



Staff Report

TO: Harbor Commission
FROM: Steve McGrath, General Manager
DATE: December 2, 2015
SUBJECT: Terminology Matrix of Commonly Used Terms; Recommend Approval

Recommendation/Motion:

Motion: Adopt the Terminology Matrix (as may be amended) as a Board Policy to clarify the language commonly used with associated authorities and responsibilities.

Policy Implications:

Adds a Policy to the Policy Handbook to clarify language.

Fiscal Implications/Budget Status:

None at this time.

Alternatives Considered:

None at this time; a clear understanding of the terms used by Commissioners and staff will be of great benefit to the District and the public.

Background/Discussion:

During the conduct of the public's business, many terms can be used to describe the many actions, functions and levels of regulation of the District. A clear understanding by all of the terms used, their authority, their origination, their approval and the process for change will aid in communication, accountability and transparency.

The concept used may be expanded at any time to clarify roles and responsibilities or language.

Staff will be looking at Policies in general over time, making recommendations to this Commission for changes, and eventually a complete overhaul. Many Policies are outdated, are redundant or more properly included in bargaining agreements. It is important to recognize that Policies are subject to change at the direction of this Commission, which may occur at any properly noticed meeting; thus, incremental change (~~such as is proposed for the Procurement Policy in a separate staff report~~) is appropriate and proper, and can be made expeditiously and subject to further clarification, amendment or replacement at a later date.

In the attached matrix, various terms are addressed, simply and concisely:

Ordinances are the legal foundation yet are subservient to local, state and federal law, if in conflict. For example, the District cannot adopt an ordinance allows a certain land use if the Coastal Act prohibits it. Certain ordinances carry the force of law, and violators may be issued a misdemeanor citation by appropriate personnel.

Resolutions are primarily used to clarify the intent or position of the Commission on a particular topic, may be a required component of certain actions, such as adoption of a budget, or for submitting or accepting certain grants.

Policies are the governance tool by which the Commission establishes the framework for the implementation of the mission of the District, while Procedures are the tools developed and used by staff to implement the Policies of the Board. Guidelines and handbooks, as necessary, are the continued practical refinement as needed for implementation of the Procedures.

If this Commission approves the attached 'Terminology Matrix', staff will use this consistently going forward, and incrementally approach the Policy handbook to organize and sort the various Policies, Procedures, sections that are entitled 'Policies and Procedures' or others that are identified as neither.

Summary/Recommendation:

Consequently, staff recommends that this Commission adopt the attached Terminology Matrix as a statement of understanding, authority and allocation of responsibility for commonly used terms to be added to the District's Policy handbook.

Attachments:

Terminology Matrix 2015

**SAN MATEO COUNTY HARBOR DISTRICT
TERMINOLOGY MATRIX 2015**

Document	Purpose	Who Drafts	Who Approves	Who Manages/Stores
District Ordinances	Provide legal foundation for activities within the District.	General Manager with input from the Board of Commissioners, staff and consultants with review by District Legal Counsel.	Board of Commissioners at a public meeting.	District Secretary/Clerk
District Policies	Provide broad framework of direction for the District. Set standards for District performance.	General Manager with input from the Board of Commissioners, staff and consultants. May require review by District Counsel.	Board of Commissioners at a public meeting. Consistent with all of the documents above.	District Secretary/Clerk
District Resolutions	Formal statement of the Board's position on a topic or issue. May give formal approval to an action item or delegate authority.	General Manager with input from the Board of Commissioners, staff and consultants. May require review by District Counsel.	Board of Commissioners at a public meeting. Consistent with all of the documents above.	District Secretary/Clerk
Department Procedures	Provide specific instructions to staff on day to day tasks. Sets performance standards for management and field staff.	General Manager/Department Heads/Site Managers	General Manager, consistent with all of the documents above.	Department Heads/Site Managers
Staff Guidelines	Provide very specific direction on day to day field level tasks. May include training materials and are more specific than Procedures.	Department Heads/Site Managers	Department Heads, consistent with all of the documents above.	Department Heads/Site Managers
Staff Handbooks	Provide training documentation for specific job processes. Usually referred to by field staff to carry out routine job tasks.	Department Heads/Site Managers	Department Heads/Site Managers	Department Heads/Site Managers