



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Jim Friedman, Chairman
Everard Ashworth, Vice Chairman
Bruce E. Smith, Secretary
Gregory Carson, Commissioner

Oscar Peña, General Manager
Timothy Gosney, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA REGULAR MEETING APRIL 22, 2015 AT 7:00 P.M. 1603 ANCHORS WAY DRIVE, VENTURA, CA

A Closed Session of the Board will be held at 5:30 p.m. at the Four Points by Sheraton Hotel – Captains Room adjacent to Alexander's Restaurant, 1050 Schooner Drive, Ventura, CA, to discuss the items on the Attachment to Agenda-Closed Session Conference with Legal Counsel.

The Board will reconvene in Open Session at the Port District Office located at 1603 Anchors Way Drive for its Regular Meeting at 7:00 P.M. or as soon thereafter as the Closed Session is concluded.

ADMINISTRATIVE AGENDA:

CALL TO ORDER: *By Chair, Jim Friedman.*

PLEDGE OF ALLEGIANCE: *By Chair, Jim Friedman.*

ROLL CALL: *By the Clerk of the Board.*

ADOPTION OF AGENDA (5 minutes)

Consider and approve, by majority vote, minor revisions to agenda items and/or attachments and any item added to, or removed/continued from the Port Commission's agenda. Administrative Reports relating to this agenda and materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the Port District's office located at 1603 Anchors Way Drive, Ventura, CA during business hours as well as on the District's website - www.venturaharbor.com (Public Notices). Each item on the agenda shall be deemed to include action by an appropriate motion, resolution or ordinance to take action on any item.

APPROVAL OF MINUTES

The Minutes of April 8, 2015 will be considered for approval.

PUBLIC COMMUNICATIONS (3 minutes)

The Public Communications period is set aside to allow public testimony on items not on today's agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair.

LEGAL COUNSEL REPORT (5 minutes)

BOARD COMMUNICATIONS (5 minutes)

Port Commissioner's may present brief reports on port issues, such as seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole.

DEPARTMENTAL STAFF REPORTS (10 minutes)

Ventura Port District Staff will give the Commission reports on their Department.

GENERAL MANAGER REPORT (5 minutes)

The General Manager of the Ventura Port District will report on items of general interest to the Port Commission and members of the public.

CONSENT AGENDA: (3 minutes)

Matters appearing on the Consent Calendar are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of the Board or the public requests an opportunity to address any given item. Approval by the Board of Consent Items means that the recommendation is approved along with the terms set forth in the applicable staff reports.

1) Approval of Financial Statements and Checks for the month of February 2015

Recommended Action: Resolution No. 3275.

That the Board of Port Commissioners adopt Resolution No. 3275 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in February 2015.

2) Approval of Out of Town Travel Request

Recommended Action: Motion

That the Board of Port Commissioners approve by motion the Out of Town Travel Request for Consultant, Richard Parsons.

STANDARD AGENDA: (65 minutes)

1) Consideration of Rejection of Claim by Craig Minton (5 minutes)

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion the rejection of a claim filed against the Ventura Port District on February 6, 2015 by Craig Minton and authorize the General Manager to execute and mail a Notice of Rejection to Mr. Minton.

2) Appointment of General Manager as Secretary of the Board of Port Commissioners (10 minutes)

Recommended Action: Motion.

That the Board of Port Commissioners discuss and take appropriate action on the appointment of the General Manager as Secretary of the Board of Port Commissioners.

3) Approval of RRM Design Group Agreement for Additional Services (10 minutes)

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion the authorization of the General Manager to enter into a \$47,390 Agreement for additional services with RRM Design Group for the Ventura Harbor Village Accessibility Plan Improvements.

4) 2015 Lifeguard Services Contract (10 minutes)

Recommended Action: Motion.

That the Board of Port Commissioners review, discuss and take appropriate action on the contract proposed by State Parks to provide Lifeguard Services at Harbor Cove and Surfers Knoll.

**4) 2015 – 2016 Preliminary Budget and Five Year Capital Improvement Plan
(30 minutes)**

Recommended Action: Informational.

That the Board of Port Commissioners review and discuss the 2015 – 2016 Ventura Port District Preliminary Budget and Five Year Capital Improvement Plan.

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

*This agenda was posted on Friday, April 17, 2015 at 5:00 p.m.
at the Port District Office and on the Internet - www.venturaharbor.com (Public Notices).*

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*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Ventura Port District at (805) 642-8538. Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility.
(28 CFR 35.102.35.104 ADA Title II)*

**ATTACHMENT TO PORT COMMISSION AGENDA
CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL**

WEDNESDAY, APRIL 22, 2015

1. Per Government Code Section 54956.8 – Conference with Real Property Negotiators:

- | | |
|----------------------|---|
| a) Property: | 1583 Spinnaker Drive #102, #104 |
| Negotiating Parties: | Oscar Peña, Timothy Gosney |
| Under Negotiation: | The Parlor/Coastal Cone New Lease Terms |
|
 | |
| b) Property: | 1559 Spinnaker Drive #100 |
| Negotiating Parties: | Oscar Peña, Timothy Gosney |
| Under Negotiation: | Milano's Italian Restaurant New Lease Terms |
|
 | |
| c) Property: | 1583 Spinnaker Drive #101 |
| Negotiating Parties: | Oscar Peña, Timothy Gosney |
| Under Negotiation: | The Greek at the Harbor New Lease Terms |

2. Potential Litigation - Per Government Code Section:

- a) **54956.9(d)(2)** - Claim of Bonnie Beck

3. Per Government Code Section 54957:

- a) Legal Counsel Evaluation

APRIL 22, 2015

BOARD OF PORT COMMISSIONERS

APPROVAL OF MINUTES



Minutes of Special Workshop Meeting of the Ventura Port District Board of Port Commissioners Held April 8, 2015

The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Vice-Chairman Ev Ashworth at 12:00PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Everard G. Ashworth, Vice Chair
Gregory L. Carson
Bruce E. Smith, Secretary

Commissioners Absent:

Jim Friedman, Chair

Port District Staff:

Oscar Peña, General Manager
Scott Miller, Harbor Master
Gloria Adkins, Fiscal Manager
Robin Baer, Property Manager
Pat Hummer, Harbor Patrol
Jessica Rauch, Clerk of the Board

Legal Counsel:

Timothy Gosney

AGENDA

CALL TO ORDER: By Vice-Chair, Ev Ashworth.

PLEDGE OF ALLEGIANCE: By General Manager, Oscar Peña.

ROLL CALL: Commissioner Friedman was absent. Also, as of April 7, 2015, Commissioner Bravo resigned from his position as a Port Commissioner.

ADOPTION OF AGENDA

- ACTON:** Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 3-0 to adopt the April 8, 2015 agenda, with the following revisions:
1. Approval of Milano's Italian Restaurant New Lease was pulled from the agenda; and
 2. Standard Agenda Item 1 does only needs a voice vote, not a 4/5ths vote.

APPROVAL OF MINUTES

The Minutes of March 25, 2015 were considered as follows:

ACTION: Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 3-0 to approve the minutes of March 25, 2015.

PUBLIC COMMUNICATIONS: Sam Sadove reported to the Commission that he has been dealing with an individual who filed a lawsuit against him; he was a musician at the Rhumb Line Restaurant. Mr. Sadove won the lawsuit and he reported that Neil Elliot Dorval is now being investigated by the District Attorney.

CLOSED SESSION REPORT: Mr. Gosney stated that the Board met in closed session; discussed and reviewed all of the items listed on the Attachment to Agenda, except Item 1b, Approval of Milano's Italian Restaurant New Lease, which was pulled from the agenda. Staff was given instructions as to how to proceed as appropriate and there was no action taken reportable under The Brown Act.

BOARD COMMUNICATIONS: None.

STAFF COMMUNICATIONS: None.

CONSENT AGENDA:

1) Approval of Out of Town Travel Requests

Recommended Action: Motion

That the Board of Port Commissioners approve by motion the Out of Town Travel Request for Marketing Manager, Jennifer Talt-Lundin.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 3-0 to approve the Out of Town Travel Request for Marketing Manager, Jennifer Talt-Lundin.

2) Approval of Barefoot Boutique New Lease

Recommended Action: Motion

That the Board of Port Commissioners approve by motion a new Retail lease agreement between the Ventura Port District dba Ventura Harbor Village and the Barefoot Boutique for the premises located at 1575 Spinnaker Drive #106B consisting of a total of 605 square feet for a two (2) year term.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 3-0 to approve a new Retail lease agreement between the Ventura Port District dba Ventura Harbor Village and the Barefoot Boutique for the premises located at 1575 Spinnaker Drive #106B consisting of a total of 605 square feet for a two (2) year term.

3) Approval of Casa De Regalos New Lease

Recommended Action: Motion

That the Board of Port Commissioners approve by motion a new Retail lease agreement between the Ventura Port District dba Ventura Harbor Village and Casa de Regalos for the premises located at 1583 Spinnaker Drive #104B & 105 consisting of a total of 1,856 square feet for a three (3) year term.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 3-0 to approve a new Retail lease agreement between the Ventura Port District dba Ventura Harbor Village and Casa de Regalos for the premises located at 1583 Spinnaker Drive #104B & 105 consisting of a total of 1,856 square feet for a three (3) year term.

4) Approval of Milano's Italian Restaurant New Lease

Recommended Action: Motion

That the Board of Port Commissioners approve by motion a new Restaurant lease agreement between the Ventura Port District dba Ventura Harbor Village and Milano's Ventura, Inc. dba Milano's Italian Restaurant for the premises located at 1559 Spinnaker Drive #100 consisting of a total of 1,864 square feet for an eight (8) year term.

ACTION: This item was pulled from the agenda.

STANDARD AGENDA:

1) Approval of Donation of "Mermaid Playing Cello" Statue

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion to:

- a) Accept the donation of "Mermaid Playing Cello," to the Ventura Port District by Alex Benke;
- b) Authorize the General Manager, working with Legal Counsel, to enter into a donation agreement with Alex Benke; and
- c) Authorize Construction of a pedestal for the statue at a point adjacent to the Middle Jetty at Harbor Cove at no cost to the Ventura Port District.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 3-0 to accept the donation of "Mermaid Playing Cello," to the Ventura Port District by Alex Benke; authorize the General Manager, working with Legal Counsel, to enter into a donation agreement with Alex Benke; and authorize the construction of a pedestal for the statue at a point adjacent to the Middle Jetty at Harbor Cove at no cost to the Ventura Port District.

2) Approval of Per Diem Employment Contract with G. Scott Miller

Recommended Action: Resolution No. 3272.

That the Board of Port Commissioners adopt Resolution No. 3272 authorizing the Ventura Port District to offer G. Scott Miller retirement employment prior to the California Public Employees' Retirement System's (CalPERS) required 180 day wait period.

ACTION: Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 3-0 to adopt Resolution No. 3272 authorizing the Ventura Port District to offer G. Scott Miller retirement employment prior to

the California Public Employees' Retirement System's (CalPERS) required 180 day wait period.

3) Approval of Notice of Proposed Ordinance for the Ventura Harbor Marine Fuel Inc. New Lease

Recommended Action: Resolution No. 3273.

That the Board of Port Commissioners adopt Resolution No. 3273 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for the Ventura Harbor Marine Fuel Inc. new Lease in a newspaper of general circulation.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 3-0 to adopt Resolution No. 3273 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for the Ventura Harbor Marine Fuel Inc. new Lease in a newspaper of general circulation.

Public Comment: Bob Bartosh commented on the lease process and start of the fuel facility and thanked the Commission and staff for their time coming up with an approval process.

4) Approval of Public Records Act Policy

Recommended Action: Resolution No. 3274.

That the Board of Port Commissioners adopt Resolution No. 3274 approving the Policy and Procedures Implementing the Public Records Act Policy for the Ventura Port District.

ACTION: Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 3-0 to adopt Resolution No. 3274 approving the Policy and Procedures Implementing the Public Records Act Policy for the Ventura Port District.

5) Authorize submittal of a Grant Application to Sea Grant to Define a Permitting Strategy to Secure Entitlements for Commercial Shell Fish Operations

Recommended Action: Motion.

That the Board of Port Commissioners approve the submittal of a grant to provide funding to secure expert consulting services to define a permit strategy for sustainable commercial shell fish operations.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 3-0 to approve the submittal of a grant to provide funding to secure expert consulting services to define a permit strategy for sustainable commercial shell fish operations.

ADJOURNMENT: The meeting was adjourned at 12:57PM.

Secretary

APRIL 22, 2015

BOARD OF PORT COMMISSIONERS

DEPARTMENTAL STAFF REPORTS

DREDGING

FACILITIES

HARBORMASTER

MARKETING

PROPERTY MANAGEMENT

RWP DREDGING MANAGEMENT

Richard W. Parsons
2271 Los Encinos Road
Ojai, California 93023
Phone/Fax (805) 649-9759

April 22, 2015

Board of Port Commissioners
Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001

Subject: March-APRIL 2015 Dredging Activities and Special Projects Report

The Dredging Program Manager's activities for March-April 2015 period are reviewed below:

2016 Federal Dredging Appropriations

The President's proposed FY2016 budget provides \$4.83 million for the FY16 maintenance dredging of Ventura Harbor. The House Energy and Water Development Appropriations Subcommittee met on April 15, 2015 to mark up the FY2016 Energy and Water Development Appropriations Bill (E&W). The Subcommittee's proposed funding level for the Corps of Engineers' Navigation program is \$2.4 billion, which is about \$50 million above the FY2015 funding level. The full Appropriations Committee will take up the bill during the week of April 20, 2015. At this point in the appropriations process no information is available on the funding level for individual projects such as Ventura Harbor or on possible funding for work plan allocations.

2017 Federal Dredging Appropriations

We are in the process of preparing letters to OMB and the Corps of Engineers requesting that \$7.8 million be included in the FY17 Energy and Water Development Appropriations Bill for the maintenance dredging of the Ventura Harbor federal channel area.

Launch Ramp Rehabilitation

We have finally heard back from the Division of Boating and Waterways (DBW) relative to the solution to the parking lot circulation problems caused by the new configuration of the launch ramp. They have indicated that DBW is willing to split the cost of the necessary parking lot modifications with the District. The preliminary cost estimate for the work is \$50,000 to \$70,000, so the Port District's share will be \$25,000 to \$35,000. I have directed the project engineer, Noble Consultants to prepare the necessary contract drawings for the work and will then negotiate a contract change order with Cushman Contracting. That change order will be submitted to DBW for approval and then to the Port Commission.

Ventura Harbor Village Reroofing Project

The contract documents for the Harbor Village Reroofing project have been completed and we are now awaiting final review by legal counsel before seeking competitive bids.

Respectfully submitted,

Richard Parsons

Dredging and Special Projects Consultant

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: April 22, 2015

TO: Board of Port Commissioners
FROM: Joe A. Gonzalez, Facilities Manager
SUBJECT: Facilities Report

LANDSCAPE:

- Inspected/adjusted all sprinklers/ drip lines for any water waste.
- Replaced faulty irrigation valve at the Entry Feature.
- Cleaned out all sand from irrigation boxes throughout Surfers Knoll, and Harbor Cove planters.
- Removed/Sprayed all new growing weeds on all Districts' parking lots and sidewalks.
- Trimmed all shrubs on parcel 19A planters.

MAINTENANCE:

- 1591 restroom's water heater was replaced.
- Replaced all 4x4 wooden poles that were dry rot, and replaced with new ones at the carousel stage.
- Manufactured and installed a temporally wooden wall, for during the new remodeling for 1575 building Suite 102.
- Replaced a glass panel on 1559 Suite 103, due to vandalism.
- 1591 trash enclosures' door was work on to close properly.
- New door latches were installed on 1449 and 1559 trash enclosures.
- A minor repair on door #4 was done at Harbor Cove beach public restrooms.
- Minor tenant improvement was performed at 1559 Suite 103.
- VPD air compressor was serviced.
- Various service inspections and maintenance was done on Harbor Boats, B-19, B-17 and Maintenance Vehicles M-24 & M-31.
- Tested approximately 42 Backflow prevention devices required yearly by the County.
- Replaced three faulty backflow prevention devices, that didn't pass the yearly test.
- 1591 suite 115 C (Blackbeard's) minor tenant improvements were performed, Painting, touch-ups, etc.

MARINA:

- Performed the monthly Fire cabinet inspection on all Marina docks.
- Hose bib was replaced at C-Dock slip 2.
- New signs were installed at the waste oil drop off station, adjacent to 1449 building.

MARKETING:

- Two bubble machines were rebuilt, and cleaned.
- Assisted Marketing with the window banners installation throughout the Village complex.

CAPTIAL IMPROVMENTS UPDATE:

- RE-ROOFING OF VILLAGE BUILDINGS 1431, 1449, AND 1559.
Staff is working with Rasmussen & Associates Architects, on the following:
 1. Rasmussen will retain Craig Hood to prepare "electrical" drawings to provide for more details and requirements for temporary work required to keep the building services in operation during the reroof work.
 2. The Port District will review all roof top equipment and determine which tenant space it serves and the specific hours of operation that are required.
 3. Rasmussen will rewrite the specifications to indicate that Tremco is the only acceptable manufacturer. Verification of using only approved installers is also a part of the specifications.

4. The specifications will include a provision for a mandatory pre-bid conference.
5. Rasmussen will investigate the possibility of coating the parapets with another material so that the electrical equipment can remain in place.

1583 ELEVATOR MODERNIZATION:

- Estimate/Contract is currently being reviewed by legal counsel.

FISH PIER JIB CRANE

- The one ton fish pier derrick crane is presently being manufactured by Allied Products Inc. Cushion Contracting expects to take delivery of the crane in May and to have it installed by June.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: April 22, 2015

TO: Board of Port Commissioners
FROM: G. Scott Miller, Harbormaster
SUBJECT: Harbormaster Report

Outrigger Clubs on Parcel 8: The District has identified two areas on State Lands property that we feel would be suitable for the outrigger clubs to utilize so they can continue to operate off of the Harbor Cove Beach. The District will continue to work with the clubs to secure any permits that other agencies might require.

Harbormaster Recruitment: We are in the process of conducting a closed recruitment process involving only current Harbor Patrol Officers, including the Senior Harbor Patrol Officer. Applications are due Thursday, April 16. All applicants will be interviewed on April 23 and the top candidates will be invited to an interview on April 24. It is expected that an offer will be made and accepted the following week.

Business Operations Manager Recruitment: Recruitment Package was posted to www.monster.com on March 27, 2015 with an application cutoff date of April 15, 2015. If it is likely we can fill the position with the application pool, initial interviews will tentatively be held April 28 and 29, 2015.

Harbormaster Retirement: It has been my extreme pleasure to have been employed by the District since February 12, 1980 with the titles of Deputy Harbormaster, Senior Deputy Harbormaster, Assistant Harbormaster, Operations Manager and finally Harbormaster. I appreciate the support and opportunities the District has afforded me. I look forward to being able to continue this relationship as a Per Diem employee.

Harbor Patrol Report Statistics March 2015	
In Harbor	20
Out Harbor	7
Total	27
Boating	13
Non-Boat	14
Capsized	1
Collision	1
Fire	1
Flooding	1
Haz to Nav	1
H2O Rescue	1
Mech Fail	8
Medical	12
Per in H2o	2
Search	1
Pumpout	0
Tow	9
Agency Asst	11
Cites	6
Boating	0
Non-Boating	0
Parking	6

Crime Reports Provided by the Ventura Police Department				
3/5/2015	6:06 PM	1583 Spinnaker Dr	Suspicious Circumstances	SUSCI
3/8/2015	11:00 PM	1101 Spinnaker Dr	Vehicle Theft	VC10851-Other
3/9/2015	1:04 AM	1080 Navigator Dr	Domestic	IR415F
3/10/2015	2:05 AM	1198 Navigator Dr	Burglary-Forcible Entry	PC459-Forced
3/19/2015	7:13 AM	1415 Spinnaker Dr	VC10851-Stolen Truck	VEHICLE THEFT

Attachments:

Attachment 1 – Soundings: April 15, 2015

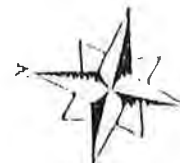
Swimming Area

- Boats Keep Out

APRIL 15, 2015

O.O TIDE

Hummer



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: April 22, 2016

TO: Board of Port Commissioners
FROM: Jennifer Talt Lundin, Marketing Manager
SUBJECT: Marketing Report – April 2015

Ventura Harbor Village Sales:

- February 2015 Sales for Village tenants open 12 months: 18.45% increase from February 2014 (25.9% increase in Retail, 18.5% increase in Restaurants, 14.8% increase in Charters)

Advertising

- 8,000 circ. Presenting Magazine- Hotel In-Room Publication 6 months. Co-op featuring 7 Ventura Harbor partners (\$1,200)
- Ventura Visitors/Inspiration Guide- secured 4 Harbor co-op partners and the back cover of the publication. 120,000 printed and digital book. June publish date (\$800/partner)(\$4,500)
- 200,000 copies. California's Central Coast Tourism Map & Event Listing. Attraction Channel Islands/Pirate Days listed. Distributed outside of Central Coast region to key markets (\$700)
- Printed 250 Pirate Days business card size promo cards to be distributed at the Pacific View Mall Family Fest (2,000 attendance) (\$84)
- Booth Space at Pacific View Mall's Family Fest, April 18. 2,000 local families (\$200)
- 500,000 circ. L.A Visitor's Guide bi-annual publication ½ page ad. Co-op Island Packers (\$2,200)
- 150,000 circ. Valley Scene Magazine (Inland Valley) ¼ page ad April 17 (comped)
- April is National Kite Month- publicized via employee signature ad, web site home page/banner ads, Enewsletter, electronic sign, stunt kite video post, kite giveaway at Family Fest
- Poster distribution, web banner ads, media release, electronic sign, Enewsletter promotion for Coastal Marine BioLabs SmartTalk Series on April 30
- Promotion of the new BlueWater Boutique- Web site banner ads, electronic sign, Enewsletter promotions, social media posts, media newsletter

Lease Promotion

Created attractive signage/banners for leasing & what's coming/opening in Village:

- New Cuban/American restaurant banner on display – opening Summer 2015

Web Site/ Social Content

- **Facebook:** Harbor's top engaging platform (55 follower increase) Top posts:
 - Harbor Sea Lions (ad: Ventura Boat Rentals): 187 likes, 20 shares, 9 comments
 - YahooHealth.com link, Ventura as a top city: 245 likes, 54 shares, 20 comments
 - CINP named Best Hiking Spot by VC Star: 133 likes, 34 shares, 5 comments
- **Twitter:** 5% growth, 69% increase in impressions and a 42% increase in mentions
- **Instagram:** 25% growth, two Instagram promotions # and focused on promotion of #FindYourPark Instameet on April 19 at Channel Islands National Park Visitor Center
- Designed social media banner displayed in Ventura Harbor Village to generate engagement posts

