



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

Oscar Peña, General Manager
Tom Bunn, Legal Counsel
Dominic Nunneri, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA REGULAR MEETING JULY 27, 2016 AT 7:00PM VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE, VENTURA, CA

*A Closed Session of the Board will be held at **5:30PM** at the Port District Office located at 1603 Anchors Way Drive, Ventura, CA, to discuss the items on the Attachment to Agenda- Closed Session Conference with Legal Counsel.*

*The Board will convene in **Open Session** at the Port District Office located at 1603 Anchors Way Drive for its Regular Meeting at **7:00PM**.*

ADMINISTRATIVE AGENDA:

CALL TO ORDER: *By Chair Jim Friedman.*

PLEDGE OF ALLEGIANCE: *By Chair Jim Friedman.*

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

ADOPTION OF AGENDA (5 minutes)

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

APPROVAL OF MINUTES

The Minutes of the June 22, 2016 Regular Meeting and June 29, 2016 and July 6, 2016 Special Closed Session Meetings 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 (3 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.

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. Port Commissioner's must provide a brief summary and disclose any discussions he or she may have had with any Port District Tenants related to Port District business.

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.

LEGAL COUNSEL REPORT (5 minutes)

STANDARD AGENDA:

1) Approval of Financial Statements and Checks for May 2016

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3308 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in May 2016.

2) Adopt Two Resolutions Formalizing Employer Paid Member Contributions to PERS for Full-time Harbor Patrol Officers

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Adopt Resolution No.3309, establishing the Employer Paid Member Contributions to PERS at 1% for Full-time Harbor Patrol Officers effective July 1, 2007; and
- b) Adopt Resolution No.3310, establishing the Employer Paid Member Contributions to PERS at 3% for Full-time Harbor Patrol Officers effective July 1, 2008.

3) Approval of FY2016 – 2017 Final Budget and Five Year Capital Improvement Plan

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3311, approving the 2016–2017 Ventura Port District Budget and Five Year Capital Improvement Plan (CIP);
- b) Adopt Resolution No. 3312, to establish the Employer Paid Member Contributions to CalPERS for the Non-represented Classic Miscellaneous Members; and
- c) Adopt Resolution No. 3313, establishing the Salary Schedule for Non-represented Employees for the Fiscal Year 2016-2017.

4) Approval of New Records Retention Policy

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3314, approving the new Records Retention Policy for the Ventura Port District and rescinding Resolution No. 2708.

5) Approval of Revised Board of Port Commissioners Protocols and Policies Manual

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3315, approving the updates to the Board of Port Commissioners Protocols and Policies Manual and rescinding Resolution No. 3271.

6) Approval of Professional Services Agreement with White Nelson Diehl Evans

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve the Professional Services Agreement with White Nelson Diehl Evans LLP to perform the District's financial audit of the fiscal year ending June 30, 2016; and
- b) Appoint an Audit Liaison to work with staff and White Nelson Diehl Evans LLP throughout the audit process.

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

*This agenda was posted on Friday, July 22, 2016 at 5:00 p.m.
at the Port District Office and on the Internet - www.venturaharbor.com (Port Commission).*

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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, JULY 27, 2016

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

a) Property: **Parcels 15, 16, 18**
Negotiating Parties: Oscar Peña, Brian Pendleton, Tom Bunn
Under Negotiation: Lease Negotiations

b) Property: **1591 Spinnaker Drive #115**
Negotiating Parties: Oscar Peña, Brian Pendleton, Tom Bunn
Under Negotiation: Restaurant Lease Negotiations

2. Conference with Legal Counsel - Potential Litigation per Government Code Section 54956.9(d)(2): One case.



BOARD OF PORT COMMISSIONERS

JULY 27, 2016

APPROVAL OF MINUTES

JUNE 22, 2016

JUNE 19, 2016

JULY 6, 2016



Minutes of Regular Meeting of the Ventura Port District Board of Port Commissioners Held June 22, 2016

The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 7:09PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Jim Friedman, Chair
Everard Ashworth, Vice Chair
Gregory L. Carson
Bruce E. Smith
Nikos Valance

Commissioners Absent:

None

Port District Staff:

Oscar Peña, General Manager
Brian Pendleton, Business Operations Manager
Gloria Adkins, Accounting Manager
Robin Baer, Property Manager
Jennifer Talt-Lundin, Marketing Manager
John Higgins, Harbormaster
Joe Gonzalez, Facilities Manager
Richard Parsons, Consultant
Jessica Rauch, Clerk of the Board

Legal Counsel:

Timothy Gosney

AGENDA

CALL TO ORDER: By Chairman Jim Friedman at 7:09PM.

PLEDGE OF ALLEGIANCE: By Chairman Friedman.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTION: Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to adopt the June 22, 2016 agenda.

APPROVAL OF MINUTES

The Minutes of June 8, 2016 Workshop meeting and June 15, 2016 Special Closed Session meeting were considered as follows:

ACTION: Commissioner Ashworth moved, seconded by Commissioner Carson and carried by a vote of 5-0 to approve the minutes of the June 8, 2016 Workshop meeting and June 15, 2016 Special Closed Session meeting.

PUBLIC COMMUNICATIONS: Councilmember Cheryl Heitmann informed the Commission that the City Council has approved their budget and recognized Commissioner Carson for his years of service on the Port Commission.

CLOSED SESSION REPORT: Mr. Gosney stated that the Board met in closed session; discussed and reviewed all items (1a-1f) on the closed session agenda. Staff was given instructions as to how to proceed as appropriate and there was no action taken that is reportable under The Brown Act. Chairman Friedman stated that the Board met in closed session; discussed and reviewed Item 2 on the closed session agenda. Staff was given instructions as to how to proceed as appropriate and there was no action taken that is reportable under The Brown Act.

BOARD COMMUNICATIONS: The Commissioners recognized Commissioner Carson on his years of service and commitment to the Port District.

DEPARTMENTAL STAFF REPORTS: None.

GENERAL MANAGER REPORT: Mr. Peña thanked staff for their hard work on preparing the budget.

LEGAL COUNSEL REPORT: None.

CONSENT AGENDA:

A) Approval of New Restaurant Lease for Baja Bay Surf & Taco

Recommended Action: Motion.

That the Board of Port Commissioners approve a new restaurant lease agreement for the premises located at 1567 Spinnaker Drive #104 consisting of 773 square feet (623 sf patio) between the Ventura Port District dba Ventura Harbor Village and Rigoberto Rangel dba Baja Bay Surf & Taco for a two-year term.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve a new restaurant lease agreement for the premises located at 1567 Spinnaker Drive #104 consisting of 773 square feet (623 sf patio) between the Ventura Port District dba Ventura Harbor Village and Rigoberto Rangel dba Baja Bay Surf & Taco for a two-year term.

B) Approval of New Retail Lease for Treasure Cove

Recommended Action: Motion.

That the Board of Port Commissioners approve a new retail lease agreement for the premises located at 1567 Spinnaker Drive #103 consisting of 342 square feet between the Ventura Port District dba Ventura Harbor Village and Hilda Wann dba Treasure Cove for a two-year term.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve a new retail lease agreement for the premises located at 1567 Spinnaker Drive #103 consisting of 342 square feet between the Ventura Port District dba Ventura Harbor Village and Hilda Wann dba Treasure Cove for a two-year term.

C) Approval of New Retail Lease for Ventura Swimwear

Recommended Action: Motion.

That the Board of Port Commissioners approve a new retail lease agreement for the premises located at 1559 Spinnaker Drive #102 consisting of 894 square feet between the Ventura Port District dba Ventura Harbor Village and Louise Gaye Clanton and Tracey Lanquist dba Ventura Swimwear for a three-year term with a two-year option.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve a new retail lease agreement for the premises located at 1559 Spinnaker Drive #102 consisting of 894 square feet between the Ventura Port District dba Ventura Harbor Village and Louise Gaye Clanton and Tracey Lanquist dba Ventura Swimwear for a three-year term with a two-year option.

D) Extension of Option with Sondermann-Ring Partners-Ventura Harbor

Recommended Action: Motion.

That the Board of Port Commissioners authorize the General Manager to execute the attached Twelfth Amendment to Option Agreement between Ventura Port District ("the Port") and Sondermann-Ring Partners-Ventura Harbor ("SRP").

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 5-0 to authorize the General Manager to execute the attached Twelfth Amendment to Option Agreement between Ventura Port District ("the Port") and Sondermann-Ring Partners-Ventura Harbor ("SRP").

E) Approval of a Professional Services Agreement Amendment No. 1 with Jensen Design & Survey, Inc.

Recommended Action: Motion.

That the Board of Port Commissioners approve Amendment No. 1 to the Professional Service Agreement, dated April 1, 2016 with Jensen Design & Survey, Inc. in the amount of \$9,000.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve Amendment No. 1 to the Professional Service Agreement, dated April 1, 2016 with Jensen Design & Survey, Inc. in the amount of \$9,000.

F) Approval of Ninth Amendment to Ground Lease with Ventura Harbor Storage, LLC.

Recommended Action: Motion.

That the Board of Port Commissioners approve the Ninth Amendment to Lease for the Ground Lease, dated May 1, 1993 between Hobson Bros., LTD., subsequently assigned to Ventura Harbor Storage, LLC (VHS) July 1997, herein called "Lessor" and Ventura Port District, "Lessee" for the 1.22 acres being utilized for a commercial fisherman's gear storage and repair yard located at 1410 Angler Ct., Ventura, CA.

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 5-0 to approve the Ninth Amendment to Lease for the Ground Lease, dated May 1, 1993 between Hobson Bros., LTD., subsequently assigned to Ventura Harbor Storage, LLC (VHS) July 1997, herein called "Lessor" and Ventura Port District, "Lessee" for the 1.22 acres being utilized for a commercial fisherman's gear storage and repair yard located at 1410 Angler Ct., Ventura, CA.

STANDARD AGENDA:

1) Approval of Financial Statements and Checks for April 2016

Recommended Action: Resolution No. 3307

That the Board of Port Commissioners adopt Resolution No. 3307 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in April 2016.

ACTION: Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 5-0 to adopt Resolution No. 3307 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in April 2016.

2) Appointment of JPIA Board of Director Liaison

Recommended Action: Motion.

That the Board of Port Commissioners approve the appointment of one Port Commissioner as Director for the Joint Powers Insurance Authority (JPIA) Board of Directors.

ACTION: Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to nominate Commissioner Bruce Smith as the Liaison for the Joint Powers Insurance Authority (JPIA) Board of Directors.

3) Approval of a Professional Services Agreement for Special Legal Services

Recommended Action: Motion.

That the Board of Port Commissioners authorize funding in the amount of \$8,500 to retain outside legal services provided by *Plauché & Carr, LLP* to analyze and report on leasing alternatives related to the Shellfish Grant.

ACTION: This item was pulled from the agenda and will be deferred to the July 27, 2016 meeting.

4) Approval of FY2016 – 2017 Preliminary Budget and Five Year Capital Improvement Plan

Recommended Action: Motion.

That the Board of Port Commissioners approve the 2016–2017 Ventura Port District Preliminary Budget and Five Year Capital Improvement Plan.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Carson and carried by a vote of 4-1 (Valance No) to approve the 2016–2017 Ventura Port District Preliminary Budget and Five Year Capital Improvement Plan with unrepresented miscellaneous Classic PERs employees receiving a 4% increase that would go towards their PERs retirement contribution.

REQUEST FOR FUTURE AGENDA ITEMS: The Commission cancelled the July 13, 2016 Workshop Meeting.

ADJOURNMENT: The meeting was adjourned at 9:04PM.

Secretary



Minutes of Special Closed Session Meeting of the Ventura Port District Board of Port Commissioners Held June 29, 2016

The Special Closed Session Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 6:03PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Jim Friedman, Chair
Everard Ashworth, Vice Chair
Gregory L. Carson
Bruce E. Smith
Nikos Valance – arrived at 6:06PM

Commissioners Absent:

None

Port District Staff:

Oscar Peña, General Manager
Brian Pendleton, Business Operations Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Timothy Gosney

AGENDA

CALL TO ORDER: By Chair, Jim Friedman at 6:03PM.

PLEDGE OF ALLEGIANCE: By Chair, Jim Friedman.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTION: Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 4-0 to adopt the June 29, 2016 agenda.

PUBLIC COMMUNICATIONS: None.

ADJOURN TO CLOSED SESSION AT 6:05PM.

CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL

1. **Public Employee Performance Evaluation per Government Code Section 54957:**
 - a) Legal Counsel

RECONVENE PUBLIC SESSION AT 8:25PM.

CLOSED SESSION REPORT: Chairman Friedman stated that the Board met in closed session; discussed and reviewed Item 1 on the closed session agenda. Staff was given instructions as to how to proceed as appropriate and there was no action taken that is reportable under The Brown Act.

ADJOURNMENT: The meeting was adjourned at 8:27PM.

Secretary



Minutes of Special Closed Session Meeting of the Ventura Port District Board of Port Commissioners Held July 6, 2016

The Special Closed Session Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 6:12PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Jim Friedman, Chair
Everard Ashworth, Vice Chair
Gregory L. Carson
Bruce E. Smith
Nikos Valance

Commissioners Absent:

None

Port District Staff:

Oscar Peña, General Manager

Legal Counsel:

Timothy Gosney

AGENDA

CALL TO ORDER: By Chair, Jim Friedman at 6:12PM.

PLEDGE OF ALLEGIANCE: By Chair, Jim Friedman.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTION: Commissioner Ashworth moved, seconded by Commissioner Smith and carried by a vote of 5-0 to adopt the July 6, 2016 agenda.

PUBLIC COMMUNICATIONS: None

ADJOURN TO CLOSED SESSION AT 6:14PM.

CLOSED SESSION - CONFERENCE WITH LEGAL COUNSEL

1. Public Employee Performance Evaluation per Government Code Section 54957:

a) Legal Counsel

RECONVENE PUBLIC SESSION AT 7:15PM.

CLOSED SESSION REPORT: Chairman Friedman stated that the Board met in closed session; discussed and reviewed Item 1 on the closed session agenda. Staff was given instructions as to how to proceed as appropriate and there was no action taken that is reportable under The Brown Act.

ADJOURNMENT: The meeting was adjourned at 7:20PM.

Secretary



BOARD OF PORT COMMISSIONERS

JULY 27, 2016

DEPARTMENTAL STAFF REPORTS

DREDGING

FEDERAL

FACILITIES

HARBOR PATROL

MARINA

MARKETING

PROPERTY MANAGEMENT

RWP DREDGING MANAGEMENT

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

July 27, 2016

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

Subject: June/July 2016 Dredging Activities and Special Projects Report

The Dredging Program Manager's activities for the mid-June to mid-July 2016 period are reviewed below:

FY2017 Federal Dredging Appropriations

The U.S. Congress has been unable to advance the FY2017 Energy and Water Development Appropriations Bill for the fiscal year beginning on October 1, 2017. With the Congress now in recess until after Labor Day in September it is clear that a Continuing Resolution (CR) will be necessary to fund government operations at the commencement of the new fiscal year. With the prospect of a new administration as well as a new congress following the November election the resolution of the appropriations process could well be strung out until March 2017.

This is not a promising development for the annual maintenance dredging of Ventura Harbor in the February/March 2017 time frame. The CR is expected to include \$4.3 million for the dredging which under the terms of Manson's existing contract with the Corps of Engineers will achieve a dredging volume of about 400,000 cu.yds. of material. I believe that at least an additional \$1.5 million will be required in order to achieve a total volume of 640,000 cu.yds. In recent years the Port District has been able to secure additional dredging funds via a "Work Plan" process that the Corps of Engineers develops after the Congress provides the Corps with the final appropriations levels. If the final funding levels are not available until March, the Corps will not be able to prepare and release the work plan until April/May 2017. By that date the Ventura Harbor dredging effort will have been completed and the environmental window for dredging will have closed. Thus, even if the District were successful in securing work plan funds they could not be utilized.

Until the outcome of the November elections is known it is unlikely that a clearer picture of the final FY2017 appropriations levels and their impact on the Ventura Harbor dredging can be obtained.

Harbor Maintenance Dredging Permits

On June 22, 2016 the additional documentation requested by the California Coastal Commission (CCC) staff in conjunction with the Port District's application for a new Coastal Development Permit for the Ventura Harbor maintenance dredging program was provided to said agency. Follow up conversations with the CCC staff indicate that the application now appears to be complete.

On June 30, 2016 an application was submitted to the Los Angeles Regional Water Quality Control Board to renew that agency's order governing the water quality aspects of the District's maintenance dredging program.

Harbor Village Phase 2 ADA Improvements

J&T Engineering and Construction has now completed all of the ADA concrete work at Harbor Village and hopes to have the stainless steel railing installed by the end of July.

Roof Rehabilitation Work

Rasmussen and Associates is now preparing contract documents for the next phase (1431, 1591 and 1691 Spinnaker Drive) of the Harbor Village roof rehabilitation work. We hope to have this work underway in the fall of this year.

Respectfully submitted,

Richard Parsons

Dredging and Special Projects Consultant



July 2016 Federal Legislative Update

Appropriations Status - As we reported in June, the appropriations process has stalled in the House and Senate and there has been no formal advancement of the Fiscal Year 2017 Energy & Water Development Appropriations bill. Congress is likely to resume this work after the election during a lame duck session. When Congress returns in September from a seven-week recess they will need to make a decision on a path forward. The path will almost certainly involve a continuing resolution (CR) and the big question will be on the length of the CR. In recent weeks an idea proposed by conservative House republicans to punt final appropriations consideration until March 2017 has been gaining momentum.

Irrespective of this timing, the House and Senate bills do lay out a process for an FY17 work plan and in anticipation of the work plan process we are working with your congressional delegation to weigh in early and often on this additional funding opportunity.

US Army Corps of Engineers Key Personnel Changes – Over the last few months we have seen several high level personnel changes within the Corps. Here is a recap of those changes:

General Bostick, the 53rd Chief of Engineers for the Corps retired in May. President Obama nominated MG Todd Semonite to become the 54th Chief of Engineers which was approved by the US Senate. Semonite has a distinguished military career including previous service at the Corps as the Commanding General of the South Atlantic Division.

Steve Stockton, longtime Director of Civil Works at Corps Headquarters has announced his retirement. Mr. Stockton intends to retire in August and succession plans are currently underway to select a new Director. On an interim basis **James Dalton**, the current Chief of Engineering and Construction, has been named as the Acting Director. Likewise **Tom Holden**, the Regional Business Director for the Mississippi Valley Division, will fill Mr. Dalton's role for up to 120-days.

Mark Mazzanti, Chief, Programs Integration Division departed Corps Headquarters to serve as Division Programs Director, Southwestern Division in Dallas, Texas. His position is being temporarily filled by **Al Lee** from the Corps South Atlantic Division.

Brigadier General R. Mark Toy, is leaving the South Pacific Division to lead the Great Lakes and Ohio River Division, out of Cincinnati, Ohio. He will be replaced by the Corps' Chief of Staff Colonel **Peter Helminger**.

Cheree Peterson has been elevated within the Senior Executive Service to the Acting Director of Programs for the South Pacific Division. Her responsibilities will increase to cover both the civil works and military missions of the Corps. This role was previously filled by Joe Calcara who retired several months ago. The Corps is currently looking to fill Cheree's position as Chief, Civil Works Integration Division.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: July 27, 2016

TO: Board of Port Commissioners
FROM: Joe A. Gonzalez, Facilities Manager
SUBJECT: July 2016 Facilities Report

I. Maintenance

Staff is continuing to paint several areas throughout the Village to maintain a clean appearance for the summer. Areas at the inner courtyard west side wall at 1559 Building have been painted with new stucco paint. Several public trash receptacle doors have been upgraded with easier to open latches within the Village.

All new (Phase 2) sidewalk steps have been painted with ADA compliant contrasting stripes on all treads.

II. Landscaping:

Staff is continuing to work closely with J&T Contractors during the demo of the sidewalks/walkways within Phase 2. Our in-house staff is continuing to lay down low voltage conduits across walkways into planters prior to J&T pouring concrete. This will allow our landscapers to be able to install low voltage lighting in several planters that didn't have the electrical conduits. Our in-house staff is also continuing to upgrade areas needed for irrigation, by removing unneeded water lines, and installing drip lines for water conservation.

Staff is planting new drought tolerant plants in all planters that were affected by the Phase 2 project. Several tenants have complemented the District on how well the new sidewalks and planters look.



III. Marina

Continue to perform monthly inspections on all gangways, docks, fire extinguisher, and fire boxes. This month we had approximately nine light bulbs replaced from dock pedestals. Monthly inspections of the fish pier cranes were also performed.

IV. Marketing

The Maintenance Department continues to provide assistance to the Marketing Department on weddings, set-up for events, during events, installation of banners/flyers, and any other tasks to make a successful event.

V. Construction Projects

The Verizon Mono Palm project started on April 26th and I've been meeting with Luke Beere, Superintendent from O.C.I.K Wireless Telecom Specialist on a regular basis. I'm glad to report that the project is continuing to go well. O.C.I.K is on schedule; Phase 1 (construction) has been completed. The communication cabling/conduits have been run from the street side to the cell site. The cell site's foundation has been poured; the block brick walls for the communication room have been installed, and all exterior stucco is completed. The antenna base has been set in place; all inspections from the City of Ventura have been passed.

Phase 2 (Communication) started last week and consisted of the installation of the Mono Palm, all communication software, etc. Phase 2 is expected to be finished within the next two weeks. Phase 3 (Landscaping repairs) will start after phase 2 is completed.

Phase 1



Phase 2



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: July 27, 2016

TO: Board of Port Commissioners
FROM: John Higgins, Harbormaster
SUBJECT: Harbormaster/Harbor Patrol Report

Largest Summer Crowds In Recent Years:

These last few months have seen some of the largest crowds both on land and on the water. The Harbor Patrol and Port District Staff have been working double time to meet the needs of our visitors. The most notable difference is the mid-week traffic which appears to be in part from the investment in our Beach and Harbor Cove. The challenge moving forward will be to target these groups with focused marketing to draw them in to the Village businesses in larger numbers.

Example Photo – Monday/June 20th



Breath of Life Triathlon:

On Sunday June 26, the Harbor once again successfully hosted the Breath of Life Triathlon at Harbor Cove. Port District Staff worked exceptionally hard prior to the event to ensure issues like traffic, parking, and participant safety were addressed. Senior Harbor Patrol Officer Pat Hummer arrived at 4 am the morning of the event and personally ensured all the Harbor's needs were being addressed. The event began around 6:30 am and included approximately 600 participants. Starting the event earlier than years past and the implemented plan allowed for the race to be completed by 11 am with no major issues. Senior Harbor Patrol Officer Pat Hummer additionally ensured businesses like Island Packers were able to welcome their visitors and parking in these areas were preserved.

Meeting with City Sailing Center & Ventura Yacht Club Junior Program Heads:

Summer is a busy time on the water and within the Harbor are two junior sailing programs. These programs instruct beginner to advance level sailors. These small boats with inexperienced sailors can create both a hazard to our larger Commercial Vessels and a nuisance to the regular flow of traffic. The meeting focused on impromptu sailing courses being set up within the main channel. Each group was informed they could not set up courses without permission of the Harbor Patrol within the main channel. Additional safety practices were passed on and received well by both groups. Both groups will meet again and then present the Harbormaster with a map of areas that they would like permission to use on a case by case basis. The map would then be distributed to the Harbor Patrol staff that would assess the regular boat traffic on the particular day and give permission when it was deemed safe.

Example Photo - Sailing Program



Meeting With Squid Companies:

As we are preparing for another squid season to get in full swing the Port District Staff invited the leaders of the three primary squid companies to a meeting here at the Port District. The focus was on the offloading process and special attention was given to the concern of squid ink entering the harbor in large quantities. The three companies were very appreciative of the meeting and discussed ways that they could incorporate "Best Practices" to minimize squid ink entering the Harbor. Port District Staff is committed to working to ensure our businesses here in the Harbor thrive while respecting the environment and neighboring boaters.

Mobile Home Park Ruptured Gas Line:

On July 5th the Harbor Patrol were dispatched to a hazardous condition at the Ventura Marina Mobile Home Park. The Hazardous Condition was a broken gas line which posed a serious hazard to the community. Harbor Patrol Officers worked with Ventura City Fire, Ventura Police Department, and the Gas Company to evacuate the neighboring residents, contain the hazard, and finally secure the hazard. The hazard was completely secured within an hour and no injuries occurred as a result of the accident. The Harbor Patrol is an integral part of the First Responder Community on both land and water. The ability for our Officers to arrive minutes before the next closest responder often allows for exceptionally efficient resolution of issues.

Unique Call - Hazardous Material Event:

Our Harbor Patrol Officers responded to an unmarked 55 gallon industrial barrel that washed ashore the morning of July 10th. Our Harbor Patrol Officers who are trained to the same level as our Fire Department's normal employees did an immediate investigation of the unlabeled barrel and determined it was full of an unknown liquid. They further identified the cap was secure and it was not leaking any of its unknown contents. Our Officers secured the location on the beach with caution tape, isolated the barrel, and summoned the Fire Department for an advanced Hazardous Material Investigation. Ventura City Fire Department's Hazardous Materials Unit responded and spent the next couple of hours doing testing to try to safely identify the contents of the barrel. Upon completion of a robust series of tests it was determined to be some liquid that was mostly composed of sea water with remnants of some fuel. Due to its location on the beach it was determined the best course of removal would be for the Harbor Patrol to transport the barrel to the City of Ventura Maintenance yard where it would be put through a filtration system and disposed of.

Photo – Unknown 55 Gallon Barrel



Meeting Attended:

Regional Aquatic Hazard Meeting with First Responders

HARBOR PATROL 911 CALLS:

1							
Incident	Units	Priority	Problem	Agency	Address	City	Response Date
16-0045383	HARB10, ME2	F7	INVESTIGATION	Ventura County Fire Department	Spinnaker Dr / Angler Ct	Ventura	6/18/2016 9:38:07 PM
16-0045435	HARB10, ME2, MED481	M7	FALLS NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	6/19/2016 5:43:39 AM
16-0045473	HARB10, ME5, MED481	F7	PUBLIC SERVICE	Ventura County Fire Department	1215 Anchors Way	Ventura	6/19/2016 10:15:37 AM
16-0047387	HARB10, ME2, MED481, MED664	M3	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1591 Spinnaker Dr	Ventura	6/25/2016 10:11:28 PM
16-0047710	HARB10, ME2	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1050 Schooner Dr	Ventura	6/27/2016 9:28:32 AM
16-0047790	HARB10, ME1, MED663	M5	PENETRATING WOUNDS	Ventura County Fire Department	1755 Spinnaker Dr	Ventura	6/27/2016 3:01:42 PM
16-0048049	HARB10, ME2, MED483, MED662	M7	SICK PERSON NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	6/28/2016 2:06:54 PM
16-0048268	HARB10, ME2, MED482	M7	SICK PERSON NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	6/29/2016 12:20:28 PM
16-0048298	HARB10, ME2, MED691	M5	FALLS NON EMD	Ventura County Fire Department	1860 Spinnaker Dr	Ventura	6/29/2016 2:32:03 PM
16-0049262	HARB10, ME2, MED482	M7	FALLS NO CODE	Ventura County Fire Department	1755 Spinnaker Dr	Ventura	7/2/2016 10:41:52 PM
16-0049364	HARB10, ME2, MED481	M5	STROKE (CVA) NON EMD	Ventura County Fire Department	1215 Anchors Way	Ventura	7/3/2016 11:09:58 AM
16-0049444	HARB10, MED481, MT5	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1567 Spinnaker Dr	Ventura	7/3/2016 4:34:25 PM
16-0049471	HARB10, ME2, MED481	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1567 SPINNAKER DR	Ventura	7/3/2016 6:39:12 PM
16-0049600	HARB10, MED481, MT5	M3	FALLS HIGH	Ventura County Fire Department	1901 Spinnaker Dr	Ventura	7/4/2016 10:21:36 AM
16-0050057	B10, HARB10, ME2, MED482, MT5	F3	TC MID VEN W/TRUCK	Ventura County Fire Department	1215 Anchors Way	Ventura	7/5/2016 4:53:54 PM
16-0050266	HARB10, ME2, MED664, MED691, MT5	M5	FALLS	Ventura County Fire Department	1559 Spinnaker Dr	Ventura	7/6/2016 2:06:33 PM
16-0050565	HARB10, ME2, MED482, MED483	M5	ALLERGIES/ENVENOMATION NON EMD	Ventura County Fire Department	1600 Spinnaker Dr	Ventura	7/7/2016 6:37:07 PM
16-0050774	HARB10, ME2, MED481	M5	UNCONSCIOUS/FAINT NON EMD	Ventura County Fire Department	1050 Schooner Dr	Ventura	7/8/2016 4:18:59 PM
16-0050817	HARB10, ME2, MED482	M5	FALLS NON EMD	Ventura County Fire Department	Spinnaker Dr / E Harbor Blvd	Ventura	7/8/2016 8:23:59 PM

16-0051394	HARB10, ME5	F7	HAZARD INVESTIGATION	Ventura County Fire Department	1560 Spinnaker Dr	Ventura	7/11/2016 7:24:53 AM
16-0051570	B10, HARB10, HM6	F3	HAZARDOUS CONDITION	Ventura County Fire Department	1600 Spinnaker Dr	Ventura	7/11/2016 12:28:33 PM
16-0051984	HARB10, ME2, MED482	M7	FALLS NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	7/13/2016 8:52:57 AM
16-0052707	AIRSQ8, B10, CSTGRD1, HARB10, LIFEGD1, ME2, ME5, MED482, MT5, SAFETY, WR10, WR66	F3	WATER RESCUE	Ventura County Fire Department	1860 Spinnaker Dr	Ventura	7/15/2016 6:59:48 PM
16-0052865	HARB10, ME2, MED665	M3	SICK PERSON HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	7/16/2016 12:41:23 PM
16-0053068	B10, B2, B5, C12, CDFHCST2, DOZ4, HARB10, IV1, IV12, IV3, ME1, ME3, ME4, ME5, ME51, VNT4, VNT5, WT25, WT4	F4	BRUSH FIRE	Ventura County Fire Department	E Harbor Bl / Spinnaker Dr	Ventura	7/17/2016 2:06:24 AM
16-0053194	AIRSQ8, B10, B2, BOAT17, CSTGRD4, HARB10, LIFEGD1, ME1, ME2, MED482, MT5, SAFETY, WR10, WR51	F3	WATER RESCUE	Ventura County Fire Department	10 E Harbor Blvd	Ventura	7/17/2016 4:57:21 PM
16-0053216	HARB10, ME2, MED481	M7	FALLS NO CODE	Ventura County Fire Department	1583 Spinnaker Dr	Ventura	7/17/2016 5:23:47 PM

ATTACHMENTS:

Attachment 1 - Soundings

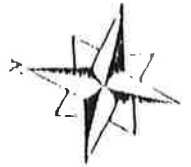
ATTACHMENT 1
Swimming Area

- Boats Keep Out

JULY 21, 2016

0.0 TIDE

Hummer



NORTH JELLY

SOUTH JELLY

DETACHED BREAKWATER

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: July 27, 2016

TO: Board of Port Commissioners
FROM: Frank Locklear, Marina Manager/Technology
SUBJECT: Marina Report

I. Ventura Harbor Village Marina Occupancy

In July the Ventura Harbor Village slip occupancy was 94.0%.

II. Market Squid and Fish Off-loading

Ventura Harbor squid landings began on May 11, 2016. As of June 30, 2016, 2,052,900 pounds or 1,026 tons of squid has been offloaded. The worldwide frozen reserves of squid have been depleted and the current squid is in high demand.

III. # 1 Fish Pier Hoist

The #1 hoist failed inspection for certification on June 30th due to severe deterioration and its advanced age. The hoist was immediately taken out of service. The hoist has far exceeded its expected life span and attempts to further extend its service are not practical. The new #2 hoist continues to operate flawlessly.

