein through one, or more, of the following means:

- a. **Commission.** Commission one or more permanent or temporary artworks to be sited in a publically accessible area on the leasehold in accordance with the provisions in section 1.
- b. **Purchase.** Purchase and install one or more permanent or temporary artworks in a publically accessible area on the leasehold in accordance with the provisions in section 1.
- c. **In-Lieu Contribution.** Deposit into the District's Public Art Fund an in-lieu contribution in an amount equivalent to the tenant percent for art allocation as specified in section 1. In the event that a tenant has chosen to satisfy the percent for art requirement by commissioning and/or purchasing artworks for their leasehold, but the artwork-related budgets for such artworks are less than the required allocation, the tenant shall pay into the Public Art Fund an amount equal to the difference between their commissioned and/or purchased artwork-related budgets and the required percent for art allocation.
- d. **Designated In-Lieu Contribution.** Tenants who choose to make in-lieu contributions to the District's Public Art Fund in accordance with section 2.c. and tenants making partial in-lieu contributions as required by sections 2.a. and 2.b. may designate their in-lieu contributions specifically for use in the District's San Diego – Coronado Bay Bridge Lighting Project. This tenant percent for art option shall remain in effect until such time as the District determines that additional funds for this project are no longer needed. In the event that this project is not realized for any reason, these funds shall remain the Public Art Fund to be used for future public art projects at the District's discretion.
- e. **Other Contributions.** Anyone who makes a contribution to the District's Public Art Fund who is not obligated to do so at the time the contribution is made may credit such contribution against any obligation such person may have under this BPC Policy No. 608 that may arise within five (5) years subsequent to the contribution. Such contribution shall be unconditional, without recourse, and shall under no circumstances be considered in connection with any future project approval, nor shall such contribution have any effect whatsoever on the District's sole and absolute discretion to approve or disapprove such project.

### 3. Tenant Percent for Art Review Process

The tenant percent for art review process is administered by the Parks & Recreation department and is divided into two categories. Tenants should follow the corresponding review process, as follows:

Tenant improvements with a project cost of \$5,000,000 up to \$17,500,000 (equaling a tenant percent for art allocation of \$50,000 - \$175,000 for artwork) shall follow the review process outlined in section 3.a.(1) - (15); or tenant improvements with a project cost of more than \$17,500,000 (equaling a tenant percent for art allocation of more than \$175,000 for artwork) shall follow the review process outlined in section 3.b.(1) - (17).

- a. **Review Process for Category \$5,000,000 - \$17,500,000.** For tenant improvements with a project cost of \$5,000,000 up to \$17,500,000 (equaling a tenant percent for art allocation of \$50,000 - \$175,000 for artwork) the tenant shall complete the following steps:
  - (1) **Tenant Percent for Art Application.** Complete and submit a Tenant Percent for Art Application to the department.
  - (2) **Preliminary Meeting.** Meet with the department to discuss the tenant percent for art requirement as set forth herein.
  - (3) **Tenant Art Worksheet.** Declare in a Tenant Art Worksheet the means by which the tenant will comply with the requirements as set forth herein.
  - (4) **Approval of Tenant Art Worksheet.** Submit the completed Tenant Art Worksheet to the department. The department Director shall review the Tenant Art Worksheet ensuring that it meets the evaluation criteria outlined in section 4.a.
  - (5) **Payment.** If applicable, pay an in-lieu contribution or any remaining obligation into the District's Public Art Fund in accordance with the provisions of section 2.
  - (6) **Artist's Name and Qualifications.** The Tenant shall declare and submit the name and qualifications of the selected artist(s) to the department.
  - (7) **Approval of Artist.** The department Director shall review the name and qualifications of the selected artist(s) utilizing the evaluation criteria outlined in section 4.c.



- (8) **Draft Artist Agreement.** The tenant shall submit to the department the draft artist agreement, which shall be reviewed by the department Director to ensure that the District's interests and role are accurately represented.
- (9) **Copy of Artist Agreement.** The tenant shall enter into an agreement with the approved artist(s) and provide the department with a fully executed copy thereof.
- (10) **Artwork Concept Proposal or Proposed Purchase of Artwork.** The tenant shall submit to the department the concept proposal or information about the proposed purchase of artwork. The concept proposal, at a minimum, should include the following documentation: a written description of the proposed artwork; a color graphic representation of the artwork in the form of scale drawings, renderings, models, and/or photographs; a site plan; and an initial art budget.
- (11) **Approval of the Artwork Concept Proposal or Proposed Purchase of Artwork.** The department Director shall review the concept proposal or information about the proposed artwork to be purchased utilizing the evaluation criteria outlined in section 4.d.
- (12) **Artwork Final Design or Final Information about Artwork.** The tenant shall submit to the department the final design or final information about the artwork to be purchased. The final design should include any updated or more fully developed information about the artwork since the original concept proposal and should include current versions of the following documentation: a written description of the proposed artwork; a color graphic representation of the artwork in the form of scale drawings, renderings, models, and/or photographs; a site plan; and the final art budget.
- (13) **Review of Artwork Final Design or Final Information about Artwork.** The department Director shall review the final design or final information to ensure that the District's tenant percent for art requirement set forth herein is satisfied and that it is consistent with the approved concept proposal or approved artwork to be purchased.

- (14) **Access to Installation Site.** The tenant shall provide to the department access to the site(s) where the artwork is to be installed to ensure that installation of the artwork satisfies the District's tenant percent for art requirement set forth herein and is in compliance with the approved final design or final information.
- (15) **Documentation.** The tenant shall install signage identifying the artist, artwork, and date, and shall provide the District with photographic documentation of the installed artwork.
- b. **Review Process for Category above \$17,500,000.** For tenant improvements with a project cost over \$17,500,000 (equaling a tenant percent for art allocation of more than \$175,000 for artwork) the tenant shall complete the following steps:
  - (1) **Tenant Percent for Art Application.** Complete and submit a Tenant Percent for Art Application to the department.
  - (2) **Preliminary Meeting.** Meet with the department to discuss the tenant percent for art requirement as set forth herein.
  - (3) **Tenant Art Worksheet.** Declare in a Tenant Art Worksheet the means by which the tenant will comply with the requirements as set forth herein.
  - (4) **Approval of Tenant Art Worksheet.** Submit the completed Tenant Art Worksheet to the department. The department Director shall review the Tenant Art Worksheet ensuring that it meets the evaluation criteria outlined in section 4.a.
  - (5) **Payment.** If applicable, pay an in-lieu contribution or any remaining obligation into the District's Public Art Fund in accordance with the provisions of section 2.
  - (6) **Tenant Art Plan.** Declare in a Tenant Art Plan the means by which the tenant will comply with the requirements as set forth herein.
  - (7) **Approval of Tenant Art Plan.** Submit the completed Tenant Art Plan to the department. The department Director shall review the Tenant Art Plan ensuring that it meets the evaluation criteria outlined in section 4.b. The department Director shall then submit the Tenant Art Plan to the Arts, Culture & Design Committee for review and

recommendation to the department Director utilizing the evaluation criteria outlined in section 4.b.

- (8) **Artist's Name and Qualifications.** The tenant shall declare and submit the name and qualifications of the selected artist(s) to the department.
- (9) **Approval of Artist.** The department Director shall review the name and qualifications of the selected artist(s) utilizing the evaluation criteria outlined in section 4.c.
- (10) **Draft Artist Agreement.** The tenant shall submit to the department the draft artist agreement, which shall be reviewed by the department Director to ensure that the District's interests and role are accurately represented.
- (11) **Copy of Artist Agreement.** The tenant shall enter into an agreement with the approved artist(s) and provide the department with a fully executed copy thereof.
- (12) **Artwork Concept Proposal or Proposed Purchase of Artwork.** The tenant shall submit to the department the concept proposal or information about the proposed purchase of artwork. The concept proposal, at a minimum, should include the following documentation: a written description of the proposed artwork; a color graphic representation of the artwork in the form of scale drawings, renderings, models and/or photographs; a site plan; and an initial art budget.
- (13) **Approval of the Artwork Concept Proposal or Proposed Purchase of Artwork.** The department Director and the Arts, Culture & Design Committee shall review the concept proposal or information about the proposed artwork to be purchased utilizing the evaluation criteria outlined in section 4.d. The department Director shall prepare a report for the Board with the Arts, Culture & Design Committee's recommendation regarding approval of the project. The Board's role shall be to ensure that procedures were followed utilizing the criteria outlined in section 4.f.
- (14) **Artwork Final Design or Final Information about Artwork.** The tenant shall submit to the department the final design or final information about the artwork that is to be purchased. The final



design should include any updated or more fully developed information about the artwork since the original concept proposal and should include current versions of the following documentation: a written description of the proposed artwork; a color graphic representation of the artwork in the form of scale drawings, renderings, models and/or photographs; a site plan; and the final art budget.

