



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Chris Stephens, Chairman
Brian Brennan, Vice Chairman
Jackie Gardina, Secretary
Everard Ashworth, Commissioner
Michael Blumenberg, Commissioner

Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Andy Turner, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA

TELECONFERENCE

JUNE 17, 2020

6 TELECONFERENCE LOCATIONS

VENTURA PORT DISTRICT OFFICE

1603 ANCHORS WAY DRIVE

VENTURA, CA 93001

IN ACCORDANCE WITH THE CALIFORNIA GOVERNOR'S EXECUTIVE STAY AT HOME ORDER AND THE COUNTY OF VENTURA HEALTH OFFICER DECLARED LOCAL HEALTH EMERGENCY AND BE WELL AT HOME ORDER RESULTING FROM THE NOVEL CORONAVIRUS, THE VENTURA PORT DISTRICT ADMINISTRATION BUILDING IS CLOSED TO THE PUBLIC. THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE STATE EMERGENCY SERVICES ACT, THE GOVERNOR'S EMERGENCY DECLARATION, AND THE GOVERNOR'S EXECUTIVE ORDER NO. 25-20 ISSUED ON MARCH 12, 2020 TO ALLOW ATTENDANCE BY MEMBERS OF THE PORT COMMISSION BY TELECONFERENCE IN FULL COMPLIANCE WITH THE BROWN ACT.

PUBLIC PARTICIPATION OPTIONS

1. Join a Zoom meeting LIVE:
<https://us02web.zoom.us/j/81513333988>
Meeting ID: 815 1333 3988

1-669-900-6833
1-877-853-5257
2. If you do not wish to speak but would like to submit a written comment on a specific agenda item, do so via email by 4:00PM on the day of the meeting. Please submit your comment to the Clerk of the Board at jrauch@venturaharbor.com. When sending an email, please indicate in the Subject Line, the Agenda item. Your email will be read by the Clerk or attached to the minutes.
3. If you wish to speak on a specific agenda item when watching the live Zoom meeting, please email the Clerk of the Board at jrauch@venturaharbor.com by 4:00PM on the day of the meeting so you can participate appropriately.

Attendees can dial *9 or use the 'raise hand' function in Zoom if they would like to speak during public comment periods.

CLOSED SESSION – 5:30PM

CALL TO ORDER: *By Chairman Chris Stephens.*

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

PUBLIC COMMUNICATIONS (3 minutes)

*The Public Communications period is set aside to allow public testimony on items only on the Closed Session Agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair. Attendees can dial *9 or use the 'raise hand' function in Zoom if they would like to speak during public comment periods.*

CONVENE IN CLOSED SESSION – 5:35PM

CLOSED SESSION AGENDA (1 hour 25 minutes)

See Attachment to Agenda-Closed Session Conference with Legal Counsel.

OPEN SESSION – 7:00PM

CALL TO ORDER: *By Chairman Chris Stephens.*

PLEDGE OF ALLEGIANCE: *By Chairman Chris Stephens.*

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

ADOPTION OF AGENDA (3 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.

APPROVAL OF MINUTES (3 minutes)

The Minutes of the June 3, 2020 Regular 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. Attendees can dial *9 or use the 'raise hand' function in Zoom if they would like to speak during public comment periods.*

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.

STAFF AND GENERAL MANAGER REPORTS (5 minutes)

Ventura Port District Staff and General Manager will give the Commission updates on important topics or items of general interest if needed.

LEGAL COUNSEL REPORT (5 minutes)

Legal Counsel will report on progress of District assignments and any legislative or judicial matters.

STANDARD AGENDA:

1) Approval of Proposed Addition to the Ventura Port District Procurement and Purchasing Policy

Recommended Action: Roll Call Vote.

That the Board approve the proposed addition to the Ventura Port District Procurement and Purchasing Policy for use in situations where Federal funding is provided.

2) Appointment of New Audit Liaison

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners appoint an audit liaison to work with staff and White Nelson Diehl Evans LLP throughout the FY2019-2020 financial audit process.

3) Approval of the FY2020-2021 Harbor Village Leasing Strategy

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the FY2020-2021 Harbor Village Leasing Strategy.

4) Approval of the FY2020-2021 Harbor Village Marketing Strategy – Recovery and Visitation Plan

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners approve the FY2020-2021 Harbor Village Marketing Strategy – Recovery and Visitation Plan.

5) Approval of the FY2020-2021 Preliminary Budget and Five-Year Capital Improvement Plan

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners review, discuss and approve the Fiscal Year 2020–2021 Ventura Port District Preliminary Budget and Five-Year Capital Improvement Plan.

6) Ventura Port District Operations Update as it Relates to COVID-19

Recommended Action: Informational. (Verbal Report)

That the Board of Port Commissioners receive an update on:

- a) The COVID-19 Ventura Harbor Rental Abatement and Deferment Program; and
- b) Status of Ventura Port District operations.

ADJOURNMENT

*This agenda was posted on Friday, June 12, 2020 by 5:00 p.m. at the Port District Office
and online at www.venturaharbor.com - Port District Business - Meetings and Agendas.*

*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 17, 2020

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

- a) Property: **1431 – 1691 Spinnaker Drive**
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner
All Ventura Harbor Village Tenants
Under Negotiation: **Retail, Restaurant, Entertainment, and other Commercial Lease Agreements** (Verbal Report)
- b) Property: **Parcels 10A, 4, 9, 7, 15, 16, 18, 2, 3, 1, 19, 3A1, 3A2, 3A4, 20, 17, 6**
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner
All Master Tenants
Under Negotiation: **Master Lease Agreements** (Verbal Report)

2. Conference with Labor Negotiators - Per Government Code Section 54957.6:

- a) Employee Units: **Courtesy Patrol Officers**
Groups: International Brotherhood of Teamsters Union, Local 186
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner, Oliver Yee
Under Negotiation: **Labor Negotiations** (Verbal Report)
- b) Employee Units: **Full-Time Harbor Patrol**
Groups: Service Employees International Union (SEIU), Local 721
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner, Oliver Yee
Under Negotiation: **Labor Negotiations** (Verbal Report)
- c) Employee Units: **Part-Time Harbor Patrol**
Groups: Service Employees International Union (SEIU), Local 721
Negotiating Parties: Brian Pendleton, Todd Mitchell, Andy Turner, Oliver Yee
Under Negotiation: **Labor Negotiations** (Verbal Report)

3. Public Employee Discipline/Dismissal/Release – Per Government Code Section 54957(b)(1). (Verbal Report)



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS

JUNE 17, 2020

APPROVAL OF MINUTES

JUNE 3, 2020

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF JUNE 3, 2020



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Vice Chairman Brian Brennan at 5:32PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chairman via Teleconference
Brian Brennan, Vice Chairman
Jackie Gardina, Secretary via Teleconference
Everard Ashworth via Teleconference
Michael Blumenberg via Teleconference

Commissioners Absent:

None.

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Jessica Rauch, Clerk of the Board

Legal Counsel:

Andy Turner via Teleconference
Elsa Sham via Teleconference

PUBLIC COMMUNICATIONS: None.

CONVENED TO CLOSED SESSION AT 5:34PM.

ADJOURNMENT: Closed Session was adjourned at 6:56PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Vice Chairman Brian Brennan at 7:02PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom Meeting.

PLEDGE OF ALLEGIANCE: By Vice Chairman Brennan.

ROLL CALL:

Commissioners Present:

Chris Stephens, Chairman via teleconference
Brian Brennan, Vice Chairman
Jackie Gardina, Secretary via teleconference
Everard Ashworth via teleconference
Michael Blumenberg via teleconference

Commissioners Absent:

None.

Port District Staff:

Brian Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
John Higgins, Harbormaster via teleconference
Joe Gonzalez, Facilities Manager via teleconference
Richard Parsons, Project Manager via teleconference

Legal Counsel:

Andy Turner via teleconference
Elsa Sham via teleconference

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved, seconded by Commissioner Gardina, and carried by a vote of 5-0 to adopt the June 3, 2020 agenda.

APPROVAL OF MINUTES

The Minutes of the May 20, 2020 Regular Meeting were considered as follows:

ACTION: Commissioner Ashworth moved, seconded by Commissioner Blumenberg, and carried by a vote of 5-0 to approve the May 20, 2020 Regular Meeting Minutes.

PUBLIC COMMUNICATIONS: Mike Wagner, owner of Andria's Seafood, submitted a written comment as he was out of town. He wrote that the Port's aquaculture program is becoming unfeasible. An article from Cal Matters talked about the program's partners and investors, which he thought were only outside advisors. Secondly, with negative comments from permitting agencies, he thinks the reality of a 2000-acre farm at this point is not realistic. He does not want the District to be an experimental farm because it costs too much. Lastly, he believes there needs to be a private party to invest in this program, not the District.

General Manager, Brian Pendleton responded that at the July 17th, 2019 meeting staff provided a detailed report and presentation regarding the VSE project. It stated that Coastal Marine Biolabs, The Cultured Abalone and ALG Group shall complete their local matching volunteer commitments as described in the successful Sea Grant that the District received. There is no formal partnership or agreement between these entities and the District and no compensation, consideration, or special interest has been or shall be provided to any of these volunteer organizations. They have been referred to as partners. This has been a group of people working very hard together to advance aquaculture in

the Santa Barbara Channel for the benefit of the Ventura Port District. But the word partner has only been in that form. There is no corporation, entities, or agreements between them except for a volunteer commitment as part of receiving Sea Grants. Discussions about investors would be along those same lines. As part of the 2018 Sea Grant deliverables, the District is obligated to identify local, regional, and global aquaculture interests, interested in participating in this project. The District is to identify throughout that global community folks that could be interested. The Port would hold future processes for selecting firms that would be public and those decisions would be public. This has not occurred because it is too premature at this time.

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

BOARD COMMUNICATIONS: Commissioner Brennan visited the Harbor over the weekend and was happy to see the activity and familiar faces. Also, the parking situation was more flexible with the reopening of streets and beach lots. Commissioner Blumenberg also visited the Harbor over the weekend and was glad to see people getting out and long lines at our businesses. He also was glad to see security present.

STAFF AND GENERAL MANAGER REPORTS: None.

LEGAL COUNSEL REPORT: Mr. Turner reported that Portside Partners is seeking an extension of time for the loan due date due to COVID and the wildfires. Their lender is cooperative with that. They may be asking the District to approve an estoppel certificate to assist in that process and there will be no costs associated with that. This will be on the next agenda if Counsel receives all the documents in time and reviewed.

STANDARD AGENDA:

1) FY2020-2021 Budget Study Session

Recommended Action: Informational.

That the Board of Port Commissioners conduct the FY2020–2021 Budget Study Session and provide direction to the General Manager in preparation of the forecasted preliminary budget and five-year capital improvement plan.

Report by General Manager, Brian Pendleton, Accounting Manager, Gloria Adkins, and Business Operations Manager, Todd Mitchell.

Public Comment: Sam Sadove, owner of Ventura Harbor Marine Associates, LLC., asked if the parcel lease income include the percentage rent. He is glad to see the District made dramatic changes on the predictions, but believes that some of the numbers are still optimistic. Concerning Portside Partners lease revenue, he commented that the rents being charged are very high end and as a result he believes the revenues will be lower longer than shown. Mr. Sadove also wanted clarification on the capital improvement plan reductions and whether the items shown will be cut or deferred. He also suggested looking at staff operations and thought the activation of a fisherman's association is a good idea.

ACTION: The Board of Port Commissioners provided the following direction:

- Look at some of the assumptions that have been made, for example, at what year do we see Portside Partners returning to a normal income stream?
- Prepare a slide of the past 7 years, showing what we have invested in and how those have totaled out over time

- Would like ideas on how we are going to improve revenue streams
- Where do we need to make strategic investments in order to grow or to plan for the future?
- Would welcome hearing from staff and others about where we should be spending money versus where we should be withholding or not spending money at this point

2) Ventura Port District Operations Update as it Relates to COVID-19

Recommended Action: Informational.

That the Board of Port Commissioners receive an update on:

- a) The COVID-19 Ventura Harbor Rental Abatement and Deferment Program; and
- b) Status of Ventura Port District operations.

Report by General Manager, Brian Pendleton, and Business Operations Manager, Todd Mitchell.

Public Comment: Sam Sadove, owner of Ventura Harbor Marine Associates, LLC. commented that May and the coming summer months are normally busier months for most businesses, and due to COVID, better sales numbers in the summer the gap will grow.

ACTION: The Board of Port Commissioners received an update on the COVID-19 Ventura Harbor Rental Abatement and Deferment Program and status of Ventura Port District operations.

ADJOURNMENT: The meeting was adjourned at 8:29PM.

The next meeting is Wednesday, June 17, 2020.

Jackie Gardina, Secretary



VENTURA
PORT DISTRICT

Established 1952

BOARD OF PORT COMMISSIONERS JUNE 17, 2020

DEPARTMENTAL STAFF REPORTS

DREDGING

FEDERAL

FACILITIES

HARBOR PATROL

MARINA

MARKETING

PROPERTY

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: June 17, 2020

TO: Board of Port Commissioners
FROM: Richard Parsons, Project Manager
SUBJECT: May/June 2020 Dredging/Special Projects

FY2021 FEDERAL DREDGING FUNDS

Due to the Congressional focus on the coronavirus there has been little movement on the FY2021 Energy and Water Development Appropriations Bill. But with \$4,795,000 included in the Administrations proposed FY2021 budget for the maintenance dredging of Ventura Harbor and the possible carryover of \$1,625,000 in FY2020 work plan funds for that dredging effort, the overall picture for the funding for the February/March 2021 dredging of Ventura Harbor is very positive.

INNER HARBOR DREDGING PREPARATIONS

A Cooperative Agreement has now been signed by the City of Ventura that provides for the 50/50 sharing of the costs associated with the planned retention of consultants (Jon T. Moore and Rincon Consultants) to develop the technical rationale for modifying the various regulatory permits governing the deposition of fine grained sediment from both the inner harbor and the Ventura Keys. The Port District share of the total cost will be between \$20,000 and \$25,000. Upon completion of consultant contract negotiations, the project is anticipated to get underway by July 1, 2020.

CALIFORNIA COASTAL CONSERVANCY FISHERIES GRANT

The District has yet to receive the documentation for the \$318,600 Fisheries Grant though we are advised that all costs incurred by the District after May 1, 2020 should be eligible for reimbursement with grant funds. The derrick crane manufacturer (Allied Power Products) has encountered a supplier problem with the manufacturer of the sheave that attaches at the end of the crane's boom. The part the District specified is no longer manufactured so Allied must manufacture the sheave themselves. This will result in a delay, but we do not yet know the length of that delay.

The District also has a proposal (\$57,400) from Ventura Harbor Boatyard to install the derrick crane on the Fish Pier. That cost will also be reimbursable by the grant funds which leave a balance of \$162,325 to be utilized for the purchase and installation of storage containers in the Fisherman's Gear Storage Yard.

HARBOR PATROL GANGWAY REPLACEMENT

Major Engineering Marine has completed the realigning of the gangway platform and will have the new gangway installed by June 12, 2020.

COMMERCIAL DOCK REPLACEMENT PROJECT

Bellingham Marine Industries (BMI) essentially completed the \$4,336,923 Village Dock Replacement Project in September 2019. However, in December 2019, a change order in the amount of \$119,986 was entered into providing for the purchase and installation of 40 additional power pedestals on docks E, F, and I which was not part of the original project. The installation of those pedestals is now underway and should be completed by mid-June.

House Approves Fifth COVID-19 Relief Bill

In mid-May, the House has approved a fifth COVID-19 relief package called “The HEROES Act” (H.R. 6800). The \$3 trillion COVID-19 relief package was authored by House Democratic Leadership and does not have the support of the Republican Senate or the White House. Speaker Nancy Pelosi (D-CA) is using this package as a marker to continue negotiations with Senate Republicans and the Administration. Provisions include:

- Almost \$1 trillion in aid for state and local governments (\$500 billion to the states; \$187.5 billion for counties; \$187.5 billion for cities), \$1,200 cash payments to individuals and \$1,200 for dependent children, up to \$6,000 a household. It also would extend a \$600 weekly increase to unemployment insurance into January.
- \$200 billion to fund described as “hazard pay” for essential workers who have had to risk exposure to the virus as they stay on the job while much of the rest of the country has been shut down.
- \$75 billion would be allocated for virus testing and contact tracing.
- Expansion of a tax credit included in the last virus relief bill that gives employers tax breaks for keeping workers paid. The new version would give employers a credit worth up to \$12,000 an employee a quarter, an increase of \$5,000 per worker for the remainder of the year.
- Suspends the cap on state and local tax, or SALT, deductions for two years. The Republican tax law in 2017 imposed a \$10,000 cap on those tax breaks, which Democrats, particularly those from higher-tax New York and New Jersey, have been seeking to repeal since the law passed.
- \$16 billion for public transportation systems to aid response to the pandemic: \$11.8 billion would be allocated to urban areas with populations over 3 million and \$4 billion would go to transit agencies that need “significant additional assistance” to maintain basic services.
- \$1.5 billion to create a program to provide financial assistance to low-income and other adversely affected consumers to assist with payments of water utility bills.
- Schools would get \$100 billion in the bill, though funding for colleges and K-12 schools in the measure would fall short of the \$250 billion in federal aid education groups have sought in past weeks.

Senate Majority Leader Mitch McConnell continues to want to take a wait-and-see approach to discussions on a new COVID-19 relief package saying he would prefer to see what is needed after more states move to reopening their economies—while also waiting for the Administration to continue to distribute the remainder of the CARES Act funding. However, some Republican Senators are starting to push for discussions to begin soon, citing conversations with local governments and businesses in their states that will need additional relief. Several Senators, including Majority Whip John Thune (R-SD) has said that legislation could be considered before the Chamber leaves for the July 4th break

House Approves Remote Voting

Speaker Pelosi announced that the House of Representatives would begin a 45-day period in which Members could vote by proxy. Additionally, the House can now conduct virtual hearings and markups. On May 27th, the House took its first vote with the new remote voting rules in place to consider legislation regarding an Ulghur human rights bill. For this vote, seventy-two Democrats voted by proxy on this measure. House Republicans have raised strong objections to the decision to allow Members to vote by proxy. None of the House Republicans voted by proxy on the legislation. Additionally, House Republicans have filed a lawsuit in federal court claiming that remote voting violates the Constitution.

Bipartisan Group of Senators Introduce Legislation to Help State/Local Governments

A bipartisan group of Senators introduced S. 3752, the State and Municipal Assistance for Recovery and Transition Act (SMART Act). This bill would propose to provide the following:

- An additional \$500 billion to the CARES Act Coronavirus Relief Fund
- Expands eligibility to include all local governments (no population threshold)
- Increases flexibility for states and local governments to use the funds to address COVID-related revenue losses, help meet the current demand and transition towards reopening (expanding testing and contact tracing, providing additional resources to residents, local hospitals, small businesses and schools).
- Targets additional funding toward coronavirus hot zones

Currently, the SMART Act has three Republican cosponsors (Sens. Cassidy-LA, Collins-ME, and Hyde-Smith-MS). Against the backdrop of the House-passed Heroes Act (which included \$875 billion for states/local governments) being called “DOA” by the Senate Majority Leader, this bipartisan bill could help re-start the discussion for providing additional federal funding to state and local governments.

CBO Releases Report on Interim Economic Projections for 2020 and 2021

The Congressional Budget Office (CBO) issued a report that shows the nation's real gross domestic product is projected to contract by 11.2% in the second quarter of 2020 and by 5.6% for the year. In addition, CBO projects that unemployment is expected to average 15.1% in the second quarter and 15.8% in the third quarter of 2020, before gradually dropping to 8.6% in the last quarter of 2021. It is projected to average 11.5% in 2020 and 9.3% in 2021. The longer-term unemployment projections are slightly more optimistic than interim estimates the CBO released April 24, but they still portend a high unemployment rate for more than a year and a half.

A Look Ahead: Congress Moves Toward Regular Business

With the House having adopted new rules which allow for virtual Committee hearings along with proxy voting, it has allowed for Congress to resume its work. In the Senate, hearings are resuming, mostly in an in-person format and no rule changes related to voting. As Congress moves to resume a more regular schedule, it will begin to reconsider "must pass" legislation including consideration of the twelve Fiscal Year 2021 (FY2021) Appropriations bills, the FY 2021 National Defense Authorization Act (NDAA), and the reauthorization of the Fixing America's Surface Transportation (FAST) Act. All of which must be completed by September 30th.

During the first week of June, Senate Majority Leader Mitch McConnell (R-KY) has announced that the chamber will vote on S. 3422, the Great American Outdoors Act, which established the National Parks and Public Land Legacy Restoration Fund to support deferred maintenance projects on federal lands. The decision in response to the threat from one of the bill's sponsors, Senator Cory Gardner (R-CO) to prevent the Senate from recessing next week unless the Senate took up additional legislation to address the COVID-19 pandemic. The bill had been scheduled for a vote in February but had been moved due to the COVID-19 pandemic. Additionally, June will see continued oversight over the CARES Act funding and response to the COVID-19 pandemic.

FY21 Appropriations Update

To date, neither the House nor the Senate Appropriations Committees have held any hearings on markups for their FY2021 appropriations bills. House Democratic leadership had hoped to have all twelve of their FY21 appropriations bills passed on the floor by the July 4th Congressional recess. The House will clearly miss this deadline, but with the recent decision to allow committees to hold virtual hearings and markups, House leadership is hopeful that subcommittees will begin moving their FY21 appropriation bills soon. On the Senate side, Senate Appropriations Committee Chair Richard Shelby (R-AL) has indicated that he hopes to provide subcommittee chairs with their top-line funding allocation when the Senate returns to Washington, DC the 1st week of June, with subcommittees beginning to hold markups starting the 3rd week of June.

Senate EPW Committee Passes Two Water-Related Bills

The Senate Environment and Public Works (EPW) Committee marked up and passed two water-related bills. The first bill is the Water Resources Development Act (WRDA) 2020 bill (which the committee is now calling America's Water Infrastructure Act (AWIA) of 2020). The AWIA bill includes approximately \$17 billion in new federal authorizations for the US Army Corps of Engineers (Corps) as well as provide policy updates. The second bill is the Drinking Water Infrastructure Act of 2020. This bill includes approximately \$2.5 billion in federal authorizations. It reauthorizes programs under the Safe Drinking Water Act to provide resources and technical assistance to communities to help meet their drinking water needs. Additionally, the bill include language that would incorporate drinking water standards for two types of per-and polyfluoroalkyl substances (PFAS) within two years. Both bills are currently awaiting consideration by the full Senate.

During markup of AWIA, Ranking Member Carper (D-DE) stated that before the bill could move to the floor further work needed to happen on the Harbor Maintenance Trust Fund (HMTF). At present, AWIA does not include any further modifications to HMTF as had been proposed by the American Association of Port Authorities. The Committee is currently working to build support for HMTF provisions such donor equity and in-water expanded uses.

House Democrats Introduce Legislation to Block new WOTUS Rule

House Democrats have introduced legislation aimed at blocking the Corps and Environmental Protection Agency's (EPA) new Waters of the US (WOTUS) rule, now called the "Navigable Waters Protection Rule" (NWPR). In late April, the Corps and EPA published their final rewrite of the WOTUS rule and is scheduled to go into effect on June 22nd. The "Clean Water for All Act" would prohibit the implementation of the new rule. In addition, the bill would require EPA and the Corps to start over and instead develop a new regulation to protect rivers, streams, and wetlands, that is based on the best available science, and whose implementation will not degrade water quality, contaminate drinking water, or increase local flood-related risks. The bill's sponsors, Rep. Peter DeFazio (D-OR), chair of the House Transportation and Infrastructure Committee, and Rep. Grace Napolitano (D-CA), chair of the House Subcommittee on Water Resources and the Environment, have called the new rule the "most draconian rollback" in the Clean Water Act's history.

FPISC Issues Annual Infrastructure Report to Congress

The Federal Permitting Improvement Steering Council (FPISC) issued its Annual Report to Congress for Fiscal Year 2019. The report assesses the performance of the FPISC's 13 federal agencies in implementing the best practices identified in Title 41 of the Fixing America's Surface Transportation Act (FAST-41) to improve the efficiency and quality of

environmental reviews and authorizations. FAST-41 is a voluntary program; project sponsors must opt-in and meet the requirements for inclusion.

Federal Agency Nominations and Personnel Changes

National Oceanic and Atmospheric Administration. The Senate Commerce, Science, and Transportation Committee approved the nomination of Neil Jacobs to serve as the Administrator of the National Oceanic and Atmospheric Administration. Jacobs nomination will now go before the full Senate for a vote.

Office of Management and Budget. President Trump announced his intention to nominate Derek Kan to serve as the Deputy Director of the Office of Management and Budget (OMB). Kan is currently serving as the Executive Associate Director of the Office of Management and Budget in the Executive Office of the President. Prior to his current role, Kan served as the Under Secretary of the Department of Transportation for Policy.

Department of Transportation. President Trump announced his intent to nominate Eric J. Soskin to be Inspector General of the Department of Transportation. Currently, Soskin serves as Senior Trial Counsel for the Department of Justice.

Key Federal Agency Actions in Response to COVID-19

EDA Announces Availability of \$1.5 Billion in CARES Act Funds. On May 7th the Economic Development Administration (EDA) announced that it is now accepting applications from eligible grantees for CARES Act supplemental funds to the Economic Adjustment Assistance (EAA) program which will help communities prevent, prepare for, and respond to COVID-19. The funding will support a wide range of non-construction and construction activities, including Revolving Loan funds, in regions across the country experiencing severe economic dislocations brought about by the COVID-19 pandemic.