On Site Event Rentals / Event Promotions

- Cottontail Day, March 28: Doubled sponsorship monies, increased total vendor income by 7.5% (\$3161.20 in 2015 vs. \$ 2939.25 in 2014) Largest attendance in 7 years, most egg hunt sales, Harbor restaurants saw greater sales
- Harbor is Hopping/Easter Sunday, April 5 – Harbor scavenger hunt, Cottontail Bunny, Live Jazz

- Finalized Hokuoloa Outrigger Race for June 6 expecting 500 participants
- Finalizing Corporate Games Closing Ceremonies May 9 for 1000 participants/spectators
- Booked 10 additional Wedgewood weddings and 3 VPD weddings, 1 Blackbeard's event space
- Approved Surf N' Suds publicity pieces for June 13 event to highlight Village location

Public Relations/Networking/Outreach:

- Restaurant tenant meeting, April 15, offered three key promotions from Find Your Park campaign, City's 150th tie in, Pirate Days(month) offerings. Free restaurant ad in the Surf N/ Suds attendee brochure for all Harbor restaurants. Co=op in VC Reporter discussed. Exciting menu, restaurant, décor, entertainment updates from all restaurants in attendance
- Hosted Brian Wright from Visit California Executive staff, April 15, Channel Islands National Park Visitor Center/Film, Harbor Kayak, seafood tasting- Visit California is the marketing arm for California tourism- continuing to introduce and keep Harbor top of mind
- Front cover of **April Sunset Magazine** In-store edition – April Issue. Featured Channel Islands article mentioning Ventura Harbor in all April Sunset publications
- Asked by Ventura County West to develop itinerary for journalist Ronnie Greenberg for **Valley Scene Magazine**- marketing department organized a Taste & Tour itinerary for March 29. Journalist cancelled, however, received complimentary ad in the Valley Scene Magazine
- Somerville Associates developed itinerary for journalist Lisa Gipson, **San Diego Family Magazine.com** on April 9 – lead from Ventura Visitor & Convention Bureau
- Somerville Associates worked with Central Coast Tourism to host **Conde Nast Traveler Magazine** photographer Adrian Gaut on April 4 at the Channel Islands(kayak) partnering with Island Packers
- Working with Whisenhunt Communications secured press for Top2Top Expedition – outreached to multiple media outlets when they arrived. Coverage in **Ventura Breeze** April 15 issue. Coverage in same publication for SmartTalk Series as follow up to press release working
- Met with Yvonne Menard, CINP on **Centennial Campaign – Find Your Park 2015-2016** – Somerville Associates in attendance. No monies for local promotions but events and activities planned – Harbor to assist with promotion of Centennial and CINP park activities. Suggested a Five Channel Islands Club – to encourage visitation to all five islands and create a campaign for millennial market and for all ages to participate. CINP is reviewing
- Secure donations- Ventura Visitor & Convention Bureau's annual volunteer recognition event
- Attended City of **Ventura's 150th Anniversary Committee** meeting on March 25 and April 29 – outreaching to Harbor tenants about participation. Adding new tag to **2015 Parade of Lights theme: Surf, Sand & Santa- Celebrating 150 Years of Ventura**
- Hosted Central Coast Tourism Council Board Retreat in Ventura March 25 – 27 with visits to Ventura Harbor Village for lunch event at The Greek at the Harbor, post activity options for Shop, Wine & Dine or On the Water Fun with kayaking, new Oceans Exhibit and Coastal Cone. Sponsored a breakfast featuring French pastries by Jean Luc of Le Petit Café & Bakery. Strategy session for 2015 – 2016 fiscal year calendar and projects
- Staffing for Coastal Marine Bio Labs SmartTalk Series on March 26 and April 30
- Marketing staff attended Ventura Visitors & Convention Bureau Partners meeting on April 14
- Met with the new operators of Tall Ship Bill of Rights to review future options for visitation

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: April 22, 2015

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Property Report

I. Tenant Improvements Underway

- 1) 1559 Spinnaker Drive, #105 - Wild Local Seafood Co. - Possession of the premises has been given to tenant due to changing of architects. We have received approval from Ventura County Health Department on the restaurant design. We plan to submit to City of Ventura planning department for building approvals.
- 2) 1575 Spinnaker Drive, #105 A/B - Coffee Dock & Post project is in progress. They have completed painting, mailboxes and are now preparing kitchen area to install equipment. Estimated re-opening in Spring 2015.
- 3) 1575 Spinnaker Drive, #102 - There is a name change, current space will stay as 805 Bar & Grilled Cheese; the new space will be CopaCubana. 805 Bar & Grilled Cheese will be open during construction of additional space. Demolition has begun on the expanded space and estimated opening date is June 2015.

II. Lease Negotiations In Progress

- 1) Milano's Restaurant - Working with tenant on a new lease and relocation of their bar area. This new location of the bar will allow for 'happy hour' activities and increase revenues.
- 2) The Greek Restaurant - Working with General Manager on a new lease. We are discussing tenant improvement allowance and finalizing proposed lease terms.
- 3) The Parlor/Coastal Cone - working with tenant to negotiate a new lease. We are discussing new menu concepts for The Parlor and remodel requirements for both spaces.
- 4) Ventura Boat Rentals/Just for Dreamers - working with the tenant to negotiate a new lease.
- 5) Sierra Pacific Mortgage will be a new office tenant. They are relocating from Bakersfield and are making Ventura Harbor Village their new home for the next two years.
- 6) Gabriella Navarro Busch Law will be expanding their current space into an additional 800 square feet. Ms. Busch has been a long term tenant with us and looks forward to growing her practice into the new space.

III. Special Projects

- 1) Started working with Utility Cost Management in 2014 to review all of Port District electric and gas invoices. UCM helps government agencies with complex utility rates, regulations and expenditures. As of today, we have received a credit of approximately \$20k from overcharged or incorrect fees (ex. Rate Reductions, Utility Users Tax, etc.).

IV. Occupancy level at Harbor Village --- Note: Office vacancy reduced from last month from 2760sf.

91% Occupied; total vacancy 9%

Available Space for Lease

includes month-to-month art galleries:

Offices --- 1,294 square feet

Retail --- 4,734 square feet

Restaurant --- 1,537 square feet

94% Occupied; total vacancy 6%

Available Space for Lease

not including month-to-month art galleries:

Offices --- 1,294 square feet

Retail --- 2,014 square feet

Restaurant --- 1,537 square feet

APRIL 22, 2015

BOARD OF PORT COMMISSIONERS

CONSENT AGENDA ITEM NO. 1

APPROVAL OF FINANCIAL STATEMENTS AND CHECKS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM 1
Meeting Date: April 22, 2015

TO: Board of Port Commissioners
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Approval of Financial Statements and Checks

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3275:

- a) Accepting the February 2015 financial statements; and
- b) Approving the payroll and regular checks for February 2015.

DISCUSSION:

Attached for the Board's review are the financial statements and the regular accounts payable checks for February 2015. Supplementary Notes to the financial statements are located directly behind the Statement of Income and Expense report.

Disbursements

The accounts payable check register for February 2015 is located after all the financial statement documents as Attachment 3. Each check on the register includes a brief description of its purpose. Directly behind the check register, you will find details of the charges made through the District's Chase Bank credit cards for February 2015, January 2015 and December 2014 labeled as Attachment 4, Attachment 5 and Attachment 6, respectively. These reports are broken down by expense category and will give the Board a clearer idea of how the company credit card is utilized by the Managers. I will continue to include a breakdown of the Chase Bank credit card purchases with the accounts payable check register each month for the Board's review.

I have explained some of the major accounts payable check expenditures below. (Regular payments such as monthly service contracts, utilities, legal services, etc. are not shown below as they are recurring each month.):

February 2015 -

- Fugro West was paid \$17,926 for oceanographic studies as a requirement of the District's annual dredging permit.
- Ventura Harbor Marine Fuel was paid \$6,910 to reimburse the electrical usage on C dock for 2014. At this time the electrical meter for the fuel pier encompasses the fuel facility and all of the Village C dock slips. This meter is the tenant's responsibility. Therefore, the District reimburses them for electrical usage by the C dock slip tenants.
- Superior Awning was paid \$7,537 for replacement tenant awnings in the Village.
- Major Engineering was paid \$14,900 to replace/repair fender piles on the Village fish pier.

Payroll Disbursements

The District has 26 bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. The February payroll of \$126,396 represents two regular payroll periods.

General Information

On April 6th, the District received \$1.5 million of the launch ramp grant funds requested from the Division of Boating and Waterways (DBW) back in September 2014. These funds were put into the LAIF-Capital Improvement Reserves account bringing the balance to \$4.3 million.

ATTACHMENTS:

Attachment 1 – Resolution No. 3275

Attachment 2 – Statement of Income Expenses – Period Ended February 28, 2015

Attachment 3 – Accounts Payable Check Register for February 2015

Attachment 4 – Chase Credit Card Charges February 2015

Attachment 5 – Chase Credit Card Charges January 2015

Attachment 6 – Chase Credit Card Charges December 2014

ATTACHMENT 1



RESOLUTION NO. 3275

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE
VENTURA PORT DISTRICT CONSENTING TO THE ACCEPTANCE OF THE
FINANCIAL STATEMENT AND APPROVAL OF CHECKS**

BE IT RESOLVED by the Board of Port Commissioners of the Ventura Port District, that:

- A. The Financial Statements for February 2015;
- B. The following Checks are hereby reviewed:
 - 1) Payroll Checks #8858-8865 and direct deposits inclusive in the amount of \$126,396 for February 2015 salaries, and;
 - 2) Regular Checks #41485-41640 in the amount of \$241,696 for February 2015 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on April 22, 2015, Resolution No. 3275 was adopted by the following vote:

AYES:
NOES:
Abstain:
Absent:

Attest:

Chairman

Secretary

(Seal)



ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended February 28, 2015

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
OPERATING REVENUES						
Parcel Lease Income	\$ 235,000	\$ 220,043	\$ (14,957)	\$ 2,130,000	\$ 2,100,924	\$ (29,076)
Dry Storage Income	6,600	6,786	186	53,300	56,160	2,860
Fisherman's Storage	5,800	5,762	(38)	46,800	46,097	(703)
Parking Income	4,250	3,545	(705)	38,000	40,439	2,439
Miscellaneous Income/Rentals	4,215	4,692	477	66,860	62,410	(4,450)
Village Income						
Harbor Village Lease Income	163,250	161,510	(1,740)	1,532,000	1,542,342	10,342
Commercial Fishing	8,800	19,414	10,614	184,400	195,269	10,869
Miscellaneous Income	499	340	(159)	4,007	3,068	(939)
Harbor Event Fees	500	4,816	4,316	24,500	31,962	7,462
Marketing Booth/Vendor Income	50	540	490	4,950	8,119	3,169
Co-Op Advert/Sponsorship	0	695	695	13,750	14,975	1,225
Merchants Promo Fund	6,580	6,932	352	56,068	58,471	2,403
Slip Rentals	71,400	74,875	3,475	564,400	566,169	1,769
Dock Electrical Income	2,000	3,485	1,485	18,000	21,355	3,355
C A M Income	22,000	21,880	(120)	189,500	189,036	(464)
Total Oper. Revenues	\$ 530,944	\$ 535,315	\$ 4,371	\$ 4,926,535	\$ 4,936,796	\$ 10,261
OPERATING EXPENSES						
Personnel Expenses						
Salaries & Wages						
Regular Salaries	\$ 154,385	\$ 150,811	\$ 3,574	\$ 1,330,270	\$ 1,311,568	\$ 18,702
Part-time Help	7,270	3,999	3,271	53,790	42,006	11,784
Overtime Pay	750	0	750	30,250	24,920	5,330
Holiday Pay	0	0	0	16,500	8,921	7,579
Total Salaries & Wages	\$ 162,405	\$ 154,810	\$ 7,595	\$ 1,430,810	\$ 1,387,415	\$ 43,395
Other personnel expenses						
Retirement Contributions	\$ 34,640	\$ 33,653	\$ 987	\$ 300,875	\$ 289,654	\$ 11,221
Payroll Taxes	2,460	2,424	36	26,905	22,590	4,315
Worker's Comp Ins.	35,445	35,038	407	174,660	173,846	814
OPEB Liability	6,430	6,430	0	51,330	51,332	(2)
Medical & Life Ins.	22,500	21,747	753	181,536	175,320	6,216
Optional Benefit Plan	16,150	15,487	663	127,960	125,059	2,901
Uniforms & Tool Allowances	3,825	6,011	(2,186)	29,725	17,287	12,438
Total - Other Personnel Expenses	\$ 121,450	\$ 120,790	\$ 660	\$ 892,991	\$ 855,088	\$ 37,903
Total Personnel Expenses	\$ 283,855	\$ 275,600	\$ 8,255	\$ 2,323,801	\$ 2,242,503	\$ 81,298

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended February 28, 2015

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
General Expenses						
Advertising	\$ 1,000	\$ 289	\$ 711	\$ 13,000	\$ 3,626	\$ 9,374
Auto Mileage & Allowance	1,250	969	281	10,000	8,126	1,874
Auto/Boat Equip & Maint	7,395	5,326	2,069	100,500	99,603	897
Bad Debt	0	0	0	18,000	4,996	13,004
Bank Fees & Other Misc	1,300	607	693	10,300	4,953	5,347
Building Maintenance	16,450	15,476	974	133,200	126,038	7,162
Bldg Maint-Tenant Improvments	25,000	3,363	21,637	130,000	32,832	97,168
Accessibility Improvements	5,000	9,843	(4,843)	75,000	75,841	(841)
Communications	3,550	3,741	(191)	26,800	29,457	(2,657)
Conferences & Training	4,000	2,793	1,207	37,000	22,765	14,235
Dock Maint. & Repair	17,600	15,154	2,446	49,000	34,916	14,084
Village Enhancements	5,000	183	4,817	34,000	17,158	16,842
Equipment Rental	2,950	876	2,074	14,200	5,904	8,296
General Insurance	33,133	33,074	59	141,266	141,148	118
Grounds Maintenance	8,450	4,759	3,691	95,400	68,198	27,202
General Harbor Maintenance	420	0	420	3,360	2,868	492
Janitorial Supplies	2,300	2,901	(601)	25,750	27,198	(1,448)
Land/Building Rental Expense	5,800	5,762	38	46,800	46,405	395
Marketing & Promotions	16,200	8,542	7,658	190,450	169,649	20,801
Memberships & Subscriptions	500	0	500	17,100	16,877	223
Office Supplies & Equipment	4,300	1,837	2,463	37,400	19,030	18,370
Computer Equip & Supplies	1,000	279	721	17,000	5,906	11,094
Operating Supplies	4,360	2,005	2,355	37,130	17,273	19,857
Other Equipment & Repairs	3,530	1,998	1,532	27,380	21,821	5,559
Professional Services - Legal	21,000	21,142	(142)	179,500	178,303	1,197
Professional/Outside Services	32,180	14,106	18,074	326,456	262,785	63,671
Utilities	46,350	42,338	4,012	252,400	232,926	19,474
Dredging Related Expenses	21,250	15,803	5,447	172,500	138,908	33,592
Total General Expenses	\$ 291,268	\$ 213,166	\$ 78,102	\$ 2,220,892	\$ 1,815,510	\$ 405,382
Total Operating Expenses	\$ 575,123	\$ 488,766	\$ 86,357	\$ 4,544,693	\$ 4,058,013	\$ 486,680
Oper. Income(Loss) Before Deprec.	\$ (44,179)	\$ 46,549	\$ 90,728	\$ 381,842	\$ 878,783	\$ 496,941
Depreciation	\$ 83,000	\$ 82,307	\$ 693	\$ 659,000	\$ 654,223	\$ 4,777
Operating Income (Loss)	\$ (127,179)	\$ (35,758)	\$ 91,421	\$ (277,158)	\$ 224,560	\$ 501,718

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended February 28, 2015

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
NON-OPERATING REVENUES						
General						
Investment Income (Loss)	\$ 0	\$ 306	\$ 306	\$ 13,000	\$ 15,143	\$ 2,143
Tax Income	5,000	2,260	(2,740)	580,000	585,975	5,975
Intergov't Revenue	0	0	0	0	8,301	8,301
Sale of Fixed Assets	0	0	0	0	12,914	12,914
Total General Non-Oper. Income	\$ 5,000	\$ 2,566	\$ (2,434)	\$ 593,000	\$ 622,333	\$ 29,333
Special Funding						
DBAW Grants-Misc	\$ 0	\$ 2,503	\$ 2,503	\$ 6,000	\$ 7,503	\$ 1,503
DBAW Grants-Launch Ramp	0	0	0	0	0	0
Total Special Funding	\$ 0	\$ 2,503	\$ 2,503	\$ 6,000	\$ 7,503	\$ 1,503
TOTAL NON-OPER. REVENUES	\$ 5,000	\$ 5,069	\$ 69	\$ 599,000	\$ 629,836	\$ 30,836
NON-OPERATING EXPENSES						
Interest Expense	\$ 1,440	\$ 1,437	\$ 3	\$ 664,240	\$ 670,923	\$ (6,683)
Total Non-Oper. Expenses	\$ 1,440	\$ 1,437	\$ 3	\$ 664,240	\$ 670,923	\$ (6,683)
Non-Operationing Income (Loss)	\$ 3,560	\$ 3,632	\$ 72	\$ (65,240)	\$ (41,087)	\$ 24,153
CHANGES IN NET POSITION	\$ (123,619)	\$ (32,126)	\$ 91,493	\$ (342,398)	\$ 183,473	\$ 525,871

Monthly Report
(Unaudited)

ATTACHMENT 2

Supplementary Notes to the Statement of Income and Expense for the period ending February 28, 2015 – Budget to Actual Analysis.

Operating Income:

Parcel Lease Income – (under budget \$29,076) As a reminder, this category represents the ‘master tenants’ only. The Village tenants are reflected separately below. Half of this year-to-date variance reflects a decrease due to the percentage rents received in January from the Boatyard for the 2014 calendar year being less than anticipated. The remaining balance is a result of the February budget projection being too high for Parcel 20 and Ventura West Phase I. I did not reduce the budget in January and February for the charter boats at Parcel 20. The charter owner hauls the boats out for annual maintenance in January and February; therefore, there are no charters during those two months to generate percent. Also, I did not budget for a decrease in Ventura West Phase I’s occupancy rate. The year-to-date variance represents approximately 1% of the budget to date.

Harbor Village Lease Income – (exceeds budget \$10,342) This increase continues to reflect the increase in percentage rents received in January from the Ventura Harbor Fuel Pier for their 2014 calendar year sales being higher than budgeted. The month of February in this category was in-line with the projected budget for the month. In general, the tenants in the Village that are currently open for business are doing quite well for being off-season. The overall rent category is not reflecting these favorable conditions due to the tenants that have recently negotiated leases and are closed during their tenant improvement transitions.

Commercial Fishing – (exceeds budget \$10,869) This increase for the month of February reflects the unexpected income from the offloading of Sardines and Mackerel by Saigon Seafood.

Operating Expenses:

Personnel Expenses – (under budget \$81,298) This year-to-date variance continues to be spread out over all of the personnel categories. It is anticipated that most of these funds will be used over the course of the year. The month of February was in-line with the projected budget for the month. The budget remaining for uniforms is being utilized as Patrol has ordered and paid a deposit in February on the fire turnout gear they budgeted for this year.

Advertising – (under budget \$9,374) The advertising expense was anticipated to pick up in next few months as we have bid packets to advertise and the Harbormaster position to fill due to our current Harbormaster retiring. But this category will have funds remaining at the end of the fiscal year as more legally required classified postings are considered met by posting on the internet rather than having to post in printed publications.

Building Maintenance – (under budget \$7,162) This category was aligned to budget by the mid-year budget adjustments.

Bldg Maint-Tenant Improvements – (under budget \$97,168) This category is one that is usually divided by twelve months equally. Some of the leases requiring tenant improvements were delayed and are beginning to proceed with the necessary tenant improvements in April.

Conferences & Training – (under budget \$14,235) This category is under budget due to at least five larger conferences not having been attended in an attempt to reduce expenses. For example, two staff members were budgeted to attend the JPIA conference in September, one staff member was budgeted to attend the Liebert Cassidy payroll law conference in February, two staff members were budgeted to attend CSDA conference/training sessions. These conferences and trainings were not attended. Also, the District’s Dredging Consultant saved the District over \$4,000 by staying with a friend for both the September 2014 and the March 2015 CMANC Washington DC conferences.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the period ending February 28, 2015 – Budget to Actual Analysis

Dock Maint. & Repair – (under budget \$14,084) It was determined that repairs would be needed on the Harbor Village docks but to date the repairs have not been implemented. This expense was reviewed during the mid-year budget adjustment process and it was determined that the budget should not be reduced as the repairs are still pending.

Village Enhancements – (under budget \$16,842) The General Manager asked staff to reduce spending in this category, so it is anticipated that there will be funds remaining in this category at the end of the fiscal year unless staff is otherwise instructed.

Grounds Maintenance – (under budget \$27,202) The General Manager asked staff to reduce spending in this category, so it is anticipated that there will be funds remaining in this category at the end of the fiscal year unless staff is otherwise instructed.

Marketing and Promotions – (under budget \$20,801) Marketing has plans to utilize these funds before the end of the year.

Office and Computer Supplies & Equipment – (under budget \$18,370 and \$11,094, respectively) Both of these categories are divided by twelve months. The General Manager asked staff to reduce spending in these categories, so it is anticipated that there will be funds remaining at the end of the fiscal year unless staff is otherwise instructed. There were also contingencies built into the computer equipment category, as the equipment can be unpredictable.

Operating Supplies – (under budget \$19,857) This category is under budget in two departments, Patrol and Harbor Village Marina. Patrol historically purchases operating supplies in May and June so I anticipate they will use the remainder of their budget. Harbor Village Marina budgeted for Marina software in the current year that is likely to be deferred to the new budget.

Professional Services-Legal – (under budget \$1,197) This category was aligned to budget by the mid-year budget adjustments.

Professional/Outside Services – (under budget \$63,671) Upon closer analysis, this budget category should have been reduced \$50,000 during mid-year adjustments. The \$50,000 was for the Accessibility study. This should have been moved to the Accessibility Improvements line-item during mid-year adjustments.

Utilities - (under budget \$19,474) This category consists of water, electricity, gas and trash expenses. It is anticipated that all of these funds will be utilized by the end of the year.

Dredging Related Expenses – (under budget \$33,592) This category is divided by twelve for the year. Testing and biological monitoring required for the dredging process began in January and went through February. The invoices for the services arrived in March. Approximately \$13,000 of this variance is utilized in March. Some budget funds will remain in this category at the end of the fiscal year.

