



BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY AGENDA

REGULAR MEETING
WEDNESDAY, 8:00 AM
APRIL 24, 2024

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

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

The BOARD OF PORT COMMISSIONERS (BOARD) hereby provides notice that it will hold a regular meeting of the BOARD. This meeting of the Board will be held in the Port Administrative Offices (located at 675 Seaport Boulevard, Redwood City, California 94063), an alternative location of 244 Alameda de las Pulgas Boulevard, Redwood City, California 94062, and by teleconference pursuant to Government Code Section 54953(e). Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at the Port Administrative Offices and at the location referred to above. Some of the COMMISSIONERS may attend the meeting and participate remotely to the same extent as if they were present. The public is welcome to attend in person or alternatively via Zoom. PURSUANT TO THE RALPH M. BROWN ACT, ALL VOTES SHALL BE BY ROLL CALL.

Members of the public may also access and observe the meeting by joining by video teleconference via Zoom at: <https://zoom.us/join> Meeting ID: 985 1201 8699 Password: 85917060
Or use this link: <https://us06web.zoom.us/j/98512018699?pwd=dTc3a09SMWN5bDFQMFZMSDM4WVNSZz09>

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

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

HOW TO PROVIDE PUBLIC COMMENTS BEFORE THE BOARD MEETING:

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

HOW TO PROVIDE PUBLIC COMMENTS DURING THE BOARD MEETING:

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

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

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

AGENDA ITEM

- I. CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE
- II. PUBLIC COMMENT — The Chair of the Board will recognize members of the public to make public comments on items of public interest that are within the subject matter jurisdiction of the Board. Comments on non-agendized items will be taken during the Public Comment period. Comments pertaining to agendized items will be taken at the time the agenda item is considered. Public comments received via email as provided above will be read into the record with a time limit of three minutes per commenter. No action will be taken on any public comment on a matter not appearing on the Agenda as a separate item unless otherwise authorized by law.
- III. APPROVAL OF MINUTES — APRIL 10, 2024
ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE
- IV. APPROVAL OF CLAIMS — APRIL 17, 2024
ACTION: MOTION TO APPROVE; PUBLIC COMMENT; ROLL CALL VOTE

V. ORDINANCES

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

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

ACTION: MOTION TO WAIVE THE SECOND READING AND ADOPT THE ORDINANCE; PUBLIC COMMENT; ROLL CALL VOTE

VI. RESOLUTIONS — NONE

VII. MOTIONS — NONE

VIII. REPORTS/PRESENTATIONS — NONE

IX. EXECUTIVE DIRECTOR’S REPORT

X. MATTERS OF BOARD INTEREST

XI. CLOSED SESSION — CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION –

- A. SIGNIFICANT EXPOSURE TO LITIGATION SUBDIVISION (d) (2) AND (e) (1) OF SECTION 54956.9 OF THE GOVERNMENT CODE (5) (FIVE CASES).**

XII. ADJOURNMENT — TO REGULAR MEETING OF MAY 8, 2024

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

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

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



BOARD OF PORT COMMISSIONERS PORT OF REDWOOD CITY MINUTES

REGULAR MEETING
WEDNESDAY, 8:00 AM
APRIL 10, 2024

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

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

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

Vice Chair Maupin, presiding.

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

Commissioners Absent: Richard Claire and Lorianna Kastrop

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

Vice Chair Maupin called the meeting to order at 8:00 AM. Clerk of the Board Linda Alvarado conducted roll call and confirmed a meeting quorum with Commissioners Garcia, Radcliffe, and Maupin in attendance. Port Attorney Francois Sorba led the Pledge of Allegiance.

II. PUBLIC COMMENT —

Executive Director Zortman recognized Mr. Jeff Schabowski's non agendized public comment. Mr. Schabowski requested an update on the fishing Pier. Executive Director Zortman stated the fishing pier closed several months after opening due to railing defects and that the Port of Redwood City is currently in litigation with the contractor. Executive Director Zortman reported that there were no other members of the public in attendance at the meeting who wished to make public comments on non agendized items.

III. APPROVAL OF MINUTES — MARCH 13, 2024 AND MARCH 27, 2024

After inviting public comment, Vice Chair Maupin confirmed with Executive Director Zortman that there were no members of the public in attendance at the meeting who wished to make public comment on this agenda item. A motion to approve minutes dated March 13, 2024 and March 27, 2024 was made by Commissioner Radcliffe and was seconded by Commissioner Garcia. The motion passed 3-0 by roll call vote with Commissioner Claire and Chair Kastrop having an excused absence.

IV. APPROVAL OF CLAIMS — MARCH 20, 2024 AND APRIL 3, 2024

After inviting public comment, Vice Chair Maupin confirmed with Executive Director Zortman that there were no members of the public in attendance at the meeting who wished to make public comment on this agenda item. A motion to approve claims dated March 20, 2024 and April 3, 2024 was made by Commissioner Garcia and was seconded by Commissioner Radcliffe. The motion passed 3-0 by roll call vote with Commissioner Claire and Chair Kastrop having an excused absence.