CISA Releases Version 3.1 of Guidance on Essential Critical Infrastructure Workers During COVID-19. The Cybersecurity and Infrastructure Security Agency (CISA) released version 3.1 of the Essential Critical Infrastructure Workers guidance to help state and local jurisdictions and the private sector identify and manage their essential workforce while responding to COVID-19. Version 3.1 provides clarity around many individual worker categories, including expanded language for those workers supporting at-risk communities and the essential nature of health facility workers in communities across the country. The revision also includes updated language to better reflect terminology used in food and agriculture industries and includes other minor technical adjustments. Further, it addresses changes in the daily lives and routines driven by COVID, adding as essential those who enable telehealth and the availability and sale of goods and services to enable home schooling.

HUD Allocates \$1 Billion of CARES Act Funding. The Department of Housing and Urban Development (HUD) announced the allocation of CARES Act funding totaling \$1 billion

through its Community Block Grant Program. The targeted funding will help communities support:

- Assistance for low-income individuals, elderly, and needy children
- Families and entities impacted by economic and housing market disruptions
- Efforts to reduce risk of transmission and number of COVID-19 cases

President Signs Executive Order Easing Regulatory Relief on Businesses. On May 19th, President Trump signed an Executive Order directing federal agencies to ease up on businesses that make good-faith attempts to follow agency guidance and regulations during the coronavirus pandemic. The executive order asks agencies to make permanent any deregulation possible and asks them to look for more ways to deregulate to get the economy going.

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VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: June 17, 2020

TO: Board of Port Commissioners
FROM: Joe A. Gonzalez, Facilities Manager
Sergio Gonzalez, Maintenance Supervisor
SUBJECT: May 2020 Facilities Report

MAINTENANCE ACTIVITIES

COVID-19 MAINTENANCE RESPONSE /UPDATE:

Status: Ongoing Budget: Over normal operating budget

VPD Maintenance Department has responded to the COVID-19 pandemic by increasing janitorial services throughout the District with a concentration on high-touch surfaces, including restrooms, door handles, etc.

Maintenance staff continues to work with shifts staggered to minimize overlap in arrival and departure times. In addition, we have implemented a variation in staff schedule to ensure a Maintenance employee is on shift until 9:30 PM, 7 days a week to improve visibility of staff throughout the Village and to supplement Courtesy Patrol's presence in the Village.

For safety, Staff has provided one N95 and two surgical masks per week (limited due to national shortage), gloves, and disinfectant wipes. Morale remains good and Village facilities are kept at a high standard of cleanliness.

Signage has been placed throughout the village addressing the social distancing guidelines. Additional "Seaside Take Out Zone" signage was placed on VHV lawn addressing the County guidelines. We continue to work with tenants to ensure cooperative compliance with these orders. We have added two outdoor portable hand wash stations at the VHV lawn and one adjacent to the Andria's front lawn to give the public additional access to sanitize their hands since these two grassy area are being utilized as Seaside Take Out Zones.



Early into the pandemic, the District closed some restrooms throughout the Village due to the COVID outbreak and open hours were reduced based on restaurant hours and to discourage issues with vandalism and theft. As of June 8th, 2020, we have opened all the public restrooms at VHV (other than two single use all-gender restrooms) to accommodate the influx of visitors due

to the County's Phase 2 reopening. Open restrooms hours have been adjusted to close at either 9:00 pm or 11:00 pm depending on the surrounding opened restaurants closing time.

SURFERS KNOLL AND HARBOR COVE SAND RELOCATION:

Status: Completed Budget: Equipment rental, budgeted

Due to an encroaching berm of sand approaching the dividing brick wall between the beach and parking lot walkways at both Surfers Knoll and Harbor Cove locations, we rented a bulldozer and had staff relocate/move sand back to the beach and away from the wall to prevent structural damage to the existing wall, additionally this procedure also prevents/controls for the overflow of sand building against the wall going over the wall into the public walkways, rain gutters that has a great possibility in causing great damage to the designed water flow to the parking lot rain gutters, including sand clogging the parking lot drains. It also helps to prevent premature failure of the cinder block walls.

This is usually a bi-annual event which helps maintain the necessary maintenance and it also prepares our beach sites for the upcoming summer public use.

Before and after pictures attached.

Surfers Knoll before



Surfers Knoll after



Harbor Cove before



Harbor Cove after



MARINA DEPARTMENT SUPPORT:

The Maintenance Department continues to perform monthly inspections on all gangways, docks, fire extinguishers and fire boxes as well as pressure washing the docks. During the installation of additional electrical pedestals, Maintenance personnel have been assisting with replacing water utility connections that are failing due to age.

CAPITAL PROJECTS

VHV PAINTING PROJECT:

Status: Project 80% Complete; Budget: On Budget



The Ventura Harbor Village paint project continues moving a little faster these days. Unfortunately, there are still some weather challenges (strong winds) at times that continues to slow the painting project. We have continued to concentrate on key areas, by doing so these businesses are experiencing minimum to none impact on their return to regular business. We are also working closely with our retail tenants that have opened, to have the same minimum or no interruption of their businesses.

Painting crew continue to be working on several buildings within the Village to make sure to continue to maintain the COVID-19 Guidelines provided by the Department of Health (CDC) as this issue progresses, Garland (DBS) is closely monitoring and adjusting and implementing COVID-19 Guidelines to assure the safety of the public and staff.

Garland and their subcontractor have submitted the on waiting change order to address the 1559 upper level balcony decking corroded Diato flashing, this change order includes the replacements of the wall flashing or stucco screed and the failed under base material from the original material, as informed on my last report during the demo it was also discovered that there is also a floating base that was in need to be removed/grind off. The demo of this deck project has started and the manufactures Warranty inspectors has been on site several times to inspect the Demolition of the faulty leveling material, installation of the new flashings, and will continue to monitor the process for the remaining of this decking waterproof project, these inspections from the manufacture inspector will guarantee our ten year's warranty to be granted.

Change order was based on agreed unit cost in the original proposal and is a foreseen expense, the District approved the change for the amount of \$11,550.00, staff was anticipating the estimate to be between \$10,000 to \$14,000 which is a fair current market price. Project continues to be on budget.

We continue to be pleased that Garland is considerate of our tenant needs and are working together with staff to accommodate our requests to make this a successful project.

Failed flashing



New flashing



EV STATIONS UPDATE:

Status: Construction 95% Complete; Budget: No cost

Harbor Cove



1691 Spinnaker



Glad to report that the EV Charging stations have been installed on both located at Harbor Cove beach parking lot and 1691 Spinnaker Drive locations. The EV Charging station had their last inspection from the City of Ventura inspector this week, glad to report that everything has passed inspection.

We are currently working with Sema-Connect, on the process of registering the EV Charging units to the Ventura Port District and are currently implementing the plan rate that was recommended to staff to proceed.

We are anticipating that the 1691 Spinnaker Drive and Harbor Cove EV Chargers to be energized and on service on the week of June 15th.

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: June 17, 2020

TO: Board of Port Commissioners
FROM: John Higgins, Harbormaster
SUBJECT: May 2020 Harbormaster/Harbor Patrol Report

PUBLIC SAFETY

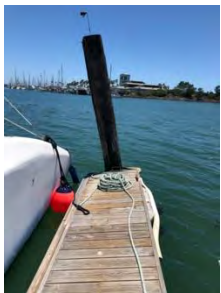
Overview:

Warm weather always brings increased activity throughout the day and night. With the recent bioluminescence and increase in recreational fishing, the number of visitors has remained in the early morning hours. Harbor Patrol staff continues to try to address the issues as they arise and adjust their landside Patrols accordingly.



Boating and human paddle craft activity have continued to show strong interest amongst the residents and visitors. We have also received reports that the fishing within the Harbor has been very productive and has been part of the reason for the increase in human paddle craft. With all the activity, there have been relatively few significant problems.

Recreational Vessel Accident with Moderate Damage to Facility:



On Sunday, May 7th, under a National Weather Service Gale Warning, our Harbor Patrol Officers received a report of a vessel accident at the Ventura Harbor Marina and Yacht Yard.

Our Harbor Patrol Officers arrived by boat shortly after the report and observed moderate damage to a piling and dock off the haul out pier. The Harbor Patrol escorted the operator of the large vessel back to our long dock to investigate the accident and speak with the vessel's operator. The initial investigation revealed the operator was not impaired and was a new boater. The strong winds at the time, along with his inexperience, were most likely contributing factors to the accident. Insurance information was obtained and transferred to the Marina. Ongoing support to the Marina was provided while they removed the piling on the following day.

Recreational Vessel Assist:

A few hours after the above-reported accident and still, under a National Weather Service Gale Warning, our Harbor Patrol Officers observed a 50' motor vessel experiencing difficulties operating in the strong winds within the Harbor. Harbor Patrol Officers responded by boat and provided an escort to the boaters reported dock at Ventura Isle Marina. They planned to take the vessel in tow and safely deliver it to the slip. Officer Erik Bear boarded the other vessel to handle lines and observed the vessel was on a collision course with vessels docked at Ventura West Marina. At that time, the operator threw up his hands an abandoned command of the vessel, stating, "He cannot do this." Harbor Patrol Officer Erik Bear climbed to the upper helm area and tried to give directions to the operator. Harbor Patrol Officer Bear took command of the vessel and maneuvered it from the imminent collision after the operator refused to resume control of his vessel and even closer to an impending accident. Harbor Patrol Officers Tim Burrows and Brian Hewitt were then able to get the boat in tow and deliver it safely to an end tie at VIM. An interview of the operator revealed the operator had departed San Diego unknowing of the weather forecast

and had numerous close encounters before arriving at the Harbor. Upon entering the Harbor and not experiencing calmer winds, he finally was exhausted and lost his confidence entirely. Our Officers were able to rule out any impairment and determined that the operator's actions were a result of exhaustion and stress overload.

Note: Harbor Patrol does not typically take command of other vessels and reserves this activity for true emergencies. This was, by definition, an emergency and the actions taken by Harbor Patrol Officer Erik Bear displayed courage, professionalism, and resulted in the prevention of a significant vessel accident.

COVID-19



Community Overview:

The 911 calls throughout the County have returned to normal and possibly above average due to the warm weather. 911 calls have been slightly down in the Harbor. We attribute this to our residents following the County Health Orders and practicing good prevention.

The City of Ventura residents continue to follow the guidelines, and as a result, the number of infections has been consistently slow. VCEMERGENCY.COM is the one-stop information portal and provides breakdowns on infections per zip code. The City of Ventura recently has seen a significant jump in positive cases, but they were attributed to one long term care facility where both patients and staff were infected. The 93001 area code, which includes the Harbor, has not seen any significant increases since the last report.

Essential Supplies:

Port District Staff has been very effective in obtaining the necessary cleaning products and personal protection equipment to keep our employees safe. Together we are now looking at how we can make affordable modifications to the workplace to protect our employees and the public upon re-opening. We continue to track all the COVID-19 related expenses and plan to seek reimbursement.

Antibody Testing:

We received the antibody tests, and there were no positive results. Less than 5% of all the First Responders. Police, Fire, and other were found to have the antibodies. Another round of asymptomatic antibody testing is scheduled for next September or October.

BEACHES

Harbor Cove:

Harbor Cove parking lot, along with the restrooms, are open. There has been high demand since the opening. The lot routinely is filling each day by early afternoon. There have not been observed issues with social distancing.



South Beach:

Surfers Knoll parking lot, restrooms, and street parking have resumed. Like Harbor Cove, this area is popular throughout the week. We have observed good social distancing and have communicated with Ventura Police several times to ensure this continues not to be a problem area.



State Park Lifeguards:

The Lifeguards have already been working on weekends and reduced staffing on weekdays since last month. Starting June 12th, the services will be at full staff with service to three towers and a truck provided by the Port District.



SUMMER BEACH BUS

City of Moorpark:

Staff has been working with the City of Moorpark to have them bring their beach bus two times a day twice a week to Ventura Harbor. It appears everything is on track, and they will be starting in early July.

City of Thousand Oaks:

Reported they were not prepared to include us in their program this year, but will closely monitor Moorpark's experience.

City of Santa Clarita:

This week, I received an inquiry from the City of Santa Clarita, who was also interested in bringing their Beach Bus to the Harbor this Summer. They had previously transported their residents to the City of Santa Monica, but due to the recent issues, they were looking for another location. I am working with them on the specifics and trying to schedule them on the opposite days of the Moorpark Bus to ease crowding. I will provide an update at the July 1st meeting.

Both the proposed Summer Beach Bus programs will run during the week only and ideally result in increased Village and Harbor mid-week sales. We hope that the success of these programs would bring back the Harbor Bus route and/or Ventura County Transportation Commission (VCTC) route.

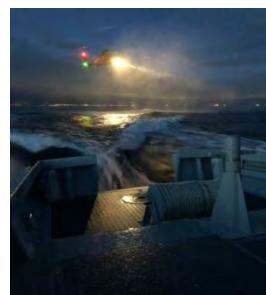
MEETINGS

- Reviewing Daily California Office of Emergency Services Reports
- Reviewing Daily Ventura County Office of Emergency Services Online Disaster Website
- Reviewing Daily VCEMERGENCY.COM website for situational awareness
- Participating in Ventura County Office of Emergency Services Calls
- Participating in Public Safety COVID-19 Task Force group
- * Communicating regularly with The City of Ventura Emergency Manager & Staff
- * Communicating with California State Parks
- * Regularly updating the General Manager with relevant information and planning efforts

TRAINING

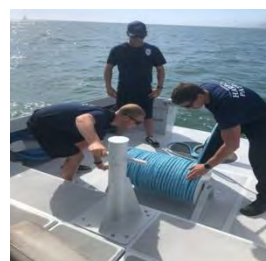
US Coast Guard Helicopter:

The Harbor Patrol has recently completed several nighttime trainings with the US Coast Guard helicopter based out of Pt. Mugu. The evolutions comprised rescue swimmer deployment from the helicopter, victim recovery from the ocean, rescue swimmer transfer from helicopter to boat, and victim extrication from moving vessel. This very technical training provided both agencies the opportunity to display their skills and abilities for future emergency calls.



Marine Safety Officers (MSO):

The Harbor Patrol has recently hired four new Part-Time on-call Marine Safety Officers to provide coverage for our staff sick, vacation, and training days off. These four new MSO's joined the operation with years of experience in water safety and medical training, which helped expedite their training and bringing them up to speed. All four have received the minimum 60 hours of on the job training. Ongoing training will be done on the job while working alongside our Full-Time staff.



HARBOR ENTRANCE & SOUNDINGS

There have not been any significant shoaling issues present. Soundings will be taken on Tuesday, June 15th, and are available by request. Additional copies will be located at the Harbor Patrol Office and delivered to the Marinas and Yacht Club. Email Request: patrol@venturaharbor.com

911 CALLS DISPATCHED (19 CALLS RECEIVED)

Incident	Case Numbers	Units	Priority	Problem	Agency	Address	City	Response Date
20-0037874		HARB1, ME5, MED473	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1363 Spinnaker Dr	Ventura	5/14/2020 5:40:00 PM
20-0038051		HARB1, HARB2, ME7, MED492	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	Schooner Dr / E Harbor Blvd	Ventura	5/15/2020 11:22:55 AM
20-0038138		HARB1, ME5, MED664, MT105	M5	SICK PERSON NON EMD	Ventura County Fire Department	1198 NAVIGATOR DR	Ventura	5/15/2020 4:25:21 PM
20-0038427		B24, B3, CSTGRD1, EMS63, HARB1, LIFEGD2, ME1, MED453, MT105, OR1, U5	F5	OCEAN RESCUE LOW	Ventura County Fire Department	135 Shoreline Dr	Ventura	5/16/2020 6:31:06 PM
20-0038954		HARB1, ME2, MED453	M5	OVERDOSE/POISONING NON EMD	Ventura County Fire Department	1363 Spinnaker Dr	Ventura	5/18/2020 2:31:52 PM
20-0038975		HARB1, ME5, MED473	M5	TRAUMATIC INJURIES	Ventura County Fire Department	SPINNAKER DR / NAVIGATOR DR	Ventura	5/18/2020 4:46:12 PM
20-0040225		HARB1, ME2, MED471, MED474	M3	BREATHING PROBLEMS HIGH	Ventura County Fire Department	1363 Spinnaker Dr	Ventura	5/23/2020 12:53:49 AM
20-0040625		HARB1, HARB2, ME2, ME5, MED682	M5	ALLERGIES/ENVENOMATION NON EMD	Ventura County Fire Department	1860 Spinnaker Dr	Ventura	5/24/2020 4:09:23 PM
20-0041313		HARB1, ME5, MED683	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1215 Anchors Way	Ventura	5/27/2020 2:04:08 AM
20-0042183		HARB1, ME2, MED472	M5	MEDICAL ALARM	Ventura County Fire Department	1215 Anchors Way	Ventura	5/29/2020 8:46:24 PM
20-0042210		HARB1, ME5, MED471	M5	MEDICAL ALARM	Ventura County Fire Department	1215 Anchors Way	Ventura	5/29/2020 10:57:50 PM
20-0043434		B1, B24, BOAT19, CSTGRD1, EMS48, EMS63, HARB1, LIFEGD2, ME2, MED492, MT5, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	1350-1461 GREENOCK LN	Ventura	6/3/2020 12:48:09 PM
20-0043785		HARB1, ME2, MED474	M3	ALLERGIES/ENVENOMATIONS HIGH	Ventura County Fire Department	1080 Navigator Dr	Ventura	6/4/2020 12:42:32 PM
20-0043872		B1, B28, HARB1, ME2, ME5	F7	INVESTIGATION	Ventura County Fire Department	2299 Harbor BL	Oxnard	6/4/2020 6:40:49 PM
20-0045933		HARB1, ME102, MED472	M5	FALLS	Ventura County Fire Department	1215 Anchors Way	Ventura	6/11/2020 8:43:48 AM
20-0046071		HARB1, HARB2, ME5, MED471	M5	TRAUMATIC INJURIES NON EMD	Ventura County Fire Department	Spinnaker Dr / Navigator Dr	Ventura	6/11/2020 4:18:41 PM
20-0046090		HARB1, HARB2, ME2, MED473	M5	FALLS	Ventura County Fire Department	1215 Anchors Way	Ventura	6/11/2020 5:15:28 PM
20-0046179		HARB1, HARB2, ME2, MED471, MED474	M5	ASSAULT NON EMD	Ventura County Fire Department	1050 Schooner Dr	Ventura	6/11/2020 10:51:35 PM
20-0046187		HARB1, ME2, MED471	M7	FALLS NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	6/11/2020 11:57:00 PM

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: June 17, 2020

TO: Board of Port Commissioners
FROM: Dave Werneburg, Marina Manager / Commercial Fisheries
SUBJECT: May 2020 Marina Report

COMMERCIAL FISHING

California Market Squid Harvest – Ventura Harbor

- May 2020 – No landings
- 19 - 20YTD (Starting April 1, 2019): 581 landings, 9,262,965 lbs. / 4,631 tons.
- California Squid Season Limit: 118,000 tons.

Why Squid?

- Squid are members of the mollusk family known as cephalopods, which means foot-on-head. They have eight arms and two tentacles that extend from the ends of their bodies where their mouths are located.
- Of all the protein sources, beef, poultry, seafood, etc. the humble squid has the highest protein concentration of all. It is also the least expensive of all the proteins and the most abundant.
- The entire population replaces itself annually. Squid have a short life span of 6 to 9 month and die shortly after they reproduce.
- Juvenile squid feed on small crustaceans; as they grow they feed on krill, small crustaceans, small fish, and other squid.
- Market squid are a critical food source for salmon, lingcod, rockfish, seabirds and marina mammals.



Ventura Harbor Village Marina

Total Slip Count	106 / 103 *	100%
Slips Assigned	90	87%
Slips Occupied	45	44%
Slips Available	11	11%

*3 slips not navigable at this time; may require dredging.

COURTESY PATROL

Background

The Courtesy Patrol is a five-member team within the Marina Department under the supervision of the Marina Manager. Their primary role is as the dockmasters for VPD's Commercial Marina and principle focus is on the water side and marina operations with a secondary role of a public ambassador and patrol for Ventura Harbor Village. The Unit is staffed 24/7 because commercial fishing does not keep regular office hours. They walk the docks a minimum of three times a day noting any irregularities, i.e. vessels listing or possibly taking on water, shore lines that are broken or have become loose in high winds, water/chemical leaks, hazards on docks, etc. While Courtesy Patrol are not security officers, they do monitor and interact with our sizeable homeless and transient population as well as doing building door checks at night. When not engaged with dockmaster activities, the Courtesy Patrol serves in an ambassadorial role with the general public including lost-and-found, etc.

Expanded Scope of Duties in Response to COVID-19

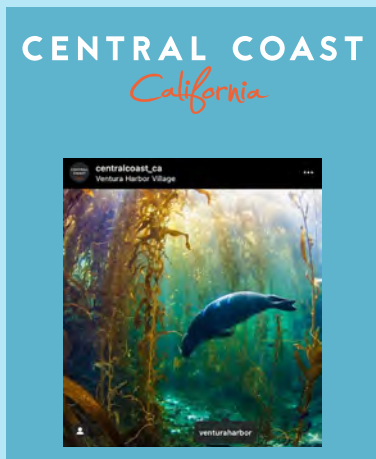
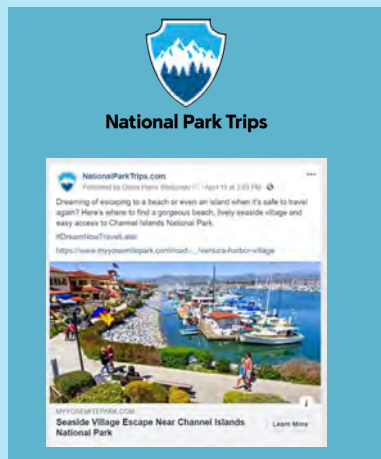
Ongoing changes to the status of the Harbor beaches, Spinnaker parking, and the needs of Harbor Village businesses has required significant and frequent adaptation by the Courtesy Patrol to balance these needs. These added challenges have translated into long hours, overtime and occasionally the use of contracting for third party staff. The unit has worked hard and diligently to adapt to the changing government orders for the protection of Village tenants and guests and will continue to do so while the pandemic impacts evolve.

VENTURA HARBOR MARKETING

DATE RANGE: MAY 1- MAY 31, 2020

Editorial Coverage and Media in May

In the month of May, a variety of both paid and complimentary coverage of Ventura Harbor Village included a feature on National Park Trips (part of a Yosemite Journal ad program), Central Coast Tourism social media feature, VC reporter Eblast for Memorial Day Weekend, and Cumulus broadcasting radio spots free of charge.

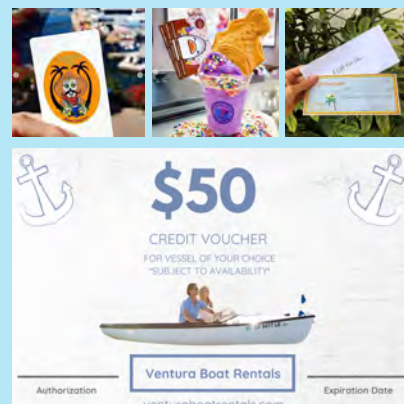


Social Media Contest: Gift Card Giveaway

Overview: Our goal with this particular contest was continued follower engagement with the Village and Harbor businesses despite partial closure. It gave participants the opportunity to share memories, list favorite harbor spots, and brighten spirits while staying at home. It also reminded followers gift cards we're available for purchase. Contest ran for the duration of May on Facebook & Instagram.

Prize: \$100 prize credit toward future fun on the water with Ventura Boat Rentals + a gift card to a restaurant, shop, or activity of winners choice

To Enter: Followers shared their favorite Ventura Harbor business they would like to support & tag 2 friends



13K+
PEOPLE REACHED
1K+
PEOPLE ENGAGED
174
CONTEST ENTRIES

Village E-newsletter (9.1k subscriber base)

In May, **17,903 total email campaign opens** Content focused on the week to week changes on state and county orders, as well as continued support for harbor businesses reopening. Please see titles of May's e-newsletters below:

- May 1 - **Top Harbor Gift Picks for Mother's Day**
- May 7 - **3 Ways to Celebrate National Travel & Tourism Week**
- May 8 - **Mother's Day Live Stream Concert & Last Call for Sweet Seaside Gifts**
- May 12 - **Get Food To Go from Ventura Harbor this Takeout Tuesday!**
- May 15 - **Look Who is Back Open This Week at Ventura Harbor!**
- May 19 - **Hungry for Something New on Takeout Tuesday?**
- May 22 - **Five Things We're Grateful for This Memorial Day Weekend**
- May 23 - **SEA What is Open in Ventura Harbor**
- May 29 - **Top Seaside Gifts for Graduates**

Meetings & Collaboration

- Met with Ventura Rentals staff for hand-washing and sanitation equipment
- Gathered competitive quotes for COVID signage, printed materials, and barricades
- International Live Events Association Webinar on Digital Presence during COVID
- Visit Ventura Educational Webinar on Facebook Advertising Management

Virtual Streaming Concerts



Memorial Day Live Music Stream by Unkle Monkey
Total Reach: 9k
Minutes Watched: 2990
Post Engagement: 388

Mother's Day Live Music Stream by Lynnzee Fraye
Total Reach: 9k
Minutes Watched: 2083
Post Engagement: 206

Total Cost for May Music: \$200

CAMPAIGN GRAPHICS

DATE RANGE: MAY 1- MAY 31, 2020

Anja's Boutique
ANJASBOUTIQUE.COM

Barefoot Boutique
BAREFOOTBOUTIQUE.SHOP

Frenchies Modern Nail Care
FRENCHIESNAILS.COM

Harbor Village Gallery & Gifts
ONLINE GALLERY

Hats Unlimited
HATSUNLIMITED.COM

Lemon & Lei
LEMONANDLEI.COM

Lost in Socks
LOSTINSOCKS.COM

Mermaid Gallery
TINAOSBRIENFINEART.COM

Top This Chocolate
TOPTHISCHOCOLATE.COM

Ventura Swimwear
VENTURASWIMWEAR.COM

Celebrate MOM
WITH COASTAL GIFTS & SEASIDE TREASURES

SHOP LOCAL MOTHER'S DAY GIFTS
CLICK HERE FOR COASTAL FINDS ONLINE

THIS VIRTUAL CONCERT IS DEDICATED TO ALL OF THE Mom's WATCHING
Happy Mother's Day

SHOP LOCAL MOTHER'S DAY GIFTS
CLICK HERE FOR COASTAL FINDS ONLINE
VENTURAHARBORVILLAGE.COM

DINE TAKEOUT

AT VENTURA HARBOR RESTAURANTS & FISH MARKETS

SHOP LOCALLY-OWNED STORES ONLINE!