- (15) **Review of Artwork Final Design or Final Information about Artwork.** The department Director shall review the final design or final information to ensure that the District's tenant percent for art requirement set forth herein is satisfied and that it is in compliance with the approved concept proposal or approved artwork that is to be purchased.
- (16) **Access to Installation Site.** The tenant shall provide to the department access to the site(s) where the artwork is to be installed to ensure that installation of the artwork satisfies the District's tenant percent for art requirement set forth herein and is in compliance with the approved final design or final information.
- (17) **Documentation.** The tenant shall install signage identifying the artist, artwork, and date, and shall provide the District with photographic documentation of the installed artwork.

#### 4. **Evaluation Criteria**

##### a. **Criteria for Evaluating Tenant Art Worksheets**

- (1) Reflects a commitment to fulfilling the tenant percent for art requirement set forth herein.
- (2) Is consistent with any applicable redevelopment plans or other District-approved plans for the area.
- (3) Includes all information as required for the Tenant Art Worksheet.

##### b. **Criteria for Evaluating Tenant Art Plans**

- (1) Reflects a commitment to fulfilling the tenant percent for art requirement set forth herein.

- (2) Is consistent with any applicable redevelopment plans or other District-approved plans for the area.
- (3) Establishes clear goals and processes against which the project can later be evaluated.
- (4) Includes all information as required for the Tenant Art Plan.

**c. Criteria for Evaluating Artist Qualifications**

- (1) Meets the definition of artist. For the purpose of this policy, an artist is an individual generally recognized by critics and peers as a professional practitioner of the visual, performing, or language arts, based on his or her body of work, educational background, experience, exhibition history, publication, and/or creation of artworks.
- (2) Demonstrates artistic excellence, innovation, and originality as represented in past work and supporting materials.
- (3) Demonstrates capacity for working in media and with concepts that are appropriate to the project goals and site.
- (4) Demonstrates interest and capability in creating artworks in collaboration with the tenant (if applicable), the design team (if applicable), and other project partners.
- (5) Demonstrates experience in successfully completing artworks of similar scope, scale, budget, and complexity, or the ability to articulate how he or she would be able to bring the necessary artistic and technical skills to the project.
- (6) Demonstrates interest in, and understanding of, the project.
- (7) Is available to perform the scope of the work in a timely and professional manner.

**d. Criteria for Evaluating Artwork Concept Proposals & Artwork Purchases**

- (1) Meets the definition of artist. For the purpose of this policy, an artist is an individual generally recognized by critics and peers as a



professional practitioner of the visual, performing, or language arts, based on his or her body of work, educational background, experience, exhibition history, publication, and/or creation of artworks.

- (2) Meets the definition of artwork. For the purpose of this policy, an artwork is an aesthetic creation resulting from the skill and creativity of artist(s). An artwork may be made of any materials or combination of materials and may be permanent, temporary, fixed, or portable. An artwork can be an integral part of a building or structure and can be integrated with the work of other design professionals. Artworks can include visual representations of performing and literary arts, or can incorporate performative, narrative, or time-based elements.
- (3) Demonstrates excellence in aesthetic quality, workmanship, innovation, and creativity.
- (4) Demonstrates appropriateness in scale and form and will be fabricated with materials/media suitable for the site.
- (5) Demonstrates feasibility in terms of cost, timeline, safety, durability, operation, maintenance, conservation, security, and siting.
- (6) Demonstrates feasibility with respect to legal and/or ethical issues that may be related to possession or display of the artwork.
- (7) For projects with a tenant percent for art allocation of more than \$175,000, meets the project's goals as outlined in the Tenant Art Plan.

**e. Criteria for Board Evaluation**

- (1) The District policy, as set forth herein and as administered by the Parks & Recreation department and advised by the Arts, Culture & Design Committee, if applicable, has been followed properly.
- (2) All relevant District departments have appropriately undertaken all necessary reviews.

**GLOSSARY:**

For purposes of this policy, the following definitions shall apply:

Art Budget: The allocated budget for the design, fabrication, and installation of an artwork that is newly commissioned, or the budget for the purchase, shipping, and installation of an existing artwork that is being purchased.

Artist: An individual generally recognized by critics and peers as a professional practitioner of the visual, performing, or language arts, based on his or her body of work, educational background, experience, exhibition history, publication, and/or creation of artworks.

Arts, Culture & Design Committee: An advisory body to the Board of Port Commissioners and the Parks & Recreation department on matters related to arts and culture within the District's jurisdiction. The committee assists in upholding the District's vision of tidelands as a world-class arts and cultural destination and supports the development of arts and cultural programs within the District's jurisdiction.

Artwork: An aesthetic creation resulting from the skill and creativity of an artist or artists. An artwork may be made of any materials or combination of materials and may be permanent, temporary, fixed, or portable. An artwork can be an integral part of a building or structure and can be integrated with the work of other design professionals. For the purposes of the Parks & Recreation department, artworks can include visual representations of performing and literary arts, or can incorporate performative, narrative, or time-based elements.

Publicly Accessible: The availability for viewing and experience by the general public without a fee during normal hours of business operation consistent with the operation and use of the leasehold.

Project Cost: The combined total of all hard costs and soft costs for tenant projects, exclusive of furnishings, fixtures, and equipment.

Public Art Fund: A designated District fund established in 1982 for the purpose of accumulating funds from various sources for commissioning and acquisition of permanent or temporary public artworks for exhibition within the District's jurisdiction. Originally funded through an annual budget set-aside, the Public Art Fund serves as a depository for funds received from other sources, such as: tenant percent for art in-lieu contributions; aggregated District percent for art contributions from Capital Improvement Program projects; art sales and loans; sales of licensed artwork reproductions; public art-related grants and/or grant-matching funds; and monetary bequests and donations received from the public or other agencies for public artworks.

Tenant: The persons or entities holding leasehold interest(s) within the District's jurisdiction.

Tenant Art Plan: A detailed plan that a tenant who is making leasehold improvements with a project cost of more than \$17,500,000 submits to provide additional detail about how the tenant intends to fulfill the tenant percent for art requirement that is generated by the leasehold improvements being made.

Tenant Art Worksheet: The summary sheet that all tenants wishing to make improvements to leaseholds with a project cost of \$5,000,000 or more submit to the Parks & Recreation department.

Tenant Percent for Art Allocation: The percentage of a tenant's approved development or redevelopment project budget that is to be set aside for artwork for the tenant's leasehold or for payment into the District's Public Art Fund as an in-lieu contribution.

Tenant Percent for Art Application: The initial application form that a tenant who is subject to the District's percent for art requirement submits to the Parks & Recreation department to begin the review process.

RESOLUTION NUMBER AND DATE: 2021-022, dated March 9, 2021 (Supersedes BPC Policy No. 608, Resolution 2018-015, dated January 9, 2018; Resolution 2016-130, dated September 8, 2016; Resolution 2016-77, dated May 10, 2016, Resolution 2015-29, dated April 14, 2015; Resolution 2011-160, dated November 8, 2011)





## BPC Policy No. 609

**SUBJECT: PUBLIC ART PROGRAMS****PURPOSE:**

To establish a policy for the inclusion of public artworks and objects within the San Diego Unified Port District's (District) jurisdiction and for the administration and operation of the District's public art programs and Arts, Culture & Design Committee.

The Board of Port Commissioners (Board) is committed to expanding opportunities for residents and visitors to the region to experience a vibrant waterfront destination with innovative artworks, cultural programming, and activation opportunities that enhance the visual excitement and cultural richness of Port tidelands.

The Parks & Recreation department was created and charged with the mission of supporting the District, its tenants, and its member cities by providing leadership, management of the District's arts and culture programs, and stewardship of the District's Tidelands Collection as a regional cultural asset. Additionally, the Arts, Culture & Design Committee was established to serve in an advisory capacity to the Board and the Parks & Recreation department, promoting the District's vision of Port tidelands as a world-class arts and cultural destination.

**POLICY STATEMENT:****1. Parks & Recreation Department**

The Parks & Recreation department administers the District's arts and cultural programming to enhance the visual excitement and cultural richness of Port tidelands.

**2. Duties and Functions – Parks & Recreation Department**

- a. Develop and administer arts and culture programming.
- b. Develop multi-year curatorial plans.
- c. Manage the Public Art Fund.
- d. Administer the District's Percent for Art Program.

- e. Administer the Tenant Percent for Art Program in accordance with BPC Policy No. 608.
- f. Manage the acquisition of all artwork within the District's jurisdiction.
- g. Serve as steward of the Tidelands Collection.
- h. Administer the donations and loans programs.
- i. Facilitate the activities of the Arts, Culture & Design Committee.

### 3. **Arts, Culture & Design Committee**

The Arts, Culture & Design Committee serves as the advisory body to the Board and the Parks & Recreation department on matters related to arts and culture within the District's jurisdiction. The committee assists in upholding the District's vision of the tidelands as a world-class arts and cultural destination and supports the development of arts and cultural programs within the District's jurisdiction.

