



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

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

PORT COMMISSION AGENDA REGULAR MEETING February 25, 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.*

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 February 11, 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.

CLOSED SESSION REPORT (5 minutes)

Closed Sessions are not open to the public pursuant to the Brown Act. Any reportable actions taken by the Commission during Closed Session will be announced at this time.

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 ITEMS: (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, Payroll and Regular Checks for the month of December 2014

Recommended Action: Resolution No. 3264.

That the Board of Port Commissioners adopt Resolution No. 3264 approving the Financial Statements, Payroll and Regular Checks for expenses in December 2014.

2) Approval of The 805 New Lease and Expansion

Recommended Action: Motion

That the Board of Port Commissioners approve by motion:

- a) A new Restaurant Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Andres S Fernandez, LLC dba "The 805" for the premises located at 1575 Spinnaker Drive #101 & #102 consisting of a total of 2,390 square feet for a five year term subject to (i) the termination of the Lease between Ventura Port District and Andres S Fernandez, LLC dba "The 805" as set forth in (b) below; (ii) the termination of the Lease between Ventura Port District and Sin Chol Kim dba Mara Sushi and Grill as set forth in (c) below; (iii) the successful close of escrow on the sale of Mara Sushi and Grill to Andres S Fernandez, LLC, and (iv) legal counsel's review and approval of the final lease documents;
- b) A Lease Termination Agreement between Ventura Port District dba Ventura Harbor Village with Andres S Fernandez, LLC dba "The 805" for the premises located at 1575 Spinnaker Drive #101, which shall terminate concurrently with the approval of the Restaurant Lease Agreement set forth in (a) above; and
- c) A Lease Termination Agreement between Ventura Port District dba Ventura Harbor Village with Sin Chol Kim dba Maru Sushi and Grill for the premises located at 1575 Spinnaker Drive #102/#103, which shall terminate concurrently with the approval of the Restaurant Lease Agreement set forth in (a) above.

3) 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 Consultant and Project Manager, Richard Parsons and Commissioner, Greg Carson.

INFORMATIONAL ITEMS: (15 minutes)

4) Compensation and Benefits Comparison (15 minutes)

Recommended Action: Informational.

That the Board of Port Commissioners receive and discuss the compensation and benefits comparison and provide staff with appropriate direction.

ACTION ITEMS: (55 minutes)

5) Approval of the 2015 Non-Represented Employee Salary Adjustments (10 minutes)

Recommendation Action: Resolution No. 3263

That the Board of Port Commissioners discuss and take appropriate action to approve Resolution No. 3263, which provides for a 3% adjustment to the bottom of the Non-Represented Employee Salary Range, effective January 1, 2015.

6) Oceans West Development Modernization Plan (5 minutes)

Recommendation Action: Motion.

That the Board of Port Commissioners formally acknowledge by motion that the work approved in the Interim Modernization Plan (IMP) submitted by Oceans West Development, aka Ventura West Marina II, has been fully completed as required by the Lease.

7) Approval of Mid-Year Budget Adjustments for Fiscal Year 2014 – 2015 (40 minutes)

Recommended Action: Resolution No. 3265.

That the Board of Port Commissioners adopt Resolution No. 3265 authorizing the Mid-Year Budget Adjustments for Fiscal Year 2014 - 2015.

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

*This agenda was posted on Friday, February 20, 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, FEBRUARY 25, 2015

5:30 P.M.

1. Potential Litigation - Per Government Code Section:

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

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

b) Property:

1575 Spinnaker Drive #101 (805 Bar)

1575 Spinnaker Drive #102 (Maru Sushi)

Negotiating Parties:

Oscar Pena, Timothy J. Gosney

Under Negotiation:

805 Bar & Grilled Cheese Expansion

3. Per Government Code Section 54957:

c) Legal Counsel Evaluation

FEBRUARY 25, 2015
BOARD OF PORT COMMISSIONERS

APPROVAL OF MINUTES



Minutes of Special Workshop Meeting of the Ventura Port District Board of Port Commissioners Held February 11, 2015

The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 11:05AM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Everard G. Ashworth, Vice Chair
Robert J. Bravo
Gregory L. Carson – Arrived at 11:10AM
Jim J. Friedman, Chair
Bruce E. Smith, Secretary

Commissioners Absent:

None

Port District Staff:

Oscar Pena, General Manager
Scott Miller, Harbor Master
Robin Baer, Property Manager
Joe Gonzalez, Facilities Manager
Richard Parsons, Consultant
Gloria Adkins, Fiscal Manager
Jennifer Talt-Lundin, Marketing Manager
Frank Locklear, Marina Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Chris Chan

AGENDA

CALL TO ORDER: By Chair, Jim Friedman at 11:05AM.

PLEDGE OF ALLEGIANCE: By Vice Chair, Ev Ashworth.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTON: Commissioner Bravo moved, seconded by Commissioner Smith and carried by a vote of 4-0 (Carson absent) to adopt the February 11, 2015 agenda, with the order of the agenda changed so that Item 6 is before Item 5.

APPROVAL OF MINUTES

The Minutes of January 28, 2015 were considered as follows:

- ACTION:** Commissioner Bravo moved, seconded by Commissioner Smith and carried by a vote of 4-0 (Carson absent) to approve the minutes of January 28, 2015, with the following revision:
- Under Legal Counsel Report, change “Four Seasons” to “Four Points Sheraton.”

PUBLIC COMMUNICATIONS: Tony and Candee Volaski, owners of the Explorer, commented on the slip eviction notice they received and expressed a desire to stay in the Harbor since business has improved.

BOARD COMMUNICATIONS: Commissioner Smith mentioned that Ventura is a finalist for Sunset Magazine’s first ever travel awards program. One of five finalists, Ventura has been selected in the municipal make over/ reinvention category. Winners will be announced on May 25, 2015. Commissioner Ashworth commented that he had coffee with the Mayor and discussed the sister city of Loreto, Mexico, which he will be participating in a volunteer group for.

STAFF COMMUNICATIONS: Mr. Parsons commented that the dredge has arrived this morning and will start work tomorrow. Mr. Pena spoke about vacancies in Harbor Village and how staff is working on finding a new tenant mix and creative balance on the land side and the marina.

CONSENT ITEMS:

1) Approval of New Lease Agreement for Boatyard Café

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 The Boatyard Café, Inc. dba Boatyard Café for the premises located at 1583 Spinnaker Drive #109 consisting of a total of 2,675 square feet for a four year term, with a five year option.

- ACTION:** Commissioner Carson moved, seconded by Commissioner Smith and approved by a vote of 5-0 to approve a new Restaurant lease agreement between the Ventura Port District dba Ventura Harbor Village and The Boatyard Café, Inc. dba Boatyard Café for the premises located at 1583 Spinnaker Drive #109 consisting of a total of 2,675 square feet for a four year term, with a five year option.

2) Approval of New Lease Agreement for Silhouettes Salon

Recommended Action: Motion

That the Board of Port Commissioners approve by motion a new lease agreement between the Ventura Port District dba Ventura Harbor Village and Silhouettes Salon for the premises located at 1591 Spinnaker Drive #117B consisting of a total of 761 square feet for a two year term.

- ACTION:** Commissioner Carson moved, seconded by Commissioner Smith and approved by a vote of 5-0 to approve a new lease agreement between the Ventura Port District dba Ventura Harbor Village and Silhouettes Salon for the premises located at 1591 Spinnaker Drive #117B consisting of a total of 761 square feet for a two year term.

ACTION ITEMS:

3) Approval of Out of Town Travel Requests

Recommended Action: Motion

That the Board of Port Commissioners discuss and take appropriate action on the Out of Town Travel Request(s) for Marketing Manager, Jennifer Talt-Lundin and Board Vice Chairman Ev Ashworth.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve the out of town travel requests for Marketing Manager, Jennifer Talt-Lundin and Board Vice Chairman Ev Ashworth.

4) Amendment to the Professional Services Agreement with Jensen Design and Survey, Inc. for the Ventura Harbor Village Accessibility Project

Recommended Action: Motion

That the Board of Port Commissioners approve an amendment to the October 21, 2014 Professional Services Agreement between the Ventura Port District and Jensen Design and Survey, Inc., increasing the maximum compensation to \$50,000 to provide engineering and survey services for the Ventura Harbor Village parking lot accessibility project.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Bravo and carried by a vote of 5-0 to approve an amendment to the October 21, 2014 Professional Services Agreement between the Ventura Port District and Jensen Design and Survey, Inc., increasing the maximum compensation to \$50,000 to provide engineering and survey services for the Ventura Harbor Village parking lot accessibility project.

INFORMATION ITEMS:

6) Mid-Year Budget Review and Discussion

Recommended Action: Informational

That the Board of Port Commissioners review, discuss and give staff direction on the proposed Mid-Year Budget.

ACTION: The report presented to the Port Commission reflects expenses already approved by the Board over the last several months and what staff is anticipating for future expenditures. Normal operations are projected to be \$228,000 for cash flow. This is going to be \$473,000 less than staff anticipated at the beginning of the year.

Property revenue will decrease \$180,000 and that is primarily due to vacancies and the institution of new leases in Harbor Village. Operating expenditures will increase \$293,000 because of three significant factors: 1) General liability due to claims against the District. There is an additional \$100,000 to pay for this fiscal year. 2) There is an additional \$190,000 to pay for Workers Compensation. 3) Capital Improvements – There is an increase of \$400,000 for the roofing project in Harbor Village. This brings the total to approximately \$850,000.

Unrestricted reserves are above the 40% minimum required by Board policy. It will be necessary to go into the unrestricted reserves by \$1,839,000; for capital and operating expenses, however, the District is still above the 40% minimum for this fiscal year.

The concerns of the Commission are as follows:

- Harbor Village roofing project costs
 - Staff would like to go out to bid to get exact estimate.
 - Commission has the option to approval as whole, phase into three different projects, or deny completely.
- Reduction in slip rentals
 - Vacancies due to lack of offloading and certain slips not being suitable for commercial use.
- General Liability Insurance has doubled – Why and possibly look at other companies?
 - Due to increase in claims against the District and the District can look into other companies; hasn't been done for many years.

5) Compensation and Benefits Comparison

Recommendation Action: Resolution No. 3263

That the Board of Port Commissioners discuss and take appropriate actions to approve by resolution a 3% adjustment to the bottom of the Non-Represented Employee Salary Range effective January 1, 2015 with adjustments scheduled to the bottom and top of the range equal to the Cost of Living effective January 1, 2016.

ACTION: Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to continue Item 5 to the February 25, 2015 Port Commission meeting.

ADJOURN TO CLOSED SESSION AT 12:08PM

RECONVENE PUBLIC SESSION AT 1:20PM

CLOSED SESSION REPORT: Mr. Chan stated that the Board met in closed session; discussed and reviewed all of the items listed except one lease on the Attachment to Agenda. Staff was given instructions as to how to proceed as appropriate and there was no reportable action taken under The Brown Act.

ADJOURNMENT: The meeting was adjourned at 1:21PM.

Secretary

FEBRUARY 25, 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

February 25, 2015

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

Subject: January-February 2015 Dredging Activities and Special Projects Report

The Dredging Program Manager's activities for January-February 2015 period are reviewed below:

2015 Corps of Engineers Dredging

Manson Construction Company began the Corps of Engineers' FY15 maintenance dredging of the Ventura Harbor federal channel area on February 12, 2015. Manson's 26in hydraulic dredge, the H.R. Morris, is achieving an excellent production rate of about 30,000 cu.yds per day. The initial phase of the dredging has focused on the seaward portion of the entrance channel. The Morris is expected to move to the sand trap behind the breakwater on Friday, February 21, sea conditions permitting. I now expect that when the dredging is completed in late March that about 680,000 cu.yds of material will have been removed at a cost of about \$5.65 million.

2016 Federal Dredging Appropriations

We learned on February 2, 2015, that the President's proposed FY2016 budget provides \$4.83 million for the FY16 maintenance dredging of Ventura Harbor. While that sum is inadequate to fund a complete dredging of the harbor entrance channel and sand traps, it is nonetheless an increase over recent Administration requests for Ventura Harbor. Assuming that the Congress accepts the President's proposed funding levels for the FY2016 Energy and Water Development Appropriations, which includes Ventura Harbor, and continues its recent practice of providing funding for Corps "work plan" allocations, the Port District will have possibility of securing increased funding after the FY2016 budget is adopted.

Launch Ramp Rehabilitation

We met with Division of Boating and Waterways (DBW) Commissioner Randy Short on February 2, 2015, to review with him the parking lot circulation problems caused by the new configuration of the new launch ramp. While Mr. Short was clearly supportive of the District's position relative to the most appropriate remedy to the problem, he emphasized that he has no direct authority over the DBW. He expected to be able to discuss this matter with the acting DBW director, Christopher Conlin, in the near future. It is therefore expected that this matter will be resolved very soon.

Village Dock Replacements

The General Manager has been attempting to schedule a meeting with the local director of the California Coastal Commission (CCC) in order to secure a better understanding of the commercial fisher's issues that concern the CCC staff relative to the District's Village dock reconfiguration project. This input is expected to provide us with better guidance in directing the assistance of the California Sea Grant fisheries researchers that we expect to retain on behalf of the District.

Fish Pier Fender Pile Replacement

I assisted the Maintenance Department in making arrangements for Major Engineering to replace 7 badly deteriorated wooden fender piles on the fish pier at a cost of \$14,900.

Respectfully submitted,

Richard Parsons

Dredging and Special Projects Consultant

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 25, 2015

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

LANDSCAPE:

- Installed new Low Voltage lighting (LED) at 1559 inner courtyard planters.

MAINTENANCE:

- Replaced all the parking lot signage at the Ventura Port District headquarters, launch ramp, Harbor Cove, and Surfers Knoll restrooms with the most current signage.
- Installed new fiberglass front entrance doors at 1575 Beach Break, and installed new weather stripping on rear door as per Property Manager's work order.
- New toilet was installed in the first floor family restroom at 1559 inner courtyard.
- All public handrails that are located for the outside showers at Harbor Cove have been adjusted to meet compliance.
- Coordinated with Harbormaster, and assisted with the installation of the surveillance camera hardware and components located inside the Launch Ramp electrical room.
- SSD was contracted for the "emergency shutdown" key card system installation on all Ventura Port District's headquarters entrance doors to the building.
- Performed quarterly inspection of emergency lighting in District owned property; faulty fixtures were replaced.
- Washer #1 was repaired at 1691 laundry room.
- Approximately 15 light bulbs and 3 exterior lights were repaired this month at the Ventura Harbor Village.
- Ventilation motor and running belt was replaced for the men's locker area at Ventura Port District's building.
- A minor repair was done to the Launch Ramp's boat wash down machine.
- Replaced call switch on the elevator adjacent to Boatyard Café.
- Performed an inspection and test run on the emergency generator, outboard motor, and cleaned Patrol's water temp gauge.
- Serviced the District's Dry Storage automatic gate, and mechanism.
- Tested, repaired electronics battery sensor systems on Patrol's fire boat.
- Repaired Harbor Patrols' jet-ski's dock's dry lift.

MARINA:

- Performed the monthly fire extinguishers and fire hose in fire cabinets' inspections.
- Repaired fish pier crane key card system on Hoist, as per Marina Manager's work order.
- Performed monthly safety inspections on gangways at Harbor Village Marina.
- Implementing surveillance camera installation at the oil station pick up area at Harbor Village adjacent to fisheries Building.

MARKETING:

- Installed temporary flood light for Tall Ships.
- Re-installed electrical on floating dock to install for lighting Fixture (Lighting Star).
- Assisted Marketing Department by setting barricades, chairs, tables, and preparing the areas on the following events:
 - The Sheiks- Carousel Stage, Noon-3PM on Sunday, January 18
 - Steve Stafford Strolling Pirate band 11AM - 2PM
 - Afternoon Gardening Clinic with Cari Vega- Blackbeard's Patio
 - Sunday, January 11, St. Demetrius Epiphany Celebration and Blessing of the Waters 12PM – setup began at 11:30AM “D” Dock at Ventura Harbor Village Marina. The celebration was successful and drew a large crowd.
 - Boria – Perez Wedding, Surfers Knoll 11:00AM ceremony expecting 35 guests

CAPTIAL IMPROVMENTS UPDATE:

- RE-ROOFING OF VILLAGE BUILDINGS 1431, 1449, and 1559:
Staff is working with Rasmussen & Associates Architects, who has completed the plans and specifications for this project. The City of Ventura has approved the plans and a bid package is being prepared by the District's Legal Counsel. We hope to go out to bid early to mid-March, and then after obtaining the bids they will be submitted for General Manger review.
- 1583 ELEVATOR MODERNIZATION:
Received estimate from ThyssenKrupp Elevator Company. They are currently being reviewed by the General Manager. Staff is meeting with an electrical and flooring contractor for estimates.
- 1431 NATIONAL PARKS OFFICES HVAC SYSTEM REPLACEMENT:
Project is 50% complete. The project was set for two phases to minimize impact on National Park workers, and staff is coordinating with National Parks Facilities Manager to implement second phase, and meeting with contractors for estimates.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 25, 2015

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

Ventura West Interim Modernization:

This work has been completed. It is an Information Item on the Board's Agenda.