ATTACHMENT 2

Ventura Port District Balance Sheet For the Period Ended February 28, 2015

CURRENT ASSETS

Cash in Banks	1,818,573
Accounts Receivable	2,522,329
Notes Receivable	43,775
Taxes Receivable	27,212
Interest Receivable	1,792
Prepaid Expenses	44,897
Inventory of supplies	32,119

TOTAL CURRENT ASSETS \$4,490,697

RESTRICTED ASSETS

Cash - Dredging	3,019,039
Cash - Improvement	2,672,983
Cash - Fisheries Complex	25,007

TOTAL RESTRICTED ASSETS \$5,717,029

FIXED ASSETS

Land	2,342,629
Harbor Improvements	33,123,733
Equipment	1,430,657
	36,897,019

Accumulated depreciation (14,039,209)

NET FIXED ASSETS \$22,857,810

OTHER ASSETS

Investments-Unrestricted Reserves	1,484,610
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TOTAL OTHER ASSETS \$1,484,610

TOTAL ASSETS \$34,550,146

DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	229,860
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TOTAL DEFERRED OUTFLOWS OF RESOURCES \$229,860

TOTAL ASSETS AND DEFERRED

OUTFLOWS OF RESOURCES \$34,780,006

CURRENT LIABILITIES

Accounts Payable	71,819
Accrued Interest	386,620
Current Portion LT Debt	616,306
Current Portion OPEB Liability	8,676
Accrued Payroll	24,147
Employee Compensated Absences	249,756

TOTAL CURRENT LIABILITIES \$1,357,324

LONG TERM DEBT

ltd - Notes Payable	13,682,154
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TOTAL LONG TERM DEBT \$13,682,154

OTHER LIABILITIES

OPEB Liability LT	384,895
Unearned Revenue	-
Security Deposits	162,883

TOTAL OTHER LIABILITIES \$547,778

TOTAL LIABILITIES \$15,587,256

EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	13,537,613
Current Year Retained Earnings	183,473

TOTAL EQUITY \$18,998,750

DEFERRED INFLOW OF RESOURCES

Deferred Tenant Revenue	194,000
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TOTAL DEFERRED INFLOW OF RESOURCES \$194,000

TOTAL LIABILITIES, EQUITY, AND

DEFERRED INFLOW OF RESOURCES \$34,780,006

ATTACHMENT 2

Ventura Port District Cashflow Statement As of February 28, 2015

Enterprise Fund

Operating Income	4,936,796
Non-Operating Income	629,836
Total Income	<u>\$ 5,566,632</u>
Operating Expenses	4,712,236
Non-Operating Expenses	670,923
Total Expenses	<u>\$ 5,383,159</u>
Change in Net Position (Loss)-Accrual Basis	\$ 183,473
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(616,306)
Deferred amount on refundings	11,496
Net cash from sale of capital assets	137,086
Acquisitions of Capital Assets	(129,445)
Net Cash provided (used) by Capital & Financing	<u>\$ (597,169)</u>
Operating Income Adjustments:	
Depreciation	654,223
(Increase)decrease in receivables	(251,869)
(Increase)decrease in prepaid Items	219,230
Increase(decrease) in payables	(143,954)
Increase(decrease) in unearned revenue	82,529
Increase (decrease) in tenant deposits	8,302
Net Cash provided by Operating Activities	<u>\$ 568,461</u>
NET Increase (Decrease) in Cash	\$ 154,765
Add: Beginning Cash 7/1/14	\$ 8,865,446
Ending Cash at 2/28/15	\$ 9,020,211

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Distribution of Cash as of February 28, 2015

<u>Enterprise Fund</u>	Current Balance
<u>Cash</u>	
Cash on Hand (undeposited)	1,261
Cash in Checking (Wells Fargo Bank)	366,464
Cash in County Treasury	<u>16,563</u>
Total Cash Available for Normal Operations	<u>\$ 384,288</u>
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	1,434,284
Stifel Nicolaus	<u>1,484,611</u>
Total Investments Unrestricted Reserves	<u>\$ 2,918,895</u>
 <u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,019,039</u>
Total Dredging Reserves	<u>\$ 3,019,039</u>
 <u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>2,672,982</u>
Total Capital Improvement Reserves	<u>\$ 2,672,982</u>
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>25,007</u>
Total Fisheries Complex Reserves	<u>\$ 25,007</u>
 TOTAL CASH AND INVESTMENTS	 <u><u>\$ 9,020,211</u></u>

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>2/28/2015</u>	Year to Date Ended <u>2/28/2014</u>	Increase (Decrease)	
Parcel Leases				
Ventura Harbor Marine Assoc	117,543	102,380	15,163	15%
Dave's Fuel Dock	7,017	6,705	312	5%
Sheraton 4 Points-Harbortown	276,707	256,242	20,465	8%
Harbortown Point	69,914	68,697	1,217	2%
Oceans West Marina	187,291	186,308	983	1%
Ventura Isle Marina	435,251	441,486	(6,235)	-1%
Ventura Marina Mobile Park	285,613	285,857	(244)	0%
Ventura West Marina	326,682	330,102	(3,420)	-1%
Ventura Yacht Club	77,767	76,242	1,525	2%
Vta Harbor Boatyard	264,852	271,651	(6,799)	-3%
Sonderman Ring	50,000	40,000	10,000	25%
Total Parcel Lease	<u>2,098,637</u>	<u>2,065,670</u>	<u>32,967</u>	2%
Fees & Reimbursements	<u>2,287</u>	<u>-</u>	<u>2,287</u>	
Total Parcel Leases	2,100,924	2,065,670	35,254	2%
Ventura Harbor Village				
Retail Rents	316,046	299,465	16,581	6%
Restaurant Rents	613,794	596,519	17,275	3%
Office Rents	372,702	364,866	7,836	2%
Charters	239,800	240,802	(1,002)	0%
Total Village	<u>1,542,342</u>	<u>1,501,652</u>	<u>40,690</u>	3%
TOTAL	3,643,266	3,567,322	75,944	2%

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Three Year Comparative For the Month and Year to Date

	MONTH OF FEBRUARY			YEAR TO DATE 2/28			% change FY13-14 to Current Yr
	2012-13	2013-14	Current	2012-13	2013-14	Current	
<u>Operating Income</u>							
Parcel Leases	218,476	216,427	220,043	2,018,291	2,065,670	2,100,924	2%
Dry Storage	8,160	7,183	6,786	64,587	61,657	56,160	-9%
Other Operating	7,388	8,471	13,999	130,969	132,209	149,194	13%
Harbor Village Leases	158,309	161,092	161,510	1,507,198	1,501,652	1,542,342	3%
Commercial Fishing	8,163	8,934	19,414	134,886	272,098	195,269	-28%
Slips	83,542	75,091	74,875	640,212	615,897	566,169	-8%
CAM	25,703	23,789	21,880	211,013	190,921	189,036	-1%
Marketing	7,208	7,017	6,932	58,290	55,100	58,471	6%
Electrical Slips	2,626	2,614	3,485	19,839	20,886	21,355	2%
Other Operating	6,082	4,349	6,391	36,530	55,833	57,877	4%
Total Operating Income	525,657	514,967	535,315	4,821,815	4,971,923	4,936,797	-1%
<u>Operating Expenses</u>							
Harbor Patrol	75,355	109,063	87,749	626,727	675,080	754,682	12%
Maintenance	109,307	64,415	82,103	674,667	814,318	749,574	-8%
Administration	117,393	149,655	130,288	1,029,553	1,103,671	1,158,035	5%
Marina	49,633	46,806	70,127	462,069	459,668	432,767	-6%
C A M	54,101	56,840	79,039	482,505	480,157	522,651	9%
Marketing	22,410	24,550	23,657	266,900	304,385	301,397	-1%
Dredging	20,930	17,031	15,803	190,703	156,389	138,908	-11%
Total Operating Expenses	449,129	468,360	488,766	3,733,124	3,993,668	4,058,014	2%
<u>NET OPERATING INCOME</u>	76,528	46,607	46,549	1,088,691	978,255	878,783	-10%
<u>Non-operating Income</u>							
Interest	216	-	306	25,318	47,827	15,143	
Taxes	-	7,250	2,260	534,991	565,992	594,276	5%
Other	3,825	-	2,503	22,404	8,942	20,417	
Total Non-operating Income	4,041	7,250	5,069	582,713	622,761	629,836	1%
<u>Non-Operating Expenses</u>							
Depreciation	72,911	74,779	82,307	583,380	597,200	654,223	
Debt Service	3,587	1,437	1,437	740,933	697,953	670,923	
Other	5,227	-	-	18,074	-	-	
Total Non-operating Expenses	81,725	76,216	83,744	1,342,387	1,295,153	1,325,146	2%
<u>NET NON-OPER. INCOME</u>	(77,684)	(68,966)	(78,675)	(759,674)	(672,392)	(695,310)	
<u>TOTAL INCOME (LOSS)</u>	(1,156)	(22,359)	(32,126)	329,017	305,863	183,473	-40%

Monthly Report
(Unaudited)

ATTACHMENT 3

Accounts Payable Check Register February 2015

Ventura Port District
Wells Checking

3/10/2015

Check	Date	Payee	Name	Description	Amount	Voided Amount
41485	2/3/2015	5016	Lowe's	Miscellaneous operating supplies	760.47	
41486	2/10/2015	PM OneTime	Windrose	Refund tenant security deposit	2,718.66	
41487	2/12/2015	1037	Acorn Newspapers	Marketing Event/Harbor advertising	434.88	
41488	2/12/2015	1178	American Office Products	Office supplies	191.30	
41489	2/12/2015	1321	Avalon Door & Windows Inc.	Door hardware-Village	55.69	
41490	2/12/2015	1679	Carpi, Clay & Smith	Washington lobbyist - Dec	5,198.90	
41491	2/12/2015	1725	C E D	LED retro fit kits for Village restrooms	2,631.42	
41492	2/12/2015	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	722.38	
41493	2/12/2015	1925	City Of S. Buenaventura	Trash Service	100.00	
41494	2/12/2015	2069	Creative Resource Group	Village leasing signage design	195.00	
41495	2/12/2015	2093	Cumulus Broadcasting Inc.	Marketing Event/Harbor advertising-radio ads	1,800.00	
41496	2/12/2015	2153	D West Graphics	Business cards	69.89	
41497	2/12/2015	2331	Dial Security Inc	Dockmaster/security coverage	700.00	
41498	2/12/2015	2446	DocuProducts	Copier maintenance fees	156.75	
41499	2/12/2015	2448	Downtown Ventura Partners	Marketing Advertising Coop	600.00	
41500	2/12/2015	2537	Dunn Edwards	Maintenance paint supplies	327.11	
41501	2/12/2015	2604	E.J. Harrison & Sons Inc.	Roll off for TI's in Village	329.67	
41502	2/12/2015	2751	Empire Cleaning Supply	Janitorial supplies and accessibility signage	2,746.29	
41503	2/12/2015	2935	Farmer Bros. Co	Coffee supplies	248.82	
41504	2/12/2015	2936	Fast Signs	Accessibility signage and Village lease banners	736.36	
41505	2/12/2015	2986	Ferguson Enterprises Inc.	Restroom hardware	376.99	
41506	2/12/2015	3138	Four Points Sheraton	Lodging-805 Magazine editor team	109.36	
41507	2/12/2015	3200	Fugro West Inc.	Oceanographic study required for dredging	17,926.00	
41508	2/12/2015	3433	GM Electric Inc.	Village-I dock electrical transformer	2,450.00	
41509	2/12/2015	3490	Grainger Inc.	Operating supplies	2,429.10	
41510	2/12/2015	3592	Hansen's Plumbing, Inc.	Village 1559 building restroom stoppage	174.09	
41511	2/12/2015	4247	Jani-King of CA Inc.	Janitorial Service in Village	4,965.56	
41512	2/12/2015	4293	Jennifer Talt-Lundin	Reimburse use of personal cell phone	100.00	
41513	2/12/2015	4295	Jensen Design & Survey Inc.	Accessibility parking lot plan-reimbursable	86.25	
41514	2/12/2015	4956	Lisa Kelly	Window painting of vacant Cory Tile suite	175.00	
41515	2/12/2015	5050	MailFinance	VPD HDQ - postage machine rental - quarterly	403.12	
41516	2/12/2015	5054	Main Street Banner	Swooper flags	385.93	

ATTACHMENT 3

Accounts Payable Check Register February 2015

Ventura Port District
Wells Checking

3/10/2015

Check	Date	Payee	Name	Description	Amount	Voided Amount
41517	2/12/2015	5071	Luners Production Services	Final payment for Boardroom PA sound and recording system	4,869.75	
41518	2/12/2015	5210	McCormix Corp.	Fuel for maintenance vehicles	733.93	
41519	2/12/2015	5295	Michael Green	Village 1583 building strip/paint doors/VPD HDQ west stairway	4,255.00	
41520	2/12/2015	5625	Nestle Pure Life	Bottled water service	147.06	
41521	2/12/2015	6446	PowerHouse Construction Inc.	Replace French doors Village tenant	2,475.00	
41522	2/12/2015	7000	Richard W. Parsons	Expense reimbursement	258.90	
41523	2/12/2015	7015	Rick Wilborn	Village slide shows-tall ships & paddle boarding dog	100.00	
41524	2/12/2015	7240	AT&T	Elevator emergency phone service	396.35	
41525	2/12/2015	7270	Scotty Chitwood Ceilings, Inc	Village tenant - 1591 tiling	220.86	
41526	2/12/2015	7291	Security Plus Door Company	VPD HDQ - lobby door maintenance	132.00	
41527	2/12/2015	7293	ServiceMaster Building Maint	Janitorial service Nat Park Service buildings	1,200.96	
41528	2/12/2015	7294	Service-Pro Fire Protection	Inspection & replace fire extinguisher units Village docks	2,217.50	
41529	2/12/2015	7410	Smith Pipe & Supply Inc.	Village planter lighting	1,680.19	
41530	2/12/2015	7572	Standard Insurance Company	Group Term Life/Long-term Disab - Feb	3,200.56	
41531	2/12/2015	7719	Teamsters Local No. 186	Union dues for Dockmasters	199.00	
41532	2/12/2015	8204	VACCO	VPD HDQ - routine HVAC maintenance	676.00	
41533	2/12/2015	8220	Valley Propeller Service	Boat supplies	888.43	
41534	2/12/2015	8239	Ventura County Reporter	Marketing Event/Harbor advertising	600.00	
41535	2/12/2015	8241	Ventura County Star	Marketing Event/Harbor advertising	3,170.50	
41536	2/12/2015	8251	Ventura Water	Water utility usage-monthly	358.24	
41537	2/12/2015	8263	Ventura Pest Control	Village service	325.00	
41538	2/12/2015	8266	Ventura Harbor Marine Fuel	Electrical usage reimbursement Village Marina C dock	6,910.58	
41539	2/12/2015	8500	Warren Takahashi	Marketing Village entertainment	275.00	
41540	2/12/2015	8531	Whisenhunt Communication	Public relations services	280.00	
41541	2/12/2015	37501	Hospitality Plus, Inc.	Marketing advertising	200.00	
41542	2/12/2015	40525	Impact Sciences, Inc	Biological testing in harbor as required by pollution control permit	1,576.31	
41543	2/12/2015	44142	Jodi Ilene Farrell	Marketing Village entertainment	300.00	
41544	2/12/2015	48470	Lauren Yuncker	Expense reimbursement	10.48	
41545	2/12/2015	70641	Superior Awning, Inc.	Village tenant awnings	7,537.38	
41546	2/12/2015	PM OneTime	Cory Tile Art	Refund tenant security deposit	2,000.00	
41547	2/12/2015	PM OneTime	James Gomula	Refund card key deposit	25.00	
41548	2/12/2015	PM OneTime	John Schwartz	Refund card key deposit	25.00	

ATTACHMENT 3

Accounts Payable Check Register February 2015

Ventura Port District
Wells Checking

3/10/2015

Check	Date	Payee	Name	Description	Amount	Voided Amount
41549	2/12/2015	PM OneTime	Wes Goulding	Refund card key deposit	25.00	
41550	2/12/2015	3155	Franchise Tax Board	Employee garnishment	213.67	
41551	2/13/2015	8453	Virtual Pacific Networks	IT Services	2,210.00	
41552	2/19/2015	3046	Chase	Manager's credit cards - See attached detail	4,138.39	
41553	2/19/2015	7346	Shell Fleet Plus	Fuel for Patrol vehicle	486.65	
41554	2/19/2015	8260	Verizon Wireless	Cell phones/services	792.03	
41555	2/25/2015	4852	Lagerlof Senecal Gosney	Legal services	21,142.17	
41556	2/26/2015	1036	Accurate First Aid Services	Replenish first aid stations	217.96	
41557	2/26/2015	1049	Adams Printing & Graphic	Marketing Event/Harbor advertising	194.40	
41558	2/26/2015	1058	Advantage Telecom Inc	District phone system/internet	1,266.72	
41559	2/26/2015	1153	Allstar Fire Equipment	Patrol fire turnout pants - safety uniforms	4,809.98	
41560	2/26/2015	1154	Alejandra's Nursery	Village landscaping	1,128.00	
41561	2/26/2015	1178	American Office Products	Office supplies	79.10	
41562	2/26/2015	1385	Ford of Ventura	Truck maintenance	160.64	
41563	2/26/2015	1492	Big Brand Tire Company	Replace tires maintenance vehicle M44	442.59	
41564	2/26/2015	1676	Carquest Auto Parts	Parts/repairs to maintenance vehicles	174.72	
41565	2/26/2015	1725	C E D	Lighting for flag pole	929.13	
41566	2/26/2015	1762	Canon Financial Services	Copier lease for VPD HDQ and Marketing office	795.50	
41567	2/26/2015	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	798.37	
41568	2/26/2015	2069	Creative Resource Group	Village leasing signage design	840.00	
41569	2/26/2015	2331	Dial Security Inc	Dockmaster/security coverage	305.00	
41570	2/26/2015	2433	Document Systems Inc.	Printer ink	247.06	
41571	2/26/2015	2537	Dunn Edwards	Maintenance paint supplies	105.06	
41572	2/26/2015	2604	E.J. Harrison & Sons Inc.	Village trash service -Feb	5,049.05	
41573	2/26/2015	2751	Empire Cleaning Supply	Janitorial supplies and accessibility signage	3,066.44	
41574	2/26/2015	2924	FMP Uniform Co.	Patrol uniforms	36.82	
41575	2/26/2015	2936	Fast Signs	Accessibility signage and Village lease banners	1,828.52	
41576	2/26/2015	2986	Ferguson Enterprises Inc.	Restroom hardware	188.01	
41577	2/26/2015	3415	Gloria Adkins	Conference reimbursement	821.81	
41578	2/26/2015	3490	Grainger Inc.	Maintenance supplies	132.62	
41579	2/26/2015	3492	Green Thumb International	Plants/gardening materials	130.56	
41580	2/26/2015	3497	Gregory Carson	Expense reimbursement	759.75	

ATTACHMENT 3

Accounts Payable Check Register February 2015

Ventura Port District
Wells Checking

3/10/2015

Check	Date	Payee	Name	Description	Amount	Voided Amount
41581	2/26/2015	3592	Hansen's Plumbing, Inc.	Village 1691 building main line stoppage	915.00	
41582	2/26/2015	3752	HLI Systems	Website service/maintenance	450.00	
41583	2/26/2015	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
41584	2/26/2015	4061	Industrial Bolt and Supply	Signage and dock repair hardware supplies	158.16	
41585	2/26/2015	4247	Jani-King of CA Inc.	Village Janitorial coverage during Parade of Lights event	210.00	
41586	2/26/2015	4742	Kratos Construction	Labor to retrofit LED lighting in restrooms	1,615.00	
41587	2/26/2015	5155	Major Engineering Marine Inc	Fender pile replacement/repairs on Fish Pier	14,900.00	
41588	2/26/2015	5190	Matilija Water	Reverse osmosis water system Feb	45.00	
41589	2/26/2015	5210	McCormix Corp.	Fuel for maintenance vehicles	435.88	
41590	2/26/2015	5213	McMaster-Carr	Hardware and electronic supplies	284.20	
41591	2/26/2015	5505	Muzicraft Inc.	Ambient music in Village - Mar	329.50	
41592	2/26/2015	5945	Office Depot Credit Plan	Office supplies	100.48	
41593	2/26/2015	6178	PERS Long Term Care Program	Salary reduction benefit	242.62	
41594	2/26/2015	6195	Pacific Parking Systems	Supplies for launch ramp pay-parking machine	254.97	
41595	2/26/2015	6201	Pamela Griffin	Wellness program instructor	160.00	
41596	2/26/2015	6414	Oxnard Convention & Visitors B	Advertising partnership Calif Welcome Center	500.00	
41597	2/26/2015	6440	Port Supply	Miscellaneous boat operating supplies	821.25	
41598	2/26/2015	6470	LegalShield	Salary reduction benefit	192.30	
41599	2/26/2015	7000	Richard W. Parsons	Dredging/Project Management services-Feb	8,888.00	
41600	2/26/2015	7210	SEIU Local 721	Union dues for Harbor Patrol	234.51	
41601	2/26/2015	7240	AT&T	Elevator emergency phone service	87.49	
41602	2/26/2015	7293	ServiceMaster Building Maint	Janitorial supplies Nat Park Service buildings	73.38	
41603	2/26/2015	7294	Service-Pro Fire Protection	Quarterly inspections & replenish Patrol supplies	1,275.05	
41604	2/26/2015	7354	SSD Systems	VPD HDQ - Additional lock down system access devices	2,458.18	
41605	2/26/2015	7410	Smith Pipe & Supply Inc.	Village planter lighting	399.09	
41606	2/26/2015	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
41607	2/26/2015	7434	Southern Calif. Edison	Utilities	10,883.86	
41608	2/26/2015	7572	Standard Insurance Company	Group Term Life/Long-term Disab - Mar	3,200.56	
41609	2/26/2015	7581	Steve Stafford	Marketing Village entertainment	550.00	
41610	2/26/2015	7761	The Gas Company	Utilities	658.85	
41611	2/26/2015	7768	ThyssenKrupp Elevator Corp	Village elevator maintenance	586.59	
41612	2/26/2015	7818	TOTALFUNDS By Hasler	Postage for VPD Office postage machine	500.00	