The Arts, Culture & Design Committee shall assist the Parks & Recreation department with the following duties and functions:

- a. Developing, reviewing, and recommending curatorial plans.
- b. Reviewing District art-related policies.
- c. Reviewing and recommending artwork to be commissioned, purchased, or exhibited within the District's jurisdiction.
- d. Reviewing Tenant Percent for Art projects, in accordance with BPC Policy No. 608.
- e. Reviewing proposed donations and loans of artworks and objects.
- f. Reviewing the deaccession of artwork from the Tidelands Collection.

### 4. **Arts, Culture & Design Committee Membership**

The Arts, Culture & Design Committee shall consist of thirteen members who serve without compensation. The Chair of the Board shall approve all recommendations to the Arts, Culture & Design Committee, subject to the

following conditions: 1) Seven members shall be recommended by the department Director; 2) Five members, one from each of the five member cities, shall be recommended by their respective city mayors; and 3) One member shall be recommended by the San Diego Port Tenant's Association. The department Director shall submit a list of candidates to the Chair of the Board for appointment or reappointment to the Arts, Culture & Design Committee.

**5. Qualifications of Arts, Culture & Design Committee Members**

Members shall have substantive professional or volunteer experience in the visual arts, an interest in contributing to the development of the District's art activities, and the ability to volunteer time to serve on the Arts, Culture & Design Committee and on selection panels, as needed.

Individuals with substantive professional or volunteer experience, as intended herein, include those recognized by peers as curators, artists, art critics, art historians, art collections managers, art educators, art collectors, art fabricators, art preparators, and other persons with considerable visual arts experience, as well as architects and landscape architects, and others with substantive visual arts experience.

Membership of the Arts, Culture & Design Committee shall include individuals from diverse locales throughout the San Diego region.

Elected officials, agents, officers, and employees of the District and its member cities shall not be considered for appointment to the Arts, Culture & Design Committee, nor accept such a position while serving as a member of the Arts, Culture & Design Committee.

**6. Designation of Arts, Culture & Design Committee Chair**

The department Director shall recommend a member to serve as Committee Chair, subject to approval by the Chair of the Board. The Arts, Culture & Design Committee Chair shall serve a one-year term as chair and may be reappointed for additional one-year terms.

**7. Arts, Culture & Design Committee Members Terms**

Arts, Culture & Design Committee members may serve up to two, three-year terms. The expiration date of all terms shall be December 31. No member shall serve for more than six years on the Committee unless recommended for continued service, subject to approval by the department Director and Executive



Director (President/CEO), and appointment by the Chair of the Board.

At the request of the Chair of the Board, a member may serve an extension of term until a successor is recommended and approved.

Should a seat on the Arts, Culture & Design Committee become vacant prior to the end of that member's scheduled term, the department Director shall forward any recommendations to fill the vacancy to the Chair of the Board for appointment.

#### **8. Arts, Culture & Design Committee Meetings and Reporting**

Meetings of the Arts, Culture & Design Committee shall be noticed and open to the public. Arts, Culture & Design Committee meetings shall be conducted according to applicable California state laws.

Summary reports of each Arts, Culture & Design Committee meeting shall be prepared by department staff and forwarded to the Board.

#### **9. Resignation and Removal of Arts, Culture & Design Committee Members**

Any Arts, Culture & Design Committee member may submit a written resignation to the department Director. The department Director shall notify the Arts, Culture & Design Committee Chair and the Chair of the Board of any such resignation.

The department Director may recommend to the Chair of the Board that an individual Arts, Culture & Design Committee member be removed.

#### **10. Arts, Culture & Design Committee Quorum**

A quorum shall be a majority of the members of the Arts, Culture & Design Committee.

#### **11. Arts, Culture & Design Committee Conflicts of Interest**

To the extent required by law, the Committee will operate in compliance with the Political Reform Act and Government Code section 1090 regarding conflicts of interest. Committee members with financial interests in matters coming before the Committee shall be required to disclose the interest and abstain from any participation as to the matter.

#### **12. Public Art Fund**

BPC Policy No. 609

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The Public Art Fund is a designated District fund that exists for the purpose of accumulating funds from various sources for use in the commissioning and acquisition of permanent and temporary artworks for exhibition within the District's jurisdiction. It contains funds received from past annual budget set-asides and also serves as a depository for funds received from other sources, such as: tenant percent for art in-lieu contributions; aggregated District percent for art contributions from Capital Improvement Program projects; art sales and loans; sales of licensed artwork reproductions; public art-related grants and/or grant-matching funds; monetary bequests; and donations received from the public or other agencies for public artworks.

The Public Art Fund shall be used solely to meet costs directly associated with the commissioning and acquisition of permanent or temporary artworks within the District's jurisdiction. Balances in the Public Art Fund shall be carried over annually, and the interest that accrues thereon shall remain in the Public Art Fund.

### 13. **Inclusion of Artworks on District Tidelands**

The District acquires artworks for placement within its jurisdiction through the following programs:

- a. District Curatorial Program.
- b. District Percent for Art Program for Capital Improvement Program projects.
- c. Tenant Percent for Art Program in accordance with BPC Policy No. 608.
- d. Donations and loans programs.

### 14. **District Percent for Art Program**

- a. **Percent for Art Allocation.** The percent for art allocation shall apply to Capital Improvement Program projects with a Board-approved budget of \$500,000 or more, except as exempted herein. When the Board approves such a Capital Improvement Program project request, the total appropriation shall include an allocation of funds for artwork in an amount no less than one percent (1%) of the total proposed project budget presented to the Board. Such funds allocated for Capital Improvement Program-related artworks shall be held in the appropriate District fund.



- b. **Applicability.** The percent for art allocation requirement shall apply to the construction and/or alteration of the following:
- (1) Buildings, structures, and other physical above-grade facilities for public access, accommodation, or use.
  - (2) Parks, plazas, marinas, trails, and bikeways.
- c. **Exemptions.** The following types of projects shall be exempt from the percent for art allocation requirement unless they are part of a larger applicable Capital Improvement Program project:
- (1) Transportation infrastructure, street paving or repaving, and surface or underground parking projects.
  - (2) Mechanical, electrical, and plumbing system upgrades.
  - (3) Landscape renovation, replanting, and irrigation projects.
  - (4) Repair or replacement of existing playground equipment or play structures.
  - (5) Repair, replacement, or upgrade of piers, wharfs, docks, boat launching ramps, and maritime cargo handling facilities.
  - (6) Design studies, analyses, and planning documents.
  - (7) Communications, lighting, and signage projects.
  - (8) Structural or seismic upgrades.
  - (9) Modifications to facilitate access by people with disabilities.
  - (10) Dredging, sand replenishment, and erosion control projects.
  - (11) Water, sewer, and drainage lines.
  - (12) Utilities.
  - (13) Demolition projects.
  - (14) Security, health, and public safety projects.

(15) Projects required to meet state and federal regulatory requirements.

- d. **Artwork-Related Expenses.** The Parks & Recreation department shall manage and administer all artwork agreements and supervise and control the expenditure of percent for art allocations. Up to twenty percent (20%) of said allocations may be used for administration and project costs, including maintenance and conservation. Funds set aside pursuant to this section shall be deposited into the designated District public art maintenance fund.
- e. **Aggregation of Funds.** In the event that either the Capital Improvement Program percent for art allocation is insufficient to execute a significant artwork or the project site is unsuitable for the appropriate display of artwork, the Capital Improvement Program percent for art allocation may be used for the acquisition or exhibition of artworks in other tidelands locations, as recommended by the Director of Parks & Recreation and the Chief Engineer, and approved by the Board of Port Commissioners. Funds set aside pursuant to this section shall be deposited into the District Public Art Fund.

#### 15. **Planning and Acquisition Process**

The Parks & Recreation department shall be responsible for developing plans and strategies for the acquisition and exhibition of art and cultural programming within the District's jurisdiction, based on the District's vision of Port tidelands as a world-class arts and cultural destination. Such plans may include public art master plans and multi-year curatorial plans, as determined by the department Director. These plans shall be submitted to the Arts, Culture & Design Committee for input and recommendation to the Board. Additionally, the department shall be responsible for managing artist recruitment, the selection process, and related activities to select artists, artworks, and artwork concept proposals, including organizing selection panels as needed, based on the evaluation criteria herein.

#### 16. **Approval Process for Artworks and Art Agreements**

The Parks & Recreation department shall be responsible for managing the artist and artwork approval process for the acquisition and exhibition of artworks within the District's jurisdiction. The Arts, Culture & Design Committee shall review proposed artists and artworks based on the evaluation criteria outlined herein and provide recommendations to the appropriate approval authority. The appropriate level of approval authority for agreements shall be equivalent to the approval authority authorized for District service agreements as specified in BPC

Policy No. 110.

**17. Approval Process for Authorizing Amendments to Art Agreements**

In the course of any agreements for public art projects, authorization to negotiate and execute any amendments shall follow the approval authority as designated in BPC Policy No. 110.