Launch Ramp Traffic Pattern:

I continue to collaborate with Richard Parsons and Commissioner Greg Carson to present a unified plan to correct the traffic flow issue at the Launch Ramp.

Parcel 19A Parking Agreement:

We have extended the contract with HBE Corporation for nine months to lease the parcel 19A Parking Lot to provide parking for construction workers who are building the new CMH hospital. HBE is paying \$3,000 per month.

**Harbor Patrol Report
Statistics
January 2015**

In Harbor	17
Out Harbor	6
Total	23
Boating	6
Non-Boat	17
Aground	1
Becalmed	1
Mech Fail	3
Medical	11
Pollution	1
Search	1
Violation	2
Pumpout	0
Tow	4
Agency Asst	15
Cites	1
Boating	0
Non-Boating	0
Parking	1

Crime Reports Provided by the Ventura Police Department

1/1/2015	10:00 AM	1755 Spinnaker	Theft	PC484(A)
1/4/2015	11:52 AM	1755 Spinnaker	Theft	PC484(A)
1/5/2015	4:00 PM	1691 Spinnaker Drive	Theft	PC484(A)
1/10/2015	8:02 AM	1080 Navigator Drive	Theft	PC484(A)
1/10/2015	11:26 AM	1755 Spinnaker	Theft	PC484(A)
1/21/2015	11:00 AM	1215 Anchors Way	Theft	PC484(A)
1/23/2015	9:28 AM	1215 Anchors Way	Info	IRMISC
1/29/2015	4:45 AM	1198 Navigator Drive	Suspicious Circumstances	SUSCI

Attachments:

No soundings are included on this report because the dredge is working in the harbor.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 25, 2015

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

Ventura Harbor Village Sales:

- December 2014 Sales for Village tenants open 12 months: -1.13% decrease from December 2013. Total of 10.41% revenue increase over 2014 of just **over two million (\$2,040,483)**

Advertising

- 45,124 circ. **VC Star** ½ page Tall Ship ads Jan. 16 & 23 Time Out Section (\$708 each)
- 45,124 circ. **VC Star** ¼ page Tall Ships Grand Parade ad 1/30 Time Out Section (\$384)
- 45,124 circ. **VC Star** ½ page Seaside Romance ad 2/13 Time Out Section (\$708)
- Printed 2,000 postcards with hotel special rate, Channel Islands/Island Packers, Spring Break Top 10, seafood for distribution at San Diego and LA & San Diego Adventure & Travel Shows
- Printed 2,500 2015 Seaside Harbor Events rack card with distribution in Village, hotels, Visitor Centers, and LA & San Diego Adventure & Travel Shows
- Designed poster for Ventura Visitor's Center with focus on Love of the Sea / Village promotion
- Cottontail Day digital and print ads, poster, and rack cards in production
- KOA Campground Village Advertisement renewal
- 30,000 circ. **VC Reporter** coop ad for the Village ad 2/12 (\$100)

Lease Promotion

Created attractive signage/banners for the following:

- *Retail Space Available* for former Cory Tile Art space
- *Coming Soon* – signage & photos for new Coffee Dock & Post
- *Opening Summer 2015* – signage & logo for Wild Local Seafood, Co for the front windows

Web Site/ Social Content

- Ventura Harbor Facebook page reached 9,000 Likes
- Updated VenturaHarborVillage.com event calendar, and added Valentine's Day Top 10 List
- Facebook boost ads for new Boatyard Café in Ventura County
- Updated News Section of Venturaharbor.com site /Added Whale Watching as Activity

On Site Event Rentals / Event Promotions

- Fiscal year 2014-2015 on-site event rental revenue at 113% of budget
- Met with Surfrider organization to discuss starting Harbor water clean-up events on a regular basis to engage local community members
- Finalized 2015 Ventura Harbor Event Calendar for distribution by Somerville Associates
- \$2,735 revenue for independent film shoot in Harbor for 2 days: *"There has never been, in my years, such a beautiful location that included such wonderful people. It was an extreme pleasure,"* from the production lead in a letter to Marketing office.
- Developed new banner signage for Blackbeard's rental space & added rental info to web site
- Scheduled live entertainment in Harbor Village for Spring Break weeks (March/April)
- Cottontail Day festival (March 28) & Harbor is Hopping (April 5) in full-event production
- Production on 10th Annual Pirate Days (July 18 & 19) has begun

Public Relations/Networking/Outreach:

- Attending LA Adventure & Travel Show in Long Beach as partner with the Ventura Visitor & Conference Bureau and Islands Packers on February 21 & 22 to promote visitation and overnight stays in Ventura and to the attractions
- Distributed meeting dates to Village tenants for Creative Strategies & Restaurant meetings
- Attended Ventura Chamber of Commerce Connection Breakfast on February 6 to promote opening of Boatyard Cafe and Cottontail Day vendors/sponsors
- Crafted March Wavelengths Media Newsletter with Somerville Associates to distribute to 170 media outlets. Features: Cottontail Day, Spring Break activities, Weekend Getaway Four Points rate special, Tickets on Sale for Surf & Suds event in June, Spruce up for Spring, Downtown-Harbor Trolley, and more
- PR coverage: Press release developed and distributed with Whisenhunt Communications for the Tower of the Year for Vessel Assist with coverage to date in The Log newspaper, Pacific Business Times, Ventura County Star, and News feature on venturaharbor.com
- Press release developed and distributed working with Whisenhunt Communications for Board elections – press received in The Log newspaper (others pending)
- Somerville Associates distributed Island Packers Valentine's Day information and received numerous press including a large photo in the Ventura County Star Timeout, article in Camarillo Acorn, the Ventura Breeze, Southern California Life Magazine and the LA Times online for "*8 Last Minute Valentine Day Picks*", as well as other regional calendar listings- resulting in Island Packers opening a second boat and selling out both boats for Valentine's Day cruise
- Inclusion of Ventura Harbor Village by Freelance Travel Writer Steve MacNull in Southern Exposure newspaper in Penticton, British Columbia – Canada (Circ. 6,500)
- Requested meetings with Harbor Wind & Kite, Beach Break Surf Shop and Tina O'Brien to review 2015 revenue goals and see where marketing department can assist

ATTACHMENT: Updated Harbor Village Events for 2015

VENTURA HARBOR VILLAGE

2015 Ventura Harbor/Ventura Harbor Village Events

Ventura Harbor Village, California's seaside playground, boasts year round seaside boutiques, waterfront restaurants and a variety of festivals, events and live entertainment. Ventura Harbor Village is set in a scenic harbor and fishing marina amid a picturesque walking promenade with stunning coastal views of the California's Pacific Ocean and the Channel Islands National Park.

Tall Ships Hawaiian Chieftain & Lady Washington

Tuesday, January 13, 2015-Thursday, February 4, 2015

Tall Ships docked in the Ventura Harbor offer Dockside Tours, Battle Sails, and Adventure Sails where passengers learn seaworthy history. Tall Ships closed Mondays for training. www.HistoricalSeaport.org

Spring Break Rocks!

Saturdays & Sundays, March 22 & 29 & April 4, 5, 11, 12 & 19, 2015 1pm-4pm

Enjoy live music on the weekends during Spring Break. Listen to live rock, jazz, bluegrass & reggae at the Village Carousel Stage. Enjoy fabulous spring shopping and waterfront restaurants before and after sets. Music line-up at www.VenturaHarborVillage.com

Cottontail Day Festival

Saturday, March 28, 2015 10am-3pm

Ventura Harbor Village fills with the sights and sounds of families on the Village Main Lawn. \$2 Easter egg hunts are held every 30 minutes for ages 1-7. The Cottontail Bunny can be spotted hopping around giving children a chance to shake hands or grab a hug. Other activities include face painting, petting zoo, hands-on arts & crafts, pony rides and so much more (weather pending). www.VenturaHarborVillage.com

Harbor is Hopping - Dining by the Boats

Sunday, April 5, 2015, Noon-3pm

Hop on over for springtime celebration and Easter brunch at Harbor restaurants. Kids-come meet & take photos with the Easter Bunny, ride the Village Carousel or play in the arcade, pick up a new spring hat or a kite, and shop in the seaside boutiques while listening to live music at the Village Carousel Stage. www.VenturaHarborVillage.com

Earth Day

Wednesday, April 22, 2015

The Earth Day Network's mission is to broaden the environmental movement worldwide through education, public policy and campaigns. Ventura Harbor joins the City of Ventura to celebrate this day. www.EarthDay.org

-more-

Blue & Humpback Whale Watching

Mid April - September 2015

Seasonal feeding patterns offer views of these extraordinary mammals from mid-April through September in the Santa Barbara Channel. Whale Watching cruises offer a chance to view the whales as they travel as well as views of the Channel Islands. In the summer months, Island Packers offers all day whale watching excursion to Santa Rosa Island with a visit to Painted Cave on Santa Cruz Islands north Shore. www.IslandPackers.com

Ventura County Heart Walk

Saturday, May 2, 2015 7am-Noon

The Ventura County Heart Walk celebrates those who have made lifestyle changes to live a healthier life, and encourages everyone to take 'the pledge' while raising money to fund lifesaving heart research in our community. <http://VenturaHeartWalk.Kintera.org>

Corporate Games Closing Ceremony

Saturday, May 9, 2015 8am-5pm

The 26th annual Ventura Corporate Games covers 6 weeks of friendly business to business team sports competition for 32 events with 10,000 participants. Once again, Ventura Harbor is hosting the closing ceremonies. www.CityofVentura.net/CorporateGames

Hokuloa Outrigger Canoe Race

Saturday, June 6, 2015 Starts 8am

Every year outrigger canoe clubs from up and down the southern California coast compete in the Ventura Outrigger Challenge at Harbor Cove Beach. Ventura Harbor hosts the event and helps celebrate World Oceans Week. www.HokuloaOutrigger.com

World Oceans Day

Monday, June 8, 2015 8 am-3 pm

World Oceans Day is observed globally each year to raise awareness of the challenges humanity faces to protect the world's oceans. The theme for 2015 is to use less disposable plastic, much of which ends up in the ocean. www.WorldOceansDay.org

Surf N' Suds Beer Festival* NEW!

Saturday, June 13, 2015 11:30am-5:30pm Admission: 11:30am VIP & 12:30pm General. Festival organized by DEEP Surf Magazine. 45+ craft breweries and wineries offer tastings, local surfboard shapers, and live music. Ticketed event. Dining at harbor restaurants featured. www.SurfBeerFest.com

-more-

Sounds of Summer Concert Series

Sundays - June 21 through Labor Day (1st weekend in September), 2015, 1pm-4 pm

Soak up the sun while listening to an array of music ranging from Jazz & Soul to Pop & Rock to a blend of Caribbean & Reggae during the Sounds of Summer Concert Series every Sunday from 1pm to 4pm on the Carousel Stage. www.VenturaHarborVillage.com

Steel Drum at Carousel Stage

Saturdays in July and August 2015, 1pm-4pm

Fun beachy sounds surround while shopping, dining, or relaxing in the Village. Steel drums kick off the good times July 5th. www.VenturaHarborVillage.com

10th Annual Pirate Days

Saturday and Sunday, July 18-19, 2015

Return to the mystical times when the pirates roamed the seas during the 10th Annual Pirate Days Festival. This signature Ventura Harbor Village event celebrates a decade long festival with professional pirate live-action shows, pirate themed activities, treasure hunts, pirate costume contests, pirate vendors and much more. Festival goers of all ages come in Piratey period costume and wenchy dress. Pirate Marketplace open at 11am and live Pirate entertainment from 1pm - 4pm. www.VenturaHarborVillage.com

Rock on the Dock!

Saturdays in September (5, 12, 19, 26) 2015

Every Saturday in September from 4pm - dusk, visitors can catch live performances from the Ventura Harbor Village promenade overlooking the water! Dance, enjoy, dine & shop as bands play on a floating dock in the Ventura Harbor. www.VenturaHarborVillage.com

Ventura Art and Street Painting Festival

Saturday and Sunday, September 12-13, 2015 10am-5pm

Local artists display amazing glass work, jewelry, sculpture, handmade crafts and more outdoors at Ventura Harbor Village Main Lawn during a fun-filled weekend. Street chalk artists create "Chalk for Charity" pieces along the Village Promenade to benefit FOODShare, plus there's live music, and art activities throughout the weekend. Admission and Parking are free. www.VenturaArtFestival.com

California Coastal Clean Up

Saturday, September 19, 2015

Bring friends and family to be a part of the 32nd anniversary of California Coastal Cleanup Day! Volunteers will remove debris from the coast, creeks, rivers, lakes and shorelines all around California protecting wildlife from harm while taking care of our environment. www.VenturaHarborVillage.com

-more-

Ventura Comedy Festival

Monday, September 21-Sunday, September 27, 2015

Randy Lubas, owner of Ventura Harbor Comedy Club, hosts the bigger, funnier annual Ventura Comedy Festival. A week-long celebration features top headliners performing at multiple venues in Ventura and in Ventura Harbor. Celebrity judges select a new champion named "Ventura's Funniest Person". Access passes available, and so much more to make Ventura smile! www.VenturaComedyFestival.com

Making Strides Against Breast Cancer 5K Walk

Saturday, October 10, 2015 7am-1pm

Join the campaign to celebrate survivorship and eliminate breast cancer this century at the annual Making Strides Against Breast Cancer 5K walk for Ventura County. The walk is noncompetitive scenic walk beginning at Harbor Cove Beach and along the promenade by the Harbor. www.MakingStrides.com

Ponies by the Sea Car Show - Ventura Harbor Village Main Lawn

Sunday, October 11, 2015, 9am-4pm

Mustangs from all eras will shine lined up on the Ventura Harbor Village Main Lawn for the Ponies by the Sea Car Show. Free for spectators, registrations display vintage & modern vehicles benefit a favorite select charity. Awards include People's Choice, Best of Show, Best Paint, Best Engine, and a special "Most Likely to get a Ticket" award given by the California Highway Patrol. www.TriCountyMustangClub.com

Kinetic Sculpture Race

Saturday, October 17, 2015, 10:17am-4pm

Amazing people-powered and hilarious works of art designed to travel an exciting all-terrain course, race through Ventura Harbor. Creative vehicles trek through a harbor water launch & race, a sand race, a figure eight race track and a mud pit before reaching the finish line. Produced by Turning Point Foundation. www.VenturaHarborVillage.com

Thrill the World Halloween Zombie Dance - Ventura Harbor Village Main Lawn

Saturday, October 24, 2015, Time TBD

Zombies roam Ventura Harbor Village as they prepare to perform the classic Michael Jackson "Thriller" simultaneously around the globe for the world record! Sign up to participate as a dancer or come to the Harbor to watch the zombies! Proceeds from participants and/or dance instruction benefit charity. www.ThrilltheWorldVentura.com

-more-

HOWL-O-WEEN - Ventura Harbor Village Dog Costume Contest

Saturday, October 24, 2015, Noon

Costumed pets at pet-friendly Ventura Harbor Village gather for a fun and fluffy HOWL-O-WEEN Costume Contest. Prizes for Spookiest, Sea-Worthy, Creative/Original, Best in Show and more! Every pet gets a "treat" and owners can enjoy pet-friendly dining patios, boat rentals, and waterfront hotel stays. www.VenturaHarborVillage.com

California Sleigh Rides

December 1-December 31, 2015, Departs 6pm & 8pm

A ONE HORSE OPEN SLEIGH California-style! Take a California Sleigh Ride through the Ventura Harbor and Ventura Keys with Ventura Boat Rentals! Holiday lights dazzle as they reflect upon the water from boats in the Ventura Harbor, Ventura Harbor Village, and the decked out homes in the Ventura Keys neighborhood! Complimentary hot cocoa & holiday cookies or wintry drinks such as famous "Reindeer Milk" from the onboard bar. Choose between 6pm or 8pm departure times for a one and a half hour tour every night in December. Reservations Required. Call: 805.642.7753. www.VenturaHarborVillage.com

Chanukah Festival

Sunday, December 6, 2015 2pm-4:30pm

Celebrate Chanukah and enjoy live music, Judaica boutiques, hot latkes, and more. Everyone is invited to join the festivities - and it's free to all! Presented by Chabad of Oxnard 805.382.4770 www.ChabadofOxnard.com

California Caroling Cruises

Select December Dates 2015

FA LA LA LA LA LA LA LA LA! Warm up your pipes with family and friends on a one hour Island Packers *Caroling Cruise* on select weekday evenings. Start a holiday tradition and make new friends aboard a 64' catamaran. Laugh and enjoy serenading the families in the Ventura Harbor and Ventura Keys neighborhood with joyful holiday favorite tunes (singing not required). Advance reservations recommended and bring a scarf! Call for Tix 805.642.1393. www.VenturaHarborVillage.com

Ventura Harbor 39th Annual Holiday Parade of Lights & Fireworks

Friday, December 18 and Saturday, December 19, 2015 6:30pm

Ventura Harbor celebrates the season with its 39th Annual Holiday Parade of Lights & Fireworks. This year's theme is "Surf, Sand & Santa." Come on over and enjoy festive dining seaside while you watch the decorated boats go by, and the shops are open in the Village for last minute gift shopping. Visit the Main Lawn for carnival rides and the kids will love free visits with Santa. Saturday, see Santa and his sleigh fly overhead! www.VenturaHarborVillage.com

-more-

Winter Wonderland & Holiday Marketplace - Ventura Harbor Village

Saturday, December 19, 2015 1pm-5pm

Rediscover the joy of holiday shopping while wondering through a festive holiday village at the popular Ventura Harbor's Winter Wonderland & Holiday Marketplace. Come early for fun and festivities including faux snowfall every 15 minutes, visits with Santa & Mrs. Claus, two live reindeer, Dickenson Carolers, and more! The 39th Annual Parade of Lights & Fireworks to follow! www.VenturaHarborVillage.com

Pacific Gray Whale Watching

December 26, 2015-Mid April 2016

Whale Watching Season is here and it's a great time to catch a glimpse of nature up close and personal! Island Packers, Ventura County's official concessionaire to the Channel Islands National Park, is now offering half-day whale watching excursions to view these magnificent mammals. www.IslandPackers.com

All dates subject to change pending final date announcements by organizers.