IV. Technology

Progress on the installation of the District's new ATT VOIP telephone system continues. The original expected completion date of the end of June has been postponed by approximately 30 days due to necessary changes in the service order made by ATT.

Marketing/Ads/Events

Promotional Campaigns: Wet Wednesdays

Weekday promotion to increase mid-week business. 13 Tenants Participating

- Ventura Breeze- Wet Wednesday ad. 6/6-6/19 issue (11,000 Circ.)
- Social media posts. Boosted advert post to target markets-Central Valley, Santa Clarita, Bakersfield, and Fresno.
- Radio advertising on KBBY B.95.1



Promotional Campaigns: Seaside Kids Club

Thursdays 11am-Noon, 6/16-8/18

Development of weekly activities that reflect the seaside brand and cultivate new family audiences

- Of those surveyed to date 55% said they planned to shop /dine
- Survey shows social media as the major driver/media outlet sparking interest in Harbor attendance. Established Facebook event for each Club date with photos added weekly to Seaside Kids Club album
- To date have generated 144 new e-newsletter subscribers
- 387 kids have attended in 5 weeks, bringing with them 1-2 adults



Trending: Pokemon Go game. Quickly jumped on-board sending Marketing Intern to determine game pieces in the Harbor Village. Snapped images and posted as a site destination for game pieces. Promoted safety and posting daily to convey Ventura Harbor as a location destination for gamers. Promoting tenant discounts associated with game. Reviewing further options for publicity and attendance gain

Marketing & Advertising

- Santa Clarita Signal destination ad 6/25
- SB Family Life July & August Issues- Seaside Kid's Club ad
- Ventura Breeze- Wet Wednesday ad. 6/6-6/19 issue
- Happenings Magazine July & August Issues- Seaside Kid's Club ad
- 805 Living Magazine July & August Issues. Co-op with Andria's & The Greek
- Radio ads on KBBY 95.1
- WHITELEDGE Outdoor Journal Summer Issue

Total Circulation: 165,000



Media /Communications/Meetings

Marketing & Advertising Cont.

- Designed & printed 20,000 Ventura Harbor Village Map & Guides for Summer.
- Assisting to promote Ventura Harbor Comedy Club's Anniversary and Ventura Comedy Festival events
- Dedicated SEA What's New homepage & E-newsletter that went out on 7/1 to 7,500 subscribers

Ventura Visitor Profile Study

- A memorandum of understanding (MOU) by the Ventura Visitors & Convention Bureau (VCB) was requested and reviewed by the Marketing Department, Business Operations and General Managers. The Marketing Manager also communicated with Schlau Consulting who is conducting the study.
- The Marketing Department will proceed as a partner in the study, which the VCB has slated to begin in mid-to-late August and involve three seasonal visitor profiles. Data from the research will be made available to Ventura Harbor as a partner, outlining consumer behaviors, values and interests towards travel and visitation to Ventura, Ventura Harbor and other partners' destinations, as well as measure local resident spending and impact in Ventura. (MOU attached)



Highlights of Published Pieces

- Produced Summer / Fall 2016 Harbor Views newsletter in conjunction with Whisenhunt Communications. 11,000 distribution in the July 6 Ventura Breeze newspaper, 2,000 distributed locally by Harbor Marketing department
- Sommersville Associates distributed *July/August Wavelengths Newsletter* to 853 press outlets and the *Wet Wednesdays* release to 340 regional press outlets
- Sommersville Associates gathering information and pitching Art & Street Painting Festival to media
- 7/3 “Eye on L.A. Takes a Road Trip Out West” video and editorial featuring Ventura Harbor Village and tenants (KABC-Los Angeles). Courtesy of Ventura County Coast

Community & Press Outreach

- Met with the new publishing company for Ventura's Inspiration Guide –invited by Ventura Visitor Bureau staff 7/5
- On-site tour of Ventura Harbor Village and Channel Islands Visitor Center tour with Pace Publishing 7/6
- Hosted UK Daily News journalist Nick Dalton on 7/8 as part of Visit California Media FAM
- Attended the Travel & Tourism Marketing Association meeting with presentation on Creating a Digital Brand on 7/13. Met with Schlau Consulting and Certified Folders
- Sommersville Associates met with Central Coast Tourism PR Committee on 7/13
- 7/14 Met with artists at Harbor Village Gallery & Gifts to discuss Grand Opening on 8/20
- Responding to daily inquiries regarding Pirate Days 2016. Set up dedicated banner ad for return of Pirate Days in 2017
- Attended Central Coast Tourism Council board meeting (7/22). Finalized 2016/2017 budget and marketing projects



Website Analytics

VenturaHarbor.com



Top 4 Pages Visited on VenturaHarbor.com (June 2016):

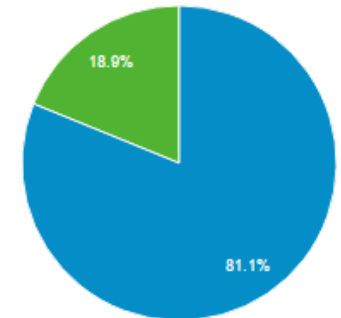
- 1) Harbor Cove Café
- 2) Copa Cubana
- 3) Ventura Swimwear
- 4) Village Carousel & Arcade

Note: The above tenants do not have websites. People are finding on VenturaHarbor.com

Where people are coming from: 1) Google & Organic Search 2) Direct 3) Marriott.com 4) Central Coast Tourism.com 5) DinaTriForLife.com – website for 6/26 Breath of Life Triathlon 6) IslandPackers.com

Data from June 1 – June 30, 2016

■ New Visitor ■ Returning Visitor



VenturaHarborVillage.com



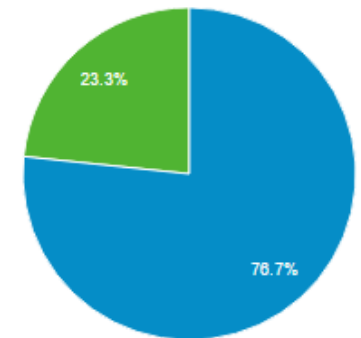
Top 4 Pages Visited on VenturaHarborVillage.com (June 2016):

- 1) Dine
- 2) Events Calendar
- 3) Play
- 4) Shop

Where people are coming from: 1) Google & Organic Search 2) Direct 3) VenturaCountyWest.com 4) VenturaBoatRentals.com 5) CityOfVentura.net

Data from June 1 – June 30, 2016

■ New Visitor ■ Returning Visitor



Social Media Analytics

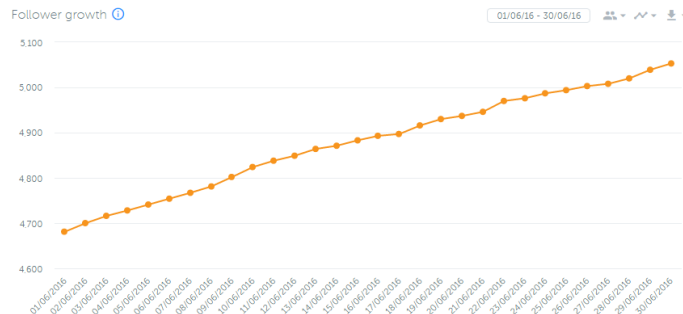
Instagram (5,253 Followers)

Your new followers increased by

▲ 8%

since last month

Iconosquare Instagram Follower Growth

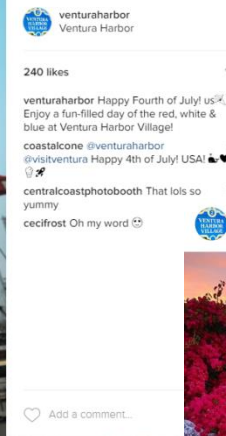


"Locals Know" Campaign

21,259 People Reached



240 Likes



233 Likes

Comments

- venturaharbor 2w
Peace, Ventura. #VenturaHarbor #VenturaHarborVillage #CentralCoast #DiscoverCali
- krbriitt 2w
Beautiful 🌸🌸🌸
- jesmadedesigns 2w
to the gorgeous view
- montecitobank 2w
👍
- alwinters83 2w
Love this!!! 💙💙💙
- _dani_marie_ 1w
@venturaharbor are Kayak rentals available tomorrow even though it's a holiday?
- venturaharbor 1w
@_dani_marie_ YES! Available 10am-6pm on the Fourth. Have fun! 😊
- _dani_marie_ 1w
@venturaharbor Awesome!! And thanks for the quick response! Happy 4th. 🇺🇸

Social Media Analytics (Cont.)

Facebook (15,837 Followers)

Your new followers increased by

▲ 2%

since last month

Twitter (3,721 Followers)

Your new followers increased by

▲ 2%

since last month

TWEETS	FOLLOWING	FOLLOWERS	LIKES
3,403	372	3,721	1,311

Ventura Harbor Village E-Newsletter



Summer is heating up at Ventura Harbor Village! For Summer Fun in the Sun, head to the Harbor where you can refresh & relax seaside with SUP, kayak, and electric boat rentals, delicious food and drinks and live entertainment. Make summer a splash with Wet Wednesdays & Seaside Kids Club!

Seaside Kids Club Event Promotion



13,557 Total Event Reach
347 Going or Interested

Wet Wednesdays Promotions



11,189 People Reached
439 Likes, Comments & Shares



10,416 People Reached
322 Reactions, Comments & Shares



Visitors & Convention Bureau

Jennifer Talt Lundin
Marketing Manager | Ventura Port District
Central Coast Tourism Board Member
1603 Anchors Way Drive, Ventura, CA 93001

Re: Memo of Understanding

Dear Jennifer,

We are thrilled that after a decade we will once again embark on a Visitor Profile and Economic Impact Study for the city of Ventura. This important and needed research will provide the VCB, Ventura Harbor and other paying partners an accurate, comprehensive and current basis for assessing tourism's size and scope and its contribution to the local economy, useable for marketing, operations and programming planning, venue and destination development and other purposes.

Below are the elements of the study, timelines and costs associated with the study.

Components of study:

- Three seasonal visitor profile reports from intercept survey data among Ventura visitors and residents Measures of annual destination (i.e., city of Ventura) visitor volume and spending
- Fiscal/ tax impacts from visitor spending
- Measure annual employment supported by visitor activity
- Measure resident spending patterns and demographics
- Identify any economic development business gaps/opportunities
- Ventura Harbor will be allocated up to four survey questions specific to Ventura Harbor
- Ventura Harbor will be one of the interview locations and will be provided a profile of its patrons in each reporting period

Timing:

- To begin the end of July 2016 for a yearlong study with three seasonal profile reports and a final report with visitor volume and spending

Costs:

- \$45,000 total project
- VCB has placed a deposit of \$7,000 this fiscal year with another \$10,000 allocated 2016/17 Fiscal year
- VCB requesting support from the City
- Ventura Harbor \$10,000 partner on project
- VCB has the ability to pay additional funds out of 2017/18 budget once the final results have been delivered.



Visitors & Convention Bureau

Outcomes

This study will provide a wealth of information usable in various ways including:

1. Establishing internal and comparative benchmarks of visitor volume and spending, useable to set and track growth and progress in meeting goals
2. Documenting the value and importance of tourism to the local economy as outlined in the City's Economic Development Strategy
3. Creditable research basis for marketing and program decisions
4. Municipal economic planning and development, including attracting new business, and city strategic planning, especially to position tourism within the overall city economy.
5. Specific Study for the Ventura Harbor

Please let me know if you would like a separate invoice to accompany our memo of understanding.

We appreciate our partnership with the Ventura Harbor to capture our market share of the tourism dollar within California to drive our local economy.

Sincerely,

A handwritten signature in black ink that reads "Marlyss Auster".

Marlyss Munguia Auster
President/ CEO
Ventura VCB

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: July 27, 2016

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

I. Tenant Improvements Underway

- 1) *The 805 Bar & Grilled Cheese and Copa Cubana* - 1575 Spinnaker Drive, #102 – Copa Cubana is open. The tenant has not completed the back patio improvements to the Copa Cubana space. Staff is in communication with the tenant and coordinating completion.
- 2) *Milano's Italian Restaurant* – 1575 Spinnaker Drive, #100 – Construction to the new interior bar has begun, and the outside patio fireplace is completed. Construction drawings for the interior building have been approved by the City. Estimated completion is fourth quarter in 2016. The tenant is currently open for business.
- 3) *The Ultimate Escape Rooms* --- 1591 Spinnaker Drive #117C – They are currently in architectural design, developing the drawings that will be submitted to the City of Ventura. Estimated opening is fourth quarter of 2016.

II. Leasing

- 1) Leasing Packet:
 - Distributing leasing packet; these can be printed or found on the website for circulation.
 - Posting ads online and in publications.
- 2) Overview of FY2016/2017 leasing strategy goals:
 - Obtain monthly, quarterly and annual data from real estate organizations and sources;
 - Procured Co-star for real estate analytics;
 - Increase annual rental revenue to VPD at (or above) consumer price index;
 - Attendance and participation with real estate, trade shows, webinars and networking events and others as applicable;
 - Annual memberships with leasing, real estate and development organizations;
 - Visit prospective tenant locations and meet with business owners.

III. Occupancy level at Harbor Village

CATEGORY	Harbor Vacancy Sq Ft	Harbor Vacancy %	Harbor Available Sq Ft	Harbor Available %	City * Vacancy %	City * Available %
Office	0	0%	0	0%	20.0%	25.9%
Retail	0	0%	5,634	28.5%	8.5%	14.2%
Restaurant	1,537	4.8%	1,537	4.8%	5.7%	11%

*Based on comparable square footage

IV. June Sales Report

The attached summary provides sales for three categories: restaurants, retail and charters. The reports compare the monthly sales for 2016 and 2015. They also include year-to-date comparisons. Restaurant and retail categories posted noteworthy increases in sales. For example, retail sales in June 2016 were 16.39% higher than June 2015 sales.

The year-to-date sales for June 2016 were down 2.65% from the same time last year. However, this was due to decreased sales in the charters category only. This decrease in charters was due to the Santa Cruz Island landing dock closed for Island Packers' boat trips.

Attachments

Attachment 1 – June Tenant Sales

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of
June-2016

	<u>June-2016</u>	<u>June-2015</u>	<u>% Change</u>
Restaurants	\$ 1,535,835	\$ 1,408,174	9.07%
Retail	\$ 387,463	\$ 332,908	16.39%
Charters	\$ 569,787	\$ 591,861	-3.73%
Total	\$ 2,493,085	\$ 2,332,943	6.86%

Year-to-date through June 2016

	<u>June-2016</u>	<u>June-2015</u>	<u>% Change</u>
Restaurants	\$ 7,336,987	\$ 7,102,956	3.29%
Retail	\$ 1,517,800	\$ 1,443,639	5.14%
Charters	\$ 2,017,037	\$ 2,620,832	-23.04%
Total	\$ 10,871,824	\$ 11,167,427	-2.65%



BOARD OF PORT COMMISSIONERS

JULY 27, 2016

STANDARD AGENDA ITEM 1

APPROVAL OF FINANCIAL
STATEMENTS AND CHECKS FOR
MAY 2016

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: July 27, 2016

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. 3308 to:

- a) Accept the following financial statements: May 2016; and
- b) Review the payroll and regular checks for May 2016

SUMMARY:

Attached for the Board's review are the financial statements for the fiscal period ending May 31, 2016 and the regular accounts payable checks for the month of May 2016.

BACKGROUND:

The May 2016 financial statements consist of Statement of Revenue and Expenses, Budget Analysis Notes, Annual Budget Compared to Year-to-Date Expenditures, Balance Sheet, Cash Flow Statement, Distribution of Cash, Comparison of Lease Rent, and a Three Year Comparative Statement of Revenue and Expenses. (See Attachment 2)

Operational Disbursements

The accounts payable check register for May 2016 is located after all the financial statement documents as Attachment 3. The register includes a brief description of the purpose for each check.

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

May 2016 -

- Ventura County Air Pollution Control District was paid \$17,495 on 5/5/2016 for the annual permit required for dredging.
- Marcos Ramos was paid \$14,400 on 5/5/2016 for two separate jobs. He repaired/painted steps and stucco walls on the glass patio decking extending from 1575 to 1583 Spinnaker between Coffee Dock & More and the Greek Restaurant. He repaired/painted all fascia, window and door trim, and stucco walls of the upstairs patio behind Margarita Villa.
- T3 Construction Inc was paid \$8,000 on 5/11/16 as a progress payment for tenant improvements to divide the old Harbor Kite suite into two leasable units.
- PowerHouse Construction Inc. was paid \$11,326 on 5/19/2016 for 3 separate jobs. Accessibility repairs in the 1559 Spinnaker Drive courtyard as per Phase 2. Replaced approximately 60 feet of wrought iron guardrail with vinyl railing adjacent to The 805 at 1575 Spinnaker. And he repaired/painted the handrails and steps to the staircase located next to Hats Unlimited at 1575 Spinnaker.
- RRM Design Group Inc. was paid \$31,047 on 5/19/16 for their continued work on the accessibility improvements throughout the Village including Phase III around the Carousel courtyard.

- Ventura Port District (VPD) Grant Account was paid \$18,000 on 5/19/16 as a loan to cover expenses for the Aquaculture Fisheries Study Grant until grant reimbursements are received.
- Peter Holquin Construction Inc. was paid \$6,200 on 5/19/16 for tenant improvements in the 1591 Spinnaker building to divide an office suite into two suites.

Details reflecting purchases made through the District's Chase Bank credit cards for May 2016 are included as Attachment 4.

Future Disbursements

The bi-annual debt service payments to City National Bank will be disbursed electronically as follows during the month of July:

Amended Certificates of Participation Series 2008 – \$620,780.00
(Principle \$505,500 & Interest \$115,280)

Amended Certificates of Participation Series 2009 – \$154,054.40
(Principle \$125,200.00 and Interest \$28,854.40)

Certificates of Participation Series 2016 - \$150,259.80
(Principle \$97,000.00 and Interest \$53,259.80)

Also during the month of the July, the Annual Unfunded Liability portion of CalPERS retirement contributions for FY16-17 will be electronically paid as a lump sum payment of \$209,241. Paying this contribution in a lump sum at the beginning of the fiscal year saves the District \$7,700 in processing fees.

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 payroll of \$123,031 for May 2016 reflects two regular pay periods.

Ventura Port District Aquaculture Fisheries Study Grant Fund

The financial statements for the Grant Fund are included here as Attachment 5. Requests for reimbursement through the grant must include proof of payment along with the vendor invoices. It is for this reason that the District will front funds as needed and will be reimbursed from the account as grant reimbursements are received. The first request for reimbursement through the Sea Grant was sent to UC San Diego on 6/27/2016 for \$46,552 covering expenses from September 2015 through May 2016.

FISCAL IMPACT:

The Statement of Income and Expenses reflects an increase of \$573,030 in the 'Change in Net Position' for the period ended 5/31/16. This increase primarily reflects the appreciation rent revenue received in April from the sale of Ventura Isle Marina.

ATTACHMENTS:

Attachment 1 – Resolution No. 3308

Attachment 2 – Statement of Income Expenses – Period Ended 5/31/16

Attachment 3 – Accounts Payable Check Register for May 2016

Attachment 4 – Chase Credit Card Charges May 2016

Attachment 5 – Aquaculture Fisheries Grant Fund Statement of Income Expenses 5/31/16



RESOLUTION NO. 3308

**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 May 2016;
- B. The following Checks are hereby reviewed:
 - 1) Payroll Checks #9139-9145 and direct deposits inclusive in the amount of \$123,031 for May 2016 salaries.
 - 2) Regular Checks 43979-44141 in the amount of \$291,449 for May 2016 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on July 27th, 2016, Resolution No. 3308 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 May 31, 2016

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
OPERATING REVENUES						
Parcel Lease Income	\$ 234,300	\$ 228,350	\$ (5,950)	\$ 2,859,700	\$ 3,557,434	\$ 697,734
Dry Storage Income	8,100	9,891	1,791	88,900	103,016	14,116
Fisherman's Storage	6,340	5,762	(578)	70,160	63,694	(6,466)
Parking Income	6,000	4,010	(1,990)	59,000	63,351	4,351
Miscellaneous Income/Rentals	1,650	460	(1,190)	69,500	70,994	1,494
Village Income						
Harbor Village Lease Income	191,500	203,653	12,153	2,131,500	2,167,534	36,034
Commercial Fishing	16,000	14,370	(1,630)	198,000	176,111	(21,889)
Miscellaneous Income	520	256	(264)	5,520	5,371	(149)
Harbor Event Fees	3,700	1,076	(2,624)	34,500	35,740	1,240
Marketing Booth/Vendor Income	100	74	(26)	8,800	13,700	4,900
Co-Op Advert/Sponsorship	750	0	(750)	15,750	14,485	(1,265)
Merchants Promo Fund	8,000	7,919	(81)	83,000	81,057	(1,943)
Slip Rentals	75,000	75,745	745	825,000	817,229	(7,771)
Dock Electrical Income	2,000	2,164	164	24,000	29,890	5,890
C A M Income	25,000	26,969	1,969	269,000	282,924	13,924
Total Oper. Revenues	\$ 578,960	\$ 580,699	\$ 1,739	\$ 6,742,330	\$ 7,482,530	\$ 740,200
OPERATING EXPENSES						
Personnel Expenses						
Salaries & Wages						
Regular Salaries	\$ 162,334	\$ 153,240	\$ 9,094	\$ 1,948,166	\$ 1,866,234	\$ 81,932
Part-time Help	5,960	5,605	355	71,510	65,093	6,417
Overtime Pay	0	40	(40)	72,635	83,407	(10,772)
Holiday Pay	0	0	0	30,000	27,889	2,111
Total Salaries & Wages	\$ 168,294	\$ 158,885	\$ 9,409	\$ 2,122,311	\$ 2,042,623	\$ 79,688
Other personnel expenses						
Retirement Contributions/Exp	\$ 39,540	\$ 39,194	\$ 346	\$ 466,960	\$ 459,509	\$ 7,451
Payroll Taxes	2,370	2,580	(210)	40,515	36,500	4,015
Worker's Comp Ins.	0	0	0	171,000	171,000	0
OPEB Liability	10,325	10,339	(14)	113,575	113,585	(10)
Medical & Life Ins.	22,163	22,350	(187)	240,343	235,113	5,230
Optional Benefit Plan	15,998	15,115	883	178,022	175,355	2,667
Uniforms & Tool Allowances	2,807	839	1,968	32,027	24,875	7,152
Total - Other Personnel Expenses	\$ 93,203	\$ 90,417	\$ 2,786	\$ 1,242,442	\$ 1,215,937	\$ 26,505
Total Personnel Expenses	\$ 261,497	\$ 249,302	\$ 12,195	\$ 3,364,753	\$ 3,258,560	\$ 106,193

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended May 31, 2016

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
General Expenses						
Advertising	\$ 500	\$ 2,358	\$ (1,858)	\$ 9,500	\$ 9,338	\$ 162
Leasing & Real Estate	1,400	1,341	59	15,600	11,207	4,393
Auto Mileage & Allowance	1,125	769	356	12,375	8,865	3,510
Auto/Boat Equip & Maint	13,193	5,265	7,928	130,838	67,298	63,540
Bad Debt	0	0	0	0	425	(425)
Bank Fees & Other Misc	1,300	681	619	14,200	8,689	5,511
Building Maintenance	18,180	40,476	(22,296)	224,780	192,203	32,577
Bldg Maint-Tenant Improvments	0	6,194	(6,194)	285,000	295,658	(10,658)
Accessibility Improvements	140,000	147,449	(7,449)	700,000	527,838	172,162
Communications	3,600	3,940	(340)	39,600	43,744	(4,144)
Conferences & Training	2,750	1,504	1,246	46,750	23,516	23,234
Dock Maint. & Repair	4,500	9,093	(4,593)	44,500	30,054	14,446
Village Enhancements	3,000	0	3,000	33,000	21,235	11,765
Equipment Rental	3,055	818	2,237	15,445	19,455	(4,010)
General Insurance	16,834	16,834	0	243,170	243,170	0
Grounds Maintenance	6,505	15,298	(8,793)	102,885	122,491	(19,606)
General Harbor Maintenance	0	0	0	4,000	2,554	1,446
Janitorial Supplies	4,000	4,190	(190)	54,625	37,555	17,070
Judgements & Damages	0	430	(430)	0	430	(430)
Land/Building Rental Expense	6,340	5,762	578	70,160	63,694	6,466
Marketing & Promotions	22,380	15,379	7,001	263,670	233,413	30,257
Memberships & Subscriptions	150	45	105	20,725	20,023	702
Office Supplies & Equipment	2,150	1,369	781	35,600	31,552	4,048
Computer Equip & Supplies	510	0	510	11,990	12,101	(111)
Operating Supplies	4,310	3,845	465	65,210	42,297	22,913
Other Equipment & Repairs	3,395	4,475	(1,080)	42,405	44,139	(1,734)
Professional Services - Legal	5,000	18,990	(13,990)	240,000	222,326	17,674
Professional/Outside Services	33,083	31,703	1,380	383,917	305,402	78,515
Utilities	19,685	14,059	5,626	362,845	282,090	80,755
Dredging Related Expenses	14,285	16,475	(2,190)	319,735	354,426	(34,691)
Total General Expenses	\$ 331,230	\$ 368,742	\$ (37,512)	\$ 3,792,525	\$ 3,277,188	\$ 515,337
Total Operating Expenses	\$ 592,727	\$ 618,044	\$ (25,317)	\$ 7,157,278	\$ 6,535,748	\$ 621,530
Oper. Income(Loss) Before Deprec.	\$ (13,767)	\$ (37,345)	\$ (23,578)	\$ (414,948)	\$ 946,782	\$ 1,361,730
Depreciation	\$ 83,000	\$ 79,338	\$ 3,662	\$ 895,600	\$ 881,517	\$ 14,083
Operating Income (Loss)	\$ (96,767)	\$ (116,683)	\$ (19,916)	\$ (1,310,548)	\$ 65,265	\$ 1,375,813

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended May 31, 2016

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
NON-OPERATING REVENUES						
General						
Investment Income (Loss)	\$ 6,800	\$ 670	\$ (6,130)	\$ 29,300	\$ 34,664	\$ 5,364
Tax Income	5,000	11,460	6,460	1,000,000	1,097,370	97,370
Intergov't Revenue	<u>0</u>	<u>3,419</u>	<u>3,419</u>	<u>0</u>	<u>17,638</u>	<u>17,638</u>
Total General Non-Oper. Income	\$ 11,800	\$ 15,549	\$ 3,749	\$ 1,029,300	\$ 1,149,672	\$ 120,372
Special Funding						
DBAW Grants-Launch Ramp	\$ 0	\$ 0	\$ 0	\$ 0	\$ 31,281	\$ 31,281
City of Ventura	<u>0</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>51,944</u>	<u>21,944</u>
Total Special Funding	\$ 0	\$ 0	\$ 0	\$ 30,000	\$ 83,225	\$ 53,225
TOTAL NON-OPER. REVENUES	<u>\$ 11,800</u>	<u>\$ 15,549</u>	<u>\$ 3,749</u>	<u>\$ 1,059,300</u>	<u>\$ 1,232,897</u>	<u>\$ 173,597</u>
NON-OPERATING EXPENSES						
Interest Expense	\$ 1,440	\$ 2,214	\$ (774)	\$ 650,000	\$ 633,367	\$ 16,633
Amortized Bond Issuance Cost	<u>0</u>	<u>0</u>	<u>0</u>	<u>135,600</u>	<u>91,765</u>	<u>43,835</u>
Total Non-Oper. Expenses	\$ 1,440	\$ 2,214	\$ (774)	\$ 785,600	\$ 725,132	\$ 60,468
Non-Operationing Income (Loss)	<u>\$ 10,360</u>	<u>\$ 13,335</u>	<u>\$ 2,975</u>	<u>\$ 273,700</u>	<u>\$ 507,765</u>	<u>\$ 234,065</u>
CHANGES IN NET POSITION	<u><u>\$ (86,407)</u></u>	<u><u>\$ (103,348)</u></u>	<u><u>\$ (16,941)</u></u>	<u><u>\$ (1,036,848)</u></u>	<u><u>\$ 573,030</u></u>	<u><u>\$ 1,609,878</u></u>

Monthly Report
(Unaudited)

ATTACHMENT 2

Supplementary Notes to the Statement of Income and Expense for the period ending May 31, 2016 – Budget to Actual Analysis.

Operating Income:

Parcel Lease Income – (exceeds budget \$67,058 + 630,676) This category reflects the cumulative balance for master tenants rents. The \$67,058 variance primarily continues to reflect the month of January. The Ventura Harbor Boatyard settles their percentage rent due for the calendar year in January each year. For the calendar year 2015, the Boatyard's percentage rents due to the District were higher than anticipated in the budget. Appreciation rent of \$630,676 was received in April. This appreciation rent was not reflected in the annual budget. Income for the month of May was down \$5,950 from the budgeted amount.

Dry Storage Income – (exceeds budget \$14,116) Occupancy of the dry storage lot is higher than anticipated. Robbie Dunham, Management Assistant, has stated the lot is close to 100% occupied in May.

Harbor Village Lease Income – (exceeds budget \$36,034, 2%) This category includes retail, restaurant, offices and charters located in the Village. The annual variance now reflects the net of an increase in retail of \$19,271 and an increase in restaurants of \$29,742 offset by a decrease in charters of \$13,200. New and expanded retail stores and the exceptionally nice weather seems to be the primary factors for the increases in retail and restaurant. Charters are down due to the closure of landings on Santa Cruz Island, San Miguel Island and Santa Barbara Island.

Commercial Fishing – (under budget \$21,889) This variance primarily reflects January through May as the July thru December budget was adjusted at mid-year. It was anticipated that there would be more offloading of other species of fish (not squid) during these past few months. The Marina Manager has reported that there has been a little bit of squid offloaded in the harbor in May, and that squid offloading picked up in June.

Slip Rentals – (under budget \$7,771) This category continues to reflect approximately a 1% variance from the budget. This year-to-date variance is reasonable. The income for May is right in-line with the budget.

Operating Expenses:

Personnel Expenses – (under budget \$106,193)

- Salaries and wages are under budget thru May by \$79,688, approximately 3.75%. This variance continues to reflect contingencies included for MOU obligations, vacation buyouts, shift coverages, and merit increase that were contingent upon the SRP project moving forward. The contingencies are spread out equally over all the pay periods.
- The other personnel expenses are under budget by \$26,505. This variance is continues to be spread out over all the categories which is reasonable at this time. The retirement contributions are affected primarily by the fact that the merit increases in wages have not been implemented.

Auto/Boat Equip & Maintenance – (under budget \$63,540) Approximately \$47,000 of this variance is related to boat maintenance and boat fuel, and about \$16,000 is related to truck maintenance and fuel purchases through May. There is \$65,000 budgeted for boat maintenance and repairs in FY15-16. Included in this \$65,000 is \$20,000 to install boat engines that were to be purchased by DBW grant. The grant was not awarded to the District so the engines were not purchased and therefore not installed. This boat repair budget has been divided by twelve, distributed equally to each month.

Building Maintenance – (under budget \$32,577) This category is generally spread out equally over all the months. It is anticipated that these funds will be utilized as repair projects have begun as reflected in the variances for the months of January - May. January exceeded the budget by \$6,200, February exceeded the budget by \$14,808, March exceeded the budget by \$3,700, April exceeded the budget by \$10,867, and May exceeded the budget by \$22,296.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the period ending May 31, 2016 – Budget to Actual Analysis

Building Maintenance-Tenant Improvements – (over budget \$10,658) The tenant improvements aligned with the annual budget in the month of February. The April variance of \$10,654 represents the final tenant improvement reimbursement to Wild Local Seafood and the beginning of the work in the old Harbor Kite to divide the suite. The tenant improvement to divide the Kite store was not anticipated in the budget. The variance for the month of May primarily reflects the completion of this tenant improvement.