**18. Management and Control of Artworks**

Any artworks proposed for contract, exhibit, or placement within the District's jurisdiction shall be submitted to the Parks & Recreation department for review and recommendation, as required, by the department Director, the Arts, Culture & Design Committee, and the Board, as set forth in this policy.

No existing artworks owned by or in the custody of the District shall be deaccessioned, removed, relocated, conserved, altered, exhibited, or disposed of in any way without the approval of the Director of Parks & Recreation following review and recommendation by the Arts, Culture & Design Committee, and the Board, as set forth in this policy.

Collections Management shall be the responsibility of the Parks & Recreation department, under the direction of the department Director.

**19. Title to Artworks**

Title to all acquisitions accepted by the District shall be vested and held in the name of the District.

**20. Deaccession**

**a. General Provisions for the Deaccession of Artworks/Objects**

On occasion, it may be necessary to permanently remove artworks and/or objects from the Tidelands Collection. Deaccessioning should be applied only after careful evaluation of an artwork by the Parks & Recreation department, the Arts, Culture & Design Committee, and the Board to avoid the premature disposal of an artwork from the collection. The following general provisions should be used:

- (1) The District shall comply with state, federal, and international laws such as the Visual Artists Rights Act of 1990 (17 U.S.C. 106A and 113



[d]) or the California Art Preservation Act of 1979 (California Civil Code, Section 987) pertaining to the disposal of certain artworks. The District shall comply with legal agreements pertaining to deaccession and/or disposal of certain artworks.

- (2) The District shall observe any restrictions to deaccessioning applied to artworks/objects acquired through donation, unless deviation from those restrictions is authorized by the donor, the donor's official legal designee, or a court of competent jurisdiction. Reasonable efforts to comply with any non-binding restrictions will be made.

**b. Reasons for the Deaccession**

The following reasons may be cause for deaccessioning artworks/objects from the Tidelands Collection:

- (1) Condition. The artwork/object has deteriorated beyond a reasonable means of conservation; has been damaged beyond reasonable repair or is actively deteriorating in a manner that negatively affects the artwork/object's site and/or other District property.
- (2) Maintenance. The artwork/object needs excessive maintenance or conservation, or the artwork/object repeatedly fails to operate properly.
- (3) Authenticity. The authenticity, level of aesthetic quality, and workmanship of the artwork/object, and/or the relationship of the artwork/object to the artist/designer's body of work, is determined to be false, insufficient, or insignificant.
- (4) Duplicative. The artwork/object is redundant or is a duplicate in a large holding of artworks/objects of that type or category, or by that artist/designer.
- (5) Legal and Ethical Considerations. The District's possession of the artwork/object violates state, federal, or international laws; the provenance of the artwork/object is unknown or unconfirmed; and/or the District does not have a clear legal title to the artwork/object.
- (6) Site. The artwork/object is located at a site undergoing changes in ownership, use, design, and/or environmental conditions which may affect the integrity of, or access to the artwork/object.

- (7) **Significance.** The artwork/object has little or no correlation to the District's vision for art on tidelands.
- (8) **Safety.** The security of the artwork/object cannot be sustained; and/or the artwork/object poses a public safety and/or public health risk.
- (9) **Resources.** The artwork/object requires a total amount of funds to exhibit, operate, store, maintain, and/or conserve in excess of its fair market value, or is an excessive financial burden to the District.

**c. Deaccession Process**

The Parks & Recreation department shall conduct deaccession evaluation through the following process:

- (1) Initiate a deaccession evaluation, which includes an independent professional appraisal of the fair market value of the artwork/object and a recommendation from the department Director on whether to deaccession the artwork/object from the Tidelands Collection, which would include the recommended method of disposal. The department Director may also request additional input from the artist, conservators, and other professionals to assist in the deaccession evaluation.
- (2) Submit the deaccession evaluation to the Arts, Culture & Design Committee for input and recommendation.
- (3) The department Director shall prepare a report for the Board, with the Arts, Culture & Design Committee's recommendation for approval of the deaccession of artworks/objects from the Tidelands Collection.
- (4) Deposit any proceeds resulting from the deaccession of artworks/objects into the Public Art Fund.

**21. Outgoing Loans of Artworks/Objects from the Tidelands Collection**

The Director of Parks & Recreation is authorized to loan artworks/objects from the Tidelands Collection for use in exhibitions, research, and education.

In general, the District considers loaning artworks/objects to government entities, agencies, institutions, or organizations and only to private individuals, companies, and commercial galleries when doing so is likely to elevate the value and/or significance of the Tidelands Collection.

## 22. **External Requests to Exhibit Artworks/Objects on Tidelands**

### a. **Review Procedure for External Requests**

The Parks & Recreation department administers the District's annual program to review external requests to exhibit artworks, objects, and other items on the tidelands. External requests may propose the following methods for exhibiting artworks and objects on tidelands: (1) temporary display of an artwork/object within the District's jurisdiction through the loan of said artwork/object to the District for the duration of an exhibit; or (2) a donation of an artwork/object, where the artwork's/object's legal ownership is transferred to the District.

- (1) The department shall oversee the submittal procedures for reviewing external requests to exhibit artworks/objects within the District's jurisdiction, convene review panels for additional input, and forward external requests to the Arts, Culture & Design Committee for review and recommendation based on the evaluation criteria herein.
- (2) For any external requests that the department Director and the Arts, Culture & Design Committee recommend the District pursue, sponsors shall be required to develop their requests into formal proposals. Acceptance of formal proposals shall be subject to further District review, as well as approval by the department Director, the Arts, Culture & Design Committee, and the Board.

### b. **Social and Merit Issues Regarding Commemorative Artworks/Objects**

- (1) Requests to display artworks/objects, within the District's jurisdiction, that are intended to be commemorative in nature shall only be considered if they concern subject matter that is:
  - (a) Tangibly and directly associated with District tidelands and its member cities or is of broad and undisputed importance to the San Diego Bay region.
  - (b) Generally accepted as having had an exemplary and positive impact on the tidelands or the broader San Diego Bay region.
  - (c) Culturally or historically relevant to the tidelands or the broader San Diego Bay region.



- (2) Requests to display artworks/objects that commemorate or depict the following topics, shall not be considered for exhibit within the District's jurisdiction:
  - (a) Disasters or health-related topics.
  - (b) Subjects that are trademarked or commercially licensed.
  - (c) Subjects duplicative with respect to the existing Tidelands Collection.
  - (d) Political and/or social movements or issues.
- (3) Requests to display artworks/objects that commemorate individuals shall not be considered until the individual has been deceased for at least five years, except in instances where there is broad and undisputed community consensus for earlier commemoration.
- (4) Requests to display artworks/objects that commemorate ideas or events shall not be considered until ten years after the idea or event, except in instances where there is broad and undisputed community consensus for earlier commemoration.
- (5) Requests to display artworks/objects that commemorate the contributions of individuals or particular groups shall not be considered unless the contributions of such individuals or groups have had noteworthy and significant impact on the tidelands or the broader San Diego Bay region.

**c. General Acceptance Conditions for External Requests to Exhibit Artworks/Objects on Tidelands**

The District has no obligation to accept any sponsor proposal to exhibit artwork/objects on tidelands. The District has the right to determine, at its sole and absolute discretion, what artworks/objects will be accepted for exhibit by the District. The following conditions shall be met before the District will consider accepting a sponsor request to exhibit artwork/objects within the District's jurisdiction:

- (1) All expenses shall be the responsibility of the sponsor, except in extraordinary circumstances. These expenses may include, but are not limited to design, fabrication, shipping, insuring, site preparation, installation, signage, and lighting.

- (2) For donations of artworks/objects, sponsors shall deposit funds equal to, or greater than, ten percent of the commission cost or the fair market value of the item(s) into the designated District public art maintenance fund for ongoing conservation and maintenance, before groundbreaking or installation.
- (3) The District prefers unrestricted donations of artworks/objects; however, restricted donations may be accepted only if the District pre-approves the restrictions or limitations and these are expressly stated in the title conveyance documents.
- (4) Before sponsor proposals are accepted by the District, title conveyance documents, including any limitations or restrictions, and/or any loan or donation agreements between sponsor and the District regarding same, must be prepared by or approved by the District.
- (5) The District reserves the right to require sponsors to comply with state, federal, or international laws.

### **23. Reproductions or Adaptations of Artwork/Objects**

The Parks & Recreation department is authorized to negotiate with the copyright holder for each artwork/object that is in, or proposed for inclusion in the Tidelands Collection, or that is exhibited within the District's jurisdiction, for the purpose of acquiring a license to make, or cause to be made, reproductions or adaptations of an artwork/object. Reproductions or adaptations of an artwork/object are made according to the terms and conditions of the licensing agreements.

### **24. Proceeds from the Sale, Loan, Reproduction or Adaptation of Artworks/Objects**

Funds realized from the sale or loan of artworks/objects from the Tidelands Collection, or proceeds from the licensing and sale of reproductions or adaptations thereof, less any payments owed, shall be deposited into the Public Art Fund.

