



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
Timothy Gosney, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA REGULAR MEETING JUNE 22, 2016 AT 7:00PM VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE, VENTURA, CA

*A Closed Session of the Board will be held at **5:00PM** 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 8, 2016 Workshop Meeting and June 15, 2016 Special Closed Session Meeting 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)

CONSENT AGENDA: (5 minutes)

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

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.

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.

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.

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").

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.

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.

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.

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.

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.

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.

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

*This agenda was posted on Friday, June 17, 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, JUNE 22, 2016

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

- a) Property: **1567 Spinnaker Drive #104**
Negotiating Parties: Oscar Peña, Timothy Gosney
Under Negotiation: New Restaurant Lease for Baja Bay Surf & Taco
- b) Property: **1567 Spinnaker Drive #103**
Negotiating Parties: Oscar Peña, Timothy Gosney
Under Negotiation: New Retail Lease for Treasure Cove
- c) Property: **1559 Spinnaker Drive #102**
Negotiating Parties: Oscar Peña, Timothy Gosney
Under Negotiation: New Retail Lease for Ventura Swimwear
- d) Property: **Parcels 15, 16, 18**
Negotiating Parties: Oscar Peña, Timothy Gosney
Under Negotiation: Amendment of Option Agreement
- e) Property: **1410 Angler Court**
Negotiating Parties: Oscar Peña, Timothy Gosney
Under Negotiation: Ventura Harbor Storage, LLC Ground Lease Renewal
- f) Property: **1414 Angler Court**
Negotiating Parties: Oscar Peña, Timothy Gosney
Under Negotiation: Harbor Boat and Self-Storage New Sublease

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

- a) Legal Counsel



BOARD OF PORT COMMISSIONERS

JUNE 22, 2016

APPROVAL OF MINUTES

JUNE 8, 2016

JUNE 15, 2016



Minutes of Workshop Meeting of the Ventura Port District Board of Port Commissioners Held June 8, 2016

The Workshop Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 12:08PM 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
John Higgins, Harbormaster
Robin Baer, Property Manager
Joe Gonzalez, Facilities Manager
Frank Locklear, Marina Manager
Richard Parsons, Consultant
Jennifer Talt-Lundin, Marketing Manager
Lauren Yunckers, Marketing and Events Coordinator
Jessica Rauch, Clerk of the Board

Legal Counsel:

Timothy Gosney
Dominic Nunneri

AGENDA

CALL TO ORDER: By Chairman Friedman at 12:08PM.

PLEDGE OF ALLEGIANCE: By Commissioner Carson.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTION: Commissioner Ashworth moved, seconded by Commissioner Carson and carried by a vote of 5-0 to adopt the June 8, 2016 agenda.

APPROVAL OF MINUTES

The Minutes of May 25, 2016 regular meeting were considered as follows:

ACTION: Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to approve the minutes of the May 25, 2016 regular meeting.

PUBLIC COMMUNICATIONS: None.

CLOSED SESSION REPORT: Mr. Gosney stated that the Board met in closed session; discussed and reviewed all items 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: Commissioner Ashworth updated the Board on the Ventura Shellfish Initiative.

STAFF COMMUNICATIONS: Harbormaster John Higgins reported on the parking citation procedures. Mr. Peña recognized the leasing team for their hard work on getting the Village to be 97% occupied. He also announced the winners and favorites of the Ventura County Star's Reader's Choice Awards.

CONSENT AGENDA:

A) Approval of New Office Lease Agreement for Lisa Rizzo dba Custom Embroidery

Recommended Action: Motion.

That the Board of Port Commissioners approve a new office lease agreement for the premises located at 1575 Spinnaker Drive #206 A/B consisting of 494 square feet between the Ventura Port District dba Ventura Harbor Village and Lisa Rizzo dba Custom Embroidery for a two-year term with a two year option.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Carson and carried by a vote of 5-0 to approve a new office lease agreement for the premises located at 1575 Spinnaker Drive #206 A/B consisting of 494 square feet between the Ventura Port District dba Ventura Harbor Village and Lisa Rizzo dba Custom Embroidery for a two-year term with a two year option.

B) Approval of Out of Town Travel Requests

Recommended Action: Motion.

That the Board of Port Commissioners approve the Out of Town Travel Requests for Business Operations Manager, Brian Pendleton and Consultant, Richard Parsons.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Carson and carried by a vote of 5-0 to approve the Out of Town Travel Requests for Business Operations Manager, Brian Pendleton and Consultant, Richard Parsons.

WORKSHOP ITEM:

1) FY2016 – 2017 Preliminary Budget and Five Year Capital Improvement Plan

Recommended Action: Informational.

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

ACTION: The Board of Port Commissioners reviewed and discussed the 2016–2017 Ventura Port District Preliminary Budget and Five Year Capital Improvement Plan. The Commission wanted the following information for the next meeting:

- The latest breakdown of salaries and benefits by employee.
- A chart with the following three data sets since 2008 as percents:
 - Consumer Price Index (CPI)
 - Department of Finance Government Agency average increase
 - Ventura Port District increases

REQUEST FOR FUTURE AGENDA ITEMS: None.

ADJOURNMENT: The meeting was adjourned at 1:33PM.

Secretary



Minutes of Special Closed Session Meeting of the Ventura Port District Board of Port Commissioners Held June 15, 2016

The Special Closed Session Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 6:02PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Jim Friedman, Chair
Everard Ashworth, Vice Chair – arrived at 6:08PM
Gregory L. Carson
Bruce E. Smith
Nikos Valance

Commissioners Absent:

None

Port District Staff:

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

Legal Counsel:

None

AGENDA

CALL TO ORDER: By Chair, Jim Friedman at 6:02PM.

PLEDGE OF ALLEGIANCE: By Chair, Jim Friedman.

ROLL CALL: All Commissioners were present. Commissioner Ashworth arrived at 6:08PM

ADOPTION OF AGENDA

ACTION: Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 4-0 to adopt the June 15, 2016 agenda.

PUBLIC COMMUNICATIONS: None.

ADJOURN TO CLOSED SESSION AT 6:03PM.

CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL

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

RECONVENE PUBLIC SESSION AT 8:12PM.

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 8:15PM.

Secretary



BOARD OF PORT COMMISSIONERS

JUNE 22, 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

June 22, 2016

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

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

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

FY2017 Federal Dredging Appropriations

The Congress has not yet been able to finalize the FY2017 Energy and Water (E&W) Development Appropriations Bill. Both the Senate and House versions of the Bill provide \$4.3 million for the maintenance dredging of Ventura Harbor, but the House has been unable to secure passage of the bill.

Given the cost structure in Manson Construction Company's existing dredging contract with the Corps of Engineers, the expected \$4.3 million in the FY2017 E&W bill will achieve a dredging volume of about 400,000 cu.yds. That will in all likelihood be an inadequate level of work. On May 31, 2016, I met with Corps of Engineers headquarters personnel in Washington, D.C. to discuss the harbor's FY2017 dredging and funding needs. There was an acknowledgement that at a minimum an additional \$1.5 million would be required to dredge another 240,000 cu. yds., or a total of 640,000 cu.yds. The E&W bills presently before Congress includes about \$25 million in navigation work plan funding and hopefully Corps headquarters will include Ventura Harbor in the expenditure plan for those funds once the Congress finalizes the bill.

Harbor Maintenance Dredging Permits

Noble Consultants and I have just about completed the additional documentation requested by the California Coastal Commission (CCC) staff to justify the District's request to eliminate the shoreline monitoring program associated with District's maintenance dredging program for the past 27 years. I expect to have the documentation delivered to the CCC by the end of the month.

Harbor Village Phase 2 ADA Improvements

J&T Engineering and Construction should have all of the ADA concrete works at Harbor Village completed by June 24, 2016. At that point there will only be clean-up work and two sets of stainless steel railings required to complete the work.

Entry Feature Repairs

Plans for the repair of the Harbor Entry Feature at Harbor and Spinnaker Drives have been approved by the City Building and Safety Department. That work is expected to be accomplished over the summer.

Roof Rehabilitation Work

A scope of work is being developed with Rasmussen and Associates to develop contract documents for the next phase (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



June 2016 Federal Legislative Update

Overview - With a limited number of in session days before Congress breaks for an extended August recess coupled with mounting political tensions during an election year, the outlook for finalizing the Fiscal Year 2017 (FY17) bills before the end of the current fiscal year looks bleak. The most probable scenario is a familiar one: that Congress will pass a continuing resolution (CR) to avoid a government shutdown before Election Day and return during a lame duck session to try and finish their work. Whether Congress can pass, and President Obama can sign, an omnibus agreement before the end of the year remains dependent upon the outcome of Election Day itself.

Energy & Water - The Senate approved its \$37.5 billion bill for FY17 Energy & Water Development programs by a vote of 90-8. The House rejected its version of the bill by a vote of 112-305. This unexpected defeat prompted House Speaker Ryan to back track on an earlier promise that all appropriations bills would be considered under an open rule. At present the House has resumed consideration of FY17 appropriations bills, but under a structured rule, and the Energy & Water bill is waiting on the sidelines. The path forward for this bill remains unclear, however the most likely scenario is that it will be quietly negotiated by leadership and then reappear as part of a post-election omnibus appropriations bill.

FY17 Energy & Water Appropriations Bill Status

Chamber	Bill/Report	Subcommittee	Full Committee	Floor
House	H.R.5055/ H. Rept. 114-532	4/13/16	4/19/16	5/26/16 Failed 310-112
Senate	S. 2804/ S. Rept 114-236	4/13/16	4/14/16	5/12/16 Passed 90-8

While the Administration's budget proposed a nearly 23 percent reduction for the Corps, both House and Senate bills reverse this trend. The bills would fund the

Corps' major accounts as follows:

Recommended House & Senate FY17 Corps Funding

Account	Administration	House	Senate
General Investigations	\$85,000,000	\$120,000,000	\$126,522,000
Construction General	\$1,090,000,000	\$1,945,580,000	\$1,813,649,000
Operations & Maintenance	\$2,705,000,000	\$3,157,000,000	\$3,173,829,000

Keeping with post-earmark practices both the House and Senate bills continue the trend of providing work plan funding for the Corps. The work plan funding provides the ability for projects to secure additional funds above what has been identified in the Administration's budget proposal. Final direction for a work plan will be provided as part of the final FY17 Energy & Water bill that gets signed by the President (most likely as part of an omnibus as mentioned earlier) and using past year's timing as a guide these work plan decisions will likely occur in the first quarter of calendar 2017.

Recommended Work Plan Allocations

Account	House	Senate
General Investigations	\$30,818,000	\$30,340,000
Construction General	\$835,430,000	\$696,496,000
Operations & Maintenance	\$439,300,000	\$451,628,000

VENTURA PORT DISTRICT DEPARTMENTAL STAFF REPORT

Meeting Date: June 22, 2016

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

I. Maintenance:

Since the Ventura Harbor Village painting project was pushed out to next fiscal year, we are continuing to paint several areas throughout the Village to maintain a good clean appearance for this summer. Areas on the inner courtyard west side wall at 1575 Building have been painted with new stucco paint. Building 1583/inner courtyard had minor touch-ups. Annual inspection was performed on Vehicle M-28 (Boom truck) by a certified service provided by ALTEC. Harbor Patrol vessel (Boat-19) was lifted out of the water and had its bottom pressure washed and bottom hull inspection service, provided by Ventura Harbor Marina and Yacht yard. The following vehicles were serviced: H-10, M-24, M-25, M-26, M-28, M-41, M-42, M-43, M-44, M-45, M-46, M-47. The following Harbor Patrol boats were serviced: Boat -19, Boat -1, and Boat-1A.

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

II. Landscaping:

Staff is continuing to work closely working with J&T Contractors during the demo of the sidewalks/walkways within Phase Two. 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 on several planters that didn't have the electrical conduits for the installation of low voltage lighting. Our In-house staff is also continuing to upgrade areas needed for the irrigation by deleting needless water lines, and installing drip lines for water conservation on several areas where the planters are being affected by Phase Two projects.

Staff is planting new plants on all planters that were affected by the Phase Two project. Several tenants have complimented the District on how well the new sidewalks and planters look.



III. Marina

Continue to perform the monthly inspections on all gangways, docks, fire extinguishers, and fire boxes. This month we had approximately six light bulbs replaced from dock pedestals. Monthly inspections of our fish pier cranes were 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, or whatever the needs are to make a successful event.

V. Construction Projects

The Ventura Port District's Headquarters flag pole project is 100% completed; City of Ventura passed all inspections. The flag pole was put in service a few days prior to Memorial Day weekend.

The Tenant Improvement Project for Building 1575, Suite 107A & B are 100% complete; tenants are very pleased with the outcome.

The Verizon Mono Palm Project was started on April 26th; I've been meeting with Luke Beere, Superintendent from O.C.I.K Wireless telecom Specialist on a regular basis and I'm glad to report that the project is continuing to go well. O.C.I.K is on schedule, Phase One (construction) has been completed and 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, all exterior stucco finish is completed. Antenna base has been set in place; all inspections from the City of Ventura have been passed. Phase two (Communication) will be starting this week; Phase Two consists of installation of the Mono Palm, all communication software, etc. Phase two is expected to be finished within one working week. Phase three (Landscaping repairs) will start after Phase Two is completed.



**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: June 22, 2016

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

CBS & KCAL NEWS/WEATHER CAMERA (Harbor Village):

The Port District has entered into a relationship with CBS Television Stations Channel 2 & Channel 9 to host a weather camera within the Harbor. The Port District provided the location, site prep, and an internet feed. CBS & WeatherBug funded the camera, installation, and routine maintenance. The location is on the roof at 1559 Spinnaker and gives views of the Harbor Village, Marinas, Main Channel, Harbor Entrance, and the Beach. The live camera can be seen on the WeatherBug website and CBS is planning on using the camera



for both the morning and evening news segments. I will assist them in camera positions to maximize the value of the camera and provide them with a calendar of events throughout the year. This unique opportunity will give our small harbor exposure to the whole Southern California Basin with almost no cost to the Port District.

Moorpark & Thousand Oaks Beach Bus:

Looking to bring more visitors to the Harbor midweek, I reached out to the City of Moorpark and City of Thousand Oaks Beach Bus Coordinators. Currently both Cities are busing their residents to Zuma Beach midweek. The City of Thousand Oaks has also included stops at Ventura State Beach and Ventura Point. My outreach informed both Program Managers of the many ways our Harbor is superior to both these locations. I highlighted our Harbor Activities, Investment In Lifeguarding, Restaurants, Shopping, Flat Water & Surf Beach locations, Trolley System, and National Parks Headquarters. I have already offered to give these Program Managers Personal Tours and will coordinate with Marketing if more information is requested.

Deceased Whale - Port District & Ventura City Collaboration:

On the evening of Monday June 6th the Harbor Patrol Staff received a report that a recently deceased Humpback Whale Calf that had been adrift in the Santa Barbara Channel over the last week has finally drifted in to our area. The local currents and winds put the Whale's trajectory within our City Limits. I immediately contacted Federal Authorities to see what actions could be taken, but it was after hours so no assistance was found. The whale carcass was found first thing on the morning of the 7th floating in the Sand Trap up against the North Jetty. Realizing this could be both a real human health hazard and unwanted media attention for the Harbor the morning was focused on mitigating this hazard. Working with Federal Agencies, Science Groups, and Channel Watch Marine by mid morning all options were identified. The most cost effective option was recommended by NOAA Fisheries to tow the Carcass 29 miles out to sea. NOAA Scientists utilized their computer modeling to identify a location where it

would be taken away from the Coastline. The next efforts were to work with the City of Ventura to see if they would share in the cost of removal. The Assistant City Manager Dan Paranick was agreeable to the cost sharing. Channel Watch Marine successfully towed the whale out to the identified GPS location and released it some 9 hours later. Special thanks to the City of Ventura Assistant City Manager Dan Paranick and Channel Watch Marine for their assistance in the efficient removal.

California Harbormaster & Port Captains Meeting:

I attended a Southern Section Meeting in Marina Del Rey on June 15th. Representatives of Southern California Harbors were present. The Meeting topics focused on Water Quality and Total Maximum Daily Loads (TMDLs). The Environmental Protection Agency (EPA) has focused on the larger Harbors like Marina Del Rey, Newport, & San Diego Harbor to establish TMDLs. These Harbors/Ports have spent millions of dollars in defense, planning, projects, and public outreach measures. I plan to invest more time to learn and stay informed on this topic. As opportunities to implement cost effective measures to lower our Daily Loads are identified, I will present them to Staff and the Board for consideration.

Hokuloa Outrigger Races:



The annual Hokuloa Outrigger Races were held Saturday June 11th. Clubs attend this event from Harbors and Lakes throughout California. As mentioned before, the Hokuloa Club Members are exceptional Ambassadors and worked tirelessly to put together a top quality event that respected the Harbor's Residents, Businesses, and Parking Challenges. Harbor Patrol monitored the parking and

boating traffic throughout the event with no issues noted. One of the members put together this time lapse of the event that shows the activity from the beach. <https://vimeo.com/170409515>

Surfers Knoll Lifeguard Tower:

I am happy to report the addition of a Lifeguard Tower that now sits directly out from Surfers Knoll and the Ventura Harbor Village. Through our partnership with State Parks, we were able to receive a surplus Tower from Carpinteria State Beach. The only cost associated with this tower was sharing the cost of transporting it from Carpinteria. Our long-term plan will be to acquire one



more Tower at little to no cost by next Summer. This third Tower would be placed in the area of the Surfers Knoll Groin, which is located out from the Lawn Area of the Village. These additional Towers will utilize the existing number of contracted Lifeguards more efficiently. The Surfers Knoll Tower was placed in to service June 11th.

Flag Pole:

The new flag pole and small craft warning system has been installed and is looking great. The project was completed just before Memorial Day. The flags are raised and taken down daily and both the small craft flag and associated lights are illuminated as these events arise. We will be reaching out to our local groups for their Burgee's to be displayed during special days throughout the year. Special thanks to Pat Hummer and John Collins for their work to see this projects success from start to finish.