CLICK HERE FOR SEASIDE DINING TAKEOUT

VENTURAHARBORVILLAGE.COM

Ventura Harbor TAKEOUT

FOOD & DESSERT OPTIONS

FRESH FOOD DINE IN / TAKE OUT FROM HARBOR RESTAURANTS & SEAFOOD MARKETS

CLICK HERE FOR DETAILS & EATS!

VENTURAHARBORVILLAGE.COM

WE'RE OPEN! CONNECT SEASIDE

CLICK HERE FOR HARBOR SHOPS >

WE'RE OPEN! SET SAIL SEASIDE ENTRY

WE'RE OPEN! CONNECT SEASIDE

AT SELECT STOREFRONTS and EATERIES

SHOP NOW

RETAIL TAKE-OUT DINE-IN

THANK YOU! SEA YOU SOON! EXIT

SEA

OPEN AT VENTURA HARBOR

• THIS MEMORIAL DAY WEEKEND •

We are grateful

30

CLICK HERE FOR FIVE MESSAGES OF GRATITUDE FROM VENTURA HARBOR

REMEMBER THE FIRST TIME YOU FELL IN LOVE WITH THE SEAS?

Click Here for On the Water Fun - Now Open >

VENTURAHARBORVILLAGE.COM

BRANDING & SOCIAL MEDIA

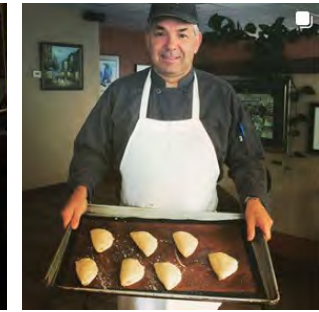
DATE RANGE: MAY 1 - MAY 31, 2020

COVID-19 Messaging

As the State and the County began Phase II of the reopening of additional businesses, beaches, and water use, a cohesive look was made for messaging to guests and customers. The messaging will be rolled out both onsite in the Village as well as online. Signage messaging is inclusive of Social Distancing; Takeout Dining Zone; Connect Seaside, Entry & Exit directories for businesses; Parking Information + digital display ads.



f FACEBOOK *Sample Imagery Posted*



Followers

25.5K ▲1.06%

Impressions

1.2 MIL ▲52.5%

Engagements

55.4K ▲2%

Top Demographic Locations

AUDIENCE TOP CITIES FOR MAY INCLUDE VENTURA, OXNARD, LA, BAKERSFIELD, AND SIMI VALLEY.

Facebook Advertising

In May, the COVID messaging continued with the three themes of Connection to Ventura Harbor, Dining and Shopping. As the weeks and the orders continued to evolve, sharing information on re-openings, COVID updates, creative and additional ways for customers to engage with Harbor businesses, gift card emphasis, and future travel planning.

Ad Stats

Reach

61K

Spend

\$445

Link Clicks

3.2K

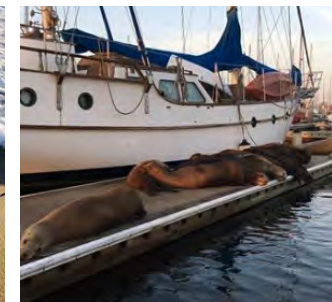
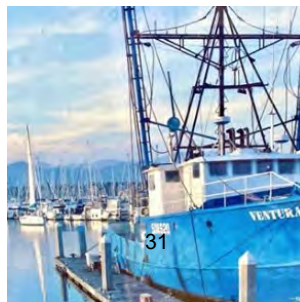
Instagram *Samples*

Impressions

232K ▲68.9%

Engagements

9.3K ▲53.1%



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: June 17, 2020

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: May 2020 Property Manager Report

CURRENT TENANT REPORT

1) Harbor Businesses seeking COVID-19 Ventura Harbor Rental Abatement and Deferment Program, Resolution Number 3387 (for the month of May)

- 39 out of 68 tenants in our program
- 2 covered by --- Ordinance of the City Council of the City of San Buenaventura, California, Amending Section 6.1020.020, "Temporary Eviction Moratorium," of the San Buenaventura Municipal Code

2) *Sugar Lab* – 1575 Spinnaker #105A/B

- Architect submitted plans to City of Ventura on May 14, 2020. The City of Ventura informed Sugar Lab that it would take approximately 12 weeks to get through the first review. It used to be 6-8 weeks, prior to the pandemic. Then 3-4 months for the build.

3) *Frenchies Nail Salon* – 1583 Spinnaker Drive #105 –Tenant has continuously made every effort possible to obtain approval to open her business. She has spoken and/or emailed to the following sources, to no avail:

- VC Health Department/Ashley Bautista, CEO --- requesting an inspection of her store and review the "Safety" protocols in place that exceed board requirements even before COVID-19 pandemic
- City of Ventura Mayor – Spoke to him directly to assist in getting her store open
- Doug Leeper/Director Ventura Code Compliance, Governor of California, and several senators
- Tenant has received her Certificate of Occupancy

CURRENT AVAILABILITY REPORT

- *1559 Spinnaker Drive #103 (retail), 1583 Spinnaker #209 (office) and 1591 Spinnaker #207 (office)*. These spaces are being advertised on our leasing outreach programs listed below.
 - Staff is negotiating with prospective tenants for all three spaces
- *1567 Spinnaker Drive #100* –
 - DRC Meeting on June 3, 2020 approved the District plans with minor modifications to the gutter materials and landscape relocation
 - Staff has received a proposal and is currently reviewing the contents.
 - Staff has requested a summary of the six-month occupancy projections from the tenant
- *1591 Spinnaker Drive #114 & 115 (formerly BS Taproom)* --- This space is being advertised on our leasing outreach programs listed below.
 - Staff is discussing leasing opportunities with a prospective tenant that submitted a complete business proposal.

LEASING OUTREACH

A) Leasing Outreach – Daily exposure with our ads online via LoopNet/CoStar which covers the following:

- Listed on Ventura Harbor Village and Ventura Harbor websites, along with window leasing signage on available properties
- Top three commercial real estate marketplaces:
 - Craigslist advertisements;
 - LoopNet, City Feet and Showcase and;
 - Email Networking blasts from interested parties
 - 150 plus online newspaper websites including Wall Street Journal
 - 24 Million visitors to these sites /200,000 real estate professionals use CoStar

OCCUPANCY LEVELS AT HARBOR VILLAGE

May 2020

CATEGORY	TOTAL	Harbor	Harbor	Harbor	Harbor	City *	City *
	Square	Vacancy	Vacancy	Available	Available	Vacancy	Available
	Footage	Sq Ft	%	Sq Ft	%	%	%
Office	19,828	1,955	10%	1,955	10%	23%	37%
Retail	22,518	400	2%	6,698	30%	21%	29%
Restaurant	32,197	1,537	5%	1,537	5%	42%	42%
> Harbor Vacancy --- No tenant or lease							
Office ----		1583 #209 - Former - Kyle & Associates, 1591 #207 - Former -Hawkridge Systems					
Retail ---		1559 #103 -- Former -- Anja's Boutique					
Restaurant ---		1591 #114/#115 -- Former -- BS Taproom					
> Harbor Available --- Tenant on MTM lease, including Harbor Vacancy numbers							
Office ----		1583 #209 - Former - Kyle & Associates, 1591 #207 - Former -Hawkridge Systems					
Retail ---		1567 / Carousel #100, 1583 Lemon & Lei #104A, 1559 #103					
Restaurant ---		1591 #114/#115 -- Former -- BS Taproom					
* City --- Based on comparable square footage within Ventura 93001 area							
** Occupancy Levels for Office -- tend to be lower due to shorter lease terms							
*** City Restaurant vacancy/available as reported by CoStar Program							

SALES REPORTS

The attached summary for April provides sales for three categories: restaurants, retail, and charters. The reports compare the monthly sales for 2019 and 2020. They also include year-to-date comparisons. The year-to-date overall sales for Harbor Village Tenants in April were down 32.57% from the same time last year.

ATTACHMENTS

Attachment 1 – Sales Summary – April 2020

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of
04/2020

	<u>April-2020</u>	<u>April-2019</u>	<u>% Change</u>
Restaurants	\$ 335,852	\$ 1,355,793	-75.23%
Retail	\$ 53,647	\$ 355,648	-84.92%
Charters	\$ 13,196	\$ 577,284	-97.71%
Total	\$ 402,695	\$ 2,288,725	-82.41%

Year-to-date through April 2020

	<u>April-2020</u>	<u>April-2019</u>	<u>% Change</u>
Restaurants	\$ 3,464,939	\$ 4,761,136	-27.22%
Retail	\$ 806,597	\$ 1,183,975	-31.87%
Charters	\$ 757,759	\$ 1,513,966	-49.95%
Total	\$ 5,029,295	\$ 7,459,077	-32.57%



BOARD OF PORT COMMISSIONERS

JUNE 17, 2020

STANDARD AGENDA ITEM 1

APPROVAL OF PROPOSED ADDITION TO THE VENTURA PORT DISTRICT PROCUREMENT AND PURCHASING POLICY

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: June 17, 2020

TO: Board of Port Commissioners
FROM: Andrew D. Turner, Legal Counsel (Lagerlof, LLP)
Elsa Sham, Legal Counsel (Lagerlof, LLP)
SUBJECT: Approval of Proposed Addition to the Ventura Port District Procurement and Purchasing Policy

RECOMMENDATION:

That the Board approve the proposed addition to the Ventura Port District Procurement and Purchasing Policy for use in situations where Federal funding is provided.

SUMMARY:

Procurements funded in whole or in part with Federal funds must comply with comprehensive grant reform rules titled *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Procurement Standards*. As the District is currently receiving Federal funds on one or more projects, the District now seeks to formalize and document its procurement policy with Federal funds. This policy implementation ensures utmost transparency for the usage of these funds and support compliance with all applicable Federal rules.

BACKGROUND:

White Nelson Diehl Evans LLP (Certified Public Accountants and Consultants) ("WNDE"), conducted its Fiscal Year 2018-2019 Audit on the District's financial statements. WNDE LLP recommended the District formalize and document its policy on procurements using Federal funds.

FISCAL IMPACTS:

None.

ATTACHMENTS:

Attachment 1 – Ventura Port District Procurement and Purchasing Policy – Redlined



Ventura Port District

Procurement and Purchasing Policy

Effective October 22, 2014

Revised

March 22, 2017

May 1, 2019

June 17, 2020

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I. STATEMENT OF GENERAL POLICY

The goal of this Procurement and Purchasing Policy is to enable the Ventura Port District (the “District”) to obtain contracts for the purchasing of materials or supplies not used in connection with or consumed on any work or project that falls within the definition of “public projects” or “maintenance work” subject to the California Uniform Public Construction Cost Accounting Act (“UPCCA”) as defined in Public Contract Code Section 22002, and to procure services for the District at the best value and in a timely manner, while maintaining fairness to vendors, suppliers, service providers, and contractors, and abiding by applicable laws. The District’s Board of Port Commissioners (the “Board”) has adopted this Procurement and Purchasing Policy to establish the authority, limits, and procedures relating to the District’s procurement and purchasing activities in connection with such contracts. All such procurement and purchasing activities for the District shall be administered in accordance with the provisions of this policy, and with the express intent to promote open and fair conduct in all aspects of the procurement and purchasing process. This policy also establishes staff purchasing authority levels for contracts for the doing of any work or project which does fall within the definition of “public projects” or “maintenance work” subject to the UPCCA as defined in Public Contract Code Section 22002.

The District intends to maintain a cost effective purchasing system conforming to good management practices. The Procurement and Purchasing Policy is intended to accomplish the following objectives:

- A. Provide all vendors, suppliers, service providers, and contractors with full, fair, prompt and courteous consideration;
- B. Keep competition open and fair; and
- C. Observe strict truthfulness and highest ethics in all transactions.

In order to be successful, the system must be supported by the cooperation of all District personnel. Prior planning and the timely submission of requisitions are essential to expedite the District’s procurement and purchasing process and to ensure that this process is conducted in an orderly and lawful manner.

II. ETHICS IN PROCUREMENT AND PURCHASING

In dealing with the District's procurement and purchasing needs, District personnel shall be mindful of the following:

- A. That public office is a public trust and to give primary consideration to the District's interests as well as the interests of the public.
- B. Procurement and purchasing decisions shall be made without prejudice and to try to maximize the value of each dollar expended.
- C. District personnel must avoid unfair business practices or decisions and to give all qualified vendors, suppliers, service providers, and contractors an equal opportunity to participate in the procurement and purchasing process.
- D. We shall promote positive relationships with the District's vendors, suppliers, service providers, and contractors through courteous and impartial treatment in all phases of the purchasing cycle.
- E. We shall conduct ourselves with fairness and dignity, and demand honesty and truth in the purchasing process.
- F. We must avoid the appearance of unethical or compromising practice in relationships, actions, and communications in the procurement and purchasing process.
- H. We must refrain from soliciting or accepting money, loans, credits, prejudicial discounts, gifts, favors, or services from past, present or future suppliers, vendors, service providers, or contractors that might influence, or appear to influence, purchasing decisions.
- I. All District personnel shall discharge their duties impartially so as to ensure competitive access to governmental procurement by responsible contractors.
- J. All District personnel shall conduct themselves in such a manner as to foster public confidence in the integrity of District procurement and purchasing.

III. THE PROCUREMENT AND PURCHASING PROCESS

A. Contract Administration

The District routinely utilizes the services of vendors, suppliers, service providers, and contractors for a variety of operational needs. These include, but are not limited to, the acquisition of equipment, supplies, materials, goods, maintenance services, and construction or renovation of District facilities. All contracts should include, but shall not be limited to, the following provisions:

- (1) The term or length of contract;
- (2) Description of work to be performed or services/products to be provided;
- (3) Schedule for performance;
- (4) Indemnity, insurance and bonding requirements;
- (5) Warranties and/or guarantees if applicable;
- (6) Payment schedule; and
- (7) Conditions for termination of contract.

Except as otherwise provided in this Procurement and Purchasing Policy, this Policy shall not apply to the performance of, contracting for, or the doing of any “public project” or “maintenance work” as such terms are defined in Public Contract Code Section 22002. Any such “public project” or “maintenance work” shall be subject to (i) Resolution No. 3213 adopted by the Board on February 27, 2013; (ii) the procedures, terms, and conditions set forth in the UPCCA pursuant to California Public Contract Code Section 22000 et seq.; (iii) the California Uniform Construction Cost Account Commission’s (the “Commission”) policies and procedures manual and cost accounting review procedures; (iv) Ordinance No. 48 adopted by the Board on March 27, 2013; (v) Resolution No. 3219 adopted by the Board on May 8, 2013; and (vi) any other resolutions, policies, and procedures that may be adopted or promulgated by the Board from time to time, and until such time as the Board has adopted a resolution electing to discontinue the District’s participation under the UPCCA.

B. Purchasing of Supplies Used in Connection with or Consumed on any Work or Project not Subject to the UPCCA

(1) *Purchases less than or equal to \$1,000.00*

The General Manager and any Level 1, Level 2, Level 3, or Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any orders or contracts for the purchasing of supplies used in connection with or consumed on any District work or project not subject to the UPCCA with a contract price or purchase price less than or equal to \$1,000.00, without competitive bidding. Level 1 employees shall not be authorized to execute any such contract or to make any such purchase until such employee has obtained the prior approval of his/her immediate supervisor.

(2) *Purchases totaling \$1,000.01 - \$2,500.00*

The General Manager and any Level 2, Level 3, or Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any orders or contracts for the purchasing of supplies used in connection with or consumed on any District work or project not

ATTACHMENT 1

subject to the UPCCA with a contract price or purchase price greater than \$1,000.00 but less than or equal to \$2,500.00, without competitive bidding, so long as such contract or purchase has been included in the District's then-current fiscal budget and at least one (1) quote is obtained from a vendor, supplier, service provider, or contractor concerning the price and terms and conditions of the proposed contract or purchase. If such contract or purchase has not been previously included in the District's then-current fiscal budget or at least one (1) quote has not been obtained, such contract or purchase shall require prior approval from the Board at a regular or special meeting of the Board. Level 2 employees shall not be authorized to execute any such contract or to make any such purchase until such employee's immediate supervisor has reviewed and approved the written quote and proposed contract/order.

(3) Purchases totaling \$2,500.01 - \$10,000.00

The General Manager and any Level 3 or Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any orders or contracts for the purchasing of supplies used in connection with or consumed on any District work or project not subject to the UPCCA with a contract price or purchase price greater than \$2,500.00 but less than or equal to \$10,000.00, without competitive bidding, so long as such contract or purchase has been included in the District's then-current fiscal budget and at least one (1) quote is obtained from competing vendors, suppliers, service providers, or contractors concerning the price and terms and conditions of the proposed contract or purchase. If such contract or purchase has not been previously included in the District's then-current fiscal budget or at least one (1) quote has not been obtained, such contract or purchase shall require prior approval from the Board at a regular or special meeting of the Board. Level 3 employees shall not be authorized to execute any such contract or to make any such purchase until the General Manager has reviewed and approved the written quotes and proposed contracts/orders.

(4) Purchases totaling \$10,000.01 - \$25,000.00

The General Manager and any Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any orders or contracts for the purchasing of supplies used in connection with or consumed on any District work or project not subject to the UPCCA with a contract price or purchase price greater than \$10,000.00 but less than or equal to \$25,000.00, without competitive bidding, so long as such contract or purchase has been included in the District's then-current fiscal budget and at least two (2) quotes are obtained from competing vendors, suppliers, service providers, or contractors concerning the price and terms and conditions of the proposed contract or purchase. If such contract or purchase has not been previously included in the District's then-current fiscal budget or at least two (2) quotes have not been obtained, such contract or purchase shall require prior approval from the Board at a regular or special meeting of the Board.

(5) Purchases Over \$25,000.00

Any order or contract for the purchasing of supplies used in connection with or consumed on any District work or project not subject to the UPCCA with a contract price or purchase price greater than \$25,000.00 is subject to the competitive bidding procedures set forth in Section III(C), below, unless an applicable exception under Section IV, below, applies.

C. Competitive Bidding Procedures

As provided, among other things, in Public Contract Code Section 20751, contracts for the purchasing of supplies (used in connection with or consumed on any District work or project not subject to the UPCCA) must be let by competitive bidding where the amount of the contract exceeds \$25,000.00.

When the purchasing of supplies used in connection with or consumed on any District work or project not subject to the UPCCA is contemplated, the General Manager will make a recommendation to the Board with a cost estimate and other supporting documentation appropriate for the size and scope of the proposed purchase.

Upon approval by the Board, the General Manager shall cause to be prepared the appropriate plans, specifications and other descriptive information for the publication of a notice inviting sealed bids for performance for the proposed purchase. The notice shall be published in a newspaper of general circulation in accordance with the Public Contract Code.

The contract documents shall be prepared utilizing the District's standard forms, with such modifications as may be appropriate for the particular supplies or materials to be acquired and purchased. In the event of an emergency, applicable Public Contract Code provisions will be followed.

All bids shall be presented under sealed cover on forms furnished by the District. Sealed bids shall be opened at the time and place stated in the advertisement for bid with no less than two representatives of the District in attendance. When all bids have been evaluated, the General Manager shall make a recommendation to the Board regarding award of the contract to the lowest responsible bidder.

If the lowest bidder is disqualified for any reason, or if the bids exceed the cost estimates previously approved, the General Manager shall evaluate the options available and make a recommendation to the Board, which may include, but not be limited to, a recommendation of no award. The Board will make the final decision regarding the award of contract under this Section C. At the direction of the Board and after legal counsel review, the General Manager shall execute any such contract.

D. Contracts for the Doing of Any Public Project or Maintenance Work that is Subject to the UPCCA (The following policies in this Section D are at the discretion of the Board of Commissioners. They are equal to or above and beyond that which is required by the UPCCA)

(1) *Contracts less than or equal to \$1,000.00*

The doing of any public project or maintenance work of the District that is subject to the UPCCA, or any contract for the doing of any such public project or maintenance work, with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) less than or equal to \$1,000.00 can be performed (i) by the District's employees by force account, (ii) by negotiated contract, or (iii) by purchase order. If the doing

ATTACHMENT 1

of any such public project or maintenance work is to be performed by negotiated contract or by purchase order, the General Manager and any Level 1 employee, Level 2 employee, Level 3 employee, or Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any such negotiated contract or purchase order. Level 1 employees shall not be authorized to execute any such contract or purchase order until such employee has obtained the prior approval of his/her immediate supervisor. No notice inviting informal bid for any such public project or maintenance work need be provided.

(2) *Contracts totaling \$1,000.01 - \$2,500.00*

The doing of any public project or maintenance work of the District that is subject to the UPCCA, or any contract for the doing of any such public project or maintenance work, with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) greater than \$1,000.00 but less than or equal to \$2,500.00 can be performed (i) by the District's employees by force account, (ii) by negotiated contract, or (iii) by purchase order, so long as such public project or maintenance work has been included in the District's then-current fiscal budget. If the doing of any such public project or maintenance work is to be performed by negotiated contract or by purchase order, the General Manager and any Level 2, Level 3 or Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any such negotiated contract or purchase order. If such public project or maintenance work has not been previously included in the District's then-current fiscal budget, the doing of any such public project or maintenance work (whether by force account, negotiated contract, or purchase order), shall require prior approval from the Board at a regular or special meeting of the Board. Level 2 employees shall not be authorized to execute any such contract or purchase order until such employee's immediate supervisor has reviewed and approved the proposed contract or purchase order. No notice inviting informal bid for any such public project or maintenance work need be provided.

(3) *Contracts totaling \$2,500.01 - \$5,000.00*

The doing of any public project or maintenance work of the District that is subject to the UPCCA, or any contract for the doing of any such public project or maintenance work, with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) greater than \$2,500.00 but less than or equal to \$5,000.00 can be performed (i) by the District's employees by force account, (ii) by negotiated contract, or (iii) by purchase order, so long as such public project or maintenance work has been included in the District's then-current fiscal budget. If the doing of any such public project or maintenance work is to be performed by negotiated contract or by purchase order, the General Manager and any Level 3 or Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any such negotiated contract or purchase order. If such public project or maintenance work has not been previously included in the District's then-current fiscal budget, the doing of any such public project or maintenance work (whether by force account, negotiated contract, or purchase order) shall require prior approval from the Board at a regular or special meeting of the Board. Level 3 employees shall not be authorized to execute any such contract or purchase order until the General Manager has reviewed and approved the proposed contract or purchase order. No notice inviting informal bid for any such public project or maintenance work need be provided.

(4) Contracts totaling \$5,000.01 - \$10,000.00

The doing of any public project or maintenance work of the District that is subject to the UPCCA, or any contract for the doing of any such public project or maintenance work, with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) greater than \$5,000.00 but less than or equal to \$10,000.00 can be performed (i) by the District's employees by force account, (ii) by negotiated contract, or (iii) by purchase order, so long as such public project or maintenance work has been included in the District's then-current fiscal budget. If the doing of any such public project or maintenance work is to be performed by negotiated contract or by purchase order, the General Manager and any Level 4 employee of the District shall be authorized to approve and to execute on behalf of the District any such negotiated contract or purchase order. If such public project or maintenance work has not been previously included in the District's then-current fiscal budget, the doing of any such public project or maintenance work (whether by force account, negotiated contract, or purchase order) shall require prior approval from the Board at a regular or special meeting of the Board. No notice inviting informal bid for any such public project or maintenance work need be provided.

(5) Contracts totaling \$10,000.01 - \$60,000.00

The doing of any public project or maintenance work of the District that is subject to the UPCCA, or any contract for the doing of any such public project or maintenance work, with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) greater than \$10,000.00 but less than or equal to \$60,000.00 can be performed (i) by the District's employees by force account, (ii) by negotiated contract, or (iii) by purchase order, so long as such public project or maintenance work has been included in the District's then-current fiscal budget. If the doing of any such public project or maintenance work is to be performed by negotiated contract or by purchase order, the General Manager shall be authorized to approve and to execute on behalf of the District any such negotiated contract or purchase order. If such public project or maintenance work has not been previously included in the District's then-current fiscal budget, the doing of any such public project or maintenance work (whether by force account, negotiated contract, or purchase order) shall require prior approval from the Board at a regular or special meeting of the Board. No notice inviting informal bid for any such public project or maintenance work need be provided.