Accessibility Improvements – (under budget \$172,162) Activity picked up in April for accessibility improvements. The Phase 2 accessibility construction in the Village began in May, whereas, I budgeted for the work to begin in April. It is come to my attention that this phase will not be completed before the end of the fiscal year and that some of the funds will need to be deferred to the FY16-17 budget. The variance for the month of May is \$7,500 over the budget reflecting work on Phase 2.

Conferences & Meetings – (under budget \$23,234) This category is allocated evenly over twelve months for the Administration department. The other departments are allocated as close to actual event schedules as possible. Expenses for the month of May are under the budget by \$1,246. Expenses for the month of April were under budget by \$2,247. Upon reviewing our budgeted conference schedule, the annual variance is attributed primarily to the following:

- Staff was not able to attend the International Council of Shopping Centers Trade Show
- General Manager did not attend the CMANC Washington Week in March
- Staff did not attend the CA Special District Assoc. conference
- Maintenance staff was unable to attend one of their conferences
- The Marina Manager was unable to attend two of his planned conferences
- Accounting Manager was unable to attend the CA Society of Municipal Finance Officers conference
- Office skills improvement seminars were not attended

Dock Maintenance & Repairs – (under budget \$14,446) The Marina Manager reports that the lack of docking activity or use of the pier by the fishing seiners had resulted in a temporary slowdown of deterioration in the G, H & D dock problem areas. He has contracted for services in May to have piling guides fabricated and replaced on D dock. The expenses for the month of May are over budget by \$4,593 representing this work.

Village Enhancements – (under budget \$11,765) This category is allocated evenly over twelve months. This category is being utilized for awning replacements as needed.

Equipment Rental - (over budget \$4,010) This category is over budget due to having to rent more large equipment than usual to clean up areas in the harbor that were affected by the high winds in the past few months. The expenses for the month of May were under budget by \$2,237.

Grounds Maintenance – (over budget \$19,606) This variance is primarily in March and May. The high winds experienced in February and March caused extensive damage to trees in the harbor and it was necessary to hire a contractor to prune back and clean up falling trees. The May expenses were over the budget by \$8,793. As the concrete was removed at the Village for Phase 2 Accessibility improvements, our maintenance staff took the opportunity to repair/replace water lines, electrical conduits, drainage pipes, etc. before the new concrete was put in place. This improvement also created a need to repair landscaping that was affected by the concrete removal / replacement.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the period ending May 31, 2016 – Budget to Actual Analysis

Janitorial Supplies – (under budget \$17,070) This category is divided equally each month throughout the year. It is anticipated that more supplies will be needed in May and June as summer approaches. The variance for the month of May is in-line with the budget.

Marketing and Promotions – (under budget \$30,257) Marketing's monthly expenditures can vary greatly from the monthly budget distribution based on many factors. The timing of marketing expenses does not always correspond with the anticipated monthly budget distribution.

Operating Supplies – (under budget \$22,913) This variance continues to be primarily in the Harbor Patrol Department. Patrol is in the process of purchasing the supplies and equipment that are discussed in the current budget notes. (FCC licensing, a repeater, radios, antennas, misc. gear). The variance for the month of May is in-line with the budget.

Professional Services/Legal – (under budget \$17,674) This variance primarily reflects the net effect from the month of March being under budget due to the receipt of reimbursed legal fees from Ventura Isle Marina in March and the month of May being over budget \$13,990. It is anticipated that all of these funds will be utilized in June.

Professional/Outside Services – (under budget \$78,515) The month of March is under budget by \$11,000, the month of April is under \$2,728, and the month of May is under budget by \$1,380. The annual variance in this category continues to reflect several primary factors –

- \$14,000 is for Lifeguard services that the State Parks & Recreation did not have to utilize.
- \$28,000 has been budgeted to clean up Parcels 15,16,18 prior to Sondermann Ring taking possession which will be deferred to the FY1617 budget.
- Approximately \$26,000 is attributed to the Administration Dept. - \$5,000 was budgeted for an outside document scanning service that will not be utilized this year, \$5,000 was budgeted for Human Resources assistance that has not been utilized to date, \$10,000 was budgeted for a parking plan strategy that will be utilized in May and June with some of the cost being deferred into FY16-17. About \$5,000 was budgeted as a contingency for miscellaneous needs that may arise throughout the year.
- The remaining \$10,000 represents a reasonable variance for the July – May period (about 3%).

Utilities - (under budget \$80,755) This category consists of water, electricity, gas and trash expenses. Usage of utilities is currently under budget due to conservation efforts, reduced activity related to fish offloading and the passing on of increased waste water charges from the City to the tenants for their pro-rata share of usage.

- Water is under budget by \$44,164,
- Electricity is under budget by \$19,585,
- Gas is under budget by \$2,951 and
- Trash is under budget by \$14,055 to date.

Dredging – (exceeds budget \$34,691) This variance is primarily in the months of March and April. Costs associated with the dredging of the Stub Channel exceeded the budget. The month of May is \$2,190 over budget.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the period ending May 31, 2016 – Budget to Actual Analysis

Non-operating Revenue:

Tax Income – (exceeds budget \$97,370) The increase in Property tax revenues has exceeded the 2% increase that was conservatively projected in the current budget.

Special Funding/DBAW Grant-Launch Ramp – (exceeds budget \$31,281) This variance represents launch ramp costs that DBW had originally rejected for reimbursement in FY14-15 and then agreed to reimburse them in our final reimbursement request for the launch ramp project in the current year.

Special Funding/City of Ventura – (exceeds budget \$21,944) This variance represents the portion of the City's reimbursement for the dredging of the stub channel costs that exceeded our budgeted reimbursement projected at \$30,000.

Non-operating Expenses:

Amortized Bond Issuance Cost – (under budget \$60,468) This variance represents the net result of how the prepayment premium associated with the COPs rate resetting and the issuance costs related to both the COPs rate resetting and the DBW loan refunding were ultimately recorded in the financial statements.

ATTACHMENT 2

Ventura Port District Budget Analysis 8% Remaining For the Period Ended May 31, 2016

	Current Annual Budget	Current YTD Activity	Remaining Budget	% Remaining
INCOME				
Operating Income				
Parcel Lease Income	3,095,000	3,557,434	(462,434)	(15)
Dry Storage Income	97,000	103,016	(6,016)	(6)
Fisherman's Storage	76,500	63,694	12,806	17
Parking Income	65,000	63,351	1,649	3
Miscellaneous Income/Rentals	71,500	70,994	506	1
Village Income				
Harbor Village Lease Income	2,330,000	2,167,534	162,466	7
Commercial Fishing	215,000	176,111	38,889	18
Miscellaneous Income	6,000	5,371	629	10
Harbor Event Fees	40,500	35,740	4,760	12
Marketing Booth/Vendor Income	10,000	13,700	(3,700)	(37)
Co-Op Advert/Sponsorship	16,500	14,485	2,015	12
Merchants Promo Fund	90,000	81,057	8,943	10
Slip Rentals	900,000	817,229	82,771	9
Dock Electrical Income	26,000	29,890	(3,890)	(15)
C A M Income	295,000	282,924	12,076	4
Total Operating Income	\$ 7,334,000	\$ 7,482,530	\$ (148,530)	(2) %
Non-operating Income				
Investment Income	30,000	34,664	(4,664)	(16)
Tax Income	1,030,000	1,097,370	(67,370)	(7)
Intergov't Revenue	0	17,638	(17,638)	0
DBAW Grants-Misc	15,500	0	15,500	100
DBAW Grants-Launch Ramp	0	31,281	(31,281)	0
DBAW Grant-Equipment	59,500	0	59,500	100
City of Ventura	30,000	51,944	(21,944)	(73)
Total Non-Operating Income	\$ 1,165,000	\$ 1,232,897	\$ (67,897)	(6) %
TOTAL INCOME	\$ 8,499,000	\$ 8,715,427	\$ (216,427)	(3) %
EXPENSES				
Personnel Expenses				
Salaries & Wages	2,314,500	2,042,622	271,878	12
Retirement Contributions	506,500	459,509	46,991	9
Payroll Taxes	44,500	36,500	8,000	18
Worker's Comp Ins.	171,000	171,000	0	0
OPEB Liability	123,922	113,585	10,337	8
Medical & Life Ins.	262,500	235,113	27,387	10
Optional Benefit Plan	194,000	175,355	18,645	10
Uniforms & Tool Allowances	35,000	24,875	10,125	29
Total Personnel Expenses	\$ 3,651,922	\$ 3,258,559	\$ 393,363	11 %

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Budget Analysis 8% Remaining For the Period Ended May 31, 2016

	Current Annual Budget	Current YTD Activity	Remaining Budget	% Remaining
General Expenses				
Advertising	10,000	9,338	662	7
Leasing / Real Estate	17,000	11,207	5,793	34
Auto Mileage & Allowance	13,500	8,865	4,635	34
Auto/Boat Equip & Maint	201,500	67,298	134,202	67
Bad Debt	25,000	425	24,575	98
Bank Fees & Other Misc	15,500	8,689	6,811	44
Building Maintenance	243,000	192,203	50,797	21
Bldg Maint-Tenant Improvments	285,000	295,658	(10,658)	(4)
Accessibility Improvements	800,000	527,838	272,162	34
Communications	43,000	43,744	(744)	(2)
Conferences & Training	59,500	23,516	35,984	60
Dock Maint. & Repair	49,000	30,054	18,946	39
Village Enhancements	35,000	21,235	13,765	39
Equipment Rental	18,500	19,455	(955)	(5)
General Insurance	260,000	243,170	16,830	6
Grounds Maintenance	111,000	122,491	(11,491)	(10)
General Harbor Maintenance	4,000	2,554	1,446	36
Janitorial Supplies	60,500	37,555	22,945	38
Judgements & Damages	0	430	(430)	0
Land/Building Rental Expense	76,500	63,694	12,806	17
Marketing & Promotions	291,500	233,413	58,087	20
Memberships & Subscriptions	21,500	20,023	1,477	7
Office Supplies & Equipment	38,000	31,552	6,448	17
Computer Equip & Supplies	12,500	12,101	399	3
Operating Supplies	69,500	42,297	27,203	39
Other Equipment & Repairs	46,000	44,139	1,861	4
Professional Services - Legal	245,000	222,326	22,674	9
Professional/Outside Services	413,000	305,402	107,598	26
Utilities	411,500	282,090	129,410	31
Dredging Related Expenses	<u>335,000</u>	<u>354,426</u>	<u>(19,426)</u>	<u>(6)</u>
Total General Expenses	\$ 4,211,000	\$ 3,277,188	\$ 933,812	22 %
Non-operating Expenses				
Interest Expense	650,710	633,367	17,343	3
Bond Issuance Cost	<u>135,600</u>	<u>91,765</u>	<u>43,835</u>	<u>32</u>
Total Non-Oper. Expenses	\$ 786,310	\$ 725,132	\$ 61,178	8 %
TOTAL EXPENSES	\$ 8,649,232	\$ 7,260,879	\$ 1,388,353	16 %

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(Unaudited)

ATTACHMENT 2

Ventura Port District Budget Analysis 8% Remaining For the Period Ended May 31, 2016

	Current Annual Budget	Current YTD Activity	Budget Funds Remaining
CAPITAL IMPROVEMENT PROJECTS/EQUIPMENT			
Automotive	\$ 40,000	\$ 0	\$ 40,000
Assets -Fish Pier Crane/Hoist	102,000	97,131	4,869
Asset- Permanent Flag Pole	13,200	1,308	11,892
Building Improve-Replace Window	90,000	10,918	79,082
Parking Lot Repairs	100,000	85,625	14,375
Assets Village roof system	630,000	517,087	112,913
Assets-Vlg Parkinglot Trash Enclos	0	1,314	(1,314)
Assets-1691 Elevator Refurbish	98,000	94,962	3,038
Assets-1691 Spinnaker Roof Repai	120,000	110,998	9,002
Village Landscaping	0	4,848	(4,848)
VHV Marina Part G&H Docks	<u>50,000</u>	<u>1,404</u>	<u>48,596</u>
Total Capital Improvements	\$ 1,243,200	\$ 925,595	\$ 317,605

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Balance Sheet For the Period Ended May 31, 2016

CURRENT ASSETS

Cash in Banks	3,163,819
Accounts Receivable	403,761
Intercompany Receivable-Grant Fund	54,000
Notes Receivable	178,307
Taxes Receivable	50,542
Interest Receivable	5,223
Prepaid Expenses	397,164
Inventory of supplies	35,245

TOTAL CURRENT ASSETS \$4,288,061

RESTRICTED ASSETS

Cash - Dredging	3,031,879
Cash - Improvement	3,711,986
Cash - Fisheries Complex	90,130

TOTAL RESTRICTED ASSETS \$6,833,995

FIXED ASSETS

Land	2,342,629
Harbor Improvements	33,831,215
Equipment	1,512,608
	37,686,452

Accumulated depreciation (15,240,847)

NET FIXED ASSETS \$22,445,605

OTHER ASSETS

Investments-Unrestricted Reserves	1,499,130
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TOTAL OTHER ASSETS \$1,499,130

TOTAL ASSETS \$35,066,791

DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	296,841
Deferred amount on pension plan	347,852

TOTAL DEFERRED OUTFLOWS OF RESOURCES \$644,693

**TOTAL ASSETS AND DEFERRED
OUTFLOWS OF RESOURCES** \$35,711,484

CURRENT LIABILITIES

Accounts Payable	611,629
Accrued Interest	218,277
Current Portion LT Debt	655,500
Current Portion OPEB Liability	11,856
Accrued Payroll	37,960
Employee Compensated Absences	230,666

TOTAL CURRENT LIABILITIES \$1,765,888

LONG TERM DEBT

ltd - Notes Payable	13,194,700
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TOTAL LONG TERM DEBT \$13,194,700

OTHER LIABILITIES

OPEB Liability LT	501,383
Net Pension Liability	2,578,020
Unearned Revenue	238,500
Security Deposits	176,011

TOTAL OTHER LIABILITIES \$3,493,914

TOTAL LIABILITIES \$18,454,502

EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	10,722,661
Current Year Retained Earnings	573,030

TOTAL EQUITY \$16,573,355

DEFERRED INFLOW OF RESOURCES

Deferred amount from pension plan	683,627
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TOTAL DEFERRED INFLOW OF RESOURCES \$683,627

**TOTAL LIABILITIES, EQUITY, AND
DEFERRED INFLOW OF RESOURCES** \$35,711,484

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Cashflow Statement As of May 31, 2016

Enterprise Fund

Operating Income	7,482,530
Non-Operating Income	1,232,897
Total Income	<u>\$ 8,715,427</u>
Operating Expenses	7,417,265
Non-Operating Expenses	725,132
Total Expenses	<u>\$ 8,142,397</u>
Change in Net Position-Accrual Basis	\$ 573,030
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(639,912)
New Debt acquired (Long Term portion)	176,064
Deferred amount on refundings	(72,727)
Acquisitions/Retirements of Capital Assets	(925,596)
Net Cash provided (used) by Capital & Financing	<u>\$ (1,462,171)</u>
Operating Income Adjustments:	
Depreciation	881,517
(Increase)decrease in receivables	204,680
(Increase)decrease in prepaid Items	(42,848)
Increase(decrease) in current debt serv/interest	(139,525)
Increase(decrease) in payables	552,388
Increase(decrease) in unearned revenue	(17,277)
Increase (decrease) in tenant deposits	12,247
Net Cash provided by Operating Activities	<u>\$ 1,451,182</u>
NET Increase (Decrease) in Cash	\$ 562,041
Add: Beginning Cash 7/1/15	\$ 10,934,904
Ending Cash at 5/31/16	\$ 11,496,945

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Distribution of Cash as of May 31, 2016

<u>Enterprise Fund</u>	Current Balance
<u>Cash</u>	
Cash on Hand (undeposited)	2,788
Cash in Checking (Wells Fargo Bank)	192,309
Cash in County Treasury	<u>16,772</u>
Total Cash Available for Normal Operations	<u>\$ 211,869</u>
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	2,951,949
Stifel Nicolaus	<u>1,499,131</u>
Total Investments Unrestricted Reserves	<u>\$ 4,451,080</u>
 <u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,031,879</u>
Total Dredging Reserves	<u>\$ 3,031,879</u>
 <u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,711,986</u>
Total Capital Improvement Reserves	<u>\$ 3,711,986</u>
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>90,131</u>
Total Fisheries Complex Reserves	<u>\$ 90,131</u>
 TOTAL CASH AND INVESTMENTS	 <u><u>\$ 11,496,945</u></u>

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>5/31/2016</u>	Year to Date Ended <u>5/31/2015</u>	Increase (Decrease)	
Parcel Leases				
Ventura Harbor Marine Assoc	166,274	150,168	16,106	11%
Dave's Fuel Dock	9,762	8,431	1,331	16%
Sheraton 4 Points-Harbortown	410,193	375,050	35,143	9%
Harbortown Point	73,426	72,105	1,321	2%
Oceans West Marina	265,133	257,824	7,309	3%
Ventura Isle Marina	625,186	600,233	24,953	4%
Ventura Marina Mobile Park	399,343	394,538	4,805	1%
Ventura West Marina	457,560	447,016	10,544	2%
Ventura Yacht Club	109,141	107,001	2,140	2%
Vta Harbor Boatyard	349,740	295,853	53,887	18%
Sonderman Ring	60,000	60,000	0	0%
Total Parcel Lease	<u>2,925,758</u>	<u>2,768,219</u>	<u>157,539</u>	6%
Appreciation rent & Reimb/Fees	<u>631,676</u>	<u>2,287</u>	<u>629,389</u>	
Total Parcel Leases	3,557,434	2,770,506	786,928	28%
Ventura Harbor Village				
Retail Rents	399,271	412,608	(13,337)	-3%
Restaurant Rents	912,742	832,909	79,833	10%
Office Rents	553,721	511,418	42,303	8%
Charters	301,800	322,402	(20,602)	-6%
Total Village	<u>2,167,534</u>	<u>2,079,337</u>	<u>88,197</u>	4%
Commercial Fishing	176,111	240,545	(64,434)	-27%
TOTAL	5,901,079	5,090,388	810,691	16%

Monthly Report
(Unaudited)

ATTACHMENT 2

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

	MONTH OF MAY			YEAR TO DATE 5/31			% change FY14-15 to Current Yr
	2013-14	2014-15	Current	2013-14	2014-15	Current	
<u>Operating Income</u>							
Parcel Leases	223,689	232,976	228,350	2,729,430	2,770,506	2,926,758	6%
Appreciation Rent			-			630,676	
Dry Storage	7,107	7,045	9,891	82,342	76,495	103,016	35%
Other Operating	14,490	14,454	10,232	170,278	191,538	198,039	3%
Harbor Village Leases	184,019	182,264	203,653	2,029,791	2,079,337	2,167,534	4%
Commercial Fishing	11,661	15,905	14,370	303,457	240,545	176,111	-27%
Slips	72,628	71,784	75,745	831,804	784,096	817,229	4%
CAM	24,100	21,807	26,969	262,945	252,523	282,924	12%
Marketing	7,104	6,865	7,919	76,215	78,958	81,057	3%
Electrical Slips	2,332	2,322	2,164	27,438	29,487	29,890	1%
Other Operating	5,626	1,469	1,406	71,126	71,843	69,296	-4%
Total Operating Income	552,756	556,891	580,699	6,584,826	6,575,328	7,482,530	14%
<u>Operating Expenses</u>							
Harbor Patrol	148,954	86,641	66,488	998,393	1,070,963	1,057,275	-1%
Maintenance	90,549	62,965	252,440	1,115,582	1,095,468	1,718,550	57%
Administration	159,613	124,818	137,184	1,553,790	1,593,006	1,624,050	2%
Marina	50,311	48,242	49,610	599,114	605,651	590,805	-2%
C A M	67,100	67,933	64,333	658,068	756,697	769,160	2%
Marketing	40,439	20,975	31,514	411,777	402,139	421,483	5%
Dredging	13,923	14,265	16,475	228,228	213,148	354,425	66%
Total Operating Expenses	570,889	425,839	618,044	5,564,952	5,737,072	6,535,748	14%
NET OPERATING INCOME	(18,133)	131,052	(37,345)	1,019,874	838,256	946,782	13%
<u>Non-operating Income</u>							
Interest	10,764	157	670	97,881	30,489	34,664	
Taxes	8,799	5,314	11,460	974,139	1,013,617	1,097,370	8%
Other	-	3,060	3,419	8,942	31,778	100,863	
Total Non-operating Income	19,563	8,531	15,549	1,080,962	1,075,884	1,232,897	15%
<u>Non-Operating Expenses</u>							
Depreciation	74,685	82,019	79,338	821,442	900,857	881,517	
Debt Service	1,437	1,437	2,214	702,263	675,233	725,132	
Other	-	-	-	-	-	-	
Total Non-operating Expenses	76,122	83,456	81,552	1,523,705	1,576,090	1,606,649	2%
NET NON-OPER. INCOME	(56,559)	(74,925)	(66,003)	(442,743)	(500,206)	(373,752)	
NET CHANGE IN POSITION	(74,692)	56,127	(103,348)	577,131	338,050	573,030	70%

Monthly Report
(Unaudited)

ATTACHMENT 3

Accounts Payable Check Register - May 2016

Ventura Port District
Wells Fargo Checking

6/13/2016

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
43979	5/5/2016	3497	Gregory Carson	Conference reimbursement - CMANC	2,386.83	
43980	5/5/2016	8251	Ventura Water ** Voided **	Check stub used to list invoices		-
43981	5/5/2016	8251	Ventura Water	Bi-monthly Utilities	24,030.55	
43982	5/5/2016		** Voided **	Printing error		-
43983	5/5/2016	1045	ADT Security Services	Security monitoring - NPS	179.85	
43984	5/5/2016	1048	Adam Newton	Consultant/speaker Village restaurant tenant meeting	825.00	
43985	5/5/2016	1178	American Office Products	Office supplies	174.37	
43986	5/5/2016	1492	Big Brand Tire Company	Replace vehicle tires	994.09	
43987	5/5/2016	1663	Burons Preferred Pumping Inc.	Inspections Village grease traps	1,800.00	
43988	5/5/2016	1676	Carquest Auto Parts	Maintenance vehicle parts	199.78	
43989	5/5/2016	1725	CED (Consolidated Electrical Distributors)	Misc Village promenade lighting supplies	522.19	
43990	5/5/2016	1762	Canon Financial Services	Copier lease for VPD HDQ and Marketing office	795.50	
43991	5/5/2016	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	738.10	
43992	5/5/2016	2031	County Of Ventura	Annual hazardous waste holding permit	550.04	
43993	5/5/2016	2331	Dial Security Inc	Dockmaster/security coverage	800.00	
43994	5/5/2016	2751	Empire Cleaning Supply	Janitorial supplies	1,866.73	
43995	5/5/2016	2935	Farmer Bros. Co	Coffee supplies	427.32	
43996	5/5/2016	2936	Fast Signs	Village restroom signage	157.90	
43997	5/5/2016	2986	Ferguson Enterprises Inc.	Dock parts	93.94	
43998	5/5/2016	3050	All That's Fit to Print	Marketing ad/graphic production	2,781.25	
43999	5/5/2016	3490	Grainger Inc.	Misc building maintenance & waste oil containers	1,963.65	
44000	5/5/2016	3492	Green Thumb International	Landscaping parts	5.79	
44001	5/5/2016	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
44002	5/5/2016	4061	Industrial Bolt and Supply ** Voided **	Voided due to vendor correction		1,547.32
44003	5/5/2016	4247	Jani-King of CA Inc.	Janitorial Service in Village	5,015.22	
44004	5/5/2016	4293	Jennifer Talt-Lundin	Marketing expense reimbursement	50.00	
44005	5/5/2016	4742	Kratos Construction	Village-7 different jobs including fiber optic & lighting replacement	3,125.00	
44006	5/5/2016	4852	Lagerlof Senecal Gosney	Legal Fees	4,218.75	
44007	5/5/2016	5016	Lowe's	Miscellaneous operating supplies	840.43	
44008	5/5/2016	5162	ManagerPlus Solutions,LLC	Annual tech support/maintenance contract	1,199.00	
44009	5/5/2016	5172	Margarita Villa	Board meeting dinner	148.35	
44010	5/5/2016	5210	McCormix Corp.	Fuel for maintenance vehicles	1,154.93	
44011	5/5/2016	5213	McMaster-Carr	Shop Supplies	179.10	
44012	5/5/2016	5231	Mendez Roofing Inc	Village-1583 & 1591 buildings/broken roof tile replacement	1,450.00	

ATTACHMENT 3

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
44013	5/5/2016	5945	Office Depot Credit Plan	Office supplies	375.91	
44014	5/5/2016	6030	3Digit Media	Marketing-Advertising	955.00	
44015	5/5/2016	6178	PERS Long Term Care Program	Salary reduction benefit	164.98	
44016	5/5/2016	6283	Petty Cash Fund	Operating & office supplies	435.71	
44017	5/5/2016	6440	Port Supply	Repair parts -boats and jet skis	114.83	
44018	5/5/2016	6850	R P Barricade	Operating supplies-delineators	741.60	
44019	5/5/2016	6865	Rasmussen & Associates Inc	Service pertaining to 1691 roof project & Village window replaceme	4,545.00	
44020	5/5/2016	7032	Alliant Insurance Services	First Quarter 2016 Event insurance premiums	384.00	
44021	5/5/2016	7240	AT&T	Elevator emergency phone service	659.04	
44022	5/5/2016	7294	Service-Pro Fire Protection	Quarterly sprinkler inspections	665.00	
44023	5/5/2016	7410	Smith Pipe & Supply Inc.	Village landscaping	134.11	
44024	5/5/2016	7434	Southern Calif. Edison	Utilities	2,487.86	
44025	5/5/2016	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,186.86	
44026	5/5/2016	8232	Ventura County APCD (Air Pollution Control District)	Annual permit for dredging	17,494.72	
44027	5/5/2016	8233	Venco Power Sweeping, Inc	Monthly Village parking lot	415.38	
44028	5/5/2016	8239	Ventura County Reporter	Marketing-Advertising	375.00	
44029	5/5/2016	8263	Ventura Pest Control	Village service	335.00	
44030	5/5/2016	8534	HDS White Cap Const. Supply	Dock repair supplies-patrol docks	120.78	
44031	5/5/2016	10041	Murrieta Electric, Inc.	Village repairs tower Margarita Villa building	250.00	
44032	5/5/2016	12300	AT&T Business Services	Fiber/Wi-Fi services VPD HDQ	1,388.34	
44033	5/5/2016	12945	Assurant Employee Benefits	Dental Insurance Premiums	1,541.42	
44034	5/5/2016	17571	California Door and Hardware	Miscellaneous door hardware	11.29	
44035	5/5/2016	20021	Coastal View News	Marketing-Advertising	314.00	
44036	5/5/2016	40525	Impact Sciences, Inc	Biological testing in the harbor-March-April 2016	4,957.32	
44037	5/5/2016	48470	Lauren Yuncker	Marketing expense reimbursement	30.00	
44038	5/5/2016	51731	Marcos Ramos Painting-Vlg-repair/pressure wash/paint patio/railings/steps around Copa&Coastal Cone		14,400.00	
44039	5/5/2016	70641	Superior Awning, Inc.	Awning - Lost in Socks	1,839.65	
44040	5/5/2016	PM OneTime	Doug Londborg	Refund key deposit	25.00	
44041	5/5/2016	7862	Time To Shine	Village window screens fabrication/replacement	715.00	
44042	5/5/2016	2751	Empire Cleaning Supply	Janitorial supplies	1,331.89	
44043	5/5/2016	4061	Industrial Bolt and Supply	Operating supplies	215.43	
44044	5/5/2016		** Voided **	Printing error		-
44045	5/5/2016		** Voided **	Printing error		-
44046	5/11/2016	7869	T 3 Construction Inc	Tenant Improvement old Harbor Kite space	8,000.00	
44047	5/19/2016	1058	Advantage Telecom Inc	District phone system/internet	1,322.72	
44048	5/19/2016	1060	AFLAC	Salary reduction benefit	487.35	
44049	5/19/2016	1151	Altec Ind. Inc.	Maintenance truck/boom repairs	1,065.76	
44050	5/19/2016	1178	American Office Products	Office supplies	163.00	
44051	5/19/2016	1206	Anchor Coring & Sawing Inc.	Village parking lot asphalt repair	215.00	

ATTACHMENT 3

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
44052	5/19/2016	1259	Applied Environmental Inc.	Environmental air quality control report-Feb2016	1,200.00	
44053	5/19/2016	1294	Associated Transportation Engineering	Parking study	2,055.55	
44054	5/19/2016	1326	Ayalas Backflow Services	Village backflow repair	495.00	
44055	5/19/2016	1440	Beacon Marine Chandlery Inc	Operating supplies	50.66	
44056	5/19/2016	1676	Carquest Auto Parts	Maintenance vehicle parts	12.85	
44057	5/19/2016	1679	Carpi, Clay & Smith	Washington lobbyist - April	5,000.00	
44058	5/19/2016	1843	Certified Folder Display	Marketing-Crowne Plaza Ventura Beach Coop	500.00	
44059	5/19/2016	1886	Channel Watch Marine, Inc.	Vessel disposal	2,250.00	
44060	5/19/2016	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	845.74	
44061	5/19/2016	2093	Cumulus Broadcasting Inc.	Marketing radio advertising	945.00	
44062	5/19/2016	2099	Custom Embroidery	Maintenance uniforms	255.16	
44063	5/19/2016	2295	Destin Thomas Communication	Hand held radio repair	199.00	
44064	5/19/2016	2331	Dial Security Inc	Dockmaster/security coverage	800.00	
44065	5/19/2016	2433	Document Systems Inc.	Printer toner	223.73	
44066	5/19/2016	2446	DocuProducts	Copier maintenance fees	300.09	
44067	5/19/2016	2604	E.J. Harrison & Sons Inc.	Trash service	74.70	
44068	5/19/2016	2751	Empire Cleaning Supply	Janitorial supplies	1,546.49	
44069	5/19/2016	2980	Fausset Printing, LLC	Marketing-event cards	144.50	
44070	5/19/2016	3050	All That's Fit to Print	Marketing ad/graphic production	3,348.13	
44071	5/19/2016	3490	Grainger Inc.	Beach restroom repair parts	174.68	
44072	5/19/2016	3492	Green Thumb International	Village landscaping and fountain parts	116.03	
44073	5/19/2016	3609	Hathaway Perrett Webster Inc.	Legal Fees	6,073.00	
44074	5/19/2016	3652	Hertz Equipment Rental	Water truck rental -parcel 15,16&18	123.63	
44075	5/19/2016	3752	HLI Systems	Web and email hosting	484.00	
44076	5/19/2016	4742	Kratos Construction	Village ongoing fiber optic project building 1449&1559	1,200.00	
44077	5/19/2016	4852	Lagerlof Senecal Gosney	Legal Fees	20,663.75	
44078	5/19/2016	4939	Life-Assist Inc.	Patrol medical supplies	238.11	
44079	5/19/2016	5050	MailFinance	Postage machine/scale lease-quarterly payment	422.12	
44080	5/19/2016	5190	Matilija Water	Reverse osmosis water system April	45.00	
44081	5/19/2016	5210	McCormix Corp.	Fuel for maintenance vehicles	308.94	
44082	5/19/2016	5505	Muzicraft Inc.	Ambient music in Village - June	329.50	
44083	5/19/2016	5625	ReadyRefresh	Bottled water service	293.05	
44084	5/19/2016	5744	Noble Consultants Inc.	Services pertaining to dredging & Village dock replacement	2,106.00	
44085	5/19/2016	6178	PERS Long Term Care Program	Salary reduction benefit	164.98	
44086	5/19/2016	6194	Pacific Oil Company	Oil Recycling pickup	548.05	
44087	5/19/2016	6201	Pamela Griffin	Wellness program instructor	160.00	
44088	5/19/2016	6361	Pitney Bowes	Postage meter lease/Vlg office	34.64	
44089	5/19/2016	6440	Port Supply	Marine radios	1,106.56	
44090	5/19/2016	6446	PowerHouse Construction Inc.	Village 1575 vinyl railing/1567 staircase repair/1559 courtyard	11,326.00	