Meeting Attended:

California Harbormasters & Port Captains Meeting

Assisted & Supervised Special Events:

National Scholastic Surfing Association
Hokuloa Outrigger Races

ATTACHMENTS:

Attachment 1 - Soundings

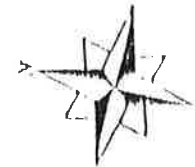
HARBOR PATROL 911 CALLS:

Incident	Units	Priority	Problem	Agency	Address	City	Response Date
16-0036524	HARB10, ME2, MED664	M7	OVERDOSE/POISONING NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	5/16/2016 4:15:21 PM
16-0036645	HARB10, ME2, MED481	M7	TRAUMATIC INJURIES NO CODE	Ventura County Fire Department	E Harbor Blvd / Schooner Dr	Ventura	5/17/2016 4:42:29 AM
16-0036738	HARB10, ME2, MED481	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1404 Anchors Way	Ventura	5/17/2016 11:33:59 AM
16-0036837	HARB10, ME2	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1050 Schooner Dr	Ventura	5/17/2016 4:28:04 PM
16-0036897	HARB10, ME2, MED481	M7	FALLS NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	5/17/2016 7:58:40 PM
16-0037058	HARB10, ME1, ME2	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1050 Schooner Dr	Ventura	5/18/2016 1:18:20 PM
16-0037064	HARB10, ME2	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1050 Schooner Dr	Ventura	5/18/2016 1:44:38 PM
16-0037107	HARB10, ME6	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1050 Schooner Dr	Ventura	5/18/2016 3:14:46 PM
16-0037200	HARB10, ME2	F7	INVESTIGATION	Ventura County Fire Department	1559 Spinnaker Dr	Ventura	5/19/2016 1:41:23 AM
16-0037636	AIRSQ9, B1, B10, BOAT1, CSTGRD4, E53, HARB10, LIFECD1, ME1, ME2, MED481, MT5, SAFETY, WR10, WR51, WR53	F3	WATER RESCUE	Ventura County Fire Department	600 E Harbor Blvd	Ventura	5/20/2016 4:45:18 PM
16-0038462	BOAT1, HARB10, ME2, MED481	M3	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1363 Spinnaker Dr	Ventura	5/23/2016 5:09:55 PM
16-0038522	AIRSQ9, B10, B2, CRP61, CSTGRD4, E25, HARB10, LIFECD1, ME2, MED482, MT5, SAFETY, WR10, WR51	F3	WATER RESCUE	Ventura County Fire Department	Mussel Shoals / Sb 101 Fwy	Mussel Shoal	5/23/2016 8:01:59 PM
16-0038826	HARB10, ME2, MED481	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1215 Anchors Way	Ventura	5/24/2016 9:05:10 PM
16-0039602	HARB10, ME5, MED481	M3	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	5/27/2016 8:17:15 PM
16-0040757	B10, B5, C11, CAM22, DOZ2, DOZ4, E26, E53, HARB10, IV11, ME2, ME5, ME51, VNT1, VNT3, VNT4, WT25	F4	BRUSH FIRE	Ventura County Fire Department	Olivas Park Dr / E Harbor Bl	Ventura	6/1/2016 5:34:00 AM
16-0041980	HARB10, ME5, MED481	M5	STROKE (CVA)	Ventura County Fire Department	1215 Anchors Way	Ventura	6/5/2016 9:57:56 AM
16-0042120	HARB10, ME101, MED482	M7	SICK PERSON NO CODE	Ventura County Fire Department	1580 Spinnaker Dr	Ventura	6/5/2016 9:29:07 PM
16-0042291	HARB10, ME2, MED483	M3	FALLS HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	6/6/2016 4:46:37 PM
16-0042327	HARB10, ME5, MED481	M5	DIABETIC PROBLEMS NON EMD	Ventura County Fire Department	1600 Spinnaker Dr	Ventura	6/6/2016 7:03:41 PM
16-0042733	HARB10, ME2, MED483	M3	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1591 Spinnaker Dr	Ventura	6/8/2016 10:50:59 AM
16-0044067	HARB10, ME2, MED482	M5	ASSAULT NON EMD	Ventura County Fire Department	1559 Spinnaker Dr	Ventura	6/13/2016 7:52:38 PM
16-0044512	HARB10, MED691, MT5	M3	CONVULSIONS/SEIZURES HIGH	Ventura County Fire Department	1691 Spinnaker Dr	Ventura	6/15/2016 4:22:19 PM
16-0044527	EMS48, HARB10, ME2, MED483, MED691	F4	TC	Ventura County Fire Department	E Harbor Bl / Spinnaker Dr	Ventura	6/15/2016 5:12:08 PM
16-0044771	AIRSQ8, B10, B5, B61, CSTGRD5, HARB10, LIFECD1, ME1, ME3, MED451, MED482, MED691, MT5, SAFETY, TR4, WR10, WR51, WR66	F3	WATER RESCUE	Ventura County Fire Department	559 Figueroa St	Ventura	6/16/2016 3:52:32 PM

- Boats Keep Out

O.O TIDE

Hummer



NORTH TEXAS

156

DETACHED BREASTWATER

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: June 22, 2016

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

I. Ventura Harbor Village Marina Occupancy

In June the Ventura Harbor Village slip occupancy was 92.0%.

II. Market Squid and Fish Off-loading

Late May and June landings of market squid have continued at Ventura Harbor. Approximately 690,000 pounds or 345 tons of good, marketable squid has been landed at the Ventura Fish Pier since June 1st. Summer squid, is generally considered a gift, with more productive landings beginning in the cooler months of September. The current rate of offloading has been optimistic, but there is a cautious outlook within the Ventura based squid offloading companies for our fall season.

III. D-Dock Repairs

Major Engineering has completed necessary repairs on the older wooden slips at D-Dock. The new pile guides have significantly stabilized the slips at that dock.

IV. Technology

Progress on the installation of the District's new ATT VOIP telephone system continues and is expected to be completed before the end of June.

Marketing/Ads/Events

Ventura Harbor Village Wins ADDY Award (See Attached)

The Ventura Harbor District is pleased to announce that the new website for Ventura Harbor Village was recently recognized with a Bronze Award for outstanding consumer website in the American Advertising Federation Awards Central Coast Competition. VenturaHarborVillage.com's engaging graphics, well-considered user interface, and branding were a standout in a field that included dozens of entries of the Central Coast's best work. Thanks to Searle Creative Group for working with the marketing team to create this award-winning site.

Promotional Campaigns

- **Wet Wednesdays** – Weekday promotional campaign to boost weekday traffic and sales. To date we have 12 Harbor Village businesses participating. Live lunchtime and after work entertainment. Launched Wednesday 6/15. Promoting via radio ads on KBBY B95.1, social media channels, 30,000 Village Maps, banners.
- **Seaside Kid's Club : Thursdays 11am-Noon, 6/16-8/18**– Launched new program on 6/16 to boost family visitation to the Harbor on weekdays. First event featured Harbor Patrol and nautical activities. We're off to a great start- 70 kids in attendance (over 150 people). Viewed families shopping and dining immediately following event.

Marketing & Advertising

- VC Star Reader's Choice ad 5/27
 - Ventura Harbor Village Vote as a Favorite "Place to Take Visitors" and "Place to Entertain Kids." Developed banner ads for websites
- Santa Clarita Seaside Dining Co-op with Andria's 5/27
- VC Star Memorial Day Weekend ad 5/27
- SB Family Life June Issue Seaside Kid's Club ad
- VC Star Seaside Kid's Club ad 6/10
- Happenings Magazine July Issue- Camarillo Seaside Kid's Club ad
- B95.1 KBBY radio ads on 6/13 & 6/14. 20,000 listeners
- Outdoor promotional banners for Seaside Kids Club & Wet Wednesdays

Total Circulation: 138,000



Media /Communications/Meetings

Live Music Bookings

- Booked Wet Wednesday Entertainment: Steel Drum Noon-1pm, Duos 4-7pm
- Finalized Sounds of Summer bookings for Sunday afternoons

New Revenues/On-Site Events

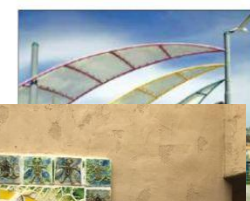
- On-site event revenue for May \$1,375
- Hosted Annual Felix & Fido Pet Adoption Event 6/5
- Received 4 applications for June filming at the Harbor with 2 booked to-date
- Hosted Annual Ventura Outrigger Challenge 6/11
- Called meeting for VPD & Organizers for parking /traffic plan for Breath of Life Triathlon June 26
- June 30 determined final date for Blackbeard's rentals

Highlights of Published Pieces

- *"Ventura Harbor Lifeguards" press release was distributed locally by Whisenhunt Communications. Received coverage in the Ventura County Star & Ventura Breeze. Posted on VenturaHarbor.com as news feature.*
- *661 Summer Guide. 8,600 Circulation (print) 665,015 unique visitors per month (web). Sommerville Associates*
- *Sommerville Associates distributed Ventura Comedy Festival press release to 340 regional press outlets*

Community & Press Outreach

- Developed a lead from Kellogg Co. for a corporate visit. Referred The Greek for dining and worked with Harbor businesses to remain open and provide amenities for the group 6/8. Received very positive feedback from tenants and Kellogg's Corporate Office for hosting a well organized evening.
- Hosted two tours for 35 hospitality guests as part of the Front Line Tours on Thursday, 6/9 in conjunction with the Ventura Visitors & Convention Bureau. Thank you to The Greek and Coastal Cone for providing Tastes! Tour highlighted new business, as well as insider finds and information. Plus ride on the trolley.
- Attended the Ventura County Tourism Summit and Ventura County Lodging Association Board meeting on 6/15. Ventura Harbor had a booth display to promote Harbor as a major Ventura County attraction. Discussion on funding consumer research that would span entire County, including cities and attractions as co-op.
- Hosted family writer of Red Tricycle web and social sites to Ventura Harbor Village for on the water, tastes and arcade. Thank you to Coastal Cone. In conjunction with Ventura County Coast media visit on 6/12. Red Tricycle has 8 million reach across all platforms. 5.5 million social reach.
- Follow up from Pet Friendly media visit on 5/14- Resulted in 26 posts and 40,000+ Likes on social media channels for their visit to Ventura; including Ventura Harbor Village.



Website Analytics

VenturaHarbor.com

Data from May 1 – May 31, 2016



Top 4 Pages Visited (May 2016):

1) Village Carousel & Arcade 2) Harbor Cove Café 3) Saturday Fisherman's Market

4) Copa Cubana *Village Carousel & Arcade, Harbor Cove Cafe & Copa Cubana do not have websites.

People are finding on VenturaHarbor.com

Where people are coming from: 1) Google & Organic Search 2) Direct 3) Central Coast Tourism.com

4) Marriott.com 5) IslandPackers.com 6) PetFriendlyTravel.com *Recently asked for a link to VenturaHarbor.com to be added on Island Packer's new website (seeing results)



Data from May 1 – May 31, 2016

VenturaHarborVillage.com



Top 4 Pages Visited (May 2016):

1) Events Calendar 2) Dine 3) Music & Entertainment Memorial Day Weekend 4) Shop

Where people are coming from: 1) Google & Organic Search 2) Direct 3) VenturaCountyWest.com

4) CityOfVentura.net 5) VenturaBoatRentals.com

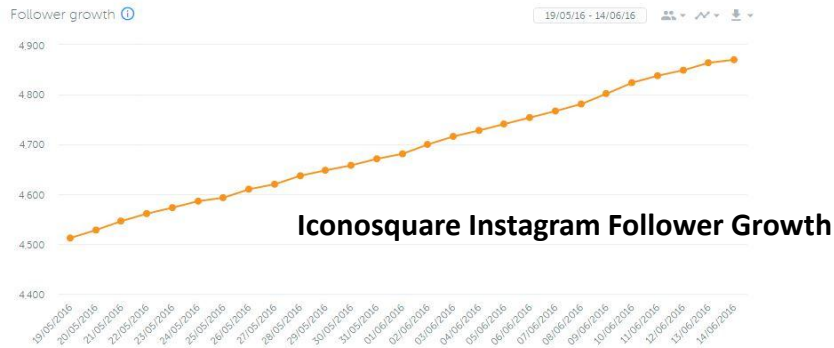


Social Media Analytics

Instagram (4,870 Followers)

Your new followers increased by

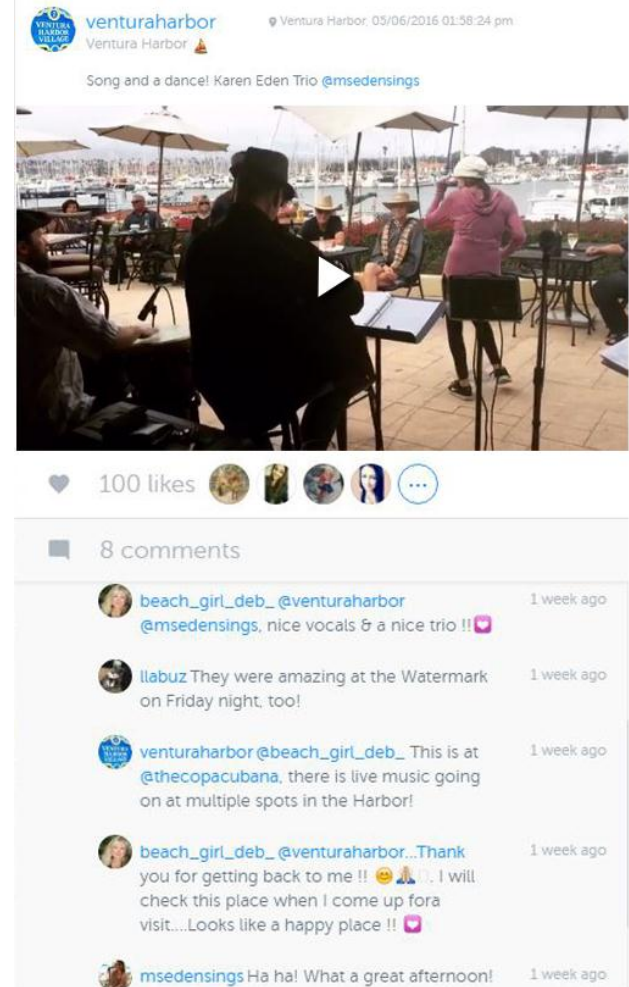
▲ 9%



“Locals Know” Facebook Campaign offering weekly insider Harbor tips



Increased Video Content



Social Media Analytics (Cont.)

Facebook (15,529 Followers)

Your new followers increased by

▲ 2%

since last month

Twitter (3,665 Followers)

Your new followers increased by

▲ 2%

since last month

TWEETS
3,371

FOLLOWING
364

FOLLOWERS
3,665

LIKES
1,263

Ventura Harbor Village E-Newsletter

May 27: "Your Memorial Day Seaside Bucket List"

Open Rate 20.2%



Seaside Summer Bliss Promotion

Reach: 10,300 Likes, Comments & Shares: 413

22,485 People Reached
1,500 Likes, Comments & Shares



6,690 People Reached
386 Reactions, Comments & Shares



Family blogger visit on 5/17 have resulted in multiple posts to date



AMERICAN
ADVERTISING
AWARDS

BRONZE AWARD

2016 Coastal California Competition

Searle Creative

Consumer Website

Ventura Harbor Village Website

Ventura Harbor Village

Credits: Aimee Allred, Junior Creative Director; Nicole Bosman, Web Development Manager

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: June 22, 2016

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

I. Tenant Improvements Underway

- 1) *Wild Local Seafood Co.* - 1559 Spinnaker Drive, #105 – Opened July 1st! This will be a soft opening and they plan to have a Grand Opening first part of August 2016.
- 2) *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 to monitor when completion will occur.
- 3) *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 are being prepared to be submitted to the City for approval. Estimated completion is third quarter in 2016. The tenant is currently open for business.
- 4) *Lost in Socks (formerly Addicted to Socks)* – 1575 Spinnaker Drive, #107A – Opened June 12th. They had a very busy first day of sales.
- 5) *Mermaid Gallery (formerly Tina O'Brien Fine Art Gallery)* – 1575 Spinnaker Drive, #107B – Opened June 8th. She loves her new space and looks forward to much success.
- 6) *The Ultimate Escape Rooms* --- 1591 Spinnaker Drive #117C – They are currently in Architect mode, working on the drawings that will be submitted to the City of Ventura. Estimated opening is fourth quarter of 2016.

II. Leasing

- 1) *Baja Bay Surf & Taco* -- 1567 Spinnaker Drive, #104 – We have negotiated a two-year lease. This establishment specializes in Mexican cuisine for lunch and dinner since May 2007.
- 2) *Treasure Cove* – 1567 Spinnaker Drive, #103 – We have negotiated a two-year lease. This retail tenant specializes in nautical related gifts such as jewelry, ceramics and other related items since January 1994.
- 3) *Ventura Swimwear* – 1559 Spinnaker Drive, #102 – We have negotiated a three-year lease with a two-year option. Ventura Swimwear has been a Tenant since October 2005. Ventura Swimwear is a local swimwear retail shop that sells a large selection of swimsuits, including board shorts, bikinis, and one-pieces! Ventura Swimwear also carries everything else you need for the beach: towels, apparel, hats, cover-ups, and jewelry.
- 4) Leasing Packet:
 - Distributing leasing packet; these can be printed or found on the website for circulation.
 - Posting ads online and in publications.
- 5) Overview of FY2015/2016 leasing strategy goals:
 - Obtain monthly, quarterly and annual data from real estate organizations and sources;
 - Procured Co-star for real estate analytics;
 - Decrease vacancies consistent with (or better than) city averages in each leasing category and Harbor Village as a whole;
 - Convert existing month-to-month tenancies to term tenancies with existing and/or new tenants with established annual rent escalators;
 - 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%	692	3.5%	8.5%	14.2%
Restaurant	1,537	4.8%	1,537	4.8%	5.7%	11%

*Based on comparable square footage

IV. May 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.

The year-to-date sales for May 2016 were down 5.16% from the same time last year. The majority of this decrease was due to the Santa Cruz Island landing dock closed for Island Packers' boat trips which affected the charters. Although, sales were up about 2% from last month.

Attachments

Attachment 1 – May Tenant Sales

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of
May-2016

	<u>May-2016</u>	<u>May-2015</u>	<u>% Change</u>
Restaurants	\$ 1,339,941	\$ 1,288,327	4.01%
Retail	\$ 272,673	\$ 274,622	-0.71%
Charters	\$ 518,582	\$ 544,551	1.12%
Total	\$ 2,131,196	\$ 2,107,500	1.12%

Year-to-date through May 2016

	<u>May-2016</u>	<u>May-2015</u>	<u>% Change</u>
Restaurants	\$ 5,801,151	\$ 5,694,782	1.87%
Retail	\$ 1,130,335	\$ 1,110,734	1.76%
Charters	\$ 1,447,250	\$ 2,028,973	-28.67%
Total	\$ 8,378,736	\$ 8,834,489	-5.16%



BOARD OF PORT COMMISSIONERS

JUNE 22, 2016

CONSENT AGENDA ITEM A

APPROVAL OF NEW RESTAURANT
LEASE FOR BAJA BAY SURF & TACO

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: June 22, 2016

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Approval of New Restaurant Lease Agreement for Rigoberto Rangel dba Baja Bay Surf & Taco 1567 Spinnaker Drive #104

RECOMMENDATION:

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.

BACKGROUND:

Baja Bay Surf & Taco has been a Tenant since May 2007. Mr. Rangel runs a Mexican restaurant that specializes in Mexican cuisine for lunch and dinner.

Staff has re-negotiated with this tenant who will now be signing a two-year term lease.

FISCAL IMPACT:

This new lease reflects current market rental rates for restaurant space in the complex. The annual occupancy cost for this tenant is \$14,280, plus cams and promo fees. The minimum rent over the two year term is adjusted annually by 3% per year.

We look forward to continued future success with this tenant. Staff recommends the Board's approval of the new lease transaction.



BOARD OF PORT COMMISSIONERS

JUNE 22, 2016

CONSENT AGENDA ITEM B

APPROVAL OF NEW RETAIL LEASE
FOR TREASURE COVE

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: June 22, 2016

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Approval of New Retail Lease Agreement for Hilda Wann dba Treasure Cove
1567 Spinnaker Drive #103

RECOMMENDATION:

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.

BACKGROUND:

Treasure Cove has been a Village Tenant since January 1994. This retail tenant specializes in nautical related gifts such as jewelry, ceramics and other related items.

Staff has re-negotiated with this tenant who will now be signing a two-year term lease.

FISCAL IMPACT:

This new lease reflects current market rental rates for retail space in the complex. The annual occupancy cost for this tenant is \$6,528, plus cams and promo fees. The minimum rent over the two year term is adjusted annually by 3% per year.

We look forward to continued future success with this tenant. Staff recommends the Board's approval of the new lease transaction.



BOARD OF PORT COMMISSIONERS

JUNE 22, 2016

CONSENT AGENDA ITEM C

APPROVAL OF NEW RETAIL LEASE
FOR VENTURA SWIMWEAR

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: June 22, 2016

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Approval of New Retail Lease Agreement for Louise Gaye Clanton and Tracey Lanquist dba Ventura Swimwear 1559 Spinnaker Drive #102

RECOMMENDATION:

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.

BACKGROUND:

Ventura Swimwear has been a Tenant since October 2005. Ventura Swimwear is a local swimwear retail shop. You're sure to find the right suit in their large selection of swimsuits, including board shorts, bikinis, and one-pieces! Ventura Swimwear also carries everything else you need for the beach: towels, apparel, hats, cover-ups, and jewelry.

Staff has re-negotiated with this tenant who will now be signing a three-year term lease with a two-year option.

FISCAL IMPACT:

This new lease reflects current market rental rates for retail space in the complex. The annual occupancy cost for this tenant is \$18,168, plus CAMS and promo fees. The minimum rent over the three year term is adjusted annually by 3% per year.

We look forward to continued future success with this tenant. Staff recommends the Board's approval of the new lease transaction.