For annual event details and updates visit VenturaHarborVillage.com, Facebook/Ventura Harbor, join the Beach Club Ventura Harbor Enewsletter, or call (805) 477-0470, ext. 5.

Ventura Harbor Village is located just minutes off the Historic 101 and Highway 1 along California's Central Coast. Take the Seaward Ave. exit, left on Harbor Blvd., and right on Spinnaker Drive. 1583 Spinnaker Drive, Ventura, CA 93001

For Event Info call the Ventura Harbor Event Line: (805) 477-0470, ext. 5,
or visit www.VenturaHarborVillage.com

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: February 25, 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 not been given to tenant due to delays with the architect. A new architect has been obtained, reviewing drawings and setting up meetings.
 - 2) 1575 Spinnaker Drive, #105 A/B. Coffee Dock & Post project is in progress. They have completed plumbing drains and starting to install framework. Estimated re-opening in Spring 2015.
- II. Lease Negotiations In Progress
 - 1) Milano's Restaurant – Working with tenant on a new lease and relocation of their bar. This new location of the bar will allow for happy hour activities and increase revenues. Hiring an architect to prepare basic drawings. We are creating a new remodel list with the Tenant.
 - 2) National Park Service – Working with tenant on a relocation strategy/expansion. Current lease expires March 2016 for Building 1431.
 - 3) The Greek Restaurant – Working with General Manager on a new lease. We are discussing a possible tenant improvement allowance and finalizing proposed lease terms.
 - 4) New lease with 805 Bar & Grilled Cheese to expand into Maru Sushi & Grill. We are currently negotiating terms with this tenant. We are awaiting for application documents from Andre Fernandez.
 - 5) Casa De Regalos – working with tenant to negotiate a new lease. We are identifying remodel ideas, requiring future marketing strategies from tenant and obtaining carpet estimates.
- III. Prospective New Leases
 - 1) Staff is working with Barefoot Boutique on expanding into the vacant Cory Title space.
- IV. Occupancy level at Harbor Village
 - 92% Occupied; total vacancy 8%
 - Available Space for Lease:*
 - Offices --- 2,760 square feet
 - Retail --- 787 square feet
 - Restaurant--- 1,537 square feet

Coming out of the recession, office and retail leasing is still very slow. The restaurant activity is increasing slightly.

FEBRUARY 25, 2015
BOARD OF PORT COMMISSIONERS

CONSENT ITEM NO. 1

**APPROVAL OF FINANCIAL STATEMENTS, PAYROLL AND
REGULAR CHECKS FOR THE MONTH OF
DECEMBER 2014**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT ITEM 1

Meeting Date: February 25, 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. 3264:

- a) Accepting the December 2014 financial statements; and
- b) Approving the payroll and regular checks for December 2014.

DISCUSSION:

Attached for the Boards review are the financial statements for December 2014. Supplementary Notes to the financial statements are located directly behind the Statement of Income and Expense report. The December financial statements do not reflect any anticipated budget adjustments. The proposed budget adjustments have not been approved at the time of the December financial statements being finalized.

Disbursements

The accounts payable check register for December 2014 is located after all the financial statement documents. Each check on the register includes a brief description of its purpose. I have explained some of the major expenditures below. (Regular payments include monthly service contracts, utilities, legal services, etc.):

December 2014 -

- Cushman Contracting Corporation was paid \$72,381 for a partial payment towards the retainer remaining on the launch ramp renovation contract. \$18,095 is still being held back as a retainer until Mr. Parsons determines that the Notice of Completion should be filed for the project.
- Department of Parks & Recreation was paid \$10,008 for the second payment towards the lifeguard services they provided at Harbor Cove Beach and Surfer's Knoll during the summer of 2014. The Department of Parks & Recreation is reconciling labor used for this contract and staff anticipates the District will owe up to \$8,000 more as per the amended contract.
- RRM Design Group was paid \$6,212 as a progress payment for their services on the accessibility plan design.
- Vessel Assist was paid \$7,500 to salvage the vessel that sank in a slip at Ventura Harbor Village Marina in November.
- Alliant Insurance was paid \$57,582 for the annual insurance premium renewals for the four policies pertaining to vessels, docks and piers, marina operator's liability, and excess marina liability. These rates have remained consistent over the past few years.
- Jensen Design was paid \$8,340 as a progress payment for their services on the accessibility plan design for the Village parking lot.

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 December payroll of \$149,285 represents two regular payroll periods and the payoff of the compensation time accrued during the 2014 fourth quarter. The next month, in which, three regular pay periods are present, will be May 2015.

ATTACHMENTS:

Attachment 1 – Resolution No. 3264

Attachment 2 – Statement of Income Expenses – Period Ended December 31, 2014

Attachment 3 – Accounts Payable Check Register for December 2014



RESOLUTION NO. 3264

**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 December 2014;
- B. The following Checks are hereby reviewed:
 - 1) Payroll Checks #8814-8848 and direct deposits inclusive in the amount of \$149,285 for December 2014 salaries, and;
 - 2) Regular Checks #41105-41292 in the amount of \$358,422 for December 2014 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on February 25, 2015, Resolution No. 3264 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 December 31, 2014

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
OPERATING REVENUES						
Parcel Lease Income	\$ 235,000	\$ 220,502	\$ (14,498)	\$ 1,425,000	\$ 1,422,085	\$ (2,915)
Dry Storage Income	6,600	7,031	431	40,100	42,236	2,136
Fisherman's Storage	5,800	5,762	(38)	35,200	34,573	(627)
Parking Income	4,250	2,996	(1,254)	29,500	33,313	3,813
Miscellaneous Income/Rentals	30,715	28,495	(2,220)	58,430	54,010	(4,420)
Village Income						
Harbor Village Lease Income	170,250	165,076	(5,174)	1,182,500	1,199,698	17,198
Commercial Fishing	10,800	29,158	18,358	179,800	166,568	(13,232)
Miscellaneous Income	499	19	(480)	3,009	2,115	(894)
Harbor Event Fees	3,000	1,860	(1,140)	23,500	26,027	2,527
Marketing Booth/Vendor Income	1,500	1,430	(70)	4,700	7,046	2,346
Co-Op Advert/Sponsorship	10,200	8,645	(1,555)	13,250	13,725	475
Merchants Promo Fund	7,084	7,177	93	42,504	44,357	1,853
Slip Rentals	77,000	73,008	(3,992)	462,000	426,732	(35,268)
Dock Electrical Income	2,000	2,958	958	14,000	13,930	(70)
C A M Income	25,000	22,602	(2,398)	145,000	144,555	(445)
Total Oper. Revenues	\$ 589,698	\$ 576,719	\$ (12,979)	\$ 3,658,493	\$ 3,630,970	\$ (27,523)
OPERATING EXPENSES						
Personnel Expenses						
Salaries & Wages						
Regular Salaries	\$ 152,885	\$ 164,558	\$ (11,673)	\$ 1,009,500	\$ 1,008,590	\$ 910
Part-time Help	7,270	4,939	2,331	45,350	34,274	11,076
Overtime Pay	12,325	9,166	3,159	28,750	24,335	4,415
Holiday Pay	8,375	3,137	5,238	16,500	8,921	7,579
Total Salaries & Wages	\$ 180,855	\$ 181,800	\$ (945)	\$ 1,100,100	\$ 1,076,120	\$ 23,980
Other personnel expenses						
Retirement Contributions	\$ 35,085	\$ 34,060	\$ 1,025	\$ 228,500	\$ 219,968	\$ 8,532
Payroll Taxes	4,470	2,932	1,538	21,985	17,695	4,290
Worker's Comp Ins.	17,295	17,295	0	103,770	103,770	0
OPEB Liability	6,412	6,412	0	38,472	38,472	0
Medical & Life Ins.	22,935	20,386	2,549	137,810	131,853	5,957
Optional Benefit Plan	15,485	15,530	(45)	93,410	93,960	(550)
Uniforms & Tool Allowances	3,725	1,872	1,853	22,275	10,016	12,259
Total - Other Personnel Expenses	\$ 105,407	\$ 98,487	\$ 6,920	\$ 646,222	\$ 615,734	\$ 30,488
Total Personnel Expenses	\$ 286,262	\$ 280,287	\$ 5,975	\$ 1,746,322	\$ 1,691,854	\$ 54,468

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended December 31, 2014

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
General Expenses						
Advertising	\$ 5,000	\$ 0	\$ 5,000	\$ 11,000	\$ 975	\$ 10,025
Auto Mileage & Allowance	1,250	969	281	7,500	6,188	1,312
Auto/Boat Equip & Maint	7,695	8,075	(380)	85,510	88,415	(2,905)
Bad Debt	15,000	0	15,000	18,000	4,996	13,004
Bank Fees & Other Misc	1,300	642	658	7,700	3,901	3,799
Building Maintenance	21,450	(9,220)	30,670	150,300	108,037	42,263
Bldg Maint-Tenant Improvments	25,000	3,043	21,957	150,000	12,874	137,126
Accessibility Improvements	60,000	57,675	2,325	60,000	57,675	2,325
Communications	2,900	4,001	(1,101)	17,700	21,820	(4,120)
Conferences & Training	5,100	1,718	3,382	31,800	18,659	13,141
Dock Maint. & Repair	3,900	42	3,858	34,400	16,015	18,385
Village Enhancements	4,000	0	4,000	24,000	802	23,198
Environmental Coordination	0	0	0	500	0	500
Equipment Rental	2,950	(457)	3,407	10,300	4,193	6,107
General Insurance	12,500	12,500	0	75,000	75,000	0
Grounds Maintenance	27,100	11,438	15,662	92,300	59,195	33,105
General Harbor Maintenance	420	0	420	2,520	2,868	(348)
Janitorial Supplies	6,775	3,012	3,763	22,750	21,260	1,490
Land/Building Rental Expense	5,800	5,762	38	35,200	34,880	320
Marketing & Promotions	43,180	40,296	2,884	150,345	137,892	12,453
Memberships & Subscriptions	0	363	(363)	16,350	16,877	(527)
Office Supplies & Equipment	4,300	1,782	2,518	28,800	15,456	13,344
Computer Equip & Supplies	1,000	843	157	15,000	4,476	10,524
Operating Supplies	4,360	1,067	3,293	28,410	13,813	14,597
Other Equipment & Repairs	3,530	1,077	2,453	20,320	12,419	7,901
Professional Services - Legal	15,000	15,214	(214)	98,000	136,611	(38,611)
Professional/Outside Services	29,980	8,345	21,635	239,796	218,413	21,383
Utilities	42,575	37,676	4,899	216,700	173,494	43,206
Dredging Related Expenses	21,250	14,809	6,441	129,000	88,749	40,251
Total General Expenses	\$ 373,315	\$ 220,672	\$ 152,643	\$ 1,779,201	\$ 1,355,953	\$ 423,248
Total Operating Expenses	\$ 659,577	\$ 500,959	\$ 158,618	\$ 3,525,523	\$ 3,047,807	\$ 477,716
Oper. Income(Loss) Before Deprec	\$ (69,879)	\$ 75,760	\$ 145,639	\$ 132,970	\$ 583,163	\$ 450,193
Depreciation	\$ 83,000	\$ 82,308	\$ 692	\$ 493,000	\$ 489,609	\$ 3,391
Operating Income (Loss)	\$ (152,879)	\$ (6,548)	\$ 146,331	\$ (360,030)	\$ 93,554	\$ 453,584

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended December 31, 2014

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
NON-OPERATING REVENUES						
General						
Investment Income (Loss)	\$ 6,000	\$ 7,389	\$ 1,389	\$ 13,000	\$ 10,389	\$ (2,611)
Tax Income	535,000	546,204	11,204	570,000	574,618	4,618
Sale of Fixed Assets	0	0	0	0	12,914	12,914
Total General Non-Oper. Income	\$ 541,000	\$ 553,593	\$ 12,593	\$ 583,000	\$ 597,921	\$ 14,921
Special Funding						
DBAW Grants-Misc	\$ 0	\$ 0	\$ 0	\$ 6,000	\$ 5,000	\$ (1,000)
DBAW Grants-Launch Ramp	0	0	0	0	0	0
Total Special Funding	\$ 0	\$ 0	\$ 0	\$ 6,000	\$ 5,000	\$ (1,000)
TOTAL NON-OPER. REVENUES	\$ 541,000	\$ 553,593	\$ 12,593	\$ 589,000	\$ 602,921	\$ 13,921
NON-OPERATING EXPENSES						
Interest Expense	\$ 1,440	\$ 1,437	\$ 3	\$ 452,340	\$ 452,606	\$ (266)
Total Non-Oper. Expenses	\$ 1,440	\$ 1,437	\$ 3	\$ 452,340	\$ 452,606	\$ (266)
Non-Operationing Income (Loss)	\$ 539,560	\$ 552,156	\$ 12,596	\$ 136,660	\$ 150,315	\$ 13,655
CHANGES IN NET POSITION	\$ 386,681	\$ 545,608	\$ 158,927	\$ (223,370)	\$ 243,869	\$ 467,239

Monthly Report
(Unaudited)

ATTACHMENT 2

Supplementary Notes to the Statement of Income and Expense for the period ending December 31, 2014 – Budget to Actual Analysis.

Operating Income:

Parcel Lease Income – (under budget \$2,915) This category has balanced out to the budget for the period July through December 2014. There will not be an adjustment to the budget requested for this category.

Harbor Village Lease Income – (exceeds budget \$17,198) All categories of Village leases (restaurants, retail, charters, offices) are up slightly over the projected budget thru November. Unfortunately we began to see a slight drop in sales reflected in rents paid beginning in December causing this revenue to be slightly lower for December.

Commercial Fishing – (under budget \$13,232) This variance is a continuing result of the non-productive squid season experienced in our harbor this year that ended in November 2014. The increase of \$18,358 over the budget for the month of December reflects the tenants reporting their final sales for squid offloading for the season.

Slip Rentals – (under budget \$35,268) Unfortunately, the squid season this year was not very productive for our harbor. This was a contributing factor to the slip occupancies continuing to be less than budgeted each month. This category will be addressed during the mid-year budget adjustment review.

Operating Expenses:

Personnel Expenses – (under budget \$54,468) Overall the personnel expenses (salaries and benefits) continue to be about normal. The variance is spread out over all of the categories. It is anticipated that these funds will be used over the course of the year. For instance, Regular Salaries catch up to the budget in the month of December. The uniform expense will be utilized by Harbor Patrol for 'fire turnout' gear (\$22k) as requested and approved in the current budget.

Advertising – (under budget \$10,025) The advertising expense will 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.

Building Maintenance – (under budget \$42,263) There is a reduction in this category for December due to the re-classification of expenditures. A separate line item has been created for accessibility enhancements which was previously included in the grounds maintenance category in the financial statements. Expenditures from building maintenance, grounds maintenance and professional services have been relocated to this new category in December.

Bldg Maint-Tenant Improvements – (under budget \$137,126) This category was divided by twelve months. This budget will be utilized as the year progresses and tenant improvement needs are determined for vacant suites and new lease negotiations are in process. Several leases have now been signed and it is anticipated the tenant improvements will begin for these leases.

Conferences & Training – (under budget \$13,141) These funds will be utilized in next few months as the Board has approved several out of town travel requests for conferences coming up in January, February, March and June.