ATTACHMENT 3

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
44091	5/19/2016	6470	LegalShield	Salary reduction benefit	166.40	
44092	5/19/2016	6687	RRM Design Group Inc.	Village accessibility improvement plans	31,046.99	
44093	5/19/2016	7000	Richard W. Parsons	Dredging/Project Management services	8,888.00	
44094	5/19/2016	7032	Alliant Insurance Services	Annual premium Crime Policy	700.00	
44095	5/19/2016	7210	SEIU Local 721	Union dues for Harbor Patrolmen	410.41	
44096	5/19/2016	7294	Service-Pro Fire Protection	Village 1691 Roof fire sprinklers/1575 fire sprinkler repair	3,652.00	
44097	5/19/2016	7296	Searle Creative Group	Website production/maintenance	640.00	
44098	5/19/2016	7346	Shell Fleet Plus	Fuel for patrol vehicles	527.36	
44099	5/19/2016	7410	Smith Pipe & Supply Inc.	Village landscaping	312.89	
44100	5/19/2016	7594	Steven Anthony Hinojosa	Marketing Village entertainment	300.00	
44101	5/19/2016	7622	Sweet Pea Flowers & Gifts	Goodwill gift-Lambert	81.65	
44102	5/19/2016	7719	Teamsters Local No. 186	Union dues for Dockmasters	318.00	
44103	5/19/2016	8202	VCE Services, Inc.	Services on four projects/primary work was parcel 8 survey	3,145.29	
44104	5/19/2016	8233	Venco Power Sweeping, Inc	Monthly Village parking lot & Fish Pier	675.38	
44105	5/19/2016	8250	Ventura Visitors & Convention	Rent for space in VVC building	232.50	
44106	5/19/2016	8260	Verizon Wireless	Cell phones/services	96.92	
44107	5/19/2016	8260	Verizon Wireless	Cell phones/services	698.07	
44108	5/19/2016	8267	Ventura Harbor Marina & Yacht	Routine maintenance Boat 19	144.45	
44109	5/19/2016	8267	Ventura Harbor Marina & Yacht	Routine maintenance Boat 17	152.45	
44110	5/19/2016	8267	Ventura Harbor Marina & Yacht	Routine maintenance Boat fireboat	144.45	
44111	5/19/2016	8453	Virtual Pacific Networks	IT Services	2,369.21	
44112	5/19/2016	8500	Warren Takahashi	Marketing Village entertainment	150.00	
44113	5/19/2016	8500	Warren Takahashi	Marketing Village entertainment	50.00	
44114	5/19/2016	8501	Warren Distributing Inc.	Vehicle and boat supplies	238.26	
44115	5/19/2016	8534	HDS White Cap Const. Supply	Dock repair supplies-patrol docks	90.04	
44116	5/19/2016	8551	Williams Automotive Inc.	Repairs to Dockmaster truck and Maintenance truck	819.80	
44117	5/19/2016	11471	All Surface Construction Inc	Village Asphalt patching-1559 Spinnaker parkinglot	1,350.00	
44118	5/19/2016	15751	Bob's Towing Service	Tow broken down Dockmaster truck for repair	80.00	
44119	5/19/2016	17571	** Voided **	Printer jam - reprinted ck#44133		88.58
44120	5/19/2016	20200	** Voided **	Printer jam - reprinted ck#44134		729.00
44121	5/19/2016	24351	** Voided **	Printer jam - reprinted ck#44135		632.10
44122	5/19/2016	25351	** Voided **	Printer jam - reprinted ck#44136		427.41
44123	5/19/2016	40525	** Voided **	Printer jam - reprinted ck#44137		4,527.90
44124	5/19/2016	42471	** Voided **	Printer jam - reprinted ck#44138		1,163.00
44125	5/19/2016	48470	** Voided **	Printer jam - reprinted ck#44140		16.36
44126	5/19/2016	51731	Marcos Ramos Painting	Vlg-repair dry rot/paint all doors & window trim at Wild Local	3,475.00	
44127	5/19/2016	62450	Pasadena Weekly	Marketing-Advertising	325.00	
44128	5/19/2016	77751	The Salty Suites	Marketing Village entertainment	300.00	
44129	5/19/2016	82823	VPD-Grant Account	Funds for Shellfish Initiative grant checking acct	18,000.00	

ATTACHMENT 3

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Amount</u>
44130	5/19/2016	Deposits	Norma Khalifa	Refund event deposit	250.00	
44131	5/19/2016	ONETIME	Jessica McLeod	Claim settlement	429.59	
44132	5/19/2016	PM OneTime	Bill Ferguson	Refund dry storage rent and key deposit	145.00	
44133	5/19/2016	17571	California Door and Hardware	Village office suite door repairs-1583 Spinnaker	88.58	
44134	5/19/2016	20200	CoStar Realty Information, Inc	Leasing marketing data software	729.00	
44135	5/19/2016	24351	Dog Waste Depot	Operating supplies-mutt mitts	632.10	
44136	5/19/2016	25351	Dudek	Services on Ventura Shellfish Enterprise study	427.41	
44137	5/19/2016	40525	Impact Sciences, Inc	Biological testing in the harbor-January-February 2016	4,527.90	
44138	5/19/2016	42471	JaniTek Cleaning Solutions	Janitorial service for National Park Service Offices	1,163.00	
44139	5/19/2016	8531	Whisenhunt Communication	Public relations services	380.00	
44140	5/19/2016	48470	Lauren Yuncker	Marketing expense reimbursement	16.36	
44141	5/19/2016	62810	Peter Holguin Construction Inc	Village office suite split 1591 Spinnaker #205 & #206	6,200.00	
Check Register Totals					<u>\$ 291,448.85</u>	<u>\$ 9,131.67</u>

ATTACHMENT 4

Ventura Port District Chase Business Credit Card Charges May 2016

Chase Credit Card holders

Oscar Pena, General Manager
 Brian Pendleton, Business Operations Manager
 Jessica Rauch, Administrative Assistant/Clerk
 Robin Baer, Property Manager
 Joe Gonzalez, Facilities Manager
 Jennifer Talt-Lundin, Marketing Manager
 Frank Locklear, Marina Manager
 John Higgins, Harbormaster

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Pena	5/11/2016	NOTHING BUNDT CAKES 158	Business meal	Commission Refreshments	39.90
Total General Manager's Expenses					39.90
Brian Pendleton	5/31/2016	BUILDING SAFETY CTY SAN	Building maintenance	Building Commercial Permit	75.00
Brian Pendleton	5/10/2016	CAFE FIORE	Business meal	Meeting w/ Commissioner Friedman & GM Pena	66.52
Brian Pendleton	5/26/2016	URBAN LAND INSTITUTE	Conference	Conference Registration	395.00
Brian Pendleton	5/31/2016	AMTRAK .COM 1520651622975	Conference	Transportation to Conference	38.00
Total Business Operations Manager's Expenses					574.52
Jessica Rauch	5/11/2016	SQ *VENTURA SANDWIC	Business meal	Commission Closed Session Lunch	98.08
Jessica Rauch	5/25/2016	VONS Store00021642	Business meal	Commission Refreshments	21.90
Jessica Rauch	5/3/2016	LA TIMES MEDIA GROUP	Real estate development	Development RFP Advertising	909.23
Jessica Rauch	5/24/2016	DMC PUBLICATIONS	Real estate development	Development RFP Advertising	160.50
Total Administrative Assistant's Expenses					1,189.71
Robin Baer	5/27/2016	LOOPNET INC	Leasing advertising	Leasing Advertisement	159.95
Total Property Manager's Expenses					159.95
Joe Gonzalez	No charge purchases for month of May				-
Total Facilities Manager's Expenses					-

ATTACHMENT 4

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jennifer Lundin	5/9/2016	CTC*CONSTANTCONTACT.COM	Advertising	Enewsletter - Harbor Views monthly /fee	20.00
Jennifer Lundin	5/18/2016	CASA DE REGALOS	Advertising	Seaside Summer Bliss Package - Facebook Promo	25.00
Jennifer Lundin	5/20/2016	FS *AngelCam	Advertising	Web CAM for venturaharbor.com /Harbor Entry	20.00
Jennifer Lundin	5/20/2016	COFFEE DOCK & POST	Advertising	Harbor Promotions/Campaign Gift Cert	25.00
Jennifer Lundin	5/21/2016	MAILCHIMP	Advertising	Monthly Enewsletter - Village	75.00
Jennifer Lundin	5/31/2016	FACEBK *AYNVS9ASY2	Advertising	Facebook Boost	50.00
Jennifer Lundin	5/4/2016	GREEK AT THE HARBOR IN	Business Meal	Tenant Meeting Coffee & Tea- paid later date than mtg	26.88
Jennifer Lundin	5/17/2016	SHERATON	Business Meal	Meeting	21.39
Jennifer Lundin	5/18/2016	BOATYARD CAFE INC	Business Meal	Lunch for CNN reporters headed to Channel Islands	19.24
Jennifer Lundin	5/7/2016	SHERATON	Conference	Cal Travel Summit	660.40
Jennifer Lundin	5/10/2016	CARL'S JR 1100116	Conference	Meal on road Cal Travel Summit	2.15
Jennifer Lundin	5/10/2016	CARL'S JR 1100116	Conference	Meal on road Cal Travel Summit	3.66
Jennifer Lundin	5/10/2016	S & Z PETROLEUM INC	Conference	Gas for Rental Car	25.66
Jennifer Lundin	5/12/2016	RENAISSANCE HOTELS F/B	Conference	Dinner at Sunset Travel Show	17.12
Jennifer Lundin	5/12/2016	RENAISSANCE HOTELS F/B	Conference	Snack & Drink at Hotel Market	3.78
Jennifer Lundin	5/13/2016	RENAISSANCE HOTELS PAL	Conference	Sunset Travel Show in Sonoma	415.21
Jennifer Lundin	5/13/2016	IN-N-OUT BURGER #288	Conference	Meal on road Sunset Travel Show	6.31
Jennifer Lundin	5/13/2016	SHELL OIL 57444479604	Conference	Gas for Rental Car	37.58
Jennifer Lundin	5/13/2016	CHEVRON 0212458	Conference	Gas for Rental Car	7.28
Jennifer Lundin	5/13/2016	USA PETRO #68212	Conference	Gas for Rental Car	28.22
Jennifer Lundin	5/14/2016	PARK 121	Conference	Tea Sunset Travel Show	4.00
Jennifer Lundin	5/14/2016	THE FIG CATERS	Conference	Lunch Sunset Travel Show	11.00
Jennifer Lundin	5/15/2016	MCDONALD'S F7605	Conference	Meal on road Sunset Travel Show	7.66
Jennifer Lundin	5/15/2016	SHELL OIL 57442732707	Conference	Gas for Rental Car	23.72
Jennifer Lundin	5/15/2016	STARBUCKS #09490 PETALUMA	Conference	Tea Sunset Travel Show	2.95
Jennifer Lundin	5/15/2016	SQ *CARRIBEAN SPICES	Conference	Lunch Sunset Travel Show	13.00
Jennifer Lundin	5/15/2016	THE SWISS HOTEL	Conference	Dinner Sunset Travel Show	32.01
Jennifer Lundin	5/16/2016	ENTERPRISE RENT-A-CAR	Conference	Sunset Travel Show & Cal Travel Summit	404.00
Jennifer Lundin	5/27/2016	VENTURA BOAT RENTALS	Conference	Hosted Ventura County Coast SnapChat Travel Show	58.00
Jennifer Lundin	5/9/2016	GREEK AT THE HARBOR IN	Event Production	Mother's Day Instagram Contest Winner Request GC	30.00
Jennifer Lundin	5/13/2016	TARGET 00006924	Event Production	Event Supplies for Harbor Promotions	57.64
Jennifer Lundin	5/17/2016	TARGET 00002980	Event Production	Event Supplies for Harbor Promotions/Campaigns	11.83
Jennifer Lundin	5/12/2016	TLF SWEET PEAS FLOWERS AN	Misc	Welcome Arrangement for Rhumb Line New Owners	91.38
Jennifer Lundin	5/15/2016	TWX SUNSET EVENTS	Misc	Gift for GM at Harbor Four Points/ Room Rate Discount	20.00
Jennifer Lundin	5/17/2016	COFFEE DOCK & POST	Promotions	Family Bloggers FAM in Village w/Ventura Coast	16.75
Jennifer Lundin	5/17/2016	VENTURA BOAT RENTALS	Promotions	Family Bloggers FAM in Village w/Ventura Coast	32.00
Total Marketing Manager's Expenses					2,305.82

ATTACHMENT 4

<u>Staff</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Frank Locklear	5/19/2016	emppay.com *techsoft	Computer supplies	(2) Adobe Acrobat Professional Software	290.85
Frank Locklear	5/20/2016	AMAZON MKTPLACE PMTS	Computer supplies	Rack mount Enclosure for Fiber Optic	164.18
Frank Locklear	5/20/2016	AMAZON MKTPLACE PMTS	Computer supplies	Cables and mount for Fiber Optic	146.95
Frank Locklear	5/20/2016	AMAZON MKTPLACE PMTS	Computer supplies	(2) Fiber Uplinks, Managed switches,routing	576.18
Frank Locklear	5/21/2016	Amazon.com	Computer supplies	TP-Link(4) Gigabit SFP Modules (phone system)	176.92
Frank Locklear	5/22/2016	FOREIGN TRANSACTION FEE	Computer supplies	Associated with emppay.com tranaction below	8.72
Frank Locklear	6/1/2016	FRY'S ELECTRONICS # 44	Computer supplies	Keyboards,monitor,UPS, MarketingDpartment	273.95
Frank Locklear	5/9/2016	GOTOCITRIX.COM	Office supplies	Go To Meeting Teleconference Account (Monthly)	49.00
Total Marina Manager's Expenses					1,686.75
John Higgins	5/3/2016	AMAZON MKTPLACE PMTS	Operating supplies	Equipment Bags	399.92
John Higgins	5/5/2016	PAYPAL *STICKERCUT	Operating supplies	HP Equipment ID Stickers	595.00
John Higgins	5/6/2016	Amazon.com	Operating supplies	Tool Set & Batteries	642.86
John Higgins	5/11/2016	Amazon.com	Operating supplies	Case for Equipment	41.87
John Higgins	5/12/2016	TELEVISION EQUIPMNT ASOC	Operating supplies	Waterproof Communications	1,840.01
John Higgins	5/12/2016	Amazon.com	Operating supplies	Drill Bits & Accessories	56.50
John Higgins	5/17/2016	IN *EVP INTERNATIONAL, LL	Operating supplies	Helmet ID Magnets	143.25
John Higgins	5/17/2016	GOLD COAST RECYCLING & TR	Boat Salvage	Boat Disposal (Reimbursable)	144.67
John Higgins	5/25/2016	GOLD COAST RECYCLING & TR	Boat Salvage	Boat Disposal (Reimbursable)	124.67
John Higgins	6/2/2016	AMAZON MKTPLACE PMTS	Operating supplies	Business card scanner (BP)	119.95
Total Harbormaster's Expenses					4,108.70
Total Chase Credit Card Expenses					<u><u>\$ 10,065.35</u></u>

ATTACHMENT 5

Ventura Port District
Aquaculture Fisheries Study Grant Fund
Balance Sheet
For the Period Ended May 31, 2016

CURRENT ASSETS

Cash in Banks	14,722
Accounts Receivable-Grant	0
TOTAL CURRENT ASSETS	<u>\$14,722</u>

CURRENT LIABILITIES

Accounts Payable	6,724
Intercompany Payable-Enterprise Fund	54,000
TOTAL CURRENT LIABILITIES	<u>\$60,724</u>

LONG TERM ASSETS

Long Term Assets	0
TOTAL LONG TERM ASSETS	<u>0</u>

EQUITY

Current Year Retained Earnings	(46,002)
TOTAL EQUITY	<u>(\$46,002)</u>

TOTAL ASSETS	<u><u>\$14,722</u></u>
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TOTAL LIABILITIES AND EQUITY	<u><u>\$14,722</u></u>
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ATTACHMENT 5

Ventura Port District
Aquaculture Fisheries Study Grant Fund
Statement of Income, Expense and Change in Net Position
For the Period Ended May 31, 2016

INCOME

VSE Grant Reimbursement	-
Total Income	-

EXPENSES

Legal-VSE Grant	798
Professional Services	45,204
Total Expenses	46,002

CHANGE IN NET POSITION

(46,002)

Monthly Report
(Unaudited)



BOARD OF PORT COMMISSIONERS

JULY 27, 2016

STANDARD AGENDA ITEM 2

ADOPT TWO RESOLUTIONS TO
FORMALIZE EMPLOYER PAID
MEMBER CONTRIBUTIONS TO PERS
FOR FULL-TIME HARBOR PATROL
OFFICERS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: July 27, 2016

TO: Board of Port Commissioners
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Adopt Two Resolutions to Formalize Employer Paid Member Contributions to PERS for Full-time Harbor Patrol Officers

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Adopt Resolution No.3309, establishing the Employer Paid Member Contributions to PERS at 1% for Full-time Harbor Patrol Officers effective July 1, 2007; and
- b) Adopt Resolution No.3310, establishing the Employer Paid Member Contributions to PERS at 3% for Full-time Harbor Patrol Officers effective July 1, 2008.

SUMMARY:

Attached for the Board's approval are two resolutions to formalize the Employer Paid Member Contributions (EPMC) to PERS for the Full-time Harbor Patrol Officers as set forth in the Memorandum of Understanding between the District and S.E.I.U. dated July 1, 2007.

BACKGROUND:

On October 24, 2007, the Board approved an MOU effective July 1, 2007 for the Full-time Harbor Patrol Officers. The MOU stipulated the District's intent to pay 1% for EPMC effective July 1, 2007 and 3% for EPMC effective July 1, 2008. It has recently been brought to staff's attention that PERS requires a Board Resolution formalizing the District's agreed upon contribution for EPMC. The two resolutions attached will satisfy the PERS requirement to formalize the District's intent. The approved resolutions will be forwarded to PERS along with a copy of the original MOU dated July 1, 2007.

FISCAL IMPACT:

None

ATTACHMENTS:

Attachment 1—Resolution No. 3309 EPMC - Full-time Harbor Patrol Officers effective July 1, 2007
Attachment 2—Resolution No. 3310 EPMC - Full-time Harbor Patrol Officers effective July 1, 2008



RESOLUTION NO. 3309

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE VENTURA
PORT DISTRICT FOR EMPLOYER PAID MEMBER CONTRIBUTIONS TO THE
CALIFORNIA PUBLIC EMPLOYMENT RETIREMENT SYSTEM**

WHEREAS, the governing body of the Ventura Port District has the authority to implement Government Code section 20691;

WHEREAS, the governing body of the Ventura Port District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

WHEREAS, one of the steps in the procedures to implement section 20691 is the adoption by the governing body of the Ventura Port District of a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the Ventura Port District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees who are Full-time Harbor Patrol Officers.
- This benefit shall consist of paying 1% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be July 1, 2007.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Ventura Port District elects to pay EPMC, as set forth above.

BY

(Name of Official)

(Title of Official)

(Date adopted and approved)





RESOLUTION NO. 3310

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE VENTURA
PORT DISTRICT FOR EMPLOYER PAID MEMBER CONTRIBUTIONS TO THE
CALIFORNIA PUBLIC EMPLOYMENT RETIREMENT SYSTEM**

WHEREAS, the governing body of the Ventura Port District has the authority to implement Government Code section 20691;

WHEREAS, the governing body of the Ventura Port District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

WHEREAS, one of the steps in the procedures to implement section 20691 is the adoption by the governing body of the Ventura Port District of a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the Ventura Port District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees who are Full-time Harbor Patrol Officers.
- This benefit shall consist of paying 3% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be July 1, 2008.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Ventura Port District elects to pay EPMC, as set forth above.

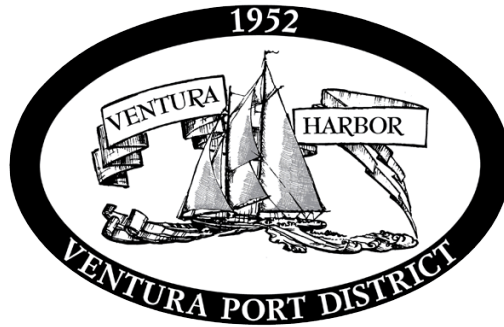
BY

(Name of Official)

(Title of Official)

(Date adopted and approved)





BOARD OF PORT COMMISSIONERS

JULY 27, 2016

STANDARD AGENDA ITEM 3

APPROVAL OF FY2016-2017 FINAL BUDGET AND FIVE YEAR CAPITAL IMPROVEMENT PLAN

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 3
Meeting Date: July 27, 2016

To: Board of Port Commissioners
From: Oscar Peña, General Manager
Brian Pendleton, Business Operations Manager
Gloria Adkins, Accounting Manager
Subject: FY 2016–2017 Final Budget and Five Year Capital Improvement Plan

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3311, approving the 2016–2017 Ventura Port District Budget and Five Year Capital Improvement Plan (CIP);
- b) Adopt Resolution No. 3312, to establish the Employer Paid Member Contributions to CalPERS for the Non-represented Classic Miscellaneous Members; and
- c) Adopt Resolution No. 3313, establishing the Salary Schedule for Non-represented Employees for the Fiscal Year 2016-2017.

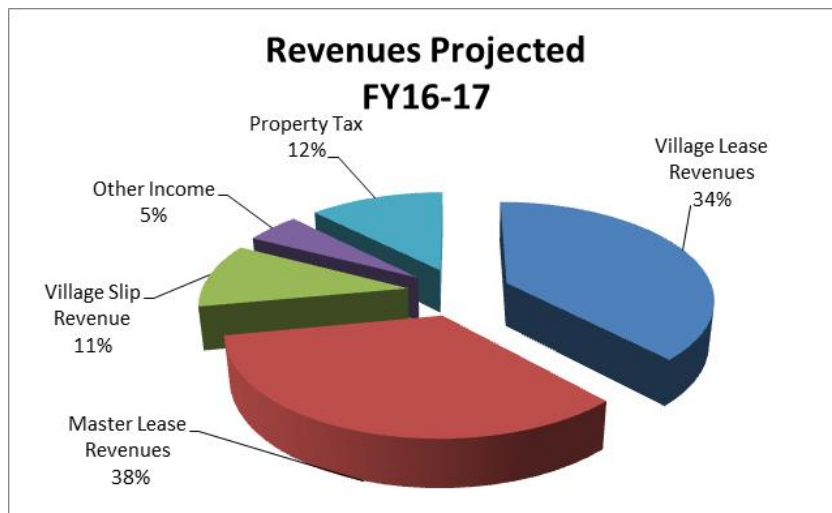
SUMMARY:

On June 22, 2016, the Board of Port Commissioners reviewed and approved the preliminary 2016–2017 Ventura Port District Budget and Five Year Capital Improvement Plan (CIP). Since that time, some adjustments have been made based upon input from the Board and new information that has come to staff's attention. The changes are reflected in the Final Budget and Five Year Capital Improvement Plan (CIP) as described within the narrative below.

INTRODUCTION:

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

The total revenue projected for the 2016-2017 Fiscal Year is \$8,727,500. Below is a chart that identifies the source of these revenues:



OPERATING REVENUE:

Staff has developed a fiscally conservative budget for FY2016-17. There is only a slight increase in revenues associated with the Harbor Village complex because of anticipated construction activity in the common area associated with the accessibility improvements. This could have an impact on tenant sales and the percentage rent paid to the District. Sondermann Ring Partners (SRP) will likely exercise their option and execute the ground lease. This results in minimum rent of \$240,000 for FY2016-17. Next year the annual rental will be \$300,000.

Unfortunately, the marina industry is still experiencing higher vacancies which have resulted in lower revenues. Although there have been slight improvements, overall there are still 1,100 slips in Ventura County that are vacant. In Ventura Harbor there are 275 slips vacant out of an inventory of 1,253 slips. Fortunately, occupancy levels at Harbor Village have improved; this is primarily with office and retail space. Restaurants in the harbor are doing a good job competing with other restaurants within the Ventura/Oxnard areas.

The final budget reflects a decrease of \$6,500 for Commercial Fisherman's Storage rental in both the income and expense categories as per the rental agreement effective 7/1/2016 with Ventura Harbor Storage. The income to the District from Pete Dupuy on behalf of the fisherman is offset by the rental expense the District pays to Ventura Harbor Storage; therefore, the net effect is \$0.

We are projecting a 3% increase in operating revenues. Below is a graph that outlines the operating revenue from 2012 to 2016. As you can see there is a slight upward trend in revenue.

**OPERATING EXPENSES:**

There is an overall projected increase of 3% in the operating expenses. This is 1% less than the preliminary budget operating expenditures. Since the meeting on June 22, the District's retirement contribution expense has been reduced by \$43,500 to reflect the change in the Employer Paid Member Contributions (EPMC) to PERS as requested by the Board.

Total Operating Expenditures

2015	4,818,854	- 2%
2016	5,071,500	5%
2017	5,206,000	3%

PAYROLL ADJUSTMENTS

The Board asked staff to make the following payroll adjustment as part of the approved Preliminary Budget.

- Increase wages four percent (4%) for the Non-represented Classic Miscellaneous members with the understanding that the employee will then be required to pay 4% of the employees' contribution to PERS. The District's Employer Paid Member Contribution (EPMC) will then be 3% instead of 7%.

The staff has consulted with Liebert Cassidy Whitmore, HR Attorneys and with CalPERS to advise staff as to how to implement the change in the PERs retirement system for the Non-represented Classic Miscellaneous members. CalPERS requires a resolution by the Board of Port Commissioners stipulating the Boards intention to change the EPMC.

In preparation of the 4% increase to salaries, it has come to staff's attention that this increase will cause some employees to exceed their salary range, therefore, attached is a resolution to increase the top of the salary range for non-represented employees by 4%. The resolution also stipulates the District's intention to change the EPMC for the Non-represented Classic Miscellaneous members to 3%.

TENANT IMPROVEMENTS:

The Building Tenant Improvements Schedule has been reviewed and increased by \$135,000 for a total of \$200,000 for 1591 Spinnaker Drive Suite #115 (formerly Blackbeard's).

CAPITAL IMPROVEMENTS:

Implementing an aggressive five year Capital Improvement Plan (CIP) has been a priority to the District. Some of the priorities include accessibility Improvements at Harbor Village and various roof replacements at Harbor Village

The roofing project for buildings 1449 and 1559 Spinnaker (fisheries building and Brophy's building) were not completed in FY15-16 as anticipated. \$115,000 has been deferred from the FY15-16 budget and added to the \$500,000 Village Roof Replacement Project in FY16-17 to complete these buildings for a total of \$615,000.

Fish Pier Crane #1 was declared unusable in July prompting the addition of a replacement crane to the FY16-17 budget for \$125,000. Fish Pier Crane #2 was replaced in FY15-16.

Engineering and design plans of \$125,000 were added in FY16-17 for the replacement project of docks D, G and H at Harbor Village Marina.

BUDGET SUMMARY:

Below is a summary of the projected revenues and expenditures for the 2016-17 fiscal year:

Budget Summary

Operating Income	\$7,637,500
Non-operating Income (Property Tax)	<u>1,090,000</u>
Total Income	\$8,727,500
Operating Expenses	\$5,206,000
Non-operating Expenses (Debt Service)	1,265,000
Harbor Patrol / Safety / Launch Ramp	<u>1,257,500</u>
Total Expenditures	\$7,728,500
Cash Flows Before Improvements ¹	\$999,000
Total Capital & Accessibility Improvements	\$3,230,000
Building Tenant Improvements ²	<u>\$388,000</u>
Deficit Cash Flow after all Improvements	<u>\$(2,619,000)</u>

Notes:

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

²See separate worksheet schedule for Building Tenant Improvements.

Attached is the final Budget for FY2016–2017 and the final Five Year Capital Improvement Plan. Included with these reports are detailed worksheets of the budget by department and a detailed five-year capital improvement plan.

The FY16-17 Budget reflects a positive cash flow of \$999,000 from normal operations. The budget also reflects building tenant improvements of \$388,000 and capital & accessibility improvement expenditures of \$3,230,000, of which \$2,619,000 of these improvements will be funded using unrestricted cash reserves.

As part of the Five Year Capital Improvement Plan, staff has developed a Historical and Projected Cash Flow Report that forecasts available unrestricted cash reserves through FY2023. This report includes all improvement projects indicated on the Five Year Capital Improvement Plan and the Building Tenant Improvements. (See Attachment 5)

The report factors in the District's Reserve Policy that requires a 40% reserve balance be maintained annually. This represents 40% of the District's operating expenses annually.

When all of the income and expenses are factored into this report, we are able to calculate the total value of the unrestricted reserves at the end of June 30th of each fiscal year available for future improvements after the 40% has been set aside.

The Unrestricted Capital Improvement Reserves at June 30 each year is highlighted in dark blue on the cash flow report. The outcome reflects that there is a surplus of funds available each year.

The assumptions in the cash flow report are contingent upon the revenues received from the Sondermann Ring Project.

FUTURE OUTLOOK:

The General Manager will continue to manage the harbor operations, facilitate the harbor-wide distribution of public information and ensure that services are provided efficiently, effectively and with diligent oversight. District staff will continue to further the District's Mission Statement.

Several key projects are on the immediate horizon at the Harbor including SRP's Portside Ventura Harbor project consisting of 300 apartments, 20,000 square feet of commercial space, a 150 slip-boat marina, a public park, and a public launch ramp. Also, the Holiday Inn Express 40-room expansion with new lobby and amenities is nearly entitled. In preliminary planning stages are the Ventura Harbor Marina and Yacht Yard expansion which would double boat slips from 40 to 80 and add a two-story retail, office building w/ handicap access. Also underway is a multi-phased accessibility and common area enhancement capital improvement project in Harbor Village.

The Ventura Port District has been awarded a two year, approximately \$300,000, Sea Grant fund in collaboration with the Ventura Shellfish Enterprise (VSE), a multi-stakeholder initiative that seeks to permit and manage a commercial shellfish culture as a technically proven method for the production of high value seafood to be landed at Ventura Harbor. We are hopeful this new sustainable fishery will potentially improve the District's revenues in the future.

A Request for Proposals for development of visitor serving uses on two District parcels has been approved by the Commission and is currently underway. Development proposals are due in August 2016.

GOALS AND OBJECTIVES:

The Board of Port Commissioners adopted six goals in 2004, which remain in effect today to support its mission statement;

"The Ventura Port District, home to the Channel Islands National Park, provides a safe and navigable harbor and a seaside destination that benefits residents, visitors, fishermen and boaters to enjoy Ventura Harbor's exceptional facilities, events and services."

The District will provide a rewarding and vibrant coastal marine experience to its residents and visitors through efficient and timely execution of the District Goals presented in Attachment 8. Each of these six goals have corresponding objectives. These proposed objectives for Fiscal Year 2016-2017 were inspired by the mission statement and goals and are reflective of the District's budget and CIP.

Staff is very excited about these new opportunities and what they might bring to Ventura Harbor Village and the Ventura Port District.