BOARD OF PORT COMMISSIONERS

JUNE 22, 2016

CONSENT AGENDA ITEM D

EXTENSION OF OPTION WITH
SONDERMANN-RING
PARTNERS-VENTURA HARBOR

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: June 22, 2016

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, Business Operations Manager
SUBJECT: Extension of Option with Sondermann-Ring Partners

RECOMMENDATION:

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 ("SRP").

BACKGROUND:

On September 5, 2002, the Port and SRP entered into an Option Agreement for SRP to lease certain real property owned by the Port. The Option Agreement has since been amended eleven times and, under the terms of the Eleventh Amendment, the Option Term was extended through June 30, 2016 in exchange for SRP's payment of \$5,000 per month to the Port.

SRP has requested additional time to complete all financing commitments. The District recommends that the Board approve the Twelfth Amendment to the Option Agreement. If approved, the amendment shall become effective July 1, 2016 and expire August 31, 2016. The option payment shall continue at a rate of \$5,000 per month for the two month extension.

We are grateful to Michael Sondermann for diligently pursuing the Entitlement process over the last thirteen years. District staff worked collaboratively with the City of Ventura, California Coastal Commission and other regulatory bodies as Mr. Sondermann pursued project entitlements.

A draft of the proposed Twelfth Amendment to Option Agreement is attached for the Board's consideration. Legal Counsel for both the Port and SRP have reviewed and approved the form of the Twelfth Amendment.

ATTACHMENT:

Attachment 1 – Twelfth Amendment

TWELFTH AMENDMENT TO OPTION AGREEMENT

This Twelfth Amendment to Option Agreement (this Amendment) is entered into and effective as of June ___, 2016, by and between VENTURA PORT DISTRICT, a port district formed under and pursuant to Part 4 of the Harbors and Navigation Code of the State of California ("Port") and Sondermann-Ring Partners-Ventura Harbor, a California limited partnership ("SRP").

RECITALS

A. SRP and Port previously entered into that certain Option to Lease (the "Option Agreement") dated September 5, 2002, relating to certain real property in the County of Ventura defined in the Option Agreement as the "Premises". (Any capitalized terms in this Amendment not otherwise defined herein shall have the meaning ascribed to such terms in the Option Agreement).

B. The Option Agreement has since been amended eleven (11) times and, under the terms of the Eleventh Amendment, dated March 1, 2016, the Option Term was extended through June 30, 2016.

C. SRP and the Port mutually desire to amend the Option Agreement by agreeing to further extend the Option Term through August 31, 2016, on the terms and conditions set forth herein.

AGREEMENTS

Port and SRP hereby agree as follows:

1. Extension of Option Term.

- a. Section 6.7 of the Option Agreement is hereby deleted and the following inserted in place thereof:

"6.7 In the event that the Option Term expires without the Option granted herein being effectively exercised pursuant to Article 12 hereof, SRP shall have the right nevertheless to obtain monthly extensions of the Option Term through August 31, 2016, by delivering a written Notice of Extension to Port pursuant to Section 18.3 not less than three (3) days prior to the expiration of the Option Term, and, thereafter, prior to the expiration of any extension of the Option Term, enclosing a payment in the amount of \$5,000 for each month, or a portion of a month, during the period from July 1, 2016 through August 31, 2016.

SRP may obtain multiple monthly extensions of the Option Term by specifying the extension period in the Notice of Extension and paying the

ATTACHMENT 1

extension fee for the multiple month period. Once the Option Term has expired, however, it may not be reinstated or revived without the express prior agreement of Port. Payments made pursuant to this Section 6.7 shall not be credited against the Holding Fee, nor shall any payments under this Section 6.7 be credited against percentage rent obligations under the Lease.

- b. Nothing in this Twelfth Amendment to Option Agreement is intended to, shall operate to, or shall give SRP the option or right to, extend the Option Term beyond the expiration date of August 31, 2016.

In the event of a conflict or inconsistency between the terms and provisions of this Twelfth Amendment and the Option Agreement as previously amended, the terms and provisions of this Amendment shall govern and control.

[SIGNATURES APPEAR ON NEXT PAGE]

ATTACHMENT 1

IN WITNESS WHEREOF, Port and SRP have entered into this TWELFTH AMENDMENT TO OPTION AGREEMENT as of the day and year first written above.

SONDERMANN-RING PARTNERS-VENTURA,
a California limited partnership

By: Sondermann Enterprises, Inc.
a California corporation, its General Partner

By: _____
Michael B. Sondermann
President

VENTURA PORT DISTRICT,
a California Port District

By: _____
Oscar F. Peña
General Manager



BOARD OF PORT COMMISSIONERS

JUNE 22, 2016

CONSENT AGENDA ITEM E

APPROVAL OF PROFESSIONAL
SERVICES AGREEMENT AMENDMENT
No. 1 WITH JENSEN DESIGN &
SURVEY, INC.

VENTURA PORT DISTRICT

Board Communication

CONSENT AGENDA ITEM E

Meeting Date: June 22, 2016

TO: Board of Port Commissioners
FROM: Brian Pendleton, Business Operations Manager
SUBJECT: Amendment to the Professional Service Agreement with Jensen Design & Survey Inc.

RECOMMENDATION:

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.

SUMMARY:

On April 1, 2016, the Ventura Port District entered into a Professional Services Agreement to provide topographic surveys and designs of ADA parking improvements and access for Harbor Cove, Surfer's Knoll, Launch Ramp and VPD Headquarters lot, as well as processing plans for approval through the City of Ventura. Work also includes adding additional ADA standard and/or van parking stalls where required by the current building code.

The proposed amendments include:

- A. Harbor Cove Parking Rehabilitation – Civil Engineering Scope and Budget shall be added to the Scope of Work as set forth in "Exhibit A."
- B. The Agreement requires an additional \$9,000 for project compensation, bringing the Agreement total to \$33,800 from \$24,800 as set forth in "Exhibit A."
- C. Except for the amendments set forth above in this Amendment No. 1, and set forth in "Exhibit A," the Agreement shall otherwise remain unchanged.

The additional Scope of Work for Harbor Cove Parking Rehabilitation includes the work of a traffic engineer to develop a site plan that would add additional parking spaces to the existing Harbor Cove Parking Lot. This plan was presented to the Board on May 25, 2016 as part of the Parking Management Plan. Based on this site plan, Jensen would prepare a construction drawing showing proposed slurry seal, restriping, planter and curb relocations, and parking lot lighting relocations. The plan would be prepared in sufficient detail for review by the City of Ventura and for construction bidding. The fee for this additional work is \$9,000.

Staff recommends the continued use of Jensen Design and Survey, Inc. and the related amendments to the Professional Service Agreement.

ATTACHMENTS:

Attachment 1 – Jensen Design and Survey, Inc. PSA, dated April 1, 2016
Attachment 2 – Jensen Design and Survey, Inc. PSA Amendment No. 1

ATTACHMENT 1

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

With

JENSEN DESIGN & SURVEY, INC.

THIS AGREEMENT, entered into this 1st day of April, 2016, by and between the VENTURA PORT DISTRICT, an independent special district, hereinafter referred to as "DISTRICT" and JENSEN DESIGN & SURVEY, INC., 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" to not exceed \$25,000.
3. **TERM OF AGREEMENT.** The term of this Agreement shall commence the 1st day of July 2016, and shall terminate on or before 1st day of April, 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) Susanne Cooper 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

ATTACHMENT 1

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.** DISTRICT shall be the owner of any and all computations, plans, correspondence and/or other pertinent data and information gathered or 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. 12-87), as issued by the Internal Revenue Service.

ATTACHMENT 1

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: **JENSEN DESIGN & SURVEY, INC.**
 Attention: Susanne Cooper, P.E.
 1672 Donlon Street
 Ventura, CA 93003

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

ATTACHMENT 1

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

By: _____

Oscar F. Peña, General Manager

JENSEN DESIGN & SURVEY, INC.

By: _____

Susanne Cooper, P.E.
Senior Civil Engineer II

ATTACHMENT 1

EXHIBIT "A" SCOPE OF WORK

ATTACHMENT 1
EXHIBIT A



Delivering excellence through experience

1672 Danton Street
Ventura, CA 93003
Local 805 654 6977
Fax 805 654-6979
www.jdscivil.com

February 4, 2016
J.N. VPD01.4558

Oscar Peña
Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001-4229

**Subject: Contract Change Order – ADA Parking Lot Improvements
Harbor Cove, Surfer's Knoll, Launch Ramp, and Port Headquarters**

Dear Oscar,

We are working with the Ventura Port District to implement parking lot improvements at Ventura Harbor Village that will bring the parking lot into compliance with the current building code as it relates to access for the disabled. The construction of these improvements is nearly complete. We have been asked to assist the Port in moving on to upgrade the parking lots at Harbor Cove, Surfer's Knoll, the Launch Ramp, and the Port District Headquarters.

Our work will consist of topographic survey and design of ADA parking improvements and access for these four parking lots as well as processing plans for approval through the City of Ventura. The plans will also include adding additional ADA standard and/or van parking stalls where required by the current building code. The expected improvements for each parking lot are identified below.

Harbor Cove: Three areas of ADA parking and access to be brought up to current building code.

Surfer's Knoll: Single ADA parking stall and access to be brought up to code.

Launch Ramp: Single ADA parking stall and access near restroom to be brought up to code.

VPD Headquarters: Two areas of ADA parking stalls and access to be brought up to code.

We request approval for a fee of **\$24,800** for the above scope of work. Our work would be on an hourly basis, not to exceed the approved budget without prior authorization. We look forward to continuing to provide engineering and survey services to the Ventura Port District.

Sincerely,
Jensen Design & Survey, Inc.


Susanne M. Cooper, P.E.
Senior Civil Engineer

K:\VPD14558\Management\Contract CO - 2016-02-05.doc

Engineers

Planners

Surveyors

Landscape Architects

ATTACHMENT 1

EXHIBIT "B"

STANDARD RATES AND TERMS



ATTACHMENT 1

EXHIBIT B

FEE SCHEDULE & BILLING TERMS

BILLING RATES EFFECTIVE JANUARY 1, 2016

Fee charges are based on the staff level involved at the following rates:

ENGINEERING:

PRINCIPAL ENGINEER	\$ 195 /hr.
ENGINEERING MANAGER	\$ 175 /hr.
SENIOR CIVIL ENGINEER II	\$ 165 /hr.
SENIOR CIVIL ENGINEER I	\$ 150 /hr.
SENIOR PROJECT MANAGER	\$ 145 /hr.
PROJECT MANAGER	\$ 130 /hr.
CIVIL ENGINEER	\$ 130 /hr.
STAFF ENGINEER/DESIGNER	\$ 120 /hr.
ENGINEERING ASSISTANT III	\$ 110 /hr.
ENGINEERING ASSISTANT II	\$ 100 /hr.
ENGINEERING ASSISTANT I	\$ 90 /hr.

PLANNING:

ASSOCIATE	\$ 165 /hr.
PLANNING MANAGER	\$ 155 /hr.
SENIOR PLANNER	\$ 135 /hr.
STAFF PLANNER/GIS SPECIALIST	\$ 115 /hr.
PLANNING ASSISTANT II	\$ 105 /hr.
PLANNING ASSISTANT I	\$ 95 /hr.

GENERAL:

RESEARCH/OFFICE ASSISTANT	\$ 75 /hr.
---------------------------	------------

EXPERT WITNESS / DEPOSITION RATES:

Hourly rate for work involving actual expenses in court (4-hour minimum), giving depositions or similar expert testimony, will be billed \$400 per hour regardless of job classification

SURVEY:

FIELD/OFFICE SURVEY MANAGER	\$ 160 /hr.
SENIOR LICENSED LAND SURVEYOR	\$ 160 /hr.
LICENSED LAND SURVEYOR	\$ 140 /hr.
SURVEY ASSISTANT III	\$ 125 /hr.
SURVEY ASSISTANT II	\$ 115 /hr.
SURVEY ASSISTANT I	\$ 100 /hr.
1-MAN SURVEY (NON-FIELD)	\$ 130 /hr.
1-MAN SURVEY CREW	\$ 170 /hr.
2-MAN SURVEY CREW	\$ 240 /hr.
3-MAN SURVEY CREW	\$ 300 /hr.

CONSTRUCTION MANAGEMENT:

CONSTRUCTION MANAGER	\$ 165 /hr.
ASSISTANT CONSTRUCTION MANAGER / ADMINISTRATOR	\$ 125 /hr.
CONSTRUCTION TECHNICIAN	\$ 95 /hr.
CHIEF INSPECTOR / OWNER'S REPRESENTATIVE	
NON-PREVAILING WAGE	\$ 120 /hr.
PREVAILING WAGE	\$ 140 /hr.
SENIOR CONSTRUCTION INSPECTOR	
NON-PREVAILING WAGE	\$ 115 /hr.
PREVAILING WAGE	\$ 135 /hr.
CONSTRUCTION INSPECTOR	
NON-PREVAILING WAGE	\$ 105 /hr.
PREVAILING WAGE	\$ 125 /hr.

Exhibit "C"
Proof of Insurance Requirements

VENTURA PORT DISTRICT PROFESSIONAL SERVICES AGREEMENT

With

JENSEN DESIGN & SURVEY, INC.

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.

ATTACHMENT 1

ATTACHMENT 2

VENTURA PORT DISTRICT

AMENDMENT NO. 1

TO STANDARD FORM CONTRACT FOR
PROFESSIONAL SERVICES AGREEMENT
(Under \$25,000)

WITH

JENSEN DESIGN & SURVEY, INC.

This AMENDMENT NO. 1 amends that certain agreement (the "Agreement") entered into on the first (1st) day of February 2016, by and between the VENTURA PORT DISTRICT, an independent special district, hereinafter referred to as "DISTRICT" and JENSEN DESIGN & SURVEY, INC., hereinafter referred to as "CONSULTANT."

RECITALS

1. The parties now desire to revise the Scope of Work, and revise the project compensation.

NOW, THEREFORE, the parties agree as follows:

- A. Harbor Cove Parking Rehabilitation – Civil Engineering Scope and Budget shall be added to the Scope of Work as set forth in "Exhibit A."
- B. The Agreement requires an additional \$9,000 for project compensation, bringing the Agreement total to \$33,800 from \$24,800 as set forth in "Exhibit A."
- C. Except for the amendments set forth above in this Amendment No. 1, and set forth in "Exhibit A," the Agreement shall otherwise remain unchanged.

VENTURA PORT DISTRICT

RRM DESIGN GROUP

By: _____
Oscar F. Peña, General Manager

By: _____
Susanne M. Cooper, P.E.

Date: _____

Date: _____



EXHIBIT A
ATTACHMENT 2

1672 Donlon Street
Ventura, CA 93003
Local 805 654-6977
Fax 805 654-6979
www.jdscivil.com

Tuesday, June 14, 2016

Richard Parsons
Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001

RE: Harbor Cove Parking Rehabilitation – Civil Engineering Scope and Budget

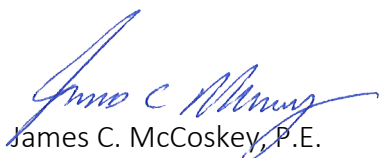
Mr. Parsons,

We have been working with the Ventura Port District for various parking, and path of travel improvements throughout the harbor. We have been provided parking concepts for the Harbor Cove Parking Lot from ATE, and would like to propose a scope and budget to provide Civil Engineering Services for this work.

We will work with the traffic engineer to develop a site plan that will add additional parking spaces to the existing Harbor Cove Parking Lot. Based on this site plan, we will prepare a construction drawing showing proposed planter and curb relocations with elevations to ensure existing drainage patterns are maintained. Additionally, our drawing will include slurry seal for the remaining pavement, and restriping as shown on the site plan. This plan will also show parking lot lighting relocations. The existing parking lot configuration will be digitally reconstructed from as-built drawings.

We anticipate the budget for this scope of work to be **\$9,000**. Our work will be on an hourly basis, not to exceed the stated budget without prior authorization. We look forward to continuing to provide engineering and surveying services to the Ventura Port District.

Sincerely,
Jensen Design & Survey, Inc.



James C. McCoskey, P.E.
Civil Engineer



BOARD OF PORT COMMISSIONERS

JUNE 22, 2016

CONSENT AGENDA ITEM F

APPROVAL OF NINTH AMENDMENT
TO GROUND LEASE WITH
VENTURA HARBOR STORAGE, LLC.

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM F
Meeting Date: June 22, 2016

TO: Board of Port Commissioners
FROM: Oscar Peña, General Manager
SUBJECT: Approval of Ninth Amendment to Ground Lease with Ventura Harbor Storage, LLC.

RECOMMENDATION:

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.

SUMMARY:

In 1993 the District entered into a ground lease for 3 years with VHS for a 1.22 acre site for a commercial fisherman's gear storage and repair yard located at 1410 Angler Ct. (see *Attachment #1*). Concurrently with this ground lease, the District entered into a sublease with Pete Dupuy dba Harbor Boat and Storage. This ground lease has been renewed several times over the last several years with short term lease extensions as reflected with the attached ninth amendment.

Over the last 23 years the sublease has been under the control of Pete Dupuy. Unfortunately, Mr. Dupuy passed away on April 23, 2015. That sublease also expires on June 30, 2016.

This sublease will continue on a month-to-month tenancy until a revised sublease is developed with updated requirements by staff and District's legal counsel. Staff has been in communication with Karen Dupuy who wants to continue the management of the Harbor Boat and Storage.

The Harbor Boat and Storage has been serving the commercial fishermen in the Ventura Harbor by providing the rental of a gear storage and repair yard. Items typically stored in this type of facility include nets, traps, line, winches, buoys, booms and other assorted fishing gear as well as small trailerable boats (17-32').

This facility is part of the bundle of services offered to commercial fishermen that make this harbor very desirable. With a commercial boatyard with a travelift capacity of 150 tons, commercial fuel docks with high speed pumps, a commercial fish pier with two hoists, a marina designated for commercial vessels and in the near future a 20 ton capacity ice plant will be added in the fisheries building at Harbor Village. All of these services support the commercial fishing industry which is key to the dredging of the federal channel and sand trap.

The Board's approval of this ninth amendment will allow this commercial fisherman's storage facility to continue for an additional three years. The Ventura Port District is grateful to Ventura Harbor Storage for allowing the District to sublease this property to benefit the commercial fishing industry for the last 23 years. This location adjacent to the Ventura Water Treatment Plant has been very convenient to local commercial fishermen.

ATTACHMENT:

Attachment 1 - Ninth Amendment to Lease and Exhibit

ATTACHMENT 1

NINTH AMENDMENT TO LEASE

Dated for reference: May 18, 2016.

This is the Ninth Amendment to Ground Lease, dated for reference May 1, 1993, between HOBSON BROS., LTD., Subsequently assigned to VENTURA HARBOR STORAGE, LLC July 1, 1997, hereinafter called "LESSOR" and VENTURA PORT DISTRICT, hereinafter called "LESSEE".