ATTACHMENT 3

Accounts Payable Check Register February 2015

Ventura Port District
Wells Checking

3/10/2015

Check	Date	Payee	Name	Description	Amount	Voided Amount
41613	2/26/2015	8233	Venco Power Sweeping, Inc	Parking lot sweeping - Village/Fish pier	545.38	
41614	2/26/2015	8239	Ventura County Reporter	Marketing Event/Harbor advertising	100.00	
41615	2/26/2015	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	5,762.10	
41616	2/26/2015	8251	Ventura Water ** Voided **	Check stub used to list invoices		0.00
41617	2/26/2015	8251	Ventura Water	Water utility usage-bi-monthly	19,753.17	
41618	2/26/2015	8258	Ventura County Env. Health	Marketing event health permits	259.00	
41619	2/26/2015	8263	Ventura Pest Control	Village termite treatment and rodent pest control	879.00	
41620	2/26/2015	8267	Ventura Harbor Marina & Yacht	Fireboat hydro wash bottom cleaning	144.45	
41621	2/26/2015	8455	Vortex	VPD office maintenance bay door - scheduled maintenance	1,008.13	
41622	2/26/2015	8500	Warren Takahashi	Marketing Village entertainment	275.00	
41623	2/26/2015	8501	Warren Distributing Inc.	Boat supplies	259.10	
41624	2/26/2015	8530	White Nelson Diehl Evans LLP	Installment on June 30, 2014 audit services	650.00	
41625	2/26/2015	8534	HDS White Cap Const. Supply	Village concrete repair supplies	414.93	
41626	2/26/2015	8715	Zep Sales & Service	Operating/cleaning supplies	345.84	
41627	2/26/2015	10030	Abbey Posner	Marketing Village entertainment	325.00	
41628	2/26/2015	12945	** Voided **	Printer jam		1,137.88
41629	2/26/2015	14221	Batteries Plus - Ventura	Batteries for flag pole lighting	57.94	
41630	2/26/2015	19700	Cline CollABorative	Sub contractor-D.Armstrong - Ventura Beach Club Project	2,080.00	
41631	2/26/2015	44142	Jodi Ilene Farrell	Marketing Village entertainment	300.00	
41632	2/26/2015	62500	Pi Environmental	Biological testing in harbor as required by pollution control permit	1,500.00	
41633	2/26/2015	72305	Santa Maria Motorcycles LLC	Personal Watercraft (PWC) repairs	171.55	
41634	2/26/2015	74343	** Voided **	Printer jam		2,000.00
41635	2/26/2015	76315	** Voided **	Printer jam		584.80
41636	2/26/2015	79652	** Voided **	Printer jam		380.38
41637	2/26/2015	85251	Angel Jones	Cottontail Day costume rental	110.00	
41638	2/26/2015	12945	Assurant Employee Benefits	Dental Insurance Premiums	1,137.88	
41639	2/26/2015	76315	Sign Source	Mutt Mitt dispensers	584.80	
41640	2/26/2015	79652	Traffic Technologies LLC	Signage hardware	380.38	
41641-41644 printed in March						
41645	2/26/2015	74343	Summerville Associates	Marketing - March services	2,000.00	
Report Totals					\$ 241,696.40	\$ 4,103.06

ATTACHMENT 4

Ventura Port District Chase Business Credit Card Charges February 2015

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Lundin	02/14/15	CTC*CONSTANTCONTACT.COM	Advertising	Harbor Views Enewsletter subscriber list	20.00
Jennifer Lundin	02/20/15	FS *AngelCam	Advertising	Hosting Harbor web camera feature	20.00
Jennifer Lundin	02/22/15	CTC*CONSTANTCONTACT.COM	Advertising	Harbor Views Enewsletter send outs	90.00
Robin Baer	02/27/15	LOOPNET INC	Advertising	Leasing advertising	87.95
Jennifer Lundin	02/28/15	FACEBOOK N3HQ57SA32	Advertising	Facebook advertising	20.00
Jennifer Lundin	02/04/15	GREEK AT THE HARBOR IN	Business meal	Staff going away reception	70.00
Oscar Pena	02/05/15	BOATYARD CAFE INC	Business meal	Staff meeting Harbormaster	20.28
Oscar Pena	02/06/15	LE PETIT CAFE BAKERY I	Business meal	Staff meeting	45.13
Oscar Pena	02/08/15	MARGARITA VILLA	Business meal	Staff meeting Acctg Mgr - MidYear Budget Adjustments	15.30
Oscar Pena	02/08/15	MILANOS ITALIAN RESTAURAN	Business meal	Staff meeting Acctg Mgr - Budgeting-cash flow projections	23.35
Jessica Rauch	02/11/15	BOATYARD CAFE INC	Business meal	Closed Session Board meeting lunch	117.62
Oscar Pena	02/11/15	BOATYARD CAFE INC	Business meal	Staff meeting Acctg Mgr - Budgeting-cash flow projections	32.29
Oscar Pena	02/12/15	LAZY DOG RESTAURANT	Business meal	Meeting Chairman Friedman, Vice Chair Ashworth & Acctg Mgr	52.99
Richard Parsons	02/12/15	HARBOR COVE CAFE	Business meal	Bus lunch - Parsons, Jeff Cole discuss Corp of Engineers	23.00
Robin Baer	02/12/15	BOATYARD CAFE INC	Business meal	Meeting with Facilities Mgr	36.35
Scott Miller	02/12/15	RHUMB LINE RESTAURANT	Business meal	Meeting Dockmaster Locklear & Teamsters Representatives	87.10
Jennifer Lundin	02/18/15	GREEK AT THE HARBOR IN	Business meal	Meeting with CA Welcome Center	18.56
Scott Miller	02/19/15	MILANOS ITALIAN RESTAURAN	Business meal	IT Consultant - Review IT service contract	18.44
Richard Parsons	02/20/15	BOATYARD CAFE INC	Business meal	Bus lunch - Parsons, JDickerson discuss Vlg Parkinglot accessibi	23.00
Jennifer Lundin	02/25/15	PANERA BREAD#3181	Business meal	Staff meeting with Marketing staff-event planning	25.76
Oscar Pena	02/25/15	KABUKI RESTAURANT OXNARD	Business meal	Meeting Chairman Friedman & Vice Chair Ashworth	55.15
Scott Miller	02/25/15	BOATYARD CAFE INC	Business meal	Patrolman Hummer & Medical Trainer-appreciation for service	32.73
Oscar Pena	02/26/15	TWO TREES CAFE	Business meal	Meeting Commissioner Carson	30.12
Oscar Pena	02/27/15	FOUR POINTS BY SHERATON	Business meal	Commissioners/closed session meeting	151.59
Oscar Pena	03/03/15	LURE FISH HOUSE	Business meal	Meeting Chairman Friedman & Vice Chair Ashworth	59.29
Scott Miller	02/16/15	Dropbox*	Computers	IT computer-monthly Cloud storage	9.99
Robin Baer	02/18/15	Business-in-a-box	Computers	Computer software	199.95
Jennifer Lundin	02/04/15	VENTURA CHAMBER OF COMMER	Conferences	Connection Breakfast to promote Harbor	25.00
Richard Parsons	02/04/15	ACT*California Marine	Conferences	CMANC conference fee Mar2015-Dredging Consultant	395.00
Richard Parsons	02/10/15	AMERICAN AI 0017572400929	Conferences	CMANC Conference Flight Washington DC March 2015	349.20
Jessica Rauch	02/12/15	NATIONAL SHELLFISHERIE	Conferences	Conference Fee - Vice Chairman Ashworth	650.00
Jennifer Lundin	02/14/15	HYATT HOTELS LONG BEACH	Conferences	LA Travel & Adventure Show lodging Deposit	348.02
Jennifer Lundin	02/19/15	IN *THE VENTURA VISITORS	Conferences	Incidental expense for LA Travel Show	26.88
Jennifer Lundin	02/21/15	TEQUILA JACK'S	Conferences	Meals LA Travel Show with Comm. Smith	27.42

ATTACHMENT 4

Ventura Port District Chase Business Credit Card Charges February 2015

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Lundin	02/22/15	HYATT HOTELS LONG BCH F&B	Conferences	Meals LA Travel Show Conference	3.00
Jennifer Lundin	02/22/15	FAMOUS DAVE'S #3160	Conferences	Meals LA Travel Show Conference	27.95
Jennifer Lundin	02/23/15	HYATT HOTELS LONG BEACH	Conferences	LA Travel & Adventure Show lodging	48.00
Scott Miller	02/23/15	PAYPAL *LIEBERTCASS	Conferences	Webinar training Fee - HR training on 9/80 work schedules	55.00
Jessica Rauch	02/26/15	ACT*California Marine	Conferences	CMANC conference fee March 2015-Commissioner Carson	395.00
Jennifer Lundin	02/04/15	DOLRTREE 4315 00043158	Event production	Operating supplies	6.45
Jennifer Lundin	02/18/15	ORIENTAL TRADING CO	Event production	Event supplies for Cottontail Days	750.81
Jennifer Lundin	02/19/15	AYERS DISTRIBUTING CO	Event production	Event supplies for Cottontail Days	214.00
Oscar Pena	03/03/15	Chase Bank	Misc	Fees and Interest charges	25.97
Scott Miller	02/02/15	INDUSTRIAL E MART	Operating supplies	Lighting hardware for new flag pole	53.97
Robin Baer	02/03/15	ADASIGNDEPOT.COM	Operating supplies	Accessibility signage for Village	430.92
Jennifer Lundin	02/04/15	CASA DE REGALOS	Operating supplies	Staff going away gift	30.09
Robin Baer	02/04/15	BUILDING SAFETY CTY SAN	Operating supplies	Annual Maintenance Permit	510.00
Jennifer Lundin	02/12/15	FEDEX OFFICE 00050039	Operating supplies	Poster paper supplies	38.97
Jessica Rauch	02/26/15	AARON BROTHERS82	Operating supplies	Frames for CMANC goodwill gesture	51.47
Jessica Rauch	02/26/15	CVS/PHARMACY #09556	Operating supplies	Prints for CMANC goodwill gesture	25.67
Jessica Rauch	02/26/15	MICHAELS STORES 4800	Operating supplies	Photo frames and supplies	45.02
Jessica Rauch	02/27/15	LIEN MACHINE 1 LTD	Operating supplies	Lien process fee Dry Storage abandoned vessel/trailer	250.00
Jessica Rauch	02/27/15	MICHAELS STORES 4800	Operating supplies	Photo frames and supplies - RETURN	(45.02)
Robin Baer	02/04/15	CALIFORNIA DOOR & HARDWAR	Tenant Improvemen	Entry doors and hardware-Coffee Dock	4,848.37
Total Chase Business Credit Card Charges					<u>\$ 10,973.10</u>

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges January 2015

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Lundin	01/14/15	CTC*CONSTANTCONTACT.COM	Advertising	Harbor Views Enewsletter subscriber list	20.00
Jennifer Lundin	01/20/15	FS *AngleCam	Advertising	Hosting Harbor web camera feature	20.00
Jennifer Lundin	01/22/15	CTC*CONSTANTCONTACT.COM	Advertising	Harbor Views Enewsletter send outs	90.00
Jennifer Lundin	01/31/15	FACEBOOK GAQJY66B32	Advertising	Tall ship visit promotion	40.00
Scott Miller	01/29/15	Diamond Seaglaze	Boat supplies	Remainder for Patrol boat windows	737.55
Scott Miller	01/02/15	BROPHY BROS RESTAURANT	Business meal	Staff meeting - inter-department communication	110.08
Scott Miller	01/06/15	RICE THAI CUISINE	Business meal	Staff meeting GM, Acctg Mgr & Dockmaster Supervisor	52.08
Oscar Pena	01/07/15	CTY OF SAN BUENAVENTURA	Business meal	Parking fees - Rice Thai Cuisine lunch	1.50
Jennifer Lundin	01/07/15	GREEK AT THE HARBOR IN	Business meal	Tall Ship reception	63.04
Oscar Pena	01/07/15	HARBOR COVE CAFE	Business meal	Staff meeting Acctg Mgr & Property Mgr	36.00
Jennifer Lundin	01/09/15	MARU SUSHI	Business meal	Staff meeting with Marketing staff-event planning	46.70
Oscar Pena	01/12/15	LURE FISH HOUSE	Business meal	Meeting Chairman Carson & Vice Chair Friedman	64.59
Oscar Pena	01/12/15	PETE'S BREAKFAST HOUSE	Business meal	Meeting & Vice Chairman Friedman & Clerk of Board	36.96
Jennifer Lundin	01/13/15	LE PETIT CAFE BAKERY I	Business meal	Hosting Journalist	16.70
Richard Parsons	01/13/15	ANDRIAS SEAFOOD	Business meal	Meeting with Facilities Manager and DAC representative	56.16
Jennifer Lundin	01/14/15	GREEK AT THE HARBOR IN	Business meal	Sommerville Assoc.-Public relations meeting	82.22
Jessica Rauch	01/14/15	SUBWAY 03479789	Business meal	Commissioners/closed session meeting	79.20
Richard Parsons	01/20/15	MARGARITA VILLA	Business meal	Consultant meeting with GM	21.00
Scott Miller	01/22/15	MILANOS ITALIAN RESTAURAN	Business meal	Meeting IT Consultant & Dockmaster Supervisor	28.31
Oscar Pena	01/23/15	GREEK AT THE HARBOR IN	Business meal	Staff meeting	76.98
Oscar Pena	01/26/15	CAFE FIORE	Business meal	Meeting Chairman Friedman & Vice Chair Ashworth	46.70
Oscar Pena	01/27/15	BOATYARD CAFE INC	Business meal	Staff meeting	32.41
Robin Baer	01/27/15	BOATYARD CAFE INC	Business meal	Staff meeting with GM	31.97
Jessica Rauch	01/28/15	VONS Store00024315	Business meal	Refreshments for January Board Meeting	11.98
Oscar Pena	01/28/15	FOUR POINTS BY SHERATON	Business meal	Commissioners/closed session meeting	165.21
Oscar Pena	01/28/15	BROPHY BROS RESTAURANT	Business meal	Meeting Commissioner Bravo	38.55
Scott Miller	01/29/15	SPRING GARDEN	Business meal	Staff meeting GM & Acctg Mgr	28.35
Oscar Pena	01/30/15	BOATYARD CAFE INC	Business meal	Staff meeting Clerk of Board	21.24
Oscar Pena	01/30/15	BOATYARD CAFE INC	Business meal	Staff meeting Clerk of Board	4.87
Jennifer Lundin	01/31/15	BROPHY BROS RESTAURANT	Business meal	Hosting Journalist 805 Magazine	51.76
Scott Miller	01/05/15	Fry's Electronics	Computers	Computer cables	21.59
Scott Miller	01/16/15	Dropbox*	Computers	IT computer-monthly Cloud storage	9.99
Scott Miller	02/02/15	Seal Shield	Computers	Computer keyboard and mouse	91.93
Richard Parsons	01/16/15	WESTIN LONG BEACH	Conferences	CMANC lodging-Dredging Consultant	218.95

ATTACHMENT 5

Ventura Port District Chase Business Credit Card Charges January 2015

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Pena	01/22/15	VENTURA CHAMBER OF COMMER	Conferences	Conference event	25.00
Jennifer Lundin	01/21/15	MICHAELS STORES 4800	Event Production	Supplies Tall Ship reception	8.58
Jennifer Lundin	01/21/15	TRADER JOE'S #218 QPS	Event Production	Supplies Tall Ship reception	5.37
Jennifer Lundin	01/21/15	MICHAELS STORES 4800	Event Production	Supplies Tall Ship reception	61.58
Jennifer Lundin	01/22/15	MICHAELS STORES 4800	Event Production	Supplies Tall Ship reception	12.86
Jennifer Lundin	01/22/15	SMARTNFINAL39010103901	Event Production	Supplies Tall Ship reception	246.51
Jennifer Lundin	01/23/15	SMARTNFINAL39110103919	Event Production	Supplies Tall Ship reception - RETURN	(33.23)
Jessica Rauch	01/09/15	TLF SWEET PEAS FLOWERS AN	Misc	Employee appreciation sentiment	46.17
Oscar Pena	01/25/15	Chase Bank	Misc	Fees and Interest charges	143.47
Robin Baer	01/13/15	KEYBLANKSAL	Operating supplies	Key replication machine replacement for maintenance shop	940.00
Scott Miller	01/14/15	Office Depot #931	Operating supplies	Paper shredder	37.61
Robin Baer	01/20/15	ORANSI	Operating supplies	Storage room air filtration/purification system supplies	158.00
Jessica Rauch	01/27/15	MICHAELS STORES 4800	Operating supplies	Photo frames and supplies	21.49
Jennifer Lundin	02/02/15	HARBOR VILLAGE GALLERY	Operating supplies	Gift note cards-Journalist 805 Magazine	10.41
Total Chase Business Credit Card Charges					<u><u>\$ 4,138.39</u></u>

ATTACHMENT 6

Ventura Port District Chase Business Credit Card Charges December 2014

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Lundin	12/14/14	CTC*CONSTANTCONTACT.COM	Advertising	Harbor Views Enewsletter subscriber list	20.00
Jennifer Lundin	12/20/14	FS *AngleCam	Advertising	Hosting Harbor web camera feature	20.00
Jennifer Lundin	12/22/14	CTC*CONSTANTCONTACT.COM	Advertising	Harbor Views Enewsletter send outs	90.00
Jennifer Lundin	12/31/14	FACEBOOK XWGGU6SA32	Advertising	Holiday advertising	25.00
Scott Miller	12/30/14	Ford of Ventura	Auto	Patrol truck repairs	134.37
Scott Miller	12/03/14	Fawcett Boat Supplies	Boat supplies	Patrol boat parts	401.99
Scott Miller	12/16/15	Diamond Seaglaze	Boat supplies	Deposit Patrol boat windows	500.00
Oscar Pena	12/03/14	LURE FISH HOUSE	Business meal	Meeting Chairman Carson	48.69
Scott Miller	12/03/14	Romanos Macaroni Grill	Business meal	IT Consultant - review fiber optic/Wi-Fi needs	61.06
Scott Miller	12/04/14	Margarita Villa	Business meal	Staff meeting	26.56
Oscar Pena	12/05/14	MILANOS ITALIAN RESTAURAN	Business meal	Staff meeting Acctg Mgr, Clerk of Board, Mgmt. Assist	44.50
Oscar Pena	12/09/14	LURE FISH HOUSE	Business meal	Meeting Chairman Carson & Vice Chair Friedman	60.36
Scott Miller	12/09/14	Milanos Italian Restaurant	Business meal	IT Consultant - computer equipment review	19.49
Jennifer Lundin	12/10/14	SMARTNFINAL39010103901	Business meal	Refreshments for Event staff	117.75
Oscar Pena	12/12/14	SMARTNFINAL39010103901	Business meal	Refreshments for Parade of Lights staff	47.18
Oscar Pena	12/12/14	STARBUCKS #06825 VENTURA	Business meal	Refreshments for Parade of Lights staff	37.97
Oscar Pena	12/12/14	SMARTNFINAL39010103901	Business meal	Supplies for Parade of Lights Event	109.36
Jennifer Lundin	12/12/14	SUBWAY 03479789	Business meal	Dinner for Marketing staff working Parade of Lights	37.86
Robin Baer	12/13/14	MILANOS ITALIAN RESTAURAN	Business meal	Dinner for Maintenance staff working Parade of Lights	100.91
Jennifer Lundin	12/13/14	COFFEE DOCK & POST	Business meal	Refreshments for December Board Meeting	25.80
Jennifer Lundin	12/13/14	COFFEE DOCK & POST	Business meal	Refreshments for Parade of Lights staff	23.75
Jennifer Lundin	12/13/14	BOATYARD CAFE INC	Business meal	Refreshments for Parade of Lights staff	7.79
Jennifer Lundin	12/16/14	ALBERTSONS #6355	Business meal	Refreshments for Parade of Lights staff	35.26
Oscar Pena	12/17/14	BROPHY BROS RESTAURANT	Business meal	Staff meeting	35.24
Oscar Pena	12/17/14	FOUR POINTS BY SHERATON	Business meal	Commissioners/closed session meeting	150.68
Jennifer Lundin	12/18/14	COFFEE DOCK & POST	Business meal	Refreshments for tenant meeting	45.00
Oscar Pena	12/19/14	YOLANDAS	Business meal	Staff Christmas Party	1,216.22
Jennifer Lundin	12/19/14	GREEK AT THE HARBOR IN	Business meal	Parade of Lights Boaters Brunch	230.00
Scott Miller	12/26/14	Fry's Electronics	Communications	Cell phone battery	53.99
Scott Miller	12/11/14	Fry's Electronics	Computers	Computer parts	71.23
Scott Miller	12/17/14	Fry's Electronics	Computers	Computer parts	75.59
Scott Miller	12/28/14	Goldmen Electronics	Computers	Computer software	509.97
Scott Miller	12/29/14	Office Depot	Computers	Computer monitors	427.23
Scott Miller	12/16/15	Dropbox*	Computers	IT computer-monthly Cloud storage	9.99

ATTACHMENT 6

Ventura Port District Chase Business Credit Card Charges December 2014

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Lundin	12/03/14	VENTURA CHAMBER OF COMMER	Conferences	Conference event	25.00
Jessica Rauch	12/10/14	ACT*California Marine	Conferences	CMANC conference fee Jan2015-Commissioner Carson	325.00
Richard Parsons	12/10/14	ACT*California Marine	Conferences	CMANC conference fee Jan2015-Dredging Consultant	325.00
Jessica Rauch	12/11/14	WESTIN LONG BEACH	Conferences	CMANC lodging Deposit-Commissioner Carson	182.95
Richard Parsons	12/11/14	WESTIN LONG BEACH	Conferences	CMANC lodging Deposit-Dredging Consultant	182.95
Jennifer Lundin	12/10/14	PIER 1 00011247	Event Production	Gift supplies for Parade of Lights Boaters Brunch	64.29
Jennifer Lundin	12/11/14	TRADER JOE'S #059 QPS	Event Production	Event supplies for Parade of Lights Boaters Brunch	11.94
Jennifer Lundin	12/11/14	RITE AID STORE 5788	Event Production	Event supplies	16.13
Jennifer Lundin	12/16/14	PIER 1 00011247	Event Production	Supplies for Parade of Lights Boaters Brunch - RETURN	(32.15)
Jennifer Lundin	12/16/14	SMARTNFINAL39010103901	Event Production	Supplies for Parade of Lights - RETURN	(4.98)
Jennifer Lundin	12/16/14	MICHAELS STORES 4800	Event Production	Supplies for Parade of Lights Boaters Brunch - RETURN	(45.15)
Scott Miller	12/05/14	TV Liquidators	Operating supplies	LED electronic sign at Launch Ramp	2,109.15
Jessica Rauch	12/07/14	BEST BUY MHT 00001180	Operating supplies	Digital recording device for Board meetings	64.79
Jessica Rauch	12/07/14	MICHAELS STORES 4800	Operating supplies	Photo frames and supplies	48.33
Jennifer Lundin	12/09/14	WEST MARINE #17	Operating supplies	Parts for dock	12.10
Jennifer Lundin	12/09/14	WEST MARINE #17	Operating supplies	Parts for dock	7.50
Jennifer Lundin	12/19/14	WEST MARINE #17	Operating supplies	Parts for dock - RETURN	(7.50)
Jessica Rauch	12/24/14	VENTURACORECORDERCTR*V	Operating supplies	Tenant lease recording fees	50.00
Jessica Rauch	12/24/14	VCNVENTURACO*SERVICE F	Operating supplies	Copy fees for recorded documents	2.50
Total Chase Business Credit Card Charges					<u><u>\$ 8,158.64</u></u>

APRIL 22, 2015

BOARD OF PORT COMMISSIONERS

CONSENT AGENDA ITEM NO. 2

APPROVAL OF OUT OF TOWN TRAVEL REQUEST

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM 2
Meeting Date: April 22, 2015

TO: Board of Port Commissioners
FROM: Oscar F. Peña, General Manager
SUBJECT: Out of Town Travel Request

RECOMMENDATION:

That the Board of Port Commissioners discuss and take appropriate action on the following out of town travel requests:

- A) Consultant Richard Parson's travel to Oakland, California to participate in a Board of Director's Meeting for CMANC on June 3, 2015. This benefits the District by allowing Mr. Parsons to participate in a strategy session for upcoming congressional appropriations.