V. ORDINANCES — NONE

VI. RESOLUTIONS

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

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

Executive Director Zortman introduced Connor Revay, Assistant Operations Manager. Mr. Revay gave a brief presentation on both Tariff No. 7 and 8 rate increases. For Tarrif No. 7, Mr. Revay stated the proposed 3% increase are lower yet competitive with other marinas and commercial west coast ports. He also stated Tariff No. 7 specifies rates, charges, rules and regulations for operations of the Redwood City Marina. While Tariff No. 8 sets rules, regulations, rates and service charges for use of the Port’s wharves and cargo handling areas. Revenue will assist in cost for operations, maintenance, and infrastructure. The increase would become effective July 1, 2024. After inviting public comment, Vice Chair Maupin confirmed with Executive Director Zortman that there were no members of the public in attendance at the meeting who wished to make public comment on this agenda item. A motion to approve was made by Commissioner Radcliffe and was seconded by Commissioner Garcia. The motion passed 3-0 by roll call vote with Commissioner Claire and Chair Kastrop having an excused absence.

VII. MOTIONS — NONE

VIII. REPORTS/PRESENTATIONS — NONE

IX. EXECUTIVE DIRECTOR’S REPORT

On April 2, 2024 Executive Zortman attended San Mateo County Transportation Authority Citizens Advisory Committee (CAC) Meeting and April 4, 2024 she also attended San Mateo Transportation Authority County Board of Directors Meeting. Executive Zortman presented attendees with an update on the ferry program. On April 9, 2024 Port staff, Granite Rock, Marine Science Institute and Seaport Industrial Association hosted Lunch and Learn boat tour to educate and offer a view from the bay of the Port. Executive Director Zortman stated attendees viewed a berthed vessel and channel dredging. On April 6, 2024 staff attended Rock the Dock concert, the first concert of this year. Executive Director Zortman concluded her report stating May 4, 2024 the Port will host its Second Annual Drone Show.

X. MATTERS OF BOARD INTEREST

Vice Chair Maupin stated 101/84 project is progressing with meetings. He stated at this time there are no reportable actions. On April 9, 2024 Vice Chair Maupin attended Lunch and Learn boat tour, he recognized and thanked Trish Wagner, Business Development Manager for the well-organized and informative lunch.

XI. CLOSED SESSION -CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION —

A. SIGNIFICANT EXPOSURE TO LITIGATION SUBDIVISION (d) (2) AND (e) (1) OF SECTION 54956.9 OF THE GOVERNMENT CODE (FOUR CASES).

Vice Chair Maupin convened the Board into a Closed Session at 8:13 AM for the above matter.
Vice Chair Maupin reconvened the Board into Open Session at 8:30 AM.
Vice Chair Maupin stated no reportable actions from Closed Session.

XII. ADJOURNMENT — TO REGULAR MEETING OF APRIL 24, 2024

After inviting public comment, Vice Chair Maupin confirmed with Executive Director Zortman that there were no members of the public in attendance at the meeting who wished to make public comment on this agenda item. A motion to adjourn the meeting was made by Commissioner Radcliffe and was seconded by Commissioner Garcia. The motion passed 3-0 by roll call vote with Commissioner Claire and Chair Kastrop having an excused absence. The meeting was adjourned by Vice Chair Maupin at 8:30 AM to its next regularly scheduled meeting on April 24, 2024.



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

STAFF REPORT

DATE: April 24, 2024
ITEM NO: V.A
SUBMITTED BY: Rajesh Sewak, Director of Finance and Administration
TITLE: ADOPTION OF AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY ESTABLISHING SALARY PLAN FOR THE OFFICERS AND EMPLOYEES OF THE PORT OF REDWOOD CITY, AND REPEALING ALL ORDINANCES, OR PORTIONS THEREOF, IN CONFLICT HEREWITH – PUBLIC HEARING

RECOMMENDATION

Staff recommends that the Board of Port Commissioners (Board) adopt the Port of Redwood City's (Port) Fiscal Year 2025 Salary Ordinance.

BACKGROUND

On March 27, 2024 the Ordinance was introduced by the Board. On April 4, 2024, the Notice of Public Hearing and Ordinance were published in the Examiner-Redwood City Tribune (Attachment A).

As of today, there have been no changes to the Ordinance since its introduction on March 27, 2024.

ANALYSIS

See analysis in the March 27, 2024, Staff Report when the Ordinance was introduced (Attachment B). The new Salary Plan, if approved, will be implemented on July 1, 2024.

Cost Recovery	N/A
Port 2020 Vision	Comports with the Port's 2020 Vision retaining talent
Budget	FY2025 Budget will reflect the new salary ranges

ALTERNATIVES

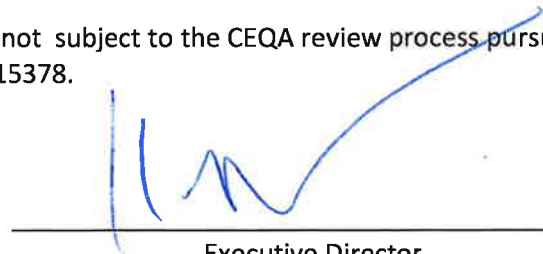
If the Board chooses not to approve the Ordinance the Port may lose its competitive advantage for employee retention.