1. To the extent that any provisions of the Lease or prior Amendments are inconsistent, this Amendment shall govern.

2. The term of the lease shall be extended for a period of three years, commencing July 1, 2016 through June 30, 2019.

3. Monthly rent for the extended term shall be as follows:

July 1, 2016 through June 30, 2017	\$5,934.96
July 1, 2017 through June 30, 2018	\$6,113.01
July 1, 2018 through June 30, 2019	\$6,296.40

4. All other terms and conditions of the lease and subsequent Amendments remain unchanged.

VENTURA HARBOR STORAGE, LLC

By: _____ By: _____
JEFFREY P. SMITH, GREGORY H. SMITH,

By: _____ By: _____
NELSON H. PFISTER, ANDREA PFISTER

By: _____
CAROL H. HAMBLETON

VENTURA PORT DISTRICT

By: _____

h:\home\hww\vhsesterprises\portdist-amend

NORTH

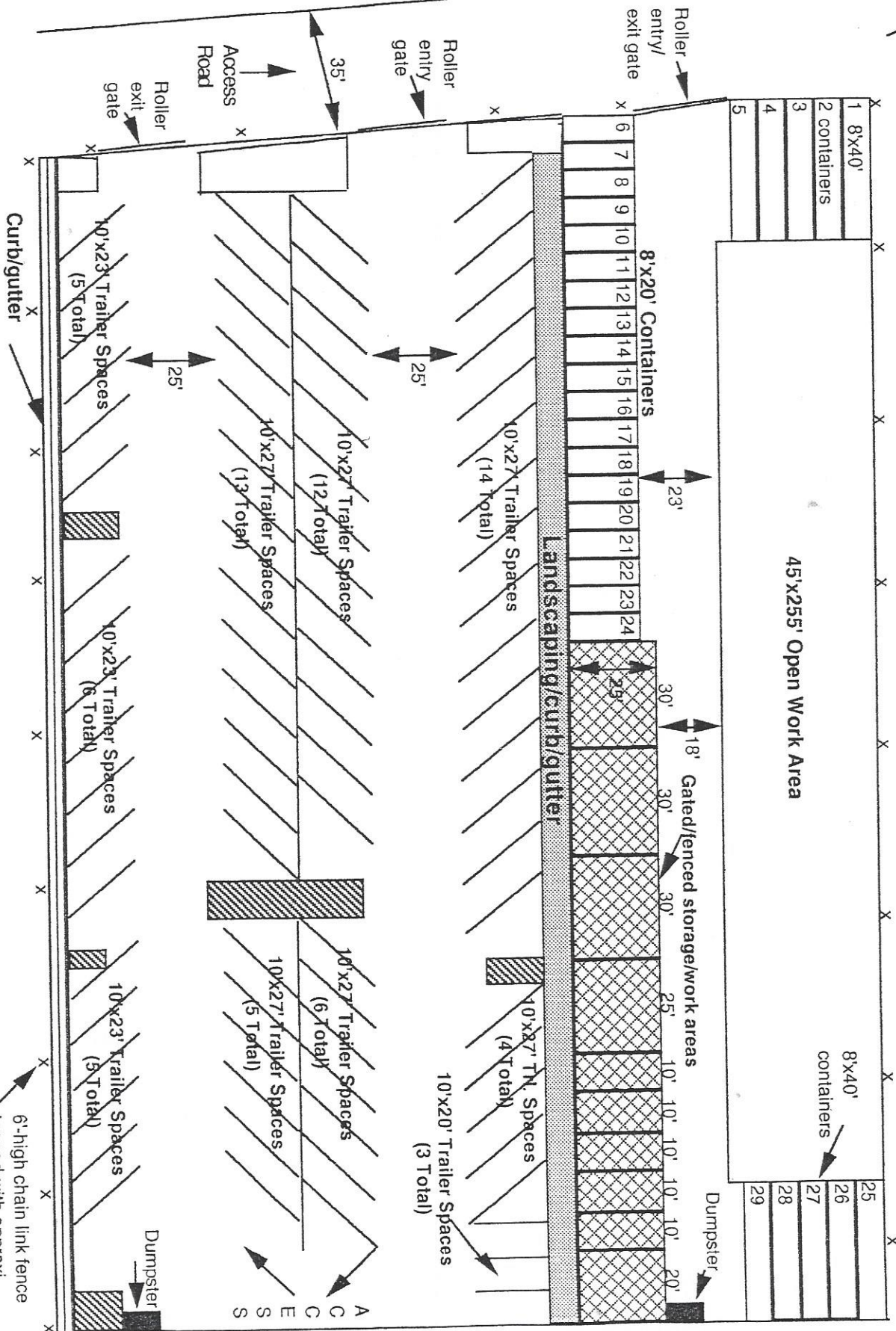
FINAL DESIGN--VENTURA GEAR STORAGE AREA

July 14, 1993

APPROXIMATE SCALE
1"=40'

ANGLER COURT

6'-high chain link fence topped with approximately 18" of concertina wire





BOARD OF PORT COMMISSIONERS

JUNE 22, 2016

STANDARD AGENDA ITEM 1

APPROVAL OF FINANCIAL
STATEMENTS AND CHECKS FOR
APRIL 2016

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: June 22, 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. 3307 to:

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

SUMMARY:

Attached for the Board's review are the financial statements for the fiscal period ending April 30, 2016 and the regular accounts payable checks for the month of April 2016.

BACKGROUND:

The April 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 April 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.):

April 2016 -

- Flooring 101 was paid \$12,054 on 4/07/16 for two jobs, tenant improvements to Barefoot Boutique and for water leak damage repair for a different Village suite.
- Manson Construction & Engineering was paid \$89,250 on 4/07/16 for dredging of the stub channel and the entrance to the Keys. The City of Ventura has reimbursed the District \$51,943 for their share of this dredging.
- Sunbelt Rentals, Inc was paid \$7,737 on 4/07/16 for equipment rental to perform beach sand cleanup.
- Thermal Alliance was paid \$7,500 on 4/07/16 as the final payment on the HVAC system for the Greek restaurant.
- T3 Construction Inc was paid \$7,000 on 4/13/16 as a progress payment for tenant improvements to divide the old Harbor Kite suite into two leasable units.
- PowerHouse Construction Inc was paid \$9,776 on 4/21/16 for the accessibility repairs in the 1559 Spinnaker Drive courtyard as per Phase 2.
- RRM Design Group Inc. was paid \$34,082 on 4/21/16 for their continued work on the accessibility improvements throughout the Village including Phase III around the Carousel courtyard.

- J & T Engineering & Construction was paid \$5,932.12 on 4/21/16 for repairs on the Village fish pier.
- Letner Roofing Co. was paid \$108,000 on 4/21/16 as a progress payment on the National Park Service/Island Packers building tile roof repairs. (1691 Spinnaker Dr.)
- Pi Environmental was paid \$8,058 on 4/21/16 for water monitoring surveys required as a pre-requisite to the dredging of the stub channel

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

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 \$184,125 for April 2016 reflects three 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.

FISCAL IMPACT:

The Statement of Income and Expenses reflects an increase of \$676,376 in the 'Change in Net Position' for the period ended 4/30/16. This increase is primarily due to the appreciation rent revenue received in April from the sale of Ventura Isle Marina.

ATTACHMENTS:

Attachment 1 – Resolution No. 3307

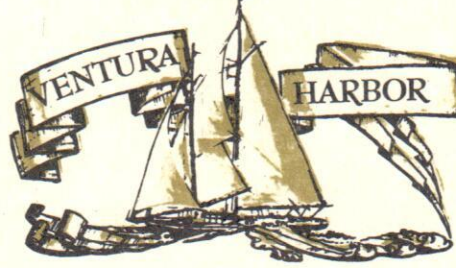
Attachment 2 – Statement of Income Expenses – Period Ended 4/30/16

Attachment 3 – Accounts Payable Check Register for April 2016

Attachment 4 – Chase Credit Card Charges April 2016

Attachment 5 – Aquaculture Fisheries Grant Fund Statement of Income Expenses 4/30/16

ATTACHMENT 1



RESOLUTION NO. 3307

**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 April 2016;
- B. The following Checks are hereby reviewed:
 - 1) Payroll Checks #9125-9138 and direct deposits inclusive in the amount of \$184,125 for April 2016 salaries.
 - 2) Regular Checks #43823-43978 in the amount of \$465,009 for April 2016 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on June 22, 2016, Resolution No. 3307 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 April 30, 2016

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
OPERATING REVENUES						
Parcel Lease Income	\$ 244,300	\$ 870,058	\$ 625,758	\$ 2,625,400	\$ 3,329,084	\$ 703,684
Dry Storage Income	8,100	9,833	1,733	80,800	93,125	12,325
Fisherman's Storage	6,340	5,762	(578)	63,820	57,932	(5,888)
Parking Income	4,000	4,319	319	53,000	59,341	6,341
Miscellaneous Income/Rentals	1,650	3,878	2,228	67,850	70,534	2,684
Village Income						
Harbor Village Lease Income	191,500	195,094	3,594	1,940,000	1,963,882	23,882
Commercial Fishing	16,000	9,176	(6,824)	182,000	161,741	(20,259)
Miscellaneous Income	520	500	(20)	5,000	5,114	114
Harbor Event Fees	2,900	5,059	2,159	30,800	34,664	3,864
Marketing Booth/Vendor Income	50	78	28	8,700	13,626	4,926
Co-Op Advert/Sponsorship	1,000	0	(1,000)	15,000	14,485	(515)
Merchants Promo Fund	8,000	7,794	(206)	75,000	73,138	(1,862)
Slip Rentals	75,000	74,459	(541)	750,000	741,485	(8,515)
Dock Electrical Income	2,000	2,831	831	22,000	27,726	5,726
C A M Income	24,000	27,739	3,739	244,000	255,954	11,954
Total Oper. Revenues	\$ 585,360	\$ 1,216,580	\$ 631,220	\$ 6,163,370	\$ 6,901,831	\$ 738,461
OPERATING EXPENSES						
Personnel Expenses						
Salaries & Wages						
Regular Salaries	\$ 162,334	\$ 153,168	\$ 9,166	\$ 1,785,832	\$ 1,712,994	\$ 72,838
Part-time Help	5,960	4,471	1,489	65,550	59,488	6,062
Overtime Pay	0	0	0	72,635	83,367	(10,732)
Holiday Pay	0	0	0	30,000	27,889	2,111
Total Salaries & Wages	\$ 168,294	\$ 157,639	\$ 10,655	\$ 1,954,017	\$ 1,883,738	\$ 70,279
Other personnel expenses						
Retirement Contributions/Exp	\$ 39,540	\$ 50,490	\$ (10,950)	\$ 427,420	\$ 420,316	\$ 7,104
Payroll Taxes	2,970	2,516	454	38,145	33,920	4,225
Worker's Comp Ins.	0	0	0	171,000	171,000	0
OPEB Liability	10,325	10,339	(14)	103,250	103,246	4
Medical & Life Ins.	22,163	22,350	(187)	218,180	212,763	5,417
Optional Benefit Plan	15,998	15,433	565	162,023	160,240	1,783
Uniforms & Tool Allowances	2,812	1,795	1,017	29,220	24,036	5,184
Total - Other Personnel Expenses	\$ 93,808	\$ 102,923	\$ (9,115)	\$ 1,149,238	\$ 1,125,521	\$ 23,717
Total Personnel Expenses	\$ 262,102	\$ 260,562	\$ 1,540	\$ 3,103,255	\$ 3,009,259	\$ 93,996

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended April 30, 2016

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
General Expenses						
Advertising	\$ 500	\$ 513	\$ (13)	\$ 9,000	\$ 6,980	\$ 2,020
Leasing & Real Estate	1,400	1,791	(391)	14,200	9,866	4,334
Auto Mileage & Allowance	1,125	954	171	11,250	8,096	3,154
Auto/Boat Equip & Maint	11,093	5,302	5,791	117,645	62,033	55,612
Bad Debt	0	0	0	0	425	(425)
Bank Fees & Other Misc	1,300	817	483	12,900	8,008	4,892
Building Maintenance	18,180	29,047	(10,867)	206,600	151,727	54,873
Bldg Maint-Tenant Improvments	0	10,654	(10,654)	285,000	289,464	(4,464)
Accessibility Improvements	175,000	44,561	130,439	560,000	380,389	179,611
Communications	3,600	3,738	(138)	36,000	39,803	(3,803)
Conferences & Training	3,250	1,003	2,247	44,000	22,012	21,988
Dock Maint. & Repair	4,500	7,264	(2,764)	40,000	20,961	19,039
Village Enhancements	3,000	2,025	975	30,000	21,235	8,765
Equipment Rental	1,150	1,026	124	12,390	18,638	(6,248)
General Insurance	16,834	16,834	0	226,336	226,336	0
Grounds Maintenance	6,505	4,895	1,610	96,380	107,193	(10,813)
General Harbor Maintenance	1,000	0	1,000	4,000	2,554	1,446
Janitorial Supplies	4,000	3,240	760	50,625	33,366	17,259
Land/Building Rental Expense	6,340	5,762	578	63,820	57,932	5,888
Marketing & Promotions	29,340	19,694	9,646	241,290	218,034	23,256
Memberships & Subscriptions	150	1,562	(1,412)	20,575	19,978	597
Office Supplies & Equipment	3,400	4,378	(978)	33,450	30,183	3,267
Computer Equip & Supplies	510	279	231	11,480	12,101	(621)
Operating Supplies	9,310	7,598	1,712	60,900	38,452	22,448
Other Equipment & Repairs	3,395	1,485	1,910	39,010	39,664	(654)
Professional Services - Legal	10,000	14,507	(4,507)	235,000	203,336	31,664
Professional/Outside Services	27,083	24,355	2,728	350,833	273,699	77,134
Utilities	46,405	27,978	18,427	343,160	268,031	75,129
Dredging Related Expenses	24,285	42,718	(18,433)	305,450	337,951	(32,501)
Total General Expenses	\$ 412,655	\$ 283,980	\$ 128,675	\$ 3,461,294	\$ 2,908,447	\$ 552,847
Total Operating Expenses	\$ 674,757	\$ 544,542	\$ 130,215	\$ 6,564,549	\$ 5,917,706	\$ 646,843
Oper. Income(Loss) Before Deprec.	\$ (89,397)	\$ 672,038	\$ 761,435	\$ (401,179)	\$ 984,125	\$ 1,385,304
Depreciation	\$ 83,000	\$ 79,427	\$ 3,573	\$ 812,600	\$ 802,179	\$ 10,421
Operating Income (Loss)	\$ (172,397)	\$ 592,611	\$ 765,008	\$ (1,213,779)	\$ 181,946	\$ 1,395,725

ATTACHMENT 2

Ventura Port District Statement of Income and Expenses For the Period Ended April 30, 2016

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
NON-OPERATING REVENUES						
General						
Investment Income (Loss)	\$ 0	\$ 782	\$ 782	\$ 22,500	\$ 33,994	\$ 11,494
Tax Income	400,000	439,500	39,500	995,000	1,085,910	90,910
Intergov't Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>14,219</u>	<u>14,219</u>
Total General Non-Oper. Income	\$ 400,000	\$ 440,282	\$ 40,282	\$ 1,017,500	\$ 1,134,123	\$ 116,623
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>\$ 400,000</u>	<u>\$ 440,282</u>	<u>\$ 40,282</u>	<u>\$ 1,047,500</u>	<u>\$ 1,217,348</u>	<u>\$ 169,848</u>
NON-OPERATING EXPENSES						
Interest Expense	\$ 1,440	\$ (13,013)	\$ 14,453	\$ 648,560	\$ 631,153	\$ 17,407
Amortized Bond Issuance Cost	<u>0</u>	<u>51,765</u>	<u>(51,765)</u>	<u>135,600</u>	<u>91,765</u>	<u>43,835</u>
Total Non-Oper. Expenses	\$ 1,440	\$ 38,752	\$ (37,312)	\$ 784,160	\$ 722,918	\$ 61,242
Non-Operationing Income (Loss)	<u>\$ 398,560</u>	<u>\$ 401,530</u>	<u>\$ 2,970</u>	<u>\$ 263,340</u>	<u>\$ 494,430</u>	<u>\$ 231,090</u>
CHANGES IN NET POSITION	<u><u>\$ 226,163</u></u>	<u><u>\$ 994,141</u></u>	<u><u>\$ 767,978</u></u>	<u><u>\$ (950,439)</u></u>	<u><u>\$ 676,376</u></u>	<u><u>\$ 1,626,815</u></u>

ATTACHMENT 2

Supplementary Notes to the Statement of Income and Expense for the period ending April 30, 2016 – Budget to Actual Analysis.

Operating Income:

Parcel Lease Income – (exceeds budget \$73,008 + 630,676) This category reflects the cumulative balance for master tenants rents. The \$73,008 variance 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 rent was not reflected in the annual budget.

Dry Storage Income – (exceeds budget \$12,325) 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 \$23,882) 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 \$10,800 and an increase in restaurants of \$21,500 offset by a decrease in charters of \$8,700.

Commercial Fishing – (under budget \$20,259) This variance primarily reflects January through April 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 is beginning to pick up in June.

Slip Rentals – (under budget \$8,515) This category continues to reflect approximately a 1% variance from the budget. This year-to-date variance is reasonable. The income for April is right in-line with the budget.

Operating Expenses:

Personnel Expenses – (under budget \$93,996)

- Salaries and wages are under budget thru March by \$70,279, approximately 3.5%. This variance continues to reflect contingencies included for MOU obligations, vacation buyouts, shift coverages, and merit increase that are 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 \$23,717. 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 \$55,612) Approximately \$45,000 of this variance is related to boat maintenance and fuel, and about \$10,000 is related to truck maintenance and fuel purchases through April. There is \$65,000 budgeted for boat maintenance and repairs in FY15-16. This boat repair expense has been divided by twelve, distributed equally to each month. Patrol is currently working on the budgeted repairs.

Building Maintenance – (under budget \$54,867) 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, February, March and April. January exceeded the budget by \$6,200 and February exceeded the budget by \$14,808, March exceeded the budget by \$3,700 and April exceeded the budget by \$10,867.

Building Maintenance-Tenant Improvements – (over budget \$4,464) 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.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the period ending April 30, 2016 – Budget to Actual Analysis

Accessibility Improvements – (under budget \$179,611) Activity picked up in April for accessibility improvements. RRM Design continues to work on the Phase 3 (Carousel courtyard) construction documents. The Phase 2 accessibility construction in the Village began in May, whereas, I budgeted for the work to begin in April. It is anticipated that this phase will be completed before the end of the fiscal year.

Conferences & Meetings – (under budget \$21,988) 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 March exceed the budget by \$3,179 representing the Washington CMANC Conference. Expenses for the month of April were under budget by \$2,247.

Dock Maintenance & Repairs – (under budget \$19,039) 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.

Village Enhancements – (under budget \$8,765) This category is allocated evenly over twelve months. This category is being utilized for awning replacements.

Equipment Rental - (over budget \$6,248) 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 April expense was in-line with the budget.

Grounds Maintenance – (over budget \$10,813) This variance is primarily in March. 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 April expenses are more in-line with the budget.

Janitorial Supplies – (under budget \$17,259) 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 and that all of these funds will be utilized by June 30.

Marketing and Promotions – (under budget \$23,256) 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 monthly budget distribution.

Operating Supplies – (under budget \$22,448) 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)

Professional Services/Legal – (under budget \$31,664) This variance primarily reflects the month of March. Ventura Isle Marina reimbursed the District for legal fees associated with the assignment of their lease to a new owner. The expenses for the month of April are over budget by \$4,507.

Professional/Outside Services – (under budget \$77,134) The month of March is under budget by \$11,000 and the month of April is under \$2,728. 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.
- Approximately \$25,000 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

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the period ending April 30, 2016 – Budget to Actual Analysis

assistance that has not been utilized to date, \$10,000 was budgeted for a parking plan strategy that will be utilized in May and 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 – April period (about 3%).

Utilities - (under budget \$75,129) 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 \$43,685,
- Electricity is under budget by \$15,450,
- Gas is under budget by \$2,435 and
- Trash is under budget by \$13,559 to date.

Dredging – (exceeds budget \$32,501) This variance is primarily in the months of March and April. Costs associated with the dredging of the Stub Channel exceeded the budget.