(6) Contracts totaling \$60,000.01 - \$200,000.00

Any contract for the doing of any public project or maintenance work of the District that is subject to the UPCCA with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) greater than \$60,000.00 but less than or equal to \$200,000.00, must go through the UPCCA's informal bid process as set forth in the District's Ordinance No. 48 adopted March 27, 2013, as may be amended from time to time, and as summarized in the UPCCA Summary Sheet attached hereto as **Exhibit "E"** and incorporated herein by reference. The General Manager shall be authorized to send out a notice inviting informal bid on the proposed public project or maintenance work without prior Board approval so long as such project or work has been included in the District's then-current fiscal budget. The informal bid results will be brought

before the Board to consider whether to reject any and all bids or to award a bid to the lowest responsible bidder in the manner required by the UPCCA as summarized on the attached UPCCA Summary Sheet. If no bids are received, the proposed public project or maintenance work may be performed by the District's employees by force account. If all bids received are greater than \$200,000.00, the Board can adopt by resolution by a four-fifths vote and award the contract at \$212,500.00 or less to the lowest responsible bidder if the Board determines the cost estimate of the District was reasonable. If the proposed public project or maintenance work has not been previously included in the District's then-current fiscal budget, the General Manager may not send out a notice inviting informal bid on the proposed public project or maintenance work without first obtaining the Board's prior approval at a regular or special meeting of the Board.

(7) *Contracts over \$200,000.00*

Unless otherwise provided in Section III(D)(6), above, any contract for the doing of any public project or maintenance work of the District that is subject to the UPCCA with a total contract price (which includes all cost elements - personnel, materials, supplies, subcontracts, equipment and overhead – associated with the proposed public project or maintenance work) greater than \$200,000.00 is subject to the UPCCA's formal bidding procedures (including the notice inviting formal bids, adoption of plans, and the awarding of bid) as summarized on the attached UPCCA Summary Sheet. The General Manager shall be authorized to send out a notice inviting formal bid on the proposed public project or maintenance work without prior Board approval so long as such project or work has been included in the District's then-current fiscal budget. The formal bid results will be brought before the Board to consider whether to reject any and all bids or to award a bid to the lowest responsible bidder in the manner required by the UPCCA as summarized on the attached UPCCA Summary Sheet. If no bids are received, the proposed public project or maintenance work may be performed by the District's employees by force account or by the informal bidding procedures detailed for public projects greater than \$60,000.00 but less than or equal to \$200,000.00. If the proposed public project or maintenance work has not been previously included in the District's then-current fiscal budget, the General Manager may not send out a notice inviting formal bid on the proposed public project or maintenance work without first obtaining the Board's prior approval at a regular or special meeting of the Board.

E. Change Orders

The General Manager shall have the authority to approve and execute on behalf of the District any change order to a contract (i) awarded by District personnel (including the General Manager) or the Board pursuant to Section III of this Procurement and Purchasing Policy; or (ii) awarded by the Board (or by any person who the Board has delegated authority to) for a public project or maintenance work under the UPCCA, as follows:

- (1) For change orders (including any change order to a contract awarded by the Board or by any person who the Board has delegated authority to for a public project or maintenance work under the UPCCA) less than or equal to \$10,000.00 that does not cause the total contract amount to exceed the amount budgeted for that particular contract in the District's then-current fiscal budget, the General Manager may authorize such change order without having to obtain prior approval of the Board.

- (2) For change orders (including any change order to a contract awarded by the Board or by any person who the Board has delegated authority to for a public project or maintenance work under the UPCCA) less than or equal to \$10,000.00 that causes the total contract amount to exceed the amount budgeted for that particular contract in the District's then-current fiscal budget, the General Manager shall be prohibited from authorizing such change order until such time as the General Manager has obtained the prior approval of the Board at a regular or special meeting of the Board.
- (3) For change orders (including any change order to a contract awarded by the Board or by any person who the Board has delegated authority to for a public project or maintenance work under the UPCCA) greater than \$10,000.00 (but within ten percent (10%) of the original contract amount) that does not cause the total contract amount to exceed the amount budgeted for that particular contract in the District's then-current fiscal budget, the General Manager may authorize such change order without having to obtain prior approval of the Board.
- (4) For change orders (including any change order to a contract awarded by the Board or by any person who the Board has delegated authority to for a public project or maintenance work under the UPCCA) greater than \$10,000.00 (but within ten percent (10%) of the original contract amount) that causes the total contract amount to exceed the amount budgeted for that particular contract in the District's then-current fiscal budget, the General Manager shall be prohibited from authorizing such change order until such time as the General Manager has obtained the prior approval of the Board at a regular or special meeting of the Board.
- (5) For change orders (including any change order to a contract awarded by the Board or by any person who the Board has delegated authority to for a "public project" or "maintenance work" under the UPCCA) greater than \$10,000.00 that are more than ten percent (10%) of the original contract amount, the General Manager shall be prohibited from authorizing such change order until such time as the General Manager has obtained the prior approval of the Board.

F. Professional Service Agreements

Architectural, engineering, project management, inspection and other such professional services may be required and shall be awarded using the District's standard Professional Services Agreement. The Board shall approve all Professional Services Agreements over the amount of \$25,000.00. The General Manager is authorized to enter into a Professional Services Agreement in an amount of \$25,000.00 or less without prior Board approval provided the services have been included in the District's then-current fiscal budget. Any Professional Services Agreement not included in the District's then-current fiscal year budget requires the prior approval of the Board. The Accounting Manager is authorized to approve routine invoices for contracts and services that have already been authorized by the Board or the General Manager.

G. Prohibition against Serial or Cumulative Expenditures

The authority for making expenditures or executing contracts as provided in this policy is intended to enable the General Manager and District staff to understand the scope of this authority in procurement activities made on behalf of the District. The structuring of transactions in a serial or cumulative manner so as to avoid the requirement of approval by the Board is strictly prohibited and will not be tolerated. In addition, for public projects or maintenance work of the District that is subject to the UPCCA, the UPCCA prohibits a local agency to split or separate into smaller work orders or projects any such public project or maintenance work for purposes of avoiding the UPCCA's formal bidding requirements. Thus, the costs associated with the purchase of materials or supplies, when purchased or used as part of a public project or maintenance work subject to the UPCCA, become part of the project cost and must be considered when applying the bid limits set forth in Section III(D) above. For example, on a public project that will pay a contractor \$100,000.00 for construction services and a separate vendor \$100,000.00 for the purchase of materials or supplies to be used on the project, such project will have a total contract price of \$200,000.00 and the contracting services and the separate purchase of materials and supplies will each be subject to the UPCCA's formal bidding procedures. Likewise, as an example, if maintenance work subject to the UPCCA will have a total cost of \$100,000.00 (e.g., \$50,000.00 to be paid for maintenance services to one contractor and \$50,000.00 to be paid to a separate vendor for materials and supplies), the maintenance services contract and the purchasing contract will each be subject to the UPCCA's informal bidding procedures.

H. Future Modifications of Bid Limit Thresholds

In the event the bid limit thresholds proscribed in Public Contract Code Section 22032 are later modified, District staff is hereby authorized and directed to revise this Procurement and Purchasing Policy to conform with the maximum bid threshold limits permitted by law. Upon such an event, District staff shall notify the Board of the bid threshold limit modifications and the corresponding amounts.

IV. EXCEPTIONS TO COMPETITIVE BIDDING

The following exceptions shall apply to the competitive bidding procedures set forth in Section III(C) above:

A. Sole Source Procurement

There may be limited situations where the District requires particular contracts for the purchasing of supplies used in connection with or consumed on any project or work not subject to the UPCCA, for which there is no substantial equivalent and which are, in fact, available from only one vendor, supplier, service provider, or contractor, and therefore, in such situations, the use of competitive bidding may be impractical.

The Board has determined that it is in the District's best interests to authorize the General Manager to engage in sole source procurement under limited circumstances. The General Manager, on behalf of the District, may execute a contract for the purchasing of supplies used in connection with or consumed on any project or work not subject to the UPCCA, on a sole source basis, and without competitive bidding, on the following conditions:

- (1) The General Manager determines, after conducting a good faith review of available sources, that there is only one source for such supplies required by the District.
 - (a) Examples of sole source procurements include, but shall not be limited to, the following:
 - (i) ***Licensed or Patented Applications:*** The vendor, supplier, service provider, or contractor is the sole provider of a licensed, patented, or proprietary application, product, material, supplies, or item required by the District that has unique design or performance features providing superior utility not obtainable from similar vendors, suppliers, service providers, or contractors.
 - (ii) ***Authorized Service Provider, Repair and Warranty Services:*** The District requires service or repair support for such supplies and the vendor, supplier, service provider, or contractor is either a factory authorized warranty service provider or such vendor, supplier, service provider, or contractor is required for warranty services pursuant to the terms and conditions of an existing District contract.
 - (iii) ***Unique Design:*** The District has a specialized need and the vendor, supplier, service provider, or contractor is the sole provider of such supplies that can meet the District's specialized needs or to perform the intended functions. This includes products with special features essential for the

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completion of a task or project, or with physical or artistic design characteristics that satisfy aesthetic requirements.

- (iv) ***Trial and Evaluation Projects:*** A limited duration, limited scope, pilot, trial or evaluation of a product, range of products or services. A trial or evaluation project would typically be part of establishing a standard for a District department, or to pilot a particular product or services for a District need.
- (2) Such sole-source contract has been included in the District's then-current fiscal budget.
- (3) The General Manager provides a written report to the Board containing the following information:
 - (a) A brief description of the circumstances surrounding the sole source procurement;
 - (b) A statement and/or justification of the General Manager's good faith determination that a sole source opportunity has been presented to the District; and
 - (c) A brief description of the supplies to be purchased or contracted for, the cost of such purchase or contract, and the name of the sole-source vendor, supplier, service provider, or contractor.
- (4) The Board has approved the sole-source contract at the next scheduled workshop or regular or special meeting of the Board.

If such sole source contract has not been previously included in the District's then-current fiscal budget or such contract exceeds the amount budgeted for that particular contract in the District's then-current fiscal budget, such contract shall require prior Board approval.

B. Piggybacking

Piggyback contracting occurs when a public agency enters into a contract, without competitive bidding, with a particular supplier, vendor, service provider, or contractor who has already been awarded a contract for the purchase of the same or similar materials or supplies by another public agency or governmental entity pursuant to such agency's or entity's competitive bidding process. Piggybacking on other public agency or governmental entity contracts can reduce administrative and project costs and achieve greater efficiency and economies of scale.

The Board has determined that it is in the District's best interests to authorize the General Manager to participate in piggybacking opportunities whenever possible. The District may piggyback on other public agency or governmental entity contracts for the purchase of the same or similar materials or supplies and the General Manager is authorized to execute on behalf of the District a contract for the purchasing of such materials or supplies used in connection with or

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consumed on any project or work not subject to the UPCCA without separate competitive bidding by the District, on the following conditions:

- (1) The General Manager has determined that it is in the District's best interest to engage in a piggybacking opportunity for the purchase or contract of such materials or supplies with a particular vendor, supplier, service provider, or contractor if such opportunity will result in significantly reduced costs to the District (administrative costs, project costs, or otherwise), or will achieve greater efficiency or economies of scale for District projects.
- (2) Such vendor, supplier, service provider, or contractor has been previously awarded a contract with another local, state, or federal agency or governmental entity pursuant to such agency's or entity's competitive bidding process to provide materials or supplies that are same or similar or related to the District's proposed contract or purchase.
- (3) Such piggybacking contract has been included in the District's then-current fiscal budget.
- (4) The General Manager provides a written report to the Board containing the following information:
 - (a) A brief description of the circumstances surrounding the piggybacking opportunity;
 - (b) A brief description of the benefits and cost savings the District will receive as a result of the piggybacking opportunity; and
 - (c) A brief description of the materials or supplies to be purchased or contracted for, the cost of such purchase or contract, and the name of the vendor, supplier, service provider, or contractor.
- (5) The Board has approved the piggybacking contract at the next scheduled workshop or regular or special meeting of the Board.

Notwithstanding anything contained in Section III or this Section IV(B) to the contrary, the District's dredging projects located within the Ventura Harbor will be subject to Public Contract Code Section 20751.2, which authorizes the District to award a contract for the performance of dredging work within the District's boundaries without competitive bidding, provided each of the following apply: (a) the dredging contractor was selected through a federal competitive bidding process for a federal dredging project then underway in the County of Ventura; and (b) the Board makes written findings, based on substantial evidence in the record, that the contract awarded pursuant to such section 20751.2 is likely to cost less than a contract awarded pursuant to Public Contract Code Section 20751.

C. Emergencies

Pursuant to Public Contract Code Section 20751.1, in case of an emergency, the Board may, by resolution passed by a four-fifths vote of all of its members, declare and determine that public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property, and thereupon proceed to expend any sum or enter into a contract involving the expenditure of any sum needed in the emergency without observance of the provisions requiring contracts, bids, or notice for any purchasing of supplies used in connection with or consumed on any project or work not subject to the UPCCA. If notice for bid to let contracts will not be given, the Board shall also comply with Public Contract Code Section 22050. In the case of any emergency involving a public project or maintenance work under the UCCPA, the terms and conditions set forth in Public Contract Code Section 22035 shall control.

An “emergency” means a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

D. Local Vendor Preference

In determining the lowest responsible bid pursuant to the District’s competitive bidding procedures set forth in Section III(C), above, or in determining the lowest responsible bid pursuant to the formal bidding procedures set forth in the UPCCA, the Board finds it desirable and in the best interests of the District to establish a local business preference program in order to reduce the competitive barriers faced by local businesses (the “Local Business Preference Program”).

This Local Business Preference Program shall be taken into account in determining the lowest responsible bid in awarding a contract subject to the District’s competitive bidding procedures set forth above, or in determining the lowest responsible bid pursuant to the formal bidding procedures set forth in the UPCCA.

(1) Local Business Preference Program.

In determining the lowest responsible bid, the General Manager shall include the following:

- (a) For (i) any District contract for the purchasing of materials or supplies used in connection with or consumed on any work or project not subject to the UPCCA reasonably estimated by the General Manager to have a contract amount greater than \$25,000.00; or (ii) any public project or maintenance work subject to the UPCCA’s formal bidding procedures, the District shall assign a five percent (5%) bid price reduction “preference” during the bid evaluation process (the “Local Business Preference”) to any bid from any person or entity that is determined by the General Manager to be a Local Business (as defined in subsection (b) of this Section IV(D)(1)).
- (b) “Local Business” shall mean a person or entity that has for at least twelve (12) months immediately preceding submittal of its bid

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maintained its principal business office within the geographic boundaries of Ventura County, California.

- (c) Except as otherwise provided in this Section IV(D), the provisions set forth in this Section IV(D) shall not supersede the other provisions set forth in this Procurement and Purchasing Policy or the uniform public construction cost accounting procedures set forth in the UPCCA, whichever shall apply. If any inconsistency or conflict exists or arises between the terms of this Section IV(D) and the other provisions set forth in this Procurement and Purchasing Policy or the UPCCA, whichever shall apply, such other provisions shall control.
- (d) This Local Business Preference Program shall not be applied under the following circumstances:
 - (i) National contracts;
 - (ii) Revolving fund (petty cash) purchases;
 - (iii) Credit card purchases;
 - (iv) Contracts not subject to the District's competitive bidding procedures;
 - (v) Any contracts funded by the federal government where there are conflicting requirements for minority or women-owned business participation.
 - (vi) Where such preference is otherwise prohibited by law;
 - (vii) Emergency procurements;
 - (viii) Piggybacking or sole source procurements; or
 - (ix) Contracts or projects relating to dredging or dock rehabilitation and/or replacement.

(2) Procedures for the Local Business Preference Program

- (a) Once all bids are opened, the bids of those bidders who are Local Businesses shall be reduced by five percent (5%) for purposes of determining the lowest responsible bidder. If the bid of a Local Business, after applying the Local Business Preference, is then the lowest responsible bidder (the "Lowest Local Business Bidder"), that Lowest Local Business Bidder shall have the opportunity to reduce its bid to match the bid of the actual lowest responsible bidder, in writing, within one (1) business day, whereupon the

ATTACHMENT 1

General Manager shall make a recommendation to the Board to award said Lowest Local Business Bidder with the contract if the General Manager determines, in his or her sole discretion, that such bid is responsive to all of the terms and conditions stated in the District's previously published notice inviting bids.

- (b) If the Lowest Local Business Bidder does not elect to reduce its bid to match the bid of the actual lowest responsible bidder, then the next lowest Local Business bidder (the "Second Lowest Local Business Bidder") shall be given the opportunity to match the bid of the actual lowest responsible bidder in the time and manner set forth in subsection (a) of this Section IV(D)(2), above; provided, however, the bid of such Second Lowest Local Business Bidder must also be within five percent (5%) of the actual lowest responsible bid.
- (c) An award may be made to the lowest aggregate responsible bidder for all items on the invitation to bid, on a group or an individual basis, whichever is found to be in the best interest of the District.
- (d) All bids are subject to rejection by the Board in its absolute and sole discretion, and in those instances where evaluation dictates the rejection of the lowest bid as not meeting the requirements established in the invitation to bid, the vendor shall be notified of the reason for rejection.

V. FEDERALLY FUNDED PROCUREMENT POLICY

A. Purpose and Applicability

This section pertains to federally-funded projects and purchases. The purpose of this section is to ensure compliance with all applicable federal requirements when federal money is being expended by the District. Procurements funded in whole or in part with Federal funds must comply with Code of Federal Regulations (CFR), Title 2 Grants and Agreements, Subtitle A – Office of Management and Budget Guidance for Grants and Agreements, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Procurement Standards, which is available at <https://www.grants.gov/learn-grants/grant-policies/omb-uniform-guidance-2014.html> (Document Citation: 2 CFR 200).

To the extent that any provisions of this policy are inconsistent with any other District regulations, the provisions of this policy shall prevail with respect to federally-funded procurements. If any provisions of this policy become inconsistent with federal requirements, whether due to a change in federal law or regulations, through judicial precedent, or for any other reason, then the District shall not be required to comply with the inconsistent provision.

B. Methods of Procurement

In addition to the District's purchasing policy approval limits, one of the following methods should be used:

- (1) **Micro-purchase:** Purchases where the aggregate dollar amount does not exceed \$10,000, or the current limitation set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1, where this threshold is periodically adjusted for inflation. No bid or quote process is required. No cost or price analysis is required. Purchases should be distributed among a range of qualified vendors.
- (2) **Small purchase:** Purchases up to the Simplified Acquisition threshold (the dollar amount below which a non-Federal entity may purchase property or services using small purchase methods), which is currently \$250,000, and is adjusted from time to time. Informal purchasing procedures are acceptable, but price or rate quotes must be obtained from an adequate number of sources. Purchases made should be distributed among a range of qualified vendors.
- ~~(1)~~(3) **Sealed bid:** Purchases over the Simplified Acquisition threshold, which is currently \$250,000, and is adjusted from time to time. Under this purchase method, formal and public solicitation is required, and the fixed price (lump sum or unit price) is awarded to the responsible bidder who conformed to all material terms and is the lowest in price. This method is the preferred procurement method for construction contracts if the following conditions apply:

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- (a) A complete, adequate, and realistic specification or purchase description is available;
- (b) Two or more responsible bidders are willing and able to compete effectively for the business, and,
- (c) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally based on price.

If this method is used, the following requirements shall apply:

- (i) The invitation for bids will be publicly advertised, including through electronic advertising, and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date for opening the bids;
- (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the terms or services in order for the bidder to properly respond;
- (iii) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
- (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts will only be used in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and
- (v) Any or all bids may be rejected if there is a sound documented reason.

(4) Competitive proposals: Purchases over the Simplified Acquisition threshold, which is currently \$250,000, and is adjusted from time to time. This procurement method requires formal solicitation, fixed-price, or cost-reimbursement contracts, and is used when sealed bids are not appropriate. The contract should be awarded to the responsible firm whose proposal is most advantageous to the program, with price being one of the various factors. If this method is used, the following requirements apply:

- (a) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

- (b) Proposals must be solicited from an adequate number of qualified sources;
- (c) The methods for conducting technical evaluations of the proposals received and for selecting recipients may include, but not be limited to: oral interviews, references, past performance, availability to perform work, and certifications as determined by project scope.
- (d) Any response that takes exception to any mandatory items in this proposal process may be rejected and not considered;
- (e) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and,
- (f) Competitive proposal procedures may be used for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

(5) *Noncompetitive proposals:* Also known as sole-source procurement, this may be appropriate only when one or more of the following criteria are met:

- (a) The item is available only from a single source;
- (b) The public emergency for the requirement will not permit a delay resulting from competitive solicitation;
- (c) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the nonfederal entity; or
- (d) After solicitation of a number of sources, competition is determined inadequate.

C. Contract Cost and Price

A cost or price analysis shall be performed in connection with every procurement action in excess of the Simplified Acquisition threshold (\$250,000) including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, independent estimates shall be made prior to receiving bids and proposals.

- (1) Profit shall be negotiated as a separate element of the price for each contract in which there is a no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- (2) Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the District under Subpart E- Cost Principles of Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- (3) The cost plus a percentage of cost and percentage of construction cost methods of contracting shall be used.

VI. VENDOR AND CONTRACTOR REGISTRATION DIRECTORY

The District invites vendors to express their interest in doing business with the District. Vendors and contractors to which this Procurement and Purchasing Policy apply may download registration forms from the District's website located at <https://venturaharbor.com/public-bidding/>. To properly register with the District, all such vendors and contractors interested in doing business with the District shall be required to complete a registration form and submit it to the District by email or mail.

VII. BUDGETING FOR CAPITAL IMPROVEMENT PROJECTS

In developing the District's fiscal budget, District staff shall use the following guidelines in identifying, managing, administering, and budgeting for capital projects for the following fiscal year:

- A. Start early in the fiscal year to clearly define a project; involve a range of staff levels; take into consideration aesthetics, marketing, and maintenance issues in developing projects.
- B. Provide any reports, plans, drawings, specifications, design ideas, cost benefit studies and analysis, and other related materials that may be necessary or useful in assisting the Board in determining whether a particular capital improvement project should be approved in connection with the Board's approval of the District's proposed budget for a particular fiscal year;
- C. Work diligently with any ad hoc committees of the Board for purposes of making recommendations of potential capital improvement projects;
- D. After a particular project has been identified and budgeted, District staff should diligently engage in interviewing and selecting qualified design or engineering

ATTACHMENT 1

firms or consultants to assist the District in designing and preparing the plans and specifications of such project;

- E. District staff shall work with the design or engineering firm or consultant in establishing project targets and milestones in order to ensure that the project is proceeding according to schedule and to plan.

VIII. PROCUREMENT FORMS

District staff shall use the following forms, where appropriate, in connection with the District's procurement and purchasing activities:

1. District Employee Procurement Status Chart (Exhibit "A")
2. Project/Goal Implementation Planning Form (Exhibit "B")
3. VPD – Request for Approval of New Project (Exhibit "C")
4. VPD – Request for Approval of a Contract Change (Exhibit "D")
5. UPCCA Summary Sheet (Exhibit "E")

Adopted and Effective Date: October 22, 2014



BOARD OF PORT COMMISSIONERS

JUNE 17, 2020

STANDARD AGENDA ITEM 2

APPOINTMENT OF
NEW AUDIT LIAISON

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 2
Meeting Date: June 17, 2020

TO: Board of Port Commissioners
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Appointment of New Audit Liaison

RECOMMENDATION:

That the Board of Port Commissioners appoint an audit liaison to work with staff and White Nelson Diehl Evans LLP throughout the FY2019-2020 financial audit process.

SUMMARY:

Staff is requesting the Board appoint a Commissioner to act in the capacity of audit liaison during the FY2019-2020 financial audit process.

BACKGROUND:

The public agency audit liaison function was created to assist and support management in responding effectively to internal and external auditors and other state and federal regulatory agencies. The liaison function is also to provide support and assistance to staff during financial audits.

In previous years, the Board has appointed a Commissioner to act in the capacity of audit liaison to communicate with staff and the audit firm throughout the audit process. Commissioner Blumenberg served in this role for the FY2018-2019 Audit.

The audit partner for the FY2019-2020 audit process will be Nitin Patel. This is the third and final year of our current professional services agreement with WNDE. The third year requires that WNDE assign a different audit partner to perform the audit. He will, reach out to staff and the appointed liaison at the beginning of the audit process just as Bob Callanan before him. This first contact gives the liaison an opportunity to ask questions about the audit process and approach concerns he/she may have about anything to do with the District, the General Manager, staff, internal controls, reporting, policies, etc. with or without staff being present.

As the audit progresses, staff keeps the liaison and the General Manager updated and works through any issues that may arise. The liaison assists management with the review of and response to audit findings and recommendations as needed.

The liaison has the opportunity to review all preliminary drafts of the audit for accuracy and completeness before the final version is presented. Should he/she have any questions or concerns, they can be addressed to staff or to the auditors directly.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JUNE 17, 2020

STANDARD AGENDA ITEM 3

APPROVAL OF THE FY2020-2021
HARBOR VILLAGE LEASING STRATEGY

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 3
Meeting Date: June 17, 2020

TO: Board of Port Commissioners
FROM: Todd Mitchell, Business Operations Manager
Robin Baer, Property Manager
SUBJECT: Approval of the FY2020-2021 Harbor Village Leasing Strategy

RECOMMENDATION:

That the Board of Port Commissioners approve the FY2020-2021 Harbor Village Leasing Strategy.