ATTACHMENTS:

Attachment 1 – Budget FY2016-17

Attachment 2 – Summary of Five Year Capital Improvement and Accessibility Plan

Attachment 3 – Budget Detail by Department

Attachment 4 – Capital Improvement and Accessibility Improvement Five Year Projection Detail

Attachment 5 – FY16-17 Building Tenant Improvement Budget

Attachment 6 – Historical & Projected Revenue and Expense Cash Flows

Attachment 7 – Goals and Objectives

Attachment 8 – Resolution No. 3311 – Final FY 2016-2017 Budget

Attachment 9 – Resolution No. 3312 – Employer Paid Member Contributions to CalPERS

Attachment 10 – Resolution No. 3313 – Salary Schedule for Non-Represented Employees

ATTACHMENT 1

VENTURA PORT DISTRICT BUDGET FOR FISCAL YEAR 2016-17 7/27/2016

	<u>Actual 2014-15</u>	<u>Budget 2014-15</u>	<u>Est/Act 2015-16</u>	<u>Budget 2015-16</u>	<u>Budget 2016-17</u>	<u>Comments</u>
OPERATING REVENUE						
Parcel Lease Income	2,945,857	2,990,000	3,085,000	3,035,000	3,100,000	
SRP Lease	60,000	60,000	60,000	60,000	240,000	SRP in final permitting stages/9mos@\$25k each
Dry Storage Income	83,787	80,000	110,000	97,000	110,000	
Commercial Fishermen's Storage	69,453	70,000	70,000	76,500	70,000	As per Vta Harbor Storage agreement 7/1/2016
Parking Income	62,895	55,000	70,000	65,000	70,000	
Misc. Income/Rentals	126,805	109,000	97,500	101,500	71,000	
Harbor Village Lease Income						
Retail	450,752	425,000	430,000	410,000	460,000	
Restaurant	912,900	870,000	965,000	965,000	965,000	
Offices	558,711	555,000	605,000	605,000	630,000	
Charters	358,826	355,000	340,000	350,000	300,000	
Commercial Fishing Premises	70,337	70,000	95,000	95,000	130,000	
Fish Offloading	166,045	150,000	100,000	120,000	100,000	
Harbor Village Misc. Income	3,754	6,000	5,500	6,000	5,500	
Booth/Vendor Income	11,800	9,500	13,000	10,000	7,500	
Sponsorships	17,225	16,500	17,000	16,500	14,000	
Harbor Event Permits	43,754	33,000	42,000	40,500	34,500	
Harbor Village Marina Slip Rentals	888,259	876,000	901,000	926,000	930,000	
Harbor Village CAM Income	273,628	270,000	300,000	295,000	305,000	
Harbor Village Merchants Promo Dues	85,878	80,000	85,000	90,000	95,000	
TOTAL OPERATING REVENUE	7,190,666	7,080,000	7,391,000	7,364,000	7,637,500	
% change from previous years actual	-1%		3%		3%	
OPERATING EXPENDITURES						
<u>Personnel Expenses</u>						
Total Wages	1,561,080	1,584,500	1,572,700	1,640,500	1,646,500	
<u>Other Personnel Expenses</u>						
Payroll Taxes	24,616	27,500	24,700	29,500	26,000	
Workers Comp Insurance	121,803	123,000	63,000	63,000	80,000	
Medical & Life Insurance	212,998	221,500	216,500	224,000	224,000	
Optional Benefit Plans	144,013	146,000	145,500	149,000	149,000	
Retirement Contributions	346,096	368,500	388,000	389,500	378,000	Payroll restructuring
Totals Other Personnel Exp	849,526	886,500	837,700	855,000	857,000	
Total Personnel Expenses	2,410,606	2,471,000	2,410,400	2,495,500	2,503,500	
% change from previous years actual	0%		0%		4%	

ATTACHMENT 1

FY16-17 Budget Continued, 7/27/2016

	Actual 2014-15	Budget 2014-15	Est/Act 2015-16	Budget 2015-16	Budget 2016-17	Comments
<u>General Expenses</u>						
Advertising (Public notices)	10,360	12,000	6,000	6,000	7,000	
Leasing / Real Estate	-	-	17,000	17,000	17,000	
Port District Open House	550	5,000	4,000	4,000	4,000	
Auto Mileage & Allowance	12,013	15,000	13,500	13,500	11,500	
Auto/Boat Equip & Maint.	26,096	34,000	27,000	34,500	32,000	
Bad Debt	24,375	36,000	25,000	25,000	25,000	
Bank Fees & Other Misc.	10,226	15,000	15,000	15,000	15,000	
Building Maintenance	167,222	229,000	213,000	243,000	243,000	
Communications	42,402	41,000	55,000	43,000	50,000	
Conferences, Meetings & Training	27,846	42,500	35,500	41,500	39,000	
Dock & Fish Pier Maint. & Repairs	43,165	59,000	46,000	49,000	44,500	
Equipment Rental	10,924	22,000	18,500	18,500	21,500	
Village Enhancements	19,560	50,000	35,000	35,000	-	Moved to Building Maintenance
General Harbor Maintenance	4,668	5,000	4,000	4,000	4,000	
General Liability Insurance	273,447	274,500	260,000	260,000	264,000	
Grounds Maintenance	85,758	155,500	114,500	111,000	114,000	
Janitorial Supplies	41,082	52,000	53,000	60,500	57,000	
Land/Building Rental Expense	69,453	70,000	70,000	76,500	70,000	as per Vta Harbor Storage agreement 7/1/2016
Memberships & Subscriptions	19,305	21,000	21,600	21,500	23,000	
Office Computer Equip & Related	19,726	24,000	23,000	20,500	31,000	
Office Supplies & Equipment	25,297	51,500	30,000	30,000	31,500	
Operating Supplies	23,644	34,500	30,000	34,000	30,500	
Other Equipment & Repairs	35,491	41,500	49,000	46,000	42,000	
Professional Serv. - Auditing	13,483	15,000	15,000	20,000	35,000	VPD audit & acctg assistance \$20k & tenant audits \$15k
Professional Serv. - Legal	228,847	240,000	195,000	245,000	200,000	FY15-16 reduction due to reimbursement of fees from others
Professional Serv. - Shellfish Legal	-	-	-	-	20,000	
Professional/Outside Services	291,577	363,500	276,500	304,500	320,500	Parcel 5/8 RFP real estate and preliminary title expenses; Village broker commissions; Parking Study
Prof. Serv/Downtown Trolley Partnership	24,000	25,000	24,000	24,000	24,000	
Uniforms & Tool Allowances	12,974	15,500	17,000	17,000	17,500	
Utilities and Trash	344,204	383,000	363,500	411,500	378,000	
Dredging Related Expenses	227,706	260,000	313,000	305,000	236,000	
Total General Expenses	2,135,401	2,592,000	2,369,600	2,536,000	2,407,500	
% change from previous years actual	-5%		11%		2%	
<u>Marketing & Promotional Expenses</u>						
Advertising & Marketing	131,070	131,000	134,500	134,500	137,000	
Ad Production/Graphic Design	20,700	20,000	22,000	22,000	20,000	
Marketing Conversion Study					10,000	In partnership with the VVCB, contract with Lauren Schlau, Market Research
Street Event Banners	641	1,000	1,500	1,500	10,500	
Village Maps/Promotional Materials	17,667	20,000	16,500	16,500	15,000	
Certified Rack	2,447	2,500	2,500	2,500	2,500	
Tourism Outreach, FAM Tours and Meetings	3,552	9,000	9,000	9,000	9,500	
Entertainment & Music	21,181	23,000	23,000	23,000	20,000	
Brand Build/Promotions/Campaigns/Events	56,684	60,000	63,500	63,500	60,000	

ATTACHMENT 1

FY16-17 Budget Continued, 7/27/2016

	Actual 2014-15	Budget 2014-15	Est/Act 2015-16	Budget 2015-16	Budget 2016-17	Comments
Operating Expenditures, Marketing & Promotional Expenses Continued						
Equipment Rental-Copier Village Office	5,068	6,000	5,000	5,000	-	Moved to Admin budget
Content/Web/Paid Social Media	13,762	18,500	13,600	13,600	10,000	
Miscellaneous	75	500	400	400	500	
Total Marketing & Promotional Expenses	272,847	291,500	291,500	291,500	295,000	
% change from previous years actual	0%		7%		1%	
TOTAL OPERATING EXPENDITURES	4,818,854	5,354,500	5,071,500	5,323,000	5,206,000	
% change from previous years actual	-2%		5%		3%	
Operating Cash Flows In (Out)	2,371,812	1,725,500	2,319,500	2,041,000	2,431,500	
NON-OPERATING and OTHER EXPENDITURES						
Harbor Patrol expenses not funded by property taxes	142,124	218,000	161,000	168,000	167,500	
Cost of Issuance/Rate resetting premium	-	-	135,600	135,600	-	
COP's Interest Payment	450,213	455,000	435,000	435,000	300,000	
COP's Series 2016 Interest Refunded DBW loa	-	-	-	-	140,000	
DBAW Loan#1 Interest Payment \$4m	158,977	160,000	160,000	160,000	-	DBW Loans refunded as
DBAW Loan#2 Interest Payment \$1.5m	54,250	55,000	55,000	55,000	-	Series 2016 COP's
Principle Payments on bonds/loans	616,306	620,000	640,000	640,000	825,000	
TOTAL NON-OPER. EXPENDITURES	1,421,870	1,508,000	1,586,600	1,593,600	1,432,500	
Annual Cash Flows In (Out) from normal operations before any improvements	949,942	217,500	732,900	447,400	999,000	
Building Tenant Improvements	163,911	230,000	285,000	285,000	388,000	See Attached Schedule
Accessibility Improvements	117,768	265,000	800,000	800,000	1,660,000	See attached Capital Improvement and ADA Accessibility Improvement Plan
Capital Improvements Projects	202,220	1,581,000	1,230,000	1,230,000	1,570,000	See attached Capital Improvement and ADA Accessibility Improvement Plan
Annual Cash Flows In (out) after Improvem	466,043	(1,858,500)	(1,582,100)	(1,867,600)	(2,619,000)	
Improvements funded through Unrestricted Improvement Reserve Fund	(466,043)	1,858,500	1,582,100	1,867,600	2,619,000	
Projected Unrestricted Reserve Balance	\$ 7,704,000	\$ 5,700,000	\$ 7,370,000	\$ 6,134,000	\$ 4,145,000	
Onetime Lease Revenue			630,000	630,000	1,200,000	
Adjusted Unrestricted Reserve Balance	\$ 7,704,000	\$ 5,700,000	\$ 8,000,000	\$ 6,764,000	\$ 5,345,000	

ATTACHMENT 1

FY16-17 Budget Continued, 7/27/2016

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

	<u>Actual 2014-15</u>	<u>Budget 2014-15</u>	<u>Est/Act 2015-16</u>	<u>Budget 2015-16</u>	<u>Budget 2016-17</u>	<u>Comments</u>
Property Taxes and Assessments from County	1,042,763	1,010,000	1,070,000	1,070,000	1,090,000	
	5%		3%		2%	
<u>Harbor Patrol Personnel Expenses</u>						
Total Wages	604,676	626,500	678,500	674,000	648,500	
Payroll Taxes	10,761	15,000	15,000	15,000	14,500	
Workers Comp Insurance	192,000	192,000	108,000	108,000	140,000	
Medical & Life Insurance	54,578	59,000	50,500	50,500	61,500	
Optional Benefit Plans	47,089	50,000	45,000	45,000	45,000	
Retirement Contributions	91,264	95,000	122,500	117,000	122,500	
Total Harbor Patrol Personnel Exp	1,000,368	1,037,500	1,019,500	1,009,500	1,032,000	
% change from previous year actual	6%		2%		1%	
<u>Harbor Patrol Other Expenses</u>						
Uniforms	25,021	31,000	18,000	18,000	13,000	
Oil & Fuel Expense	26,201	34,000	31,000	34,000	34,000	
Operating Supplies & Expense	10,510	21,000	36,000	36,000	35,000	
Boat Maintenance	85,363	60,000	65,000	65,000	60,000	
Auto Equip & Maint.	6,463	5,000	8,500	8,500	8,500	
Conferences & Training	6,235	3,500	4,000	4,000	5,000	
Summer Lifeguard Services	24,726	32,000	45,000	59,000	65,000	
Professional Services	-	4,000	4,000	4,000	5,000	
Total Harbor Patrol Other Expenses	184,519	190,500	211,500	228,500	225,500	
% change from previous year actual	15%		15%		7%	
Total Harbor Patrol Expenses	1,184,887	1,228,000	1,231,000	1,238,000	1,257,500	
	7%		4%		2%	
Expenditures remaining after Property Tax						
Revenues were applied are funded from	(142,124)	(218,000)	(161,000)	(168,000)	(167,500)	
Operating Revenues						

ATTACHMENT 1

FY16-17 Budget Continued, 7/27/2016

Expenditures funded by Grants and Special Funding

	<u>Actual</u> <u>2014-15</u>	<u>Budget</u> <u>2014-15</u>	<u>Est/Act</u> <u>2015-16</u>	<u>Budget</u> <u>2015-16</u>	<u>Budget</u> <u>2016-17</u>	<u>Comments</u>
<u>Grants and Special Funding</u>						
DBAW Grants-abandon vessel & vessel turn-in	10,563	13,500	5,500	5,500	14,000	
DBAW Grants-Boat Equipment	-	49,500	-	59,500	55,000	
DBAW Grant-Training Expense Reimbursement	-	6,000	10,000	10,000	10,000	
DBAW Grants-Launch Ramp Slope	21,881	167,000	-	-	-	
TOTAL GRANTS & SPECIAL FUNDING	32,444	236,000	15,500	75,000	79,000	
 <u>Projects, Equipment and Training Expenses</u>						
Vessel Salvage-Abandoned and Turn-in	10,563	13,500	5,500	5,500	14,000	
Boat Engines & Equipment for new boat	-	49,500	-	59,500	55,000	
Harbor Patrol Training	-	6,000	10,000	10,000	10,000	
Renovate Launch Ramp Slope	21,881	167,000	-	-	-	
TOTAL PROJECTS & EQUIPMENT	32,444	236,000	15,500	75,000	79,000	

ATTACHMENT 2

Capital Improvements and ADA Improvements Plan Summary of Five Year Projection

Item #	Project Location/Description	Fiscal Yr 16-17	Fiscal Yr 17-18	Fiscal Yr 18-19	Fiscal Yr 19-20	Fiscal Yr 20-21
1	National Park Service Bldg - refurbish chair elevator			15,000		
2	Harbor Village Bldgs - refurbish elevators	105,000	125,000			
3	Harbor Village Bldgs - maintain/replace vinyl windows	130,000				
4	Harbor Village Bldgs-replace/repair roofs/tiles/gutters	615,000	700,000	650,000		
5	National Park Service Bldg - 1691 Bldg - HVAC system				100,000	
6	Harbor Village Bldgs - paint all exterior walls/trim/facades		500,000			
7	Dry Storage Lot - replace/repair fencing				20,000	
8	Fish Pier - resurface as needed		370,000			
9	Fish Pier Crane #1 - replace aging crane	125,000				
10	District Headquarter - replace Patrol vehicle & Maintenance vehicles	160,000		40,000		40,000
11	District Headquarters - replace HVAC condenser unit system				20,000	
12	District Headquarters - emergency generator				70,000	
13	Harbor - all parking lots - repair as needed/slurry coating			650,000		
14	Harbor Village Entry Feature - repairs	60,000				
15	Schooner Drive Entry Signage	100,000				
16	Harbor Village Entrance Feature Revitalization & Wayfinding					500,000
17	Harbor Village Trash Enclosure - refurbish	50,000				
18	New Launch Ramp Pay Station			20,000		
19	Parking Lot stripping reconfiguration	100,000			50,000	
20	Paid Parking Equipment and Infrastructure			250,000		
21	Village Marina Renovation-Docks D,G,&H-add cost for engineering/design	125,000		4,400,000		
22	Carousel Courtyard Revitalization & Phase 3 ADA Accessibility	1,500,000				
23	Additional Parking Lot ADA Improvements	100,000				
24	Harbor Village - ADA Restroom Improvements	60,000				250,000
25	Harbor Village - ADA Restrooms, Shower, and Laundry Facilities Improvements					300,000
26	Harbor Village - ADA Phase 4				500,000	
Total Capital Improvement Plan		1,570,000	1,695,000	6,025,000	260,000	540,000
Total ADA Improvement Plan		1,660,000	-	-	500,000	550,000
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS		3,230,000	1,695,000	6,025,000	760,000	1,090,000
Special Funding for Village Marina Dock Renovation (#21 above)				4,400,000		
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING		3,230,000	1,695,000	1,625,000	760,000	1,090,000

ATTACHMENT 3

VENTURA PORT DISTRICT BUDGET BY DEPARTMENT FISCAL YEAR 2016-17

7/27/2016

	<u>Actual 2014-15</u>	<u>Budget 2014-15</u>	<u>Est/Act 2015-16</u>	<u>Budget 2015-16</u>	<u>Budget 2016-17</u>	<u>Comments</u>
OPERATING REVENUE						
Parcel Lease Income	2,945,857	2,990,000	3,085,000	3,035,000	3,100,000	
SRP Lease Rent	60,000	60,000	60,000	60,000	240,000	SRP in final permitting stages/9mos @\$25k each
Dry Storage Income	83,787	80,000	110,000	97,000	110,000	
Commercial Fishermen's Storage	69,453	70,000	70,000	76,500	70,000	As per Vta Harbor Storage agreement 7/1/2016
Boat Wash-down Income	5,030	3,000	4,000	4,500	4,000	
Commercial ID's Income	7,395	7,000	7,500	6,000	7,000	
Parking Income	62,895	55,000	70,000	65,000	70,000	
Sales of Services & Supplies	3,891	15,000	5,000	5,000	5,000	
Misc. Rentals	61,144	59,000	56,000	56,000	30,000	Category includes Venco Pipeline \$25k; Misc \$5k
Investment Income	49,345	25,000	25,000	30,000	25,000	
Harbor Village Lease Income						
Retail	450,752	425,000	430,000	410,000	460,000	Reflects new retail stores opening; Island Creations; Sock Store; & Barefoot Boutique expansion
Restaurant	912,900	870,000	965,000	965,000	965,000	Conservative estimate due to Phase 2 accessibility construction
Offices	558,711	555,000	605,000	605,000	630,000	Increased occupancy
Charters	358,826	355,000	340,000	350,000	300,000	Projected reduction in Island Packer Charters/damaged pier at Santa Cruz Island
Commercial Fish Premises	70,337	70,000	95,000	95,000	130,000	Adjusted to include changes to Del Mar Lease
Fish Offloading	166,045	150,000	100,000	120,000	100,000	
Tenant Late Charges	647	1,000	500	1,000	500	
Vending Machines/Misc Sales	3,107	5,000	5,000	5,000	5,000	
Booth/vendor income	11,800	9,500	13,000	10,000	7,500	Reduction due to no pirate days
Sponsorships/Co-Op Advertising	17,225	16,500	17,000	16,500	14,000	
Harbor Event Permit Fees	43,754	33,000	42,000	40,500	34,500	Blackbeard's no longer available for sublease
Marina Slip Rentals	855,686	850,000	870,000	900,000	900,000	Includes a projected slip rate increase of 4%
Marina Electrical Income	32,573	26,000	31,000	26,000	30,000	
CAM Income	273,628	270,000	300,000	295,000	305,000	
Merchants Promotion Dues	85,878	80,000	85,000	90,000	95,000	
TOTAL OPERATING REVENUE	7,190,666	7,080,000	7,391,000	7,364,000	7,637,500	
Increase / -Decrease over prev year		-1%	3%		3.3%	

ATTACHMENT 3

	<u>Actual 2014-15</u>	<u>Budget 2014-15</u>	<u>Est/Act 2015-16</u>	<u>Budget 2015-16</u>	<u>Budget 2016-17</u>	<u>Comments</u>
OPERATING EXPENDITURES BY DEPARTMENT						
<u>Maintenance Personnel Expenses</u>						
Regular Salaries	251,576	250,000	246,000	260,500	284,000	
Overtime Pay	2,319	6,000	3,000	4,500	3,000	
Holiday Pay	1,114	2,000	1,500	2,000	2,000	
Payroll Taxes	4,523	4,500	4,000	5,500	4,500	
Workers Comp Insurance	37,500	37,500	18,000	18,000	23,000	
Medical & Life Insurance	38,261	39,500	39,000	41,500	41,000	
Employee Optional Benefits	24,370	24,000	23,500	24,000	24,000	
Retirement Contributions	62,461	64,000	69,000	69,000	71,000	Payroll restructuring
Total Maintenance Personnel Expenses	422,124	427,500	404,000	425,000	452,500	
Increase / -Decrease over prev year	-3%		-4%		12%	
<u>Maintenance Other Expenses</u>						
Uniforms	4,124	6,000	6,500	6,500	6,500	
Oil & Fuel Expense	5,843	11,000	7,500	10,000	8,000	
Operating Supplies	19,729	22,500	22,000	22,000	22,500	
Janitorial Supplies	12,325	18,500	20,000	25,000	14,500	
Equipment Rental	3,828	10,500	10,000	10,000	8,000	
Auto Maintenance	11,658	15,500	10,000	15,000	14,000	
Building Maintenance	158,851	180,000	184,000	184,000	214,000	Added \$30,000 from Village Enhancements
Grounds Maintenance	46,403	100,000	67,500	67,500	70,000	
Village Enhancements	19,560	50,000	35,000	35,000	-	Moved to Building Maintenance
Seasonal Decorations	21,845	26,000	27,500	26,000	26,000	
Harbor Maintenance	4,668	5,000	4,000	4,000	4,000	
Docks Maint. & Repairs	7,099	8,000	4,000	7,000	6,500	
Equipment & Repairs	31,295	35,000	40,000	40,000	36,000	Includes: elevators inspections & repairs; building fire sprinklers inspections & repairs; repairs/replacement of small tools & equipment
Conferences & Training	4,736	6,000	2,000	5,000	5,000	
Utilities-Electrical	50,007	60,000	60,000	65,000	60,000	
Utilities-Gas	1,701	2,500	2,000	2,000	2,000	
Utilities-Water	32,808	36,000	40,000	40,000	40,000	
Trash Disposal	16,534	20,000	15,000	20,000	18,000	
Outside Services	47,964	40,000	54,000	82,000	84,000	SRP parcel cleanup has been deferred to FY1617
Total Maintenance Other Expense	500,978	652,500	611,000	666,000	639,000	
Increase / -Decrease over prev year	-27%		22%		5%	
Total Maintenance	923,102	1,080,000	1,015,000	1,091,000	1,091,500	
Increase / -Decrease over prev year	-18%		10%		8%	

ATTACHMENT 3

	<u>Actual 2014-15</u>	<u>Budget 2014-15</u>	<u>Est/Act 2015-16</u>	<u>Budget 2015-16</u>	<u>Budget 2016-17</u>	<u>Comments</u>
<u>Administration & General Personnel Exp</u>						
Regular Salaries	595,438	605,000	600,000	635,000	650,500	
Overtime Pay	557	3,500	2,500	2,500	2,500	
Holiday Pay	-	-	250	-	500	
Payroll Taxes	7,628	7,500	7,700	7,500	8,500	
Workers Comp Insurance	7,103	8,500	4,000	4,000	6,000	
Medical & Life Insurance	60,711	64,500	56,000	57,000	56,500	
OPEB Benefits	9,286	8,500	12,000	12,000	12,500	
Employee Optional Benefits	45,420	46,000	48,000	49,000	49,500	
Retirement Contributions	148,267	154,000	169,500	169,500	160,500	Payroll restructuring
Total Admin. & General Personnel Exp	874,410	897,500	899,950	936,500	947,000	
Increase / -Decrease over prev year	-2%		3%		5%	
<u>General & Administration Other Expenses</u>						
Advertising (public notices)	10,360	12,000	6,000	6,000	7,000	
Leasing / Real Estate	-	-	17,000	17,000	17,000	
Port District Open House	550	5,000	4,000	4,000	4,000	
Telephone/WiFi Communications	42,402	41,000	55,000	43,000	50,000	AT&T office phones, Verizon-cell phones, wifi & internet
Rental Expense-Fishermens Storage	69,453	70,000	70,000	76,500	70,000	as per Vta Harbor Storage agreement 7/1/2016
General Insurance	131,331	131,500	125,000	125,000	126,000	
Memberships	13,335	14,500	14,300	14,300	16,000	Increase for Business Operations Mgr's memberships
Memberships-LAFCO Contribution.	5,009	5,000	5,700	5,700	5,500	LAFCO Prelim budget 4/20/16 meeting
Subscriptions	961	1,500	1,600	1,500	1,500	
Office Supplies & Equipment	21,208	45,000	25,000	25,000	26,500	
Office Computer Equipment	17,298	21,000	15,000	12,500	23,000	
Security cameras/installs/maintenance	2,428	3,000	8,000	8,000	8,000	
Postage & Express	4,089	6,500	5,000	5,000	5,000	
Equipment Rental	7,096	11,500	8,500	8,500	13,500	Added Marketing/Marina Copier rental expense
Auto Mileage & Allowance	12,013	15,000	13,500	13,500	11,500	
Conferences & Meetings	22,552	35,000	33,000	33,000	31,500	
Professional Services - Auditing & Accounting	13,483	15,000	15,000	20,000	35,000	VPD audit & acctg assistance \$20k & tenant audits \$15k
Professional Services - Legal	228,847	240,000	195,000	245,000	200,000	FY15-16 reduction due to reimbursement of fees from others
Professional Services - Shellfish Legal	-	-	-	-	20,000	
Professional Services - All others	145,671	223,500	121,000	121,000	135,500	Parcel 5/8 RFP real estate and preliminary title expenses; Village broker commissions; Parking Study
Trolley services to stop in Harbor	24,000	25,000	24,000	24,000	24,000	
Bad Debt/Uncollectable accounts	24,375	36,000	25,000	25,000	25,000	
Bank Fees & Other Misc.	10,226	15,000	15,000	15,000	15,000	
Total Admin. & General Other Expenses	806,687	972,000	801,600	848,500	870,500	
Increase / -Decrease over prev year	0%		-1%		9%	
Total Admin & General Exp	1,681,097	1,869,500	1,701,550	1,785,000	1,817,500	
Increase / -Decrease over prev year	-1%		1%		7%	

ATTACHMENT 3

	<u>Actual 2014-15</u>	<u>Budget 2014-15</u>	<u>Est/Act 2015-16</u>	<u>Budget 2015-16</u>	<u>Budget 2016-17</u>	<u>Comments</u>
<u>Harbor Village Marina Personnel Expenses</u>						
Regular Salaries	213,401	225,000	220,000	232,500	239,500	Locklear promoted to Marina Manager
Part-time Pay	9,992	20,000	7,000	12,500	8,000	
Overtime Pay	4,736	4,500	5,300	6,000	5,500	
Holiday Pay	5,565	6,000	6,900	8,500	7,000	
Payroll Taxes	3,862	5,500	4,000	5,500	4,500	
Workers Comp Insurance	37,700	37,500	18,000	18,000	24,500	
Group Medical Insurance	44,019	46,000	46,000	47,500	48,000	
Employee Optional Benefits	28,800	29,000	28,500	29,000	29,000	
Retirement Contributions	54,377	56,500	61,000	61,500	66,500	Payroll restructuring
Total Marina Expenses Personnel	402,452	430,000	396,700	421,000	432,500	
Increase / -Decrease over prev year	-4%		-1%		9%	
<u>Harbor Village Marina Other Expenses</u>						
Uniforms	3,379	5,000	5,000	5,000	5,000	
Fuel expense	262	1,000	1,000	1,000	1,000	
General Insurance	34,446	35,000	35,000	35,000	36,000	JPIA & Alliant Insurances
Operating Supplies	3,119	9,000	5,000	9,000	5,000	
Janitorial Supplies	8,216	7,500	8,000	7,500	13,500	Reallocated the distribution between departments
Other Equipment Repairs	-	1,500	1,000	1,500	1,500	
Building Maintenance	-	4,000	4,000	4,000	4,000	
Grounds Maintenance	5,778	19,500	10,000	8,000	8,000	
Dock Maint. & Repairs	15,266	30,000	30,000	30,000	28,000	
Fish Pier Repairs	20,800	21,000	12,000	12,000	10,000	
Conferences & Training	558	1,500	500	3,500	2,500	Marina Recreation Assoc annual conference & misc training
Utilities-Electrical	65,011	65,000	70,000	70,000	70,000	
Utilities-Gas	5,127	8,000	6,500	8,000	6,000	
Utilities-Water	40,963	49,000	45,000	55,000	45,000	
Trash Disposal	12,960	14,500	14,500	14,500	14,500	
Professional/Outside Services	46,288	45,000	47,500	47,500	45,000	
Misc. Expense	-	500	500	500	500	
Total Marina Other Expenses	262,173	317,000	295,500	312,000	295,500	
Increase / -Decrease over prev year	14%		13%		0%	
Total Marina Expenses	664,625	747,000	692,200	733,000	728,000	
Increase / -Decrease over prev year	3%		4%		5%	

ATTACHMENT 3

	<u>Actual 2014-15</u>	<u>Budget 2014-15</u>	<u>Est/Act 2015-16</u>	<u>Budget 2015-16</u>	<u>Budget 2016-17</u>	<u>Comments</u>
<u>Harbor Village Common Area Maintenance (CAM) Personnel Expenses</u>						
Regular Salaries	310,381	295,000	313,000	308,000	271,500	Payroll restructuring
Part-time Pay	-	-	-	-	-	
Overtime Pay	6,095	5,000	5,000	5,500	5,000	
Holiday Pay	4,192	4,000	7,000	5,000	7,000	
Payroll Taxes	4,642	6,000	5,000	6,500	4,500	
Workers Comp Insurance	37,700	37,500	22,000	22,000	25,000	
Group Medical Insurance	51,138	53,000	54,000	56,000	56,000	
Employee Optional Benefits	33,231	34,000	33,500	34,000	34,000	
Retirement Contributions	57,748	59,000	63,500	64,000	55,500	Payroll restructuring
Total C.A.M. Personnel Expenses	505,127	493,500	503,000	501,000	458,500	
Increase / -Decrease over prev year	11%		0%		-9%	
<u>Harbor Village Common Area Maintenance (CAM) Other Expenses</u>						
Uniforms	5,471	4,500	5,500	5,500	6,000	
Oil & Fuel Expense	8,333	6,500	8,500	8,500	9,000	
General Insurance	107,670	108,000	100,000	100,000	102,000	JPIA & Alliant Insurances
Operating Supplies	796	2,500	2,500	2,500	2,500	
Janitorial Supplies	20,541	26,000	25,000	28,000	29,000	
Building Maintenance	8,371	45,000	25,000	55,000	25,000	ADA Improvements will reduce maintenance needs
Grounds Maintenance	11,732	10,000	9,500	9,500	10,000	
Equipment & Repairs	4,196	5,000	8,000	4,500	4,500	
Utilities-Electrical	35,028	40,000	40,500	45,000	42,500	
Utilities-Water	74,086	72,000	60,000	75,000	65,000	
Trash Collection	9,979	16,000	10,000	17,000	15,000	
Professional/Outside Services	51,654	55,000	54,000	54,000	56,000	
Total C.A.M. Other Expenses	337,857	390,500	348,500	404,500	366,500	
Increase / -Decrease over prev year	23%		3%		5%	
Total CAM Expenses	842,984	884,000	851,500	905,500	825,000	
Increase / -Decrease over prev year	16%		1%		-3%	