Dock Maint. & Repair – (under budget \$18,385) It was determined that repairs would be needed on the Harbor Village docks but to date the repairs have not been implemented. This expense will be reviewed during the mid-year budget adjustment process to determine if repairs are still necessary.

Village Enhancements – (under budget \$23,198) This expense is temporarily on hold pending accessibility enhancement planning.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the period ending December 31, 2014 – Budget to Actual Analysis

Grounds Maintenance – (under budget \$33,105) A separate line item has been created for accessibility enhancements which was previously included in this grounds maintenance category in the financial statements. Expenditures from building maintenance, grounds maintenance and professional services have been relocated to this new category in December. The remaining funds in this category will be utilized throughout the year.

Marketing and Promotions – (under budget \$12,453) Marketing has plans to utilize these funds before the end of the year.

Office and Computer Supplies & Equipment – (under budget \$13,344 and \$10,524, respectively) Both of these categories are divided by twelve months. It is anticipated that these funds will be used over the course of the year.

Professional Services-Legal – (exceeds budget \$38,611) This increase is attributed to the many lease transactions currently in progress, such as State Fish Co., Del Mar Seafood, Ventura Harbor Boatyard, Ventura Harbor Fuel Pier, as well as other subleases. The actual expenses for the month of December followed the budget pretty close. This category will be addressed during the mid-year budget adjustment review in January.

Professional/Outside Services – (under budget \$21,383) Some expenditures from this category were re-classed to the new line item created for accessibility enhancements during the month of December. It is anticipated that all of these funds will be utilized by the end of the year.

Utilities - (under budget \$43,206) Staff budgeted for increases in water and electrical expenses during the squid season. Since the squid season was not very productive, the usage in these areas is down. Also, in the month of November, Southern Calif. Edison (SCE) determined that the District had been over charged on its electrical bills since January 2012. The overcharge was for a city tax that the District is exempt from. SCE applied a one-time credit retro-active back to January 2012 totaling approximately \$17,000 to our billing invoices. The actual expenses for the month of December followed the budget pretty close. Staff will address this reduction during the mid-year budget adjustment review.

Dredging Related Expenses – (under budget \$40,251) This category is divided by twelve and the funds will be utilized as the year progresses. Testing and biological monitoring required for the dredging process began in January and has already utilized some of these funds.

ATTACHMENT 2

Ventura Port District Balance Sheet For the Period Ended December 31, 2014

CURRENT ASSETS

Cash in Banks	1,903,022
Accounts Receivable	2,186,952
Notes Receivable	56,847
Taxes Receivable	27,212
Interest Receivable	1,822
Prepaid Expenses	150,554
Inventory of supplies	32,118

TOTAL CURRENT ASSETS \$4,358,527

RESTRICTED ASSETS

Cash - Dredging	3,017,106
Cash - Improvement	2,671,272
Cash - Fisheries Complex	25,000

TOTAL RESTRICTED ASSETS \$5,713,378

FIXED ASSETS

Land	2,342,629
Harbor Improvements	33,122,299
Equipment	1,427,913
	36,892,841

Accumulated depreciation (13,874,595)

NET FIXED ASSETS \$23,018,246

OTHER ASSETS

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

TOTAL ASSETS \$34,574,761

DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	232,733
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TOTAL DEFERRED OUTFLOWS OF RESOURCES \$232,733

TOTAL ASSETS AND DEFERRED

OUTFLOWS OF RESOURCES \$34,807,494

CURRENT LIABILITIES

Accounts Payable	156,319
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 \$1,441,824

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	373,499
Unearned Revenue	-
Security Deposits	151,704

TOTAL OTHER LIABILITIES \$525,203

TOTAL LIABILITIES \$15,649,181

EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	13,537,613
Current Year Retained Earnings	243,869

TOTAL EQUITY \$19,059,146

DEFERRED INFLOW OF RESOURCES

Deferred Tenant Revenue	99,167
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TOTAL DEFERRED INFLOW OF RESOURCES \$99,167

TOTAL LIABILITIES, EQUITY, AND

DEFERRED INFLOW OF RESOURCES \$34,807,494

ATTACHMENT 2

Ventura Port District Cashflow Statement As of December 31, 2014

Enterprise Fund

Operating Income	3,630,970
Non-Operating Income	602,921
Total Income	<u>\$ 4,233,891</u>
Operating Expenses	3,537,416
Non-Operating Expenses	452,606
Total Expenses	<u>\$ 3,990,022</u>
Change in Net Position (Loss)-Accrual Basis	\$ 243,869

Cashflows for Capital and Financing Activities:

Principle paid on debt	(616,306)
Deferred amount on refundings	8,622
Net cash from sale of capital assets	137,086
Acquisitions of Capital Assets	<u>(125,266)</u>
Net Cash provided (used) by Capital & Financing	\$ (595,864)

Operating Income Adjustments:

Depreciation	489,609
(Increase)decrease in receivables	70,406
(Increase)decrease in prepaid Items	113,573
Increase(decrease) in payables	(70,849)
Increase(decrease) in unearned revenue	(12,304)
Increase (decrease) in tenant deposits	<u>(2,877)</u>
Net Cash provided by Operating Activities	\$ 587,558

NET Increase (Decrease) in Cash \$ 235,563

Add: Beginning Cash 7/1/14 \$ 8,865,446

Ending Cash at 12/31/14 \$ 9,101,009

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Distribution of Cash as of December 31, 2014

<u>Enterprise Fund</u>	<u>Current Balance</u>
<u>Cash</u>	
Cash on Hand (undeposited)	1,261
Cash in Checking (Wells Fargo Bank)	794,769
Cash in County Treasury	16,534
Total Cash Available for Normal Operations	\$ 812,564
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	1,083,708
Stifel Nicolaus	1,491,360
Total Investments Unrestricted Reserves	\$ 2,575,068
 <u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	3,017,106
Total Dredging Reserves	\$ 3,017,106
 <u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	2,671,271
Total Capital Improvement Reserves	\$ 2,671,271
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	25,000
Total Fisheries Complex Reserves	\$ 25,000
 TOTAL CASH AND INVESTMENTS	\$ 9,101,009

ATTACHMENT 2

Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>12/31/2014</u>	Year to Date Ended <u>12/31/2013</u>	Increase (Decrease)	
Parcel Leases				
Ventura Harbor Marine Assoc	94,259	82,326	11,933	14%
Dave's Fuel Dock	5,597	6,080	(483)	-8%
Sheraton 4 Points-Harbortown	223,313	199,537	23,776	12%
Harbortown Point	4,408	3,935	473	12%
Oceans West Marina	140,886	139,149	1,737	1%
Ventura Isle Marina	320,997	331,095	(10,098)	-3%
Ventura Marina Mobile Park	214,051	212,520	1,531	1%
Ventura West Marina	246,059	248,561	(2,502)	-1%
Ventura Yacht Club	58,277	57,135	1,142	2%
Vta Harbor Boatyard	71,950	50,748	21,202	42%
Sonderman Ring	40,000	30,000	10,000	33%
Total Parcel Lease	<u>1,419,798</u>	<u>1,361,086</u>	<u>58,712</u>	4%
Fees & Reimbursements	<u>2,287</u>	<u>-</u>	<u>2,287</u>	
Total Parcel Leases	1,422,085	1,361,086	60,999	4%
Ventura Harbor Village				
Retail Rents	234,869	228,357	6,512	3%
Restaurant Rents	479,439	463,177	16,262	4%
Office Rents	280,599	278,190	2,409	1%
Charters	204,791	200,880	3,911	2%
Total Village	<u>1,199,698</u>	<u>1,170,604</u>	<u>29,094</u>	2%
TOTAL	2,621,783	2,531,690	90,093	4%

Monthly Report
(Unaudited)

ATTACHMENT 2

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

	MONTH OF DECEMBER			YEAR TO DATE 12/31			% change FY13-14 to Current Yr
	2012-13	2013-14	Current	2012-13	2013-14	Current	
<u>Operating Income</u>							
Parcel Leases	207,510	211,246	220,502	1,339,247	1,361,086	1,422,085	4%
Dry Storage	8,219	7,735	7,031	48,612	46,998	42,236	-10%
Other Operating	9,848	11,275	37,253	115,294	117,010	121,896	4%
Harbor Village Leases	176,324	165,072	165,076	1,182,799	1,170,604	1,199,698	2%
Commercial Fishing		23,483	29,158	120,104	253,796	166,568	-34%
Slips	80,573	74,234	73,008	472,345	463,784	426,732	-8%
CAM	26,378	24,525	22,602	159,607	143,343	144,555	1%
Marketing	7,356	7,123	7,177	43,881	41,103	44,357	8%
Electrical Slips	3,489	2,842	2,958	14,768	14,252	13,930	-2%
Other Operating	6,790	14,082	11,954	27,914	48,845	48,913	0%
Total Operating Income	526,487	541,617	576,719	3,524,571	3,660,821	3,630,970	-1%
<u>Operating Expenses</u>							
Harbor Patrol	77,886	80,807	86,515	477,062	478,981	581,620	21%
Maintenance	88,511	88,102	112,800	486,025	638,937	565,317	-12%
Administration	135,263	134,112	111,942	786,939	815,069	880,230	8%
Marina	72,331	60,588	56,049	365,092	358,507	314,183	-12%
C A M	69,946	63,904	62,162	379,985	362,794	378,431	4%
Marketing	52,370	63,821	56,682	215,102	234,277	239,276	2%
Dredging	63,115	32,664	14,809	152,415	125,123	88,750	-29%
Total Operating Expenses	559,422	523,998	500,959	2,862,620	3,013,688	3,047,807	1%
<u>NET OPERATING INCOME</u>	(32,935)	17,619	75,760	661,951	647,133	583,163	-10%
<u>Non-operating Income</u>							
Interest	(12,291)	16,781	7,389	25,021	48,100	10,389	
Taxes	480,611	495,708	546,204	516,985	550,733	574,618	4%
Other	-	-	-	3,691	-	17,914	
Total Non-operating Income	468,320	512,489	553,593	545,697	598,833	602,921	1%
<u>Non-Operating Expenses</u>							
Depreciation	72,912	74,779	82,308	437,558	447,643	489,609	
Debt Service	3,587	1,437	1,437	494,639	467,520	452,606	
Other	1,167	-	-	11,720	-	-	
Total Non-operating Expenses	77,666	76,216	83,745	943,917	915,163	942,215	3%
<u>NET NON-OPER. INCOME</u>	390,654	436,273	469,848	(398,220)	(316,330)	(339,294)	
TOTAL INCOME (LOSS)	357,719	453,892	545,608	263,731	330,803	243,869	-26%

Monthly Report
(Unaudited)

ATTACHMENT 3

Accounts Payable Check Register for December 2014

Ventura Port District
Wells Fargo Checking

1/26/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
41105	12/2/2014	1762	Canon Financial Services	Copier lease for VPD HDQ and Marketing office	795.50	
41106	12/2/2014	3046	Chase	Manager's credit cards	4,356.46	
41107	12/2/2014	3155	Franchise Tax Board	Employee garnishment	70.00	
41108	12/4/2014	1060	AFLAC	Salary reduction benefit	362.42	
41109	12/4/2014	1385	Ford of Ventura	Truck repairs	515.64	
41110	12/4/2014	1440	Beacon Marine Chandlery Inc	Operating supplies for patrol boats	223.59	
41111	12/4/2014	1725	C E D (Consolidated Electrical Dist)	Village restroom-continuing-lighting LED fixtures/bulbs retrofit	2,946.45	
41112	12/4/2014	1843	Certified Folder Display	Marketing rack card distribution	229.00	
41113	12/4/2014	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	718.02	
41114	12/4/2014	1925	City Of S. Buenaventura	Electrical work for waterline replacement Harbor entry feature	2,173.42	
41115	12/4/2014	2069	Creative Resource Group	POL ad production services	280.00	
41116	12/4/2014	2096	Cushman Contractin Corporation	Partial payment of retention held on contract	72,380.96	
41117	12/4/2014	2202	Dave's Marine Fuel Service	Fuel for Patrol boat	2,345.14	
41118	12/4/2014	2287	Dept. of Parks and Recreation	Summer 2014 Lifeguard services	10,007.82	
41119	12/4/2014	2331	Dial Security Inc	Nat Park Service lease requirement & Dockmaster coverage	1,101.70	
41120	12/4/2014	2448	Downtown Ventura Partners	Marketing Big Belly Ads - December	1,490.00	
41121	12/4/2014	2604	E.J. Harrison & Sons Inc.	Village trash service	3,721.55	
41122	12/4/2014	2935	Farmer Bros. Co	Coffee supplies	316.12	
41123	12/4/2014	2936	Fast Signs	Update POL banner	143.45	
41124	12/4/2014	2980	Fausset Printing, LLC	Nov/Dec rack cards	410.00	
41125	12/4/2014	3328	George Kabris	US Coast Guard License renewal	95.00	
41126	12/4/2014	3490	Grainger Inc.	Maintenance supplies	486.88	
41127	12/4/2014	3592	Hansen's Plumbing, Inc.	Village roof drain leak repairs	2,740.63	
41128	12/4/2014	3609	Hathaway Perrett Webster Inc.	Legal Village leasing issues	487.50	
41129	12/4/2014	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
41130	12/4/2014	4247	Jani-King of CA Inc.	Janitorial Service in Village	4,965.56	
41131	12/4/2014	4293	Jennifer Talt-Lundin	Expense reimbursement	150.00	
41132	12/4/2014	4295	Jensen Design & Survey Inc.	Village accessibility planning assistance	7,230.00	
41133	12/4/2014	4563	Karla Ross Productions Inc.	Village event production	2,000.00	
41134	12/4/2014	4742	Kratos Construction	Village restroom light fixture retrofit	700.00	
41135	12/4/2014	5016	Lowe's	Maintenance supplies	859.03	
41136	12/4/2014	5050	MailFinance	VPD Office postage machine rental - quarterly	76.22	
41137	12/4/2014	5190	Matilija Water	Reverse osmosis water system Oct	45.00	
41138	12/4/2014	5210	McCormix Corp.	Fuel for maintenance vehicles	443.42	
41139	12/4/2014	5505	Muzicraft Inc.	Ambient music in Village - Dec	329.50	

ATTACHMENT 3

Accounts Payable Check Register for December 2014

Ventura Port District
Wells Fargo Checking

1/26/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
41140	12/4/2014	5744	Noble Consultants Inc.	VHMA dock expansion	1,872.00	
41141	12/4/2014	5945	Office Depot Credit Plan	Office supplies	119.73	
41142	12/4/2014	6178	PERS Long Term Care Program	Salary reduction benefit	121.31	
41143	12/4/2014	6245	Patrick Burdick	Marketing Village entertainment	700.00	
41144	12/4/2014	6440	Port Supply	Vessel and operating supplies	53.52	
41145	12/4/2014	6446	PowerHouse Construction Inc.	Replace windows/doors 1567 Spinnaker buildings	3,775.00	
41146	12/4/2014	6687	RRM Design Group Inc.	Village accessibility planning assistance	6,212.17	
41147	12/4/2014	6850	R P Barricade	Parking lot sign rental	70.88	
41148	12/4/2014	7000	Richard W. Parsons	Expense reimbursement	220.02	
41149	12/4/2014	7230	Sage	Sage Accounting 300 annual maintenance plan	3,632.00	
41150	12/4/2014	7240	AT&T	Elevator emergency phone service	456.91	
41151	12/4/2014	7245	Santa Barbara Family Life	Marketing Event/Harbor advertising	325.00	
41152	12/4/2014	7293	ServiceMaster Building Maint	Janitorial service Nat Park Service buildings	1,196.00	
41153	12/4/2014	7410	Smith Pipe & Supply Inc.	Plumbing parts/fixtures	306.12	
41154	12/4/2014	7434	Southern Calif. Edison	Utilities	3,259.72	
41155	12/4/2014	7572	Standard Insurance Company	Group Term Life/Long-term Disab	2,884.16	
41156	12/4/2014	7581	Steve Stafford	Marketing Village entertainment	275.00	
41157	12/4/2014	7719	Teamsters Local No. 186	Union dues for Dockmasters	217.00	
41158	12/4/2014	7761	The Gas Company	Utilities	342.31	
41159	12/4/2014	7768	ThyssenKrup Elevator	Village elevator repair	1,282.69	
41160	12/4/2014	7862	Time To Shine	Fabricate/replace window screens in Village Offices	610.00	
41161	12/4/2014	7869	T 3 Construction Inc	Door removal and wall repair in VPD HDQ	1,500.00	
41162	12/4/2014	7869	T 3 Construction Inc	Village building office TI	75.00	
41163	12/4/2014	8202	VCE Services, Inc.	Engineering fish pier crane	615.54	
41164	12/4/2014	8239	Ventura County Reporter	Marketing Event/Harbor advertising	475.00	
41165	12/4/2014	8246	Ventura Locksmiths	Duplicate keys	8.00	
41166	12/4/2014	8250	Ventura Visitors & Convention	Rent for space in VVC building & Advertising Co-op	232.50	
41167	12/4/2014	8263	Ventura Pest Control	Village service	325.00	
41168	12/4/2014	8267	Ventura Harbor Marina & Yacht	Boat 17 bottom cleaning	211.73	
41169	12/4/2014	8453	Virtual Pacific Networks	IT Services	4,330.00	
41170	12/4/2014	8501	Warren Distributing Inc.	Vehicle operating supplies	195.44	
41171	12/4/2014	8551	Williams Automotive Inc.	Parts/repairs to maintenance vehicles	375.64	
41172	12/4/2014	8559	Working Wildlife	Marketing Village entertainment	1,375.00	
41173	12/4/2014	8713	Zambelli Fireworks	POL Events	3,500.00	
41174	12/4/2014	11432	Alexis DeMengelaere	Marketing Village entertainment	360.00	