SUMMARY:

This leasing strategy articulates the objectives, goals, and describes a variety of tools and metrics to help bolster the Ventura Harbor as a unique destination for local residents and visitors.

BACKGROUND:

Staff has been working diligently on an ongoing assessment of the COVID-19 pandemic impact to our tenants and actively engaging with tenants through the Ventura Port District COVID-19 Rental Abatement and Deferment Program on a monthly basis. At the same time, remaining active with leasing and marketing at Harbor Village. Understanding the fundamentals such as existing tenant mix, lease expirations, absorption and market position is one of the steps toward developing a comprehensive asset-based strategy that has become a continuous working document.

Attached is the FY2020-2021 Ventura Harbor Village Leasing Strategy that identifies how District staff has moved forward with new leases and renewals within the complex.

FISCAL IMPACT:

For FY2020-2021, a leasing budget of \$21,000 for advertising and data services (i.e. Loopnet/CoStar) has been included in the preliminary budget. Proposals for a new service contract for pedestrian and vehicle traffic counts is being considered.

ATTACHMENTS:

Attachment 1 – FY2020-2021 Harbor Village Leasing Strategy

Ventura Port District **Harbor Village - Leasing Action Plan** **FY 2020-2021**

JUNE 17, 2020

OBJECTIVE

Ventura Port District has established Goals supporting our Mission. Specifically guiding our Leasing Strategy is the goal to “Increase economic development, vitality, and diversity of the District through effective leasing and marketing strategies.”

With this goal in mind, FY20-21 leasing objectives will include:

- ▶ Attract and retain a vibrant, diverse mix of economically viable retail, restaurant and office users through comprehensive, on-going leasing efforts.
- ▶ To highlight characteristics and qualities of the community, current marketing efforts, media coverage and amenities.
- ▶ The Harbor Village is an energetic and established center that has tremendous views, ambience and charm and we want to preserve and enhance that reputation through our tenant mix of offerings.

OBJECTIVE

In addition, the Leasing team needs to take special consideration for COVID-19 impacts:

- ▶ Work to support our tenants that continue to endure the impacts of the COVID-19 pandemic
- ▶ Continue to assist in providing economic stimulus resource information
- ▶ Work with tenants to assist in their successes at Ventura Harbor

GOALS

1. Develop tactics to ensure existing and new tenant (re-)open successfully, resulting in a strong foundation upon which both the District and tenants continue to build a strong relationship for success
2. Be prudent in repositioning the Village, in light of the world's change of business status. Be aware of market demand and supply
3. Increase annual rental revenue to VPD at (or above) consumer price index.

GOALS

4. Achieve market rental rates consistent with city/regional averages in each leasing category and Harbor Village as a whole.
5. Continue to outperform city/regional rates of vacancy in each leasing category and Harbor Village as a whole.
6. Continue to attract new and innovative tenants to enhance the Harbor as a destination experience.
7. Fill vacancies in 1591 Suites #114 & #115 (former Blackbeard's) and in 1559 Suite #103 (Anja's former location)

LEASING

- **Increased Focus on Leasing Retention:**
 - Valuation of the cost savings to District of retaining diverse mix of vibrant and economically viable retail, restaurant and office tenants (versus attrition/remodel/etc.)
 - Increasing Ventura Harbor's value to tenant success
 - Continuing to balance our need to increase our rent rate commiserate with our growing costs/CPI
- Consider/explore alternative business models (particularly those that defer our up-front expenditure)

LEASING

- **Leasing Packet:** Create and distribute via web, in person and print ready content generally including the following:
 - Video layouts of each available unit
 - Village overview, photos and New Signage Program
 - New Developments and Pop-Up Opportunities
 - Site plan including bike paths, Uber/Lyft drop-offs, public transportation
 - History of Harbor past and present
 - Tenant Performance Reports (average sales, etc.)
 - Trade Area Demographics
 - Vehicle & Pedestrian Data Reports
 - Marina statistics (4 Marina's) – boat slips, live-aboards
 - Existing tenant list and Highlight Coming Soon Tenants
 - Major employers, employees
 - Harbor Village marketing events and activities
- Provide Bi-Monthly expiration list to Board

ADVERTISING LEASING OPPORTUNITIES

- Collaborate with Marketing department to utilize Target Markets (identify potential market and shopping behavior of customers) for the Village
 - Incorporate marketing statistics into leasing packets
- Ventura Port District will use a variety of marketing strategies to increase its exposure to prospective tenants. Specific channels will include the following:
 - **Web Site:** Include the leasing packet on the Ventura Port District and Ventura Harbor Village websites to generate interest in the available spaces. Implement search engine optimization that contains a number of features including: space information, VPD company profile, location, photo gallery.
 - **E-mail Marketing:** Email promotional blasts for download via VPD email, LoopNet and/or Co-Star systems to Prospective Tenants. This will reinforce brand building among Ventura Port District's target market.
 - **Social Networking:** Coordinate with Marketing Department to create pages and profiles on the social networking sites: Facebook, Instagram, and Twitter. Social networking sites are an effective way to advertise on the web and generate interest for Ventura Port District from the general public. Research and evaluate ad placements on these sites. Network with local cities and county programs
 - **Outdoor Marketing:** Property Manager will place leasing signs that are prominently placed for maximum visibility to both foot and vehicle traffic. These signs will notify potential tenants of Ventura Port District's available spaces.
- Outline sales materials for leasing to utilize in prospecting, selling and securing new tenants
- Insertion-ready advertisements for local, regional and national trade industry publications
- Web-based advertisements in real estate lease site:
 - LoopNet / CoStar
 - Ventura Harbor and Ventura Harbor Village Websites
 - Craigslist
 - Variety of broker publication newsletters / webpages

DATA SOURCES

- Obtain monthly, quarterly and annual data from the following organizations and sources as well as others as applicable:
 - Research and obtain a new vendor to replace --- Motionloft (Vehicle & Pedestrian Data Reports)
 - ▶ Skyfii – Received quote
 - ▶ Sensource – Received quote
 - ▶ Miovision – Received quote, limited sources, only provides pedestrian, not vehicle
 - Harbor Village Rent Roll
 - Harbor Village Sales Report
 - Collect City and regional rental rates (Co-Star)
 - Bureau of Labor Statistics, Consumer Price Index
 - Maintain contact database of real estate leasing professionals

DRIVE TENANT SUCCESS

- Provide access to business analysis/mentorship/coaching resources (i.e. EDC-VC)
- Co-Network with tenants, upon researching resources/advertising that has a strong return of investment (ROI)
- Provide tenants with resources on small business assistance programs (i.e. EDC-VC, WEV, Chamber of Commerce, Score, etc.)
- Provide general information and regulatory contact information regarding entitlement and permitting process for tenants.
- Provide coordination assistance with City, County and State regulatory agencies to ensure timely delivery of tenant space.
- Provide general assistance with prospective and current tenants regarding sales strategies, marketing and promotional opportunities.



BOARD OF PORT COMMISSIONERS

JUNE 17, 2020

STANDARD AGENDA ITEM 4

APPROVAL OF THE FY2020-2021 HARBOR VILLAGE MARKETING STRATEGY – RECOVERY AND VISITATION PLAN

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 4
Meeting Date: June 17, 2020

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Jennifer Talt Lundin, Marketing Manager
SUBJECT: Approval of the FY2020-2021 Ventura Harbor Marketing Strategy - Recovery and Visitation Plan

RECOMMENDATION:

That the Board of Port Commissioners approve the FY2020-2021 Ventura Harbor Marketing Strategy – Recovery and Visitation Plan.

SUMMARY:

Staff will give a presentation on the FY2020-2021 Marketing Strategy - Recovery and Visitation Plan that is both fluid and dynamic in nature, given the current pandemic state as it pertains to the Harbor partners, Harbor tenants, customers, events, on-site event rentals, income avenues, advertising strategies, and programming. The Recovery and Visitation Plan will focus on the overall destination and attraction-based marketing efforts that have been successful and implement new programming to drive visitation and awareness of Ventura Harbor, Ventura Harbor Village, and the Channel Islands National Park in key markets. The process will include continuing to gather important and crucial input from partners, measurement tools, board, and harbor visitors with the ability and flexibility to adjust when necessary in the COVID-19 environment.

BACKGROUND:

In March 18, 2020 Ventura Harbor Marketing department pivoted on the current marketing strategies for FY2019-2020 to refocus entirely on the urgent messaging on behalf of the Ventura Port District regarding the pandemic and the processes as they pertained to the Ventura Harbor, beaches, launch ramp, Ventura Harbor Village, harbor businesses, safety, and Channel Islands National Park visitation. These examples of COVID-19 campaigns and messaging have been provided to the Board monthly and are shared with the Ventura Harbor Village tenants through a series of increased Tenant E-newsletters. COVID-19 efforts have been continuous since March with ever-changing components weekly and almost daily for the Ventura Port District and have altered, and in most cases paused, many aspects of the final quarter of the FY2019-2020 marketing programming. The marketing team developed key messages to share with the public and disseminated those messages through a variety of media channels ongoing weekly. The General Manager requested an immediate reduction of the current fiscal year budget due to the rent abatement and deferment program, as well as conservative spends for the remaining budget as the pandemic progressed. Based on the projected revenues for the fiscal year ahead, the General Manager directed the marketing department to submit budget scenarios for FY2020-2021, with reduced programming dollars, based on market data and current ever-changing circumstances due to the pandemic environment. A FY2020-2021 Recovery and Visitation Plan has been mapped out with key objectives and strategies, understanding that the plan would need to stay fluid and dynamic to accommodate for changes in the media and partnership landscape, state, county and city orders, as well as visitor trends and harbor business needs during this unprecedented time. The marketing team has mapped out key markets, objectives, and strategies and will continue to evaluate programming, data, best practices, and opportunities monthly.

FISCAL IMPACT:

This proposed plan is included in the FY2021 preliminary budget of \$514,700 which is a 17% reduction from the previous year's budget of \$579,000. Because staff had already begun taking aggressive steps to reduce costs during the current Fiscal Year in response to the COVID-19 pandemic impacts, the proposed preliminary budget is a further reduction of 2.5% from the current year's estimated actual expense of \$527,800.

ATTACHMENTS:

Attachment 1 - Ventura Harbor FY2020-2021 Marketing Strategy - Recovery and Visitation Plan

2020 - 2021

Recovery & **VISITOR ATTRACTION PLAN**

VENTURA HARBOR MARKETING



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VENTURA HARBOR 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, fisherman, and boaters to enjoy Ventura Harbor's exceptional facilities, events, and services.

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MARKETING TEAM MANTRA:

(adopted by Walt Disney)

*"Do what we do so well,
that people want to come
back and bring their friends."*

A Vision

FOR 2020/2021

Background

In mid-March, 2020 Ventura Harbor Marketing department pivoted on the current marketing strategies for 2019 / 2020 to refocus entirely on the urgent messaging on behalf of the Ventura Port District regarding the pandemic and the processes as they pertained to the Ventura Harbor, beaches, launch ramp, Ventura Harbor Village, harbor businesses, and Channel Islands National Park visitation. These examples of COVID campaigns and messaging have been provided to the Board monthly and shared with the Ventura Harbor Village tenants through a series of increased Tenant E-newsletters. These efforts have been continuous since March with ever-changing components weekly and daily. The General Manager has asked for a Recovery & Visitation Plan for 2020- 2021 based on data and current ever-changing circumstances. The marketing team has mapped out key objectives and strategies and will continue to evaluate programming and opportunities monthly.

Objective

To present a Recovery & Visitation Plan for 2020 & 2021 that is both fluid and dynamic in nature, given the current pandemic, not only for our Harbor partners, but for our customers, events, on-site event rentals, income avenues, advertising strategies, and programming.

Strategy Vision

Review programs that have been successful in the past year and incorporate new strategies into the Recovery & Visitation Plan for 2020-2021, while gathering important and crucial input from our partners, measurement tools, board, and harbor visitors with the ability and flexibility to make adjustments when necessary in the year ahead.

Recovery & Visitation Plan Strategies:

- Plan forward for business recovery and growth
- Uncover gaps, opportunities, & trends
- Keep the strategies in line with the mission and brand for the Ventura Port District, Ventura Harbor, and Ventura Harbor Village
- Focus resources on inspiring Village and Harbor partnerships
- Create content and track, test, and adjust the ROI (return on investment)
- Measure the effectiveness of each marketing campaign
- Reach more of our target audience through digital platforms and videos
- Gather input from Ventura Harbor partners and visitors
- Ultimately, increase visitation and revenue for Ventura Harbor and Ventura Harbor Village



Pivot

Changes given

Marketing has worked quickly to pivot with ever-changing protocol and has been focusing efforts on providing the public with timely messaging for the Ventura Port District and Harbor businesses still operating during the pandemic. See list of messaging topics created to support our small businesses:

- DINING TAKEOUT
- VIRTUALLY CONNECT
- ONLINE SHOPPING
- THANK YOU FIRST RESPONDERS
- TAKEOUT TUESDAYS
- GIFT CARD CHALLENGE
- STAY CALM & COZY AT HOME WITH HARBOR SHOPS ONLINE
- LIVE MUSIC STREAMING SERIES
- IN GRATITUDE
- WE'RE OPEN - CONNECT SEASIDE
- SEA WHO'S OPEN AT VENTURA HARBOR
- SEASIDE TAKEOUT ZONE

COVID-19

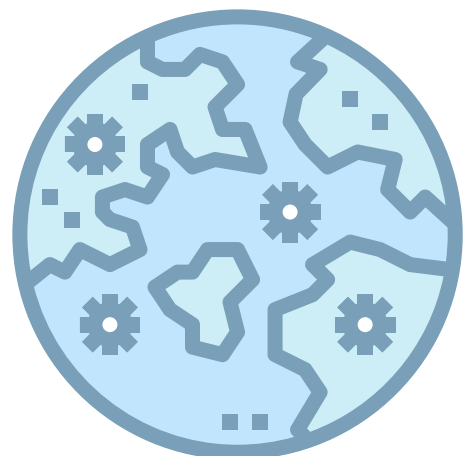
NOTE:

Given the fluid situation, the Ventura Harbor Marketing team plans to revisit the Recovery & Visitor Attraction Plan monthly, as well as quarterly with the General Manager.

Quarterly Tenant Meetings will resume in summer 2020.

Data collection & analysis will continue monthly and programs will be pivoted accordingly in compliance with the pandemic environment, county and state orders, and visitor trends.

Mid-Year budget process will also be used to reevaluate the second part of the fiscal year ahead.





California

Visit California, the marketing tourism arm for the State of California, has announced a focus on campaigns in California that will drive travel within California and encourage travelers to spend their monies supporting California destinations and businesses as part of a dedicated recovery strategy. The campaigns will be focused on the messages: **“Calling All Californians” & “Road Trip Republic”**



“Visit California’s marketing approach for recovery will begin with an in-state focus to keep Californians in California—encouraging spending their dollars on California businesses.”

- Caroline Beteta, Visit California CEO.

RECOVERY MESSAGING

Los Angeles Tourism & Convention Board reports week of June 1 recent research of traveler’s sentiment:

Destination Analysts continues its weekly study among U.S. travelers to track changes in reaction to COVID-19. Here is a short sampling of key findings from the latest wave include:

- Interest in short trips grew sharply as 57.7% of travelers surveyed said they would be excited to take a weekend getaway in the next month
- Road trips appear to be a “now thing,” with many travelers planning to take them over air trips from June thru October.
- Americans’ optimism for travel to return this Fall rebounded this week as 44% expect to be back traveling by that season (up from 35% last week).
- The proportion of American travelers who have tentative trip plans in 2020 grew to nearly 70% with the months of July thru November seeing increases in the percent of travelers reporting they have plans in them.

PERFORMANCE HIGHLIGHTS

2019/2020 TO DATE AS OF JUNE 1, 2020

This fiscal year, we reached over 10 million people through Social Media



FACEBOOK

25,560 Followers
403,305 Engagements
8,738,545 Impressions



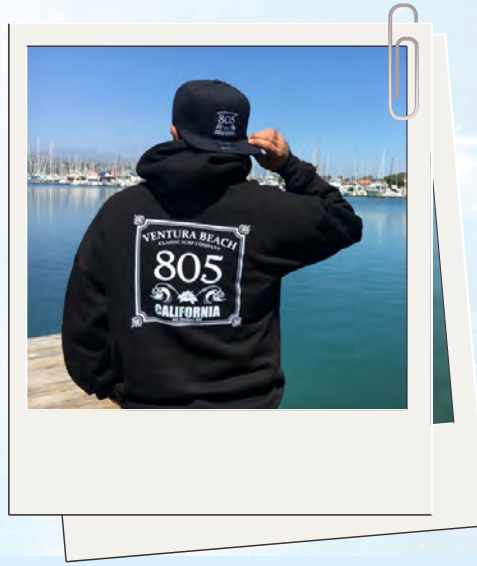
INSTAGRAM

17,570 Followers
80,609 Engagements
2,263,680 Impressions



TWITTER

5,455 Followers
2,633 Engagements
183,562 Impressions



PUBLIC RELATIONS

Over the course of the fiscal year, through June 1, 2020, **21** press releases were sent reaching **19,900** media. Ventura Harbor Village hosted **23** media visits and press trips including partnerships with Visit Ventura, Central Coast Tourism, and Ventura County Coast. As a result of public relations efforts, Ventura Harbor amenities were featured in **324** publications which reached millions of viewers / readers / listeners through multiple mediums including print, online, radio, TV, blogs and social media posts.

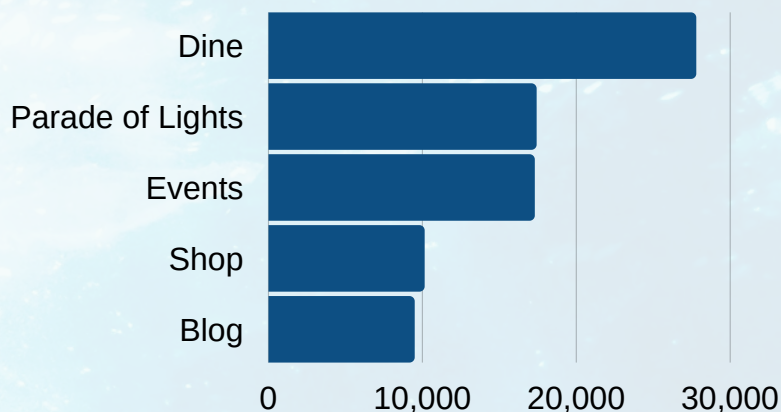
PERFORMANCE HIGHLIGHTS

2019/2020 TO DATE AS OF JUNE 1, 2020

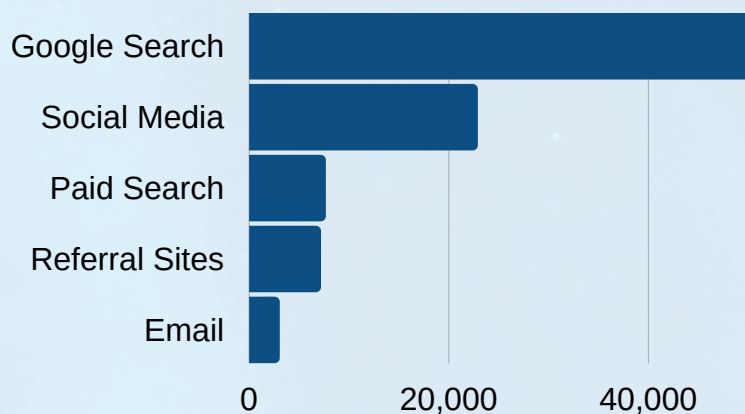
Harbor websites had 178,263 new visitors



TOP PAGE VIEWS



TRAFFIC DRIVERS



Top E-newsletters

Top 3 E-newsletter Campaigns in 2019/2020:

1. Happy National Clam Chowder Day
2. Five Ways Warm Yourself Seaside
3. Santa, Live Reindeer, Faux Snowfall, Caroling

Top Paid Social

Top 3 Social Campaign Performances:

1. Virtually Connect to Ventura Harbor
2. Support Small Business & Shop Local
3. Comfort Food / Dining in Ventura Harbor

KEY DEMOGRAPHICS

Demographic data for Ventura Harbor is derived from social media platform analytics, website analytics, campaign performance, partner & tourism data surveys & feedback.

MILLENNIALS
(AGES 25 - 35)

Ages

GEN X
(AGES 36 - 54)

BABY BOOMERS
(AGES 55 - 75+)

**OUT OF STATE /
TOURISTS**

Markets

**VENTURA COUNTY
LOS ANGELES COUNTY
KERN COUNTY
(BAKERSFIELD)**

**SANTA CLARITA
SAN DIEGO
SAN FRANCISCO
SANTA BARBARA**

**LIVE MUSIC
ACTIVITIES
WATER RECREATION**

Interests

**DINING
SHOPPING
OCEAN / BEACH**

**EVENTS
KIDS ACTIVITIES
HAPPY HOUR**

Travel Partners

help us to reach our
key demographics
and share our
marketing messages

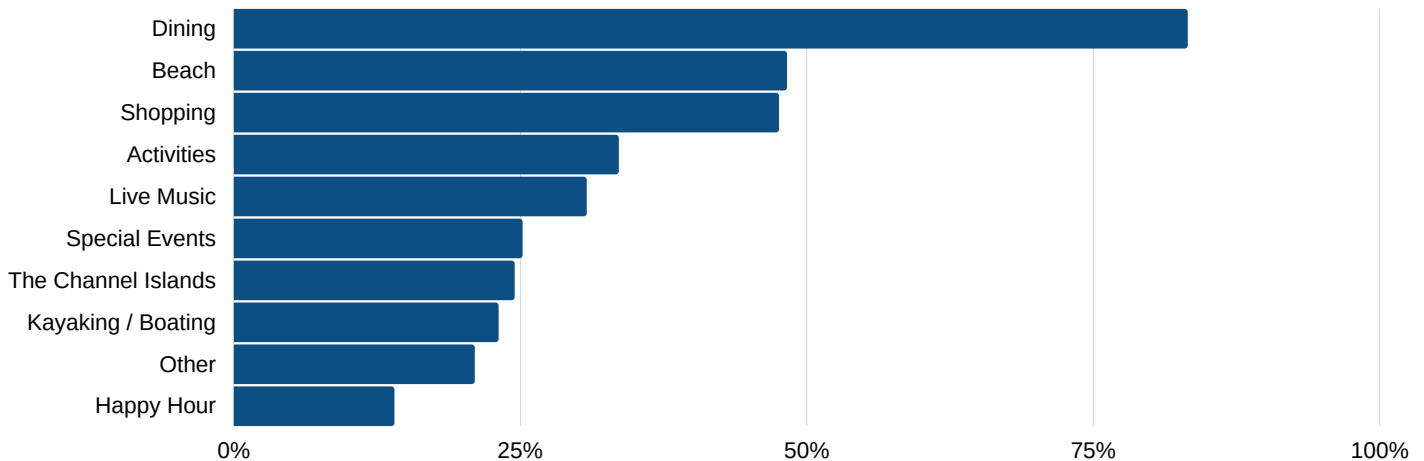


VISITOR FEEDBACK

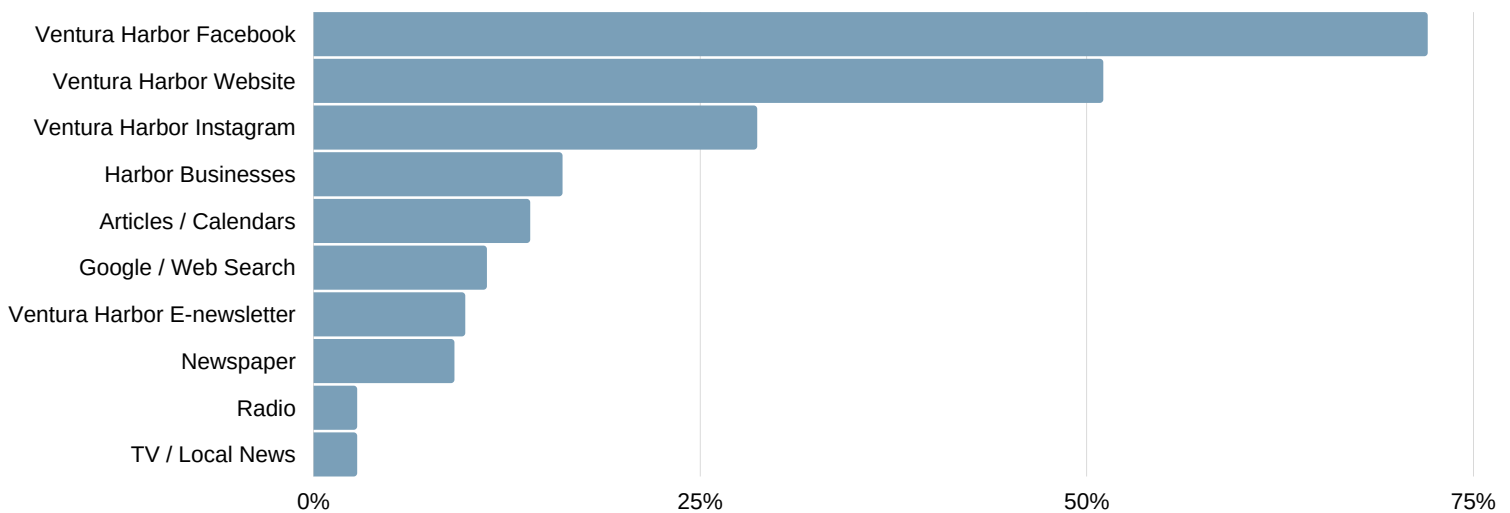
Visitor Survey Overview

Marketing reviews a variety of sources including social media platform analytics, website analytics, campaign performance, partner & tourism data surveys & feedback, and both online & onsite customer survey results to provide insight to program development and decisions. Below is an example of feedback from a recent visitor survey.