Non-operating Revenue:

Tax Income – (exceeds budget \$90,910) 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 \$61,242) 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 18% Remaining For the Period Ended April 30, 2016

	Current Annual Budget	Current YTD Activity	Remaining Budget	% Remaining
INCOME				
Operating Income				
Parcel Lease Income	3,095,000	3,329,084	(234,084)	(8)
Dry Storage Income	97,000	93,125	3,875	4
Fisherman's Storage	76,500	57,932	18,568	24
Parking Income	65,000	59,341	5,659	9
Miscellaneous Income/Rentals	71,500	70,534	966	1
Village Income				
Harbor Village Lease Income	2,330,000	1,963,882	366,118	16
Commercial Fishing	215,000	161,741	53,259	25
Miscellaneous Income	6,000	5,114	886	15
Harbor Event Fees	40,500	34,664	5,836	14
Marketing Booth/Vendor Income	10,000	13,626	(3,626)	(36)
Co-Op Advert/Sponsorship	16,500	14,485	2,015	12
Merchants Promo Fund	90,000	73,138	16,862	19
Slip Rentals	900,000	741,485	158,515	18
Dock Electrical Income	26,000	27,726	(1,726)	(7)
C A M Income	295,000	255,954	39,046	13
Total Operating Income	\$ 7,334,000	\$ 6,901,831	\$ 432,169	6 %
Non-operating Income				
Investment Income	30,000	33,994	(3,994)	(13)
Tax Income	1,030,000	1,085,910	(55,910)	(5)
Intergov't Revenue	0	14,219	(14,219)	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	\$ 1,217,348	\$ (52,348)	(4) %
TOTAL INCOME	\$ 8,499,000	\$ 8,119,179	\$ 379,821	4 %
EXPENSES				
Personnel Expenses				
Salaries & Wages	2,314,500	1,883,739	430,761	19
Retirement Contributions	506,500	420,316	86,184	17
Payroll Taxes	44,500	33,920	10,580	24
Worker's Comp Ins.	171,000	171,000	0	0
OPEB Liability	123,922	103,246	20,676	17
Medical & Life Ins.	262,500	212,763	49,737	19
Optional Benefit Plan	194,000	160,240	33,760	17
Uniforms & Tool Allowances	35,000	24,036	10,964	31
Total Personnel Expenses	\$ 3,651,922	\$ 3,009,260	\$ 642,662	18 %

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Budget Analysis 18% Remaining For the Period Ended April 30, 2016

	Current Annual Budget	Current YTD Activity	Remaining Budget	% Remaining
General Expenses				
Advertising	10,000	6,980	3,020	30
Leasing / Real Estate	17,000	9,866	7,134	42
Auto Mileage & Allowance	13,500	8,096	5,404	40
Auto/Boat Equip & Maint	201,500	62,033	139,467	69
Bad Debt	25,000	425	24,575	98
Bank Fees & Other Misc	15,500	8,008	7,492	48
Building Maintenance	243,000	151,727	91,273	38
Bldg Maint-Tenant Improvments	285,000	289,464	(4,464)	(2)
Accessibility Improvements	800,000	380,389	419,611	52
Communications	43,000	39,803	3,197	7
Conferences & Training	59,500	22,012	37,488	63
Dock Maint. & Repair	49,000	20,961	28,039	57
Village Enhancements	35,000	21,235	13,765	39
Equipment Rental	18,500	18,638	(138)	(1)
General Insurance	260,000	226,336	33,664	13
Grounds Maintenance	111,000	107,193	3,807	3
General Harbor Maintenance	4,000	2,554	1,446	36
Janitorial Supplies	60,500	33,366	27,134	45
Land/Building Rental Expense	76,500	57,932	18,568	24
Marketing & Promotions	291,500	218,034	73,466	25
Memberships & Subscriptions	21,500	19,978	1,522	7
Office Supplies & Equipment	38,000	30,183	7,817	21
Computer Equip & Supplies	12,500	12,101	399	3
Operating Supplies	69,500	38,452	31,048	45
Other Equipment & Repairs	46,000	39,664	6,336	14
Professional Services - Legal	245,000	203,336	41,664	17
Professional/Outside Services	413,000	273,699	139,301	34
Utilities	411,500	268,031	143,469	35
Dredging Related Expenses	335,000	337,951	(2,951)	(1)
Total General Expenses	\$ 4,211,000	\$ 2,908,447	\$ 1,302,553	31 %
Non-operating Expenses				
Interest Expense	650,710	631,153	19,557	3
Bond Issuance Cost	135,600	91,765	43,835	32
Total Non-Oper. Expenses	\$ 786,310	\$ 722,918	\$ 63,392	8 %
TOTAL EXPENSES	\$ 8,649,232	\$ 6,640,625	\$ 2,008,607	23 %

ATTACHMENT 2

Ventura Port District Budget Analysis 18% Remaining For the Period Ended April 30, 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	96,144	5,856
Asset- Permanent Flag Pole	13,200	39	13,161
Building Improve-Replace Window	90,000	10,318	79,682
Parking Lot Repairs	100,000	83,059	16,941
Assets Village roof system	630,000	516,019	113,981
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	\$ 919,105	\$ 324,095

ATTACHMENT 2

Ventura Port District Balance Sheet For the Period Ended April 30, 2016

CURRENT ASSETS

Cash in Banks	3,617,166
Accounts Receivable	438,845
Intercompany Receivable-Grant Fund	35,573
Notes Receivable	262,618
Taxes Receivable	50,542
Interest Receivable	5,267
Prepaid Expenses	60,486
Inventory of supplies	35,245

TOTAL CURRENT ASSETS \$4,505,742

RESTRICTED ASSETS

Cash - Dredging	3,031,879
Cash - Improvement	3,111,986
Cash - Fisheries Complex	50,130

TOTAL RESTRICTED ASSETS \$6,193,995

FIXED ASSETS

Land	2,342,629
Harbor Improvements	33,826,982
Equipment	1,510,352
	37,679,963

Accumulated depreciation (15,161,509)

NET FIXED ASSETS \$22,518,454

OTHER ASSETS

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

TOTAL ASSETS \$34,717,321

DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	299,055
Deferred amount on pension plan	347,852

TOTAL DEFERRED OUTFLOWS OF RESOURCES \$646,907

**TOTAL ASSETS AND DEFERRED
OUTFLOWS OF RESOURCES**

\$35,364,228

CURRENT LIABILITIES

Accounts Payable	167,602
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 \$1,321,861

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	492,044
Net Pension Liability	2,578,020
Unearned Revenue	240,417
Security Deposits	176,858

TOTAL OTHER LIABILITIES \$3,487,339

TOTAL LIABILITIES \$18,003,900

EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	10,722,661
Current Year Retained Earnings	676,376

TOTAL EQUITY \$16,676,701

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 \$35,364,228

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Cashflow Statement As of April 30, 2016

Enterprise Fund

Operating Income	6,901,831
Non-Operating Income	1,217,348
Total Income	<u>\$ 8,119,179</u>
Operating Expenses	6,719,885
Non-Operating Expenses	722,918
Total Expenses	<u>\$ 7,442,803</u>
Change in Net Position-Accrual Basis	\$ 676,376
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(639,912)
New Debt acquired (Long Term portion)	176,064
Deferred amount on refundings	(74,941)
Acquisitions/Retirements of Capital Assets	(919,106)
Net Cash provided (used) by Capital & Financing	<u>\$ (1,457,895)</u>
Operating Income Adjustments:	
Depreciation	802,179
(Increase)decrease in receivables	103,668
(Increase)decrease in prepaid Items	293,830
Increase(decrease) in current debt serv/interest	(139,525)
Increase(decrease) in payables	99,021
Increase(decrease) in unearned revenue	(15,360)
Increase (decrease) in tenant deposits	13,094
Net Cash provided by Operating Activities	<u>\$ 1,156,907</u>
NET Increase (Decrease) in Cash	\$ 375,388
Add: Beginning Cash 7/1/15	\$ 10,934,904
Ending Cash at 4/30/16	\$ 11,310,292

Monthly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Distribution of Cash as of April 30, 2016

<u>Enterprise Fund</u>	Current Balance
<u>Cash</u>	
Cash on Hand (undeposited)	1,324
Cash in Checking (Wells Fargo Bank)	607,164
Cash in County Treasury	<u>16,728</u>
Total Cash Available for Normal Operations	<u>\$ 625,216</u>
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	2,991,949
Stifel Nicolaus	<u>1,499,131</u>
Total Investments Unrestricted Reserves	<u>\$ 4,491,080</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>3,111,986</u>
Total Capital Improvement Reserves	<u>\$ 3,111,986</u>
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>50,131</u>
Total Fisheries Complex Reserves	<u>\$ 50,131</u>
 TOTAL CASH AND INVESTMENTS	<u><u>\$ 11,310,292</u></u>

ATTACHMENT 2

Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>4/30/2016</u>	Year to Date Ended <u>4/31/15</u>	Increase (Decrease)	
Parcel Leases				
Ventura Harbor Marine Assoc	150,511	136,218	14,293	10%
Dave's Fuel Dock	9,094	8,019	1,075	13%
Sheraton 4 Points-Harbortown	373,192	343,946	29,246	9%
Harbortown Point	72,646	71,330	1,316	2%
Oceans West Marina	240,435	234,158	6,277	3%
Ventura Isle Marina	575,875	543,839	32,036	6%
Ventura Marina Mobile Park	362,902	358,133	4,769	1%
Ventura West Marina	415,144	406,825	8,319	2%
Ventura Yacht Club	99,202	97,256	1,946	2%
Vta Harbor Boatyard	339,407	285,519	53,888	19%
Sonderman Ring	60,000	50,000	10,000	20%
Total Parcel Lease	<u>2,698,408</u>	<u>2,535,243</u>	<u>163,165</u>	6%
Appreciation rent & Reimb/Fees	<u>630,676</u>	<u>2,287</u>	<u>628,389</u>	
Total Parcel Leases	3,329,084	2,537,530	791,554	31%
Ventura Harbor Village				
Retail Rents	360,800	378,137	(17,337)	-5%
Restaurant Rents	824,506	760,282	64,224	8%
Office Rents	502,310	465,544	36,766	8%
Charters	<u>276,266</u>	<u>293,111</u>	<u>(16,845)</u>	-6%
Total Village	1,963,882	1,897,074	66,808	4%
Commercial Fishing	161,741	224,460	(62,719)	-28%
TOTAL	5,454,707	4,659,064	795,643	17%

Monthly Report
(Unaudited)

ATTACHMENT 2

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

	MONTH OF APRIL			YEAR TO DATE 4/30			% change FY14-15 to Current Yr
	2013-14	2014-15	Current	2013-14	2014-15	Current	
<u>Operating Income</u>							
Parcel Leases	232,608	230,548	239,382	2,505,741	2,537,530	2,698,408	6%
Appreciation Rent			630,676			630,676	
Dry Storage	6,683	6,517	9,833	75,234	69,450	93,125	34%
Other Operating	13,892	14,339	13,959	155,633	177,083	187,807	6%
Harbor Village Leases	181,898	192,009	195,094	1,845,771	1,897,074	1,963,882	4%
Commercial Fishing	9,874	16,246	9,176	291,796	224,640	161,741	-28%
Slips	70,925	66,015	74,459	759,176	712,312	741,485	4%
CAM	24,086	20,851	27,739	238,845	230,717	255,954	11%
Marketing	6,993	6,866	7,794	69,111	72,093	73,138	1%
Electrical Slips	1,448	3,879	2,831	25,105	27,164	27,726	2%
Other Operating	6,034	5,031	5,637	65,657	70,374	67,889	-4%
Total Operating Income	554,441	562,301	1,216,580	6,032,069	6,018,437	6,901,831	15%
<u>Operating Expenses</u>							
Harbor Patrol	81,519	104,972	68,916	849,437	984,322	990,788	1%
Maintenance	97,454	201,405	124,200	1,025,034	1,032,504	1,466,113	42%
Administration	127,512	166,429	134,311	1,394,175	1,468,185	1,486,862	1%
Marina	43,994	63,001	51,738	548,805	557,404	541,194	-3%
C A M	56,552	97,438	87,875	590,969	688,767	704,829	2%
Marketing	36,119	33,370	34,784	371,336	381,167	389,970	2%
Dredging	21,451	22,144	42,718	214,305	198,883	337,950	70%
Total Operating Expenses	464,601	688,759	544,542	4,994,061	5,311,232	5,917,706	11%
NET OPERATING INCOME	89,840	(126,458)	672,038	1,038,008	707,205	984,125	39%
<u>Non-operating Income</u>							
Interest	-	196	782	87,117	30,333	33,994	
Taxes	397,866	419,508	439,500	965,340	1,008,303	1,085,910	8%
Other	-	-	-	8,942	28,718	97,444	
Total Non-operating Income	397,866	419,704	440,282	1,061,399	1,067,354	1,217,348	14%
<u>Non-Operating Expenses</u>							
Depreciation	74,779	82,307	79,427	746,757	818,838	802,179	
Debt Service	1,437	1,437	38,752	700,827	673,796	722,918	
Other	-	-	-	-	-	-	
Total Non-operating Expenses	76,216	83,744	118,179	1,447,584	1,492,634	1,525,097	2%
NET NON-OPER. INCOME	321,650	335,960	322,103	(386,185)	(425,280)	(307,749)	
NET CHANGE IN POSITION	411,490	209,502	994,141	651,823	281,925	676,376	140%

Monthly Report
(Unaudited)

ATTACHMENT 3

Accounts Payable Check Register - April 2016

Ventura Port District
Wells Fargo Checking

5/12/2016

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
43823	4/7/2016	1037	Acorn Newspapers	Marketing-Advertising	477.75	
43824	4/7/2016	1045	ADT Security Services	National Park Service security service-zero chk	-	
43825	4/7/2016	1049	Adams Printing & Graphic	Marketing brochures	1,278.20	
43826	4/7/2016	1060	AFLAC	Salary reduction benefit	487.35	
43827	4/7/2016	1178	American Office Products	Office supplies	192.11	
43828	4/7/2016	1259	Applied Environmental Inc.	Sediment sampling/testing as required for dredging	5,501.75	
43829	4/7/2016	1377	B & R Tool Supply Co.	Operating supplies-locks	737.04	
43830	4/7/2016	1440	Beacon Marine Chandlery Inc	Operating supplies	282.75	
43831	4/7/2016	1444	Bethany Anderson	Marketing-Ad production	600.00	
43832	4/7/2016	1492	Big Brand Tire Company	Set of tires for maintenance vehicle	363.96	
43833	4/7/2016	1625	Byrd Locksmithing Inc.	Village lock replacement -1575 Spinnaker #108	220.00	
43834	4/7/2016	1725	CED (Consolidated Electrical Distributers)	Misc shop supplies	608.73	
43835	4/7/2016	1915	Cintas Corp.	Uniform rental/cleaning, door mats, rags	826.34	
43836	4/7/2016	1925	City Of S. Buenaventura	Trash service	100.00	
43837	4/7/2016	2331	Dial Security Inc	Dockmaster/security coverage	1,200.00	
43838	4/7/2016	2604	E.J. Harrison & Sons Inc.	Trash service	403.94	
43839	4/7/2016	2751	Empire Cleaning Supply	Janitorial supplies	1,705.00	
43840	4/7/2016	2935	Farmer Bros. Co	Coffee supplies	327.33	
43841	4/7/2016	2936	Fast Signs	Harbor Cove parking signs & Vlg promenade trash labels	610.83	
43842	4/7/2016	3050	All That's Fit to Print	Marketing ad/graphic production	2,171.95	
43843	4/7/2016	3100	Flooring 101	Water damage & Tenant Improve.-Barefoot Boutique expansion	12,053.79	
43844	4/7/2016	4247	Jani-King of CA Inc.	Janitorial Service in Village	5,015.22	
43845	4/7/2016	4293	Jennifer Talt-Lundin	Marketing expense reimbursement	50.00	
43846	4/7/2016	4421	Johnsons-Batteries Plus	Operating supplies	11.81	
43847	4/7/2016	5161	Mall Media Inc.	Marketing-event production	781.17	
43848	4/7/2016	5170	Manson Construction & Engineering	Stub channel dredging	89,250.00	
43849	4/7/2016	5625	ReadyRefresh	Bottled water service	22.59	
43850	4/7/2016	5744	Noble Consultants Inc.	Consultation during maintenance dredging	2,340.00	
43851	4/7/2016	6030	3Digit Media	Marketing-Advertising	955.00	
43852	4/7/2016	6178	PERS Long Term Care Program	Salary reduction benefit	164.98	
43853	4/7/2016	6414	Oxnard Convention & Visitors Bureau	Marketing-Advertising	625.00	
43854	4/7/2016	7230	Sage	Annual tech support-fixed assets	920.00	
43855	4/7/2016	7240	AT&T	Elevator emergency phone service	549.40	
43856	4/7/2016	7245	Santa Barbara Family Life	Marketing-Advertising	587.00	
43857	4/7/2016	7291	Security Plus Door Company	Tenant Improvement old Harbor Kite space	1,563.93	
43858	4/7/2016	7294	Service-Pro Fire Protection	Firehose cabinet locks/repair broken connectors	1,095.68	

ATTACHMENT 3

Accounts Payable Check Register - April 2016

Ventura Port District
Wells Fargo Checking

5/12/2016

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43859	4/7/2016	7296	Searle Creative Group	Website production/maintenance	400.00	
43860	4/7/2016	7572	Standard Insurance Company	Group Term Life/Long-term Disability	3,186.86	
43861	4/7/2016	7762	The Home Depot	Landscaping material-ground cover	600.04	
43862	4/7/2016	7777	The Signal	Marketing-Advertising	400.00	
43863	4/7/2016	7818	TOTALFUNDS By Hasler	Postage	500.00	
43864	4/7/2016	8233	Venco Power Sweeping, Inc	Monthly Fish Pier sweeping	130.00	
43865	4/7/2016	8239	Ventura County Reporter	Marketing-Advertising	275.00	
43866	4/7/2016	8250	Ventura Visitors & Convention Bureau	Rent for space in VVC building	232.50	
43867	4/7/2016	8251	Ventura Water	Utilities	271.56	
43868	4/7/2016	8453	Virtual Pacific Networks	IT Services	2,000.00	
43869	4/7/2016	8500	Warren Takahashi	Marketing Village entertainment	250.00	
43870	4/7/2016	8500	Warren Takahashi	Marketing Village entertainment	300.00	
43871	4/7/2016	8531	Whisenhunt Communication	Public relations services	640.00	
43872	4/7/2016	11471	All Surface Construction Inc	Harbor Cove beach parking lot asphalt repair	1,200.00	
43873	4/7/2016	12300	AT&T Business Services	Fiber/Wi-Fi services VPD HDQ	1,388.34	
43874	4/7/2016	12945	Assurant Employee Benefits	Dental Insurance Premiums	1,388.60	
43875	4/7/2016	16500	Burrelles Luce	Marketing-Advertising	1,678.52	
43876	4/7/2016	17770	Cariker, Erin	Marketing Village entertainment	150.00	
43877	4/7/2016	40525	Impact Sciences, Inc	Biological testing in harbor as required by pollution control permit	7,508.03	
43878	4/7/2016	42471	JaniTek Cleaning Solutions	Janitorial service for National Park Service Offices	1,163.00	
43879	4/7/2016	48470	Lauren Yuncker	Marketing expense reimbursement	64.69	
43880	4/7/2016	51731	Marcos Ramos Painting	Repair walls/paint 1559 Spinnaker womens restroom	1,350.00	
43881	4/7/2016	51751	Maria Schonder	Marketing expense reimbursement	30.00	
43882	4/7/2016	62550	Pinpoint Leak Detection, Inc	Harbor Cove main water line leak	350.00	
43883	4/7/2016	74291	Soares, Sandall, Bernacchi	Services on tenant audit	927.40	
43884	4/7/2016	76012	Sunbelt Rentals, Inc.	Equipment rental for beach sand cleanup	7,737.30	
43885	4/7/2016	77812	Thermal Alliance	Tenant Improvement-final payment HVAC-Greek Restaurant	7,500.00	
43886	4/7/2016	79652	Traffic Technologies LLC	No parking signs	91.54	
43887	4/7/2016	82351	Ventura Breeze	Marketing-Advertising	625.00	
43888	4/7/2016	Deposits	Chrissy Riley	Refund event deposit	250.00	
43889	4/7/2016	Deposits	Ventura Vineyard	Refund event deposit	250.00	
43890	4/7/2016	ONETIME	Natasha Leyva	Event refund	100.00	
43891	4/7/2016	PM OneTime	Theory Marine Services LLC	Refund security deposit	550.00	
43892	4/7/2016	PM OneTime	Wes Goulding	Refund key deposit	25.00	
43893	4/12/2016	5016	Lowe's	Miscellaneous operating supplies	744.60	
43894	4/13/2016	7869	T 3 Construction Inc	Tenant Improvement old Harbor Kite space	7,000.00	