ATTACHMENT 3

	<u>Actual 2014-15</u>	<u>Budget 2014-15</u>	<u>Est/Act 2015-16</u>	<u>Budget 2015-16</u>	<u>Budget 2016-17</u>	<u>Comments</u>
<u>Harbor Village Marketing Personnel Expenses</u>						
Regular Salaries	125,876	125,000	123,000	126,500	127,000	
Part-time Pay	28,200	31,000	29,000	29,000	29,000	
Overtime Pay	1,599	2,000	3,000	2,000	4,000	
Holiday Pay	39	500	250	500	500	
Payroll Taxes	3,961	4,000	4,000	4,500	4,000	
Workers Comp Insurance	1,800	2,000	1,000	1,000	1,500	
Medical & Life Insurance	9,583	10,000	9,500	10,000	10,000	
Employee Optional Benefits	12,192	13,000	12,000	13,000	12,500	
Retirement Contributions	23,243	35,000	25,000	25,500	24,500	Payroll restructuring
Total Marketing Personnel Expenses	206,493	222,500	206,750	212,000	213,000	
Increase / -Decrease over prev year	2%		0%		3%	
<u>Harbor Marketing Other Expenses</u>						
Advertising & Marketing	131,070	131,000	134,500	134,500	137,000	Increase data collection and metric analysis
Ad Production/Graphic Design	20,700	20,000	22,000	22,000	20,000	
Marketing Conversion Study					10,000	In partnership with the VVCB, contract with Lauren Schlaue, Market Research
Street Event Banners	641	1,000	1,500	1,500	10,500	
Village Maps/Promotional Materials	17,667	20,000	16,500	16,500	15,000	
Certified Rack	2,447	2,500	2,500	2,500	2,500	
Tourism Outreach, FAM Tours & Meetings	3,552	9,000	9,000	9,000	9,500	
Entertainment & Music	21,181	23,000	23,000	23,000	20,000	
Brand Build/Promotions/Campaigns/Events	56,684	60,000	63,500	63,500	60,000	Reduction of non-producing events
Equipment Rental-Copier Lease	5,068	6,000	5,000	5,000	-	Moved to Admin budget
Content/Web/Paid Social Media	13,762	18,500	13,600	13,600	10,000	FY15-16 included Website reconstruction & launch
Miscellaneous	75	500	400	400	500	
Total Marketing Other Expenses	272,847	291,500	291,500	291,500	295,000	
Increase / -Decrease over prev year	0%		7%		1%	
Total Marketing Expenses	479,340	514,000	498,250	503,500	508,000	
Increase / -Decrease over prev year	1%		4%		2%	
Total Operating Exp. Before Dredging	4,591,148	5,094,500	4,758,500	5,018,000	4,970,000	
Increase / -Decrease over prev year	-2%		4%		4.4%	

ATTACHMENT 3

	<u>Actual 2014-15</u>	<u>Budget 2014-15</u>	<u>Est/Act 2015-16</u>	<u>Budget 2015-16</u>	<u>Budget 2016-17</u>	<u>Comments</u>
<u>Harbor Dredging and Related Expenses</u>						
Inner Harbor Maintenance Dredging	-	-	90,000	75,000	-	FY15-16 Keys Stub Channel dredging-Onetime
Reimbursement from City of Ventura	-	-	(52,000)	(30,000)	-	FY15-16 Keys Stub Channel dredging-Onetime
Dredging & Project Management Prof. Serv.	106,656	110,000	110,000	110,000	110,000	Consultants breakdown of services provided - Dredging 50% Project Management 30% General Support 20%
Washington Lobbyist Prof Services	60,339	60,000	60,000	60,000	60,000	
Dredging. Regulatory Require.	53,726	80,000	95,000	80,000	55,000	Reduced when no inner harbor dredging
Dredging Conferences	6,357	9,000	9,000	9,000	10,000	
Dredging Misc. Expenses	628	1,000	1,000	1,000	1,000	
Total Harbor Dredging Expenses	227,706	260,000	313,000	305,000	236,000	
TOTAL OPERATING EXPENDITURES	4,818,854	5,354,500	5,071,500	5,323,000	5,206,000	
Increase / -Decrease over prev year	-2%		5%		3%	
Operating Cash Flows In (Out)	2,371,812	1,725,500	2,319,500	2,041,000	2,431,500	The operating expenses for the Harbor Patrol Dept have been separated out to properly reflect the Property Tax revenue used to cover these expenses

ATTACHMENT 3

	<u>Actual 2014-15</u>	<u>Budget 2014-15</u>	<u>Est/Act 2015-16</u>	<u>Budget 2015-16</u>	<u>Budget 2016-17</u>	<u>Comments</u>
NON-OPERATING and OTHER EXPENDITURES						
Harbor Patrol exp. not funded by prop. taxes	142,124	218,000	161,000	168,000	167,500	
Cost of Issuance/Premium for rate resetting	-	-	135,600	135,600	-	FY15-16 COP's rate reset - one time expense
COP's Interest Payment	450,213	455,000	435,000	435,000	300,000	Rate reset 2/1/2016
COP's Refunded DBW Loans Int	-	-	-	-	140,000	DBW loans refunded 4/1/2016
DBAW Loan #1 Interest Payment \$4m	158,977	160,000	160,000	160,000	-	DBW loans refunded 4/1/2016
DBAW Loan #2 Interest Payment \$1.5m	54,250	55,000	55,000	55,000	-	DBW loans refunded 4/1/2016
Principle Payments on ALL bonds	616,306	620,000	640,000	640,000	825,000	
TOTAL NON-OPER. EXPENDITURES	1,421,870	1,508,000	1,586,600	1,593,600	1,432,500	
Annual Cash Flows In (Out) from normal operations before any Improvements	949,942	217,500	732,900	447,400	999,000	
Building Tenant Improvement's	163,911	230,000	285,000	285,000	388,000	See attached Tenant Improvement Schedule
Accessibility Improvements	117,768	265,000	800,000	800,000	1,660,000	See attached Capital Improvement and ADA Accessibility Improvement Plan
Capital Improvement Projects	202,220	1,581,000	1,230,000	1,230,000	1,570,000	See attached Capital Improvement and ADA Accessibility Improvement Plan
Annual Cash Flows In (Out) after Improvements	466,043	(1,858,500)	(1,582,100)	(1,867,600)	(2,619,000)	To be funded from unrestricted reserves
Unrestricted Reserve Balance	7,704,000	5,700,000	7,370,000	6,134,000	4,145,000	
Add VIM Appreciation Rent (onetime only)			630,000	630,000	-	
Add SRP Lease holding Fee (onetime only)			-	-	1,200,000	
Adjusted Unrestricted Reserve Balance	7,704,000	5,700,000	8,000,000	6,764,000	5,345,000	

ATTACHMENT 3

	<u>Actual 2014-15</u>	<u>Budget 2014-15</u>	<u>Est/Act 2015-16</u>	<u>Budget 2015-16</u>	<u>Budget 2016-17</u>	<u>Comments</u>
Harbor Patrol Department Expenses funded from Property						
Property Taxes & Assessments Revenue	1,042,763	1,010,000	1,070,000	1,070,000	1,090,000	
	5%		3%		2%	
<u>Harbor Patrol Personnel Expenses</u>						
Regular Salaries	534,089	535,000	536,000	548,000	553,500	Higgins promoted to Harbormaster
Part-time Pay	22,882	36,000	38,500	36,000	36,000	
Overtime Pay	30,049	35,000	80,000	66,000	35,000	
Holiday Pay	17,656	20,500	24,000	24,000	24,000	
Payroll Taxes & Unemployment	10,761	15,000	15,000	15,000	14,500	
Workers Comp Insurance	192,000	192,000	108,000	108,000	140,000	
Medical & Life Insurance	54,578	59,000	50,500	50,500	61,500	
Employee Optional Benefits	47,089	50,000	45,000	45,000	45,000	
Retirement Contributions	91,264	95,000	122,500	117,000	122,500	FY15-16 Includes Part-time EE PERS Contrib Catch-up
Total Harbor Patrol Personnel Exp	1,000,368	1,037,500	1,019,500	1,009,500	1,032,000	
Increase / -Decrease over prev year	6%		2%		1%	
<u>Harbor Patrol Other Expenses</u>						
Uniforms	25,021	31,000	18,000	18,000	13,000	
Oil & Fuel Expense	26,201	34,000	31,000	34,000	34,000	
Operating Supplies & Expense	10,510	21,000	36,000	36,000	35,000	
Boat Maintenance	85,363	60,000	65,000	65,000	60,000	
Auto Equip & Maint.	6,463	5,000	8,500	8,500	8,500	
Conferences & Training	6,235	3,500	4,000	4,000	5,000	
Summer Lifeguard Services	24,726	32,000	45,000	59,000	65,000	As per contract
Professional Services	-	4,000	4,000	4,000	5,000	
Total Harbor Patrol Other Expenses	184,519	190,500	211,500	228,500	225,500	
Increase / -Decrease over prev year			15%	24%	7%	
Total Harbor Patrol Expenses	1,184,887	1,228,000	1,231,000	1,238,000	1,257,500	
Increase / -Decrease over prev year	7%		4%		2%	
Expenditures remaining after Property Tax Revenues were applied	(142,124)	(218,000)	(161,000)	(168,000)	(167,500)	Remaining expenditures are funded from Operating Revenues

ATTACHMENT 3

	<u>Actual 2014-15</u>	<u>Budget 2014-15</u>	<u>Est/Act 2015-16</u>	<u>Budget 2015-16</u>	<u>Budget 2016-17</u>	<u>Comments</u>
Expenditures funded by Grants and Special Funding						
<u>Grants and Special Funding</u>						
DBAW Grants-abandon vessel&vessel turn-in	10,563	13,500	5,500	5,500	14,000	
DBAW Grants-Boating Equipment	-	49,500	-	59,500	55,000	Boat engines, electronics, life jackets
DBAW Grant-Training Expense Reimb	-	6,000	10,000	10,000	10,000	
DBAW Grants-Launch Ramp	21,881	167,000	-	-	-	Project complete
TOTAL GRANTS & SPECIAL FUNDING	32,444	236,000	15,500	75,000	79,000	
<u>Projects, Equipment and Training Expenses</u>						
Vessel Salvage-Abandoned and Turn-in	10,563	13,500	5,500	5,500	14,000	
Boat Equipment	-	49,500	-	59,500	55,000	Boat engines, electronics, life jackets
Harbor Patrol Training	-	6,000	10,000	10,000	10,000	
Renovate Launch Ramp	21,881	167,000	-	-	-	Project complete
TOTAL PROJECTS & EQUIPMENT	32,444	236,000	15,500	75,000	79,000	

ATTACHMENT 4

Capital Improvements and ADA Accessibility Improvements Plan
Five Year Projection
FY2017-2021

<u>Project Name</u>		<u>Project Location</u>	<u>Project Summary</u>	<u>Project Status</u>	Fiscal Yr 16-17	Fiscal Yr 17-18	Fiscal Yr 18-19	Fiscal Yr 19-20	Fiscal Yr 20-21
Annual totals for reference					\$3,230,000	\$1,695,000	\$6,025,000	\$760,000	\$1,090,000
Capital Improvements									
1	1431 Chair Elevator Project	1431 Spinnaker Drive (National Park Service)	Replacing/Refurbishing chair elevator	Serviced every 4-6 months.			15,000		
2	Harbor Village Elevator Modernization	FY16-17 Location 1) 1583 Spinnaker Drive (Boatyard Café) FY17-18 Location 2) 1591 Spinnaker Drive (Le Petite)	Modernize elevators with electric controls and ADA upgrades, or replacement elevator	The \$98,000 budgeted in FY15-16 was spent on the modernization of the elevator in 1691 Spinnaker Drive. It broke down and became a priority for FY14-15, however due to a delay in the contract process; it got deferred to the FY15-16 budget. Therefore, 1583 and 1591 were deferred a year.	105,000	125,000			
3	Harbor Village Window Replacement	Location 1) 1449 Spinnaker Drive (Fisheries) (8) Location 2) 1575 Spinnaker Drive (Harbor Wind) (16) Location 3) 1591 Spinnaker Drive (Blackbeard's) (63) Location 4) 1583 Spinnaker Drive (The Greek) (44) Location 5) 1691 Spinnaker Drive (Island Packers) (8)	Replacement of 139 windows with double pane vinyl retrofit windows. Primarily east side of buildings and windows facing inner courtyards. All other windows have been refurbished.	Staff has worked with Rasmussen & Associated in FY15-16 on the plans and specifications for this project, which cost approximately \$15,000 of the \$90,000 that was budgeted in the FY15-16.	130,000				
4	Harbor Village Re-roofing	FY16-17 Complete 1449-1559 Spinnaker Drive (Fisheries/Brophys) Location 1) 1591 Spinnaker Drive (Blackbeard's) Location 2) 1691 Spinnaker Drive (Island Packers) (Flat Roof) FY17-18 Location 3) 1583 Spinnaker Drive (Boatyard Café) Location 4) 1575 Spinnaker Drive (Harbor Wind) FY18-19 Location 5) 1567 Spinnaker Drive (Margarita Villa, Hats, Pottery) Location 6) 1431 Spinnaker Drive (National Park Service)	This project will consist of roof, covering, flashing, gutters, and drainage refurbishment. Replacement of all flat roof coverings and tiles, as needed. Replacement of extensively deteriorating metal gutters and downspouts with copper gutters and downspouts with the roof work. Original roof is true Spanish tile.	This project was scheduled to begin in FY14-15, but was delayed due to the complexity of the project requiring additional engineering. All previously scheduled repairs have been pushed out one year to begin in FY15-16. In FY15-16, 1449 and 1559 were almost completed. This work will be completed in FY16-17 for \$115,000. However, 1431, which was originally supposed to be completed in FY15-16, has been deferred to FY18-19. Staff does not see an immediate need to replace or refurbish this roof. Also, 1691, which was budget for FY17-18 was deemed unsafe, an emergency was declared by the Board and the tile portion of this roof was renovated in FY15-16. However, the flat portion of 1691 still needs to be replaced and this will occur in FY16-17.	615,000	700,000	650,000		

ATTACHMENT 4

Capital Improvements and ADA Accessibility Improvements Plan
Five Year Projection
FY2017-2021

					Fiscal Yr 16-17	Fiscal Yr 17-18	Fiscal Yr 18-19	Fiscal Yr 19-20	Fiscal Yr 20-21
Project NameProject LocationProject SummaryProject Status									
Annual totals for reference					\$3,230,000	\$1,695,000	\$6,025,000	\$760,000	\$1,090,000
5	1691 HVAC Replacement	1691 Spinnaker Drive (Island Packers)	Three new HVAC systems that are maintained annually.	These units are maintained annually and may need to be replaced in FY19-20.				100,000	
6	Harbor Village Painting	Location 1) 1431 Spinnaker Drive (National Park Service) Location 2) 1449 Spinnaker Drive (Fisheries) Location 3) 1559 Spinnaker Drive (Brophy's) Location 4) 1567 Spinnaker Drive (Margarita Villa, Hats, Pottery) Location 5) 1575 Spinnaker Drive (Harbor Wind) Location 6) 1583 Spinnaker Drive (Boatyard Cafe) Location 7) 1591 Spinnaker Drive (Blackbeard's) Location 8) 1691 Spinnaker Drive (Island Packers)	Paint all exterior walls, facades, staircases and trim. Facades and trim will be maintained annually, due to building exposure to sun, wind and corrosive salt air.			500,000			
7	Dry Storage Refurbishment	Dry Boat Storage Lot on Anchors Way Drive	Refurbishment of chain link fencing around parcel, with two card-key controlled sliding entry gates. Refurbish in 5 year intervals.					20,000	
8	Pier Deck Surfacing	Fish Pier	The fish pier surface material has required a number of repairs to various areas due to weathering and aged design.	Half of the resurfacing was completed in FY13-14. The remaining half is in good enough condition to defer until FY17-18 to complete the resurfacing.		370,000			
9	Fish Pier Derrick Crane #1	Fish Pier	Fabrication and installation of second fish pier crane.	Crane #2 was replaced in 2015. Crane #1 was declared unusable July 2016 and needs to be replaced in FY16-17.	125,000				
10	Port District Vehicles	Port District Headquarters/shop/yard	Replacement of Harbor Patrol and Maintenance vehicles.		160,000		40,000		40,000

ATTACHMENT 4

Capital Improvements and ADA Accessibility Improvements Plan
Five Year Projection
FY2017-2021

<u>Project Name</u>		<u>Project Location</u>	<u>Project Summary</u>	<u>Project Status</u>	Fiscal Yr 16-17	Fiscal Yr 17-18	Fiscal Yr 18-19	Fiscal Yr 19-20	Fiscal Yr 20-21
Annual totals for reference					\$3,230,000	\$1,695,000	\$6,025,000	\$760,000	\$1,090,000
11	Headquarters HVAC Replacement	Port District Headquarters/shop/yard	Replace HVAC condenser unit located at the District Headquarters as budgeted FY19-20. Maintain annually.					20,000	
12	Headquarters Emergency Generator	Port District Headquarters/shop/yard	Purchase and installation of new emergency generator to provide existing generator as backup for emergency communications network, fire, etc.					70,000	
13	Parking Lot Asphalt Project	Location 1) 1431 Spinnaker Drive (National Park Service) Location 2) 1449 Spinnaker Drive (Fisheries) Location 3) 1559 Spinnaker Drive (Brophy's) Location 4) 1567 Spinnaker Drive (Margarita Villa, Pottery, Hats) Location 5) 1575 Spinnaker Drive (Harbor Wind) Location 6) 1583 Spinnaker Drive (Boatyard Cafe) Location 7) 1591 Spinnaker Drive (Blackbeard's) Location 8) 1691 Spinnaker Drive (Island Packers) Location 9) Surfers Knoll Location 10) Harbor Cove Location 11) Dry Boat Storage on Anchors Way Location 12) 19A Overflow Parking Lot (Harbor & Schooner) Location 13) Public Boat Launch Ramp Location 14) VIM District Parking Area	Remove and replace sections of the asphalt at Harbor Village completed in FY15-16 - \$100,000.	Will defer any major restoration and asphalt replacement including parking lot slurry coat, striping/curb painting to FY18-19.			650,000		
14	Harbor Village Entry Feature	Spinnaker Drive & Harbor Blvd.	Repair of Harbor Village entry feature		60,000				
15	Schooner Entry Signage	Schooner Drive & Harbor Blvd.	New signage for Schooner and Harbor Blvd entrance		100,000				
16	Harbor Village Entrance Revitalization & Wayfinding	Spinnaker Drive & Harbor Blvd.; Harbor Wayfinding Program within the Harbor.	New signage and revamping of Spinnaker Harbor entrance and Harbor Wayfinding Program						500,000

ATTACHMENT 4

Capital Improvements and ADA Accessibility Improvements Plan
Five Year Projection
FY2017-2021

<u>Project Name</u>		<u>Project Location</u>	<u>Project Summary</u>	<u>Project Status</u>	Fiscal Yr 16-17	Fiscal Yr 17-18	Fiscal Yr 18-19	Fiscal Yr 19-20	Fiscal Yr 20-21
Annual totals for reference					\$3,230,000	\$1,695,000	\$6,025,000	\$760,000	\$1,090,000
17	Harbor Village Trash Enclosure	1559 Spinnaker Drive	Refurbishment of existing trash enclosures per city requirements		50,000				
18	New Launch Ramp Pay Station	Public Launch Ramp - Anchors Way Drive	Replacement of pay station				20,000		
19	Parking Lot Striping Reconfiguration	FY16-17 VIM, Ventura West Phase II, Harbor Cove, Harbor Village FY19-20 Parking Lot 19A	Restripe and reconfigure parking lots		100,000			50,000	
20	Paid Parking Equipment and Infrastructure	All Lots	Install paid parking equipment				250,000		
21	Village Marina-Renovate Docks D, G & H	Harbor Village Docks D, G, & H	Marina docks & pilings. FY14-15 Engineering, spec, and permits only. Docks D, G and H to be Bellingham Concrete or other equal, either replacing existing configuration or in new "Super Seiner" commercial fishing configuration (NOBLE 2012). New construction will require pilings. Construction financing through a third party	Although this project is slated for FY18-19, \$125,000 as been added to FY16-17 for the engineering and design phase.	125,000		4,400,000		
TOTAL CAPITAL IMPROVEMENTS PLAN					1,570,000	1,695,000	6,025,000	260,000	540,000

ATTACHMENT 4

Capital Improvements and ADA Accessibility Improvements Plan
Five Year Projection
FY2017-2021

<u>Project Name</u>		<u>Project Location</u>	<u>Project Summary</u>	<u>Project Status</u>	Fiscal Yr 16-17	Fiscal Yr 17-18	Fiscal Yr 18-19	Fiscal Yr 19-20	Fiscal Yr 20-21
Annual totals for reference					\$3,230,000	\$1,695,000	\$6,025,000	\$760,000	\$1,090,000
ADA Accessibility Improvement Plan									
22	Carousel Courtyard Revitalization & Phase 3 ADA Accessibility	Harbor Village Courtyard around the Carousel building			1,500,000				
23	Additional Parking Lot ADA Improvements	Harbor Cove, Surfers Knoll, Launch Ramp, Headquarters			100,000				
24	ADA Restroom Improvements - Harbor Village	Restrooms -1575 (3), 1559 (3), 1591 (2), the Greek (2))			60,000				250,000
25	ADA Restrooms, Shower, and Laundry Facilities Improvements - Harbor Village	1691 Spinnaker Drive (Island Packers)							300,000
26	Harbor Village ADA Phase 4	Between the Greek and Le Petit	Concrete Work					500,000	
TOTAL ADA ACCESSIBILITY IMPROVEMENT PLAN					\$1,660,000	\$0	\$0	500,000	\$550,000
TOTAL CAPITAL IMPROVEMENT PLAN from previous page					\$1,570,000	\$1,695,000	\$6,025,000	\$260,000	\$540,000
TOTAL CAPITAL IMPROVEMENTS AND ADA ACCESSIBILITY IMPROVEMENTS					\$3,230,000	\$1,695,000	\$6,025,000	\$760,000	\$1,090,000
SPECIAL FUNDING - VILLAGE MARINA DOCK RENOVATION (#21 above)					\$0	\$0	\$ 4,400,000	\$0	\$0
TOTAL CAPITAL IMPROVEMENTS AND ADA ACCESSIBILITY IMPROVEMENTS WITH FUNDING					\$3,230,000	\$1,695,000	\$1,625,000	\$760,000	\$1,090,000

ATTACHMENT 5

FY16-17 Building Tenant Improvements

Building	Square Footage	Improvements	Cost
1431 Spinnaker Dr #100a	4,192	Flooring/Interior paint	25,000
1559 Spinnaker Dr #100	1,864	Remaining TI as per lease	15,000
1559 Spinnaker Dr #102	875	Flooring/Interior paint	10,000
1559 Spinnaker Dr #104	1,344	Exterior wall improvements	2,500
1559 Spinnaker Dr #206	765	Flooring/Interior paint	5,000
1559 Spinnaker Dr #207	455	Flooring/Paint	4,000
1567 Spinnaker Dr #104	680	Paint/Drywall/Grease trap/Equipment	30,000
1575 Spinnaker Dr #206a,b	494	Flooring	2,500
1575 Spinnaker Dr 205,205a	1,326	Flooring/Paint	6,000
1583 Spinnaker Dr #214	425	Flooring/Walls/Electrical	3,000
1591 Spinnaker Dr #115	1,537	Kitchen/Plumbing/Electrical/Expansion	200,000
1591 Spinnaker Dr #117	1,291	Flooring/Paint	20,000
All Projects		Architectural Engineering Project Management - 20%	65,000
TOTAL			\$ 388,000

ATTACHMENT 6

VENTURA PORT DISTRICT
HISTORICAL & PROJECTED REVENUE AND EXPENSE CASH FLOWS
Minimum Unrestricted Reserves at **40%** of Operating Expenses
Includes Village Dock Replacement of \$4.4m with New Debt Service (20 years @ 4%)

	2014-15 Actual	2015-16 forecasted	2016-17 forecasted	2017-18 forecasted	2018-19 forecasted	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted
Cash Flows In (Out) from normal operations before any Improvements	\$ 949,942	\$ 447,400	\$ 999,000	\$ 1,041,000	\$ 1,044,000	\$ 1,194,000	\$ 1,149,000	\$ 1,351,000	\$ 1,350,000
Significant Assumptions -									
Cash Flow In - Proceeds from Village Marina Renovation Loan					4,400,000				
Cash Flow Out - New Debt Service-Village Marina Renovation Loan						(320,000)	(320,000)	(320,000)	(320,000)
Cash Flow Out - Tenant Improvements	(163,911)	(285,000)	(388,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Cash Flow Out - Accessibility Enhancements-Forecasted \$2.7 million	(117,768)	(800,000)	(1,660,000)	-	-	(500,000)	(550,000)	-	-
Cash Flow Out - Capital Improvements as per Five Year Plan Projection	(202,220)	(1,230,000)	(1,570,000)	(1,695,000)	(6,025,000)	(260,000)	(660,000)	(500,000)	(500,000)
Improvements that will need to be funded through Unrestricted Improvement Reserves	-	(1,867,600)	(2,619,000)	(704,000)	(631,000)	-	(431,000)	-	-
Cash Flow In after Improvements are completed	466,043					64,000		481,000	480,000
Forecasted Unrestricted Reserve Balances									
Forecasted Reserves at beginning of each fiscal year	5,650,000	7,704,000	6,764,000	5,345,000	4,641,000	4,010,000	4,074,000	4,074,000	4,555,000
Improvements funded from Improvement Reserves	-	(1,870,000)	(2,619,000)	(704,000)	(631,000)	-	-	-	-
Cash Flow In after Improvements are completed	470,000	-	-	-	-	64,000	-	481,000	480,000
Cash Flow In from Grant fund reimbursements	1,584,000	300,000	-	-	-	-	-	-	-
Forecasted Unrestricted Reserves at end of year	7,704,000	6,134,000	4,145,000	4,641,000	4,010,000	4,074,000	4,074,000	4,555,000	5,035,000
Add VIM Appreciation rent (onetime only)	-	630,000	-	-	-	-	-	-	-
Add SRP Lease holding fee (onetime only)	-	-	1,200,000	-	-	-	-	-	-
Total All Unrestricted Reserves Forecasted at June 30 each year	7,704,000	6,764,000	5,345,000	4,641,000	4,010,000	4,074,000	4,074,000	4,555,000	5,035,000

As outlined below, with the proposed expenditures the 40% reserve balance is maintained and the unrestricted Improvement balance remains favorable.

	2014-15 Actual	2015-16 forecasted	2016-17 forecasted	2017-18 forecasted	2018-19 forecasted	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted
TOTAL Unrestricted Reserves Forecasted at June 30 each year	7,704,000	6,764,000	5,345,000	4,641,000	4,010,000	4,074,000	4,074,000	4,555,000	5,035,000
Reserve Policy Minimum Balance 40% of Expenses at June 30 each year	2,910,000	3,210,000	3,090,000	3,230,000	3,360,000	3,490,000	3,710,000	3,790,000	3,950,000
Unrestricted Capital Improvement Reserves at June 30 each year	4,794,000	3,554,000	2,255,000	1,411,000	650,000	584,000	364,000	765,000	1,085,000

ATTACHMENT 6

VENTURA PORT DISTRICT HISTORICAL & PROJECTED CASH FLOWS Minimum Unrestricted Reserves at **40%** of Operating Expenses

	<u>2014-15</u> audited	<u>2015-16</u> forecasted	<u>2016-17</u> forecasted	<u>2017-18</u> forecasted	<u>2018-19</u> forecasted	<u>2019-20</u> forecasted	<u>2020-21</u> forecasted	<u>2021-22</u> forecasted	<u>2022-23</u> forecasted
Operating Revenue	7,131,400	7,334,000	7,397,500	7,693,000	8,001,000	8,321,000	8,654,000	9,000,000	9,360,000
SRP minimum rents	60,000	60,000	240,000	300,000	300,000	450,000	600,000	620,000	632,000
% Increase / -Decrease	-1%	3%	1%	4%	4%	4%	4%	4%	4%
Non-Operating Revenue (Includes prop taxes)	1,042,800	1,070,000	1,090,000	1,112,000	1,134,000	1,157,000	1,180,000	1,204,000	1,228,000
% Increase / -Decrease	5%	3%	2%	2%	2%	2%	2%	2%	2%
Total Revenue	8,234,200	8,464,000	8,727,500	9,105,000	9,435,000	9,928,000	10,434,000	10,824,000	11,220,000
% Increase / -Decrease	0.0%	2.8%	3.1%	4.3%	3.6%	5.2%	5.1%	3.7%	3.7%
Operating Expenses (excludes depreciation)									
Operating Expenses	4,582,058	5,048,000	4,970,000	5,219,000	5,480,000	5,754,000	6,042,000	6,344,000	6,661,000
Harbor Patrol Expenses	1,184,900	1,238,000	1,257,500	1,320,000	1,386,000	1,455,000	1,528,000	1,604,000	1,684,000
Harbor dredging & related expense	227,700	305,000	236,000	260,000	260,000	260,000	450,000	260,000	260,000
Total Operating Expenses	5,994,658	6,591,000	6,463,500	6,799,000	7,126,000	7,469,000	8,020,000	8,208,000	8,605,000
% Increase / -Decrease	-6.0%	10.2%	-1.5%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Non-operating and Other Expenses									
Principle/Interest & deferred refunding	1,289,600	1,425,600	1,265,000	1,265,000	1,265,000	1,265,000	1,265,000	1,265,000	1,265,000
Total Non-operating expenses	1,289,600	1,425,600	1,265,000	1,265,000	1,265,000	1,265,000	1,265,000	1,265,000	1,265,000
% Increase / -Decrease	0.8%	10.5%	-11.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total all Expenses	7,284,258	8,016,600	7,728,500	8,064,000	8,391,000	8,734,000	9,285,000	9,473,000	9,870,000
% Increase / -Decrease	-3.4%	10.1%	-3.6%	4.3%	4.1%	4.1%	6.3%	2.0%	4.2%
Cash Flows In (Out) from normal operations before any Improvements	\$ 949,942	\$ 447,400	\$ 999,000	\$ 1,041,000	\$ 1,044,000	\$ 1,194,000	\$ 1,149,000	\$ 1,351,000	\$ 1,350,000

Note: Revenues generated from grants are not included in the Revenue category

ATTACHMENT 7

FISCAL YEAR 2016-2017 VENTURA GOALS AND OBJECTIVES

- Goal 1) *Maintain and enhance a safe and navigable harbor by:***
- a. Securing funding through the Army Corps of Engineers in coordination with agencies and our elected officials;***
 - b. Dredging the Inner Harbor and preserving infrastructure;***
 - c. Providing superior Harbor Patrol, Maintenance, and related Port District services;***
 - d. Preserving and enhancing infrastructure, equipment and facilities for a modernized, efficient and safe working harbor.***

Objectives:

- Secure funding in cooperation with the U.S. Congress, Office of Management and Budget, and Army Corps of Engineers for dredging of the Federal Channel.
- Monitor inner harbor channel depths, periodically conduct sediment sampling, and make contractual arrangements for dredging, as needed.
- Provide training opportunities and certifications for professional development.
- Apply for Division of Boating and Waterways Grant funding for safety training, equipment and vessel disposal.

- Goal 2) *Support and promote commercial and recreational boating and fishing.***

Objectives:

- Review and approve Ventura Isle Marina Phase I Dock Replacement Plan for G, H, and I by Safe Harbor Marinas.
- Consider strategies for rehabilitation and/or replacement of Docks D, G, and H in the Ventura Harbor Village Marina.
- Implement \$300,000 Sea Grant in collaboration with Ventura Shellfish Enterprise (VSE) tasks to permit & manage off shore aquaculture to diversify commercial fishing opportunities.
- Monitor the installation of a 20 ton ice machine within the Del Mar lease premises to be utilized by all commercial fishermen.

Goal 3) *Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.*

Objectives:

- Receive, evaluate and recommend proposals for development of visitor serving uses at Parcels 5 and 8.
- Diversify and strengthen tenant mix through proactive leasing efforts, utilization of market data and restaurant and retail tenant education initiatives.
- Collaborate with Master Tenants to evaluate new real estate development opportunities on their leasehold.
- Plan and construct accessibility improvements required by the American's with Disabilities Act.