ATTACHMENT 3

Accounts Payable Check Register for December 2014

Ventura Port District
Wells Fargo Checking

1/26/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
41175	12/4/2014	15751	Bob's Towing Service	Relocate a vehicle in the Village parking lot	95.00	
41176	12/4/2014	20143	Colleen Keene	Marketing Village entertainment	475.00	
41177	12/4/2014	25381	Duncan McIntosh Co., Inc.	Marketing advertising	250.00	
41178	12/4/2014	32841	Gaye Phelps	Marketing Village entertainment	360.00	
41179	12/4/2014	46141	Kozwel Boatworks	Patrol boat parts	235.08	
41180	12/4/2014	48470	Lauren Yuncker	Expense reimbursement	45.36	
41181	12/4/2014	70361	Robert Duarte	Marketing Village entertainment	100.00	
41182	12/4/2014	70361	Robert Duarte	Marketing Village entertainment	100.00	
41183	12/4/2014	75712	Stacey Reed	Village events	172.50	
41184	12/4/2014	75900	Stop Signs and More	Signage for oil containment areas	155.09	
41185	12/4/2014	79652	Traffic Technologies LLC	Parking lot signage installation hardware	77.76	
41186	12/4/2014	82351	Ventura Breeze	Marketing Event/Harbor advertising	315.00	
41187	12/4/2014	82590	Vessel Assist	Salvage boat that sank in Village Marina	7,500.00	
41188	12/4/2014	85251	Angel Jones	Winter Wonderland Event costume rental	110.00	
41189	12/4/2014	Deposits	Debbie Armond	Refund event deposit	250.00	
41190	12/4/2014	PM OneTime	Kirk Grier	Slip fee refund	368.00	
41191	12/4/2014	2448	Downtown Ventura Partners	Trolley ads	210.00	
41192	12/8/2014	7032	Alliant Insurance Services	Annual Insurance Premiums-Vessels, Wharfs, Docks, Etc	57,582.00	
41193	12/17/2014	8251	** Voided ** Ventura Water	Check stub used to list invoices		0.00
41194	12/17/2014	8251	Ventura Water	Water utility usage-bi-monthly	24,843.67	
41195	12/18/2014	1036	Accurate First Aid Services	Replenish first aid stations	177.81	
41196	12/18/2014	1037	Acorn Newspapers	Marketing Event/Harbor advertising	289.92	
41197	12/18/2014	1058	Advantage Telecom Inc	District phone system/internet	1,830.94	
41198	12/18/2014	1154	Alejandra's Nursery	Plants/shrubs	333.25	
41199	12/18/2014	1178	American Office Products	Office supplies	172.66	
41200	12/18/2014	1676	Carquest Auto Parts	Parts/repairs to maintenance vehicles	154.36	
41201	12/18/2014	1679	Carpi, Clay & Smith	Washington lobbyist - Nov	5,000.00	
41202	12/18/2014	1725	C E D (Consolidated Electrical Dist)	Lighting parts	304.05	
41203	12/18/2014	1731	C.A.H.M.P.C. (Calif. Assoc. of Harbor Master & Port Captains)	Annual membership dues	300.00	
41204	12/18/2014	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	754.70	
41205	12/18/2014	1925	City Of S. Buenaventura	Trash Service	100.00	
41206	12/18/2014	2093	Cumulus Broadcasting Inc.	Marketing Event/Harbor advertising	2,850.00	
41207	12/18/2014	2097	Custom awards & Engraving	POL trophy plaques	123.52	
41208	12/18/2014	2100	CyberCopy Inc.	Document images	14.32	
41209	12/18/2014	2153	D West Graphics	Business card/letterhead printing	182.75	

ATTACHMENT 3

Accounts Payable Check Register for December 2014

Ventura Port District
Wells Fargo Checking

1/26/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
41210	12/18/2014	2174	Dan Harding	POL video DVD's and photographs	1,198.00	
41211	12/18/2014	2331	Dial Security Inc	To cover graveyard shifts for Dockmasters	668.75	
41212	12/18/2014	2440	Martin' s Double R Towing	Relocate a vehicle in the Village parking lot	50.00	
41213	12/18/2014	2446	DocuProducts	Copier maintenance fees	194.02	
41214	12/18/2014	2604	E.J. Harrison & Sons Inc.	Village trash service	1,218.17	
41215	12/18/2014	2751	Empire Cleaning Supply	Janitorial supplies	3,521.97	
41216	12/18/2014	2865	Euro Kelas Int. Inc.	Safety striping of Village staircases	820.00	
41217	12/18/2014	2924	FMP Uniform Co.	Patrol uniforms	64.50	
41218	12/18/2014	2935	Farmer Bros. Co	Coffee supplies	142.18	
41219	12/18/2014	2936	Fast Signs	Village accessibility signage	150.51	
41220	12/18/2014	2980	Fausset Printing, LLC	POL rack cards & posters	567.50	
41221	12/18/2014	2986	Ferguson Enterprises Inc.	Maintenance supplies, plumbing/parts/fixtures	210.58	
41222	12/18/2014	3046	Chase	Manager's credit cards	5,730.17	
41223	12/18/2014	3155	Franchise Tax Board	Employee garnishment	70.00	
41224	12/18/2014	3490	Grainger Inc.	Maintenance supplies	148.57	
41225	12/18/2014	3492	Green Thumb International	Plants/gardening materials	132.45	
41226	12/18/2014	3592	Hansen's Plumbing, Inc.	Clear clogs/grease from Village restaurants & restrooms	762.59	
41227	12/18/2014	3602	Happenings Magazine	Marketing Event/Harbor advertising	281.00	
41228	12/18/2014	3609	Hathaway Perrett Webster Inc.	Legal Village leasing issues	195.00	
41229	12/18/2014	3752	HLI Systems	Website service/maintenance	750.00	
41230	12/18/2014	3781	The Holly Workshop	Christmas light bulbs for harbor entry feature	335.40	
41231	12/18/2014	4225	J. W. Enterprises	Event trash receptacles	100.39	
41232	12/18/2014	4256	Jay Shapiro	Marketing Village entertainment	200.00	
41233	12/18/2014	4295	Jensen Design & Survey Inc.	Village accessibility planning assistance	8,340.00	
41234	12/18/2014	4852	Lagerlof Senecal Gosney	Legal services	15,214.25	
41235	12/18/2014	4897	PORAC Legal Defense Fund	Salary reduction benefit	50.00	
41236	12/18/2014	4939	Life-Assist Inc.	Safety supplies - Patrol	306.38	
41237	12/18/2014	5055	Mainstreet Architects Inc.	TI Improvement planning in Village	405.00	
41238	12/18/2014	5071	Luners Production Services	Rent sound equipment for event production-Village	166.63	
41239	12/18/2014	5083	Oasis Technology Inc.	IT Tech Support	312.50	
41240	12/18/2014	5210	McCormix Corp.	Fuel for maintenance vehicles	417.59	
41241	12/18/2014	5231	Mendez Roofing Inc	Village roof leak repairs	1,455.00	
41242	12/18/2014	5295	Michael Green Painting	Safety striping of Village staircases	4,087.50	
41243	12/18/2014	5505	Muzicraft Inc.	Ambient music in Village - Jan	127.50	
41244	12/18/2014	5625	Nestle Pure Life	Bottled water service	131.80	

ATTACHMENT 3

Accounts Payable Check Register for December 2014

Ventura Port District
Wells Fargo Checking

1/26/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
41245	12/18/2014	6178	PERS Long Term Care Program	Salary reduction benefit	121.31	
41246	12/18/2014	6201	Pamela Griffin	Wellness program instructor	100.00	
41247	12/18/2014	6245	Patrick Burdick	Marketing Village entertainment	200.00	
41248	12/18/2014	6284	Peace Officers Research Assoc.	Salary reduction benefit	92.00	
41249	12/18/2014	6470	LegalShield	Salary reduction benefit	192.30	
41250	12/18/2014	6687	RRM Design Group Inc.	Village accessibility planning assistance	3,758.10	
41251	12/18/2014	7015	Rick Wilborn	POL video DVD's and photographs	270.00	
41252	12/18/2014	7210	SEIU Local 721	Union dues for Harbor Patrol	242.88	
41253	12/18/2014	7240	AT&T	Fiber/Wi-Fi Services VPD HDQ	1,326.25	
41254	12/18/2014	7270	Scotty Chitwood Ceilings, Inc	Ceiling tile supplies	205.11	
41255	12/18/2014	7346	Shell Fleet Plus	Fuel for Patrol vehicle	659.36	
41256	12/18/2014	7354	SSD Systems	Card key access replacement keys	792.32	
41257	12/18/2014	7410	Smith Pipe & Supply Inc.	Plumbing parts/fixtures	80.63	
41258	12/18/2014	7411	Smogies Smog Shop	Smog certification maintenance vehicles	243.75	
41259	12/18/2014	7434	Southern Calif. Edison	Utilities	418.33	
41260	12/18/2014	7762	The Home Depot	Small tools and maintenance supplies	212.96	
41261	12/18/2014	8228	Ventana Monthly	Marketing Event/Harbor advertising	300.00	
41262	12/18/2014	8239	Ventura County Reporter	Marketing Event/Harbor advertising	953.00	
41263	12/18/2014	8241	Ventura County Star	Marketing Event/Harbor advertising	1,268.00	
41264	12/18/2014	8244	Ventura Harbor Storage	Fisherman's storage/net repair area	5,762.10	
41265	12/18/2014	8250	Ventura Visitors & Convention	Advertising in VCB brochure and shared promo expenses	1,250.00	
41266	12/18/2014	8260	Verizon Wireless	Cell phones/services	783.91	
41267	12/18/2014	8530	White Nelson Diehl Evans LLP	Progress payment on District financial audit	2,300.00	
41268	12/18/2014	8531	Whisenhunt Communication	Public relations services	1,050.00	
41269	12/18/2014	8551	Williams Automotive Inc.	Parts/repairs to maintenance vehicles	128.59	
41270	12/18/2014	8713	Zambelli Fireworks	POL Events	3,500.00	
41271	12/18/2014	12856	Arkadin, Inc.	Conference call service	61.26	
41272	12/18/2014	19252	City of Ventura	Bi-annual entertainment permit fee	281.88	
41273	12/18/2014	25381	Duncan McIntosh Co., Inc.	Marketing advertising	415.00	
41274	12/18/2014	36500	Heather Hultman	Marketing Village entertainment	60.00	
41275	12/18/2014	74343	Sommerville Associates	Marketing - January services	2,005.25	
41276	12/18/2014	75712	Stacey Reed	Village events	60.00	
41277	12/18/2014	77812	Thermal Alliance	Village TI 1559 building	900.00	
41278	12/18/2014	79652	Traffic Technologies LLC	Parking lot signage installation hardware	569.27	
41279	12/18/2014	82351	Ventura Breeze	Marketing Event/Harbor advertising	625.00	

ATTACHMENT 3

Accounts Payable Check Register for December 2014

Ventura Port District
Wells Fargo Checking

1/26/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
41280	12/18/2014	Deposits	Duan Keith	Reissue check due to stop payment of lost check	220.00	
41281	12/18/2014	POL	Erik Pence	POL Best Animation Winner	175.00	
41282	12/18/2014	POL	Jan Lawson	POL Sweepstakes Winner	500.00	
41283	12/18/2014	POL	Richard Knuppel	POL Show Stopper Winner	150.00	
41284	12/18/2014	POL	Steve M. Linn	POL Best Use of Lights Winner	175.00	
41285	12/23/2014	12945	Assurant Employee Benefits	Dental Insurance Premiums	2,275.76	
41286	12/29/2014	1740	CSMFO (Calif. Society Municipal Finance Officers)	Conference Fees February 2015	350.00	
41287	12/29/2014	1762	Canon Financial Services	Copier lease for VPD HDQ and Marketing office	795.50	
41288	12/29/2014	4418	Jonathan Stanger	Marketing Village entertainment	325.00	
41289	12/29/2014	4493	Julie S. Hocker	Marketing Village entertainment	100.00	
41290	12/29/2014	7581	Steve Stafford	Marketing Village entertainment	275.00	
41291	12/29/2014	77920	Tom Buckner	Marketing Village entertainment	300.00	
41292	12/29/2014	ONETIME	Mark Botting	Refund event deposit	350.00	
Bank Account Totals					\$ 358,421.97	\$0.00

FEBRUARY 25, 2015

BOARD OF PORT COMMISSIONERS

CONSENT ITEM NO. 2

**APPROVAL OF NEW LEASE AND EXPANSION FOR
805 BAR AND GRILLED CHEESE**

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Approval of The 805 New Lease and Expansion
1575 Spinnaker Drive #101 & #102

RECOMMENDATION:

That the Board of Port Commissioners approve by motion:

- a) A new Restaurant Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Andres S Fernandez, LLC dba "The 805" for the premises located at 1575 Spinnaker Drive #101 & #102 consisting of a total of 2,390 square feet for a five year term subject to (i) the termination of the Lease between Ventura Port District and Andres S Fernandez, LLC dba "The 805" as set forth in (b) below; (ii) the termination of the Lease between Ventura Port District and Sin Chol Kim dba Mara Sushi and Grill as set forth in (c) below; (iii) the successful close of escrow on the sale of Mara Sushi and Grill to Andres S Fernandez, LLC, and (iv) legal counsel's review and approval of the final lease documents;
- b) A Lease Termination Agreement between Ventura Port District dba Ventura Harbor Village with Andres S Fernandez, LLC dba "The 805" for the premises located at 1575 Spinnaker Drive #101, which shall terminate concurrently with the approval of the Restaurant Lease Agreement set forth in (a) above; and
- c) A Lease Termination Agreement between Ventura Port District dba Ventura Harbor Village with Sin Chol Kim dba Maru Sushi and Grill for the premises located at 1575 Spinnaker Drive #102/#103, which shall terminate concurrently with the approval of the Restaurant Lease Agreement set forth in (a) above.

SUMMARY:

Mr. Fernandez has entered into an escrow to purchase Maru Sushi and Grill located at 1575 Spinnaker Drive #102. Upon the successful close of escrow, Mr. Fernandez intends to expand The 805 into the premises. At that time, the sushi restaurant will no longer operate in the Harbor.

BACKGROUND:

In the second quarter of 2013, Mr. Fernandez converted Andres Wine Bar into Andres 805 Bar and Grilled Cheese. This transition, which included a full liquor license and expanded food menu, significantly increased his gross sales.

The proposed expansion plan allows the operator to increase the square footage of the 805 Bar and Grilled Cheese from 865 square feet to a total of 2,390 square feet. The additional 1,525 square feet will allow Mr. Fernandez to offer both Cuban and Americano cuisine and live jazz music, renaming the premises The 805.

FISCAL IMPACT:

The tenant estimates his sales for the first twelve to eighteen months at a range of \$800,000 to \$1,000,000 due to the expanded premises, menu changes and the entertainment factor. We are confident that the tenant's sales will increase 8-10% per year. The occupancy expenses for the first year are approximately \$60,000 and shall be adjust at an average of 4% annually. In addition to the basic occupancy expenses, the percentage rent to the District is estimated to be \$40,000 to \$45,000 per year.

The new lease provides for a tenant improvement allowance of \$12.55 per square foot for infrastructure improvements. It is recommended that the Board approve the recommended action for this very exciting expansion plan subject to the successful close of escrow.