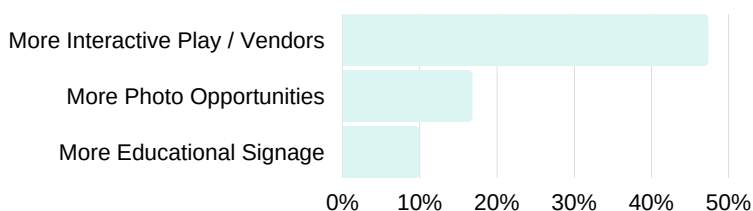
WHAT IS USUALLY YOUR REASON FOR VISITING VENTURA HARBOR?



HOW DO YOU FIND INFORMATION ABOUT THE HARBOR?



WHAT WOULD ENHANCE YOUR VISIT TO THE HARBOR THE MOST?



ADDITIONAL KEY FINDINGS:

- Top 3 counties to respond to online survey: Ventura, Los Angeles, Kern
- Generation X (ages 36 - 54) was the leading demographic
- 63% of respondents reported bringing kids or grandchildren when visiting
- \$25-\$50 majority spend upon visit

Note: Data above is a compilation of data from May & June 2020 online visitor survey.

10

10

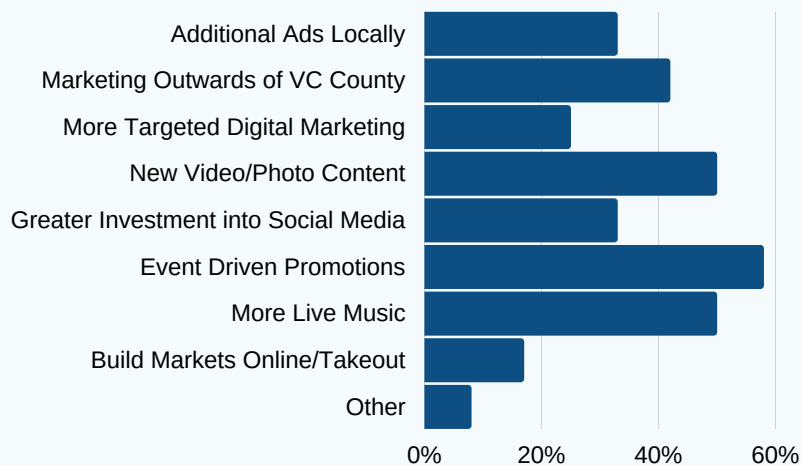


VILLAGE PARTNER FEEDBACK

Village Tenant Survey Overview

The Marketing Department sent out a digital survey for feedback to build a dynamic visitor attraction plan with Ventura Harbor Village Partner input and will continue to review results.

WHICH VPD VISITOR ATTRACTION TOOLS WOULD BEST COMPLIMENT YOUR OWN MARKETING STRATEGY IN THE RECOVERY EFFORTS & BEYOND? (PLEASE SELECT 3):

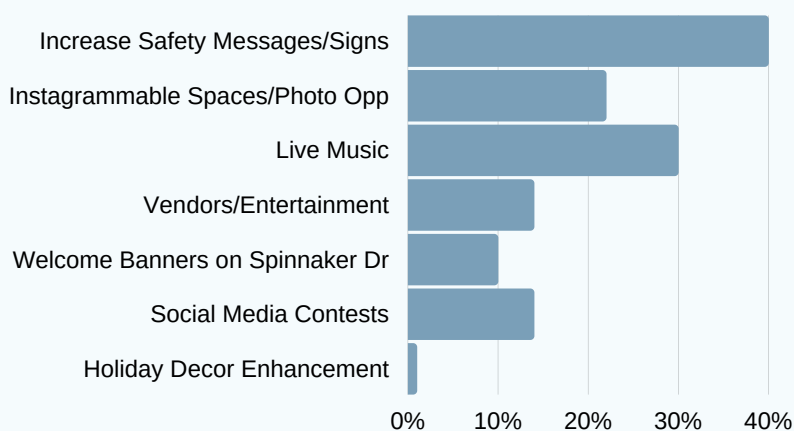


WHICH OF THE FOLLOWING MEDIA OUTLETS DO YOU FEEL ARE OF VALUE TO DRAW IN CUSTOMERS AND BUILD AWARENESS FOR VENTURA HARBOR VILLAGE?

(In order of importance)

1. Social Media / Contesting
2. Paid Digital Ads
3. E-newsletters / E-blasts
4. Cooperative Tenant Programs
5. TV / Radio / Print Ads
6. Tourism Publications
7. Local Downtown / Chamber
8. Editorial Blog Coverage

WHAT ARE THE TOP TWO PRIORITIES THAT YOU FEEL WOULD ENHANCE THE VISITOR EXPERIENCE?



TOP INVESTMENTS THAT CAN BEST SUPPORT A TOP STRATEGIC VENTURA HARBOR VILLAGE VISITATION PLAN FOR 2020-2021:

(In order of importance)

1. Visitor Experiences Onsite
2. Outreach to the California Drive Market and Road Trips
3. Video / Photography Content
4. Increased Digital Marketing
5. Local Awareness / Outreach

ADDITIONAL KEY FINDINGS:

- Would you be interested in a Village Cooperative Meet Up twice a year to exchange ideas for cross-marketing with Harbor businesses? **92% yes**
- Has the Village Tenant E-Newsletters been a helpful communications tool to keep you updated? **79% yes** / 21% have not had time⁸⁶ to read

KEY MARKETING TASKS

To Generate Visitation, Awareness & New Revenues

LET'S DIVE IN:

Visitor Amenities & Engagement

Entertainment / Vendors / Visitor Booths /
Scavenger Hunts / Family Engagement /
15+ Annual Public Events & 10+ Onsite Vendor
Public Events / Sponsorship Development for
Parade of Lights / Weekly Live Entertainment
Bookings & Schedules / Film + Wedding + Event
Permitting / Instagrammable Spaces / Holiday
Decoration Production & Coordination /
Promenade Flag Schedule / Bubbles

Content Development & Messaging

Management of Social Media Platforms / Content
Development & Management / Promotional
Campaign Development / Tenant Outreach &
Product Photography

Attraction Communications

Two Harbor Websites / Maintenance & Calendar of
Events / Port District News / Tenant Updates /
Ventura Harbor Village Blog Posts / Digital Display
Banner Designs / Ventura Harbor Village Map /
Ventura Harbor Village Rack Card / Google Ads /
Monitor Google Reviews / Tenant E-newsletters /
Tenant Meetings / Monthly Board Reports / Travel
Show Participation / Tourism Partnership
Communications / Visitor Center / Downtown Big
Belly Ads / Harbor Views Newsletter

Advertising / Digital / Promo Campaigns

Advertising Development + Scheduling / Editorial
Coverage / PR / Hosting Media Visits / Media
Booking & Negotiations / Ventura Harbor Village
E-newsletter / Campaign Designs / Graphics /
Photography / Video / Social Media Contesting /
Holiday Promotions

Measurement & Analysis

Google Analytic Reviews / Media Tracking / Social
Media Analysis & Reporting / Social Media Contest
Analysis / Ventura Harbor Village Tenant Surveys /
Community Outreach Surveys



Enhance & Embrace Seaside Brand

**VISUALS + VIDEO CONTENT DEVELOPMENT + STORY-TELLING +
INSTAGRAMMABLE SPACES + CUSTOMER CONTESTS +
DIGITAL & BRAND MEDIA + VISITOR EVENTS + HOLIDAY DECOR**



*The sea is a
healing
place*

**REFRESH THE VENTURA HARBOR VILLAGE LOGO TO
REFLECT ENHANCED HARBOR VILLAGE PERSONA**

VENTURAHARBORVILLAGE 

Ventura Harbor

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ASSETS



**1 Harbor Village + 35
Seaside Boutiques,
Entertainment &
Restaurants**



2 Waterfront Hotels



**2 Dry Boat
Storage Lots**



**Coastal Marine
Bio Lab**



4 Marinas



**2 Harbor
Boatyards**



**4+ Dive Boats
& Sportfishing**



**2 Yacht
Clubs**



**10+
Recreational
Activities**



**2 Residential
Communities
+ 1 Timeshare**



**3 Harborside
Beaches**



1 National Park

KEY OBJECTIVES

Leverage

Leverage tourism dollars in conjunction with California recovery campaigns to encourage day trips and overnight stays to the Ventura Harbor & Channel Islands National Park

Share

Share and disseminate key updates/information of Ventura Harbor amenities, master tenants, blue economy, and Port District programming to increase visibility and awareness

Build

Build and oversee programming, events, entertainment, campaigns, and messaging supporting the “seaside” brand to generate harbor visitation

Develop

Develop additional outlets to highlight and support Ventura Harbor’s essential commercial fishing industry

Create

Create innovative and interactive elements to enhance the overall visitor experience

Generate

Generate revenue in harbor film, onsite events, weddings, vendors, harbor facilities

Support

Support COVID-19 messaging and efforts as it pertains to the Ventura Port District and partners

VISITOR Experience Strategy

As a premiere seaside attraction in the City of Ventura, and along California's Central Coast, the Ventura Harbor/Ventura Harbor Village has embraced an experiential economy environment, driving increased business, visibility, return visitation, and place making. The experiential economy model is based on four pillars: aesthetics, educational experiences, escapist, entertainment, to provide both local community and guests a positive experience to share with others and want to return again and again with friends & loved ones.

Live Music / Entertainment

Creating ambiance to inspire longer visits and providing a venue with good vibes seaside, live entertainers are hired regularly to perform in the Harbor Village. Entertainment vendors have set the tone to create an attraction and provide interaction to guests. Increased performances are planned when permitted in 2020/2021.

Event Promotions

Onsite production of signature events for both Ventura Harbor and Ventura Harbor Village are an integral part of the programming. A list on annual events is below pending both budget, mid-year budget and allowance for public gatherings in the year ahead: How This Is Made - Meet the Makers (Sept)/ Howl-O-Ween Dog Costume Contest (Oct)/ Seaside Trick or Treat (Oct)/ Santa Paddle (Dec)/ Parade of Lights (Dec)/ Winter Wonderland & Holiday Marketplace (Dec)/ Mermaid Month (March)/ Pirates Day (June) *Note at current proposed budget Pirate Days would need to be revisited mid-year. As the year progresses, new programming will be reviewed with the Village tenants which best emulate the "seaside" brand and remain compliant with county guidelines.

On-site Event Rentals

Marketing oversees requests for over 60 onsite happenings annually from weddings, to NSAA surf competitions, to fund raising walks, art shows, car shows, film requests and more. These activities assist to build awareness of the Ventura Harbor and the facilities and drive both new customer base and revenues to the Harbor Village and Ventura Harbor.

Photo Opportunities / Visitor Amenities

Development of professional and engaging spaces encourages guests to share their visit with others and return to "SEA" more. New instagrammable spaces and photo opps are in the plan for the year ahead. Visitor amenities such as flags, signage, and interactive features will enhance campaign programming in the year ahead.

Holiday Decorations

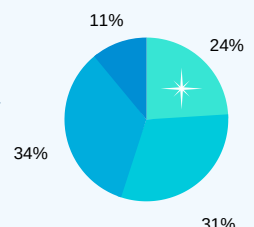
Complete with a seaside holiday flair, new décor was installed last December and will continue to be enhanced over the next several years to encourage visitation for holiday shopping, dining, and cruises.

Measurable Tools

Customer Surveys | Event Tenant Feedback Surveys | Engagement on Social Media @VenturaHarbor | Generated Fee Revenues | Traffic/Pedestrian Counts | Audience Attendance

Programming Budget Percentage

VISITOR EXPERIENCE
24%



Paid MEDIA STRATEGY

The media landscape has expanded tremendously in the past two decades. Given the vast number of choices, the fragmented media landscape has expanded the time consumers are spending with media and also complicated the ease by which marketing messages are now delivered across a variety of visitor demographics. Ventura Harbor and Ventura Harbor Village continue to outreach to the both the local community and to those from outside the area to consider us “their harbor” and favorite go-to seaside destination to visit regularly.

Local Advertising

A focus on the local consumer continues both with an allocated budget utilizing local media channels and networking. From promotions at the Chamber breakfast, to advertising with downtown Ventura Big Belly ads, local publications and radio, banner ads on local news channels. These marketing channels, along with data-driven input will continue to be reviewed with feedback from the Harbor tenants to determine best practices to outreach further to the local community.

Regional Reach

As data reveals, the regional reach via paid advertising compliments both the social media ad buys as well reaching out to key demographic markets. Ventura Harbor Village rack cards have been distributed annually in over 72 locations, shared on hotel marketing materials, Ventura Visitors Center, and other resorts in the area. Paid advertising has enhanced editorial and calendar coverage in partnership with media outlets and inspired more coverage in key markets.

Promotional Campaigns/ Event Promotions

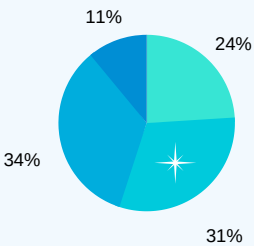
Annual and monthly campaigns are supported via paid media to elevate the messaging to inspire frequent and regular returns to Ventura Harbor Village. The promotional campaigns include multi-facet media outlets, programming and activities. National Clam Chowder Day (Feb); Seaside Love / Valentines Day (Feb); Warm Yourself SEASide (Jan, Feb, March) ; Spring Break Seaside (March, April) ; Mother's Day (May); Father's Day (June); We're Open - Connect Seaside (June, July, Aug); SEAS the Day - CA Road Trips (June, July, Aug); Waterfront Wednesdays (July, Aug); California Surfing Day (Sept); National Seafood Month (Oct); Small Business Saturday (Nov); SEASON's Greetings (Dec); New Years Celebrations Seaside (Dec)

Measurable Tools

Engagements | Views | Reach | CTR (Click Thru Rate) | Google Analytics | Circulation | Readership | Listeners | Enhanced Editorial Coverage | Open Rates

Programming Budget Percentage

PAID MEDIA
31%



Social MEDIA

& CONTENT DEVELOPMENT STRATEGY

With an ever-evolving digital landscape, visitors and customers are looking to social media now more than ever for inspiration, information, and entertainment. Well known channels are competing with new up-and-coming platforms for people's attention and time. In 2020/2021 the marketing efforts will focus largely on creating vibrant digital content correlating with annual campaigns, event strategies, and data-driven decisions to elevate the seaside brand and inspire increased visitation to the Harbor.

Social Media

Likes, shares, comments, engagement, views, link clicks, impressions, and reach are all terms best used to describe the interaction between our online audience and the content we curate. The goal is to inspire new visitation and keep Ventura Harbor top of mind by marketing as a destination and premiere seaside attraction. The Harbor's marketing team strives to create the perfect balance of stunning visuals, engaging content, and amenity features that inspire further engagement with our website and a visit to Ventura Harbor. While reviewing opportunities to engage with popular new channels, the 2020-2021 plan will continue dedicate more funds towards Facebook and Instagram to target market segments.

Social Media Contest

Engaging with customers to share thoughts, feelings, information, and memories as well as tag other friends, the Ventura Harbor social media contests will continue to expand ways to reach new potential customers and inspire a visit to the Ventura Harbor.

Video / Photography

Top on the list for enhancement in 2020/2021, and with a refreshed Ventura Harbor Village color palette, will be video production of 10, 15, 30 second spots to use across a variety of media outlets, expanding the brand message. Regular photography shoots for new product and harbor scenery continue. while additional storytelling elements will be rolled out in multi-media formats.

Blog / E-newsletter

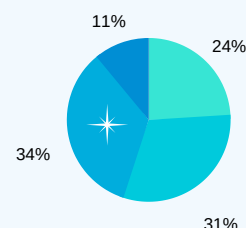
A new Ventura Harbor Village blog was created in March 2020, to share more current and up-to-date Harbor information as well as build towards greater SEO (Search Engine Optimization) driving traffic back to the Ventura Harbor Village web site. Regular Ventura Harbor Village E-newsletters have seen an uptick in opens over the past quarter and continue to serve a great source to a dedicated subscriber base who have expressed direct interest in the attraction.

Measurable Tools

Impressions | Engagements | Post Link Clicks | Social Media Analytic Tools | Online Audience Growth / Followers

Programming Budget Percentage

SOCIAL MEDIA
34%



Earned MEDIA & TOURISM STRATEGY

California Tourism plays an essential role as an economic driver for the state, the city and for Ventura Harbor. As reported by Visit California, the state has seen record setting spend by visitors prior to the pandemic. All travel aspects have been extremely hard hit since the pandemic and require a focus on a road to recovery.

"Calling All Californians!" & "Road Trip Republic"

The two tourism campaigns above will be the focus of Visit California programming and content build. Ventura Harbor amenity enhancements will be tied into these important strategies to spearhead travel in California by Californians, on the crucial road to recovery from the pandemic. Marketing will look to our Harbor hotels and local tourism partners for cooperative programs to participate and ways to engage the California traveler in the year ahead. The Marketing team will continue to be involved in conversations on the recovery efforts and ways in which Ventura Harbor can participate.

Home to the Channel Islands National Park

Ventura Harbor is consistently marketed not just as a 'gateway' to the islands, but has taken a more proactive approach years ago to market as "Home to the Channel Islands National Park & Visitor Center". Working closely with both the park staff, as well as Island Packers, we embrace and share this amazingly beautiful national park off the coast of the Ventura and Ventura Harbor. Via travel consumer trade shows over the years, the Harbor assists in generating awareness and greater visitation of the Channel Islands National Park. We expand the promotional reach working to share information with visitors via organizations such as Central Coast Tourism Council, Los Angeles Visitor & Convention Bureau, Santa Clarita Visitor Bureau, Visit California, Ventura County Coast and Visit Ventura.

Earned Media

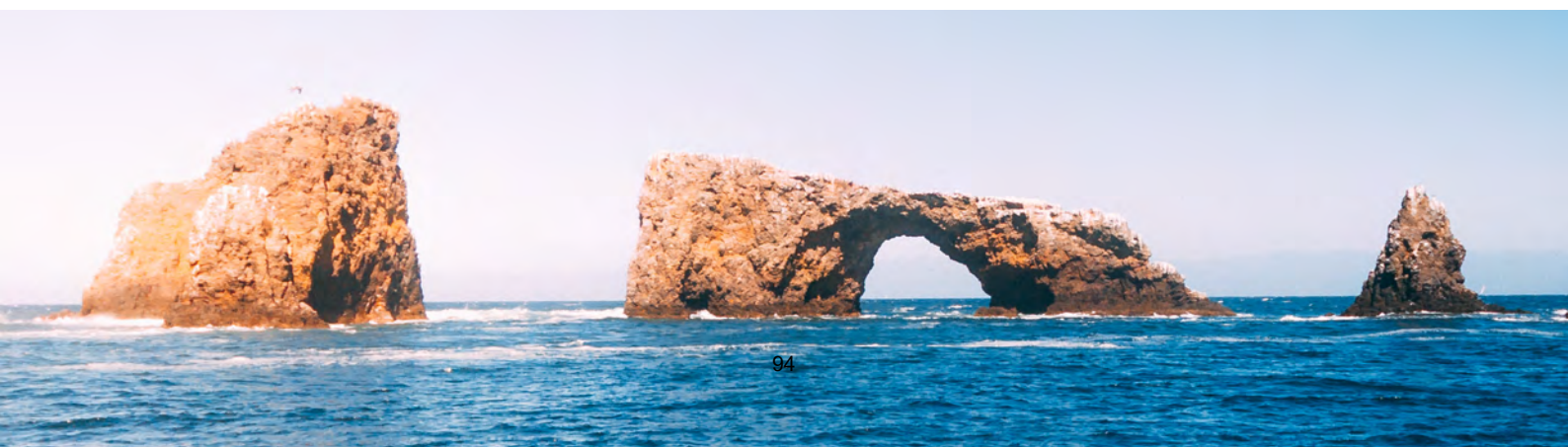
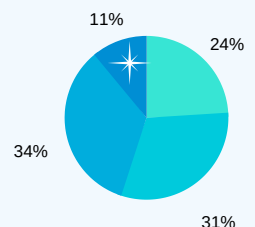
Earned media differs from paid content. It directs and provides messaging that can be shared via third-party content across a growing landscape that includes both traditional outlets such as newspapers, magazines, TV and radio along with digital content to bloggers, online calendars, online news feeds, digital platforms and websites, plus influencer social media channels. The information on harbor happenings, tenant grand openings, dedicated promotional campaign messages and event information will be shared to gain additional exposure via earned media. Hosted media and influencer visits will continue to be vetted or pitched to increase awareness and assist with telling the Harbor story and tenant information working to assist as well key tourism partners and Harbor hotels with media hosts. The marketing team will outreach again to the Portside team to assist with a joint media host.

Measurable Tools

Audience Reach / Circulation | Post Reach / Engagement | Customer Survey | Google Analytics | Material Consumption

Programming Budget Percentage

EARNED MEDIA / TOURISM **11%**





A *look* AHEAD

A LOOK AHEAD TO 2021 TO RE-ENGAGE IN CONVERSATIONS WITH HARBOR PARTNERS
FOLLOWING URGENT RECOVERY AND COVID-19 MESSAGING EFFORTS



Promotion of alternative forms of transportation to the Harbor
(i.e. safe biking options, ride-shares, electric vehicle stations, etc.)

Sustainability practices for the health & vitality of the oceans (i.e. plastic use)

Welcoming elements & features ⁹⁵for overall destination placemaking



BOARD OF PORT COMMISSIONERS

JUNE 17, 2020

STANDARD AGENDA ITEM 5

APPROVAL OF THE FY2020-2021
PRELIMINARY BUDGET AND FIVE-
YEAR CAPITAL IMPROVEMENT PLAN

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 5
Meeting Date: June 17, 2020

To: Board of Port Commissioners
From: Brian D. Pendleton, General Manager
Todd Mitchell, Business Operations Manager
Gloria Adkins, Accounting Manager
Subject: Approval of the FY2020-2021 Preliminary Budget and Five-Year Capital Improvement Plan

RECOMMENDATION:

That the Board of Port Commissioners review, discuss and approve the Fiscal Year 2020–2021 Ventura Port District Preliminary Budget and Five-Year Capital Improvement Plan (CIP).

SUMMARY:

The COVID-19 pandemic has brought unexpected impacts and an unprecedented level of uncertainty affecting the FY20-21 budgeting process. Forty-one of the businesses in Ventura Harbor needed to defer rent as part of the Board approved Ventura Port District COVID-19 Rental Abatement and Deferment Program with a significant impact to cash receipts for the District. Although many businesses have begun to reopen, the duration and severity of revenue impacts remains uncertain. Further, several businesses may experience prolonged fiscal impacts. In particular, the Portside development, hotels, charters and commercial fishing have been particularly hard hit. Therefore, District management anticipates a significant revenue impact for FY20-21 compared to previous forecasts for the year.

BACKGROUND:

The budget process began in April at the conclusion of the Midyear Budget review and the onset of the COVID-19 pandemic. At the direction of the General Manager, Department Managers began preparing budgets anticipating the need for significant cost reductions in operating expenses and identifying possible deferments of capital improvements, Village tenant improvements and other discretionary spending. Concurrently, the management team has been actively discussing revenue projections with master tenants, and forecasting Village, Village Marina, charters, dry storage, and commercial fishing revenues.

The preliminary revenue forecast of \$7,915,500 reflects a 5% decrease in operating revenue as compared to the current FY19-20 estimated/actual of \$8,328,600 (see Chart 1). The preliminary expense forecast of \$6,045,300 is a decrease of 6% in operating expenses as compared to the current FY19-20 estimated/actual of \$6,457,136 (see Chart 2).

Chart 1 – Operating Revenues (Budgeted vs Forecasted)

Fiscal Year	Revenues	% +/-
FY16-17	\$9,193,063	13%
FY17-18*	\$8,514,086	<7%>
FY18-19	\$8,969,830	5%
FY19-20**	\$8,328,600	<7%>
FY20-21***	\$7,915,500	<8%>

* FY17-18 actual revenues were down 7% due to a one-time lease commencement fee paid by Portside Partners in the amount of \$1,200,000 in FY16-17.

** Current year estimated/actual (actuals as of May 1).

*** FY20-21 forecasted.

Chart 2 – Operating Expenses (Budgeted vs Forecasted)

Fiscal Year	Expenses	% +/-
FY16-17	\$4,918,723	<1%>
FY17-18	\$5,788,472	18%
FY18-19	\$6,214,715	7%
FY19-20*	\$6,457,136	4%
FY20-21**	\$6,045,300	<6%>

* Current year estimated/actual (actuals as May 1).