ATTACHMENT 3

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5/12/2016

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43895	4/21/2016		**Void**	Printing error		-
43896	4/21/2016	1036	Accurate First Aid Services	Replenish first aid stations	392.05	
43897	4/21/2016	1058	Advantage Telecom Inc	District phone system/internet	1,329.46	
43898	4/21/2016	1168	Amsterdam Printing	Advertising supplies	351.63	
43899	4/21/2016	1178	American Office Products	Office supplies	169.95	
43900	4/21/2016	1182	American Builders Supply	Village landscaping material	204.91	
43901	4/21/2016	1206	Anchor Coring & Sawing Inc.	Fiber optic install project between 1449-1559	750.00	
43902	4/21/2016	1213	Andrias Seafood	Marketing-promotional gift cards-tourism group package	105.00	
43903	4/21/2016	1294	Associated Transportation Engi	Parking study	2,036.58	
43904	4/21/2016	1323	Avenue Welding & Support Servi	Village docks-repair C dock gangway	220.86	
43905	4/21/2016	1326	Ayalas Backflow Services	Backflow testing	1,755.00	
43906	4/21/2016	1378	BC Tree Service Inc	Village tree trimming	2,800.00	
43907	4/21/2016	1492	Big Brand Tire Company	Set of tires for maintenance vehicle	430.89	
43908	4/21/2016	1625	Byrd Locksmithing Inc.	Parking lot 19A-replace locks to storage building	393.85	
43909	4/21/2016	1679	Carpi, Clay & Smith	Washington lobbyist - March	5,350.00	
43910	4/21/2016	1725	CED (Consolidated Electrical Distributers)	Misc shop supplies	413.38	
43911	4/21/2016	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	705.78	
43912	4/21/2016	2065	Certified Credit Reporting Inc	Credit reports on prospective tenants	43.00	
43913	4/21/2016	2092	Cummins-Allison Corporation	Annual service contract on Currency Counter for Accounting	383.42	
43914	4/21/2016	2097	Custom awards & Engraving	Marketing-event production	8.07	
43915	4/21/2016	2099	Custom Embroidery	Maintenance uniform logo	41.93	
43916	4/21/2016	2100	CyberCopy Inc.	Copies of architectural drawings	309.39	
43917	4/21/2016	2174	Dan Harding	Marketing-Photography	50.00	
43918	4/21/2016	2202	Dave's	Fuel for Patrol boat	2,704.63	
43919	4/21/2016	2331	Dial Security Inc	Dockmaster/security coverage	800.00	
43920	4/21/2016	2446	DocuProducts	Copier maintenance fees	391.43	
43921	4/21/2016	2604	E.J. Harrison & Sons Inc.	Trash service	4,967.81	
43922	4/21/2016	2751	Empire Cleaning Supply	Janitorial supplies	1,055.39	
43923	4/21/2016	2983	Federal Express Corporation	Postage	52.27	
43924	4/21/2016	2986	Ferguson Enterprises Inc.	Maintenance hose bib replacement	11.29	
43925	4/21/2016	3050	All That's Fit to Print	Marketing ad/graphic production	2,978.79	
43926	4/21/2016	3283	Gov't Finance Officers Assoc.(GFOA)	Annual newsletter subscription	50.00	
43927	4/21/2016	3457	Gov't Finance Officers Assoc.(GFOA)	Accounting publications	133.12	
43928	4/21/2016	3490	Grainger Inc.	Miscellaneous operating supplies	282.02	
43929	4/21/2016	3492	Green Thumb International	Village landscaping material	48.32	
43930	4/21/2016	3592	Hansen's Plumbing, Inc.	Village 1567 womens restroom repair	812.41	

ATTACHMENT 3

Accounts Payable Check Register - April 2016

Ventura Port District
Wells Fargo Checking

5/12/2016

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
43931	4/21/2016	4051	Images on Ice	Marketing-event production	200.00	
43932	4/21/2016	4852	Lagerlof Senecal Gosney	Legal Fees	27,459.00	
43933	4/21/2016	5190	Matilija Water	Reverse osmosis water system April	45.00	
43934	4/21/2016	5231	Mendez Roofing Inc	Roof repair electrical room on fish pier	450.00	
43935	4/21/2016	5505	Muzicraft Inc.	Ambient music in Village - May	329.50	
43936	4/21/2016	6201	Pamela Griffin	Wellness program instructor	160.00	
43937	4/21/2016	6361	Pitney Bowes	Postage meter lease/Vlg office	75.24	
43938	4/21/2016	6440	Port Supply	Operating supplies	95.85	
43939	4/21/2016	6446	PowerHouse Construction Inc.	Accessibility-Phase 2 - 1559 Spinnaker Courtyard	9,776.00	
43940	4/21/2016	6465	Presenting Magazine	Marketing-Advertising	1,400.00	
43941	4/21/2016	6470	LegalShield	Salary reduction benefit	166.40	
43942	4/21/2016	6687	RRM Design Group Inc.	Village accessibility improvement plans	34,082.50	
43943	4/21/2016	6865	Rasmussen & Associates Inc	Accessibility-Phase 2 plans	545.00	
43944	4/21/2016	7000	Richard W. Parsons	Dredging/Project Mgmt services/CMANC conference exp	9,929.05	
43945	4/21/2016	7210	SEIU Local 721	Union dues for Harbor Patrolmen	259.64	
43946	4/21/2016	7294	Service-Pro Fire Protection	Fire sprinkler repair-1691 building &1575 building	970.00	
43947	4/21/2016	7346	Shell Fleet Plus	Fuel for patrol vehicles	686.33	
43948	4/21/2016	7410	Smith Pipe & Supply Inc.	Landscape irrigation parts	94.88	
43949	4/21/2016	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		-
43950	4/21/2016	7434	Southern Calif. Edison	Utilities	7,031.97	
43951	4/21/2016	7588	Stock Building Supply	Harbor Cove signage	203.75	
43952	4/21/2016	7768	ThyssenKrupp Elevator Corp	Quarterly elevator maintenance	3,863.33	
43953	4/21/2016	8239	Ventura County Reporter	Marketing-Advertising	450.00	
43954	4/21/2016	8241	Ventura County Star	Newspaper subscription	62.37	
43955	4/21/2016	8241	Ventura County Star	Marketing-Advertising	2,283.60	
43956	4/21/2016	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	5,762.10	
43957	4/21/2016	8260	Verizon Wireless	Cell phones/services	96.92	
43958	4/21/2016	8263	Ventura Pest Control	Special services VPD HDQ	185.00	
43959	4/21/2016	12911	ASCAP(American Society of Composers,Authors&Publishers)-Marketing	quarterly entertainment permit	261.00	
43960	4/21/2016	17681	California Travel & Tourism	Marketing-annual membership	1,500.00	
43961	4/21/2016	20200	CoStar Realty Information, Inc	Leasing marketing data software	729.00	
43962	4/21/2016	20945	Custom Printing	Dockmaster/security ticket books	2,072.09	
43963	4/21/2016	25351	Dudek	Services on Ventura Shellfish Enterprise study	962.03	
43964	4/21/2016	28701	Everard Ashworth	Reimburse CMANC conference expenses - DC	1,469.60	
43965	4/21/2016	42271	J & T Engineering & Construct	Fish pier repairs	5,932.12	
43966	4/21/2016	48911	Letner Roofing Co.	Progress payment 1691 Spinnaker building	108,000.00	

ATTACHMENT 3

Accounts Payable Check Register - April 2016

Ventura Port District
Wells Fargo Checking

5/12/2016

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
43967	4/21/2016	51731	Marcos Ramos Painting	Paint Village restrooms-1559 family, 1567 mens & womens	3,250.00	
43968	4/21/2016	61731	PPG Architectural Coatings	Operating supplies-special paint	30.96	
43969	4/21/2016	62500	Pi Environmental	Stub channel water monitoring/pre-dredge surveys	8,058.00	
43970	4/21/2016	70641	Superior Awning, Inc.	Island Creations awning	185.42	
43971	4/21/2016	74343	Sommerville Associates	Marketing public relations services	2,000.00	
43972	4/21/2016	76012	Sunbelt Rentals, Inc.	Equipment rental for sand removal	126.85	
43973	4/21/2016	85401	Wild Local Seafood Co,	Tenant Improvement as per lease	3,618.00	
43974	4/21/2016	85445	William Schneider	Marketing Village entertainment	350.00	
43975	4/21/2016	Deposits	Adam Matthews	Refund event deposit	250.00	
43976	4/21/2016	Deposits	Nicole Petler	Refund event deposit	250.00	
43977	4/21/2016	PM OneTime	Gary Stout	Refund key deposit	25.00	
43978	4/21/2016	PM OneTime	Sally Stride	Refund security deposit	1,404.00	
Bank Account Totals					\$ 465,008.71	\$ -

ATTACHMENT 4

Ventura Port District
Chase Business Credit Card Charges
April 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
Frank Locklear, Marina Manager
Jennifer Talt-Lundin, Marketing Manager
John Higgins, Harbormaster

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Pena	No charge purchases for month of March				-
Total General Manager's Expenses					-
Brian Pendleton	4/11/2016	YARD HOUSE 83400083493	Business meal	Meeting w/ Commissioners Friedman/Ashworth & GM Pena	78.25
Brian Pendleton	4/26/2016	BROPHY BROS RESTAURANT	Business meal	Shellfish meeting w/ Comm. Ashworth, Parsons, Legal Counsel	97.15
Brian Pendleton	4/26/2016	LURE FISH HOUSE	Business meal	Meeting w/ Commissioner Friedman & GM Pena	83.82
Total Business Operations Manager's Expenses					259.22
Jessica Rauch	4/13/2016	SQ *VENTURA SANDWIC	Business meal	Commission Closed Session Lunch	85.68
Jessica Rauch	4/13/2016	CALIFORNIA SPECIAL DISTR	Webinar	Accounting Mgr-Technology and the Public Records Act	65.00
Jessica Rauch	4/16/2016	AICPA *AICPA	Webinar	Accounting Mgr-Ratios and Benchmarking	129.00
Total Administrative Assistant's Expenses					279.68
Robin Baer	4/27/2016	LOOPNET INC	Leasing advertising	Leasing Advertising	159.95
Total Property Manager's Expenses					159.95
Joe Gonzalez	4/27/2016	LANDSCAPE LIGHTING WORLD	Grounds Maintenance	Low voltage lamps for VHV landscape lighting	475.23
Total Facilities Manager's Expenses					475.23

ATTACHMENT 4

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Frank Locklear	4/9/2016	GOTOCITRIX.COM	Office supplies	Go To Meeting Teleconference Account (Monthly)	49.00
Frank Locklear	4/6/2016	FRY'S ELECTRONICS # 44	Computer supplies	Ethernet switches/couplers	309.81
Frank Locklear	4/7/2016	FRY'S ELECTRONICS # 44	Computer supplies	Security camera supplies	107.94
Total Marina Manager's Expenses					466.75
Jennifer Lundin	4/9/2016	CTC*CONSTANTCONTACT.COM	Advertising	Enewsletter - Harbor Views monthly /fee	20.00
Jennifer Lundin	4/20/2016	FS *AngelCam	Advertising	Web CAM for venturaharbor.com /Harbor Entry	20.00
Jennifer Lundin	4/21/2016	MAILCHIMP	Advertising	Monthly Enewsletter - Village	75.00
Jennifer Lundin	4/30/2016	FACEBK *TQGAM9ESY2	Advertising	Facebook Boost	75.00
Jennifer Lundin	4/12/2016	COFFEE DOCK & POST	Conference	Refreshments for creative strategies meeting	33.90
Jennifer Lundin	4/8/2016	PIECES OF EIGHT - D	Event Production	Mermaid Madness	23.71
Jennifer Lundin	4/12/2016	MICHAELS STORES 4800	Event Production	Mermaid Madness	11.29
Jennifer Lundin	5/2/2016	ALBERTSONS #6355	Event Production	Event Production- Umbrella stands on sale for 4. Needed for new umbrellas	82.04
Total Marketing Manager's Expenses					340.94
John Higgins	4/11/2016	BALI HAI RESTAURANT	Conference/training	CA Boating SafetyConference-Meals	49.24
John Higgins	4/13/2016	BW ISLANDHOTELMARINA.	Conference/training	CA Boating SafetyConference-Hotel	563.48
John Higgins	4/11/2016	PP*CA BOATING SAFETY O	Conference/training	CA Boating SafetyConference-Registration	120.00
John Higgins	5/3/2016	AMAZON MKTPLACE PMTS	Operating supplies	Equipment Bags	99.98
John Higgins	5/2/2016	Amazon.com	Operating supplies	Binoculars	601.96
John Higgins	4/22/2016	APL* ITUNES.COM/BILL	Operating supplies	Icloud Storage	2.99
John Higgins	4/22/2016	FRY'S ELECTRONICS # 44	Operating supplies	Digital Television Antenna	165.13
Total Harbormaster's Expenses					1,602.78
Total Chase Credit Card Expenses					<u>\$ 3,584.55</u>

ATTACHMENT 5

Ventura Port District
Aquaculture Fisheries Study Grant Fund
Balance Sheet
For the Period Ended April 30, 2016

CURRENT ASSETS

Cash in Banks	1,746
Accounts Receivable	0
TOTAL CURRENT ASSETS	\$1,746

CURRENT LIABILITIES

Accounts Payable	11,542
Intercompany Payable-Enterprise Fund	35,573
TOTAL CURRENT LIABILITIES	\$47,115

LONG TERM ASSETS

Long Term Assets	0
TOTAL LONG TERM ASSETS	0

EQUITY

Current Year Retained Earnings	(45,369)
TOTAL EQUITY	(45,369)

TOTAL ASSETS	\$1,746
---------------------	----------------

TOTAL LIABILITIES AND EQUITY	\$1,746
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ATTACHMENT 5

Ventura Port District
Aquaculture Fisheries Study Grant Fund
Balance Sheet
For the Period Ended April 30, 2016

CURRENT ASSETS

Cash in Banks	1,746
Accounts Receivable	0
TOTAL CURRENT ASSETS	\$1,746

CURRENT LIABILITIES

Accounts Payable	11,542
Intercompany Payable-Enterprise Fund	35,573
TOTAL CURRENT LIABILITIES	\$47,115

LONG TERM ASSETS

Long Term Assets	0
TOTAL LONG TERM ASSETS	0

EQUITY

Current Year Retained Earnings	(45,369)
TOTAL EQUITY	(\$45,369)

TOTAL ASSETS	\$1,746
---------------------	----------------

TOTAL LIABILITIES AND EQUITY	\$1,746
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BOARD OF PORT COMMISSIONERS

JUNE 22, 2016

STANDARD AGENDA ITEM 2

APPOINTMENT OF JPIA BOARD OF DIRECTOR LIAISON

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: June 22, 2016

TO: Board of Port Commissioners
FROM: Jessica Rauch, Clerk of the Board
SUBJECT: Appointment of California JPIA Board Director

RECOMMENDATION:

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.

SUMMARY:

Ventura Port District is a member organization of the California Joint Powers Insurance Authority (JPIA). JPIA provides insurance services, trainings, risk management, and other resources to their members. JPIA requires a director and an alternate be chosen from each of our members to represent their organization and to form our Board of Directors. The Director must be an elected official from the member's governing body. Commissioner Bravo has been the Director for many years and with his resignation, the Port Commission needs to appoint a new Director. Currently, General Manager, Oscar Pena is an alternate. Alternates may be an elected official from the member's governing body or a staff member.

The JPIA Board of Directors meets annually at the California JPIA Office in La Palma. The newly appointed Director would need to attend this meeting, which for 2016 is being held on Wednesday, July 20, 2016 at 7:00PM. JPIA does provide reimbursement for voting delegates to travel to this meeting. The agenda for the annual meeting is as follows:

1. Approval of 2015 Minutes
2. Annual Report
2. Election of Executive Committee Members and Officers
3. Risk Management Awards
4. Strategic Plan and Operational Update



BOARD OF PORT COMMISSIONERS

JUNE 22, 2016

STANDARD AGENDA ITEM 3

APPROVAL OF A PROFESSIONAL SERVICES AGREEMENT FOR SPECIAL LEGAL SERVICES

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 3
Meeting Date: June 22, 2016

TO: Board of Port Commissioners
FROM: Brian Pendleton, Business Operations Manager
SUBJECT: Approval of Professional Services Agreement for Special Legal Services

RECOMMENDATION:

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.

SUMMARY:

The Ventura Port District, in collaboration with the Ventura Shellfish Enterprise (VSE), was awarded a two year, approximately \$300,000 Sea Grant (\$265,000 funding directly to the District) to contract with qualified consultant(s) that will enable development of a permitting strategy and all necessary permitting components required for sustainably cultivated shellfish production to be landed at Ventura Harbor.

There has been significant progress made in Task 1 of the Shellfish Grant, which is the research and development of a permitting strategy as outlined above. However, it has become evident that the scope and funding allocated from the Sea Grant for Task 1 legal services is insufficient. Given that the State California Department of Fish and Wildlife ("CDFW") has issued very few leases for offshore aquaculture over the past two decades (primarily renewals), there is a lack of clarity as to what leasing structures may be available to this District, or other government entities, and cooperatives such as the VSE.

BACKGROUND:

Plauché & Carr, LLP is a Seattle-based law firm with a practice focused on environmental, land use, and natural resource-based issues. *Plauché & Carr, LLP* has represented a number of non-profit, private, and governmental entities regarding environmental and regulatory matters ranging from regulatory compliance/permitting, to administrative litigation, to litigation in state and federal courts, to conservation land acquisition. On October 14, 2015 the District selected *Plauché & Carr, LLP* and Robert Smith as lead counsel to provide the Task 1 legal services for the Shellfish Grant.

For this additional task, Robert Smith will also serve as lead counsel. Mr. Smith is an attorney with ten years' experience working in California on land use and environmental issues, on behalf of both private and public clients. During his previous employment at two Los Angeles-based firms, Robert advised and represented numerous clients regarding compliance with the California Environmental Quality Act ("CEQA") and National Environmental Policy Act ("NEPA") and represented several coastal cities and private clients before the California Coastal Commission ("CCC"), California Department of Fish and Wildlife ("CDFW"), Los Angeles County, and U.S. Army Corps of Engineers ("Corps").

The Shellfish Grant contemplated the Ventura Port District, as a member of VSE would hold all entitlements for a group of offshore aquaculture leases that will in turn be subleased to individual producer-fishermen for shellfish farming. However State regulations are silent on subleasing, instead providing guidance only for assignments of lease. CDFW is reviewing these leasing requirements and evaluating options while seeking input from potential lessees. Mr. Smith will provide a report with an analysis of likely alternatives that CDFW may permit, and

important considerations of each alternative for the District. Mr. Smith will present the findings of his report to the Commission.

As a follow up task, Mr. Smith can assist the District in preparing draft lease documents and negotiating with CDFW. However, staff believes it is premature to authorize this work which is preliminarily estimated at \$10,000.

FISCAL IMPACT:

The additional legal services for *Plauché & Carr, LLP* are not to exceed \$8,500. The District has funds available for the professional services.

ATTACHMENT:

Attachment 1 – *Plauché & Carr, LLP* Letter of Engagement



Samuel W. Plauché

811 First Avenue, Suite 630, Seattle, WA 98104
TEL: (206) 588-4188 FAX: (206) 588-4255
www.plauchecarr.com

Amanda M. Carr

June 17, 2016

Ventura Port District
Attn: Oscar F. Peña, General Manager
1603 Anchors Way
Ventura, CA 93001

Re: Engagement of Plauché & Carr LLP Legal Services

Dear Mr. Peña:

We are pleased that you have selected Plauché & Carr LLP to represent you. We look forward to a valued relationship with you and successfully achieving your goals. This letter constitutes our agreement setting forth the terms of our representation.

Scope of Our Representation

Our client in this matter will solely be the Ventura Port District ("Client"). We do not represent and will not be deemed to have an attorney-client relationship with any of Client's current or future parents, subsidiaries, shareholders, members, partners, employees, directors, joint venturers, or other affiliates or constituents solely on account of our representation of Client in this matter or any future matters.