FEBRUARY 25, 2015

BOARD OF PORT COMMISSIONERS

CONSENT ITEM NO. 3

APPROVAL OF OUT OF TOWN TRAVEL REQUESTS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT ITEM 3

Meeting Date: February 25, 2015

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

RECOMMENDATION:

That the Board of Port Commissioners approve the following out of town travel requests (costs are approximate amounts):

- A) Dredging & Project Management Consultant Richard Parsons' travel to Washington, DC to participate in the California Marine Affairs & Navigation meetings, March 9 through 12, 2015, in an effort to secure federal funding for the maintenance dredging of the Ventura Harbor entrance channel area. The benefit to the District for this travel is that Washington Week is when all the pieces of the Office of Management and Budget and the U.S. Army Corps of Engineers' budget process; the President's Budget Request; and, Congressional Allocations and Appropriations come together. Meetings provide updates and social events; and there are opportunities to meet with legislators and Corps of Engineers officials in their Washington, DC offices. Estimated costs are as follows:

Meeting Registration	\$ 395.00
Transportation (airline)	\$ 349.00
Meals	\$ 400.00
Miscellaneous-Parking, etc.	<u>\$ 120.00</u>
TOTAL	\$ 1,264.00

- B) Commissioner Greg Carson travel to Washington, DC to participate in the California Marine Affairs & Navigation meetings, March 8 through 13, 2015, in an effort to secure federal funding for the maintenance dredging of the Ventura Harbor entrance channel area. The benefit to the District for this travel is that Washington Week is when all the pieces of the Office of Management and Budget and the U.S. Army Corps of Engineers' budget process; the President's Budget Request; and, Congressional Allocations and Appropriations come together. Meetings provide updates and social events; and there are opportunities to meet with legislators and Corps of Engineers officials in their Washington, DC offices. Estimated costs are as follows:

Meeting Registration	\$ 395.00
Transportation (airline)	\$ 800.00
Lodging	\$ 1,643.65
Personal Vehicle	\$ 73.83
Meals	\$ 570.00
Miscellaneous-Parking, etc.	<u>\$ 120.00</u>
TOTAL	\$ 3,602.48

Note:

Pursuant to the Expense Reimbursement Policy, Meal and Incidental Expenses are not to exceed \$115 per day. Funds have been allocated in the FY 2014-15 Budget for training and conferences.

FEBRUARY 25, 2015

BOARD OF PORT COMMISSIONERS

INFORMATIONAL ITEM NO. 4

COMPENSATION AND BENEFITS COMPARISON

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

INFORMATIONAL ITEM 4
Meeting Date: February 25, 2015

TO: Board of Port Commissioners
FROM: G. Scott Miller, Harbormaster
SUBJECT: Compensation and Benefits Comparison

RECOMMENDATION:

That the Board of Port Commissioners receive and discuss the compensation and benefits comparison and provide staff with appropriate direction.

BACKGROUND:

At the September 10, 2014 Board of Port Commission Meeting Commissioner Bravo requested that the Board review various compensation plans including the District's "Merit System", before year's end. On December 17, 2014, the General Manager presented a report recommending that the Board discuss and take appropriate action on potential changes to employee compensation or benefits. During the discussion, the Board gave staff direction to provide information on the salary and benefits offered by comparable agencies including consideration for Cost of Living Differences between locales. The Board passed a motion to continue this item to the February 11, 2015 meeting and then continued it to the February 25, 2015 meeting.

Salary Range Information: The State Controller's Office compiles salary and benefit information for every public agency in California organized by Department and Position Detail. Staff gathered information for Santa Cruz Port District (Special District), Santa Barbara Harbor (City) and Channel Island Harbor (County) and was able to identify seven positions that were common for all four agencies. Where multiple people fill a position, i.e. Maintenance Worker I, individual salaries were combined and averaged.

7 Comparable Positions

Accounting Manager
Accounting Technician
Facilities Manager
*Harbor Patrol Officer II
Harbormaster
Maintenance Worker I
*Senior Harbor Patrol Officer

Staff was unable to satisfactorily factor in local cost of living because State or Federal sources only provide regional statistics. The website, www.salary.com and www.areavibes.com purport to provide direct comparison between cities, however there are significant difference in the data. Salary.com indicates that the cost of living in Ventura and Santa Barbara is essentially even and Santa Cruz is 12.1% higher than Ventura. Areavibes.com states that the local cost of living in Santa Barbara is 35.7% higher than Ventura and Santa Cruz is 22.4% higher. Without a reliable Government source, or two sources that provide reasonably similar information, staff decided not to factor this into the wage comparison.

The State Controller's report defines salary to include regular salary, overtime, Comp Time/Vacation payoff, and benefits such as Uniform Allowance. Retirement includes the Employer Contribution to retirement plus the agencies' contribution toward the Employee's Contribution. Health Benefits include the agencies' contributions to Medical/Dental/Vision benefits. The chart below compares District's costs of benefits as a percentage relative to all four surveyed agencies.

Comparison of District with All Surveyed Agencies

Position	Bottom of Range	Top of Range	Avg Salary Paid	Avg Benefits	Avg Total Comp
District Miscellaneous	-3.0%	5.0%	-4.8%	-22.4%	-9.5%
District Safety	-5.7%	5.0%	-4.3%	-52.6%	-19.5%

The District's costs for benefits are significantly less for both Miscellaneous and Safety Employees. This is likely due to the fact that the District's PERS retirement formula is lower than most of the agencies, especially for Harbor Patrol Officers. Additionally, the Harbor Patrol Officers contribute 3% of salary to their retirement. The District pays the 7% employee contribution for all Miscellaneous Employees, both represented and non-represented.

Comparison with Other Agencies: Retirement Formula

Agency	Misc. Employees ¹	Safety Employees
Ventura Port District	2% @ 55	2% @ 55
Channel Island Harbor	2% @ 61	2% @ 50
Santa Cruz	2.5% @ 55	2.5% @ 55
Santa Barbara Harbor	2.7% @ 55	3% @ 50

Wages/Benefits: The board could consider potential increases to salary and or benefits on July 1 for fiscal year 2015 – 2016.

Through the budget process, wages have been frozen four of the last seven fiscal years. Since an employee is only eligible to receive an increase in pay “based on merit” on his or her anniversary date, a 12-month wage freeze results in a 24-month wage freeze for the individual. Concurrently, no increase in wages for two consecutive years impacts the employee wages for up to 36 months.

An alternative to increasing wages would be to increase health or other benefits. The MOUs with represented employees are written so an increase in a medical benefit on a District-wide basis will also be granted to the represented employees.

History of Pay Increases

F/Y	Increase
08/09	3%
09/10	0%
10/11	3%
11/12	0%
12/13	3%
13/14	0%
14/15	0%

Merit System: In early 2002, a Commissioner spearheaded the effort to convert the Port District 5-Step Salary structure, that is common in agencies in California, to a “Merit System”, that is common in private sector medical facilities.

As implemented by the District in July 1, 2004, the distinctions between the two systems are:

5-Step Salary Structure	Merit Salary Structure
5 defined steps	Salary Range
25% between Step 1 and Step 5	30% between bottom and top of range
Movement from one step to another based on “satisfactory performance”	Movement based on “Merit” with eligibility to receive more or less than “normal”
An increase to the Salary Range would be applied to each step and every employee would receive the increase	An increase to the Range would only apply to an employee at the bottom of the range and not affect those within the range
During a Pay Freeze, an employee will still be given earned “Step Increases”	All wages are frozen during a Pay Freeze

The advantage of a Merit System is that “high performing” employees receive financial reward, thereby moving through the Salary Range quicker than a “Satisfactory Employee.” In theory, after five years, the High Performer would earn at least 5% more than his “Satisfactory” counterpart.

However, that has not been the case at the District. In reviewing the salaries of the employees that were at the District when the “Merit System” was implemented eleven years ago, no employee has managed to move to the top of the range. On average, these Harbor Patrol Officers are 39% below the top of their range; Administration employees are 27% from the top of the range; Maintenance employees are 15%.

It is recommended that the Board consider directing staff to review the merit system and report their findings and alternatives to the Board no later than September 30, 2015.

ATTACHMENTS:

Attachment 1 – Screen Shots of State Comptroller's Web Site

Attachment 2 – Salary Data from Comptroller's Web Site

Attachment 3 – Effect of 12-Month Wage Freeze on Employees

ATTACHMENT 1 – Screen Shots of State Comptroller’s Web Site

The State Controller's Office is not responsible for the accuracy of this information. [Learn more.](#) Save results as XLS PDF

Filter by: Total Wages Min Max Apply | Reset Search in table: Find Next

Showing page 1 of 1 <<First <Previous 1 of 1 Next> Last>>

Position	Department	Total Wages	Total Retirement & Health Cost
Senior Harbor Patrol Officer	Harbor Patrol	\$85,166	\$19,033
Harbor Patrol Officer II	Harbor Patrol	\$77,624	\$17,831
Harbor Patrol Officer II	Harbor Patrol	\$74,161	\$16,507
Harbor Patrol Officer II	Harbor Patrol	\$70,630	\$16,953
Harbor Patrol Officer II	Harbor Patrol	\$62,958	\$17,005
Harbor Patrol Officer II	Harbor Patrol	\$62,381	\$15,452
Harbor Patrol Officer II	Harbor Patrol	\$62,202	\$14,525
Harbor Patrol Officer II	Harbor Patrol	\$48,113	\$9,453

Position Detail

Harbor Patrol Officer II

Special District: [Ventura Port District](#)

Department: [Harbor Patrol](#)

County: [Ventura](#)

Year: 2012

\$62,958 total wages

\$57,837
regular pay

\$3,418
overtime pay

\$1,490
lump-sum pay

\$213
other pay

\$49,236 – \$69,888 regular pay range for classification

\$17,005 total retirement & health cost

\$7,904
defined benefit
plan

\$1,901
employee's ret.
cost covered

\$0
deferred
compensation

\$7,200
health/dental/vision
contribution

2%@55 applicable defined benefit pension formula

[Click a term for a definition](#)

ATTACHMENT 2 – Salary Data from Comptroller's Web Site

Salary and Benefit Comparison

Ventura Port District (Special District)

Position	Bottom of Pay Scale	Top of Pay Scale	Avg Salary Paid	Avg Benefits Paid	Avg Total Comp.	Retirement Formula
Accounting Manager	86089	97896	86191	27674	113865	2% @ 55
Accounting Technician	38952	57312	60035	12387	72422	2% @ 55
Facilities Manager	65172	91320	82769	24664	107433	2% @ 55
Harbor Patrol Officer II	49236	69888	65438	15389	80828	2% @ 55
Harbormaster	73176	107676	100914	30336	131250	2% @ 55
Maintenance Worker I	31164	45852	38111	12934	51045	2% @ 55
Senior Harbor Patrol Officer	55716	81984	85166	19033	104199	2% @ 55

Channel Island Harbor (County)

Position	Bottom of Pay Scale	Top of Pay Scale	Avg Salary Paid	Avg Benefits Paid	Avg Total Comp.	Retirement Formula
Accounting Manager	73364	96912	100550	29771	130321	2% @ 61
Accounting Technician	30341	42473	36506	14247	50753	2% @ 61
Facilities Manager	40836	57263	51656	17698	69354	2% @ 61
Harbor Patrol Officer II	50162	64011	69443	48040	117483	2% @ 50
Harbormaster	70703	97296	115440	85234	200674	2% @ 50
Maintenance Worker I	29729	39909	39559	22512	62071	2% @ 58.5
Senior Harbor Patrol Officer	61839	75331	81464	67452	148916	2% @ 50

Santa Cruz Harbor (Special District)

Position	Bottom of Pay Scale	Top of Pay Scale	Avg Salary Paid	Avg Benefits Paid	Avg Total Comp.	Retirement Formula
Accounting Manager	75000	76500	79154	37505	116659	2.5% @ 55
Accounting Technician	44208	58968	62244	15931	78175	2.5% @ 55
Facilities Manager	75000	75000	85902	22910	108812	2.5% @ 55
Harbor Patrol Officer II	42096	55944	56091	27642	83732	2.5% @ 55
Harbormaster	75000	76500	87702	22654	110356	2.5% @ 55
Maintenance Worker I	31284	47292	57261	26436	83697	2.5% @ 55
Senior Harbor Patrol Officer	44208	58968	77150	18839	95989	2.5% @ 55

Santa Barbara Harbor (City)

Position	Bottom of Pay Scale	Top of Pay Scale	Avg Salary Paid	Avg Benefits Paid	Avg Total Comp.	Retirement Formula
Accounting Manager	97549	118572	112479	31974	144453	2.7% @ 55
Accounting Technician	48044	58398	58686	16397	75083	2.7% @ 55
Facilities Manager	96581	117395	116526	46782	163308	2.7% @ 55
Harbor Patrol Officer II	63525	77215	85542	48516	134058	3% @ 50
Harbormaster	94673	115076	125909	35253	161162	2.7% @ 55
Maintenance Worker I	38385	46658	48613	23516	72129	2.7% @ 55
Senior Harbor Patrol Officer	78328	95208	108901	45433	154334	3% @ 50

ATTACHMENT 3 - Impact of 12-Month Pay Freeze on Employee Raises

F/Y	Employee A	Employee B	Employee C
Jul-10			
Aug-10			
Sep-10			
Oct-10	Raise		
Nov-10			
Dec-10			
Jan-11			
Feb-11		Raise	
Mar-11			
Apr-11			
May-11			Raise
Jun-11			
Jul-11			
Aug-11			
Sep-11			
Oct-11	Freeze		
Nov-11			
Dec-11			
Jan-12			
Feb-12		Freeze	
Mar-12			
Apr-12			
May-12			Freeze
Jun-12			
Jul-12			
Aug-12			
Sep-12			
Oct-12	Raise		
Nov-12			
Dec-12			
Jan-13			
Feb-13		Raise	
Mar-13			
Apr-13			
May-13			Raise
Jun-13			
Jul-13			
Aug-13			
Sep-13			
Oct-13	Freeze		
Nov-13			
Dec-13			
Jan-14			
Feb-14		Freeze	
Mar-14			
Apr-14			
May-14			Freeze
Jun-14			
Jul-14			
Aug-14			
Sep-14			
Oct-14	Freeze		
Nov-14			
Dec-14			
Jan-15			
Feb-15		Freeze	
Mar-15			
Apr-15			
May-15			Freeze
Jun-15			
Jul-15			
Aug-15			
Sep-15			
Oct-15	???		
Nov-15			
Dec-15			
Jan-16			
Feb-16		???	
Mar-16			
Apr-16			
May-16			???
Jun-16			

FEBRUARY 25, 2015

BOARD OF PORT COMMISSIONERS

ACTION ITEM NO. 5

APPROVAL OF THE 2015 NON-REPRESENTED

EMPLOYEE SALARY ADJUSTMENTS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

ACTION ITEM 5
Meeting Date: February 25, 2015

TO: Oscar Peña, General Manager
FROM: G. Scott Miller, Harbormaster
SUBJECT: Approval of 2015 Non-Represented Employee Salary Adjustments

RECOMMENDATION:

That the Board of Port Commissioners discuss and take appropriate action to approve Resolution No. 3263, which provides for a 3% adjustment to the bottom of the Non-Represented Employee Salary Range, effective January 1, 2015.

DISCUSSION:

Based on comparisons with other agencies, the recommended action in regards to salary is to raise the bottom of the Non-Represented Employee Salary Range by 3%, effective January 1, 2015, with no changes to the top of the range.

FINANCIAL IMPACT:

The financial impact of this action in Fiscal Year 2014 - 2015 is approximately \$2,500. Two Custodians are 2% above the bottom of the Salary Range for their position and the Marketing and Events Coordinator is within 5% of the bottom of the salary range. In order to keep these employees within the new range, the custodians would receive a pay increase of \$0.69 per hour and the Marketing and Events Coordinator would receive pay increase of \$0.94 per hour. No other wage or salary increases are being recommended during this fiscal year.

ATTACHMENTS:

Attachment 1 – Resolution No. 3263

ATTACHMENT 1



RESOLUTION NO. 3263

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE VENTURA PORT DISTRICT ESTABLISHING THE SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES OF THE DISTRICT FOR CALENDAR YEAR 2015

BE IT RESOLVED, by the Board of Port Commissioners of the Ventura Port District, that the Salary Schedules set forth below shall become effective January 1, 2015.