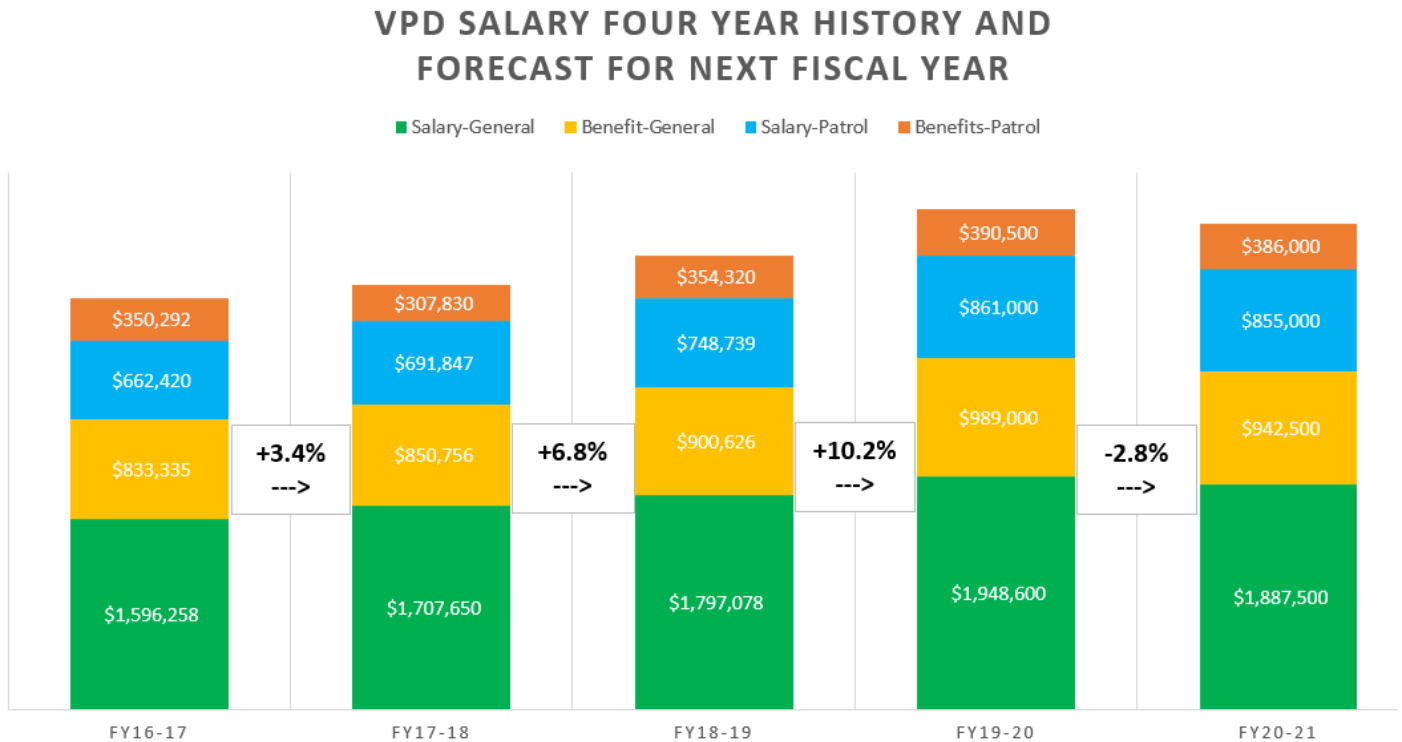
** FY20-21 forecasted.

As an enterprise, the District generates approximately 86% 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 14% 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 Harbor Patrol. Every public agency in the City receives a percentage of these property taxes.

Chart 3 below compares the actual salary and benefit expenses over the last three fiscal years, the estimated/actual expense for FY19-20, and reflects the preliminary budget for FY20-21. The preliminary forecasted salary and benefits amount (\$4,071,000) reflects a 2.8% decrease over the previous year. This amount includes:

1. Current MOU labor contract for the Harbor Patrol;
2. Transition of the Business Operations Manager position;
3. Elimination of the part-time dredging project manager position; and,
4. Reduction in the PERS Unfunded Annual Liability due to the paying off of the 'sidefund' for the Classic Miscellaneous employee group as discussed by Bartel & Assoc. in our previous board meeting.

Chart 3 - Salary and Benefits Comparison



REVENUE ASSUMPTIONS

Management staff has prepared the preliminary budget with the following assumptions on incoming revenue during the coming Fiscal Year. It is important to note that a key assumption is that the Ventura Port District Rental Abatement and Deferment Program will have expired. In addition, all deferred rent repaid during the coming fiscal year will be paid towards revenue accrued during the current fiscal year. Therefore, rent repayment will be used to correct cash receivables outstanding and will not be recognized as positive revenue income in FY20-21. At the time of this report, staff anticipates that a few businesses may still be closed by government order into the coming FY20-21 and continued deferment may be required on a case-by-case basis.

In conversation with master and village tenants, staff anticipates that although the Deferment and Abatement Program will have expired, the impacts to District income from the COVID-19 pandemic are anticipated to continue for many businesses that are open.

Staff have made the following general assumptions when projecting revenue:

Revenue Source	Pre-COVID Estimate FY20-21*	COVID Impacted Estimate FY20-21*	% Change
Parcel Lease Income	\$3,580,000	\$3,108,000	<13.1%>
Portside Partners Lease Rent	\$1,400,000	\$527,000	<62.4%>
Recreational Boating Income**	\$167,500	\$157,500	<6.0%>
Investment Income	\$200,000	\$180,000	<10.0%>
Harbor Village: Retail	\$557,000	\$454,000	<18.5%>
Harbor Village: Restaurant	\$1,080,000	\$974,000	<9.8%>
Harbor Village: Office	\$725,000	\$700,000	<3.4%>
Harbor Village: Charters	\$400,000	\$275,000	<31.3%>
Commercial Fishing Premises***	\$1,045,000	\$1,045,000	0%
Booth/vendor Income	\$6,000	\$3,500	<41.7%>
Sponsorships/Co-Op Advertising	\$14,500	\$1,000	<93.0%>
Harbor Event Permit Fees	\$35,000	\$30,000	<14.3%>
CAM Income	\$355,000	\$307,000	<13.5%>
Merchants Promotion Dues	\$124,000	\$105,000	<15.3%>
Miscellaneous Sales & Income****	\$48,500	\$48,500	0%

* Comparison of Staff estimates of revenue before the impact of COVID and based on current understanding of COVID pandemic impacts.

** Includes: Dry storage, launch ramp parking income, boat washdown, commercial ID's.

*** Includes: Commercial fish offloading, commercial fish premises, commercial fishermen' storage, and marina slip rentals.

**** Includes miscellaneous sales, rentals, vending machines, and tenant late fees.

CAPITAL & TENANT IMPROVEMENTS:

Implementing and executing a robust Capital Improvement Plan (CIP) over five years has been a consistent priority to the District. Some of the priorities over recent years have included:

- Accessibility Improvements at Harbor Village;
- ADA improvements to the restrooms at Harbor Village;
- Various roof replacements at Harbor Village;
- Painting of Harbor Village buildings;
- Replacement of Harbor Village Marina Docks C, D, G, & H;
- Fish Pier crane replacement; and,
- Building improvements to increase lease value and to continue to attract tenants

The District's expenditures on Capital Improvement Projects has averaged approximately \$2M per year over the past 7 years exclusive of the several key projects including the Village Marina Dock Replacement Project of \$4.4M, Village tenant improvements and an additional \$400k per year over the past 5 years on ADA improvements primarily at the Village.

Given the reduced revenue and impact to cash receipts anticipated, Staff believes the previously budgeted \$1,650,000 in Capital Improvements and \$531,000 in Tenant Improvements are not practical for the coming Fiscal Year.

Capital Improvements: Deferrals/Adjustments

In order to achieve a more fiscally conservative budget that preserves more available cash in the short term, Staff has identified the following Capital Improvement projects that the Board might consider deferring until the following fiscal year. Note that project deferral has the consequence of also moving several CIP items planned after the coming Fiscal Year further into the future (rather than removal of those improvements).

Capital Improvements: Strategic Investment

At the direction of the Board during the Budget Study Session, Staff have identified two key areas of Capital Improvements that have been deemed valuable to advance in order to increase revenue potential. The first item is increased initial spending on the Wayfinding and Signage program. This change will increase FY20-21 spending to \$100,000 but not change the budget cut proposed for the Study Session of \$300,000 to \$200,000.

The second item proposed is the investment to implement a paid parking program at Ventura Harbor Village and the beach parking lots. During the parking assessment study performed by Associated Transportation Engineers in 2017, it was identified that paid parking could result in significant revenue to the District. Staff has requested an update on the estimated costs identified in the 2017 study and, with Board approval, will work to identify revenue potential. For the preliminary budget, Staff has assumed that project development and spending would take place over FY20-21 with implementation beginning the second half of the following year. For the purposes of the preliminary budget, net revenue for FY21-22 is estimated at \$150,000 and at \$300,000 per year in following years.

Capital Improvement Project	Original Budgeted Cost	Revised Budget for FY20-21	Total Project Budget Change*	Comment
1567 Elevator Refurbishment	\$120,000	\$0	\$0	Delay 2 years
1567 Roof replacement	\$855,000	\$300,000**	\$0	Spread over 3 yrs
1691 HVAC System replacement	\$50,000	\$0	\$0	Delay 1 year
Village signage/awnings	\$300,000	\$100,000***	<\$100,000>	Spread over 3 yrs
1603 District HVAC condenser	\$20,000	\$0	\$0	Delay 1 year
1603 Emergency generator	\$85,000	\$0	\$0	Delay 3 years
1567 Lighthouse building improv.	\$600,000	\$0	\$0	Delay 1 year
Proposed Paid Parking Project	\$0	\$300,000	\$300,000	Strategic investment

* Does not account for possible inflation due to delay

** Instead of completing all three 1567 buildings in one year, completing one building per year for three years. Overall, this extends the roof replacements of two additional buildings to five years until completion.

*** Instead of completing entire \$300k program in one year, budget reduced to \$200k and spread out over 4 years (\$50k per year)

Future CIP items (scheduled beyond FY20-21) affected include delaying:

- Harbor Patrol Boat replacement
- Harbor Village Entrance Feature
- Harbor Cove & Surfer's Knoll Brick wall replacement
- Fish Pier resurfacing

These adjustments to the CIP program will result in a Capital Improvement Program budget of \$1,520,000 for FY20-21, rather than the previously estimated \$1,650,000, but generate

sufficient revenue to maintain Unrestricted Reserves above 40% for the next 5 years. A summary of the CIP is shown in Attachment 2.

Tenant Improvement: Adjustments

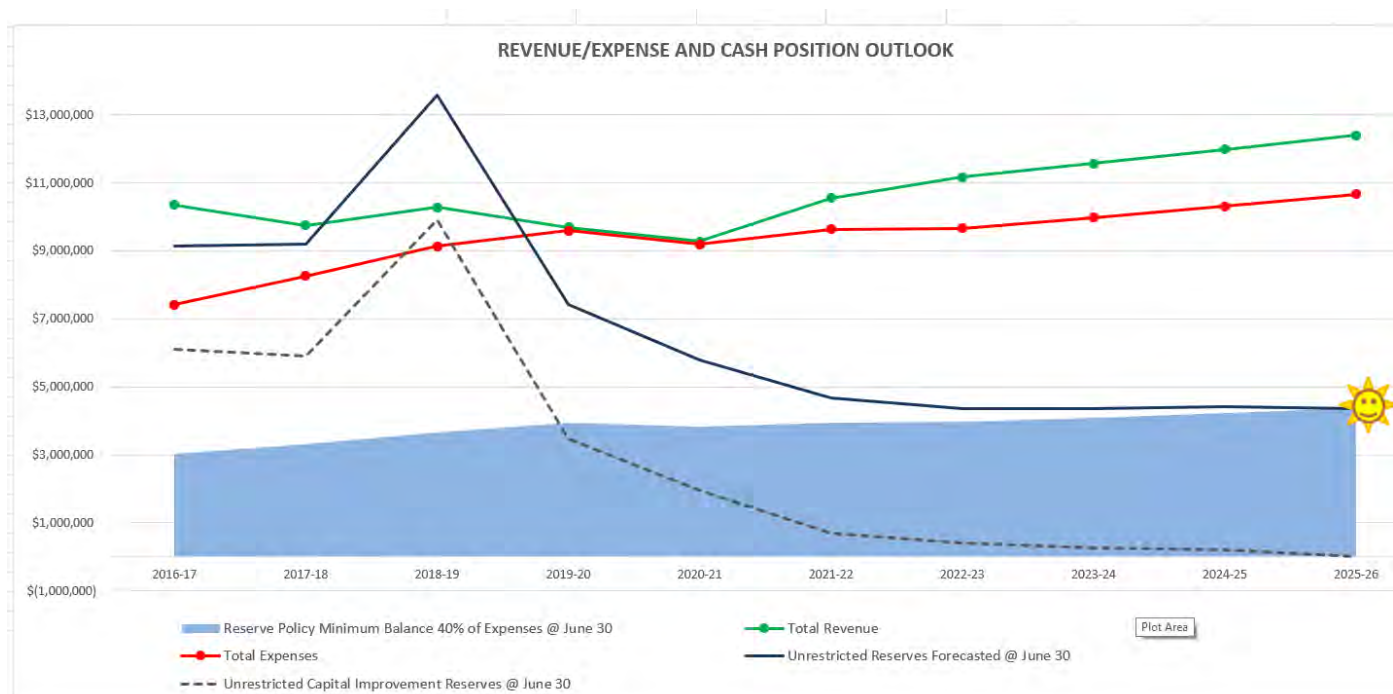
Beginning with this Fiscal Year, Staff are using lease expiration dates, probabilities, and anticipated costs for suite remodeling to estimate a comprehensive budget for District costs associated with addressing tenant turnover. FY20-21 currently has one notable large tenant improvement expense required, which are the necessary improvements to the 1591 building, suites #114 and #115 (formerly Blackbeard's) in order to make the space suitable for leasing (valued at \$200k). In addition, Staff is recommending deferral of remodeling of the Courtesy Patrol office for an additional year as well as conservative investment in other tenant improvements in the coming year. The revised leasing strategy will also include additional emphasis on tenant retention. The adjustments would provide funding in the amount of \$415,000 for FY20-21, rather than the previously planned \$531,000. A summary is provided in Attachment 4.

FISCAL IMPACT:

Below is a summary of the forecasted revenues and expenditures for the FY20-21:

Preliminary Budget Summary

Operating Income	\$7,915,500
Non-operating Income (Property Tax)	<u>1,370,000</u>
Total Income	\$9,285,500
Operating Expenses	\$6,045,300
Non-operating Expenses (Debt Service)	1,640,000
Harbor Patrol / Safety / Launch Ramp	<u>1,502,600</u>
Total Expenditures	\$9,187,900
Cash Flow before Capital Improvement	\$97,600
Capital, ADA, & Tenant Improvements (net of Conservancy Grant)	<u>\$1,715,400</u>
Cash Flow after Capital Improvements	<u>\$(1,617,800)</u>



- * **Unrestricted Capital Improvement Reserves are reserves in excess of District policy to preserve 40% annual operating costs (i.e. Unrestricted Reserves)**

The proposed FY20-21 preliminary budget reflects a positive cash flow of \$97,600 from normal operations before improvement expenditures of \$1,715,400. \$1,617,800 of this expense will need to be funded using Unrestricted Reserves.

ATTACHMENTS:

- Attachment 1 – Preliminary Budget FY2020-2021
- Attachment 2 – Summary of Five-Year Capital Improvement Plan
- Attachment 3 – Preliminary Budget by Department - FY2020-2021
- Attachment 4 – Tenant Improvement Budget – FY2020-2021
- Attachment 5 – Projections Forecasted FY2020-2021

ATTACHMENT 1

VENTURA PORT DISTRICT PRELIMINARY BUDGET FOR FISCAL YEAR 2020-21 Effective 7/01/2020

	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Actual 2018-19</u>	<u>Budget 2018-19</u>	<u>Est/Act 2019-20</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>	<u>Comments</u>
OPERATING REVENUE								
Parcel Lease Income	3,371,906	3,290,000	3,508,795	3,495,000	3,442,000	3,550,000	3,108,000	
Portside Partners Lease	300,000	300,000	300,000	300,000	300,000	300,000	527,000	
Lease appreciation & signing rents	-	-	135,000	-	100,000	-	-	
Dry Storage Income	102,075	120,000	1,800	22,000	41,500	40,000	95,000	
Commercial Fishermen's Storage	73,669	74,000	75,557	76,000	81,700	82,000	82,000	Sub lease Dupuy - Fisherman's Storage
Parking Income	52,365	72,000	53,482	55,000	47,000	55,000	50,000	
Misc. Income/Rentals	207,356	96,000	500,125	494,000	334,500	409,000	237,500	
Harbor Village Lease Income								
Retail	524,559	485,000	509,484	540,000	493,000	532,000	454,000	
Restaurant	1,083,081	1,100,000	1,167,513	1,124,000	1,100,000	1,175,000	974,000	
Offices	647,010	625,000	697,427	700,000	700,000	713,500	700,000	
Charters	387,828	370,000	398,696	380,000	340,000	328,000	275,000	
Commercial Fishing Premises	177,775	150,000	166,526	165,000	185,000	185,000	193,000	
Fish Offloading	175,556	190,000	88,809	110,000	37,000	30,000	40,000	
Harbor Village Misc. Income	8,179	5,500	10,488	5,500	3,500	6,000	3,500	
Booth/Vendor Income	6,133	7,500	10,072	5,000	6,400	8,000	3,500	
Sponsorships	13,720	14,000	15,490	14,000	15,000	14,500	1,000	
Harbor Event Permits	29,535	29,000	27,220	30,000	22,000	35,000	30,000	
Harbor Village Marina Slip Rentals	915,416	890,000	842,388	860,000	689,000	692,000	730,000	
Harbor Village CAM Income	335,366	335,000	352,482	357,000	307,000	361,500	307,000	
Harbor Village Merchants Promo Dues	102,557	105,000	108,476	117,000	84,000	113,500	105,000	
TOTAL OPERATING REVENUE	8,514,086	8,258,000	8,969,830	8,849,500	8,328,600	8,630,000	7,915,500	
% change from previous years actual	-7%	-10%	5%	7%	-7%	-2%	-5%	
% change before special revenues	7%	3%	4%	4%	-7%			

ATTACHMENT 1

FY20-21 Preliminary Budget Continued, 6/17/2020

	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Actual 2018-19</u>	<u>Budget 2018-19</u>	<u>Est/Act 2019-20</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>	<u>Comments</u>
OPERATING EXPENDITURES								
<u>Personnel Expenses</u>								
Total Wages	1,707,650	1,707,500	1,797,078	1,856,500	1,948,600	1,896,500	1,887,500	
<u>Other Personnel Expenses</u>								
Payroll Taxes & Unemployment	29,267	35,000	28,654	33,100	35,500	32,000	31,000	
Workers Comp Insurance	58,812	69,000	56,159	48,500	71,500	71,500	100,000	
Medical & Life Insurance	228,817	233,000	235,189	248,000	245,000	258,000	244,500	
Optional Benefit Plans	169,139	179,000	177,933	200,500	202,000	204,000	202,000	
Retirement Contributions	364,721	361,500	402,691	394,000	435,000	444,000	365,000	Includes educational and bilingual incentives PERS Unfunded Annual Liab-reduction Classic Misc
Totals Other Personnel Expenses	850,756	877,500	900,626	924,100	989,000	1,009,500	942,500	
Total Personnel Expenses	2,558,406	2,585,000	2,697,704	2,780,600	2,937,600	2,906,000	2,830,000	
% change from previous years actual	5%	6%	5%	8%	9%	5%	-4%	
<u>General Expenses</u>								
Advertising (Public notices)	7,192	7,000	6,266	7,500	11,000	12,500	12,500	
Leasing / Real Estate	19,454	20,000	24,578	25,000	20,000	31,000	21,000	
Port District Open House	4,500	4,000	4,319	4,000	4,500	4,500	-	
Auto Mileage & Allowance	13,200	14,000	12,600	14,000	10,500	13,000	11,000	
Auto Equipment & Maintenance.	19,109	23,000	26,423	23,000	23,000	28,500	26,500	
Bad Debt	(5,258)	18,000	50,399	10,000	2,000	10,000	10,000	
Bank Fees & Other Miscellaneous	9,210	15,000	257,833	15,000	10,000	12,000	11,000	
Building Maintenance	400,658	401,000	537,037	389,000	409,000	409,500	192,500	
Communications	36,750	45,000	40,217	41,500	36,000	41,500	37,000	
Conferences, Meetings & Training	18,903	42,500	25,848	32,500	26,500	38,800	33,000	
Dock & Fish Pier Maint. & Repairs	28,347	44,500	29,447	44,500	21,500	61,500	54,250	
Equipment Rental	16,417	19,500	18,830	17,500	18,000	18,000	17,500	
General Harbor Maintenance	1,803	4,000	2,234	4,000	4,000	4,000	4,000	
General Liability Insurance	249,161	266,000	240,989	256,000	270,000	272,000	277,000	
Grounds Maintenance	164,886	186,000	176,876	124,000	155,000	175,000	196,500	
Grounds Maintenance-Special	385,808	400,000	-	-	-	-	-	
Janitorial Supplies	54,124	61,000	49,225	61,000	64,000	64,000	70,000	
Land/Building Rental Expense	73,675	74,000	76,394	76,000	81,700	82,000	82,000	Approved ground lease with Hobson, Vance
Memberships & Subscriptions	23,124	21,500	25,657	27,000	25,000	25,500	25,000	
Office Computer Equipment & Related	39,597	49,000	38,644	49,000	43,036	51,000	25,000	

ATTACHMENT 1

FY20-21 Preliminary Budget Continued, 6/17/2020

	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Actual 2018-19</u>	<u>Budget 2018-19</u>	<u>Est/Act 2019-20</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>	<u>Comments</u>
<u>General Expenses Continued</u>								
Office Supplies & Equipment	23,092	31,500	26,757	30,500	26,500	27,500	26,500	
Operating Supplies	26,954	26,500	29,924	28,000	27,100	28,500	36,900	
Other Equipment & Repairs	38,793	45,500	45,325	46,000	47,000	53,000	49,500	
Professional Serv. - Auditing	19,700	35,000	20,500	35,000	25,000	25,000	26,000	
Professional Serv. - Legal	248,443	265,000	367,576	280,000	450,000	450,000	450,000	Real estate, litigation, personnel matters
								Robt Smith-\$75k; Dudek-\$75k; Alluminus
Professional Serv. - Shellfish	62,755	117,000	37,823	90,000	273,300	273,300	175,000	Consulting \$7,500; Meetings & Misc. expenses \$17,500. These expenses are not recovered by the grant
Professional/Outside Services	345,220	348,000	393,863	408,500	445,400	488,600	441,450	
360 Leadership Review	-	-	-	-	11,000	11,000	-	
Board Goal Setting Workshop	-	-	-	-	13,100	11,000	-	
Prof. Serv/Customer Count Study Survey/leased equip	25,000	35,000	10,446	33,000	10,500	10,500	-	
Prof. Serv/Downtown Trolley Partnership	24,000	25,000	12,000	19,500	-	-	-	
Web Site Hosting/ADA & General Maint.	-	-	3,912	13,000	5,000	13,000	13,000	
Uniforms & Tool Allowances	14,539	16,500	13,873	17,500	18,000	18,600	19,500	
Utilities and Trash	360,649	401,500	377,030	408,500	436,500	428,000	434,000	
Dredging Related Expenses	208,895	244,500	258,281	248,500	216,700	248,500	174,000	
Total General Expenses	2,958,700	3,306,000	3,241,126	2,878,500	3,239,836	3,440,800	2,951,600	
% change from previous years actual	33%	49%	10%	-13%	0%	20%	-9%	
<u>Marketing & Promotional Expenses</u>								
Advertising & Marketing	129,346	140,000	142,667	150,000	150,000	160,000	136,900	
Ad Production/Graphic Design	22,960	20,000	19,741	20,000	20,000	20,000	19,200	
Marketing Conversion Study	5,000	5,000	-	-	-	-	-	
Street Event Banners	1,208	2,500	1,571	2,500	1,600	1,200	1,200	
Village Maps/Promotional Materials	13,107	15,000	10,865	15,000	15,800	15,800	11,500	
Certified Rack	2,530	2,500	2,581	2,500	2,700	2,700	2,300	
Tourism Outreach, FAM Tours & Meetings	5,658	9,500	8,158	9,000	7,000	12,900	9,200	
Entertainment & Music	19,508	20,000	23,852	27,000	23,000	25,900	22,100	
Brand Build/Promotions/Campaigns/Events	52,705	50,000	50,409	54,500	40,000	58,000	40,000	
Content/Web/Paid Social Media	19,175	24,000	15,829	16,500	19,500	19,500	21,300	
Miscellaneous	169	500	212	500	100	-	-	
Total Marketing & Promotional Expenses	271,366	289,000	275,885	297,500	279,700	316,000	263,700	
% change from previous years actual	0%	7%	2%	3%	1%	6%	-6%	
TOTAL OPERATING EXPENDITURES	5,788,472	6,180,000	6,214,715	5,956,600	6,457,136	6,662,800	6,045,300	
% change from previous years actual	18%	26%	7%	-4%	4%	12%	-6%	
Operating Cash Flows In (Out)	2,725,614	2,078,000	2,755,115	2,892,900	1,871,464	1,967,200	1,870,200	
% change from previous years actual	-36%	-51%	1%	39%	-32%	-32%	0%	