### **25. Administrative Procedures**



The Parks & Recreation department shall promulgate office administrative procedures and/or guidelines, as needed, consistent with this policy, to facilitate the implementation of its responsibilities under this policy.

## **EVALUATION CRITERIA:**

### **Criteria for Evaluating Artist Qualifications**

- (1) Meets the definition of artist. For the purpose of this policy, an artist is an individual generally recognized by critics and peers as a professional practitioner of the visual, performing, or language arts, based on his or her body of work, educational background, experience, exhibition history, publication, and/or creation of artworks.
- (2) Demonstrates artistic excellence, innovation, and originality as represented in past work and supporting materials.
- (3) Demonstrates capacity for working in media and with concepts that are appropriate to the project goals and site, as applicable.
- (4) Demonstrates interest and capability in creating public artworks in collaboration with the District, the design team (if applicable), and other project partners and stakeholders.
- (5) Demonstrates experience in successfully completing artworks of similar scope, scale, budget, and complexity, or the ability to articulate how he or she would be able to bring the necessary artistic and technical skills to this project.
- (6) Demonstrates interest in, and understanding of, the project.
- (7) Is available to perform the scope of the work in a timely and professional manner.
- (8) Broadens the diversity of artists exhibiting on tidelands.
- (9) If applicable, demonstrates ability to work as part of a cohesive team.
- (10) If applicable, demonstrates satisfactory past performance on agreements.

### **Criteria for Evaluating Artwork Concept Proposals and Existing Artworks**

- (1) Responds to the District's vision for art on the tidelands.

- (2) Meets the definition of artwork. For the purpose of this policy, an artwork is an aesthetic creation resulting from the skill and creativity of artist(s). An artwork may be made of any materials or combination of materials and may be permanent, temporary, fixed, or portable. An artwork can be an integral part of a building or structure and can be integrated with the work of other design professionals. Artwork shall be defined in terms of the visual arts, as distinguished from performing or literary arts. However, artworks can include visual representations of performing and literary arts, or can incorporate performative, narrative, or time-based elements.
- (3) Demonstrates excellence in aesthetic quality, workmanship, innovation, and creativity.
- (4) Demonstrates appropriateness in scale and form and will be fabricated with materials/media suitable for the site and artwork concept.
- (5) Meets the project's goals.
- (6) Demonstrates feasibility in terms of cost, timeline, safety, durability, operation, maintenance, conservation, security, and siting.
- (7) Demonstrates feasibility with respect to legal and/or ethical issues that may be related to possession or display of the artwork.
- (8) Broadens the diversity of artworks exhibited on tidelands.

**Criteria for Evaluating Object Concept Proposals and Existing Objects**

- (1) Demonstrates excellence in aesthetic quality, workmanship, innovation, and creativity.
- (2) Demonstrates appropriateness in scale and form and will be fabricated with materials/media suitable for the site and project concept.
- (3) Meets the project's goals.
- (4) Demonstrates feasibility in terms of cost, timeline, safety, durability, operation, maintenance, conservation, security, and siting.
- (5) Demonstrates feasibility with respect to legal and/or ethical issues that may be related to possession or display of the object.

- (6) Broadens the diversity of objects and visual experiences exhibited on tidelands.

### **Criteria for Board Evaluation**

- (1) The District policy, as set forth herein and as administered by the Parks & Recreation department and advised by the Arts, Culture & Design Committee, has been followed properly.
- (2) Recommendations are consistent with relevant budgets.
- (3) Recommendations are consistent with curatorial plans, project plans, and redevelopment plans.

### **GLOSSARY:**

For purposes of this policy, the following definitions shall apply:

Budget: The allocated budget for the design, fabrication, and installation of an artwork/object that is newly commissioned, or the budget for the purchase, shipping and installation of an existing artwork/object that is being purchased.

Artist: An individual generally recognized by critics and peers as a professional practitioner of the visual, performing, or language arts, based on his or her body of work, educational background, experience, exhibition history, publication, and/or creation of artworks.

Arts, Culture & Design Committee: An advisory body to the Board of Port Commissioners and the Parks & Recreation department on matters related to arts and culture within the District's jurisdiction. The committee assists in upholding the District's vision of the tidelands as a world-class arts and cultural destination and supports the development of arts and cultural programs within the District's jurisdiction.

Artwork: An aesthetic creation resulting from the skill and creativity of an artist or artists. An artwork may be made of any materials or combination of materials and may be permanent, temporary, fixed, or portable. An artwork can be an integral part of a building or structure and can be integrated with the work of other design professionals. For the purposes of the Parks & Recreation department artworks can include visual representations of performing and literary arts, or can incorporate performative, narrative, or time-based elements.

Concept Proposal: The initial design phase of an artwork/object project in which an



artist/designer creates a design concept that is detailed enough to communicate the intended content, scale, location, artistic media, and relationship of components and materials of the proposed artwork/object. The documentation of the design concept can include a narrative description of the work, diagrams, and/or a maquette.

Collections Management: Activities that include, but are not limited to, the acquisition, incoming loan, outgoing loan, deaccession, disposal, relocation, removal, exhibition, operation, maintenance, conservation, documentation, storage, reproduction, and/or adaptation of artworks/objects.

Commemorative Artwork/Object: An artwork/object that commemorates an individual, idea, or event that has shaped or impacted the tidelands.

Creative Direction: A broadly described thematic area, that the Parks & Recreation department will use to explore curatorial possibilities and define individual projects.

Curatorial Plan: A multi-year work plan that establishes priorities for the types of projects the Parks & Recreation department will be developing over a three-to five-year period. The strategy describes the types of projects the department will work to develop, the kinds of artists it will recruit, any specific geographic areas it will focus on, and any partnerships it would like to establish.

Object: A 3-dimensional or 2-dimensional item, marker, or document that may be perceived by the senses and which has value or utility for public display on tidelands or for other uses as a District asset.

Percent for Art Allocation: The percentage of the total proposed project budget, in accordance with the requirements set forth herein, which is set aside for the administrative fees, art budget, and collections management associated with a public art project.

Public Art Fund: A designated District fund established in 1982 for the purpose of accumulating funds from various sources for the commissioning and acquisition of permanent or temporary public artworks for exhibition within the District's jurisdiction. Originally funded through an annual budget set-aside, the Public Art Fund serves as a depository for funds received from other sources, such as: tenant percent for art in-lieu contributions; aggregated District percent for art contributions from Capital Improvement Program projects; art sales and loans; sales of licensed artwork reproductions; public art-related grants and/or grant-matching funds; and monetary bequests and donations received from the public or other agencies for public artworks.

Selection Panel: An ad-hoc panel that reviews artist materials and makes

recommendations to the Arts, Culture & Design Committee and Director of Parks & Recreation regarding acquisitions and exhibitions of artworks within the District's jurisdiction.

Sponsor: An individual or entity that proposes the loan or donation of an artwork/objects for exhibit within the District's jurisdiction.

Tidelands Collection: Artworks/objects which are publicly owned, possessed, or controlled by the District and administered by the Parks & Recreation department.

RESOLUTION NUMBER AND DATE: 2021-023, dated March 9, 2021 (Supersedes BPC Policy No. 609, Resolution 2018-014, dated January 9, 2018; Resolution 2016-129, dated September 8, 2016; Resolution 2016-62, dated May 10, 2016; Resolution 2013-27, February. 12, 2013; Resolution 2011-160, dated November 8, 2011; Resolution 2008-89, dated June 10, 2008; Resolution 2003-125, dated July 7, 2003; Resolution 2002-94, dated April 23, 2002; Resolution 98-81, dated March 31, 1998; Resolution 96-236, dated September 24, 1996; Resolution 86-63, dated February 18, 1986; Resolution 86-234, dated August 5, 1986; Resolution 82-343, dated December 14, 1982)



## BPC Policy No. 730

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**SUBJECT:** PORT ENVIRONMENTAL ADVISORY COMMITTEE POLICY

**PURPOSE:** To review and provide input and recommendations on Port environmental programs and initiatives, and comment on funding projects aimed at improving the condition of the Bay and surrounding Port tidelands.

**POLICY STATEMENT:**

The Board of Port Commissioners (Board) is committed to protecting and improving the environmental conditions of San Diego Bay and Port tidelands (Bay). To that end, the Planning, Environment & Government Relations Division and Environmental Advisory Committee (EAC) were created and invested with the responsibility of ensuring the Port's compliance with environmental laws and regulations, as well as advising the Board on actions that can be taken to improve the condition of the Bay.

San Diego Bay is often referred to as the "Crown Jewel" of San Diego. Beneath its beautiful surface, the Bay serves a number of important ecological roles, serving as a spawning ground for many local fish species, acting as a key stopping point for a variety of bird species traveling along the Pacific Fly Way, and providing the discharge point for numerous creeks and rivers within the San Diego Bay watershed.