Classification	Monthly Range
Accounting Manager*	\$5,710 - \$8,403
Accounting Technician	\$3,343 - \$4,919
Administrative Assistant/Clerk*	\$3,932 - \$5,786
Custodian I	\$2,431 - \$3,578
Electrical Technician	\$3,727 - \$5,483
Facilities Manager*	\$5,594 - \$7,838
Gardener	\$2,674 - \$3,936
Harbormaster*	\$6,281 - \$9,242
Landscaper	\$3,208 - \$4,723
Maintenance Supervisor *	\$4,757 - \$7,001
Maintenance Worker I	\$2,675 - \$3,936
Maintenance Worker II	\$3,208 - \$4,723
Management Assistant	\$2,725 - \$4,009
Marina Manager*	\$4,708 - \$6,928
Marketing & Event Coordinator	\$3,374 - \$4,303
Marketing Manager*	\$5,129 - \$7,549
Mechanical Technician	\$3,727 - \$5,483
Property Manager*	\$5,594 - \$7,838
Senior Harbor Patrol Officer	\$4,782 - \$7,037

*Exempt Employee Status



ATTACHMENT 1

Temporary Employee	Hourly Range	
Dispatcher	\$15.00	- \$18.53
Administrative/Marketing Services	\$9.00	- \$23.18

BE IT FURTHER RESOLVED, that the General Manager's salary shall be negotiated with the Board. Any employee with an employment agreement shall have his or her rate of pay or salary established annually through negotiation with the General Manager and/or the Board in conjunction with the annual District budget; and

RESOLVED, that all other rates of pay shall be confined to a Salary Resolution established by the Board and will be based on a range, and

RESOLVED, that adjustments within a Pay Range will be based on individual merit. Merit encompasses an employee's knowledge, experience, ability, and performance, among other factors. A merit increase is considered as being earned by an employee. A merit increase is advancement to a higher rate in the employee's classification pay range. A merit increase is based on satisfactory or better work performance and must be accompanied by a current employee evaluation prepared and signed by the employee's supervisor and signed and approved by the General Manager. The employee shall acknowledge receipt of such evaluation; and

RESOLVED, that the District shall continue to contribute a maximum of \$600.00 per month toward the employee's cost of health and dental insurance. The amount specified in the District's Optional Benefit Plan shall \$400.00 per month. Those employees who choose not to participate in the District's health and dental insurance will receive \$216.00 as additional salary; and

BE IT FURTHER RESOLVED that each year during the budget process and at such other times as the Board of Port Commissioners shall determine in its discretion, the Board of Port Commissioners shall review the Salary Range Plan to ensure that the specified salary ranges are appropriate for identified positions given the duties and responsibilities of such positions.

PASSED, APPROVED and ADOPTED this 25th day of February, 2015 at the regular meeting of the Board of Port Commissioners of the Ventura Port District, Resolution No. 3263 was adopted by the following vote:

AYES:
NOES:
Abstain:
Absent:

Attest:

Jim Friedman, Chairman

Bruce Smith, Secretary
(Seal)

ATTACHMENT 1

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, Bruce Smith, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3263 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 11th day of February 2015, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 25th day of February 2015.

Secretary

(Seal)

FEBRUARY 25, 2015

BOARD OF PORT COMMISSIONERS

ACTION ITEM NO. 6

OCEANS WEST DEVELOPMENT MODERNIZATION PLAN

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

ACTION ITEM 6

Meeting Date: February 25, 2015

TO: Board of Port Commissioners
FROM: G. Scott Miller, Harbormaster
SUBJECT: Interim Modernization Plan – Oceans West Development – Work Completed

RECOMMENDATION:

That the Board of Port Commissioners formally acknowledge by motion that the work approved in the Interim Modernization Plan (IMP) submitted by Oceans West Development, aka Ventura West Marina II, has been fully completed as required by the Lease.

BACKGROUND:

Section 9.D. General Conditions of the lease with Oceans West Development (ATTACHMENT 1) requires the implementation of a major renovation and modernization program to bring the exterior and interior structures to competitive quality and prevailing standard between the 30th and 33rd year of the lease. The parties entered into this lease on March 1, 1982. The work is to be completed by March 1, 2015.

At the February 25, 2014 Board of Port Commissioner Meeting, the Board approved the Interim Modernization Plan submitted by Oceans West Development. As noted in the Plan, there was no dock renovation component because the wooden docks and floats have been well maintained.

DISCUSSION:

This work has been completed as summarized in the cover letter and attachments (ATTACHMENT 2) provided by Chuck Ormson, General Manager. Staff has been communicating with Mr. Ormson and inspecting the property on a regular basis to monitor the progress of the work. Staff is satisfied that all work has been fully completed.

ALTERNATIVES:

The Board could take informal action acknowledging the work required by the Plan that has been completed or take any action the Board deems appropriate. If the Board chooses not to acknowledge that the work has been completed, it is recommended that the Board take action to extend the requirement that the work must be completed by March 1, 2015.

ATTACHMENTS:

Attachment 1 – Section 9.D of the Lease

Attachment 2 – Ventura West Marina Letter, dated February 17, 2015

ATTACHMENT 1

Section 9.D

Interim Modernization of Leasehold Structures. A major renovation and modernization program, to bring the exterior and interior of all leasehold structures up to competitive quality and prevailing standards for the use authorized, must be scheduled to occur and must take place between the 30th and the 33rd year of the lease.

The modernization and refurbishing plan of the LESSEE at that time must satisfy the LESSOR that the improvement(s) on the leasehold will retain attractiveness as a harbor facility, will remain structurally sound for the balance of the entire Lease term, and will provide above average facilities for use or rentals, thus assuring a satisfactory income stream.

A minimum modernization program will include reconditioning exteriors by repainting, replacement of exterior material with like materials, re-roofing with equivalent material, and replacement of landscaping materials, to original equivalent as necessary. Interior modernization will include painting; replacement of carpeting or other floor covering; replacement or refinishing of cabinets, hardware, and bathroom fixtures; and repair or replacement of plumbing and electrical systems, as necessary. If other interior furnishings are supplied by the LESSEE, refinishing or replacement of such items will be included as necessary.

The modernization plan should be submitted to and approved by the LESSOR before starting, and construction provided for in the approved plan must be completed no later than the end of the 33rd year of the lease.

The essence of the modernization provision is to retain high quality facilities compatible with harbor environment for the full lease term, and not to effect early termination of the Lease except to fulfill that objective.



Attachment 2

February 17, 2015

Mr. Oscar Peña, General Manager
Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001

Re: Oceans West Development Interim Modernization Plan, Parcel 7

Dear Oscar:

It is a pleasure to report that the Oceans West Development (Parcel 7) Interim Modernization Plan (IMP) required by our Master Lease of March 1, 1982 and approved by the Port District on February 26, 2014, has been completed. The IMP scope of work was substantial and greatly exceeded the requirements of the Master Lease.

The IMP consisted of five project categories: Buildings; Restrooms, Showers and Laundry; Grounds; Landscaping; and Parking Lots. A photographic composite containing a series of before and after photographs is included as Attachment A. Some work required building permits. For reference, these permits are included as Attachment B. Briefly, the following work was completed.

Buildings – Both buildings were re-roofed and the exteriors painted. Deteriorated eave fascias were replaced. The Café signs were upgraded as was sign lighting. All exterior building lights were replaced with LED fixtures controlled by photo cell. The Café patron area and common hallway floors were retiled.

Restrooms, Showers and Laundry – All floor and wall tile was replaced with commercial grade porcelain tile and all non-tiled areas repainted. All shower and deck drain p-traps were replaced and the drainage pipes reamed, videoed and evaluated as satisfactory. Shower pans were replaced as were the urinals and toilets with auto-flush sensors. The counters were replaced with custom marble tops and complemented with porcelain sinks, metered-flow faucets, soap dispensers and mirrors. All stall partitions, shower doors, teak mats, curtains, rods, hooks and paper dispensers were replaced. The shower benches were converted to folding seat benches. New energy efficient LED can and accent lighting fixtures were added. Exhaust fans and timers were restored to original configuration. Each shower now has individual heating and exhaust ducts and lighting timers.

Grounds – Five backless benches on concrete pads were added along the waterfront promenade. Extensive concrete work improved sidewalks, curbs and gutters. Parking lot lights and poles were replaced, converting to energy efficient LED fixtures. The dumpster trellises were replaced and the enclosures painted. All entry, parking and dock entry signs were painted and the South entry sign foundation posts refurbished. New in-ground traffic spikes, warning signs and lights were installed.

Landscaping – Landscaping upgrades were extensive involving replacement of all non-palm trees less one pine tree and 95% of the shrubs and plants. Approximately 115 existing palm trees were trimmed and skinned and one pine tree trimmed and laced. Over 70 new 15-gallon trees were planted and all planters less those along Spinnaker Drive were newly planted. Existing Spinnaker Drive plants were supplemented with complementary foliage. The sprinkler system for the entire property was upgraded.

Parking Lots – Over 3000 sqft of root damaged asphalt was repaired. Approximately 100,000 sqft of lot was tack coated and overlaid with 2 inches of new hot mix asphalt. Over 320 parking spaces were restriped and all curbs and speed bumps were repainted.

The IMP took over 6 months to complete and we are quite pleased with the results. We welcome the Port District Commissioners and Staff to visit the property at any time convenient to them to see first-hand.

Oceans West Development proudly submits this letter of completion and requests formal Port District acknowledgement that the completed IMP fully meets the Master Lease requirements.

Please contact us if you have any questions or require additional information.

Sincerely,

A handwritten signature in cursive script, appearing to read "Chuck Ormson".

Chuck Ormson
General Manager

cc: Eric Leslie

Attachments (2)

FEBRUARY 25, 2015

BOARD OF PORT COMMISSIONERS

ACTION ITEM NO. 7

**APPROVAL OF MID-YEAR BUDGET ADJUSTMENTS
FOR FISCAL YEAR 2014 - 2015**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

ACTION ITEM 7
Meeting Date: February 25, 2015

TO: Board of Port Commissioners
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Approve by Resolution Mid-Year Budget Adjustments for Fiscal Year 2014-15

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3265 authorizing the Mid-Year Budget Adjustments for Fiscal Year 2014 - 2015.

BACKGROUND:

The District's fiscal year extends from July 1 through June 30. The operating budget is an essential component of the management planning and control process. This budget process is required by the Governmental Accounting Standards Board, which has jurisdiction over special districts. The concept of fiscal accountability requires that a government agency justify its actions in the context of budgetary restrictions on the use of resources.

The General Manager in collaboration with the Accounting Manager and all Department Managers evaluate the income and expense categories of the budget at mid-year to determine where adjustments may be necessary. Following this analysis, appropriate adjustments are made to the budget and recommended to the Board for approval.

As a result of this process, cash flows in from normal operations are projected at \$228,500 for the year. This is \$473,000 less than anticipated in the original Fiscal Year 2014 - 2015 budget. This adjustment is discussed in greater detail later in this report. The unrestricted cash balance is projected to be \$5,420,000 at June 30, 2015.

DISCUSSION:

On February 11, 2015, The Board of Port Commissioners held a public workshop to review, discuss and give staff direction on the proposed Mid-Year Budget Adjustments for Fiscal Year 2014 - 2015.

The following explains the significant adjustments that are being proposed to the Board:

Operating Revenue

It is recommended that operating revenues be reduced by \$180,000 bringing the operating revenue to \$7,080,000 for the year. This is due to revenue lost from retail, restaurant, office tenancies and the marina at Harbor Village.

Operating Expenditures

An operating expense increase of \$293,000 is recommended. The majority of this increase is due to an increase in insurance premiums for general liability and workers compensation. JPIA performs an annual retro-deposit analysis based on historical losses and adjusts the current year's premium accordingly. A closer look at the remaining operating expenditures is as follows:

- Building Maintenance has decreased \$50,000. Instead of tenting the buildings for termite treatment, we are now contemplating entering into a contract with a pest control company to provide spot treatment to the various buildings at Harbor Village.
- Professional/Outside Services increased \$22,500 to supplement the Dockmaster/Security services at Harbor Village.

- Professional Services/Legal increased \$55,000. Legal expenses have increased over the last two years. Below is a summary of the primary categories for 2014 for the Ventura Port District and Ventura Harbor Village that utilized a large percentage of the total legal expenses.

Capital Improvements

The total expenditures for Capital Improvement Projects will be increased by \$364,000. Attachment 3 is an adjusted capital improvement projects schedule for Fiscal Year 2014 - 2015. The changes in the capital improvements projects for Fiscal Year 2014 - 2015 are explained below:

- Village Buildings 15 - The estimated cost for roof replacement for buildings 1431, 1449 and 1559 at Harbor Village is being adjusted by \$400,000 for a total of \$850,000. This adjustment is based on the advice of the District's engineer who created the bid specs.
- Village Buildings 20 – The HVAC system for the National Park Service building at 1431 Spinnaker has been reduced by \$75,000 bringing the total to \$50,000.
- Parking Lots 61 – New project for \$30,000 to build a concrete and stucco trash enclosure structure in the parking lot directly across from the Baja Bay Surf n Taco area in the Village at 1567 Spinnaker Drive.
- Grounds 1 – Purchase and installation of a new permanent flagpole for \$8,000 on the grounds between the Port District office and the Harbortown Point Timeshare. The Board of Port Commissioners approved the flagpole at their December 17, 2014 regular meeting.

CONCLUSION:

The proposed changes will enable the District to continue to offer a high level of services to the public. The Board and staff have focused their efforts on the capital costs and infrastructure improvements for the remainder of Fiscal Year 2014 and possibly the next three to five years.

As the economy and occupancy levels improve, there will be more resources available to reinvest into the harbor and Harbor Village. The District continues to strive to offer a first-class harbor for visitors and residents alike.

ATTACHMENTS:

Attachment 1 – Resolution No. 3264 to adopt Mid-Year Budget Adjustments Fiscal Year 2014-2015

Attachment 2 – Mid-Year Budget Adjustments for Fiscal Year 2014-2015

Attachment 3 – Mid-Year Capital Improvement Projects Adjustments for Fiscal Year 2014-2015



RESOLUTION NO. 3265

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ADJUSTING THE
2014-15 FISCAL YEAR BUDGET**

BE IT RESOLVED by the Board of Port Commissioners of the Ventura Port District, that the following budget adjustments be made to the 2014 - 2015 Fiscal Year Budget:

ENTERPRISE FUND

OPERATING REVENUE:

1. Decrease Harbor Village Retail by \$15,000
2. Decrease Harbor Village Restaurants by \$35,000
3. Decrease Harbor Village Fish Offloading by \$25,000
4. Decrease Harbor Village Marina by \$75,000
5. Decrease Harbor Village CAM Income by \$25,000
6. Decrease Harbor Village Merchants Promo Dues by \$5,000

OPERATING EXPENDITURES:

Personnel Expenses (including Harbor Patrol)

1. Increase Wages by \$20,500
2. Increase Workers Comp by \$108,000
3. Decrease Medical & Life Insurance by \$2,000
4. Increase Optional Benefit Plans by \$9,000
5. Increase Retirement Contributions by \$6,500

General Expenses (including Harbor Patrol)

1. Increase Auto/Boat Equip & Maintenance by \$2,500
2. Decrease Building Maintenance by \$50,000
3. Increase Communications by \$6,000
4. Increase Dock & Fish Pier Repairs by \$3,000
5. Increase General Liability Insurance by \$124,500
6. Decrease Grounds Maintenance by \$12,500
7. Increase Janitorial Supplies by \$6,500
8. Increase Prof. Services-Legal by \$55,000
9. Increase Prof. Services-General by \$22,500
10. Increase Uniforms and Tool Allow by \$1,000
11. Decrease Utilities & Trash by \$7,500

IMPROVEMENTS:

1. Decrease Building Tenant Improvements by \$70,000
2. Increase Accessibility Enhancements by \$15,000
3. Increase Capital Improvements by \$363,000



ATTACHMENT 1

GRANT FUNDING AND SPECIAL PROJECTS:

1. Increase DBAW Grants-Launch Ramp by \$167,000
2. Increase Launch Ramp Renovations by \$167,000

PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners, this 25th day of February 2015.

Chairman

ATTEST:

Secretary

(Seal)

ATTACHMENT 1

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, _____, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3265 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 25th day of February 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 25th day of February 2015.