Our services will include generally providing advice regarding potential transactional options for formation and operation of a shellfish enterprise project ("Project"), including but not limited to (1) preparing a memorandum describing potential leasing and/or subleasing options from the California Fish and Game Commission for the Client and/or other potential entities, and outlining potential project management and operational alternatives, including the potential advantages and risks associated with each option; (2) preparing a presentation on the memorandum and available options for the Board of Port Commissioners; (3) one in-person meeting with the Board of Port Commissioners to discuss available transactional and management options; and (4) discussing such options with Client's staff and addressing staff revisions and questions prior to the in-person meeting. The objective of the representation is to advise the Client regarding the alternatives legally available to obtain control of the Project site, identify a variety of alternatives available to the Client concerning its role in management and operation of the Project, and identify the potential legal risks, resource demands, and potential benefits of each option.

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ATTORNEY-CLIENT COMMUNICATION**

This letter will apply to such services, unless superseded by another written agreement. Our representation is limited to the specific services that you request and that we have agreed to undertake.

Roles of Attorney and Client

Our responsibilities under this agreement are to provide legal counsel and assistance to you in accordance with this letter, and to provide statements to you that clearly state the basis for our fees and charges. We will not disclose confidential information of yours to any other client, even where that information might have some bearing on their interests. Likewise, we will not disclose the confidences of any other client to you, even where that information might have some bearing on your interests, and you agree that we are under no obligation to do so. You also agree to keep us informed of developments related to this representation and to pay our statements in a timely manner, as further described below. To allow us to conduct a conflicts check, you represent that you have identified to us all persons and entities that are or may become involved in this matter, including all such persons or entities that are affiliated with you. You also agree to notify us if you become aware of any other persons or entities that are or may become involved in this matter. During the course of this engagement, we may express opinions or beliefs to you about the effectiveness of various courses of action or about the results that might be anticipated. Such statements are expressions of opinion only, and should not be construed as promises or guarantees.

Your Obligations about Fees and Billings

Client and Plauché & Carr LLP have agreed to a budget of Eight Thousand Five Hundred Dollars (\$8,500) for the scope of work described above, which will be inclusive of our attorneys' fees for services rendered and a maximum of \$1,000 in costs and expenses (for example, travel expenses, copying costs, etc.) incurred by us in performing such scope of work. For any travel related cost or expense greater than \$500.00, including, without limitation, travel expenses, lodging expenses, meal expenses, and per diem expenses, we agree to obtain your prior written consent before such cost or expense is incurred. Client shall be responsible for expenses in excess of the amount provided under the budget provided, however, we agree to obtain your prior written consent before such expense is incurred, which such consent shall be in your sole and absolute discretion. Plauché & Carr LLP provides its clients with monthly invoices for legal services performed and expenses incurred. Each monthly invoice reflects both professional and other fees for services rendered through the end of the prior month, as well as expenses incurred on the client's behalf that have been processed by the end of the prior month. Processing of some expenses may be delayed until the next month and billed thereafter. This matter will be billed at our public agency rate, established in the attached 2016 Billing Rates. Plauché & Carr LLP reserves the right to revise its Billing Rates; however, during the initial term of this Agreement, defined as the last date as this Agreement is signed through July, 2017, Robert Smith's Billing Rates will remain as provided in the 2016 Billing Rates. Monthly payments will be paid within 30 days of receipt of our monthly invoice, up to and not exceeding the amount of the budget.

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New and unanticipated issues that require legal counsel may arise. We will continue to evaluate these issues as they arise and, if we anticipate that such issues will require efforts beyond the scope of this fee arrangement, we will discuss those with you separately, and we agree not to perform any work beyond the scope of such fee arrangement without your prior written approval.

We will continue to monitor the amount of time we expend on the matters covered pursuant to this agreement. If either Client or Plauché & Carr LLP requests a modification to this agreement based on a substantial change in the amount of work required, the other party will give good faith consideration to that request. While we will endeavor to keep you informed in an ongoing basis of the level of effort on these matters, you should always feel free to contact us with any questions or concerns in that regard. We believe that such open communication is a critical aspect of a successful attorney-client relationship.

From time-to-time clients have questions about the format of the bill or description of work performed. If you have any questions, please ask them when you receive the bill, so we may address them on a current basis.

Disputes and Arbitration

Should any dispute arise that cannot be resolved between us, whether in tort, contract or otherwise, arising out of or relating to the relationship between Client, its affiliates or successors (“Client Arbitration Parties”) and Plauché & Carr LLP, its attorneys or staff or any of their successors (the “Plauché & Carr Arbitration Parties”) we both agree to submit the dispute to binding arbitration. By agreeing to arbitrate, you are agreeing to waive your right to a jury trial. Any issue concerning the location of the arbitration, the extent to which any dispute is subject to arbitration, the applicability, interpretation, or enforceability of this agreement shall be resolved by the arbitrator; provided, however, notwithstanding anything contained in this Engagement Letter to the contrary, any and all issues or disputes between the parties shall be governed by California law and venue shall at all times be held in Ventura County. Arbitration shall be conducted pursuant to the California Arbitration Act, Cal. Code Civ. Proc. § 1280 *et seq.* All aspects of the arbitration shall be treated as confidential and neither the parties nor the arbitrator may disclose the content or results of the arbitration, except as necessary to comply with legal or regulatory requirements. The result of the arbitration shall be binding on the parties and the judgement of the arbitrator’s award may be entered in any court having jurisdiction.

Conflicts

The RPC defines whether a past or present relationship with any party prevents us from representing you. Without your consent, we will not represent any other party to the matter we undertake for you, nor any other matter substantially related to the same. As with any other client and any other matter, you will have our complete loyalty with respect to any such matter. However, it is possible that during the time we are representing you, some of our current or future clients may ask us to represent them in matters in which you are involved as another party. Both our own prudent business conduct, and the interests of our other clients, call for us to seek to retain the ability to take unrelated matters for all of our clients. We thus ask you in connection with this engagement to consent in advance to our acceptance of future matters (including litigation matters)

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adverse to Client, provided that those matters are not substantially related to the work that we have done for you. By entering into this agreement, you consent to such adverse representations. Thus, for example, you agree that we would be able to take a new lawsuit or transactional matter for one of our current or future clients, adverse to Client so long as the adverse matter is not substantially related to the work we have done for you. This consent also includes being adverse to you in any regulatory, administrative, legislative or rulemaking proceeding. We take very seriously our obligations to maintain the confidentiality of information we receive from all our clients, including Client and any other clients covered by this consent. Accordingly, we will continue to maintain the confidences of both Client and our other clients.

To also assure mutuality of trust, we maintain a conflict of interest index. Your name will be included in our list of clients to ensure we comply with the RPC with respect to your representation. Based on information you have provided us, we have checked the following names against our conflict of interest index: Ventura Port District, Ev Ashworth, Oscar F. Peña, Brian Pendleton, Jim Friedman, Greg Carson, Bruce Smith, Nikos Valance. Based on that check, we have not identified any conflicts and we can represent the client(s) referenced above. Please review the list to see if any other persons or entities should be included. If you do not tell us to the contrary, we will assume that this list is complete and accurate. We request that you update this list for us if you become aware of any changes in the future, including those caused by changes to the scope of our representation, as described herein.

Limitations on Liability

Plauché & Carr LLP is a limited liability partnership (LLP). Similar to the corporate form of business organization, the LLP form generally limits the liability of the individual partners of the firm to the capital they have invested in the firm for claims arising from services performed by the firm. Our form of organization as an LLP will not diminish the ability to recover damages from the firm or from any individuals who directly caused the loss.

New Matters

When we are engaged by a new client on a particular matter, we are often later asked to work on additional matters. Such new matters may be subject to a new, signed supplement to this agreement, but if no revised agreement is executed, the same terms apply for all future matters unless revised in writing. Similarly, unless specifically noted in this agreement, this agreement does not cover and is not a commitment by either of us to undertake any appeals or collection procedures. Any such future work would also have to be agreed upon in a signed supplement.

Electronic Communication

E-mail, Extranet and other forms of electronic communication are increasingly important business tools, and we make appropriate use of them in communication with our clients. However, there are risks associated with them. While we have no reason to believe that our own e-mail or other electronic communication systems are not secure, you should be aware that the information sent or stored electronically might be accessed by third parties. We may when appropriate, communicate with you by e-mail unless you ask us not to. Please note that e-mail can be subject to delays and nondelivery; you should confirm with us that we have received and read your e-mail

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communications. We have measures in place to protect against sending and receiving viruses, but we cannot guarantee that these will be completely effective.

Civility in Litigation

In litigation, courtesy is customarily honored with opposing counsel, such as extensions to file pleadings or responses to other deadlines, when such courtesies do not jeopardize a specific client interest, such as an external business deadline. In our experience, the reciprocal extension of such courtesies saves our clients' time and money. By signing this letter, you will be confirming your approval of this practice in your case.

Termination of this Agreement

Our relationship with you will be deemed concluded when we have completed our agreed-upon services which presumptively shall have occurred at any time when we have performed no work on your behalf for six consecutive months. You, of course, have the right to end our services at any time. If you do so, you will be responsible for the payment of fees and costs accrued but not yet paid, plus interest, and any reasonable fees and costs in transferring the case to you or your new counsel. By the same token, we reserve the right to terminate our services to you at any time consistent with the requirements of the Rules of Professional Conduct, upon written notice or order of the court. If we terminate our services to you, we will provide a limited amount of work to transition the matter to another attorney. Such termination could happen if you fail to pay our fees and costs as agreed, fail to cooperate with us in this matter, or if we determine we cannot continue to represent you for ethical or practical concerns. Your obligations for fees and charges accrued prior to termination shall survive termination of this engagement.

Client Files

In the course of your representation, we will maintain a file in which we may place correspondence, agreements, governmental filings, disclosures, pleadings, transcripts, exhibits, physical evidence, expert reports, and other items reasonably necessary to your representation ("Client File"). The Client File shall be and remain your property. You agree that the documents containing our attorney work product, mental impressions or notes and drafts of documents shall be and remain our property and shall not be considered part of your Client File. In addition, electronic documents such as e-mail and documents prepared on our word processing system (but excluding printed copies thereof), and databases shall be and remain our property and shall not be considered part of your Client File. You agree that we may enact and implement reasonable retention policies for such electronic documents and that our firm has discretion to delete such documents. Upon completion of a specific project, your original Client File for that project shall be available to be taken by you. We will be entitled to make copies if we choose. If you do not take possession of the Client File at the conclusion of the project, we will retain your files for seven years. After seven years, we may have your files destroyed. If you would like your files maintained for more than seven years or returned, you must make separate arrangements with us.

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Entire Agreement

You and we understand that this letter and the Standard Form Contract for Professional Services Agreement between the parties constitute the entire agreement pertaining to the engagement of Plauché & Carr LLP, and that it shall not be modified by any policies, procedures, guidelines or correspondence from you or your representative unless agreed to in writing by Plauché & Carr LLP; provided, however, in the event of any conflict between this letter and the Professional Services Agreement, Section 22 of the Professional Services Agreement shall control.

Establishing the Attorney-Client Relationship

We have agreed to begin work on this matter on your behalf. If this engagement letter meets with your approval, please sign and date one of the original letters and return it to us in the enclosed, self-addressed, stamped envelope. Please keep the other original for your records. Return of a signed letter gives us notice that you agree with these terms of our representation. If you do not return a signed engagement letter by July 5, 2016, we will assume that you do not wish to have us continue our legal representation of the above-referenced client(s) in this matter and our representation will end.

If you have any questions at any time about our services or billings, please do not hesitate to call us. We look forward to working with you.

Very truly yours,



Robert M. Smith

RMS:tt
Enclosures

AGREED AND ACCEPTED**Ventura Port District**

By: _____

Dated: _____

Title: _____

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ATTORNEY-CLIENT COMMUNICATION**

ATTACHMENT 1

PLAUCHÉ & CARR LLP

2016 Hourly Billing Rates

	Public Agency (Aquaculture)
Samuel (“Billy”) W. Plauché	\$ 375.00
Peter Dykstra	\$ 300.00
Amanda M. Carr	\$ 275.00
Robert M. Smith	\$ 275.00
Jesse G. DeNike	\$ 215.00
J. Matthew Moore	\$ 215.00
Jessica F. Anderson	\$ 175.00
Paralegal	\$ 75.00 - \$ 100.00



BOARD OF PORT COMMISSIONERS

JUNE 22, 2016

STANDARD AGENDA ITEM 4

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

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: June 22, 2016

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

RECOMMENDATION:

That the Board of Port Commissioners adopt by motion the 2016–2017 Preliminary Ventura Port District Budget and Five Year Capital Improvement Plan (CIP).

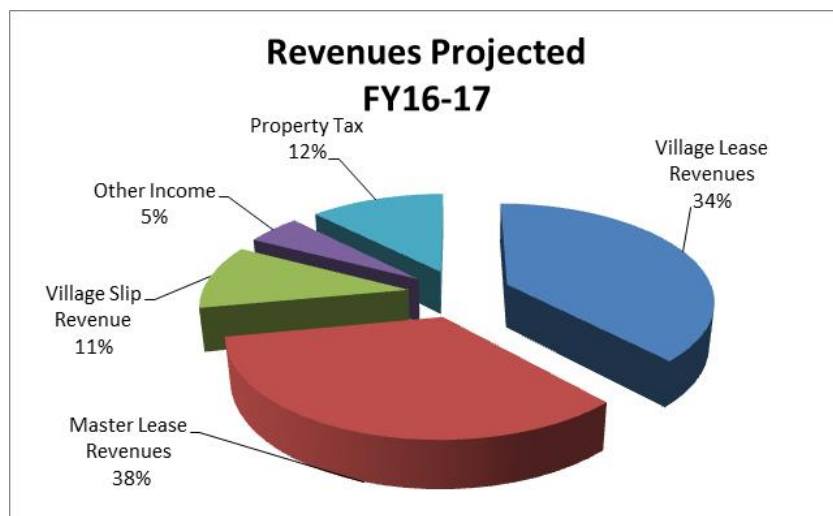
SUMMARY:

On May 11, 2016 and June 8, 2016 the Board of Port Commissioners reviewed and discussed 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 those discussions and supplemental information. The changes are reflected in the Preliminary Budget and Five Year Capital Improvement Plan (CIP) as described in 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 \$8,734,000. 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.

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 a projected 4% increase in the budget which is partially attributed to the proposed increase in payroll expenses. This is slightly less than the increase from the year ending 2015 to 2016 (*see related schedule*). Since the meeting on June 8, one change was made to the Marketing budget to include a Marketing Conversion Study up to \$10,000 toward a cooperative data collection study that would include Ventura Harbor as an intercept survey location to gather information from consumer base that can be utilized to determine best marketing strategies. The total study is being funded in part by the Ventura County Lodging Association and all four cities within that group. Voted on at their June 15th board meeting, Ventura Visitors and Convention Bureau is requesting partnerships towards their portion of the program to be included as an intercept survey location with a data report coming directly back to the Harbor. The final contract numbers will be available following the finalization of negotiations with Lauren Schlau Consulting.

Total Operating Expenditures

2015	4,818,854	- 2%
2016	5,071,500	5%
2017	5,256,000	4%

POTENTIAL PAYROLL ADJUSTMENTS

The District implemented a wage freeze in four of the past five years. The General Manager is proposing an increase of four percent (4%) to the payroll section of the budget. This proposal represents an increase to District wages of approximately \$68,000 not including the General Manager and an increase in retirement costs of approximately \$11,000 for a total cost of approximately \$79,000.

Below is a short summary of options available to the Board for consideration. In each scenario, there are meet and confer requirements for both represented and unrepresented employees that need to occur before implementation of any scenario.

1. Approve a 4% increase to the payroll section of the budget. Performance evaluations will be conducted for each employee and appropriate salary and wage adjustments will be made for the 2016-2017 fiscal year.
2. Approve a 4% increase to the payroll expenses in the 2016-2017 budget with the understanding that classic miscellaneous employees would be required to begin paying two percent of the employees contribution to PERS. Staff recommends that this strategy be implemented over a three year period. This would allow the potential for some future salary/wage adjustments with a portion attributed to the employees' contribution to PERS. The overall objective, if the Board wants to pursue this scenario, is that by the end of 36 months that all classic miscellaneous employees would be paying for the employee share of their PERs retirement benefit. The District's legal counsel would have to advise the Board how to implement this change in the PERs retirement system. This type of three year program would be conditioned upon the District's financial ability to increase payroll expenses.
3. Approve a 4% increase in payroll expenses in the 2016-2017 budget equally. By way of example, the 4% increase translates into approximately \$68,000, which would be divided by 34 full-time employees. This amount is estimated to be approximately \$2,000 per employee, which would be paid over a 12 month period and added to each employee's annual wage/salary.
4. Not provide any increase in the 2016-2017 budget for wages/salaries, instead offer two (2) additional personal holidays in addition to the two days stated in the District's Human Resources Manual. This is applicable only for the 2016-2017 Fiscal Year. Personal holidays cannot be paid out or carried forward at the end of the fiscal year.

ADDITIONAL INFORMATION REQUESTED BY THE BOARD

Staff has provided the Board with an employee salary and benefit compensation as requested. This type of information can also be found on-line on websites such as Transparent California. (See attachment 7)

The chart below includes historical CPI data and information from the California Department of Finance (DOF) website. This information tracks the annual percentage change in wages and salaries over time. Information prior to 2013 was not available from the DOF. The Board will utilize this information in evaluating the suggested options.

	2012	2013	2014	2015	2016	Cumulative
CPI	1.60%	1.40%	1.80%	0.80%	not avail	4%
DOF	not avail	1.10%	4.30%	3.30%	3.70%	Unable to compute
VPD	1.0%	3.0%	1.0%	1.0%	1.0%	8%

The Board may ask staff to provide expanded information on one or more of the suggested options at a future meeting for further discussion and consideration.

TENANT IMPROVEMENTS:

The Building Tenant Improvements Schedule has been reviewed as per the Board's request on June 8 and has been adjusted accordingly. The Architectural Engineering Project Management calculation has been decreased to \$38,000. A tenant improvement for 1559 Spinnaker Drive, #100 was added to Attachment 5 since it was determined that this tenant improvement will not be completed in the current year as previously anticipated.

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 planning for all of these projects is already underway and have been discussed with the Board in previous Board meetings.

There is an opportunity to replace docks D, G and H at Harbor Village Marina. District staff is still evaluating the replacement cost and the potential of securing financing for this project of approximately \$4.4M. This project has been added to the final Five Year CIP in FY18-19.

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

Budget Summary

Operating Income	\$7,644,000
Non-operating Income (Property Tax)	<u>1,090,000</u>
Total Income	\$8,734,000
Operating Expenses	\$5,256,000
Non-operating Expenses (Debt Service)	1,265,000
Harbor Patrol / Safety / Launch Ramp	<u>1,257,500</u>
Total Expenditures	\$7,778,500
Cash Flows Before Improvements ¹	\$955,500
Total Capital & Accessibility Improvements	\$2,865,000
Building Tenant Improvements ²	<u>\$226,000</u>
Deficit Cash Flow after all Improvements	<u>\$(2,135,500)</u>

Notes:

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

²See separate worksheet schedule for Building Tenant Improvements.