Airline	\$ 350.00
Mileage	\$ 95.00
Miscellaneous-Parking, etc.	<u>\$ 40.00</u>
TOTAL	\$ 485.00

APRIL 22, 2015

BOARD OF PORT COMMISSIONERS

STANDARD AGENDA ITEM NO. 1

CONSIDERATION OF REJECTION OF CLAIM

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: April 22, 2015

TO: Board of Port Commissioners
FROM: Oscar Peña, General Manager
SUBJECT: Consideration of Rejection of Claim by Craig Minton

RECOMMENDATION:

That the Board of Port Commissioners approve by motion the rejection of a claim filed against the Ventura Port District on February 6, 2015 by Craig Minton and authorize the General Manager to execute and mail a Notice of Rejection to Mr. Minton.

INFORMATION FOR DISCUSSION:

On February 6, 2015, the District received a Notice of Claim Against the Ventura Port District from Craig Minton. The amount claimed is \$1,467,000.00 for injury, damages, or other losses resulting from a collision on Spinnaker Drive, Ventura Harbor; jurisdiction rests in Superior Court.

Mr. Minton's claim was submitted to the District's legal counsel and risk manager for review and it is recommended that the Board reject the claim as submitted. A Notice of Rejection has been prepared for the General Manager's signature.

ATTACHMENTS:

Attachment 1 – Carl Warren Report 1, dated April 9, 2015
Attachment 2 – Notice of Rejection



April 9, 2015

Carl Warren & Company
Attention: George Mankiewicz
P.O. Box 25180
Santa Ana, CA 92799-5180

RE: Principal: CJPIA
Member: Ventura Port District
Claimant: Craig Minton
Date of Event: 8/14/2014
Our File: 1902663 - LFM

Dear Mr. Mankiewicz:

Report #1:

This report and our investigation are done in anticipation of litigation for ultimate transmittal to defense counsel and with the intent that it remains confidential.

Preview:

This claim arises following an accident between a motorcyclist and a motorist that occurred on Spinnaker Drive adjacent to the Ventura Harbor. The claimant/motorcyclist, a 57 year-old male, was traveling southbound on Spinnaker Drive when a northbound motorist made a left turn directly in front of his motorcycle and they collided. The attorney alleges his client could not see the motorcyclist due to sight obstructions in the center median. He filed a claim against the Ventura Port District and the City of Ventura alleging dangerous conditions of the roadway caused the accident to occur. The attorney indicates the claim exceeds \$1,467,000.00.

AN EMPLOYEE-OWNED COMPANY

1000 South Hill Road, Suite 110 | Ventura, CA 93003

www.carlwarren.com | Tel: 805-650-7020 | 800-345-7338 | Fax: 866-254-4423

CA License No. 2607296



Government Code Requirements:

- | | |
|--|---------------------|
| 1) Date claim filed under Government Code: | 2/6/2015 |
| 2) Action by public entity: | Recommend rejection |
| 3) Statute of limitations: | 8/14/2016 |

Claimant:

Craig Minton, 2559 Pierpont Blvd, Ventura, CA 93001, (805) 643-8503, date of birth June 9, 1957, SSN 564082300

Premises:

1449 Spinnaker Drive, Ventura

Ownership/Control:

Spinnaker Drive is in the jurisdiction of the City of Ventura

Possible Co-Defendants:

Eric Gonzales, motorist
City of Ventura

Insured's Version:

Jessica Rauch at the Ventura Port District confirmed the roadway is within the City's jurisdiction. She agreed to send a copy of the Navigator's Insurance Policy Coverage.

Navigator's Insurance Declarations:

We reviewed the Ocean Marine Policy of Insurance including the excess coverage. The policy covers excess protection and indemnity for the Ventura Port District; however we don't see where the policy covers general liability with respect to property located adjacent to the Ventura Port District's property.



Claimant's Version:

We called the attorney's office and told Megan, his assistant, that the accident occurred outside of the Ventura Port District's jurisdiction (on City property); and that the claim will be rejected.

Traffic Collision Report:

The traffic collision report places the motorist, Eric Gonzales, at fault in violation of CVC 21801 (a), failure to yield right-of-way. The report doesn't include a statement from the motorist.

Claimant's Damages/Injuries:

As a result of the accident, the claimant reportedly suffered a fractured clavicle, neck and right hand resulting in surgery, concussion, lacerations, emotional distress and injured his kidneys. Medical records were not provided.

ISO Index:

We reported the claimant's injury to the Index Bureau and there 3 matching claims, all associated with this accident. An injury claim was reported by the City of Ventura, Sentry Insurance (the company that insures the motorist) and Pacific Specialty Insurance, the company that insures the claimant.

Reserve Analysis:

The loss reserves are set at \$10,000 based on the amount claimed factoring alleged theories of recovery against the City, likelihood of recovery, collateral sources of recovery and/or mandatory reserves required by CJPIA for specific type of occurrences.

Loss and location codes have been reviewed and are accurate.



Liability:

We see no liability on the part of the Ventura Port District. It appears that the accident resulted from inattention on the part of the motorist who turned directly in front of the claimant's motorcycle. The accident occurred in the roadway on a street owned and maintained by the City of Ventura. Not only did the accident occur in the street, it was in the southbound lanes(s) of Spinnaker which is on the side of the street opposing the Ventura Port District's property.

Risk Management:

N/A

Payments:

We have not made any payments on this claim.

Recommendation:

We recommend that this claim be rejected immediately.

Action Plan:

Reject claim

Hold file open to see if the Ventura Port District is named in a lawsuit

Comments:

At your earliest convenience, please let us know if you agree this claim should be rejected.



Sincerely,
Carl Warren & Co.

Lisa Frye
Claims Specialist

Cc: Jessica Rauch, Ventura Port District

ATTACHMENT 2

NOTICE OF REJECTION OF CLAIM

TO: Richard R. Bredlau, Esq.
770 County Square Drive, Suite 212
Ventura, CA 93003

Notice is hereby given that the claim which you presented to the Ventura Port District on February 6, 2015, was rejected by action of the Board of Port Commissioners at its meeting held on April 22, 2015.

WARNING

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the United States mail to file a state court action on this claim. (See Government Code Section 945.6)

This time limitation applies only to causes of action arising under California law for which a claim is mandated by the California Government Tort Claims Act. Government Code Sections 900 et. seq. Other causes of action, including those arising under federal law, may have different time limitations for filing.

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

Dated: April 23, 2015

VENTURA PORT DISTRICT

By: _____
Oscar F. Peña
General Manager

APRIL 22, 2015

BOARD OF PORT COMMISSIONERS

STANDARD AGENDA ITEM NO. 2

APPOINTMENT OF GENERAL MANAGER AS SECRETARY

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2

Meeting Date: April 22, 2015

TO: Board of Port Commissioners
FROM: Oscar Peña, General Manager
SUBJECT: Appointment of General Manager as Secretary of the Board of Port Commissioners

RECOMMENDATION:

That the Board of Port Commissioners discuss and take appropriate action on the appointment of the General Manager as Secretary of the Board of Port Commissioners.

INFORMATION:

Commissioner Smith was appointed Secretary of the Board of Port Commissioners, January 28, 2015. In his role as Secretary, he asked staff what his exact job duties were. After some research, staff found that the Secretary's role is to ensure the Commission adheres to all adopted policies and must attest and sign all approved minutes, resolutions and other official documents. Commissioner Smith feels that this could be more convenient for staff if the Board appointed the General Manager as Secretary.

There are no legal requirements that a Board member is required to be Secretary of the Board. Also, Harbors and Navigation Code 6248, "...The board shall provide for and select such officers, except the auditor, as it deems necessary to conduct the affairs of the district."

APRIL 22, 2015

BOARD OF PORT COMMISSIONERS

STANDARD AGENDA ITEM NO. 3

**APPROVAL OF RRM DESIGN GROUP
AGREEMENT FOR ADDITIONAL SERVICES**

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3

Meeting Date: April 22, 2015

TO: Board of Port Commissioners
FROM: Richard Parsons, Consultant
SUBJECT: Approval of RRM Design Group Agreement for Additional Services

RECOMMENDATION:

That the Board of Port Commissioners approve by motion the authorization of the General Manager to enter into a \$47,390 Agreement for additional services with RRM Design Group for the Ventura Harbor Village Accessibility Plan Improvements.

BACKGROUND:

The Port District is in the midst of a program to improve accessibility throughout Ventura Harbor Village. The first phase of that work involves improvements in the parking lot. Jensen Design and Survey has completed the necessary engineering work for the parking lot improvements and the District is just about to initiate the bidding process for that effort.

The next phase of the accessibility improvements will include the pedestrian walkways and courtyards within much of the Village. RRM Design Group has submitted a proposal, dated April 14, 2015, to prepare the construction documents for this phase for a fee of \$47,390. The areas that RRM will focus their design efforts on are identified on the attached accessibility plan, and is expected to be completed within 90 days. These additional services will supplement the scope of work in RRM's existing agreement of October 3, 2014 with the Port District. Staff expects this phase of work to have a construction cost of \$400,000 to \$500,000.

ATTACHMENTS:

Attachment 1 – Scope of Services
Attachment 2 – Accessibility Plan Work Area

ADD. SERVICE AUTHORIZATION

Client: Ventura Port District	Task ID Number: X.01 - X.03
Project Name: Ventura Harbor Village Accessibility Plan	Project Number: 1314077
Work Requested by: Owner	Request Received by: Lief McKay
Date: April 14, 2015	

Method:

- ☐ Letter
 ☐ Email authorization attached to parties
☒ Client authorization required
 ☐ Included in contract, authorization not required
☐ Other: _____

Fee Type(s):

- ☒ Fixed Fee (see footnote A)
 ☒ Time & Materials (T&M) - Hourly (see footnote B)

DESCRIPTION OF WORK TO BE PERFORMED

RRM Design Group, a California Corporation ("RRM Design Group"), has entered into an agreement with Ventura Port District (the "Client") dated October 3, 2014 (the "Prime Agreement") for the project: Ventura Harbor Village Accessibility Plan (the "Project"). Additional Services Authorized by the Client are subject to the Terms and Conditions of the Prime Agreement.

Task X.01: ADA Access Improvement Plans

RRM will develop a set of construction documents for demolition and hardscape improvements for providing ADA route(s) as proposed in the Ventura Harbor Village Proposed Path of Travel Accessibility Plan. It is understood that the ADA improvements will be phased and not all improvement areas will be included as part of this construction document package. This task includes Areas A, G, H, I, J, K, L, M, O, and Q as illustrated in the Draft Accessibility Plan. The construction document package will be submitted at 90% and Bid-Ready Submittals and will include the following items:

- Demolition Plan(s)

RRM will prepare demolition plans, at an appropriate scale, for hardscape path elements identified for removal based on ADA upgrades. The plans will identify and describe the removal items, and provide instructions for the safe disposal of the demolished work.

- Grading Plan(s)

RRM will prepare a grading plan to provide key elevation grades for reconstructing the concrete pathways in the selected areas. The grading plan will convey both spot elevations and contours at a one-foot contour interval. The grading plan will also include construction keynote callouts on the plans. The construction keynotes will call out items to be constructed as part of the ADA improvements. In support of this construction keynote plan, we will prepare construction details that specify the method of construction and proper installation procedures.

- Technical Specifications

RRM will prepare technical specifications (CSI Division 02 through 32 as applicable) for sections relevant to the project improvements provided on the plans. This scope assumes that all general provision specification sections related to this project will be provided by others.

Deliverables:

- Construction Document Package submitted at 90% and Bid-Ready Submittal stages

Fixed Fee:

- \$34,500 (see footnote A)

Task X.02: Project Coordination and Team Meetings

As part of this task, RRM will provide on-going project coordination and attend project team meetings during the construction document stage. Additionally, this task will include further site visits if they are deemed necessary as part of this effort.

Deliverables:

- On-going project management
- Three (3) Project Team Meetings
- One (1) site visit

Estimated Fee:

- Time and Materials – Hourly; \$7,320 (see footnote B)

Task X.03: ADA Accessibility Compliance Review

RRM's sub-consultant, Central Coast Access Specialists, LLC, will perform a plan review to ensure compliance with ADA regulations.

Deliverables:

- One (1) site visit
- Eight (8) hours of plan review
- Sixteen (16) hours of phone/email consultation
- One (1) client meeting at Ventura Harbor

Fixed Fee:

- \$3,570 (see footnote A)

Reimbursable Expenses

Incidental expenses incurred by RRM Design Group, or any subconsultant it may hire to perform services for this project, are reimbursed by the client at actual cost plus 10% to cover its overhead and/or administrative expenses. Reimbursable expenses include, but are not limited to, reproduction costs, postage, shipping and handling of drawings and documents, long-distance communications, fees paid to authorities having jurisdiction over the project, the expense of any additional insurance requested by client in excess of that normally carried by RRM Design Group or its subconsultants, travel expenses (transportation/automobile/lodging/meals), renderings and models. Reimbursable automobile travel mileage will be billed at the current IRS business standard mileage rate.

Estimated Fee:

- \$2,000

Fee Footnotes

- A. Fixed fee tasks will be billed as the work progresses until the task is completed and the total amount stated in the contract for the task is invoiced.
- B. Estimated fees for tasks shown as "Time and Materials" (T&M) are provided for informational purposes. Amounts billed for these tasks, which will reflect actual hours worked, may be more or less than the estimate given.

Limitations

The following items are specifically excluded from this scope of services:

- Stormwater Pollution Prevention Plan (SWPPP)

- Stormwater management plan
- Utility plans
- Storm drainage plans
- Structural engineering
- Permits and fees
- Construction cost estimating
- Materials testing and inspection
- Construction administration
- Construction management

Estimated RRM Additional Service Fees: \$43,820

Estimated Other Additional Fees: \$3,570

Total Estimated Additional Fees **\$47,390**

Any work outside the scope of the original agreement between RRM Design Group and the Client and authorized by Client, is subject to the Terms and Conditions of the Prime Agreement.

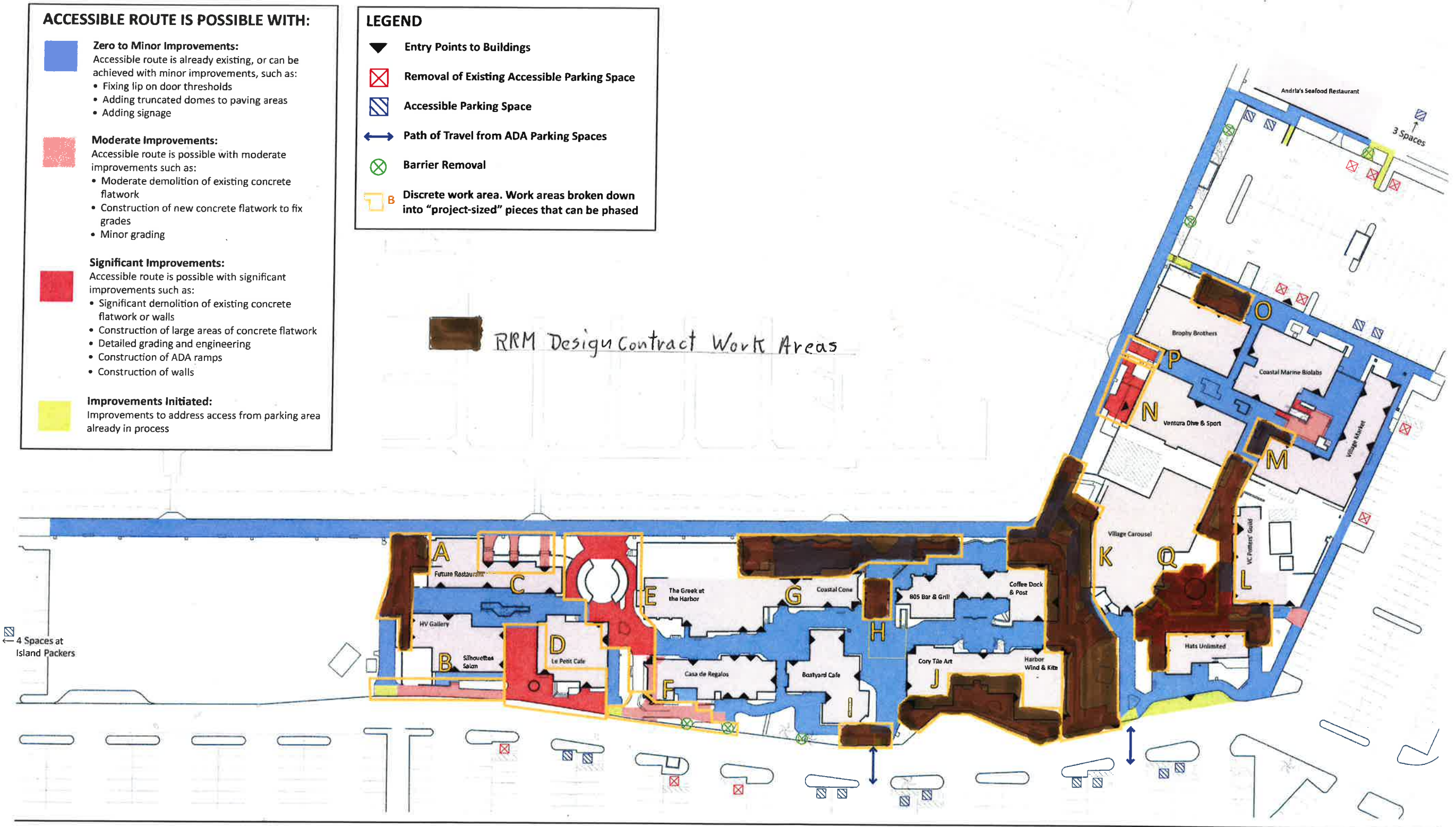
AUTHORIZATION TO PROCEED BY CLIENT REPRESENTATIVE:

Sign

Date

Print Name, Title

Tasks Authorized (All tasks authorized unless otherwise noted.)



VENTURA HARBOR VILLAGE ACCESSIBILITY PLAN

April 14, 2015

APRIL 22, 2015

BOARD OF PORT COMMISSIONERS

STANDARD AGENDA ITEM NO. 4

2015 LIFEGUARD SERVICES CONTRACT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 4

Meeting Date: April 22, 2015

TO: Board of Port Commissioners
FROM: G. Scott Miller, Harbormaster
SUBJECT: 2015 Lifeguard Services Contract

RECOMMENDATION:

That the Board of Port Commissioners review, discuss and take appropriate action on the contract proposed by State Parks to provide Lifeguard Services at Harbor Cove and Surfers Knoll.

SUMMARY:

The City of Ventura contracted with State Parks to provide Lifeguard Services at Harbor Cove Beach until 2010, when as part of their budget reduction plan they stopped funding the service in the harbor. Since then the District has been contracting directly with State Parks for lifeguard services at Harbor Cove Beach. The District has always made public safety a priority for the entire harbor area. Below is a summary of the cost for lifeguard services for the last five years.

Lifeguard Contract Costs

2010 -- \$16,968
2011 -- \$15,531
2012 -- \$ 6,465
2013 -- \$14,054
2014 -- \$24,808

BACKGROUND:

Last year the Board authorized the increased funding of \$12,000 for lifeguard services because of a drowning incident at Surfers Knoll and a persistent recurring rip current that developed in the area. Except for 2014 the range for lifeguard services has been \$14,000 to \$17,00 per year.

On March 16, 2015, we received a proposal to provide lifeguard services at both Harbor Cove and Surfers Knoll for the summer of 2015. The proposal outlined that both beaches would have one lifeguard on duty on weekdays and two lifeguards on duty Saturday, Sunday and holidays. The total cost of the proposal is \$58,578.09. This includes an hourly rate from \$16.00 to \$19.00 per hour plus supervising services, health, vacation and sick leave benefits. There is also a Sacramento contract fee of \$5,325.28 which is a government code contract requirement of the State.

The increased cost for the lifeguard services is substantially more than in previous years because the scope of service has increased to cover a wider area. Rich Rozzelle, the Southern Division Chief of the California State Parks feels the expanded coverage is essential to lessening aquatic emergencies through prevention and education in the south beach areas between Surfers Knoll Beach and Harbor Cove Beach. These areas can be extremely dangerous to all aquatic users during high swells and rip currents.

The Harbor Patrol and State lifeguards have established an effective partnership in providing public safety on land and water areas. Both agencies provide assistance outside of their designated jurisdiction and we hope this partnership continues. Both the General Manager and Harbormaster met with State Parks management to consider reducing the scope of service. At this stage State Parks is only offering the expanded level of service for the two beaches in the harbor.

In 2010, the District staff analyzed the potential of incorporating lifeguard services into its Harbor Patrol operation. We considered the following:

- 1) Better integration with the Harbor Patrol staff and services;
- 2) Flexibility of lifeguard services;
- 3) Improved boating safety enforcement;
- 4) Expanded prevention and education to both aquatic safety and water sport activity in the area.

The District could possibly provide the same quality service as contracted with State Parks if we recruit staffing. For many years the District has employed many of the seasonal lifeguards in the region as part-time Harbor Patrol officers; this trend has continued to this day. There are many requirements to accomplish this task; however the essential requirement is to become certified through the United States Lifeguarding Association.

At the conclusion of this analysis, we felt that labor and benefit costs were comparable to the State Park's lifeguards.