ENVIRONMENTAL REVIEW

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



Staff



Executive Director

ATTACHMENTS

- A. Notice of Public Hearing Proof of Publication printed in San Francisco Examiner on April 4, 2024
- B. Staff Report dated March 27, 2024 (Introduction of Ordinance)
- C. Salary Ordinance for FY2025



ATTACHMENT B
BOARD OF PORT COMMISSIONERS
PORT OF REDWOOD CITY

STAFF REPORT

DATE: March 27, 2024
ITEM NO: V.A
SUBMITTED BY: Rajesh Sewak, Director of Finance and Administration
TITLE: INTRODUCTION OF AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY ESTABLISHING SALARY PLAN FOR THE OFFICERS AND EMPLOYEES OF THE PORT OF REDWOOD CITY, AND REPEALING ALL ORDINANCES, OR PORTIONS THEREOF, IN CONFLICT HEREWITH

RECOMMENDATION

Staff recommends that the Board of Port Commissioners (Board) introduce the Ordinance establishing the Salary Plan for Fiscal Year 2025 (FY2025) and repealing the current Ordinance.

BACKGROUND

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

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

For the FY2025 Salary Plan, the Port benchmarked salary ranges of other local agencies to determine the new Salary Plan. While the Port's salary ranges are very comparable to other local agencies, some of the positions need to be adjusted to be in alignment. The new Salary Ordinance will allow management to adjust salaries to meet current economic trends and living expenses. The new Salary Plan will supersede the plan approved by the Board on April 26, 2023, for FY2024.

ANALYSIS

In order to maintain competitive salary ranges and in preparation for the FY2025 Port Budget, adjustments to specific salaries have been made since the approval of the current Salary Ordinance in FY2024. Attached is the Salary Ordinance of FY2024 with red-lined edits for FY2025 Salary Ordinance.

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

The new Salary Plan, if approved, will be implemented on July 1, 2024.

Cost Recovery	N/A
Port 2020 Vision	Comports with the Port's 2020 Vision retaining talent
Budget	FY2025 Budget will reflect the new salary ranges

ATTACHMENT B

DATE: March 27, 2024
ITEM NO: V.A
TITLE: INTRODUCTION OF AN ORDINANCE OF THE BOARD OF PORT COMMISSIONERS OF THE CITY OF REDWOOD CITY ESTABLISHING SALARY PLAN FOR THE OFFICERS AND EMPLOYEES OF THE PORT OF REDWOOD CITY, AND REPEALING ALL ORDINANCES, OR PORTIONS THEREOF, IN CONFLICT HEREWITH

ALTERNATIVES

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

ENVIRONMENTAL REVIEW

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



Staff



Executive Director

ATTACHMENTS

- A. Salary Ordinance for FY2024 with red-lined edits for FY2025

ATTACHMENT C

ORDINANCE NO. P-

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

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

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

<u>POSITION</u>	<u>SALARY RANGES</u>
Port Manager (Executive Director)	\$240,000 - \$335,000
Director of Operations	\$190,000 - \$265,000
Harbor Master-Assistant Operations Manager	\$ 95,000 - \$150,000
Director of Finance & Administration	\$200,000 - \$285,000
Business Development Manager	\$ 85,000 - \$130,000
Office Manager/Clerk of the Board	\$ 85,000 - \$130,000
Accounting Clerk/Accountant	\$ 75,000 - \$120,000
Port Maintenance I & II	\$ 70,000 - \$100,000
Manager of Field Operations	\$ 95,000 - \$145,000
Lead – Field Operations	\$ 70,000 - \$110,000

At the discretion of the Executive Director, Executive Management employees spending extra work hours outside of the normal Port business operations including travel time may be eligible to receive one hundred sixty (160) hours per fiscal year of paid leave or equivalent monetary value. Terms and conditions of this benefit shall be based upon the financial resources of the Port and in accordance with the approved budget for the respective fiscal year.

ATTACHMENT C

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

SECTION 3.

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

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

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

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

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

SECTION 5. The Executive Director is hereby authorized to employ such part-time or temporary personnel as are necessary to carry out the normal operations of the Port, provided however, that (1) compensation is limited to no more than \$10,000 during any fourteen (14) day period; and (2) funds shall have been appropriated for such purposes during the Fiscal Year for

ATTACHMENT C

which such employment is retained. All such part-time or temporary personnel shall be subject to dismissal by the Executive Director without notice at any time and without cause.

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

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

* * *

Adopted on the 24th day of April 2024.

Passed and adopted as an ordinance of the Board of Port Commissioners of the City of Redwood City this _____ day of _____, 2024 by the following vote.

AYES, COMMISSIONERS:

NOES, COMMISSIONERS:

ABSENT, COMMISSIONERS:

ABSTAIN, COMMISSIONERS:

President, Board of Port Commissioners

Attest:

Secretary, Board of Port Commissioners