Goal 4) *Promote sustainable use of our natural environment through business practices and programs designed in concert with our tenants, educators, agencies, and interest groups.*

Objectives:

- Encourage recreational uses in the Harbor and on the beaches (e.g beach volleyball, outrigger clubs, paddle boarding, kayaking, paddle boats, etc.).
- Promote visitation to the Channel Islands National Parks Visitor Center.
- Execute lease with Island Packers and support trips to the Channel Islands, ocean excursions and adventure tours from Ventura Harbor.
- Install drought tolerant landscaping and drip irrigation systems at Harbor Village.
- Implement a parking management plan for existing uses throughout the harbor, but with particular emphasis on the Harbor Village area.

Goal 5) *Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.*

Objectives:

- Participate in monthly Chamber Joint Economic Development & Legislative/Government Affairs Committee, City of Ventura Economic Development Committee and Ventura Visitors and Convention Bureau meetings.
- Convene quarterly meetings with all tenants for input on event programming, advertising and marketing of the Ventura Harbor.
- Partnership with regional tourism and business groups including Central Coast Tourism, Visit California, and Ventura County Lodging Association (VCLA) to leverage resources and grow Harbor tourism.
- Fund Downtown Ventura Partners trolley service connecting Ventura Harbor to Downtown Ventura.

Goal 6) *Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective and public focused organization.*

Objectives:

- Provide the public with current and accurate information through public meetings, Ventura Harbor website, press releases, and Harbor View Newsletter.
- Provide timely release of District documents for Public Records Act requests.
- Meet with community service organizations to provide Harbor information.
- Schedule a joint meeting with the Board of Port Commissioners and City Council to provide updates.

ATTACHMENT 8



RESOLUTION NO. 3311

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ADOPTING THE
2016-2017 FISCAL YEAR BUDGET**

WHEREAS, it is necessary and appropriate for the Board of Port Commissioners of the Ventura Port District to adopt a Budget for Fiscal Year 2016-2017; and

WHEREAS, a workshop for the Preliminary Budget was presented to the Board of Port Commissioners on May 11, 2016 and June 08, 2016; and

WHEREAS, the Preliminary Budget was revised to reflect all modifications deemed appropriate by the Board of Port Commissioners during the workshops and was approved by motion on June 22, 2016; and

WHEREAS, the Board of Port Commissioners has determined that the appropriations specified in the Final Budget are necessary for the efficient maintenance and operation of the Ventura Port District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Port Commissioners of the Ventura Port District that the District Fiscal Year 2016-2017 Budget is hereby approved.

PASSED and ADOPTED this 27th day of July, 2016.

Chairman

Attest:

Secretary



ATTACHMENT 8

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. 3311 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 27th day of July 2016, by the following vote:

AYES:
NOES:
ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 27th day of July 2016.

(Seal)

Secretary



RESOLUTION NO. 3312

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE VENTURA
PORT DISTRICT FOR EMPLOYER PAID MEMBER CONTRIBUTIONS TO THE
CALIFORNIA PUBLIC EMPLOYMENT RETIREMENT SYSTEM**

WHEREAS, the governing body of the Ventura Port District has the authority to implement Government Code section 20691;

WHEREAS, the governing body of the Ventura Port District has a written labor policy or agreement which specifically provides for the normal member contributions to be paid by the employer;

WHEREAS, one of the steps in the procedures to implement section 20691 is the adoption by the governing body of the Ventura Port District of a Resolution to commence said Employer Paid Member Contributions (EPMC);

WHEREAS, the governing body of the Ventura Port District has identified the following conditions for the purpose of its election to pay EPMC:

- This benefit shall apply to all employees who are Non-represented Classic Miscellaneous members.
- This benefit shall consist of paying 3% of the normal member contributions as EPMC.
- The effective date of this Resolution shall be August 3, 2016.

NOW, THEREFORE, BE IT RESOLVED that the governing body of the Ventura Port District elects to pay EPMC, as set forth above.

BY

(Name of Official)

(Title of Official)

(Date adopted and approved)



**RESOLUTION NO. 3313**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ESTABLISHING THE
SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES OF THE
DISTRICT FOR THE FISCAL YEAR 2016-2017**

WHEREAS, on March 25, 2015, the Board of Port Commissioners (the "Board") passed, approved, and adopted at a regular meeting of the Board, Resolution No. 3270, wherein the Board established a salary schedule for non-represented employees for Calendar Year 2015;

WHEREAS, the Board has determined that it is in the best interest of the District to amend the salary schedule to increase the top of the salary range by 4%;

WHEREAS, as a result of such amendments, the Board finds it desirable and in the best interest of the District to rescind Resolution No. 3270 and to adopt the revised Resolution No. 3313 in the manner set forth herein; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Port Commissioners of the Ventura Port District that the Salary Schedules set forth below shall become effective July 1, 2016:

Classification	Monthly Range
Accounting Manager*	\$5,710 - \$8,739
Accounting Technician	\$3,343 - \$5,116
Administrative Assistant/Clerk*	\$3,932 - \$6,017
Business Operations Manager*	\$7,547 - \$10,518
Custodian I	\$2,431 - \$3,721
Electrical Technician	\$3,727 - \$5,702
Facilities Manager*	\$5,594 - \$8,152
Gardener	\$2,674 - \$4,093
Harbormaster	\$5,499 - \$8,417
Landscaper	\$3,208 - \$4,912
Maintenance Supervisor*	\$4,757 - \$7,281
Maintenance Worker I	\$2,675 - \$4,093



ATTACHMENT 10

Maintenance Worker II	\$3,208 - \$4,912
Management Assistant	\$2,725 - \$4,169
Marina Manager*	\$4,708 - \$7,205
Marketing & Event Coordinator	\$3,374 - \$4,475
Marketing Manager*	\$5,129 - \$7,851
Mechanical Technician	\$3,727 - \$5,702
Property Manager*	\$5,594 - \$8,152
Senior Harbor Patrol Officer	\$4,782 - \$7,318

*Exempt Employee Status

Temporary Employee	Hourly Range
Dispatcher	\$15.00 - \$19.27
Administrative/Marketing Services	\$10.00 - \$24.11

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

BE IT FURTHER 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

BE IT FURTHER 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 such salary increase on merit shall be subject to Board approval through the budget process; and

BE IT FURTHER 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 be \$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 the District shall pay 3% for the CalPERS Employer Paid Member contribution (EPMC) for the Non-represented Classic Miscellaneous employee group effective August 3, 2016; and

ATTACHMENT 10

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.

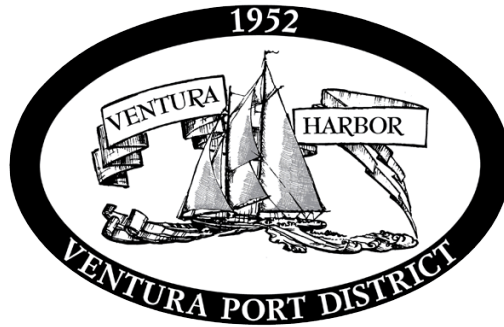
PASSED, APPROVED and ADOPTED this 27th day of July, 2016 at the regular meeting of the Board of Port Commissioners of the Ventura Port District, Resolution No. 3313 was adopted by the following vote:

AYES:
NOES:
Abstain:
Absent:

Jim Friedman, Chairman

Attest:

Secretary
(Seal)



BOARD OF PORT COMMISSIONERS

JULY 27, 2016

STANDARD AGENDA ITEM 4

APPROVAL OF NEW RECORDS

RETENTION POLICY

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 4
Meeting Date: July 27, 2016

TO: Board of Port Commissioners
FROM: Jessica Rauch, Clerk of the Board
SUBJECT: Approval of New Records Retention Policy

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3314, approving the new Records Retention Policy for the Ventura Port District and rescinding Resolution No. 2708.

SUMMARY:

A records retention policy is the foundation of an effective records management program. This policy defines an organization's legal and compliance recordkeeping requirements. This policy is implemented in order to ensure that records are kept as long as legally and operationally required and that obsolete records are disposed of in a systematic and controlled manner.

BACKGROUND:

On August 16, 1995, the Port Commission approved Resolution No. 2708 creating a policy relating to the retention and destruction of District records. With the current policy being 21 years old, it is time to update Appendix A and create a policy that is more efficient.

FISCAL IMPACTS:

None.

ATTACHMENTS:

Attachment 1 – Resolution No. 3314
Attachment 2 – Resolution No. 2708

ATTACHMENT 1



RESOLUTION NO. 3314

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF
VENTURA PORT DISTRICT RELATING TO
THE RETENTION AND DESTRUCTION OF DISTRICT RECORDS**

WHEREAS, under Government Code Section 6250 et. seq., any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by the District regardless of physical form or characteristics is a public record; and

WHEREAS, despite the fact that the District may have public records, under Government Code Section 60200 et. seq., special districts are provided with legislative guidance regarding retention and destruction of certain records; and

WHEREAS, pursuant to Government Code Sections 60201 and 12236, the Secretary of State provides specific retention periods for certain records but does not provide retention periods for all records; and

WHEREAS, in instances where the Government Code or the Secretary of State do not expressly require retention, the Board may exercise its own discretion in setting the policy for retention and destruction; and

WHEREAS, on August 16, 1995, the Board of Port Commissioners approved Resolution No. 2708 creating a policy relating to the retention and destruction of District records;

WHEREAS, if at any time after this Resolution is passed, the District wishes to amend or restate the District's Record Retention Policy, it elects to do so by Motion, rather than by Resolution, if it so desires.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Port Commissioners of the Ventura Port District hereby adopts the Appendix A attached to this Resolution as the District's policy for the retention and destruction of District records and rescinds Resolution No. 2708. This newly adopted Record Retention Policy shall be inserted into the Board of Port Commissioners Protocols and Policies Manual. Thus, Attachment C of the Human Resources Manual ("Electronic Records Retention Policy") is being replaced and is no longer in effect.

PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners, this 27th day of July 2016, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:



ATTACHMENT 1

Jim Friedman, Chairman

ATTEST:

Secretary
(Seal)

APPENDIX A
VENTURA PORT DISTRICT
RECORD RETENTION POLICY

In order to establish guidelines for the retention of Ventura Port District (“District”) records and to identify those records which are no longer required for or important to District operations, and are therefore appropriate for destruction, the following guidelines are established for the retention of District records:

Different types of District records and a recommended retention period for those records are set forth on the attachment to this Policy. Although every effort has been made to provide a thorough list of the different types of District records, the attached list is not all-inclusive, and there may be records which do not fall within one of the listed categories. In such case, the General Manager of the District is authorized to make a determination as to the appropriate retention period for that particular record.

Each record on the attached list shall be maintained in District records for the period indicated. In some instances, circumstances may exist which justify maintenance of a particular record for a longer period of time. The period of retention begins at the end of the fiscal year during which the record was created, not from the date of the record itself.

Certain records are identified on the attachment as “Permanent Records” which shall be retained permanently in District records. Some Permanent Records should be retained in their original form, including minute books, resolutions and ordinances; records relating to the District’s formation, and formation of any improvement or assessment districts or related public benefit corporations; deeds, easements and other real property records; insurance policies; annual and audited financial reports; and court judgments and settlement agreements. Other permanent records may be photographed, microfilmed, scanned and stored on a computer hard drive with additional electronic backup, or reproduced on optical disk or other medium to facilitate their retention as required by this Policy.

Electronic records, such as e-mail, voicemail, and work-related text message are only to be retained by the District if in the discretion of the General Manager, the record has administrative value. If e-mail, voicemail, and work-related text messages are retained by the District, the metadata also needs to be retained. For purposes of this policy, “metadata” includes the sender, recipient, date/time message was sent, and subject matter of the message. If a voicemail is retained, the metadata associated with that voicemail must be written down, and also retained.

In normal operations of the District, duplicate records are often created. Unless the Board of Port Commissioners provides otherwise, the General Manager may

ATTACHMENT 1

authorize the destruction of any duplicate record so long as the original or a permanent photographic reproduction or optical disk copy of the record is created and maintained in accordance with this Policy.

In accordance with *Government Code §60201*, the District may utilize alternative storage methods for those records which are not required to be maintained in their original form. Upon Board authorization, District records may be photographed, micro-photographed, reproduced by electronic video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, scanned and stored on a computer hard drive with additional electronic backup, or produced on film or any other reliable medium which does not permit additions, deletions or changes to the original document. This preservation must comply with minimum standards or guidelines recommended by the American National Standards Institute or the Association for Information of Image Management for recording of permanent records or non-permanent records.

Such reproductions shall be maintained in conveniently-accessible files with provisions being made by the District for preserving, examining and using files. The reproductions can be certified, and such certified reproductions shall be deemed to be original public records for all purposes pursuant to *Government Code §60203*. Certification of the record must comply with standards approved by the California Attorney General, including a statement of identity, description and disposition or location of the records reproduced and the date, reason and authorization for such reproduction.

The General Manager shall oversee the process for destruction of District records in accordance with the guidelines attached to this Policy. Records (whether originals or reproductions) can be destroyed by the District unless it is determined that a compelling reason then exists to continue retention of the document. Alternatively, those records which are maintained in their original form during the retention period could, upon expiration of the retention period be converted to microfilm or other photographic reproduction for so long as circumstances reasonably dictate.

If litigation against the District or its employees is filed, threatened, or likely, the District has a duty to preserve all documents and records that pertain to that litigation. As soon as the District is made aware of the filed, threatened, or likely litigation, the General Manager may issue a document hold specifying what documents and records must be retained until the filed, threatened, or likely litigation is resolved. A General Manager's document hold supersedes the record periods listed in the attached schedule.

Immediately prior to destruction, the General Manager shall make a determination that no reason then exists to preserve the record.

ATTACHMENT 1

The following list of records with suggested retention periods is comprised primarily of records commonly found in the general business community, and is not intended as an exhaustive listing of all District records. Except as noted, the figures represent the number of years for retaining the records. The periods begin at the end of the fiscal year during which the record was created, not from the date of the record. The retention period for items supporting tax returns begins on the filing date of the return or its due date, whichever is later.

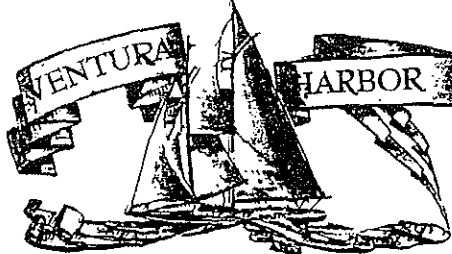
"P" = permanently; "AT" = after termination; "AD" = after disposal of the underlying asset; "AE" = after election; "AEG" = after end of grant; "AM" = after meeting; "AR" = after revision; "ARNC" = after recordation of notice of completion.

Accident reports (settled)	7	Insurance policies	P
Agendas; meeting notices	2	Inventory records	7 AD
Audits (see also Financial Reports)	P	Invoices	7
Bank deposit slips	3	Labor records:	
Bank reconciliations	3	Applications (employees)	7 AT
Bank statements	7	Applications (non-hirees)	2
Bills of lading	5	Contracts	7 AT
Board meeting packets	90 days	Daily time reports	5
Bonds (records of issuance)	P	Disability claims	7 AT
Budgets and related updates and adjustments	3	Earnings records	7
Check register	10	Employee manual	2 AR
Checks (paid and canceled)	7 AD	Employee service records	7 AT
Contracts:		Interview documents (employees)	7 AT
Employee	7 AT	Interview documents (non-hirees)	2
Vendor/consultant	7	Pay checks	7
For acquisition, operation, maintenance of land and improvements	P	Personnel files	7 AT
Correspondence:		Salary and wage changes	7 AT
Accounting	7	Salary receipts	7 AT
Credit and collection	7	Time cards, tickets and clock records	5
General	3	Training records	7
Personnel	7 AT	Unemployment claims	7 AT
Cost accounting records	5	Withholding certificates	7 AT
Deposit slip copies	3	Worker's compensation reports	10
Depreciation schedules	7 AD	Leases	7 AT
District Formation records	P	Ledgers and journals:	
Easements	P	Accounts payable ledger	7
Electronic Records:		Accounts receivable ledger	7
E-mail correspondence (with administrative value) and related metadata	90 days	Cash journal	10
Voicemail (with administrative value) and related metadata	90 days	Customer ledger	7
Text Message (with administrative Value) and related metadata	90 days	General journal	10
Environmental review documents:		General ledger	P
EIRs, negative declarations, notices of exemption, notices of determination	P	Journal entries-year-end	P
Environmental review: correspondence	3	Payroll journal	10
Equipment leases (after expiration)	7	Plant ledger	P
Equipment repair records	3	Purchase journal	10
Expense reimbursement records	3	Licenses	1 AT
Financial reports:		Litigation files (resolved):	5
Audited	P	Judgments, Orders, Settlement Agreements	P
Annual	P	Maintenance records:	
Interim	3	Building	7
Fixed asset records	7 AD	Machinery	7
FPPC records (Forms 700)	7 AT	Vehicles	7
Garnishments	3 AT	Vessels	7
Grant applications (successful)	5 AEG	Minute books,	
Grant funding records	5 AEG	Resolutions, Ordinances	P
		Mortgages	7 AT
		Notes (canceled)	7
		Oaths of office	6 AT
		Options	7 AT
		Ordinances	P
		Pension records	P
		Petty cash records	3

ATTACHMENT 1

Public contract documents	7 ARNC
Real estate development records:	
Design, Engineering, Construction	10
As-builts w/ District approval	P
Planning documents	3 AR
Policies and procedures	3 AR
Property records:	
Appraisals	P
Damage reports	7
Deeds, Easements, Licenses	P
Depreciation	7 AD
Plans and specifications	P
Purchases	P
Reconveyances	P
Sales	P
Taxes	10
Public Records Act requests	2
Purchase order copies	3
Purchase invoices	7
Receiving reports	3
Remittance statements	3
Resolutions	P
Rules and Regulations	P
Software license agreements and documentation (after expiration)	3
Staff reports	2
Surety bonds	3 AT
Tapes—audio and video of Board mtgs.	180 days AM
Travel records (employees)	3
Vehicle records	2 AD
Water quality tests – bacteriological	5
Water quality tests – other	12
Water quality reports	12
Water quality violations	3

ATTACHMENT 2



RESOLUTION NO. 2708

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT RELATING TO THE
RETENTION AND DESTRUCTION OF DISTRICT RECORDS

WHEREAS, under Government Code Section 6250 et seq. written documents relating to the District's business prepared, used or retained by the District are public records; and

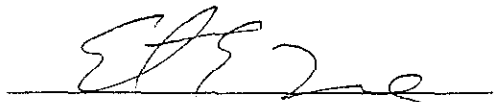
WHEREAS, despite the fact that the District may have public records, under Government Code Section 60200 et seq. special districts are provided with legislative guidance regarding retention and destruction of certain records; and


WHEREAS, the statutes provide specific retention periods for certain records but do not contain retention periods for all records; and

WHEREAS, in instances where the law does not expressly require retention, the Board may exercise its own discretion in setting the policy for retention and destruction.

NOW, THEREFORE, pursuant to the authority granted, the Board of Port Commissioners of Ventura Port District hereby adopts Appendix A attached to this Resolution as the District's policy for the retention and destruction of District records.

Passed and Adopted this 16th day of August, 1995


Chairman

Attest:

Secretary
(Seal)



ATTACHMENT 2

APPENDIX A

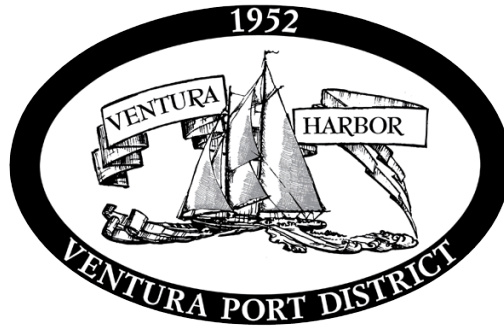
Following is a list of records and retention periods. Please note that this list is comprised primarily of records commonly found in the general business community and is not intended as an exhaustive listing of all District records. The periods begin at the end of the fiscal year during which the record was created, not from the date of the record. The retention period for items supporting tax returns begins on the filing date of the return or its due date (with extensions), whichever is later. If litigation is threatened or pending, the District's attorneys should be consulted before specific records are destroyed.

"P" means permanently; ; "AD" means after disposal of the underlying asset; "AE" means after expiration; "AFP" means after final payment; and "AT" means after termination.

Accident reports (settled)	7	Equipment repair records	3
Assessment records	7	Fidelity bonds	5 AT
Bank deposit slips	3	Financial reports (e.g., balance sheets, cash receipts and disbursements, profit and loss statements, statements of changes in fixed assets, etc.)	
Bank reconciliations	3	Audited	P
Bank statements	7	Annual	P
Bids:		Interim	3
Accepted	4	Fixed assets records	7 AD
Unaccepted	2	Garnishments	3 AT
Bills of lading	5	Insurance policies	P
Bonds:		Inventory records	7 AD
Records of issuance	P	Invoices	7
Repayment records	10 AFP	Labor records	
Budgets	3	Applications (employment)	7 AT
Capital asset records	7 AD	Contracts	7 AT
Check register	10	Daily time reports	5
Construction records:		Disability claims	7 AT
Specifications, change orders, correspondence, etc.	7	Earnings records	7
As-built plans	P	Employee service records	7 AT
Contracts:		Fidelity bonds	5 AT
Employee	7 AT	Insurance records	7 AT
Vendor	7 AT	Medical history	7 AT
For acquisition, operation or maintenance	P	Paychecks	7
Correspondence:		Personnel files (including job description, performance evaluations, changes of employment, etc.)	7 AT
Accounting	7	Salary and wage changes	7 AT
Construction	7	Salary receipts	7 AT
Credit and collection	7	Time cards, tickets and clock records	5
General	3	Unemployment claims	7 AT
Personnel	7 AT	Withholding certificates	7 AT
Cost accounting records	5	Workers compensation reports	10
Deposit slip copies	3	Leases	7 AT
Depreciation schedules	7 AD		
District formation records (including formation of improvement or assessment districts within District)	P		
Equipment leases	7 AE		

ATTACHMENT 2

Ledgers and journals:	
Accounts payable ledger	7
Accounts receivable ledger	7
Cash receipts journal	10
Deposit permit register	10
Expenditure ledger	10
General journal	10
General ledger	P
Journal entries - year-end	P
Payroll journal	10
Purchase journal	10
Revenue ledger	10
Taxes receivable ledger	10
Licenses	1 AT
Litigation files (resolved)	5
Judgments, orders, settlement agreements	P
Long-term debt records:	10 AFP
Maintenance records:	
Building	7
Machinery	7
Minute books, resolutions and ordinances	P
Mortgages	7 AT
Notes (cancelled)	7
Options	7 AT
Pension records	P
Petty cash records	3
Plant acquisition records	7 AD
Real estate development records:	
Design, engineering, construction records	7
As-built drawings evidencing District approval	P
Property records:	
Appraisals	P
Damage reports	7
Deeds, easements, licenses	P
Depreciation	7 AD
Plans and specifications	P
Purchases	P
Reconveyances	P
Sales	P
Taxes	10
Purchase orders	3
Purchase invoices	7
Receiving reports	3
Remittance statements	3
Surety bonds	3 AT
Tax records	10
Tax rolls	12
Travel records (employees)	3
Union contracts	P
Warrants	10 AFP



BOARD OF PORT COMMISSIONERS

JULY 27, 2016

STANDARD AGENDA ITEM 5

APPROVAL OF REVISED BOARD OF PORT COMMISSIONERS PROTOCOLS AND POLICIES MANUAL

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 5
Meeting Date: July 27, 2016

TO: Board of Port Commissioners
FROM: Jessica Rauch, Clerk of the Board
SUBJECT: Approval of Revised Board of Port Commissioners Protocols and Policies Manual

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3315, approving the updates to the Board of Port Commissioners Protocols and Policies Manual and rescinding Resolution No. 3271.

SUMMARY:

The Protocols and Policies Manual for the Board needed to be updated due to changes in formatting to the agenda and the addition of section items.

The following is a list of the major updates:

- Added Section 2.2 General Manager
- Added Section 2.3.4 New Board Member Training
- Updated Section 3.0 Port Commission Meetings
- Added Section 3.5 Board Liaisons
- Updated Section 4.0 Order of Business
- Added Section 5.11 Expense Reimbursement Policy for Employees
- Added Section 5.12 California Public Records Act Policy and Procedures
- Added Section 5.13 Sale of Surplus Personal Property
- Added Section 5.14 Ventura Port District Human Resources Manual

BACKGROUND:

The adoption of written guidelines regarding the conduct of public officials provides a sound foundation on which to build public trust and confidence. The proper operation of the District requires that decisions and policies be made within the proper channels of governmental structure, that public office not be for personal gain, and that the Commissioners remain objective and responsive to the needs of the public and business owners they serve. The purpose of this manual is to set forth protocols and policies that govern the Port Commission and Commission meetings. The intent of this manual is to ensure uniformity of procedure, access to the public, fairness to the public and interested parties, and compliance with legal requirements in all designated matters heard by the Board of Port Commissioners.

FISCAL IMPACTS:

None.

ATTACHMENTS:

Attachment 1 – Board of Port Commissioners Protocols and Policies Manual – Redlined
Attachment 2 – Resolution No. 3315

BOARD OF PORT COMMISSIONERS PROTOCOLS AND POLICIES MANUAL



VENTURA PORT DISTRICT

Adopted March 25, 2015

Revised July 27, 2016

ATTACHMENT 1

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1.0 INTRODUCTION

1.1 Purpose and Intent

The adoption of written guidelines regarding the conduct of public officials provides a sound foundation on which to build public trust and confidence. The proper operation of the Ventura Port District ("District") requires that decisions and policies be made within the proper channels of governmental structure, that public office not be for personal gain, and that the Board of Port Commissioners ("Board" or "Commissioner") remains objective and responsive to the needs of the public and business owners they serve. The purpose of this manual is to set forth protocols and policies that govern the conduct of Board meetings and other District business. The intent of this manual is to ensure uniformity of procedure, access to the public, fairness to the public and interested parties, and compliance with legal requirements in all designated matters heard by the Board.

1.2 District Description

The District was established on April 8, 1952 by an election and majority vote of the citizens of the City of Ventura. On April 15, 1952, the Board of Supervisors of Ventura County, ordered formation of the District pursuant to the Harbors and Navigation Code of the State of California.

The District was organized for the purpose of acquiring, constructing and operating a commercial and recreational boat harbor within the City of Ventura. The District's legal boundaries encompass all of the City of Ventura as well as some small areas outside the City limits.

The District is the owner and operator of the Ventura Harbor. The Ventura Harbor is a 274 acre multiple use recreational and commercial fishing small craft harbor. Other than the 2.74 acre site owned by the Department of Interior, National Park Service, the District is the sole landowner within the Harbor. The District's current property holdings include approximately 152 acres of land and 122 acres of water area. The Harbor was initially developed in the early 1960's and still has approximately 23 acres of land area available for development.

The official address and principal place of business of the District is:

VENTURA PORT DISTRICT
1603 Anchors Way Drive
Ventura, CA 93001
(805) 642-8538; Fax (805) 658-2249

1.3 Ventura Port District Mission Statement

The Ventura Port District, home to the Channel Islands National Park, provides a safe and navigable harbor and a seaside destination that benefits residents, visitors, fishermen and boaters to enjoy Ventura Harbor's exceptional facilities, events and services.

1.4 Ventura Port District Goals

The District will provide a rewarding and vibrant coastal marine experience to our residents and visitors through efficient and timely execution of these District Goals.

- 1) Maintain and enhance a safe and navigable harbor by:
 - A. Securing funding for dredging the Harbor entrance through the Army Corps of Engineers in coordination with agencies and our elected officials;
 - B. Dredging the Inner Harbor and preserving infrastructure;
 - C. Providing superior Harbor Patrol, Maintenance, and related District services;
 - D. Preserving and enhancing infrastructure, equipment and facilities for a modernized, efficient and safe working harbor.
- 2) Support and promote commercial and recreational boating and fishing.
- 3) Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.
- 4) Promote sustainable use of our natural environment through business practices and programs designed in concert with our tenants, educators, agencies, and interest groups.
- 5) Build respectful, productive, and mutually beneficial business relationships with our tenants, public agencies, elected officials and the community.
- 6) Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and a more efficient, effective and public focused organization.

2.0 GOVERNING BODY

2.1 Board of Port Commissioners

The Board of Port Commissioners consists of five members appointed by the mayor and City Council of Ventura, who shall govern the Ventura Port District. The Ventura City Council has the authority to remove commissioners from office during their term for cause by a vote of not less than five members of the Council. (H&N Code Section 6241.1)

Commissioners shall not be appointed to the Board of Port Commissioners unless they are, at the time of appointment, a taxpayer within the District and have resided within the District for at least one year. (H&N Code Section 6244)

Commissioners will serve a term of office of four years from the time of appointment. (H&N Code Section 6245)

2.2 General Manager

The Board of Port Commissioners are authorized to employ a General Manager of the Ventura Port District who shall be responsible for the day-to-day management of the District and the employment of District personnel subject to Board policy. The General Manager is an at-will employee who serves at the pleasure of the Board through an employment agreement. The General Manager may act as Board Secretary or be appointed as the Finance Officer for the District. The General Manager, as well as District Legal Counsel shall be evaluated annually by the Board.

~~2.23~~ 2.3 Board Principles

The Board of Port Commissioners recognizes its actions affect the District's ability to fulfill its mission. Listed below are practices deemed essential for the Board to positively affect the District's ability to operate efficiently and effectively. To that end, the members of the Board of Port Commissioners affirm their commitment to act in accordance with the following practices:

1. Act in accordance with the District's Mission.
2. Maintain a high level of integrity and follow through with all commitments, especially with other government agencies.
3. Work only as a Board, with no independent, tangential, or hidden agendas.
4. Always strive for consensus, remembering unanimity is not required.
5. Once the Board has made a decision, acknowledge and act in accordance with it.
6. Understand the Board's role is to set policy and ensure staff understands this, while facilitating staff's ability to implement Board directed policy.
7. Recognize and abide by the separation of responsibilities between the Board, General Manager and Staff.
8. Clearly understand the expectations and the responsibilities of the Board Chair, Vice Chair, and Commissioners.
9. Correctly identify the issues.
10. Realistically select important issues related to the District's mission and worthy of the Board's energies and efforts.
11. Make sure all major policy decisions are well thought out from a legal perspective, all options have been explored, with each advantage and disadvantage, explored and weighed.
12. Communicate all facts accurately and fully.
13. Encourage open discussion by all Board members on all subjects.
14. Ensure everyone has a chance to give and explain his or her point of view.
15. Actively and courteously listen to each other in a genuine effort to understand opposing views.
16. Attend and actively participate in all meetings, keeping absences to a minimum.
17. Come to meetings prepared, having reviewed the materials provided by staff.
18. Ask the General Manager for background information as needed prior to Board meetings.
19. Never hesitate to ask questions at a Board meeting or request additional information, if required.

~~2.3~~ 2.4 Responsibilities and Conduct of Commissioners

~~2.34.1~~ 2.4.1 Oath of Office

Within ten days of a Commissioners appointment and before performing duties of his or her office, each Commissioner shall take and subscribe to an Oath of Office before the Clerk of the Board, that he or she will support the Constitution of the United States and the Constitution of the State of California, and will faithfully discharge the duties of his or her office according to the best of their ability. (H&N Code Section 6243)

2.34.2 Conflict of Interest

Pursuant to Sections 87200 *et. seq.*, Government Code, newly appointed Commissioners are required to file a “Statement of Economic Interests” within ten days of assuming office; this Statement is filed with both the County and City Clerks offices and at the District office. After the initial statement is filed, each Commissioner is required to file an annual statement, usually after January 1 of each year but no later than April 1 of each year.

A Commissioner is required to conform to the Conflict of Interest provisions of the Political Reform Act, Section 87100 *et. seq.*, California Government Code and the District’s Conflict of Interest Code, which regulate financial conflicts of interest. The law imposes the responsibility to avoid financial conflicts of interest upon each Commissioner. Pursuant to state law, each Commissioner must undergo training in the obligations of the law to avoid conflicts of interest and to conform to all other applicable laws including those concerning ethics and conflict of interest.