CONCLUSION:

The District staff is looking for direction on this very important public safety matter, but sees the value of the State Park Lifeguard program. There are few alternatives for this year, but suggest the following:

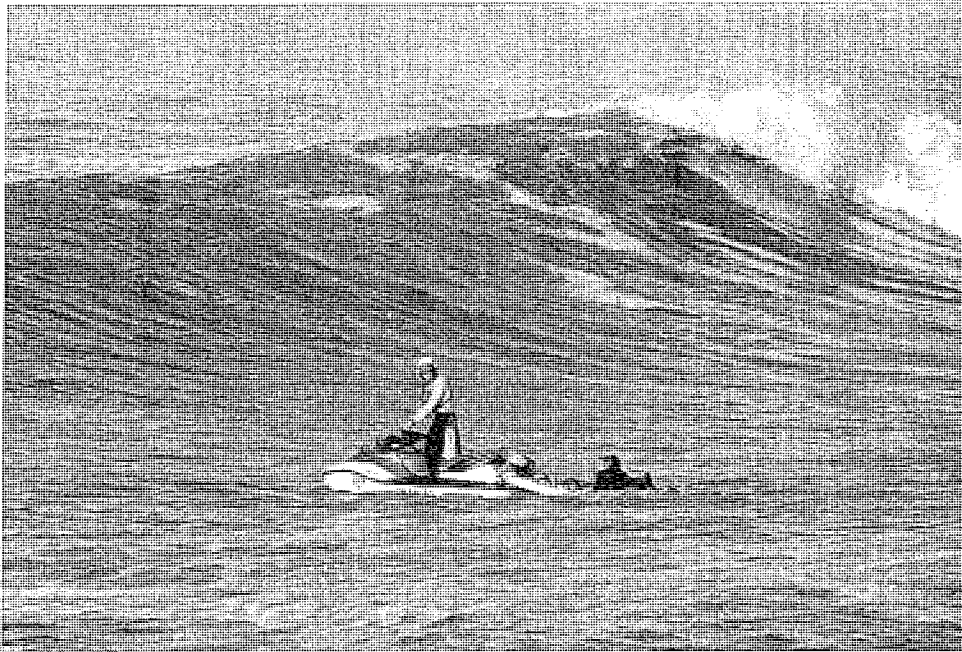
- 1) Entering a contract with State Parks for \$58,780 as proposed.
- 2) The Board could defer services until the District develops its own program that is certified by the United States Lifeguarding Association.

ATTACHMENT:

Attachment 1 – California State Parks Lifeguard Proposal

California State Parks

Ocean Lifeguard Service Proposal For the Ventura Port District Area



Background

For over 60 years, California State Parks has been providing professional lifeguarding services along the entire California coastline. The California State Parks Lifeguard service is certified by the United State Lifesaving Association, and is recognized as one of the highest-ranking training academies in the world. The California State Parks Lifeguard service emphasizes the importance of lessening aquatic emergencies through prevention and education. Professional aquatic safety organizations worldwide accept this proactive approach as a proven method to prevent drowning.

California State Parks has contracted with the Port District for lifeguard services at Harbor Cove for four years. These services have been provided in the mutual interest of regional aquatic safety and providing a cost effective public partnership. This partnership creates relief for the Ventura Port District as it eliminates their need to create an independent lifeguard program.

California State Parks Lifeguards also provide specially trained personnel for dive team, helicopter extraction, and near shore rescue-craft response for use in rapid deployment to the surf zone, as well as underwater searches. The depth of specialized skill and professionalism provided by the California State Parks lifeguard service is unparalleled anywhere in the contiguous United States.

Lifeguard Service Area

This proposal covers two areas within the Ventura Port District:

Harbor Cove Tower

The Harbor Cove is a highly visited beach area within Ventura Harbor. It is adjacent to the Channel Islands National Park headquarters and visitor center. Harbor Cove Beach is near Ventura Harbor Village, a 100,000 square foot retail / restaurant complex. The Four Points Sheraton Harbor Resort and Holiday Inn Express are within walking distance. As the only still water beach in Ventura, this beach is used by tourists and residents alike.

Immediately south of Harbor Cove Beach, the South Jetty creates consistent dangerous rip currents during all kinds of surf. When combined with high surf events and other hazardous conditions, this location can provide extremely dangerous conditions to all aquatic users.

Surfers Knoll Beach Mobile Unit

Surfers Knoll Beach is located adjacent to the Ventura Harbor Village entrance. This area includes the popular surfing location called Surfers Knoll. Surfers Knoll is a popular location for outdoor recreation. The rock jetties in this area intensify the ocean currents and swells and make this stretch of coast more dangerous than most others in the region.

See Exhibit A for a map of these areas.

ATTACHMENT 1

Lifeguarding Statistics for The Ventura Port District area

The following statistics outline the number of contacts that have been made by California State Parks in the Harbor Cove and Surfers Knoll Area from 2012 to 2014.

LIFEGUARD ACTIVITY	2012	2013	2014	2015
• AQUATIC BEACH/ATTENDANCE	168,343	232,057	197,974	
• RESCUES				
<i>Aquatic Rescues</i>	23	20	34	3
Rip Current	19	20	30	3
Surf	4	0	4	0
Divers	0	0	0	0
Swift Water	0	0	0	0
Inland Water	0	0	0	0
Cliff Rescues	0	0	0	0
• PREVENTATIVE SAFETY ACTIONS	13,059	15,944	17,288	237
• MEDICAL AIDS				
<i>Major Medicals</i>	7	10	4	0
AED Cases	0	0	0	0
AED Field Saves	0	0	0	0
C-Spine Injuries	0	0	0	0
Near Drowning's	0	0	0	0
<i>Minor First Aids</i>	193	140	147	9
• VESSELS				
<i>Boat Rescues</i>	4	13	8	0
Souls Aboard	11	15	12	0
Vessel Value	\$12,000	\$24,000	\$10,000	\$0
<i>Boats Assisted</i>	347	227	413	9
<i>Boats Warned</i>	980	894	1,209	1
• FATALITIES				
Drowning's - Guarded	0	0	0	0
Drowning's - Unguarded	0	0	1	0
Other Fatalities	0	0	0	0
• LAW ENFORCEMENT				
Warnings	230	347	376	29
Citations	3	0	1	0
Arrests	3	0	0	0
• LOST PERSONS	0	0	1	0
• MUTUAL AIDS				
Rendered	3	3	1	3
Received	1	2	0	0

Lifeguard Coverage Schedule

The scheduling of lifeguard coverage needs to mirror predictable use patterns as well and provide adequate coverage for the busy summer season.

The lifeguard coverage schedule below is based on providing a minimum level of lifeguard service on those identified Port district properties. This schedule was formed by expertise of California State Parks lifeguards including their knowledge of use patterns, coastal hazards, and decades of experience, statistics, and historic conditions along the Ventura coastline.

Typical Seasonal Lifeguard shifts are 8 hours. The State reserves the right to shorten or lengthen these shifts to maximize public safety. Two man towers are necessary on weekends and holidays to provide adequate coverage during peak use periods.

	May	June	July	August	Sept	Total
Planned hours Harbor Cove Tower	120	304	320	328	80	1152

Funds not spent on lifeguard staffing during the pre-planned periods identified above will be used to replace and/or repair equipment used for providing service to the Port District or cover administrative costs associated with providing lifeguard staff to the Port District. These additional funds may also be used to provide supplemental training to lifeguard staff to establish and maintain certifications for their respective job classifications.

ATTACHMENT 1

Lifeguard Service Budget

	Temp Help Hourly costs including benefits			
Position	Surfers Knoll LG II		Harbor Cove Tower	
Rate	Hours	19.01/hr	Hours	\$16.01/hr
May	120	\$2,281.20	120	\$1,921.20
June	304	\$5,779.04	304	\$4,867.04
July	320	\$6,083.20	320	\$5,123.20
August	328	\$6,235.28	328	\$5,251.28
September	80	\$1,520.80	80	\$1,280.80
	Subtotal	\$21,899.52	Subtotal	\$18,443.52

Temp Help subtotal:		\$40,343.04
Health/Leave Benefits:		\$8,068.61

Temp Help Total:		\$48,411.65
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Supervising LG Cost (10%)		\$4,841.16
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Total Cost of Labor		\$53,252.81
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Sacramento contract fee:		\$5,325.28
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Total Contract Cost:		\$58,578.09
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Lifeguard Budget Details

Temp Help Staffing Costs: CA State Parks will provide Seasonal Lifeguards as the primary classification for meeting the lifeguard staffing requirements for this contract. Hourly costs for this classification range from \$16.01 to \$19.01 per hour.

Leave Benefits- This is a flat rate to cover vacation and sick leave benefits earned by Seasonal Lifeguards while working under this contract.

Health Benefits- This is a flat rate to cover health benefits earned by Seasonal Lifeguards while working under this contract.

ATTACHMENT 1

Supervising State Park Peace Officer (Lifeguard) – This cost will pay for supervision, daily operations oversight, scheduling and other planning activities necessary to deploy the lifeguards services described in this contract.

California DGS Contract Fee- California State Administrative Manual requires all Service Contracts to include a 10 % Contract Fee to support administrative costs in Sacramento to support this agreement.

Equipment Needs- Port District will provide State no later than May 23rd the following equipment for its exclusive use for the term of this contract:

1. Use of a Port District Truck for Surfers Knoll Lifeguard Operations

Port District will be responsible for the prompt repair of this equipment as well as normal maintenance needs.

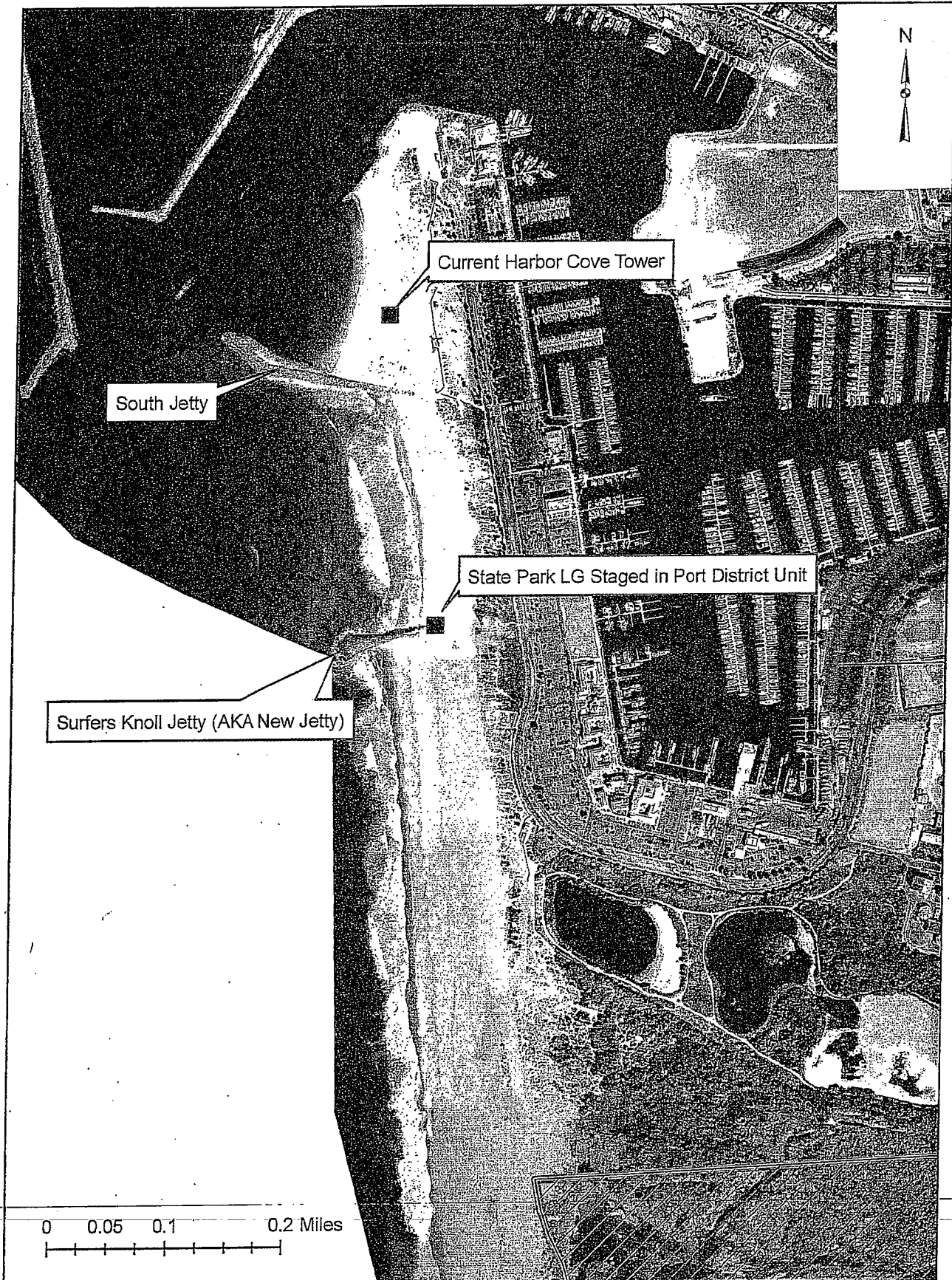
State will provide the portable radio and rescue equipment and will use the Port District truck for providing lifeguard services as defined in this contract.

All fuel costs associated with the use of this equipment will be paid for by State.

Agreement Term

The term of this agreement will be from May 23, 2015 to September 7, 2015

Port District Lifeguard Proposal



Distance from South Jetty to State Park Boundry = 0.67 miles

APRIL 22, 2015

BOARD OF PORT COMMISSIONERS

**STANDARD AGENDA ITEM NO. 5
2015-2016 PRELIMINARY BUDGET AND
5 YEAR CAPITAL IMPROVEMENT PLAN**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 5
Meeting Date: April 22, 2015

To: Board of Port Commissioners
From: Oscar Peña, General Manager
Gloria Adkins, Accounting Manager
Subject: Ventura Port District Preliminary Budget for FY 2015-16 and Preliminary Five Year Capital Improvement Plan

RECOMMENDATION:

That the Board of Port Commissioners review and discuss the 2015 – 2016 Ventura Port District Preliminary Budget and Five Year Capital Improvement Plan.

SUMMARY:

As an enterprise, the District generates 88% of its total revenues from all of the real estate transactions in the harbor. In other words, the District receives a minimum rent and/or a percentage of a tenant's gross sales from all of the business operations in the harbor (excluding the Channel Islands National Park). The other 12% of non-operating revenues are derived from the Port District's share of property taxes within the City of Ventura. Every public agency in the City receives a percentage of these property taxes.

We are pleased to present to you the Preliminary Budget for the fiscal year 2015-16. As the General Manager and the Accounting Manager, part of our responsibilities includes the preparation of a responsible budget. The attached budget was developed in concert with the Board's established goals and objectives.

The budget process began in March with Department Managers forecasting and preparing budgets for operating revenues and expenses of existing and proposed services, programs, and capital expenditures for fiscal year 2015-16. In collaboration with other managers the numbers were compiled and analyzed for the Board's review.

Attached is the proposed preliminary budget for 2015-16 and proposed Five Year Capital Improvement Plan. Included with these reports are detailed worksheets of the budget by department and a five-year capital improvement plan.

The FY15-16 preliminary budget reflects a positive cash flow of \$578,000 from normal operations. The budget also reflects improvement expenditures of \$2,760,000, of which \$2,182,000 will be funded using unrestricted cash reserves.

The District operates much like a business attempting to increase revenues and control expenses.

Below is a summary of the projected revenues and expenditures for the 2015-16 fiscal year:

Preliminary Budget Summary

Operating Income	\$7,560,000
Non-operating Income (Property Tax)	<u>1,030,000</u>
Total Income	\$8,590,000
Operating Expenses	\$5,343,500
Non-operating Expenses (Debt Service)	1,290,000
Harbor Patrol / Safety / Launch Ramp	<u>1,378,500</u>
Total Expenditures	\$8,012,000
Cash Flows Before Capital Improvement ¹	\$ 578,000
Improvements	\$2,760,000
Deficit Cash Flow after Capital Improvements	\$2,182,000

Notes:

¹Grant monies are not included in the projected revenues or expenses.

CONCLUSION:

In the preparation of this budget, great efforts were made to increase revenues through new leases which the Board has approved or will be approving soon and working with tenants to increase their overall sales. We also included the minimum rents that will be due from Sondermann Ring Partners (SRP) as a result of exercising their option for parcels 15, 16 & 18. We intentionally excluded the SRP \$1.2 million lease transaction fee and are talking with our auditor to determine how to reflect this in our revenues. These efforts have resulted in an increase in total revenues of 7% for the fiscal year 2015-16.

There are some expenses which we have no control over which have increased such as general liability insurance, workers compensation insurance and the accessibility improvements we are making at Harbor Village. We have also included for the Board's consideration a salary increase for District employees.

Staff looks forward to interacting with the Board and members of the public on a new road map for our revenues and expenses for the FY2015-16.

ATTACHMENTS:

- Attachment 1 - Preliminary Budget FY2015-16
- Attachment 2 - Summary of Five Year Capital Improvement Plan
- Attachment 3 - Preliminary Budget by Department
- Attachment 4 - Capital Improvement Five Year Projection Detail

ATTACHMENT 1

VENTURA PORT DISTRICT PRELIMINARY BUDGET FOR FISCAL YEAR 2015-16 4/22/2015

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Proposed Budget 2015-16</u>	<u>Comments</u>
OPERATING REVENUE						
Parcel Lease Income	2,879,616	2,952,663	3,020,000	3,050,000	3,010,000	
SRP Lease Rent	-	-	-	-	225,000	Assumes rent to begin Oct 2015
Dry Storage Income	96,993	89,472	83,000	80,000	83,000	
Commercial Fishermen's Storage	57,442	63,167	69,500	70,000	76,500	Fishermens Storage Rental
Parking Income	64,242	55,877	55,000	55,000	55,000	
Misc. Income/Rentals	2,454	172,361	121,500	109,000	91,500	
Harbor Village Lease Income						
Retail	427,052	445,324	435,000	425,000	445,000	Assumes 100% occupancy
Restaurant	949,193	895,802	875,000	870,000	985,000	Increase attributed to new restaurants; expansions; and projected tenant sales
Offices	567,992	548,550	555,000	555,000	605,000	Assumes 100% occupancy
Charters	298,454	344,208	335,000	355,000	350,000	
Commercial Fishing	67,828	62,422	80,000	70,000	90,000	
Fish Offloading	138,468	237,335	155,000	150,000	155,000	
Harbor Village Misc. Income	17,770	13,317	4,700	6,000	6,000	
Booth/Vendor Income	10,301	9,968	9,000	9,500	10,000	
Sponsorships	5,158	14,210	17,000	16,500	16,500	
Harbor Event Permits	18,762	37,777	43,000	33,000	40,500	
Harbor Village Marina Slip Rentals	989,258	934,143	889,000	876,000	926,000	Rate increase 5/1/2015
Harbor Village CAM Income	313,867	287,044	270,000	270,000	300,000	
Harbor Village Merchants Promo Dues	87,417	83,405	80,000	80,000	90,000	
TOTAL OPERATING REVENUE	6,992,267	7,247,045	7,096,700	7,080,000	7,560,000	
% change from previous years actual	-3%	4%	-2%	-2%	7%	
OPERATING EXPENDITURES						
<u>Personnel Expenses</u>						
Total Wages	1,525,233	1,597,943	1,576,100	1,584,500	1,654,500	Proposed 5% increase in base pay
<u>Other Personnel Expenses</u>						
Payroll Taxes	22,414	28,639	26,000	27,500	29,500	
Workers Comp Insurance	47,847	75,951	123,000	123,000	141,500	CJPIA
Medical & Life Insurance	183,505	208,996	217,912	221,500	231,500	
Optional Benefit Plans	140,331	146,986	144,500	146,000	146,000	
Retirement Contributions	343,185	343,830	368,500	368,500	398,000	
Totals Other Personnel Exp	737,282	804,402	879,912	886,500	946,500	
Total Personnel Expenses	2,262,515	2,402,345	2,456,012	2,471,000	2,601,000	
% change from previous years actual	-2%	6%	2%	3%	6%	
<u>General Expenses</u>						
Advertising	11,835	15,642	10,000	17,000	40,000	Leasing marketing expenses
Auto Mileage & Allowance	12,842	12,036	13,000	15,000	13,500	
Auto/Boat Equip & Maint.	35,368	27,416	29,200	34,000	34,500	
Bad Debt	49,373	41,174	25,000	36,000	25,000	
Bank Fees & Other Misc.	16,441	13,455	10,000	15,000	15,000	
Building Maintenance	162,973	274,022	212,500	229,000	243,000	

ATTACHMENT 1

FY15-16 Budget Continued, 4/22/2015

	Actual 2012-13	Actual 2013-14	Est/Act 2014-15	Budget 2014-15	Proposed Budget 2015-16	Comments
<u>General Expenses Cont'd</u>						
Communications	31,551	29,310	41,000	41,000	43,000	
Conferences, Meetings & Training	42,148	39,398	36,500	42,500	41,500	
Dock & Fish Pier Maint. & Repairs	45,722	16,971	47,000	59,000	49,000	
Equipment Rental	16,271	12,984	19,500	22,000	19,000	
Village Enhancements	30,149	35,039	50,000	50,000	50,000	
General Harbor Maintenance	1,866	-	4,000	5,000	4,000	
General Liability Insurance	126,566	141,886	274,500	274,500	318,000	As per annual JPIA Deposit Cost Analysis
Grounds Maintenance	149,986	126,442	126,500	155,500	127,500	
Grounds Maint.-Special	-	40,000	-	-	-	Onetime palm tree trimming
Janitorial Supplies	36,582	39,917	49,000	52,000	60,500	
Land/Building Rental Expense	63,931	64,156	69,500	70,000	76,500	Fisherman's storage/net repair area lease (see also revenue for Fisherman's storage)
Memberships & Subscriptions	18,070	20,186	20,700	21,000	21,500	
Office Computer Equip & Related	25,071	26,297	18,000	24,000	20,500	
Office Supplies & Equipment	30,051	35,872	40,000	51,500	30,000	
Operating Supplies	19,458	25,790	24,600	34,000	34,000	
Other Equipment & Repairs	36,661	39,949	39,500	41,500	28,000	
Professional Serv. - Auditing	14,020	13,458	13,500	15,000	15,000	
Professional Serv. - Legal	189,148	220,789	240,000	240,000	140,000	
Professional/Outside Services	342,642	297,305	330,000	364,000	284,000	
Prof. Serv/Downtown Trolley Partnership	-	24,000	24,000	25,000	24,000	
Prof. Serv/Summer Water Taxi	26,500	-	-	-	-	
Uniforms & Tool Allowances	7,809	11,089	14,200	15,500	17,000	
Utilities and Trash	322,051	348,012	372,500	383,000	411,500	
Dredging Related Expenses	255,813	243,534	223,000	260,000	260,000	
Total General Expenses	2,120,898	2,236,129	2,377,200	2,592,000	2,445,500	
% change from previous years actual	-38%	5%	6%	16%	3%	
<u>Marketing & Promotional Expenses</u>						
Advertising	115,226	136,688	145,000	131,000	140,000	
Graphic Design/Ad Production	16,184	19,900	20,000	20,000	22,000	
Event Banners	381	1,492	1,000	1,000	1,500	
Maps/Rack Cards/Harbor Brochures	8,077	14,465	15,000	20,000	16,500	
Certified Rack	2,289	2,528	2,500	2,500	2,500	
Tourism Outreach and Partnership	5,845	6,144	9,000	9,000	9,000	
Entertainment-Live Music	16,952	18,932	23,000	23,000	23,000	
Event Production	51,572	52,443	60,000	60,000	63,500	
Equipment Rental-Copier	5,413	5,323	5,500	6,000	5,000	
Content Marketing/Website Social Media	3,820	13,658	10,000	18,500	13,600	
Miscellaneous	183	72	300	500	400	
Total Marketing & Promotional Expenses	225,942	271,645	291,300	291,500	297,000	
% change from previous years actual	8%	20%	7%	7%	2%	
TOTAL OPERATING EXPENDITURES	4,609,355	4,910,119	5,124,512	5,354,500	5,343,500	
% change from previous years actual	-22%	7%	4%	9%	4%	
Operating Cash Flows In (Out)	2,382,912	2,336,926	1,972,188	1,725,500	2,216,500	