(Seal)

Secretary

ATTACHMENT 2

VENTURA PORT DISTRICT MID-YEAR BUDGET ADJUSTMENTS FOR FISCAL YEAR 2014-15

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Budget 2013-14</u>	<u>Budget 2014-15</u>	<u>Adjustment</u>	<u>Adjusted Budget 2014-15</u>	<u>Comments</u>
OPERATING REVENUE							
Parcel Lease Income	2,879,616	2,952,663	2,910,000	3,050,000	-	3,050,000	
Dry Storage Income	96,993	89,472	96,000	80,000	-	80,000	
Commercial Fishermen's Storage	57,442	63,167	63,500	70,000	-	70,000	
Parking Income	64,242	55,877	41,000	55,000	-	55,000	
Misc. Income/Rentals	2,454	183,583	112,500	109,000	-	109,000	
Harbor Village Lease Income							
Retail	427,052	445,324	440,000	440,000	(15,000)	425,000	Vacancies in Village
Restaurant	949,193	895,802	865,000	905,000	(35,000)	870,000	Vacancies in Village
Offices	567,992	548,550	560,000	555,000	-	555,000	
Charters	298,454	344,208	365,000	355,000	-	355,000	
Commercial Fishing	67,828	62,422	65,000	70,000	-	70,000	
Fish Offloading	138,468	237,335	200,000	175,000	(25,000)	150,000	Slow squid season
Harbor Village Misc. Income	17,770	13,317	6,000	6,000	-	6,000	
Booth/Vendor Income	10,301	9,968	7,000	9,500	-	9,500	
Sponsorships	5,158	14,210	16,000	16,500	-	16,500	
Harbor Event Permits	18,762	37,777	18,000	33,000	-	33,000	
Harbor Village Marina Slip Rentals	989,258	934,143	988,000	951,000	(75,000)	876,000	Vacancies in Village Marina
Harbor Village CAM Income	313,867	287,044	280,000	295,000	(25,000)	270,000	Vacancies in Village
Harbor Village Merchants Promo Dues	87,417	83,405	83,000	85,000	(5,000)	80,000	Vacancies in Village
TOTAL OPERATING REVENUE	6,992,267	7,258,267	7,116,000	7,260,000	(180,000)	7,080,000	
% change from previous years actual	-3%	4%		0%		-2%	
OPERATING EXPENDITURES							
<u>Personnel Expenses</u>							
Total Wages	1,525,233	1,597,943	1,630,500	1,583,000	1,500	1,584,500	
<u>Other Personnel Expenses</u>							
Payroll Taxes	22,414	28,639	27,500	27,500	-	27,500	
Workers Comp Insurance	47,847	75,951	77,000	77,000	46,000	123,000	JPIA Retro-active Prem due
Medical & Life Insurance	183,505	208,996	216,000	228,500	(7,000)	221,500	
Optional Benefit Plans	140,331	146,986	151,000	143,000	3,000	146,000	Change in employees' choice of benefits
Retirement Contributions	343,185	343,830	363,000	362,000	6,500	368,500	
Totals Other Personnel Exp	737,282	804,402	834,500	838,000	48,500	886,500	
Total Personnel Expenses	2,262,515	2,402,345	2,465,000	2,421,000	50,000	2,471,000	
% change from previous years actual	-2%	6%		1%		3%	
<u>General Expenses</u>							
Advertising	11,835	15,642	20,000	17,000	-	17,000	
Auto Mileage & Allowance	12,842	12,036	15,000	15,000	-	15,000	
Auto/Boat Equip & Maint.	35,368	27,416	30,600	31,500	2,500	34,000	
Bad Debt	49,373	41,174	10,000	36,000	-	36,000	
Bank Fees & Other Misc.	16,441	13,455	13,000	15,000	-	15,000	
Building Maintenance	162,973	274,022	212,500	279,000	(50,000)	229,000	

ATTACHMENT 2

FY14-15 Mid-Year Budget Adjustments Continued, 2/25/2015

	Actual 2012-13	Actual 2013-14	Budget 2013-14	Budget 2014-15	Adjustment	Adjusted Budget 2014-15	Comments
<u>General Expenses Cont'd</u>							
Communications	31,551	29,310	37,000	35,000	6,000	41,000	
Conferences, Meetings & Training	42,148	39,398	52,500	42,500	-	42,500	
Dock & Fish Pier Maint. & Repairs	45,722	16,971	58,000	56,000	3,000	59,000	
Environmental Coordination	542	1,750	500	500	-	500	
Equipment Rental	16,271	12,984	22,000	22,000	-	22,000	
Village Enhancements	30,149	35,039	53,000	50,000	-	50,000	
General Harbor Maintenance	1,866	-	5,000	5,000	-	5,000	
General Liability Insurance	126,566	141,886	150,000	150,000	124,500	274,500	JPIA Retro-active Prem due
Grounds Maintenance	149,986	126,442	159,000	168,000	(12,500)	155,500	
Grounds Maint.-Special	-	40,000	50,000	-	-	-	Onetime palm tree trimming
Janitorial Supplies	36,582	39,917	42,000	45,500	6,500	52,000	
Land/Building Rental Expense	63,931	64,156	63,500	70,000	-	70,000	Fisherman's storage/net repair area lease (see also revenue for Fisherman's storage)
Memberships & Subscriptions	18,070	20,186	17,600	21,000	-	21,000	
Office Computer Equip & Related	25,071	26,297	21,000	24,000	-	24,000	
Office Supplies & Equipment	30,051	35,872	46,000	51,500	-	51,500	
Operating Supplies	19,458	25,790	25,600	34,000	-	34,000	
Other Equipment & Repairs	36,661	39,949	37,000	41,500	-	41,500	
Professional Serv. - Auditing	14,020	13,458	15,000	15,000	-	15,000	
Professional Serv. - Legal	189,148	220,789	195,000	185,000	55,000	240,000	
Professional/Outside Services	342,100	295,555	298,000	341,000	22,500	363,500	
Prof. Serv/Downtown Trolley Partnership	-	24,000	25,000	25,000	-	25,000	
Prof. Serv/Summer Water Taxi	26,500	-	-	-	-	-	
Uniforms & Tool Allowances	7,809	11,089	14,000	14,500	1,000	15,500	
Utilities and Trash	322,051	348,012	367,400	390,500	(7,500)	383,000	
Dredging Related Expenses	255,813	243,534	260,000	260,000	-	260,000	
Total General Expenses	2,120,898	2,236,129	2,315,200	2,441,000	151,000	2,592,000	
% change from previous years actual	-38%	5%		9%		16%	
<u>Marketing & Promotional Expenses</u>							
Advertising/PR	115,226	136,688	141,500	131,000	-	131,000	
Graphic Design/Ad Production	16,184	19,900	20,000	20,000	-	20,000	
Event Banners	381	1,492	1,500	1,000	-	1,000	
Maps/Rack Cards/Harbor Brochures	8,077	14,465	17,500	20,000	-	20,000	
Certified Rack	2,289	2,528	2,300	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	20,000	23,000	-	23,000	
Event Production	51,572	52,443	55,000	60,000	-	60,000	
Equipment Rental-Copier	5,413	5,323	5,600	6,000	-	6,000	
Website Social Media	3,820	13,658	14,100	18,500	-	18,500	
Miscellaneous	183	72	-	500	-	500	
Total Marketing & Promotional Expenses	225,942	271,645	286,500	291,500	-	291,500	
% change from previous years actual	8%	20%		7%		7%	
TOTAL OPERATING EXPENDITURES	4,609,355	4,910,119	5,066,700	5,153,500	201,000	5,354,500	
% change from previous years actual	-22%	7%		5%		9%	
Operating Cash Flows In (Out)	2,382,912	2,348,148	2,049,300	2,106,500	(381,000)	1,725,500	

ATTACHMENT 2

FY14-15 Mid-Year Budget Adjustments Continued, 2/25/2015

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Budget 2013-14</u>	<u>Budget 2014-15</u>	<u>Adjustment</u>	<u>Adjusted Budget 2014-15</u>	<u>Comments</u>
NON-OPERATING and OTHER EXPENDITURES							
Harbor Patrol expenses not funded by property taxes	5,179	127,275	169,800	115,000	92,000	207,000	See Harbor Patrol - primarily reflects increase in workers comp insurance and boat maintenance
Launch ramp expenses not funded by grant	-	-	50,000	-	-	-	
Master Plan/Specific Plan	9,060	-	5,000	-	-	-	
Amortized Bond Issuance Cost	-	-	14,000	-	-	-	
COP's Interest Payment	497,366	474,339	510,000	455,000	-	455,000	
DBAW Loan#1 Interest Payment \$4m	160,820	160,934	165,000	160,000	-	160,000	
DBAW Loan#2 Interest Payment \$1.5m	57,241	55,767	59,000	55,000	-	55,000	
Principle Payments on bonds/loans	560,341	588,151	589,000	620,000	-	620,000	
TOTAL NON-OPER. EXPENDITURES	1,290,007	1,406,466	1,561,800	1,405,000	92,000	1,497,000	
Annual Cash Flows In (Out) from normal operations before Tenant Improvements, Accessibility Improvements and Capital Improvements	1,092,905	941,682	487,500	701,500	(473,000)	228,500	
Building Tenant Improvements	56,696	140,681	150,000	300,000	(70,000)	230,000	See Attached Schedule
Accessibility Improvements	-	-	-	250,000	15,000	265,000	
Capital Improvements Projects	539,690	320,863	1,398,000	1,218,000	363,000	1,581,000	
Improvements funded through Unrestricted Improvement Reserve Fund	-	-	1,060,500	1,066,500	781,000	1,847,500	
Projected Unrestricted Reserve Balance		\$ 7,524,000	\$ 6,200,000	\$ 5,100,000		\$ 3,790,000	
Delay in receipt of grant reimbursement funds ¹		(1,894,000)		1,630,000		1,630,000	
Adjusted Unrestricted Reserve Balance		<u>\$ 5,630,000</u>	<u>\$ 6,200,000</u>	<u>\$ 6,730,000</u>		<u>\$ 5,420,000</u>	

Note:

¹ Division of Boating & Waterways (DBW) is currently reviewing the District's request for reimbursement of funds for the launch ramp construction. DBW will hold back a retention from the FY13-14 reimbursement request until the entire project is officially closed. At this time the project is being held open pending parking lot restructure needs. All contractors have been paid for all work completed to date.

ATTACHMENT 2

FY14-15 Mid-Year Budget Adjustments Continued, 2/25/2015

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

	Actual 2012-13	Actual 2013-14	Budget 2013-14	Budget 2014-15	Adjustment	Adjusted Budget 2014-15	Comments
Property Taxes and Assessments by County	944,974	978,498	960,000	1,010,000	-	1,010,000	
<u>Harbor Patrol Personnel Expenses</u>							
Total Wages	603,659	616,718	631,500	607,500	19,000	626,500	
Payroll Taxes	10,607	12,556	15,000	15,000	-	15,000	
Workers Comp Insurance	50,123	127,603	130,000	130,000	62,000	192,000	JPIA Retro-active Prem due
Medical & Life Insurance	59,126	52,940	53,500	54,000	5,000	59,000	
Optional Benefit Plans	39,977	43,428	44,000	44,000	6,000	50,000	Change in employees benefit choices
Retirement Contributions	81,259	92,615	93,000	95,000	-	95,000	
Total Harbor Patrol Personnel Exp	844,751	945,860	967,000	945,500	92,000	1,037,500	
% change from previous year actual	-1%	12%		0%		10%	
<u>Harbor Patrol Other Expenses</u>							
Uniforms	8,563	7,691	9,000	31,000	-	31,000	
Oil & Fuel Expense	31,762	28,297	34,000	34,000	-	34,000	
Operating Supplies & Expense	14,220	14,322	21,000	21,000	-	21,000	
Boat Maintenance	21,211	82,659	67,000	60,000	-	60,000	
Auto Equip & Maint.	2,090	8,248	8,600	5,000	-	5,000	
Conferences & Training	3,587	3,585	3,200	3,500	-	3,500	
Summer Lifeguard Services	23,969	15,111	20,000	21,000	-	21,000	
Professional Services	-	-	-	4,000	-	4,000	
Total Harbor Patrol Other Expenses	105,402	159,913	162,800	179,500	-	179,500	
% change from previous year actual	16%	52%		12%		12%	
Total Harbor Patrol Expenses	950,153	1,105,773	1,129,800	1,125,000	92,000	1,217,000	
	0%	16%		2%		10%	
Expenditures remaining after Property Tax Revenues were applied are funded from Operating Revenues	(5,179)	(127,275)	(169,800)	(115,000)	(92,000)	(207,000)	

ATTACHMENT 2

FY14-15 Mid-Year Budget Adjustments Continued, 2/25/2015

Expenditures funded by Grants and Special Funding

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Budget 2013-14</u>	<u>Budget 2014-15</u>	<u>Adjustment</u>	<u>Adjusted Budget 2014-15</u>	<u>Comments</u>
<u>Grants and Special Funding</u>							
DBAW Grants-abandon vessel & vessel turn-in	5,085	-	12,000	13,500	-	13,500	
DBAW Grants-Boat Equipment	-	34,419	37,000	49,500	-	49,500	Grant for \$39,000 for engines for B17, \$10,500 for radar/GPS/depth sounder for two boats
DBAW Grant-Training Expense Reimbursement	5,625	694	6,000	6,000	-	6,000	
DBAW Grants-Launch Ramp Slope	50,000	1,894,253	2,550,000	-	167,000	167,000	
TOTAL GRANTS & SPECIAL FUNDING	60,710	1,929,366	2,605,000	69,000	167,000	236,000	
<u>Projects, Equipment and Training Expenses</u>							
Vessel Salvage-Abandoned and Turn-in	5,085	-	12,000	13,500	-	13,500	
Boat Engines & Equipment for new boat	-	34,419	37,000	49,500	-	49,500	Expense for \$39,000 for engines for B17, \$10,500 for radar / GPS / depth sounder for two boats
Harbor Patrol Training	5,625	694	6,000	6,000	-	6,000	
Renovate Launch Ramp Slope	50,000	1,894,253	2,550,000	-	167,000	167,000	
TOTAL PROJECTS & EQUIPMENT	60,710	1,929,366	2,605,000	69,000	167,000	236,000	

ATTACHMENT 3

Capital Improvement Projects Mid-Year Budget Adjustment Fiscal Year 14-15

		Current Budget	Adjustment	Adjusted Budget
Buildings 9	<p>Location - Harbor Village Public elevators, budget to modernize elevator with electronic controls and ADA upgrades, or replacement elevator;</p> <p>Location 1) 1583 Spinnaker Seafood building as budgeted FY14-15, Location 2) 1591 Le Petite Cafe building as budgeted FY15-16 Location 3) 1691 Island Packers & Natl Park Service building as budgeted FY17-18</p> <p>Funded from unrestricted capital improvement reserves</p>	98,000	-	98,000
Buildings 15	<p>Location - Harbor Village Roof, covering, flashing, gutters, drainage refurbish. Replace all flat roof coverings at same time as tile. Replace extensively deteriorating metal gutters and downspouts with copper gutters and downspouts with the roof work. Original roof is true Spanish tile. Underlayment fabric is a 30# felt. Replace wood decking and broken tiles as required.</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 four years. These roof repairs should not be performed all at the same time as the repairs will interfere with the Village tenants' sales. 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>Budgeted in FY14-15 Location 1) 1431 National Park Service Building Location 2) 1449 Fisheries Building Location 3) 1559 Brophy Bros. Building (Locations 1,2,&3 were budgeted FY13-14. The engineering and specification were completed in FY13-14 for \$50,000. The construction phase will be carried forward to FY14-15.)</p> <p>Funded from unrestricted capital improvement reserves</p>	450,000	400,000	850,000
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>Funded from unrestricted capital improvement reserves</p>	125,000	(75,000)	50,000
Fisheries 38	<p>Location - Fish Pier Pier Cranes #1 & #2: Crane #2 has been removed due to advanced deterioration. Crane #1 is at least 35 years old and requires a high level of maintenance work to keep it operational. Failure is possible at any time. A new jib crane with a 2000lb lifting capacity should be installed at the northwest corner of the pier.</p> <p>Funded from unrestricted capital improvement reserves</p>	130,000	-	130,000

ATTACHMENT 3

Capital Improvement Projects Mid-Year Budget Adjustment Fiscal Year 14-15

		Current Budget	Adjustment	Adjusted Budget
Landscaping 48	<p>Location - Harbor Village Landscaping/Hardscape designs enhancements- RRM Design is creating designs for improving areas of Harbor Village - Ongoing project; Phase I of RRM Project Margarita/Carousel courtyard design strategy was approved for \$175,000 at the August 28, 2013 Board meeting - Staff anticipates utilizing \$170,000 in FY14-15.</p> <p>Funded from unrestricted capital improvement reserves</p>	170,000	-	170,000
Marina 56	<p>Location - Harbor Village Marina C dock Electrical upgrades to C dock Currently the electrical utilities for C dock are combined with the electrical meter maintaining the Village fuel pier. These two entities will be seperated in to their own meters. The new meter maintaining C dock will be able to handle the increased electrical output needs of the large seiner</p> <p>Funded from unrestricted capital improvement reserves</p>	120,000	-	120,000
Marina 57	<p>Location - Harbor Village Marina Partial D Dock Marina docks, pilings; FY14-15 Engineering, spec, and permits only. Partial Dock D to be upgraded to Bellingham concrete (like concrete part of existing "D" Dock); Pilings need to be replaced to accommodate larger purse seiners.</p> <p>Construction financing through a third party</p>	45,000	-	45,000
Marina 58	<p>Location - Harbor Village Marina G & H Docks Marina docks, pilings; FY14-15 Engineering, spec, and permits only; Docks 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.</p> <p>Construction financing through a third party</p>	80,000	-	80,000
Parking lots 61	<p>Location - Harbor Village Parking Lots (between 1559 & 1567 Spinnaker Buildings) Concrete and stucco trash enclosure complete with a roof and a sewer drain in parking lot across from Village Market and Baja Surf n Taco</p>	-	30,000	30,000
Grounds 1	<p>Location - Port District Office and Harbortown Point Timeshare (1603 Anchors Way) Purchase and installation of a permanent flag pole near the Port District Office. This flag pole replaces a very old pole that was retired last year.</p>	-	8,000	8,000
TOTAL CAPITAL IMPROVEMENT PLAN		\$ 1,218,000	\$ 363,000	\$ 1,581,000