The Bay also has played an essential role in supporting the growth of the region's population and economy. In the past, fulfilling this role often has resulted in negative impacts on the Bay. For years, raw sewage and industrial wastes were discharged, untreated, into the waters of the Bay. Modern environmental laws, coupled with the corporate commitments of Port industry, have significantly reduced industrial sources of Bay pollution. Unfortunately, discharges continue in the form of urban runoff throughout San Diego Bay's extensive watershed.

The development of the Bay with hotels, roads and businesses has significantly altered the natural condition of the Bay. During the last 100 years, natural shoreline has been removed and replaced with artificial hard structures, a type of substrate not native to the Bay and of limited value to native wildlife. As a result, there has been a 70% loss of salt marsh, 84% loss of intertidal areas other than salt marsh, and a 42% loss of shallow subtidal zone habitats.

Improving the condition of the Bay cannot be accomplished solely through regulatory compliance. The restoration of the Bay to a more pristine condition requires efforts that

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are beyond mere regulatory compliance. This will require the concerted, coordinated efforts of all the stakeholders of the Bay - academia, environmental groups, government, Port tenants, and regulatory and resource agencies. The Board has created the EAC to function as a forum to provide the Board with input and recommendations for accomplishing the Port's strategic goal to "protect and improve the environmental conditions of San Diego Bay and the Tidelands."

This EAC Policy details the organization, structure and functioning of the Committee and management of the Environmental Fund.

### ANALYSIS:

1. The Bay is the "Crown Jewel" of the San Diego region and a focal point in media descriptions of the San Diego region.
2. The Bay is an ecosystem which plays an important role in the broader, regional ecosystem, as illustrated by the U.S. Fish and Wildlife Service's designation of south San Diego Bay as a National Wildlife refuge. The Bay is home to 89 species of fish, seven endangered species and thousands of birds visiting San Diego during their annual migration along the Pacific Fly Way.
3. The Bay is an important economic resource for the region, supporting the U.S. Navy's Pacific Fleet, two marine terminals, three shipyards, other maritime industries, and 8,000 recreational boat slips, as well as a wide range of hotels, restaurants and convention facilities to support the tourism industry.
4. The Bay is the discharge point of urban runoff from throughout the San Diego Bay watershed, an area of 415 square miles and where 50% of the county's population lives or works.
5. The ecological and economic roles or "uses" of the Bay have not always been compatible. As a result, the Bay's sediments, home to organisms at the base of the food chain, contain "legacy" pollutants and historic habitat along the shoreline has been replaced by artificial concrete structures, including seawalls, which are inefficient as habitat.
6. The Port of San Diego has accepted the role of "environmental champion" of the Bay, responsible for the protection and enhancement of 2,508 acres of tideland and 2,860 acres of water in the Bay.



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7. The Planning, Environment & Government Relations Division and EAC were created to ensure that the Port is in compliance with environmental laws and regulations. Planning, Environment & Government Relations programs include but are not limited to: Green Port; Energy; Environmental Conservation; Environmental Protection, Planning, Aquaculture, Blue Technology; and Natural Resources. The Planning, Environment & Government Relations staffs the Committee and manages the Environmental Fund, awarding grants to environmental programs and projects.
8. The Port's environmental efforts are a regional investment, benefiting the entire county by supporting assets such as hotels and shipyards, which provide jobs and support businesses throughout the region. The Port also incurs significant costs associated with the impacts of pollution from the region entering the Bay via urban runoff.
9. The Bay is one of this region's most precious resources and is an important fish nursery and a key stop over on the Pacific Flyway, for thousands of migratory birds. Protecting the bay and its resources is important throughout different stages of wildlife development. By protecting and enhancing these habitats, we are ensuring the long-term sustainability of the bay's resources and doing so in a manner that creates resiliency to future impacts such as upstream pollution or sea level changes.
10. The Port adopted a Climate Action Plan (CAP) in 2013 to reduce greenhouse gas (GHG) emissions on Port tidelands. To achieve the goals, the CAP contains a palette of potential GHG reduction measures focusing on five key target areas: Transportation and Land Use, Energy Conservation and Efficiency, Alternative Energy Generation, Waste Reduction and Recycling, and Water Conservation and Recycling.

### **ENVIRONMENTAL ADVISORY COMMITTEE:**

The EAC operates according to the guidelines for all Board advisory committees, as established in BPC Policy No. 018 (2008-273, 2 December 2008) and articulated in the Charter prepared specifically for the EAC. The purpose of this, and all other Port advisory committees, is to advise the Board. The EAC is advisory in nature and has no authority to negotiate for, represent, or commit the Port in any respect.

The membership of all committees is the prerogative of the Chair of the Board. In January





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of each calendar year, the incoming Chair establishes the slate of committees for that year and appoints the members of each. The EAC shall be composed of one (1) to three (3) members of the Board and representatives of stakeholder groups including, but not limited to: Port tenants; environmental advocacy groups; the U.S. Navy; regulatory agencies; resource agencies; member cities; academia; local business; and labor. EAC membership shall not exceed eighteen stakeholder members and up to three commissioners. This diverse membership will allow the EAC to achieve the Board's goal of receiving input from a broad and balanced cross section of the community. EAC meetings are intended to encourage input from stakeholders and interaction with Port staff and Board members.

### **TERMS:**

EAC membership is the prerogative of the Chair of the Board. It is the intent of the Board to control the terms of an individual's or organization's participation in order to: (1) provide an opportunity for as many qualified and willing individuals as possible to serve their community; (2) promote equal opportunity for membership; (3) most precisely match membership's expertise to the program's needs.

Should an EAC vacancy occur prior to the end of a member's term, the Chair may choose to appoint a replacement for the unexpired portion of that term and notify the Board of such action. There will be no alternate EAC members. EAC members shall receive no compensation for their services.

### **CONFLICTS OF INTEREST:**

To the extent required by law, the EAC will operate in compliance with the Political Reform Act and Government Code section 1090 regarding conflicts of interest. EAC members with financial interests in projects coming before the EAC will be required to disclose the interest and abstain from any participation as to the matter. Members and their organizations seeking funding from the EAC will not be able to participate in the matter and may be subject to disqualifying requirements of Government Code section 1090.

Although Port District staff cannot provide legal advice to EAC members regarding potential conflicts of interest, staff will be available to provide members with information to assist members in making appropriate determinations.

### **FUNDING MECHANISMS:**

Environmental regulatory programs are focused largely on preventing contamination of



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the air, water, and land or on maintaining habitat for birds, fish, and wildlife. Efforts to restore areas to historic conditions are more problematic, whether it is by the remediation of areas with legacy contamination or the recovery of lost wetlands. Although regulatory programs exist to effect these changes, in almost all cases their implementation is exceedingly slow and drawn out, often by technical and legal challenges and, thus, the success of such programs often is less than optimal.

The Board has developed a program to assist in funding environmental projects.

### 1. ENVIRONMENTAL FUND

**Purpose:** The purpose of the Environmental Fund (Fund) is to fund projects that address air, water and sediment quality, sustainability and climate action planning, natural resources and endangered species management, habitat creation, restoration or protection, reclaiming natural shoreline conditions, environmental education, research and monitoring, and/or other issues in the Bay and/or the tidelands.

**Project Selection:** Projects will be identified and reviewed by staff of Planning, Environment & Government Relations. In evaluating a project, staff will determine if it meets the objectives identified by the EAC.

In selecting projects, staff will address questions such as, but not limited to:

- Will the project create new habitat for fish or birds?
- Will the project restore historic habitat that has been lost through development or other means?
- Will the project remediate, or hasten the move towards remediation, of a contaminated area of the Bay?
- Will the project enhance the public's enjoyment of the Bay without impacting the environment?
- Will the project improve air quality in the region?
- Will the project reduce energy, waste and/or water use?
- Will the project improve environmental decision-making?
- Will the project prevent contamination of the Bay?
- Will the project resolve a regulatory impasse which has prevented, or significantly slowed, the restoration of the Bay?
- Is the project located within the Bay, or is it of direct benefit to the Bay and the surrounding region?



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**Project Approval:** In order for a project to receive funding, whether partial, in-kind, or complete, the project must be approved by the Board. Neither staff nor the EAC has the authority to act on behalf of the Board. The Board is the ultimate and final decision maker on all matters related to the expenditure of funds.

**Funding:** Each year, the Board shall set aside  $\frac{1}{2}$  of 1% of the Port District's projected gross revenues for that year. For the purpose of this calculation, gross revenue shall not include anticipated grants from any source or any other restricted revenue source. Such money set aside shall be expended for specific environmental projects or allocated to a fund set aside within the Port District Revenue Fund for environmental projects within the Port District.

The Port Act allows the maintenance of a single, general fund (Port Act, Section 10) and does not allow the creation and maintenance of multiple funds. The Board can choose to set aside money for an Environmental Fund within the Port District Revenue Fund. Money so set aside may be accumulated for more than one year, but its use, from year-to-year, will be subject to the discretion of the Board.

Staff will recommend projects to the EAC, which will provide comments. Staff will then make a recommendation to the Board to approve funding for projects.