ATTACHMENT 1

FY15-16 Budget Continued, 4/22/2015

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Proposed Budget 2015-16</u>	<u>Comments</u>
NON-OPERATING and OTHER EXPENDITURES						
Harbor Patrol expenses not funded by property taxes	5,179	116,053	264,500	218,000	313,500	
Launch ramp expenses not funded by grant	-	-	-	-	35,000	
Master Plan/Specific Plan	9,060	-	-	-	-	
COP's Interest Payment	497,366	474,339	456,881	455,000	435,000	
DBAW Loan#1 Interest Payment \$4m	160,820	160,934	160,776	160,000	160,000	
DBAW Loan#2 Interest Payment \$1.5m	57,241	55,767	55,650	55,000	55,000	
Principle Payments on bonds/loans	560,341	588,151	616,306	620,000	640,000	
TOTAL NON-OPER. EXPENDITURES	1,290,007	1,395,244	1,554,113	1,508,000	1,638,500	
Annual Cash Flows In (Out) from normal operations before any Improvements	1,092,905	941,682	418,075	217,500	578,000	
Building Tenant Improvements	56,696	140,681	230,000	230,000	220,000	
Accessibility Improvements	-	-	100,000	265,000	770,000	RRM Plans for next phase of path of travel thru Village for \$50k; Implement improvements to the path of travel 1st phase 500k; Oversight supervision \$50k; DAC \$10k; Parking lot improvements \$160k (plans by Jensen)
Capital Improvements Projects	539,690	320,863	275,000	1,581,000	1,770,000	See Attached Schedule
Improvements funded through Unrestricted Improvement Reserve Fund	-	-	186,925	1,858,500	2,182,000	
Projected Unrestricted Reserve Balance			\$ 5,916,000	\$ 4,070,000	\$ 5,300,000	
Delay in receipt of grant reimbursement funds ¹			<u>1,584,000</u>	<u>1,630,000</u>	<u>345,000</u>	
Adjusted Unrestricted Reserve Balance			<u>\$ 7,500,000</u>	<u>\$ 5,700,000</u>	<u>\$ 5,645,000</u>	

Note:

¹ Division of Boating & Waterways (DBW) has reimbursed the District for \$1.5 million of funds requested for the launch ramp construction. DBW held back a retention and is still reviewing a couple of the charges. This project is being held open pending parking lot restructure needs. All contractors have been paid for all work completed to date.

ATTACHMENT 1

FY15-16 Budget Continued, 4/22/2015

Harbor Patrol Department Expenses funded from Property Taxes and Assessments collected by the County of Ventura

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Proposed Budget 2015-16</u>	<u>Comments</u>
Property Taxes and Assessments from County	944,974	989,720	1,010,000	1,010,000	1,030,000	
<u>Harbor Patrol Personnel Expenses</u>						
Total Wages	603,659	616,718	619,000	626,500	646,000	Proposed 5% increase in base pay
Payroll Taxes	10,607	12,556	13,000	15,000	15,000	
Workers Comp Insurance	50,123	127,603	192,000	192,000	219,000	
Medical & Life Insurance	59,126	52,940	59,000	59,000	47,000	
Optional Benefit Plans	39,977	43,428	50,000	50,000	47,000	
Retirement Contributions	81,259	92,615	92,000	95,000	119,000	
Total Harbor Patrol Personnel Exp	844,751	945,860	1,025,000	1,037,500	1,093,000	
% change from previous year actual	-1%	12%	8%	10%	7%	
<u>Harbor Patrol Other Expenses</u>						
Uniforms	8,563	7,691	31,000	31,000	13,000	
Oil & Fuel Expense	31,762	28,297	30,000	34,000	34,000	
Operating Supplies & Expense	14,220	14,322	20,000	21,000	21,000	
Boat Maintenance	21,211	82,659	130,000	60,000	110,000	Fireboat sounding for noise control \$2,000 and fireboat plumbing \$10,000, both deferred from FY15; labor to install engines in Boat 17 & refurbish \$65k; general maintenance \$2500/mo
Auto Equip & Maint.	2,090	8,248	5,500	5,000	6,500	
Conferences & Training	3,587	3,585	3,000	3,500	3,000	
Summer Lifeguard Services	23,969	15,111	30,000	32,000	59,000	Based on State of CA service proposal; staff is researching other possible alternatives
Professional Services	-	-	-	4,000	4,000	Self Contained Breathing Apparatus (SCBA) testing, deferred from FY15
Total Harbor Patrol Other Expenses	105,402	159,913	249,500	190,500	250,500	
% change from previous year actual	16%	52%	56%	19%	0%	
Total Harbor Patrol Expenses	950,153	1,105,773	1,274,500	1,228,000	1,343,500	
	0%	16%	15%	11%	5%	
Expenditures remaining after Property Tax Revenues were applied are funded from Operating Revenues	(5,179)	(116,053)	(264,500)	(218,000)	(313,500)	

ATTACHMENT 1

FY15-16 Budget Continued, 4/22/2015

Expenditures funded by Grants and Special Funding

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Proposed Budget 2015-16</u>	<u>Comments</u>
<u>Grants and Special Funding</u>						
DBAW Grants-abandon vessel & vessel turn-in	5,085	-	13,500	13,500	5,500	The District was not awarded the boat equipment grant applied for in FY14-15
DBAW Grants-Boat Equipment	-	34,419	-	49,500	59,500	
DBAW Grant-Training Expense Reimburseme	5,625	694	5,000	6,000	10,000	DBW is considering a 50% split with the district for the launch ramp parking lot reconfiguration
DBAW Grants-Launch Ramp Slope	50,000	1,894,253	75,000	167,000	35,000	
TOTAL GRANTS & SPECIAL FUNDING	60,710	1,929,366	93,500	236,000	110,000	
<u>Projects, Equipment and Training Expenses</u>						
Vessel Salvage-Abandoned and Turn-in	5,085	-	13,500	13,500	5,500	Grant for \$39,000 for engines for B17, \$20,500 for radar/GPS/depth sounder/misc equipment for two boats
Boat Engines & Equipment for new boat	-	34,419	-	49,500	59,500	
Harbor Patrol Training	5,625	694	5,000	6,000	10,000	DBW is considering a 50% split with the district for the launch ramp parking lot reconfiguration
Renovate Launch Ramp Slope	50,000	1,894,253	75,000	167,000	70,000	
TOTAL PROJECTS & EQUIPMENT	60,710	1,929,366	93,500	236,000	145,000	

ATTACHMENT 2

Capital Improvement and Maintenance Projects Summary of Five Year Projection

Item #	Project Location/Description	Current Actual Expense 7/14 to 03/15	Current Fiscal Yr 14-15	Fiscal Yr 15-16	Fiscal Yr 16-17	Fiscal Yr 17-18	Fiscal Yr 18-19	Fiscal Yr 19-20
Buildings 8	National Park Serv Bldg - refurbish chair elevator						15,000	
Buildings 9	Harbor Village Bldgs - refurbish elevators - in progress	-	98,000	105,000	125,000			
Buildings 13	Harbor Village Bldgs - maintain/replace vinyl windows			90,000				
Buildings 15	Harbor Village Bldgs-replace/repair roofs/tiles/gutters-deferred	12,236	850,000	850,000	400,000	900,000		
Buildings 20	National Park Serv Bldg-1431 Bldg-HVAC system-deferred	5,497	50,000	35,000				
Buildings 22	National Park Serv Bldg - 1691 Bldg - HVAC system							100,000
Buildings 23	Harbor Village Bldgs - paint all exterior walls/trim/facades			500,000				
Buildings 30	Harbor Village - repair/replace existing restaurant decking					100,000		
Dry Stor 34	Dry Storage Lot - replace/repair fencing							20,000
Fisheries 36	Fish Pier - resurface as needed				370,000			
Fisheries 38	Fish Pier Crane - replace - crane on order/install June2015	27,823	130,000					
Headqrtrs 39	District Headquarter - replace two maintenance vehicles			40,000				
Headqrtrs 40	District Headquarters - renovate/inspect HVAC system							20,000
Headqrtrs 44	District Headquarters - emergency generator							70,000
Landscape 48	Harbor Village-landscape/hardscape - delete	10,644	170,000					
Marina 56	Vlg Marina - replace gangway on dock C - delete	400	120,000					
Marina 58	Vlg Marina - replacement docks D,G&H with concrete docks - deferred	9,529	125,000	50,000	3,000,000			
Parklots 60	Harbor all parking lots - repair as needed/slurry coating			100,000	820,000			
Parklots 61	Harbor Village Parking Lot-construct trash enclosure-delete	1,955	30,000					
Grounds 1	Port District Office - purchase/install permanent flag pole	1,249	8,000					
	Total Capital Improvement and Maintenance Projects	69,333	1,581,000	1,770,000	4,715,000	1,000,000	15,000	210,000

ATTACHMENT 3

VENTURA PORT DISTRICT PRELIMINARY BUDGET BY DEPARTMENT FISCAL YEAR 2015-16

updated 4/17/2015

	<u>Actual</u> <u>2012-13</u>	% Incr/ -Decr over fy11-12 act	<u>Actual</u> <u>2013-14</u>	% Incr/ -Decr over fy12-13 act	<u>Est/Act</u> <u>2014-15</u>	<u>Budget</u> <u>2014-15</u>	<u>Proposed</u> <u>Budget</u> <u>2015-16</u>	<u>Comments</u>
OPERATING REVENUE								
Parcel Lease Income	2,879,616	2%	2,952,663	3%	3,020,000	3,050,000	3,010,000	Result of Vta Isle Marina & Vta West Phase I occupancy reductions
SRP Lease Rent							225,000	Assumes rent to begin Oct 2015
Dry Storage Income	96,993		89,472		83,000	80,000	83,000	
Commercial Fishermen's Storage	57,442	10%	63,167	10%	69,500	70,000	76,500	Fishermens Storage Rental
Boat Washdown Income	3,400		3,560		4,500	3,000	4,500	
Commercial ID's Income	7,700		7,065		6,000	7,000	6,000	
Parking Income	64,242		55,877		55,000	55,000	55,000	
Sales of Services & Supplies	15,163		8,431		5,000	15,000	5,000	
Misc. Rentals	25,200		50,517		76,000	59,000	46,000	HBE Corp \$3k/mo until 11/30/15; Venco \$25k; Misc \$6k
Investment Income	(49,009)		102,788		30,000	25,000	30,000	
Harbor Village Lease Income								
Retail	427,052	-4%	445,324	4%	435,000	425,000	445,000	Assumes 100% occupancy
Restaurant	949,193	0%	895,802	-6%	875,000	870,000	985,000	Increase attributed to new restaurants; expansions; and projected tenant sales
Offices	567,992	3%	548,550	-3%	555,000	555,000	605,000	Assumes 100% occupancy
Charters	298,454	9%	344,208	15%	335,000	355,000	350,000	
Comm Fish	67,828	-5%	62,422	-8%	80,000	70,000	90,000	
Fish Offloading	138,468	-38%	237,335	71%	155,000	150,000	155,000	
Tenant Late Charges	3,012		7,960		500	1,000	1,000	
Vending Machines/Misc Sales	14,758		5,357		4,200	5,000	5,000	
Booth/vendor income	10,301		9,968		9,000	9,500	10,000	
Sponsorships/Co-Op Advertising	5,158		14,210		17,000	16,500	16,500	
Harbor Event Permit Fees	18,762		37,777		43,000	33,000	40,500	
Marina Slip Rentals	957,435	3%	902,222	-6%	860,000	850,000	900,000	Rate increase 5/1/2015
Marina Electrical Income	31,823		31,921		29,000	26,000	26,000	
CAM Income	313,867		287,044		270,000	270,000	300,000	Assumes CAM at \$0.58/sqft
Merchants Promotion Dues	87,417		83,405		80,000	80,000	90,000	
TOTAL OPERATING REVENUE	6,992,267	-3%	7,247,045	4%	7,096,700	7,080,000	7,560,000	7%
Increase / -Decrease over prev year								

ATTACHMENT 3

	Actual 2012-13	% Incr/ -Decr over fy11-12 act	Actual 2013-14	% Incr/ -Decr over fy12-13 act	Est/Act 2014-15	Budget 2014-15	Proposed Budget 2015-16	Comments
OPERATING EXPENDITURES BY DEPARTMENT								
<u>Maintenance Personnel Expenses</u>								
Regular Salaries	244,945	5%	265,587	8%	250,000	250,000	263,000	Proposed 5% increase in base pay
Overtime Pay	5,511		3,609		4,000	6,000	4,500	
Holiday Pay	1,848		1,692		1,600	2,000	2,000	
Part-time Pay	-		-		-	-	-	
Payroll Taxes	3,792		5,897		4,500	4,500	5,500	
Workers Comp Insurance	14,583		24,231		37,500	37,500	43,500	As per annual JPIA Retro Deposit Cost Analysis
Medical & Life Insurance	31,228		44,493		38,200	39,500	41,500	
Employee Optional Benefits	24,853		29,354		24,000	24,000	24,000	
Retirement Contributions	59,088		61,612		64,000	64,000	71,000	CalPERS employer Misc rate increased aprox 3%
Total Maintenance Personnel Expenses Increase / -Decrease over prev year	385,848 -5%		436,475 13%		423,800 -3%	427,500	455,000 7%	
<u>Maintenance Other Expenses</u>								
Uniforms	3,487		3,939		4,700	6,000	6,500	
Oil & Fuel Expense	9,272		8,385		7,000	11,000	10,000	
Operating Supplies	17,026		18,426		18,000	22,000	22,000	
Janitorial Supplies	5,907		8,349		15,000	18,500	25,000	
Equipment Rental	6,751		2,978		10,500	10,500	10,500	
Auto Maintenance	19,586		11,231		14,000	15,500	15,000	
Building Maintenance	124,199		264,280		160,000	160,000	184,000	
Building Maintenance-Special	35,000		-		20,000	20,000	-	
Grounds Maintenance	94,370		86,395		70,000	100,000	82,500	
Grounds Maintenance-Special	-		40,000		-	-	-	
Village Enhancements	30,148		35,039		50,000	50,000	50,000	
Seasonal Decorations	16,879		21,347		26,000	26,000	26,000	
Harbor Maintenance	1,866		-		4,000	5,000	4,000	
Docks Maint. & Repairs	10,285		825		6,000	8,000	7,000	
Equipment & Repairs	31,632		33,047		35,000	35,000	22,000	
Conferences & Training	3,394		3,050		6,000	6,000	5,000	
Utilities-Electrical	59,015		66,406		60,000	60,000	65,000	
Utilities-Gas	2,478		1,659		2,000	2,500	2,000	
Utilities-Water	27,393		30,703		36,000	36,000	40,000	
Trash Disposal	16,543		16,567		20,000	20,000	20,000	
Outside Services	80,545		31,715		50,000	40,000	82,000	Cleanup parcels 15 & 18 - \$28k
Summer Water Taxi	26,500		-		-	-	-	
Environmental Coordination	542		1,750		-	500	-	
Total Maintenance Other Expense Increase / -Decrease over prev year	622,818 15%		686,091 10%		614,200 -10%	652,500	678,500 10%	
Total Maintenance Increase / -Decrease over prev year	1,008,666 7%		1,122,566 ok 11%		1,038,000 -8%	1,080,000	1,133,500 9%	

ATTACHMENT 3

	Actual 2012-13	% Incr/ -Decr	Actual 2013-14	% Incr/ -Decr	Est/Act 2014-15	Budget 2014-15	Proposed Budget 2015-16	Comments
	over fy11-12 act		over fy12-13 act					
Administration & General Personnel Exp								
Regular Salaries	594,851	2%	613,093	3%	605,000	605,000	632,000	Proposed 5% increase in base pay
Overtime Pay	704		3,568		1,500	3,500	2,500	
Holiday Pay	399		(398)		-	-	-	
Part-time Pay	-		-		-	-	-	
Payroll Taxes	7,490		7,494		7,500	7,500	7,500	
Workers Comp Insurance	4,459		4,576		8,500	8,500	9,000	As per annual JPIA Retro Deposit Cost Analysis
Medical & Life Insurance	62,705		63,066		64,500	64,500	64,500	
OPEB Benefits	6,810		8,676		8,712	8,500	12,000	Increase due to two employees retiring
Employee Optional Benefits	45,746		45,277		45,000	46,000	46,000	
Retirement Contributions	142,305		147,294		154,000	154,000	171,500	CalPERS employer Misc rate increased aprox. 3%
Total Admin. & General Personnel Exp	865,469		892,646		894,712	897,500	945,000	
Increase / -Decrease over prev year		2%		3%		0%		6%
General & Administration Other Expenses								
Advertising General	11,835		15,642		10,000	17,000	40,000	Leasing marketing expenses
Telephone/WiFi Communications	31,551		29,310		41,000	41,000	43,000	
Rental Expense	63,931		64,156		69,500	70,000	76,500	Fisherman's storage/net repair area lease (see also revenue for Fisherman's storage)
General Insurance	58,227		66,083		131,500	131,500	153,000	As per annual JPIA Retro Deposit Cost Analysis
Memberships	10,397		12,332		14,500	14,500	14,300	
Memberships-LAFCO Contrb.	6,300		6,500		5,000	5,000	5,700	
Subscriptions	1,373		1,354		1,200	1,500	1,500	
Office Supplies & Equipment	24,574		31,449		35,000	45,000	25,000	
Office Computer Equipment	25,071		18,527		15,000	21,000	12,500	
Security cameras/installs/maintenance	-		7,770		3,000	3,000	8,000	Purchase/install 10 video cameras
Postage & Express	5,477		4,423		5,000	6,500	5,000	
Equipment Rental	9,520		10,006		9,000	11,500	8,500	Copier machines/postage machine
Auto Mileage & Allowance	12,842		12,036		13,000	15,000	13,500	
Conferences & Meetings	36,907		35,581		30,000	35,000	33,000	
Professional Services - Auditing & Accounti	14,020		13,458		13,500	15,000	15,000	
Professional Services - Legal	189,148		220,789		240,000	240,000	140,000	Removed charges related to finalized leases
Professional Services - All others	105,890		165,510		180,000	223,500	100,000	
Website Design/Maint	1,365		10,135		-	-	-	Combined with Marketing
Trolley services to stop in Harbor	-		24,000		24,000	25,000	24,000	
Bad Debt/Uncollectable accounts	49,373		41,174		25,000	36,000	25,000	
Bank Fees & Other Misc.	16,441		13,455		10,000	15,000	15,000	Merchant services fees-process credit cards deferred from FY15
Total Admin. & General Other Expenses	674,242		803,690		875,200	972,000	758,500	
Increase / -Decrease over prev year		13%		19%		9%		21%
Total Admin & General Exp	1,539,711		1,696,336		1,769,912	1,869,500	1,703,500	
Increase / -Decrease over prev year		6%		10%		4%		-4%

ATTACHMENT 3

	Actual 2012-13	% Incr/ -Decr	Actual 2013-14	% Incr/ -Decr	Est/Act 2014-15	Budget 2014-15	Proposed Budget 2015-16	Comments
	over fy11-12 act		over fy12-13 act					
Harbor Village Marina Personnel Expenses								
Regular Salaries	257,110	-7%	229,055	-11%	220,000	225,000	235,000	Proposed 5% increase in base pay
Part-time Pay	9,500		22,824		15,000	20,000	20,000	
Overtime Pay	2,117		6,603		5,500	4,500	6,000	
Holiday Pay	4,301		5,569		8,000	6,000	8,500	
Payroll Taxes	4,547		5,002		5,000	5,500	5,500	
Workers Comp Insurance	12,206		19,366		37,500	37,500	43,500	As per annual JPIA Retro Deposit Cost Analysis
Group Medical Insurance	38,371		37,707		45,000	46,000	47,500	
Employee Optional Benefits	28,292		33,851		29,000	29,000	29,000	
Retirement Contributions	63,583		55,004		56,500	56,500	63,500	CalPERS employer Misc rate increased aprox. 3%
Total Marina Expenses Personnel	420,027		414,981		421,500	430,000	458,500	
Increase / -Decrease over prev year	-9%		-1%		0%		9%	
Harbor Village Marina Other Expenses								
Uniforms	234		2,720		4,500	5,000	5,000	
Fuel expense	-		138		700	1,000	1,000	
General Insurance	34,446		34,446		35,000	35,000	35,000	As per annual JPIA Retro Deposit Cost Analysis
Operating Supplies	1,915		5,248		5,000	9,000	9,000	Marina software deferred from FY15
Janitorial Supplies	5,244		5,601		8,000	7,500	7,500	
Other Equipment Repairs	1,604		1,206		500	1,500	1,500	
Building Maintenance	-		-		2,500	4,000	4,000	
Grounds Maintenance	10,001		5,621		19,500	19,500	8,000	
Dock Maint. & Repairs	23,506		2,672		20,000	30,000	30,000	
Fish Pier Repairs	11,931		13,474		21,000	21,000	12,000	
Conferences & Training	1,847		767		500	1,500	3,500	CA Assoc Harbor Masters/Port Captains; Marina Recreation Assoc.
Utilities-Electrical	60,725		58,222		65,000	65,000	70,000	
Utilities-Gas	4,743		4,924		6,000	8,000	8,000	
Utilities-Water	44,769		50,824		49,000	49,000	55,000	
Trash Disposal	12,776		12,332		14,500	14,500	14,500	
Professional/Outside Services	81,255		30,872		45,000	45,000	45,000	An outside security company is being used to cover shifts when Dockmasters are not available to work
Misc. Expense	-		-		100	500	500	
Total Marina Other Expenses	294,996		229,067		296,800	317,000	309,500	
Increase / -Decrease over prev year	6%		-22%		30%	38%	4%	
Total Marina Expenses	715,023		644,048		718,300	747,000	768,000	
Increase / -Decrease over prev year	-3%		-10%		12%		7%	