Attached is the proposed Budget for FY2016–2017 and the proposed 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 \$955,500 from normal operations. The budget also reflects building tenant improvements of \$226,000 and capital & accessibility improvement expenditures of \$2,865,000, of which \$2,135,500 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 Tenant Improvement Plan. (See Attachment 6)

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 - Preliminary Budget FY2016-17
- Attachment 2 - Summary of Five Year Capital Improvement and Accessibility Plan
- Attachment 3 - Preliminary 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 - Employee Salary and Benefit Compensation
- Attachment 8 - Goals and Objectives

**VENTURA PORT DISTRICT
PRELIMINARY BUDGET
FOR FISCAL YEAR 2016-17
6/22/2016**

	<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	76,500	
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	7,644,000	
% 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	421,500	
Totals Other Personnel Exp	849,526	886,500	837,700	855,000	900,500	
Total Personnel Expenses	2,410,606	2,471,000	2,410,400	2,495,500	2,547,000	
% change from previous years actual	0%		0%		6%	

FY16-17 Preliminary Budget Continued, 6/22/2016

	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	76,500	
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	2,414,000	
% 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 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 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	

FY16-17 Preliminary Budget Continued, 6/22/2016

	<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 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	5,256,000	
% change from previous years actual	-2%		5%		4%	
Operating Cash Flows In (Out)	2,371,812	1,725,500	2,319,500	2,041,000	2,388,000	
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	955,500	
Building Tenant Improvements	163,911	230,000	285,000	285,000	226,000	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	1,205,000	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)	(2,135,500)	
Improvements funded through Unrestricted Improvement Reserve Fund	(466,043)	1,858,500	1,582,100	1,867,600	2,135,500	
Projected Unrestricted Reserve Balance	\$ 7,704,000	\$ 5,700,000	\$ 6,104,000	\$ 6,134,000	\$ 4,628,500	
Onetime Lease Revenue			630,000	630,000	1,200,000	
Adjusted Unrestricted Reserve Balance	\$ 7,704,000	\$ 5,700,000	\$ 6,734,000	\$ 6,764,000	\$ 5,828,500	

FY16-17 Preliminary Budget Continued, 6/22/2016

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 Operating Revenues	(142,124)	(218,000)	(161,000)	(168,000)	(167,500)	

FY16-17 Preliminary Budget Continued, 6/22/2016

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	

**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	500,000	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 - replace aging crane					120,000
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			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		1,205,000	1,695,000	6,025,000	260,000	660,000
Total ADA Improvement Plan		1,660,000	-	-	500,000	550,000
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS		2,865,000	1,695,000	6,025,000	760,000	1,210,000

Special Funding for Village Marina Dock Renovation (#21 above)				4,400,000		
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING		2,865,000	1,695,000	1,625,000	760,000	1,210,000

**VENTURA PORT DISTRICT
PRELIMINARY BUDGET BY DEPARTMENT
FISCAL YEAR 2016-17**

6/22/2016

	<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	76,500	
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	7,644,000	
Increase / -Decrease over prev year		-1%	3%		3.4%	

	Actual 2014-15	Budget 2014-15	Est/Act 2015-16	Budget 2015-16	Budget 2016-17	Comments
OPERATING EXPENDITURES BY DEPARTMENT						
<u>Maintenance Personnel Expenses</u>						
Regular Salaries	251,576	250,000	246,000	260,500	284,000	Payroll restructuring
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	81,000	Payroll restructuring
Total Maintenance Personnel Expenses	422,124	427,500	404,000	425,000	462,500	
Increase / -Decrease over prev year	-3%		-4%		14%	
<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	1,101,500	
Increase / -Decrease over prev year	-18%		10%		9%	

	<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>
Administration & General Personnel Exp						
Regular Salaries	595,438	605,000	600,000	635,000	650,500	Payroll restructuring
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	183,000	
Total Admin. & General Personnel Exp	874,410	897,500	899,950	936,500	969,500	
Increase / -Decrease over prev year	-2%		3%		8%	
General & Administration Other Expenses						
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	69,453	70,000	70,000	76,500	76,500	
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	877,000	
Increase / -Decrease over prev year	0%		-1%		9%	
Total Admin & General Exp	1,681,097	1,869,500	1,701,550	1,785,000	1,846,500	
Increase / -Decrease over prev year	-1%		1%		9%	

	Actual 2014-15	Budget 2014-15	Est/Act 2015-16	Budget 2015-16	Budget 2016-17	Comments
Harbor Village Marina Personnel Expenses						
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	67,500	
Total Marina Expenses Personnel	402,452	430,000	396,700	421,000	433,500	
Increase / -Decrease over prev year	-4%		-1%		9%	
Harbor Village Marina Other Expenses						
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	729,000	
Increase / -Decrease over prev year	3%		4%		5%	

	Actual 2014-15	Budget 2014-15	Est/Act 2015-16	Budget 2015-16	Budget 2016-17	Comments
Harbor Village Common Area Maintenance (CAM) Personnel Expenses						
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	62,500	Payroll restructuring
Total C.A.M. Personnel Expenses	505,127	493,500	503,000	501,000	465,500	
Increase / -Decrease over prev year	11%		0%		-7%	
Harbor Village Common Area Maintenance (CAM) Other Expenses						
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	832,000	
Increase / -Decrease over prev year	16%		1%		-2%	

	Actual 2014-15	Budget 2014-15	Est/Act 2015-16	Budget 2015-16	Budget 2016-17	Comments
Harbor Village Marketing Personnel Expenses						
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	27,500	
Total Marketing Personnel Expenses	206,493	222,500	206,750	212,000	216,000	
Increase / -Decrease over prev year	2%		0%		4%	
Harbor Marketing Other Expenses						
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 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 & 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	511,000	
Increase / -Decrease over prev year	1%		4%		3%	
Total Operating Exp. Before Dredging	4,591,148	5,094,500	4,758,500	5,018,000	5,020,000	
Increase / -Decrease over prev year	-2%		4%		5.5%	

	<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	5,256,000	
Increase / -Decrease over prev year	-2%		5%		4%	
 Operating Cash Flows In (Out)	2,371,812	1,725,500	2,319,500	2,041,000	2,388,000	The operating expenses for the Harbor Patrol Dept have been separated out to properly reflect the Property Tax revenue used to cover these expenses

	<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	955,500	
Building Tenant Improvement's	163,911	230,000	285,000	285,000	226,000	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	1,205,000	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)	(2,135,500)	To be funded from unrestricted reserves
Unrestricted Reserve Balance	7,704,000	5,700,000	6,104,000	6,134,000	4,628,500	
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	6,734,000	6,764,000	5,828,500	

	<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

	<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	

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					\$2,865,000	\$1,695,000	\$6,025,000	\$760,000	\$1,210,000
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 current fiscal year.	130,000				
4	Harbor Village Re-roofing	FY16-17 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 completed. 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.	500,000	700,000	650,000		

**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
<u>Project Name</u>	<u>Project Location</u>	<u>Project Summary</u>	<u>Project Status</u>	Annual totals for reference	\$2,865,000	\$1,695,000	\$6,025,000	\$760,000	\$1,210,000
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 #2	Fish Pier	Fabrication and installation of second fish pier crane.	One of the two cranes was replaced in 2015. The second one will eventually need to be replaced.					120,000
10	Port District Vehicles	Port District Headquarters/shop/yard	Replacement of Harbor Patrol and Maintenance vehicles.		160,000		40,000		40,000

**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					\$2,865,000	\$1,695,000	\$6,025,000	\$760,000	\$1,210,000
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. Total amount reduced by \$100,000 from the preliminary budget presented at the 5/8/16 workshop			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	Deferred to FY20-21 from FY18-19 which was reflected on the preliminary budget presented at the 5/8/16 workshop					500,000

**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					\$2,865,000	\$1,695,000	\$6,025,000	\$760,000	\$1,210,000
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	Added to improvement plan			4,400,000		
TOTAL CAPITAL IMPROVEMENTS PLAN					1,205,000	1,695,000	6,025,000	260,000	660,000

**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>	<u>Fiscal Yr 16-17</u>	<u>Fiscal Yr 17-18</u>	<u>Fiscal Yr 18-19</u>	<u>Fiscal Yr 19-20</u>	<u>Fiscal Yr 20-21</u>
Annual totals for reference				\$2,865,000	\$1,695,000	\$6,025,000	\$760,000	\$1,210,000

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))		Partially deferred to FY20-21 from FY16-17 which was reflected on the preliminary budget presented at the 5/8/16 workshop	60,000				250,000
25	ADA Restrooms, Shower, and Laundry Facilities Improvements - Harbor Village	1691 Spinnaker Drive (Island Packers)		Deferred to FY20-21 from FY17-18 which was reflected on the preliminary budget presented at the 5/8/16 workshop					300,000
26	Harbor Village ADA Phase 4	Between the Greek and Le Petit	Concrete Work	Added to improvement plan				500,000	
TOTAL ADA ACCESSIBILITY IMPROVEMENT PLAN					\$1,660,000	\$0	\$0	500,000	\$550,000
TOTAL CAPITAL IMPROVEMENT PLAN from previous page					\$1,205,000	\$1,695,000	\$6,025,000	\$260,000	\$660,000
TOTAL CAPITAL IMPROVEMENTS AND ADA ACCESSIBILITY IMPROVEMENTS					\$2,865,000	\$1,695,000	\$6,025,000	\$760,000	\$1,210,000
SPECIAL FUNDING - VILLAGE MARINA DOCK RENOVATION (#21 above)					\$0	\$0	\$ 4,400,000	\$0	\$0
TOTAL CAPITAL IMPROVEMENTS AND ADA ACCESSIBILITY IMPROVEMENTS WITH FUNDING					\$2,865,000	\$1,695,000	\$1,625,000	\$760,000	\$1,210,000

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 #104	680	Paint/Drywall/Grease trap/Equipment	30,000
1575 Spinnaker #206a,b	494	Flooring	2,500
1575 Spinnaker 205,205a	1,326	Flooring/Paint	6,000
1583 Spinnaker #214	425	Flooring/Walls/Electrical	3,000
1591 Spinnaker #115	1,537	Kitchen/Plumbing/Electrical	65,000
1591 Spinnaker #117	1,291	Flooring/Paint	20,000
All Projects		Architectural Engineering Project Management - 20%	38,000
TOTAL			\$ 226,000

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	\$ 955,500	\$ 996,000	\$ 996,000	\$ 1,143,000	\$ 1,095,000	\$ 1,294,000	\$ 1,290,000
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)	(226,000)	(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)	(1,205,000)	(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)	(2,135,500)	(749,000)	(679,000)	-	(485,000)	-	-
Cash Flow In after Improvements are completed	466,043					13,000		424,000	420,000
Forecasted Unrestricted Reserve Balances									
Forecasted Reserves at beginning of each fiscal year	5,650,000	7,704,000	6,764,000	5,828,500	5,079,500	4,400,500	4,413,500	4,413,500	4,837,500
Improvements funded from Improvement Reserves	-	(1,870,000)	(2,135,500)	(749,000)	(679,000)	-	-	-	-
Cash Flow In after Improvements are completed	470,000	-	-	-	-	13,000	-	424,000	420,000
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	4,628,500	5,079,500	4,400,500	4,413,500	4,413,500	4,837,500	5,257,500
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	5,828,500	5,079,500	4,400,500	4,413,500	4,413,500	4,837,500	5,257,500

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	5,828,500	5,079,500	4,400,500	4,413,500	4,413,500	4,837,500	5,257,500
Reserve Policy Minimum Balance 40% of Expenses at June 30 each year	2,910,000	3,210,000	3,110,000	3,250,000	3,380,000	3,520,000	3,740,000	3,810,000	3,970,000
Unrestricted Capital Improvement Reserves at June 30 each year	4,794,000	3,554,000	2,718,500	1,829,500	1,020,500	893,500	673,500	1,027,500	1,287,500

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

	2014-15 audited	2015-16 forecasted	2016-17 forecasted	2017-18 forecasted	2018-19 forecasted	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted
Operating Revenue	7,131,400	7,334,000	7,404,000	7,700,000	8,008,000	8,328,000	8,661,000	9,007,000	9,367,000
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	8,734,000	9,112,000	9,442,000	9,935,000	10,441,000	10,831,000	11,227,000
% Increase / -Decrease	0.0%	2.8%	3.2%	4.3%	3.6%	5.2%	5.1%	3.7%	3.7%
Operating Expenses (excludes depreciation)									
Operating Expenses	4,582,058	5,048,000	5,020,000	5,271,000	5,535,000	5,812,000	6,103,000	6,408,000	6,728,000
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	6,513,500	6,851,000	7,181,000	7,527,000	8,081,000	8,272,000	8,672,000
% Increase / -Decrease	-6.0%	10.2%	-0.6%	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	7,778,500	8,116,000	8,446,000	8,792,000	9,346,000	9,537,000	9,937,000
% Increase / -Decrease	-3.4%	10.1%	-3.0%	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	\$ 955,500	\$ 996,000	\$ 996,000	\$ 1,143,000	\$ 1,095,000	\$ 1,294,000	\$ 1,290,000

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

PERS Safety-Classic Category 2%@55				DISTRICT PAID BENEFITS													
Job Title	Pay range min	Pay range max	Annual Base pay	Auto Allow	Uniform Allow	Tool Allow	PERS 2%@55 Employee portion paid by ER 3%	PERS 2%@55 Employer portion paid by ER 17.492%	Medicare 1.45%	Health \$600/mo	Choose not to utilize health insurance \$216/mo	Optional Benefit Plan \$400/mo	Group Term Life & Long Term Disb	Sick Time in Dollars Earned Annually	Vacation Time in Dollars Earned Annually	Total Benefits	Benefits as a % of Base Pay
Harbormaster	65,988	97,116	79,290	-	200	-	2,379	13,869	1,150	7,200	-	4,800	1,513	3,469	6,099	40,679	51%
Senior Harbor Patrol Officer	57,384	84,444	77,251	-	200	-	2,318	13,513	1,120	7,200	-	4,800	1,488	3,380	5,942	39,961	52%
Harbor Patrol Officer II	50,221	75,851	69,035	-	200	-	2,071	12,076	1,001	7,200	-	4,800	1,329	3,020	5,310	37,007	54%
Harbor Patrol Officer II	50,221	75,851	66,290	-	200	-	1,989	11,595	961	7,200	-	4,800	1,272	2,900	5,099	36,017	54%
Harbor Patrol Officer II	50,221	75,851	63,814	-	200	-	1,914	11,162	925	7,200	-	4,800	1,234	2,792	4,909	35,137	55%
Harbor Patrol Officer II	50,221	75,851	58,386	-	200	-	1,752	10,213	847	-	2,592	4,800	1,119	2,554	4,491	28,568	49%
Harbor Patrol Officer II	50,221	75,851	56,618	-	200	-	1,699	9,904	821	7,200	-	4,800	1,095	2,477	4,355	32,550	57%
Harbor Patrol Officer I	43,805	63,232	43,805	-	200	-	1,314	7,662	635	7,200	-	4,800	850	1,916	1,685	26,263	60%

Note: The Classic Safety Employee portion of PERS is 7%, Classic Safety members pay 4% and the District pays 3% towards the employee's portion

Ventura Port District
Employee Salary and Benefit Compensation

ATTACHMENT 7

PERS Miscellaneous-Classic Category 2%@55				DISTRICT PAID BENEFITS													
Job Title	Pay range min	Pay range max	Annual Base pay	Auto Allow	Uniform Allow	Tool Allow	PERS 2%@55 Employee portion paid by ER 7%	PERS 2%@55 Employer portion paid by ER 19.077%	Medicare 1.45%	Health \$600/mo	Choose not to utilize health insurance \$216/mo	Optional Benefit Plan \$400/mo	Group Term Life & Long Term Disb	Sick Time in Dollars Earned Annually	Vacation Time in Dollars Earned Annually	Total Benefits	Benefits as a % of Base Pay
Business Operations Manager	90,564	121,356	115,003	-	-	-	8,050	21,939	1,668	-	2,592	4,800	2,213	5,031	4,423	50,717	44%
Accounting Manager	68,520	100,836	92,061	-	-	-	6,444	17,562	1,335	7,200	-	4,800	1,774	4,028	7,082	50,225	55%
Marketing Manager	61,548	90,588	81,702	2,400	-	-	5,719	15,586	1,185	7,200	-	4,800	1,573	3,574	6,285	48,322	59%
Property Manager	67,128	94,056	80,330	2,400	-	-	5,623	15,324	1,165	7,200	-	4,800	1,532	3,514	4,634	46,193	58%
Admin Specialist / Clerk	47,184	69,432	64,605	-	-	-	4,522	12,325	937	7,200	-	4,800	1,272	2,826	2,485	36,367	56%
Accounting Technician	40,116	59,028	55,640	-	-	-	3,895	10,614	807	-	2,592	4,800	1,077	2,434	4,280	30,499	55%
Management Assistant	32,700	48,108	35,901	-	-	-	2,513	6,849	521	7,200	-	4,800	700	1,571	2,071	26,224	73%
Facilities Manager	67,128	94,056	80,392	-	-	-	5,627	15,336	1,166	7,200	-	4,800	1,550	3,517	6,184	45,381	56%
Electrical Technician	44,724	65,796	63,274	-	-	400	4,429	12,071	917	7,200	-	4,800	1,215	2,768	4,867	38,668	61%
Mechanical Technician	44,724	65,796	61,464	-	-	400	4,302	11,725	891	7,200	-	4,800	1,177	2,689	4,728	37,913	62%
Maintenance Worker II	38,496	56,676	47,757	-	-	400	3,343	9,111	692	7,200	-	4,800	929	2,089	2,755	31,320	66%
Landscaper	38,496	56,676	40,810	-	-	-	2,857	7,785	592	7,200	-	4,800	793	1,785	3,139	28,951	71%
Maintenance Worker I	32,100	47,232	37,669	-	-	400	2,637	7,186	546	7,200	-	4,800	733	1,648	1,449	26,599	71%
Maintenance Worker I	32,100	47,232	35,464	-	-	-	2,482	6,765	514	7,200	-	4,800	687	1,552	2,728	26,729	75%
Maintenance Worker I	32,100	47,232	32,656	-	-	-	2,286	6,230	474	7,200	-	4,800	630	1,429	1,884	24,932	76%
Gardener	32,088	47,232	34,382	-	-	-	2,407	6,559	499	7,200	-	4,800	661	1,504	2,645	26,274	76%
Gardener	32,088	47,232	34,382	-	-	-	2,407	6,559	499	7,200	-	4,800	661	1,504	2,645	26,274	76%
Custodian I	29,172	42,936	30,160	-	-	-	2,111	5,754	437	7,200	-	4,800	580	1,320	1,740	23,942	79%
Marina Manager	56,496	83,136	56,493	-	-	-	3,954	10,777	819	7,200	-	4,800	1,092	2,472	4,346	35,460	63%
Dockmaster/Security	31,366	50,639	34,840	-	-	-	2,439	6,646	505	7,200	-	4,800	591	1,524	2,680	26,386	76%
Dockmaster/Security	31,366	50,639	34,840	-	-	-	2,439	6,646	505	7,200	-	4,800	674	1,524	1,340	25,129	72%
Dockmaster/Security	31,366	50,639	31,366	-	-	-	2,196	5,984	455	7,200	-	4,800	604	1,372	1,810	24,420	78%
Dockmaster/Security	31,366	50,639	31,221	-	-	-	2,185	5,956	453	7,200	-	4,800	600	1,366	1,801	24,361	78%

Note: The Classic Miscellaneous Employee portion of PERS is 7%, Classic Miscellaneous members pay 0% and the District pays 7% towards the employee's portion

PERS Miscellaneous-Public Employees' Pension Reform Act (PEPRA) Category 2%@62				DISTRICT PAID BENEFITS														
Job Title	Pay range min	Pay range max	Annual Base pay	Auto Allow	Uniform Allow	Tool Allow	PERS 2%@62 Employee portion paid by ER 0%	PERS 2%@62 Employer portion paid by ER 6.237%	Medicare 1.45%	Health \$600/mo	Choose not to utilize health insurance \$216/mo	Optional Benefit Plan \$400/mo	Group Term Life & Long Term Disb	Sick Time in Dollars Earned Annually	Vacation Time in Dollars Earned Annually	Total Benefits	Benefits as a % of Base Pay	
Custodian I	29,172	42,936	29,224	-	-	-	-	1,823	424	7,200	-	4,800	548	1,279	1,124	17,197	59%	
Custodian I	29,172	42,936	29,224	-	-	-	-	1,823	424	7,200	-	4,800	548	1,279	1,124	17,197	59%	
Marketing & Event Coordinator	40,488	51,636	40,498	-	-	-	-	2,526	587	-	2,592	4,800	754	1,772	1,558	14,588	36%	

Note: The PEPRA Miscellaneous Employee portion of PERS is 6.25%, PEPRA Miscellaneous members pay 6.25% and the District pays 0% towards the employee's portion

ATTACHMENT 8

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.