1. Seek funding from sources other than the Fund, and/or
2. Seek matching funds from other sources.

RESOLUTION NUMBER AND DATE: 2021-036, dated April 13, 2021 (Supersedes BPC Policy 730, Resolution 2018-063, dated April 10, 2018; Resolution 2013-27, dated February 12, 2013; Resolution 2010-96, dated June 8, 2010; Resolution 2010-34, dated March 2, 2010; Resolution 2007-138, dated 10 July 2007; and Resolution 2006-111, dated 6 June 2006)

**RESOLUTION 2021-036****RESOLUTION APPROVING ADMINISTRATIVE  
MODIFICATIONS TO BOARD OF PORT  
COMMISSIONERS POLICY 730 THE PORT  
ENVIRONMENTAL ADVISORY COMMITTEE POLICY**

**WHEREAS**, the San Diego Unified Port District (District) is a public corporation created by the Legislature in 1962 pursuant to Harbors and Navigation Code Appendix I; and

**WHEREAS**, on June 6, 2006, the Board adopted Policy No. 730, the Port Environmental Advisory Committee (EAC) Policy which outlines the organization, structure, and functions of the EAC and management of the Environmental Fund; and

**WHEREAS**, Policy No. 730, provides the EAC is to advise the BPC and provide input and recommendations regarding the protection and improvement of the environmental conditions of San Diego Bay and the Tidelands; and

**WHEREAS**, staff recommends that the Board approve modifications to Board of Port Commissioners Policy 730 - the Port Environmental Advisory Committee policy - by making non-substantive administrative updates, which include a name change and clarifying language on the EAC's membership as set forth in the corresponding agenda on file in the Office of the District Clerk.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Port Commissioners of the San Diego Unified Port District that Board of Port Commissioners (BPC) Policy No. 730 the Port Environmental Advisory Committee policy is hereby modified. A copy of the revised policy shall be kept on file in the Office of the District Clerk.

APPROVED AS TO FORM AND LEGALITY:  
GENERAL COUNSEL

*John Carter*

By: Assistant/Deputy

2021-036

PASSED AND ADOPTED by the Board of Port Commissioners of the San Diego Unified Port District, this 13<sup>th</sup> day of April, 2021, by the following vote:

AYES: Bonelli, LeSar, Malcolm, Moore, Naranjo, and Zucchet

NAYS: None.

EXCUSED: Castellanos

ABSENT: None.

ABSTAIN: None.

*Michael Zucchet*

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Michael Zucchet, Chairman  
Board of Port Commissioners

ATTEST:

*Donna Morales*

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Donna Morales  
District Clerk





## BPC Policy No. 771

**SUBJECT:** TIDELANDS ACTIVATION PROGRAM

**PURPOSE:**

To establish a policy for sponsorships granted under the Tidelands Activation Program and the role of the Tidelands Activation Program Advisory Committee, in support of events and activities that promote the mission of the San Diego Unified Port District and activate the tidelands.

To support and carry out its mission, the District's Parks & Recreation Department sponsors events and activities produced by a variety of organizations under the Tidelands Activation Program.

**POLICY STATEMENT:**

### 1. Sponsorship Types

District sponsorships under the Tidelands Activation Program are of two types:

- a. Community Event Sponsorships. The District provides funding and/or services for events that promote one or more of the District's mission areas, with an emphasis on attracting the public to District tidelands to recreate; and on educating the public regarding the District and its mission.
- b. Signature Event Sponsorships. The District provides funding and/or District services to major public events that give title sponsorship or similarly valuable consideration to the District, attract large numbers of people to the tidelands and generate significant, documented levels of positive financial impact, awareness, and/or promotional return to the District.

District services include but are not limited to the waiving of all or portions of fees for the use of District parks or facilities, including parking spaces; the cost of providing District personnel to prepare, coordinate, conduct, and evaluate an event, as well as assist in regulatory compliance and obtaining necessary entitlements as required by applicable law; providing District equipment for an



event; or other agreed-upon services at a set amount based upon the cost of the District services provided or negotiated not-to-exceed amounts. All waivers of District charges for parking spaces shall be in accordance with the appropriate internal District administrative procedures and guidelines.

## **2. Budget**

The District's Parks & Recreation Department is responsible for budgeting all District sponsorships under the Tidelands Activation Program. Separate budget line items may be established for Community Event Sponsorships and Signature Event Sponsorships.

The program's budget shall be allocated in accordance with the District's annual budget process and is included in the Parks & Recreation budget. All requests to be considered for sponsorship under the Tidelands Activation Program shall be submitted in writing to the department Director.

## **3. Application Guidelines**

All requests for sponsorship from the District shall be submitted to the Director of Parks & Recreation. The following sets out guidelines for submitting an application.

- a. Sponsorship applications shall be submitted in accordance with an annual timeline and application guidelines implemented by the Director of Parks & Recreation.
- b. To be eligible for a sponsorship, an event should occur on District tidelands. For moving events with no single fixed location, such as runs, walks, and bike rides, at least a portion of the event must occur on District tidelands and that portion occurring on District tidelands must include a majority of the participants in the event (e.g. the beginning or finish line of a race). If a proposed event will not occur on District tidelands, the applicant must show how the proposed event meets the criteria set forth herein.

#### 4. Evaluation Criteria – Community

Community Event Sponsorship applications will be evaluated using the following criteria.

- a. Number of people the event will attract to District tidelands considering the area utilized, the nature of the event, and the affected community.
- b. Ability of the event to address one or more of the following activation, community engagement, and education areas:
  - Attract diverse visitors and demographics to District tidelands.
  - Foster relationships between the District and its stakeholders in the region and community.
  - Provide a desirable attraction that is rare or unique to District tidelands, parks, or facilities.
  - Provide the District with opportunities to educate the public and its stakeholders; promote one or more of its mission areas; attract attention to future economic activities and opportunities on the District tidelands; and activate its parks, the waterfront, and San Diego Bay through community engagement and/or public awareness.
  - Become self-sustaining through broad support and sustainable funding.
- c. Ability and methods used to measure the event's attendance and support.
- d. Percentage of the event's budget that is being requested from the District including both District funding and services.
- e. Projected impacts of the event, positive and negative, on District tenant businesses and the surrounding community, including displacement of parking, traffic, and pedestrian circulation; noise; and concessions that compete with local businesses.



## 5. Evaluation Criteria – Signature

Signature Event Sponsorship applications will be evaluated using the following criteria:

- a. Number of people the event will attract to District tidelands considering the area utilized, the nature of the event and the affected community.
- b. Documented past and expected future economic impact and financial return to the District. For Signature Events Sponsorships, the District, at its sole discretion, may conduct an audit and/or require, at the applicant's sole cost and expense, a post-event economic impact analysis using a scope and methodology approved by the District as a condition of receiving funding and/or District services.
- c. Expected value of the event for the District and the creative economy through park and tidelands activation, community engagement, attendee participation, and public and stakeholder awareness.
- d. Ability of the event to:
  - Attract diverse visitors and demographics to District tidelands.
  - Foster relationships between the District and its stakeholders in the region and community.
  - Become self-sustaining.
  - Grow in numbers.
- e. Percentage of the event's budget that is being requested from the District including both District funding and services.

## 6. Application Procedures

Applications shall be reviewed and evaluated using the following process:

- a. District staff shall review each application and prepare preliminary recommendations for funding and/or District services. In conducting its

reviews of sponsorship applications, staff shall identify any potentially impacted parties, including government or resource agencies, community organizations, and District tenants, to determine the nature and extent of any impacts of the proposed event or activity.

- b. The Tidelands Activation Program Advisory Committee appointed by the Board of Port Commissioners (BPC) shall review District staff recommendations and make its recommendations for funding and/or District services for each application.
- c. District staff shall finalize its recommendations for BPC consideration.

## **7. Agreement Procedures**

Following approval of a sponsorship by the BPC, the District and the sponsorship recipient will enter into an agreement that sets out the obligations of both parties as they relate to the District's sponsorship of the event or activity. The District shall execute single-year agreements with the recipients of sponsorships except as addressed below.

- 8. Signature Event Sponsorship recipients shall have the option of a multi-year agreements for terms of up to three years. District staff reserves the right to not recommend such an agreement for a Signature Event but shall put forth the reasons to the sponsorship recipient and the BPC. In developing its recommendation, District staff shall consider the event's history with respect to its economic, financial, and/or promotional impact as a District-sponsored or previously non-sponsored event. District funding and/or services for the second and third years of a multi-year agreement are contingent on the fulfillment of the sponsorship recipient's obligations to the District in the previous year, as well as the approval of the budget for the event by the BPC in each year. The recipients of multi-year agreements will be required to provide reports of the results of their events as determined by the District but will not be required to reapply to the Tidelands Activation Program for years two and three, potentially reducing administrative costs to the District and the event sponsor, and providing other potential benefits.