ATTACHMENT 3

	<u>Actual</u> <u>2012-13</u>	% Incr/ -Decr	<u>Actual</u> <u>2013-14</u>	% Incr/ -Decr	<u>Est/Act</u> <u>2014-15</u>	<u>Budget</u> <u>2014-15</u>	<u>Proposed</u> <u>Budget</u> <u>2015-16</u>	<u>Comments</u>
	over fy11-12 act		over fy12-13 act					
<u>Harbor Village Common Area Maintenance (CAM) Personnel Expenses</u>								
Regular Salaries	264,280	5%	290,562	10%	300,000	295,000	311,000	Proposed 5% increase in base pay
Part-time Pay	-		-		-	-	-	
Overtime Pay	3,692		3,751		5,500	5,000	5,500	
Holiday Pay	3,240		3,398		5,000	4,000	5,000	
Payroll Taxes	3,977		5,780		5,000	6,000	6,500	
Workers Comp Insurance	15,646		26,640		37,500	37,500	43,500	As per annual JPIA Retro Deposit Cost Analysis
Group Medical Insurance	35,659		41,196		51,500	53,000	56,000	
Employee Optional Benefits	30,440		30,097		34,000	34,000	34,000	
Retirement Contributions	50,190		53,401		59,000	59,000	65,500	Includes employees subject to PEPRA Laws
Total C.A.M. Personel Expenses	407,124		454,825		497,500	493,500	527,000	
Increase / -Decrease over prev year		1%		12%		9%		6%
<u>Harbor Village Common Area Maintenance (CAM) Other Expenses</u>								
Uniforms	4,088		4,430		5,000	4,500	5,500	
Oil & Fuel Expense	6,510		7,662		7,500	6,500	8,500	
General Insurance	33,893		41,357		108,000	108,000	130,000	As per annual JPIA Retro Deposit Cost Analysis
Operating Supplies	517		2,116		1,500	2,500	2,500	
Janitorial Supplies	25,431		25,967		26,000	26,000	28,000	
Building Maintenance	3,774		9,742		30,000	45,000	55,000	
Grounds Maintenance	28,737		13,079		11,000	10,000	11,000	
Equipment & Repairs	3,425		5,696		4,000	5,000	4,500	
Utilities-Electrical	39,025		38,955		36,000	40,000	45,000	
Utilities-Water	46,790		53,318		72,000	72,000	75,000	
Trash Collection	7,794		14,102		12,000	16,000	17,000	
Professional/Outside Services	66,136		57,323		55,000	55,000	57,000	
Total C.A.M. Other Expenses	266,120		273,747		368,000	390,500	439,000	
Increase / -Decrease over prev year		-5%		3%		34%		19%
 Total CAM Expenses	 673,244		 728,572		 865,500	 884,000	 966,000	
Increase / -Decrease over prev year		-2%		8%		19%		12%

ATTACHMENT 3

	Actual 2012-13	% Incr/ -Decr	Actual 2013-14	% Incr/ -Decr	Est/Act 2014-15	Budget 2014-15	Proposed Budget 2015-16	Comments
		over fy11-12 act		over fy12-13 act				
Harbor Village Marketing Personnel Expenses								
Regular Salaries	119,078	5%	112,084	-6%	122,000	125,000	128,000	Proposed 5% increase in base pay
Part-time Pay	11,561		36,270		31,000	31,000	29,000	
Overtime Pay	3,388		884		1,500	2,000	2,000	
Holiday Pay	209		(208)		500	500	500	
Payroll Taxes	2,608		4,466		4,000	4,000	4,500	
Workers Comp Insurance	953		1,138		2,000	2,000	2,000	
Medical & Life Insurance	15,542		13,858		10,000	10,000	10,000	
Employee Optional Benefits	9,600		8,407		12,500	13,000	13,000	
Retirement Contributions	28,017		26,519		35,000	35,000	26,500	Includes employee subject to PEPRA Laws
Total Marketing Personnel Expenses	190,956		203,418		218,500	222,500	215,500	
Increase / -Decrease over prev year		3%		7%		9%	-1%	
Harbor Marketing Other Expenses								
Advertising	115,226		136,688		145,000	131,000	140,000	
Graphic Design/Ad Production	16,184		19,900		20,000	20,000	22,000	rate increases
Event Banners	381		1,492		1,000	1,000	1,500	
Maps/Rack Cards/Harbor Brochures	8,077		14,465		15,000	20,000	16,500	
Certified Rack	2,289		2,528		2,500	2,500	2,500	
Tourism Outreach and Partnership	5,845		6,144		9,000	9,000	9,000	
Entertainment-live music	16,952		18,932		23,000	23,000	23,000	
Event Production	51,572		52,443		60,000	60,000	63,500	
Equipment Rental-Copier	5,413		5,323		5,500	6,000	5,000	
Content Marketing/Website Social Media	3,820		13,658		10,000	18,500	13,600	
Miscellaneous	183		72		300	500	400	
Total Marketing Other Expenses	225,942		271,645		291,300	291,500	297,000	
Increase / -Decrease over prev year		8%		20%		7%	2%	
Total Marketing Expenses	416,898		475,063		509,800	514,000	512,500	
Increase / -Decrease over prev year		6%		14%		8%	1%	
Total Operating Exp. Before Dredging	4,353,542		4,666,585		4,901,512	5,094,500	5,083,500	
Increase / -Decrease over prev year		3%		7%		5%	4%	

ATTACHMENT 3

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Proposed Budget 2015-16</u>	<u>Comments</u>
<u>Harbor Dredging and Related Expenses</u>						
Harbor Maintenance Dredging	-	-	-	-	-	
Dredging & Project Management Prof. Serv	109,462	106,757	108,000	110,000	110,000	Consultants breakdown of services provided - Dredging 25% - 35% Project Management 45% - 55% General Support 15% - 25%
Washington Lobbyist Prof Serv	65,000	60,000	60,000	60,000	60,000	
Dredg. Regulatory Require.	71,557	69,836	50,000	80,000	80,000	
Dredging Conferences	8,794	5,813	4,000	9,000	9,000	
Dredging Misc. Expenses	1,000	1,128	1,000	1,000	1,000	
Total Harbor Dredging Expenses	255,813	243,534	223,000	260,000	260,000	
TOTAL OPERATING EXPENDITURES	4,609,355	4,910,119	5,124,512	5,354,500	5,343,500	
Increase / -Decrease over prev year	-22%	7%	4%	9%	4%	
Operating Cash Flows In (Out)	2,382,912	2,336,926	1,972,188	1,725,500	2,216,500	The operating expenses for the Harbor Patrol Dept have been seperated out to properly reflect the Property Tax revenue used to cover these expenses

ATTACHMENT 3

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Proposed Budget 2015-16</u>	<u>Comments</u>
NON-OPERATING and OTHER EXPENDITURES						
Harbor Patrol exp. not funded by prop. taxes	5,179	116,053	264,500	218,000	313,500	
Launch ramp expenses not funded by grant	-	-	-	-	35,000	
Master Plan/Specific Plan	9,060	-	-	-	-	
COP's Interest Payment	497,366	474,339	456,881	455,000	435,000	
DBAW Loan #1 Interest Payment \$4m	160,820	160,934	160,776	160,000	160,000	
DBAW Loan #2 Interest Payment \$1.5m	57,241	55,767	55,650	55,000	55,000	
Principle Payments on bonds/loans	560,341	588,151	616,306	620,000	640,000	
TOTAL NON-OPER. EXPENDITURES	1,290,007	1,395,244	1,554,113	1,508,000	1,638,500	
Annual Cash Flows In (Out) from normal operations before any Improvements	1,092,905	941,682	418,075	217,500	578,000	
Building Tenant Improvement's	56,696	140,681	230,000	230,000	220,000	
Accessibility Improvements	-	-	100,000	265,000	770,000	RRM Plans for next phase of path of travel thru Village for \$50k; Implement improvements to the path of travel 1st phase 500k; Oversight supervision \$50k; DAC \$10k; Parking lot improvements \$160k (plans by Jensen)
Capital Improvement Projects	539,690	561,887	275,000	1,581,000	1,770,000	See attached Capital Improvement Schedule
Annual Cash Flows In (Out)	496,519	239,114	(186,925)	(1,858,500)	(2,182,000)	
Unrestricted Reserve Balance	7,112,000	5,627,000	7,500,000	5,700,000	5,300,000	

ATTACHMENT 3

	<u>Actual</u> <u>2012-13</u>	% Incr/ -Decr over fy11-12 act	<u>Actual</u> <u>2013-14</u>	% Incr/ -Decr over fy12-13 act	<u>Est/Act</u> <u>2014-15</u>	<u>Budget</u> <u>2014-15</u>	<u>Proposed</u> <u>Budget</u> <u>2015-16</u>	<u>Comments</u>
Harbor Patrol Department Expenses funded from Property Taxes and Assessments collected by the County of Ventura								
Property Taxes and Assessments	944,974	-2%	989,720	5%	1,010,000	1,010,000	1,030,000	
							2%	
Harbor Patrol Personnel Expenses								
Regular Salaries	517,748	2%	505,289	-2%	535,000	535,000	551,000	Proposed 5% increase in base pay
Part-time Pay	40,306		63,550		30,000	36,000	36,000	
Overtime Pay	26,350		30,293		31,000	35,000	35,000	
Holiday Pay	19,255		17,586		23,000	20,500	24,000	
Payroll Taxes	10,608		12,556		13,000	15,000	15,000	
Workers Comp Insurance	50,123		127,603		192,000	192,000	219,000	As per annual JPIA Deposit Cost Analysis
Medical & Life Insurance	59,125		52,940		59,000	59,000	47,000	
Employee Optional Benefits	39,977		43,428		50,000	50,000	47,000	
Retirement Contributions	81,259		92,615		92,000	95,000	119,000	CalPERS employer Safety rate increased aprox 3%
Total Harbor Patrol Personnel Exp	844,751		945,860		1,025,000	1,037,500	1,093,000	
Increase / -Decrease over prev year	-1%		12%		8%	10%	7%	
Harbor Patrol Other Expenses								
Uniforms	8,563		7,691		31,000	31,000	13,000	
Oil & Fuel Expense	31,762		28,297		30,000	34,000	34,000	
Operating Supplies & Expense	14,220		14,322		20,000	21,000	21,000	
Boat Maintenance	21,211		82,659		130,000	60,000	110,000	Fireboat sounding for noise control \$2,000 and fireboat plumbing \$10,000, both deferred from FY15; labor to install engines in Boat 17 & refurbish \$65k; general maintenance \$2500/mo
Auto Equip & Maint.	2,090		8,248		5,500	5,000	6,500	
Conferences & Training	3,587		3,585		3,000	3,500	3,000	
Summer Lifeguard Services	23,969		15,111		30,000	32,000	59,000	Based on State of CA service proposal; staff is researching other possible alternatives
Professional Services	-		-		-	4,000	4,000	Self Contained Breathing Aparatus (SCBA) testing, deferred from FY15
Total Harbor Patrol Other Expenses	105,402		159,913		249,500	190,500	250,500	
Increase / -Decrease over prev year	16%		52%				0%	
Total Harbor Patrol Expenses	950,153		1,105,773		1,274,500	1,228,000	1,343,500	
Increase / -Decrease over prev year	0%		16%		15%	11%	5%	
Expenditures remaining after Property Tax Revenues were applied	(5,179)		(116,053)		(264,500)	(218,000)	(313,500)	Remaining expenditures are funded from Operating Revenues

ATTACHMENT 3

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Proposed Budget 2015-16</u>	<u>Comments</u>
Expenditures funded by Grants and Special Funding						
<u>Grants and Special Funding</u>						
DBAW Grants-abandon vessel&vessel turn	5,085	-	13,500	13,500	5,500	
DBAW Grants-Boating Equipment	-	34,419	-	49,500	59,500	The District was not awarded the boat equipment grant applied for in FY14-15
DBAW Grant-Training Expense Reimb	5,625	694	5,000	6,000	10,000	
DBAW Grants-LaunchRamp Slope	50,476	1,894,253	75,000	167,000	35,000	DBW is considering a 50% split with the district for the launch ramp parking lot reconfiguration
TOTAL GRANTS & SPECIAL FUNDING	61,186	1,929,366	93,500	236,000	110,000	
<u>Projects, Equipment and Training Expenses</u>						
Vessel Salvage-Abandoned and Turn-in	5,085	-	13,500	13,500	5,500	
Boat Equipment	-	34,419	-	49,500	59,500	Grant for \$39,000 for engines for B17, \$10,500 for radar/GPS/depth sounder/misc equipment for two boats
Harbor Patrol Training	5,625	694	5,000	6,000	10,000	
Renovate LaunchRamp Slope	50,476	1,894,253	75,000	167,000	70,000	Launch ramp parkinglot reconfiguration
TOTAL PROJECTS & EQUIPMENT	61,186	1,929,366	93,500	236,000	145,000	

ATTACHMENT 4

Capital Improvement and Maintenance Plan Five Year Projection 4/22/2015

		Fiscal Yr <u>15-16</u>	Fiscal Yr <u>16-17</u>	Fiscal Yr <u>17-18</u>	Fiscal Yr <u>18-19</u>	Fiscal Yr <u>19-20</u>
Annual totals for reference		\$ 1,770,000	\$ 4,715,000	\$ 1,000,000	\$ 15,000	\$ 210,000
Buildings 8	Location - National Park Service Building, 1431 Spinnaker Drive Public elevators; refurbish chair elevator as budgeted, FY18-19. Funded from normal operations				15,000	
Buildings 9	Location - Harbor Village Public elevators, budget to modernize elevator with electronic controls and ADA upgrades, or replacement elevator; Location 1) 1691 Island Packers & Natl Park Service building - broke down and became a priority for FY14-15. Elevator for 1583 bldg is deferred to FY15-16, Location 2) 1583 Spinnaker Seafood building as budgeted FY15-16, Location 3) 1591 Le Petite Cafe building as budgeted FY16-17. Funded from unrestricted capital improvement reserves	105,000	125,000			
Buildings 13	Location - Harbor Village Replace windows with double pane vinyl retrofit windows. Primarily east side of buildings and windows facing inner courtyards. All other windows have already been refurbished. Location 1) 1449 Fisheries building Location 2) 1559 Brophy Bros. building Location 3) 1567 Margarita Villa and Hats Unlimited buildings Location 4) 1575 Harbor Wind building Location 5) 1583 Spinnaker Seafood building Location 6) 1591 Blackbeard BBQ building Funded from unrestricted capital improvement reserves	90,000				

ATTACHMENT 4

Capital Improvement and Maintenance Plan Five Year Projection 4/22/2015

		Fiscal Yr <u>15-16</u>	Fiscal Yr <u>16-17</u>	Fiscal Yr <u>17-18</u>	Fiscal Yr <u>18-19</u>	Fiscal Yr <u>19-20</u>
Annual totals for reference		\$ 1,770,000	\$ 4,715,000	\$ 1,000,000	\$ 15,000	\$ 210,000
Buildings 15	<p>Location - Harbor Village Roof, covering, flashing, gutters, drainage refurbish. Replace all flat roof coverings and replace tiles as needed. Replace extensively deteriorating metal gutters and downspouts with copper gutters and downspouts with the roof work. Original roof is true Spanish tile.</p> <p>All the Village roofs are in need of refurbishing, it is in the District's best interest to perform the roof repairs on the buildings in the Village over several years. These roof repairs should not be performed all at the same time as the repairs will interfere with the Village tenants' business'. Also, we do not want to perform work during high peak summer season or during the rainy seasons. This limits our window of opportunity for performing repairs.</p> <p>This project was scheduled to begin in FY14-15 but was delayed due to the complexity of the project requiring additional engineering. All previously scheduled repairs have been pushed out one year to begin in FY15-16.</p> <p>Budgeted in FY15-16 Location 1) 1431 National Park Service Building Location 2) 1449 Fisheries Building Location 3) 1559 Brophy Bros. Building</p> <p>Budgeted in FY16-17 Location 4) 1567 address has 3 buildings - Margarita Villa, Hats Unlimited and Ventura Pottery Location 5) 1575 Harbor Wind & Kite building</p> <p>Budgeted in FY18-19 Location 6) 1583 Spinnaker Seafood building Location 7) 1591 Blackbeard BBQ building Location 8) 1691 Island Packers & National Park Service building</p> <p>Funded from unrestricted capital improvement reserves</p>	850,000	400,000	900,000		

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Capital Improvement and Maintenance Plan Five Year Projection 4/22/2015

		Fiscal Yr <u>15-16</u>	Fiscal Yr <u>16-17</u>	Fiscal Yr <u>17-18</u>	Fiscal Yr <u>18-19</u>	Fiscal Yr <u>19-20</u>
Annual totals for reference		\$ 1,770,000	\$ 4,715,000	\$ 1,000,000	\$ 15,000	\$ 210,000
Buildings 20	<p>Location - National Park Service Building - 1431 Spinnaker Drive HVAC Systems; Need to replace two split/3 ton HVAC units. Work will include repairs and ducting replacement as needed.</p> <p>This project was scheduled for FY14-15 but has been deferred to FY15-16.</p> <p>Funded from unrestricted capital improvement reserves</p>	35,000				
Buildings 22	<p>Location - Harbor Village - National Park Service Offices - 1691 building, HVAC Systems -Three new HVAC Systems. These units are maintained annually and may need to be replaced in FY19-20</p> <p>Funded from unrestricted capital improvement reserves</p>					100,000
Buildings 23	<p>Location - Harbor Village Paint all exterior walls, facades, staircases and trim as budgeted FY15-16, Facades and trim will be maintained annually due to building exposure to sun, wind and corrosive salt air.</p> <p>Location 1) 1431 National Park Service building Location 2) 1449 Fisheries building Location 3) 1559 Brophy Bros. building Location 4) 1567 Margarita Villa, Ventura Pottery and Hats Unlimited buildings Location 5) 1575 Harbor Wind & Kite building Location 6) 1583 Spinnaker Seafood building Location 7) 1591 Blackbeard BBQ building Location 8) 1691 Island Packers & National Park Service building</p> <p>Funded from unrestricted capital improvement reserves</p>	500,000			-	
Buildings 30	<p>Location - Harbor Village Repair/replace existing restaurant decking at two buildings</p> <p>Location 1) 1575 Harbor Wind building Location 2) 1583 Spinnaker Seafood building</p> <p>Funded from unrestricted capital improvement reserves</p>			100,000		

ATTACHMENT 4

Capital Improvement and Maintenance Plan Five Year Projection 4/22/2015

		Fiscal Yr <u>15-16</u>	Fiscal Yr <u>16-17</u>	Fiscal Yr <u>17-18</u>	Fiscal Yr <u>18-19</u>	Fiscal Yr <u>19-20</u>
Annual totals for reference		\$ 1,770,000	\$ 4,715,000	\$ 1,000,000	\$ 15,000	\$ 210,000
Dry Storage 34	Location - Dry Boat Storage Lot on Anchors Way Drive Fencing; chain-link fencing around parcel, with two card-key-controlled sliding entry gates; refurbish on 5yr interval; Funding from normal operations					20,000
Fisheries 36	Location - Fish Pier Pier Deck Surface: Various fish unloading, other industry support operational problems as well as age, design and weathering of pier surface material have required a number of repairs to various areas of the pier paving surface. Half of the resurfacing was completed in FY13-14. The remaining half is in good enough condition to defer until FY16-17 to complete the resurfacing. Funded from unrestricted capital improvement reserves		370,000			
Headquarters 39	Location - Port District Headquarters/shop/yard - Replace two Maintenance vehicles (used) Funded from unrestricted capital improvement reserves	40,000				
Headquarters 40	Location - Port District Headquarters/shop/yard - Replace HVAC condenser in unit located at the District Headquarters as budgeted FY19-20. Maintain annually. Funding from normal operations					20,000
Headquarters 44	Location - Ventura Port District Headquarters Site electrical service; defer purchase and install of new emergency generator to FY19-20 and provide existing generator as backup for emergency communications network, fire, etc. Funded from unrestricted capital improvement reserves					70,000

ATTACHMENT 4

Capital Improvement and Maintenance Plan Five Year Projection 4/22/2015

		Fiscal Yr <u>15-16</u>	Fiscal Yr <u>16-17</u>	Fiscal Yr <u>17-18</u>	Fiscal Yr <u>18-19</u>	Fiscal Yr <u>19-20</u>
Annual totals for reference		\$ 1,770,000	\$ 4,715,000	\$ 1,000,000	\$ 15,000	\$ 210,000
Marina 58	<p>Location - Harbor Village Marina D, G & H docks Marina docks, pilings, FY14-15 Engineering, spec, and permits only. Docks D, G and H to be Bellingham Concrete or other equal, either replacing existing configuration or in new "Super Seiner" commercial fishing configuration (NOBLE 2012). New construction will require pilings. This project is still in the permitting stages and is scheduled to go to bid in FY16-17.</p> <p>Construction financing through a third party</p>	50,000	3,000,000			
Parking lots 60	<p>Location - Parking Lots Remove and replace sections of the asphalt at Harbor Village and Surfers Knoll in FY15-16 - \$100,000.</p> <p>Will defer any major restoration and asphalt replacement including parking lot slurry coat, striping/curb painting to FY16-17.</p> <p>Location 1) 1431 National Park Service building Location 2) 1449 Fisheries building Location 3) 1559 Brophy Bros. building Location 4) 1567 Margarita Villa, Ventura Pottery and Hats Unlimited buildings Location 5) 1575 Harbor Wind building Location 6) 1583 Spinnaker Seafood building Location 7) 1591 Blackbeard BBQ building Location 8) 1691 Island Packers & National Park Service building Location 9) Surfers Knoll Location 10) Harbor Cove Location 11) Dry Boat Storage on Anchors Way Location 12) 19A Overflow Parking Lot on corner of Schooner and Harbor Blvd Location 13) Public Boat Launch Facility on Anchors Way</p> <p>Funded from unrestricted capital improvement reserves</p>	100,000	820,000			
TOTAL CAPITAL IMPROVEMENT PLAN		\$ 1,770,000	\$ 4,715,000	\$ 1,000,000	\$ 15,000	\$ 210,000