A Commissioner is required to file a “Leaving Office Statement” within 30 days after leaving office.

2.34.3 Ethics Training

Each Commissioner shall receive at least two hours of training in general ethics principles and ethics laws relevant to his or her public service no later than one year from the first day of service. Thereafter, each Commissioner shall receive the training at least once every two years, without regard to the number of local agencies with which he or she serves. (Gov’t Code Section 53235(b))

2.4.4 New Board Member Training

It is recommended that all new Board Members attend the California Special District Association’s “How to be an Effective New Board Member” Training. The training has been designed specifically for special district board members and board chairs/presidents in order to provide the tools, background and overall knowledge necessary to help navigate the first year of governing a special district and be an effective leader. This training would qualify for travel and expense reimbursement.

2.34.45 Board/Clerk of the Board Interaction

All questions or requests regarding District meetings, travel requests, or forwarding information to staff or other Commissioners must come through the Clerk of the Board.

2.34.56 Staff/Commissioner Interaction

It is the policy of the Board that all Commissioners will address District staff in a professional, constructive, and considerate manner. This will ensure that Board interactions with staff will have a positive impact on the operations of the District.

Staff Members may act as advisors to the Board and Individual Commissioners and can provide research and administrative services.

ATTACHMENT 1

Board members have no authority to direct staff to work on projects without the approval of ~~the Chair and General Manager~~ a majority vote of the Board. To operate the District in an effective and professional manner, the General Manager needs to be aware of the projects on which each staff member is working.

With the exception of the General Manager and Legal Counsel, ~~t~~The Commission has no authority to supervise or direct the work of staff. Correspondence and requests directed to the staff on behalf of Commissioners should be routed through the Chair and General Manager.

2.34.67 Commissioner/Port District Tenant Interaction

In an effort to ensure fair and efficient communication with tenants in the harbor, a Commissioner will provide a brief summary and disclose any contacts he or she may have had with any tenant at a subsequent Board meeting. This brief summary of such contact shall be provided as part of routine reporting during Board Communications at the next District public meeting, as appropriate.

To assure fair and consistent negotiations on all pending leasing agreements, no Commissioner shall discuss any aspect of a lease that is under negotiation or discussion between the tenant and the District General Manager or District staff. Should a tenant wish to meet or confer with a Commissioner at any point during lease negotiation regarding the terms of a lease, the Commissioner may only do so if a member of the District staff is also present.

2.45 Role of Chair

The Chair of the Board is to be elected by the Board of Port Commissioners for a term of two years. (H&N Code Section 6241.1) The Chair shall have the authority to preserve order at all Board meetings, to remove any person from any meeting for disorderly conduct, to enforce the rules of the Board and to determine the order of business.

The Chair shall have the authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the Board by ruling any such matter out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.

The Chair shall attend an agenda review meeting with the General Manager before each Board Meeting either in person or by phone.

2.5 2.6 Role of Vice-Chair

In the absence of the Chair or his inability to act, the Vice-Chair shall preside at all meetings. The Vice Chair shall attend an agenda review meeting with the General Manager and Chair before each Board Meeting either in person or by phone.

2.6 2.7 Role of Secretary

The Secretary ensures the Commission adheres to all adopted policies and must attest and sign all approved minutes, resolutions, and other official documents.

~~2.7~~ 2.8 Commissioner and Staff Visibility to the Public

To ensure that Commissioners and senior District staff are easily recognized by the public, a Commissioner or senior District staff will wear an appropriate name badge to identify the individual and his or her affiliation with the District. The cost of the name badge will be borne by the District.

3.0 PORT COMMISSION MEETINGS

3.1 ~~Regular~~ Meetings

~~Regular Meetings of the Board shall be held twice a month, unless directed by the Board; the second Wednesday of every month at 11:00AM and the fourth Wednesday of every month at 7:00PM; excluding August in the Ventura Port District Office located at 1603 Anchors Way Drive, Ventura, California. The Board may, at times, elect to meet at other times and locations within the City and upon such election shall give public notice of the change of location.~~

~~3.1.1 Other Locations~~

~~The Board may, at times, elect to meet at other locations within the City and upon such election shall give public notice of the change of location.~~

3.1.1 Workshop Meetings

~~Workshop Meetings are held the second Wednesday of every month (excluding August) at 12:00PM, with Closed Session at 11:00AM. Workshop Meetings are an opportunity for the Board to interact on items with staff and the public.~~

3.1.2 Regular Meetings

~~Regular Meetings are held the fourth Wednesday of every month (excluding August) at 7:00PM, with Closed Session before. Regular Meetings are for approval of Consent and Standard Agenda Items.~~

3.1.32 Special Meetings & Emergency Meetings

~~Special and Emergency meetings of the Board may be called and held from time to time pursuant to the procedures set forth in the Ralph M. Brown Act ("Brown Act").~~

3.1.42 Cancelled Meetings

When the day for any regular meeting falls on a legal holiday, the regularly scheduled meeting for that day shall be deemed cancelled unless otherwise provided by the Board. Any meeting of the Board may be cancelled in advance by a majority vote of the Board.

~~3.2 Special Meetings & Emergency Meetings~~

~~Special and Emergency meetings of the Board may be called and held from time to time pursuant to the procedures set forth in the Ralph M. Brown Act ("Brown Act").~~

3.32 Closed Sessions

The Board may hold closed sessions during any regular or special meeting, or any time otherwise authorized by law, to consider or hear any matter which is authorized by law to be heard or considered in closed session.

The general subject matter for closed session consideration shall be agendaized or publicly announced as may be allowed under the Brown Act, before such session is held.

Commissioners may not disclose to any unauthorized person(s) the nature of discussion, any confidential communications or the decision from a closed session unless required by law.

3.43 Sub-committees

In an effort to ensure transparency in the conduct of District business, the use of sub-committees is to be discouraged whenever possible. The District and public are better served when Board meetings are conducted openly. This will ensure that all five Commissioners have an equal opportunity to have input on all issues related to the District.

3.4 Board Liaisons

Board Liaison appointments can be requested by any commissioner and will follow the procedure of "Future Agenda Items," by getting consensus then bringing it back at a future meeting for approval. Board Liaison appointments may also be requested by staff through Board Communications.

3.5 Quorum and Voting

Three members of the Board shall constitute a quorum and three affirmative votes are required for the Board to take action. (H&N Code Section 6270)

Any Commissioner present at a meeting when a question comes up for a vote, should vote for or against the item unless he/she is disqualified from voting and abstains because of a conflict of interest. If the vote is a voice vote, the Chair shall declare the result. The Board may also vote by roll call vote at the request of any Board member.

3.6 Commissioner Absences

When a Commissioner plans on being absent from a meeting, prior notification shall be provided to the Clerk of the Board.

3.7 Attendance by the Public

All meetings of the Board, except Closed Sessions, shall be open and public in accordance with the terms, provisions and exceptions consistent with the Brown Act. A

ATTACHMENT 1

public comment period is available for members of the public to raise issues of concern within the Board's jurisdiction or authority at all regular meetings of the Board.

3.8 Agendas

The Clerk of the Board shall prepare, publish and distribute agendas for all meetings. Meeting agendas shall be posted at least 72 hours in advance and topics shall be limited to those on the agenda. Agendas are available on the Ventura Port District Website at <http://venturaharbor.com/category/public-notice/> <https://venturaharbor.com/port-commission/>.

3.9 Minutes and Recordings

Minutes and recordings of Board meetings will be kept and maintained as follows:

- a. "Action Minutes" will be prepared by the Clerk of the Board for all Commission meetings that are open to the public. Minutes are prepared after each commission meeting by the Clerk of the Board and approved by the Board at a subsequent meeting. These minutes are not actual transcripts of the meetings, but describe only the motion-maker and the contents of the motion, the Commissioner seconding the motion, the vote, and any conditions of approval. The minutes will also reflect the names of public speakers. If a Commissioner desires for a comment to be included in the minutes, it is his or her responsibility to indicate to the Clerk of the Board that the statement is "for the record" before making the comments.
- b. Board meetings are digitally recorded and maintained by the Clerk of the Board in accordance with the District's Record Retention Policy. Members of the public may listen to audio CD's of meeting upon request to the Clerk of the Board. Copies of CD's may be purchased at the Ventura Port District Office.

4.0 Order of Business

The business of the Commission at its meetings will generally be conducted in accordance with the following order unless otherwise specified on the agenda. A closed session may be held at any time during a meeting consistent with applicable law:

CALL TO ORDER
PLEDGE OF ALLEGIANCE
ROLL CALL
ADOPTION OF AGENDA
APPROVAL OF MINUTES
PUBLIC COMMUNICATIONS
CLOSED SESSION REPORT (If a closed session is conducted)
~~LEGAL COUNSEL REPORT~~
BOARD COMMUNICATIONS
DEPARTMENTAL STAFF REPORTS
GENERAL MANAGER REPORT
~~LEGAL COUNSEL REPORT~~
CONSENT ~~ITEMS~~ AGENDA
STANDARD AGENDA

ATTACHMENT 1

ACTION ITEMS

INFORMATIONAL ITEMS

~~ACTION ITEMS~~

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

Call to Order – The Chair opens the public meeting by calling it to order at the appropriate scheduled time.

Pledge of Allegiance – The Chair or designee will lead those present at the meeting in the Pledge of Allegiance.

Roll Call – The Clerk of the Board will take roll.

Adoption of the Agenda – The Board will consider and approve, by majority vote, minor revisions to agenda items and/or attachments and any item added to (in accordance with the requirements of the Brown Act), or removed/continued from the agenda. This motion is approved by voice vote.

Approval of the Minutes – The Commission will discuss, make possible amendments to and approve minutes of the past meetings.

Public Communications – This period is set aside to allow public communications on items not on the agenda, but within the jurisdiction and authority of the District. Each person may address the Board for up to three minutes or at the discretion of the Chair. Each person is required to fill out and return to the Clerk of the Board a speaker slip, which allows the Chair to recognize who would like to speak. No person may speak without first being recognized by the Chair.

Closed Session Report – Any reportable actions taken by the Board during Closed Session will be announced at this time by Legal Counsel.

~~**Legal Counsel Report** – Legal Counsel will report on progress on District assignments and any legislative matters.~~

Board Communications – This time period is set aside to allow Board members to briefly comment on District issues, such as seminars, meetings, projects and literature that would be of interest to the public and/or District, as a whole.

Departmental Staff Reports – District Staff will give the Board reports on their Department activities.

General Manager Report - The General Manager will report on items of general interest to the Board and members of the public.

~~**Legal Counsel Report** – Legal Counsel will report on progress on District assignments and any legislative matters.~~

Consent Agenda - Matters appearing on the Consent ~~Agenda 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 item identified on the Consent agenda. Approval by the Board of Consent Items means that the recommendation by staff is approved by motion ~~or resolution~~ along with the terms set forth in the applicable staff reports.

ATTACHMENT 1

Standard Agenda – The Standard Agenda consists of Action Items and Informational Items.

Action Items – In accordance with the Brown Act, the Board may not take action on any item that does not appear on the agenda posted at least 72 hours prior to the meeting, unless the item is added to the agenda in accordance with the Brown Act (Gov't Code Section 54954.2). Staff will give the Board a report, the Board will ask questions, the Chair will call for public comment, then Board discussion and deliberation, and then action may be taken, to be followed by a brief oral summary of the action taken by the Chair or the Board member presiding at the meeting. A voice vote or roll call vote will be taken, unless the item is continued or no motion or action is taken.

Informational Items – Staff will give a report on matters requested by the Board or a Commissioner or on a matter of general interest to the Board. Normally, no action is to be taken on an informational Item.

~~**Action Items** – In accordance with the Brown Act, the Board may not take action on any item that does not appear on the agenda posted at least 72 hours prior to the meeting, unless the item is added to the agenda in accordance with the Brown Act (Gov't Code Section 54954.2). Staff will give the Board a report, the Board will ask questions, the Chair will call for public comment, then Board discussion and deliberation, and then action may be taken, to be followed by a brief oral summary of the action taken by the Chair or the Board member presiding at the meeting. A voice vote or roll call vote will be taken, unless the item is continued or no motion or action is taken.~~

Request for Future Agenda Items – This item ~~on the agenda~~ is for a Commissioner to request a matter be placed on a future agenda. ~~However,~~ Aa consensus of the Board is needed for the request to move forward.

Adjournment – The current meeting is adjourned.

ACKNOWLEDGEMENTS

This handbook was based on similar handbooks from other municipalities. We thank the City of Ventura, County of Santa Barbara, Princeton, New Jersey Government, and Newhall County Water District. Also used as references were the Harbors and Navigation Code, Rosenberg's Rules of Order and the Brown Act.

ATTACHMENT 1

For the Redline Version, these Policies, as well as, Section 5.0 and the Appendix will not be attached.

5.0 PORT COMMISSION AND PORT DISTRICT POLICIES BY RESOLUTION

Policies attached:

- 5.1 Records Retention Policy
- 5.2 Lease Negotiation and Administrative Policy
- 5.3 Slip Rate Policy
- 5.4 Capital Assets and Inventory Control Administration Policy
- 5.5 Reserve Policy
- 5.6 Investment Policy
- 5.7 Master Lease/Option Negotiation Administration Policy
- 5.8 Expense Reimbursement Policy for Commissioners
- 5.9 Procurement and Purchasing Policy
- 5.10 District Conflict of Interest Code
- 5.11 Expense Reimbursement Policy for Employees
- 5.12 California Public Records Act Policy and Procedures
- 5.13 Sale of Surplus Personal Property
- 5.14 Ventura Port District Human Resources Manual

Policies not attached:

- Art Donation Policy
- Commercial Identification Card Policy

All policies can be found at the Ventura Port District Office at 1603 Anchors Way Drive, Ventura, California 93001.



RESOLUTION NO. 3315

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF VENTURA PORT DISTRICT APPROVING THE BOARD OF PORT COMMISSIONERS
PROTOCOLS AND POLICIES MANUAL**

WHEREAS, the adoption of written guidelines regarding the conduct of public business by elected and appointed officials provides a sound foundation on which to build public trust and confidence;

WHEREAS, the proper operation of the Ventura Port District requires that decisions and policies be made within the proper channels of governmental structure, that public office not be for personal gain, and that the Board of Port Commissioners remains objective and responsive to the needs of the public and business owners they serve;

WHEREAS, the purpose of the Board of Port Commissioners Manual is to set forth protocols and policies that govern the conduct of business of and by the Ventura Port District and meetings of the Board of Port Commissioners;

WHEREAS, the intent of the Board of Port Commissioners Protocols and Policy Manual is to ensure uniformity of procedure, access to the public, fairness to the public and interested parties, and compliance with legal requirements in all designated matters heard and determined by the Board of Port Commissioners; and

WHEREAS, on March 25, 2015, the Board of Port Commissioners passed, approved, and adopted at a Regular Meeting Resolution No. 3271, wherein the Board adopted the Board of Port Commissioners Protocols and Policies Manual; and

WHEREAS, the Board has determined that it is in the best interest of the District to amend and rescind the existing manual; and

WHEREAS, if at any time after this Resolution is passed, the District wishes to amend or restate the Protocols and Policies Manual, it elects to do so by Motion, rather than by Resolution, if it so desires.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Port Commissioners of the Ventura Port District hereby rescinds Resolution No. 3271, which was previously passed, approved and adopted by the Board on March 25, 2015, and approves and adopts this Resolution No. 3315, amending the Board of Port Commissioners Protocols and Policies Manual.



ATTACHMENT 2

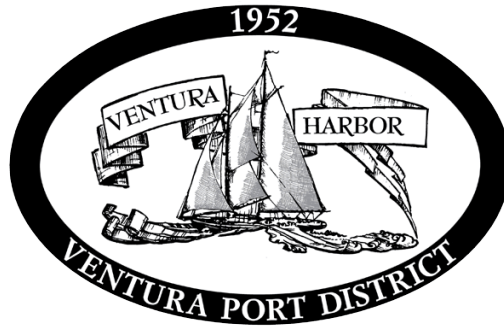
PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners, this 27th day of July 2016, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

Jim Friedman, Chairman

ATTEST:

Secretary
(Seal)



BOARD OF PORT COMMISSIONERS

JULY 27, 2016

STANDARD AGENDA ITEM 6

APPROVAL OF PROFESSIONAL
SERVICES AGREEMENT WITH WHITE
NELSON DIEHL EVANS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 6

Meeting Date: July 27, 2016

TO: Board of Port Commissioners
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Approval of Professional Services Agreement with White Nelson Diehl Evans

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Approve the Professional Services Agreement with White Nelson Diehl Evans LLP to perform the District's financial audit of the fiscal year ending June 30, 2016; and
- b) Appoint an Audit Liaison to work with staff and White Nelson Diehl Evans LLP throughout the audit process.

SUMMARY:

Attached for the Board's review is the professional services agreement between the District and White Nelson Diehl Evans (WNDE) to conduct an audit of the District's financial statements for the fiscal year ending June 30, 2016. Staff is also requesting a Commissioner be chosen as an audit liaison to work with staff throughout the current fiscal year audit process.

BACKGROUND:

The District has contracted with White Nelson Diehl Evans to perform the District's annual financial audit for the past five years through a joint contract with the City of Ventura. This contract expired after the completion of the audit for fiscal year 2015. The City was unable to include the District in their service agreement extension for the current year audit so the District desires to contract directly with WNDE for the audit of fiscal year 2016.

The District is very appreciative of the past opportunities to be included in the City's Audit Request for Proposal (RFP) process and is hopeful this collaborative arrangement may be continued at a future date when the City is ready to solicit for an audit RFP.

In previous years the Chairman has appointed a Commissioner to communicate with staff and the audit firm throughout the audit process. Commissioner Ashworth served as the District's audit liaison for the fiscal year 2015 audit process. Appointing a liaison also provides the opportunity for the Commissioner and the auditor to candidly discuss audit related matters and concerns apart from management.

FISCAL IMPACT:

The cost for the audit services will be \$18,000. WNDE will notify the District of any additional costs should there be unforeseen circumstances that may require additional services in advance of performing the service.

ATTACHMENTS:

Attachment 1 – Professional Services Agreement White Nelson Diehl Evans LLP

VENTURA PORT DISTRICT
STANDARD FORM CONTRACT FOR
PROFESSIONAL SERVICES AGREEMENT
(Under \$25,000)

With

WHITE NELSON DIEHL EVANS LLP
Certified Public Accountants & Consultants

THIS AGREEMENT, entered into this 27th day of July, 2016, by and between the VENTURA PORT DISTRICT, an independent special district, hereinafter referred to as "DISTRICT" and WHITE NELSON DIEHL EVANS LLP, Certified Public Accountants & Consultants, hereinafter referred to as "CONSULTANT."

DISTRICT AND CONSULTANT AGREE AS FOLLOWS:

1. **CONSULTANT'S SERVICES.** CONSULTANT agrees to perform during the term of this Agreement, the tasks, obligations, and services set forth in the "Scope of Services" attached to and incorporated into this Agreement as Exhibit "A."
2. **PAYMENT FOR SERVICES.** DISTRICT shall pay CONSULTANT for the services performed by CONSULTANT pursuant to the terms of this Agreement the compensation set forth in Exhibit "B", "STANDARD RATES & TERMS" and at the time and manner set forth in Exhibit "B."
3. **TERM OF AGREEMENT.** The term of this Agreement shall commence July 28, 2016, and shall terminate on or before May 31, 2017.
4. **TIME FOR PERFORMANCE.** CONSULTANT shall not perform any work under this Agreement until CONSULTANT furnishes proof of insurance as required under paragraph 9 of this Agreement
5. **STATUS OF CONSULTANT.** The DISTRICT and CONSULTANT agree that CONSULTANT, in performing the services herein specified, shall act as an independent contractor and shall have control of all work and the manner in which it is performed. CONSULTANT shall be free to contract for similar service to be performed for other persons or entities while under contract with DISTRICT. CONSULTANT is not an agent or employee of DISTRICT and is not entitled to participate in any pension plan, insurance, bonus or similar benefits DISTRICT provides for its employees.
6. **DESIGNATED REPRESENTATIVES:**
 - a) Robert Callanan, Partner shall be the designated CONSULTANT Representative and shall be responsible for job performance, negotiations, contractual matters, and coordination with the DISTRICT Representative. CONSULTANT'S professional services shall be actually performed by, or shall be immediately supervised by, the CONSULTANT Representative.
 - b) Oscar F. Peña shall be the designated DISTRICT Representative.
7. **ASSIGNMENT.** This Agreement is for the professional services of CONSULTANT. Any attempt by CONSULTANT to assign the benefits or burdens of this Agreement

without prior written approval of DISTRICT shall be prohibited and shall be null and void.

8. **RECORDS AND INSPECTIONS.** The CONSULTANT shall maintain full and accurate records with respect to all services and matters covered under this Agreement. The DISTRICT shall have free access at all reasonable times to such records, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings and activities.
9. **INSURANCE.** CONSULTANT shall procure and maintain insurance of the type, for the period, with the coverages and limits, and in accordance with the terms, conditions, and requirements (including , but not limited to the Proof of Insurance requirements) set forth in the attached Exhibit "C" and incorporated into this Agreement.
10. **HOLD HARMLESS.** CONSULTANT shall save harmless and indemnify, and, at the DISTRICT'S request, defend the DISTRICT, its officers, officials, employees, agents, representatives, and volunteers from and against any and all claims, demands, actions, damages, expenses, suits, accidents, injuries, liability, or proceedings of any character whatever (including without limitation, reimbursement of reasonable attorney's fees), brought for or on account of, or to the extent resulting from or arising out of or in connection with, any negligent act, error or omission, negligence, wrongful conduct, or other negligent action by CONSULTANT or any of CONSULTANT'S officers, agents, employees, representatives, subconsultants, or subcontractors in connection with or in the performance of this Agreement.
11. **COVENANTS AND CONDITIONS.** Each term and each provision of this Agreement to be performed by CONSULTANT shall be construed to be both a covenant and a condition.
12. **TERMINATION.** At any time, with or without cause, the DISTRICT or CONSULTANT shall have the right to terminate this Agreement by giving written notice pursuant to Paragraph 19 of this Agreement. There shall be no period of grace after giving the notice of termination. Termination shall become effective immediately upon the giving of notice as provided in Paragraph 19 of this Agreement.
13. **EFFECT OF TERMINATION.** Upon termination as stated in Paragraph 12 of this Agreement, DISTRICT shall be required to compensate CONSULTANT only for work done by CONSULTANT up to and including the date of termination of this Agreement unless the termination is for cause, in which event CONSULTANT need be compensated only to the extent required by law.
14. **OWNERSHIP OF CONSULTANT'S WORK PRODUCT.** In accordance with the auditing standards generally accepted in the United States of America, the CONSULTANT shall be the owner of any and all audit workpapers. DISTRICT shall be the owner of any and all financial statements including the underlying electronic files used to produce them and related notes prepared by CONSULTANT in performance of this Agreement and shall be entitled to possession of the same upon reasonable notice and upon completion of the work under this Agreement, or upon reasonable notice at any earlier or later time when the same may be requested by DISTRICT.

15. **TAXPAYER IDENTIFICATION NUMBER.** CONSULTANT shall provide DISTRICT with a complete Request for Taxpayer Identification Number and Certification, Form W-9 (Rev. 12-14 or later), as issued by the Internal Revenue Service.
16. **NON-APPROPRIATION OF FUNDS.** Payments due and payable to CONSULTANT for current services are within the current budget and within an available, unexhausted and unencumbered appropriation of the DISTRICT. In the event the DISTRICT has not appropriated sufficient funds for payment of CONSULTANT services beyond the current fiscal year, this Agreement shall cover only those payments for services incurred up to the conclusion of the current fiscal year.
17. **MODIFICATION OF AGREEMENT.** The tasks described in this Agreement and all other terms of this Agreement may be modified only upon mutual written consent of DISTRICT and CONSULTANT.
18. **USE OF TERM "DISTRICT".** Reference to "DISTRICT" in this Agreement includes General Manager or any authorized representative acting on behalf of DISTRICT.
- ~~19. **LIQUIDATED DAMAGES.** The Parties agree that if Contractor breaches this Agreement by failing to complete the project on or before the date promised, it will be impracticable or extremely difficult to determine the damages suffered by District. It is therefore agreed that in the event of such a breach by Contractor, Contractor shall pay District the sum of Two Hundred Fifty (\$250.00) as liquidated damages for each additional day required to complete the project.~~
20. **NOTICES.** All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by U.S. Mail. Notice sent by U.S. Mail shall be addressed as follows:

TO DISTRICT: **Ventura Port District**
 Attention: General Manager
 1603 Anchors Way Drive
 Ventura, CA 93001-4229

CONSULTANT: **White Nelson Diehl Evans LLP**
 Attention: Robert Callanan, Partner
 B2875 Michelle Drive, Suite #300
 Irvine, CA 92606

and, when addressed in accordance with this paragraph, shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices shall be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

21. **PERMITS AND LICENSES.** CONSULTANT, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.
22. **WAIVER.** A waiver by the DISTRICT of any breach of any term, covenant, or condition contained in this Agreement shall not be deemed to be a waiver of any subsequent

ATTACHMENT 1

breach of the same or any other term, covenant, or condition contained in this Agreement whether of the same or different character.

23. **GOVERNING LAW.** The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be in the Superior Court of Ventura County.
24. **INTEGRATED AGREEMENT.** This Agreement represents the entire Agreement between the DISTRICT and the CONSULTANT and all preliminary negotiations and agreements are deemed a part of this Agreement. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the parties to this Agreement and any subsequent successors and assigns.
25. **CUMULATIVE REMEDIES.** All right and remedies of either party hereto are cumulative of each other and of every other right or remedy such party may otherwise have at law or in equity, and the exercise of one or more rights or remedies shall not prejudice or impair the concurrent of subsequent exercise of other rights or remedies.
26. **SEVERABILITY.** If any term or provision of this Agreement shall be deemed invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each remaining term and provision of this Agreement shall be valid and in force to the fullest extent permitted by law.
27. **CONFLICT.** Consultant hereby certifies that it has no business or contractual relationship with any current member of the DISTRICT'S Board of Port Commissioners:

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

VENTURA PORT DISTRICT

WHITE NELSON DIEHL EVANS LLP

By: _____
Oscar F. Peña, General Manager

By: _____
Robert Callanan, CPA
Engagement Partner

July 20, 2016

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

Dear Mr. Peña:

We are pleased to confirm our understanding of the services we are to provide Ventura Port District (the District) for the year ended June 30, 2016. We will audit the basic financial statements of the District as of and for the year ended June 30, 2016. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis, to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Funding Progress for Other Postemployment Healthcare Benefits.
- 3) Defined Benefit Plan Schedules Required by GASB Statement No. 68, Accounting and Financial Reporting for Pensions - An Amendment of GASB Statement No. 27.

Mr. Oscar Peña
Ventura Port District
July 20, 2016
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Audit Objectives

The objective of our audit is the expression of an opinion as to whether the District's basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America, the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and the State Controller's Minimum Audit Requirements for California Special Districts, and will include tests of the accounting records of the District and other procedures we consider necessary to enable us to express such an opinion. We will issue a written report upon our completion of our audit of the District's basic financial statements. Our report will be addressed to the Board of Port Commissioners of the District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or add emphasis-of-matter or other-matter paragraphs. If our opinion on the financial statements is other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the District is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the District or to acts by management or employees acting on behalf of the District. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Mr. Oscar Peña
Ventura Port District
July 20, 2016
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Audit Procedures - General (Continued)

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control

Our audit will include obtaining an understanding of the District and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Mr. Oscar Peña
Ventura Port District
July 20, 2016
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Audit Procedures - Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

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Ventura Port District
July 20, 2016
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Management Responsibilities (Continued)

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements.

Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

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Engagement Administration, Fees and Other

Noted below is a listing of some work required by District staff to assist in the audit:

1. Preparation of trial balances for all funds, after posting of all year-end journal entries.
2. Preparation of supporting schedules for all material balance sheet accounts, and selected revenue and expenditure accounts.
3. Typing of all confirmation requests.
4. Pulling and refiling of all supporting documents required for audit verification.
5. Assistance with the preparation of the financial statements and notes to the financial statements.
6. Preparation of the management's discussion and analysis.

Mr. Robert J. Callanan is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be \$18,000. The annual fees stipulated herein contemplate that conditions satisfactory to the normal progress and completion of the examination will be encountered and that District accounting personnel will furnish the agreed-upon assistance in connection with the audit. However, if unusual circumstances are encountered which make it necessary for us to do additional work, we shall report such conditions to the responsible District officials and provide the District with an estimate of the additional accounting fees involved.

The maximum annual fee stipulated herein contemplates that conditions satisfactory to the normal progress and completion of the examination will be encountered and the District's accounting personnel will furnish the agreed upon assistance in connection with the audit. However, if unusual circumstances are encountered which make it necessary for us to do additional work; we shall report such conditions to the responsible District officials and provide the District with an estimate of the additional accounting fees involved.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of White Nelson Diehl Evans LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to grantor agencies or their designees, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of White Nelson Diehl Evans LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

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Engagement Administration, Fees and Other (Continued)

In accordance with our firm's current record retention policy, all of your original records will be returned to you at the conclusion of this engagement. Our audit documentation files will be kept for a period of seven years after the issuance of the audit report. All other files will be kept for as long as you retain us as your auditors. However, upon termination of our service, all records will be destroyed after a period of seven years. Physical deterioration or catastrophic events may further shorten the life of these records. The audit documentation files of our firm are not a substitute for your original records.

We expect to begin our audit in August 2016 and to issue our reports no later than November 15, 2016.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our most recent peer review report accompanies this letter.

We appreciate the opportunity to be of service to the Ventura Port District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and date below and return the signed copy to us.

Very truly yours,

WHITE NELSON DIEHL EVANS LLP



Robert J. Callanan, CPA
Engagement Partner

ACCEPTED:

VENTURA PORT DISTRICT

By _____

Print Name _____

Title _____

Date _____



System Review Report

July 22, 2015

To the Owners of
White Nelson Diehl Evans LLP
and the Peer Review Committee of the CA Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of White Nelson Diehl Evans LLP (the firm) in effect for the year ended March 31, 2015. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of White Nelson Diehl Evans LLP in effect for the year ended March 31, 2015, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. White Nelson Diehl Evans LLP has received a peer review rating of *pass*.

Heidenreich & Heidenreich CPAs PLLC

Heidenreich & Heidenreich, CPAs, PLLC

Exhibit "C"
Proof of Insurance Requirements

VENTURA PORT DISTRICT PROFESSIONAL SERVICES AGREEMENT

With

WHITE NELSON DIEHL EVANS LLP
Certified Public Accountants & Consultants

The Consultant shall procure and maintain for the duration of the term of the Agreement limits against claims for injuries to persons or damage to property which may arise from, or in connection with, the performance of the work covered by the Agreement by the Consultant, her/its employees, agents, representatives, sub-consultants or subcontractors. Evidence of adequate insurance coverage in the form of a Certificate of Insurance naming the Ventura Port District as additional insured on the policy(ies) of insurance which shall not be canceled without first giving the District ten (10) days' written notice. The actual policy(ies) shall have the following minimum limits of insurance:

<u>COVERAGE PER OCCURRENCE</u>	<u>COMBINED ISO FORM</u>	<u>SINGLE LIMIT</u> (Not less than)
Commercial General Liability	GL 00 02 01 73REV	\$1,000,000
Broad Form General Liability	GL 04 04 05 81	\$1,000,000
Business Auto	CA 00 01 01 87	\$1,000,000
Workers' Compensation		Statutory
Employers' Liability		\$1,000,000
Professional Liability/Errors and Omissions		\$1,000,000

Consultant shall provide certificates of insurance naming as additional insured the Ventura Port District ("District"), its officers, officials, employees and representatives.