## **9. Tidelands Activation Program Advisory Committee**

- a. The Tidelands Activation Program Advisory Committee (TAPAC) shall be appointed annually to review District staff recommendations and make its recommendations for funding and/or District services for each application.
- b. The TAPAC shall consist of a non-voting Chair, a non-voting Alternate Chair, seven at-large voting members, and six non-voting advisory members representing the San Diego Port Tenants Association and each of the five District member cities.
- c. The TAPAC shall be appointed by the Chair of the BPC during the calendar year in which the TAPAC will review sponsorship applications. The TAPAC Chair and Alternate Chair positions may be filled by Port Commissioners.
- d. The San Diego Port Tenants Association representative shall be designated by the Executive Director of the San Diego Port Tenants Association or his or her designee.
- e. The District member city representatives shall be recommended by city staff.
- f. A quorum will consist of the TAPAC Chair or Alternate Chair and a majority of the at-large members.

RESOLUTION NUMBER AND DATE: Resolution 2021-024, dated March 9, 2021 (Supersedes BPC Policy No. 771, Resolution 2018-024, dated January 9, 2018, Resolution 2016-09, dated January 12, 2016; Resolution 2014-106, dated May 6, 2014)



## BPC Policy No. 773

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**SUBJECT:** MARITIME INDUSTRIAL IMPACT FUND (MIIF)

**PURPOSE:** To establish a policy for the orderly selection of projects to offset the adverse impacts to areas as a result of the presence of maritime industry and terminals through a Maritime Industrial Impact Fund (MIIF).

**PREAMBLE:**

The San Diego Unified Port District (District) seeks to provide a predictable and systematic way to select projects that mitigate disproportionate adverse impacts and constraints to certain communities as a result of the presence of District's maritime industry and terminals. The selection of the projects shall be conducted in a transparent, efficient and cost-effective manner.

On July 6, 2010, the District established the Maritime Industrial Impact Fund (MIIF), formerly Maritime Terminal Impact Fund. The MIIF was established in recognition that certain communities may be subject to disproportionate adverse impacts and constraints as a result of the presence of maritime industry and terminals, which at the same time enable a significant benefit to the District, or region, as a whole. The MIIF is used to fund projects to mitigate Off-Tidelands impacts from District's maritime terminals and maritime industry. MIIF projects must be located off Tidelands.

This policy sets forth the process and requirements for the District's consideration and possible approval of MIIF projects. This policy also establishes the framework to create administrative procedures, which will include more detailed direction for evaluating and processing MIIF applications and projects. The administrative procedures will be published and maintained by the Executive Director. The administrative procedures shall comply with the provisions of this policy, and all applicable regulations and laws.

### Definition of Off-Tidelands Impacts

For purposes of this policy, "Off-Tidelands impacts" are defined as impacts to communities adjacent to, directly associated with, or resulting from the District's maritime industry and terminals, which are of a unique, adverse or exclusionary nature.

Off-Tideland impacts are recognized when a direct relationship or nexus between the District's On-Tidelands maritime industrial operations result in adverse impacts that can be reasonably established as specified under the Port District Act. Examples of such impacts can include, but are not limited to, diminished air quality; visual impacts; heavy movement of vehicles or equipment through adjacent commercial or residential areas; or disproportionate degradation or use of public infrastructure such as roads, streets or

sidewalks, all of which may occur within and disproportionately impact the communities in proximity to the District's marine terminals and maritime industry.

In recognition of the fact that these communities are also subject to adverse impacts and constraints resulting from sources other than the District's maritime terminals and maritime industry, the District's contributions to mitigation efforts are limited to a reasonable portion of the overall mitigation costs. The portions shall be determined based on the portion of the impact associated with the cause.

The District is currently, and intends to remain, in compliance with all applicable regulatory requirements with respect to maritime terminal operations and adjacent impacts. The District considers this MIIF policy to be above and beyond compliance, to reflect best practices and sound land use planning principles, and to be in the public interest.

### **Process for Applying for MIIF Projects**

Member Cities and other public entities, as well as charter and non-traditional public schools located in the Member Cities, may propose projects to be considered for MIIF approval. The MIIF applications will be considered based on the criteria set forth in this policy. Therefore, applications for MIIF projects should present as much information and detail as available to the applicant. At a minimum, applications **must** include the following:

- A) A project description including a statement of need for the project, amount of MIIF funding requested, an overall budget for the project, and the amount and sources of non-MIIF funding, including documented in-kind services. If the overall project budget is greater than \$5M, applicant must describe how the project could be scaled and/or completed in phases, with corresponding budget amounts; and
- B) A description of the relationship or nexus between the District's maritime industrial operations and the Off-Tidelands impacts which the project seeks to mitigate; and
- C) A description of why the amount of requested MIIF funding is reasonable in light of the relationship or nexus between the District's On-Tidelands operations and the Off-Tidelands impacts which the project seeks to mitigate and other factors contributing to such adverse impacts. For certain types of projects, use of numeric calculations (e.g., traffic studies to compare marine industrial-related traffic to non-marine terminal traffic), should be included, while for other projects, conceptual comparisons are possible.

District staff will coordinate with applicants to clarify and supplement the application prior to Board consideration of the request for MIIF funding. However, it is the responsibility of the applicant to present as much information as available when completing the application.



To support the request for MIIF funding on qualified projects, applications **should** also include the following:

- 1) An analysis of any anticipated non-monetary public benefits of the project;
- 2) An explanation of how the project implements or facilitates the implementation of approved District plans;
- 3) An analysis of the project's potential economic benefit. Examples could be, but are not limited to job creation due to the project (direct, indirect or induced) or reduction in expenditures from operational changes; and
- 4) Any other relevant information supporting the funding of the project.

Once an application is received, District staff will review the application, work with an applicant to clarify and supplement the application, and present the application to the Board along with its recommendation regarding the MIIF request. If District staff recommends denial of a request, the applicant may request the MIIF project be presented to the Board.

### **Evaluation Criteria for MIIF Funding**

Any MIIF funding, whether partial, in-kind, phased, or complete, requires Board approval. Approval of MIIF projects must comply with the Port District Act and the District's role as a Tidelands trustee. Applications presented to the Board by District staff will be evaluated and considered based on the application, District staff recommendations, any other material presented, and any testimony at the Board meeting, using the factors and criteria identified below.

- A project description including the statement of need for the project, the amount of MIIF funds requested, the overall budget for the project, and the amount and sources of non-MIIF funding;
- The extent to which the application demonstrates the relationship or nexus between the District's On-Tidelands operations and the Off-Tidelands impacts which the project seeks to mitigate;
- The extent to which the application demonstrates that the amount of requested MIIF funds is reasonable in light of the extent of the relationship or nexus between the District's On-Tidelands operations and the Off-Tidelands impacts which the project seeks to mitigate and other factors contributing to such negative impacts;
- Any anticipated non-monetary public benefits of the project;
- How the project implements or facilitates the implementation of approved District plans;

- The project's potential to create economic benefit. Examples could be, but are not limited to job creation due to the project (direct, indirect or induced) or reduction in expenditures from operational changes; and
- Any other relevant information relating to the project

Board approval of funding for MIIF projects is for budgeting purposes only. Expenditure of MIIF monies may be conditioned on, and subject to: further consideration of notice or approval of the California State Lands Commission; environmental analysis under the California Environmental Quality Act (CEQA) and other laws; consistency with the California Coastal Act; other needed entitlements; execution of an Agreement between the District and applicant; and other requirements, as applicable.

### **MIIF Project Selection**

Applications for MIIF funding can be proposed at any time, however projects will be reviewed by District staff and presented to the Board on a semi-annual basis, in Fall and Spring. This will allow for projects to be submitted and reviewed within an allotted time frame and for submitted projects to be fairly compared.

The District will develop administrative procedures to more fully set forth the application, staff review, and Board presentation process.

The MIIF was originally funded by the Board with a capital contribution of \$500,000. Additional annual funding for the MIIF is authorized at one-half of one percent (0.5%) of District's gross maritime industrial revenue. The District's gross maritime industrial revenue includes District's terminal revenues earned from the operation of the Tenth Avenue Marine Terminal and the National City Marine Terminal each year as well as District's revenue from its maritime industrial tenants located between the District's two terminals. The Board may allocate additional funds to the MIIF at its discretion. MIIF projects are not precluded from receiving additional funding from other sources. Total funding for approved MIIF projects may not exceed the balance of MIIF funding available.

All MIIF approved projects must have the funding obligated within 36 months and the period of performance will be no longer than five years from date of execution of agreement or MOU with applicant.

### **Reporting to the Board of Port Commissioners**

The Executive Director will report to the Board periodically on the status of approved MIIF projects. A report will contain the list of approved MIIF projects, funds expended to date, overall MIIF fund unobligated balance, new projects submitted for consideration, and the status of proposed MIIF project reviews.

RESOLUTION NUMBER AND DATE: 2021-157, dated December 14, 2021  
(Supersedes BPC Policy No. 773, Resolution 2015-80, dated June 11, 2015; Resolution  
2015-25, dated March 10, 2015)

BPC Policy No. 773

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