ATTACHMENT 1

FY20-21 Preliminary Budget Continued, 6/17/2020

	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Actual 2018-19</u>	<u>Budget 2018-19</u>	<u>Est/Act 2019-20</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>	<u>Comments</u>
NON-OPERATING and OTHER EXPENDITURES								
Harbor Patrol expenses not funded by property taxes	(8,851)	194,000	25,126	249,000	129,000	254,000	132,600	Remaining Patrol expenditures are funded from Operating Revenues
Conservancy Grant - Fisherman's Storage	-	-	-	-	-	-	-	
COP's Interest Payment	425,094	440,000	397,690	410,000	390,000	390,000	355,000	
Principle Payments on bonds/loans	829,100	830,000	854,100	855,000	884,000	890,000	910,000	
2018 Dock Project Financing Cost Issuance	-	-	54,166	64,000	-	-	-	
2018 Dock Project Debt Interest Payment	-	-	201,278	120,000	225,000	225,000	215,000	
2018 Dock Project Debt Principle Payment	-	-	67,785	67,000	146,000	150,000	160,000	
TOTAL NON-OPER. EXPENDITURES	1,245,343	1,464,000	1,600,145	1,765,000	1,774,000	1,909,000	1,772,600	
% change from previous years actual	-7%	10%	28%	21%	11%	8%	0%	
Annual Cash Flows In (Out) from normal operations before any Improvements	1,480,271	614,000	1,154,970	1,127,900	97,464	58,200	97,600	
% change from previous years actual	-50%	-79%	-22%	84%	-92%	-95%	0%	
Building Tenant Improvements	-	392,000	23,195	832,500	280,000	363,300	415,000	See Attached Schedule
Accessibility Improvements	341,610	565,000	-	190,000	75,000	335,000	110,000	See Attached Schedule
Capital Improvements Projects	994,645	2,318,000	1,747,592	3,773,000	5,900,000	6,333,000	1,410,000	See Attached Schedule
Conservancy Grant Income - Fisherman's Storage & Hoist							(219,600)	See Attached Schedule
Annual Cash Flows In(out) after Improvements	144,016	(2,661,000)	(615,817)	(3,667,600)	(6,157,536)	(6,973,100)	(1,617,800)	
Improvements funded through Unrestricted Improvement Reserve Fund	(144,016)	2,661,000	615,817	3,667,600	6,157,536	6,973,100	1,617,800	
Projected Unrestricted Reserve Balance	\$ 9,208,000	\$ 6,475,000	\$ 9,130,000	\$ 5,540,400	\$ 7,417,464	\$ 6,588,900	\$ 5,799,664	
City National Bank funding for Village Marina Dock Renovations			\$ 4,445,000	\$ 4,660,000	\$ -	\$ -	\$ -	
Dredging Reserve Fund	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 2,800,000	\$ 2,780,000	

ATTACHMENT 1

FY20-21 Preliminary Budget Continued, 6/17/2020

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

	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Actual 2018-19</u>	<u>Budget 2018-19</u>	<u>Est/Act 2019-20</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>	<u>Comments</u>
Property Taxes and Assessments from County	1,243,004	1,160,000	1,319,632	1,250,000	1,370,000	1,300,000	1,370,000	
	7%	0%	6%	8%	4%	4%	0%	
<u>Harbor Patrol Personnel Expenses</u>								
Total Wages	691,847	703,000	748,739	830,000	854,000	861,000	855,000	
Payroll Taxes & Unemployment	13,180	16,000	14,238	18,000	16,000	17,000	13,000	
Workers Comp Insurance	63,078	103,000	74,019	92,000	77,500	77,500	55,000	
Medical & Life Insurance	60,541	62,000	64,304	77,000	75,000	82,000	82,000	
Optional Benefit Plans	47,786	51,000	51,292	61,000	70,000	64,000	70,000	Includes educational Incentive
Retirement Contributions	123,245	116,000	150,467	132,000	145,000	150,000	166,000	
Total Harbor Patrol Personnel Expenses	999,677	1,051,000	1,103,059	1,210,000	1,237,500	1,251,500	1,241,000	
% change from previous year actual	-1%	4%	10%	15%	12%	3%	0%	
<u>Harbor Patrol Other Expenses</u>								
Uniforms	14,556	13,000	17,813	18,000	18,000	18,000	14,400	
Oil & Fuel Expense	22,534	34,000	26,372	25,000	35,000	31,500	25,200	
Operating Supplies & Expense	20,531	35,000	26,657	30,000	30,000	30,000	24,000	
Boat Maintenance	100,526	120,000	83,979	120,000	65,000	100,000	80,000	
Auto Equip & Maint.	6,519	8,500	5,968	5,000	6,500	5,000	4,000	
Conferences & Training	7,671	7,500	9,943	8,000	15,000	15,000	16,000	
Vessel Salvage Expense	-	-	-	-	-	10,000	-	
Summer Lifeguard Services	60,276	80,000	68,726	80,000	88,000	88,000	93,000	
Professional Services	1,863	5,000	2,241	3,000	4,000	5,000	5,000	
Total Harbor Patrol Other Expenses	234,476	303,000	241,699	289,000	261,500	302,500	261,600	
% change from previous year actual	12%	44%	3%	-5%	8%	5%	0%	
Total Harbor Patrol Expenses	1,234,153	1,354,000	1,344,758	1,499,000	1,499,000	1,554,000	1,502,600	
% change from previous year actual	1%	11%	9%	11%	11%	4%	0%	
Expenditures remaining after Property Tax Revenues were applied are funded from Operating Revenues	8,851	(194,000)	(25,126)	(249,000)	(129,000)	(254,000)	(132,600)	Remaining Patrol expenditures are funded from Operating Revenues

ATTACHMENT 1

FY20-21 Preliminary Budget Continued, 6/17/2020

Expenditures funded by Grants and Special Funding

	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Actual 2018-19</u>	<u>Budget 2018-19</u>	<u>Est/Act 2019-20</u>	<u>Budget 2019-20</u>	<u>Budget 2020-21</u>	<u>Comments</u>
<u>Grants and Special Funding</u>								
NOAA Grant-Shellfish Aquaculture-2018	109,590	150,000	175,942	207,000	96,800	96,800	40,109	
Dredging Reserve Fund	-	-	-	-	-	200,000	225,000	City of Ventura will reimburse their pro-rata share of the dredging expense. The dredging fund will be reimbursed in FY21-22
DBAW Grants-abandon vessel & vessel turn-in	3,000	5,000	4,272	3,000	-	-	-	
DBAW Grants-Boat Equipment	-	15,000	-	-	-	-	-	
DBAW Grant-Training Expense Reimbursement	-	10,000	-	-	-	-	-	
TOTAL GRANTS & SPECIAL FUNDING	112,590	180,000	180,214	210,000	96,800	296,800	265,109	

Projects, Equipment and Training Expenses

NOAA Grant-Shellfish Aquaculture-2018	109,590	150,000	175,942	207,000	96,800	96,800	40,109	
Dredging of Inner Harbor at entrance of Keys	-	-	-	-	-	200,000	225,000	City of Ventura will reimburse their pro-rata share of the dredging expense. The dredging fund will be reimbursed in FY21-22
Vessel Salvage-Abandoned and Turn-in	3,000	5,000	4,272	3,000	-	-	-	
Boat Engines & Equipment for new boat	-	15,000	-	-	-	-	-	
Harbor Patrol Training	-	10,000	-	-	-	-	-	
TOTAL PROJECTS & EQUIPMENT	112,590	180,000	180,214	210,000	96,800	296,800	265,109	

ATTACHMENT 2

Capital Improvements and ADA Improvements Plan Summary of Five Year Projection (Revised for Mid-Year Adjustments)

Item #	Project Location/Description	Fiscal Yr 20-21	Fiscal Yr 21-22	Fiscal Yr 22-23	Fiscal Yr 23-24	Fiscal Yr 24-25
1	Harbor Village Bldgs.-replace/repair roofs/tiles/gutters - Bldg. 1567 (3), 1583, 1575	300,000	300,000	300,000	875,000	875,000
2	Paid Parking Infrastructure	300,000				
3	Fisherman Storage at Ventura Harbor Storage premises	200,000				
4	Harbor Village Trash Enclosures	180,000		180,000		180,000
5	Harbor Village and Beach Restroom Usage Monitoring System	180,000				
6	Fish Pier Crane #1 - replace aging crane - 30% deposit on crane paid June 2019	150,000				
7	Village Signage, Awnings, Trellis to complement paint project	100,000	50,000	50,000		
8	1567 Spinnaker #100 - Building Improvements		600,000			
9	National Park Service Bldg. - Elevator/Modifications - 1431 Spinnaker Drive Building		400,000			
10	Seismic evaluation with plans/specs for GSA buildings - 1431 Spinnaker and 1691 Spinnaker		300,000			
11	Vehicle Replacement - Harbor Patrol Dept.		65,000			
12	National Park Service Bldg. - 1691 Bldg. - HVAC systems - Project split into two years based on the lease with NPS		50,000	50,000		
13	District Headquarters - replace HVAC condenser unit system		20,000			
14	District Headquarters - emergency generator - plans & specs followed by purchase and installation		15,000		85,000	
15	Harbor Cove & Surfers Knoll - Brick wall replacement - Expense deferred to FY22-23			500,000		
16	Boat Replacement - Harbor Patrol Dept. Grant funding will be sought			300,000		
17	Harbor Village Bldgs. - refurbish elevator at 1591 Spinnaker (last of the 5 elevators in the Village to be refurbished)			120,000		
18	Harbor Village Entrance Feature Revitalization & Wayfinding			50,000	125,000	
19	Village Paseo Improvement Project				250,000	
20	Harbor - all parking lots-repair as needed/slurry coating (previously completed FY17-18, with touch ups in FY18-19)					300,000
21	Fish Pier - resurface as needed					
22	Resurface Parking Lots (Harbor Village & Beach Lots)					
23	Vehicle Replacement - Maintenance Dept.					
ADA-24	Harbor Village - ADA Restroom Improvements	110,000				
Total Capital Improvement Plan		1,410,000	1,800,000	1,550,000	1,335,000	1,355,000
Total ADA Improvement Plan		110,000	-	-		
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS		1,520,000	1,800,000	1,550,000	1,335,000	1,355,000

ATTACHMENT 3

VENTURA PORT DISTRICT PRELIMINARY BUDGET BY DEPARTMENT FISCAL YEAR 2020-21

	Actual 2017-18	Budget 2017-18	Actual 2018-19	Budget 2018-19	Est/Act 2019-20	Budget 2019-20	Budget 2020-21	Comments
OPERATING REVENUE								
Parcel Lease Income	3,371,906	3,290,000	3,508,795	3,495,000	3,442,000	3,550,000	3,108,000	
Portside Partners Lease Rent	300,000	300,000	300,000	300,000	300,000	300,000	527,000	
Lease appreciation/signing rent/option fee	-	-	135,000	-	100,000	-	-	
Dry Storage Income	102,075	120,000	1,800	22,000	41,500	40,000	95,000	
Commercial Fishermen's Storage	73,669	74,000	75,557	76,000	81,700	82,000	82,000	Sub lease Dupuy - Fisherman's Storage
Boat Wash-down Income	4,970	4,000	3,662	5,000	2,500	5,000	3,500	
Commercial ID's Income	10,475	7,000	9,955	9,000	9,000	9,000	9,000	
Parking Income	52,365	72,000	53,482	55,000	47,000	55,000	50,000	
Sales of Services & Supplies	7,877	5,000	9,118	5,000	5,000	5,000	5,000	
Misc. Rentals	27,520	30,000	37,600	192,000	38,000	40,000	40,000	
Investment Income	156,514	50,000	439,790	283,000	280,000	350,000	180,000	Less reserves/lower interest rates
Harbor Village Lease Income								
Retail	524,559	485,000	509,484	540,000	493,000	532,000	454,000	
Restaurant	1,083,081	1,100,000	1,167,513	1,124,000	1,100,000	1,175,000	974,000	
Offices	647,010	625,000	697,427	700,000	700,000	713,500	700,000	
Charters	387,828	370,000	398,696	380,000	340,000	328,000	275,000	
Commercial Fish Premises	177,775	150,000	166,526	165,000	185,000	185,000	193,000	
Fish Offloading	175,556	190,000	88,809	110,000	37,000	30,000	40,000	
Tenant Late Charges	2,922	500	7,032	500	1,000	1,000	1,000	
Vending Machines/Misc. Sales	5,257	5,000	3,456	5,000	2,500	5,000	2,500	
Booth/vendor income	6,133	7,500	10,072	5,000	6,400	8,000	3,500	
Sponsorships/Co-Op Advertising	13,720	14,000	15,490	14,000	15,000	14,500	1,000	
Harbor Event Permit Fees	29,535	29,000	27,220	30,000	22,000	35,000	30,000	
Marina Slip Rentals	898,425	865,000	832,141	850,000	674,000	674,000	720,000	
Marina Electrical Income	16,991	25,000	10,247	10,000	15,000	18,000	10,000	
CAM Income	335,366	335,000	352,482	357,000	307,000	361,500	307,000	
Merchants Promotion Dues	102,557	105,000	108,476	117,000	84,000	113,500	105,000	
TOTAL OPERATING REVENUE	8,514,086	8,258,000	8,969,830	8,849,500	8,328,600	8,630,000	7,915,500	
Increase / -Decrease over previous year	-7%	-10%	5%	7%	-7%	-2%	-5%	
% change before special revenues	7%	3%	4%	7%	-7%			

ATTACHMENT 3

	Actual 2017-18	Budget 2017-18	Actual 2018-19	Budget 2018-19	Est/Act 2019-20	Budget 2019-20	Budget 2020-21	Comments
OPERATING EXPENDITURES BY DEPARTMENT								
<u>Maintenance Personnel Expenses</u>								
Regular Salaries	317,735	287,000	344,082	305,000	345,000	351,000	354,000	Not due to wage increases
Overtime Pay	3,845	5,000	4,821	5,000	5,500	5,000	5,000	
Holiday Pay	886	2,500	1,530	2,000	2,500	2,000	2,000	
Payroll Taxes & Unemployment	5,674	11,500	4,728	6,000	5,000	5,500	5,500	
Workers Comp Insurance	21,396	22,000	20,627	16,000	26,500	26,500	37,500	
Medical & Life Insurance	41,341	42,000	39,422	44,000	50,000	51,000	52,000	
Employee Optional Benefits	28,500	30,000	30,331	29,000	35,000	36,000	35,000	Includes bilingual incentive
Retirement Contributions	66,653	67,000	69,699	74,000	93,000	95,000	79,000	PERS Unfunded Annual Liab-reduction
Total Maintenance Personnel Expenses	486,030	467,000	515,240	481,000	562,500	572,000	570,000	
Increase / -Decrease over previous year	4%	0%	6%	3%	9%	19%	1%	
<u>Maintenance Other Expenses</u>								
Uniforms	4,075	6,500	3,695	7,000	6,000	7,100	7,000	
Oil & Fuel Expense	5,644	6,000	4,825	7,000	6,000	8,000	7,000	
Operating Supplies	22,372	21,000	24,489	21,000	21,000	21,000	22,000	
Janitorial Supplies	17,267	17,500	15,609	20,000	20,000	20,000	22,000	
Equipment Rental	3,090	6,000	7,627	6,000	6,500	6,500	6,000	
Auto Maintenance	5,629	7,000	11,745	7,000	8,000	10,000	9,000	
Building Maintenance	386,582	337,000	479,285	335,000	392,000	392,000	170,000	Unanticipated TI's are now reflected in TI Schedule
Building Maintenance-Special	-	35,000	35,000	35,000	-	-	-	
Grounds Maintenance	132,108	139,000	115,630	82,000	65,000	95,500	111,500	
Grounds Maintenance-Pavement repair/slurry coating/s	385,808	400,000	-	-	-	-	-	
Seasonal Decorations	25,570	25,000	25,931	26,000	60,000	60,000	65,000	
Harbor Maintenance	1,803	4,000	2,234	4,000	4,000	4,000	4,000	
Docks Maint. & Repairs	6,700	6,500	1,719	6,500	1,500	6,500	13,000	
Equipment & Repairs	36,168	40,000	40,381	40,000	44,000	47,000	44,000	
Conferences & Training	4,057	5,500	3,817	5,500	4,000	8,000	6,500	
Utilities-Electrical	44,171	60,000	41,552	50,000	55,000	55,000	56,000	Clean Power Alliance participation
Utilities-Gas	2,091	6,000	3,783	5,000	5,500	5,000	6,000	
Utilities-Water	45,265	40,000	48,121	45,000	45,000	45,000	45,000	
Trash Disposal	14,776	25,000	19,066	25,000	20,000	25,000	25,000	
Outside Services	59,998	90,000	59,157	65,500	100,000	126,000	94,000	
Total Maintenance Other Expense	1,203,174	1,277,000	943,666	792,500	863,500	941,600	713,000	
Increase / -Decrease over previous year	92%	103%	-22%	-38%	-8%	19%	-17%	
Total Maintenance	1,689,204	1,744,000	1,458,906	1,273,500	1,426,000	1,513,600	1,283,000	
Increase / -Decrease over previous year	54%	59%	-14%	-27%	-2%	19%	-10%	

ATTACHMENT 3

	Actual 2017-18	Budget 2017-18	Actual 2018-19	Budget 2018-19	Est/Act 2019-20	Budget 2019-20	Budget 2020-21	Comments
Administration & General Personnel Expense								
Regular Salaries	682,706	674,000	752,644	795,000	774,000	774,000	775,000	
Part-time Pay	-	-	-	-	70,000	-	-	Parsons-Agreement ends 6/30/20
Overtime Pay	364	1,000	1,855	1,000	5,000	1,000	1,000	
Holiday Pay	1,102	1,000	650	1,000	1,000	1,000	1,000	
Payroll Taxes	11,692	10,000	11,836	13,500	17,500	12,000	12,000	
Workers Comp Insurance	2,858	4,500	4,217	3,500	1,500	1,500	4,500	
Medical & Life Insurance	57,439	58,000	64,433	69,000	65,000	75,000	63,000	
OPEB Benefits	12,000	12,000	9,276	12,000	10,000	12,000	10,500	
Employee Optional Benefits	56,912	59,000	64,712	83,500	81,000	82,000	82,000	Includes educational incentive
Retirement Contributions	157,554	155,500	194,033	183,000	185,000	191,000	147,000	PERS Unfunded Annual Liab-reduction
Total Admin. & General Personnel Expense	982,627	975,000	1,103,656	1,161,500	1,210,000	1,149,500	1,096,000	
Increase / -Decrease over previous year	5%	4%	12%	19%	10%	-1%	-9%	
General & Administration Other Expenses								
Advertising & Tenant Promotions	7,192	7,000	6,266	7,500	11,000	12,500	12,500	
Leasing / Real Estate	19,454	20,000	24,578	25,000	20,000	31,000	21,000	
Port District Open House	4,500	4,000	4,319	4,000	4,500	4,500	-	
Telephone/WiFi Communications	36,750	45,000	40,217	41,500	36,000	41,500	37,000	
Rental Expense-Fishermen's Storage	73,675	74,000	76,394	76,000	81,700	82,000	82,000	Approved ground lease with Hobson, Vance
General Insurance	119,189	127,500	115,367	121,000	128,000	130,000	132,000	
Memberships	15,873	14,000	17,237	17,000	17,200	15,700	17,600	
Memberships-LAFCO Contribution.	5,382	5,500	6,095	6,000	6,800	6,800	6,400	Per LAFCO's FY2021 Proposed Budget
Subscriptions	1,869	2,000	2,325	4,000	1,000	3,000	1,000	
Office Supplies & Equipment	20,046	26,500	24,251	26,500	22,500	22,500	22,500	
Office Computer Equipment	37,973	41,000	32,600	41,000	43,000	43,000	25,000	
Security cameras/installs/maintenance	1,624	8,000	6,044	8,000	36	8,000	-	
Postage & Express	3,046	5,000	2,506	4,000	4,000	5,000	4,000	
Equipment Rental	13,327	13,500	11,203	11,500	11,500	11,500	11,500	
Auto Mileage & Allowance	13,200	14,000	12,600	14,000	10,500	13,000	11,000	
Conferences & Meetings	14,798	34,500	21,798	25,000	22,000	27,800	25,000	
Professional Services - Auditing & Accounting	19,700	35,000	20,500	35,000	25,000	25,000	26,000	
Professional Services - Legal	248,443	265,000	367,576	280,000	450,000	450,000	450,000	
Professional Services - Shellfish Other (VSE)	62,755	117,000	37,823	90,000	273,300	273,300	175,000	Robt Smith-\$75k; Dudek-\$75k; Alluminus Consulting \$7,500; Meetings & Misc. expenses \$17,500. These expenses are not recovered by the grant
Professional Services - All others	135,099	154,000	238,926	238,000	230,400	247,600	243,700	
360 Leadership Review	-	-	-	-	11,000	11,000	-	
Board Goal Setting Workshop	-	-	-	-	13,100	11,000	-	
VHV Customer Count Study/Lease Equipment	25,000	35,000	10,446	33,000	10,500	10,500	-	
Trolley services to stop in Harbor	24,000	25,000	12,000	19,500	-	-	-	
Web Site Hosting/ADA & General Maint.	-	-	3,912	13,000	5,000	13,000	13,000	
Bad Debt/Uncollectable accounts	(5,258)	18,000	50,399	10,000	2,000	10,000	10,000	
Bank Fees & Other Misc.	9,210	15,000	257,833	15,000	10,000	12,000	11,000	
Total Admin. & General Other Expenses	906,847	1,105,500	1,403,215	1,165,500	1,450,036	1,521,200	1,337,200	
Increase / -Decrease over previous year	18%	44%	55%	5%	3%	31%	-8%	
Total Admin & General Expense	1,889,474	2,080,500	2,506,871	2,327,000	2,660,036	2,670,700	2,433,200	
Increase / -Decrease over previous year	11%	22%	33%	12%	6%	15%	-9%	

ATTACHMENT 3

	Actual 2017-18	Budget 2017-18	Actual 2018-19	Budget 2018-19	Est/Act 2019-20	Budget 2019-20	Budget 2020-21	Comments
Harbor Village Marina Personnel Expenses								
Regular Salaries	232,330	249,000	257,132	233,000	255,000	272,000	271,000	
Part-time Pay	1,200	4,000	-	8,000	-	-	-	
Overtime Pay	6,493	6,000	6,412	6,000	6,000	6,000	6,000	
Holiday Pay	6,512	7,000	6,024	7,000	7,500	7,500	7,500	
Payroll Taxes	3,563	4,500	3,806	4,000	4,000	5,000	5,000	
Workers Comp Insurance	15,582	19,500	15,595	12,000	19,500	19,500	28,500	
Group Medical Insurance	47,379	48,000	48,913	46,000	49,000	49,000	50,000	
Employee Optional Benefits	34,200	36,000	35,070	32,000	36,000	36,000	36,000	Includes educational incentive
Retirement Contributions	63,452	59,000	58,900	56,000	73,000	74,000	64,000	PERS Unfunded Annual Liab-reduction
Total Marina Expenses Personnel	410,711	433,000	431,852	404,000	450,000	469,000	468,000	
Increase / -Decrease over previous year	3%	9%	5%	-7%	4%	16%	4%	
Harbor Village Marina Other Expenses								
Uniforms	6,497	5,000	6,245	5,500	7,000	6,500	6,500	
Fuel expense	414	1,000	1,591	1,000	1,500	1,500	1,500	
General Insurance	34,446	35,000	34,446	35,000	35,000	35,000	41,000	
Operating Supplies	3,409	2,500	5,426	4,000	4,500	4,500	11,900	Includes new Marina software
Janitorial Supplies	12,653	13,500	11,540	14,000	14,000	14,000	15,000	
Other Equipment Repairs	348	1,000	1,224	1,500	1,000	1,500	1,500	
Building Maintenance	1,134	4,000	99	4,000	2,000	2,500	2,500	
Grounds Maintenance	2,789	12,000	13,243	6,000	10,000	6,000	10,000	
Dock Maint.. & Repairs	18,131	28,000	15,661	28,000	10,000	25,000	18,750	
Fish Pier Repairs	3,516	10,000	12,067	10,000	10,000	30,000	22,500	
Conferences & Training	48	2,500	233	2,000	500	3,000	1,500	
Utilities-Electrical	61,588	70,000	64,099	70,000	85,000	77,000	80,000	Clean Power Alliance participation
Utilities-Gas	4,118	6,000	5,663	6,000	6,000	6,000	6,000	
Utilities-Water	38,574	45,000	45,750	45,000	45,000	45,000	45,000	
Trash Disposal	22,985	17,000	22,742	20,000	26,000	23,000	23,000	
Professional/Outside Services	95,463	45,000	43,263	45,000	60,000	55,000	44,750	
Misc. Expense	-	500	-	500	100	500	500	
Total Marina Other Expenses	306,113	298,000	283,292	297,500	317,600	336,000	331,900	
Increase / -Decrease over previous year	12%	9%	-7%	0%	12%	13%	5%	
Total Marina Expenses	716,824	731,000	715,144	701,500	767,600	805,000	799,900	
Increase / -Decrease over previous year	7%	9%	0%	-4%	7%	15%	4%	

ATTACHMENT 3

	Actual 2017-18	Budget 2017-18	Actual 2018-19	Budget 2018-19	Est/Act 2019-20	Budget 2019-20	Budget 2020-21	Comments
<u>Harbor Village Common Area Maintenance (CAM) Personnel Expenses</u>								
Regular Salaries	272,094	287,000	227,631	300,000	285,000	268,000	264,000	
Part-time Pay	-	-	-	-	-	-	-	
Overtime Pay	9,734	8,000	12,209	8,000	7,000	9,500	9,500	
Holiday Pay	4,754	6,000	4,298	6,000	6,000	6,000	6,000	
Payroll Taxes	4,035	4,500	3,616	4,600	4,500	4,500	4,000	
Workers Comp Insurance	18,305	22,000	14,762	16,000	22,500	22,500	28,500	
Group Medical Insurance	53,782	56,000	55,606	59,000	53,000	53,000	51,000	
Employee Optional Benefits	38,576	42,000	34,020	42,000	36,000	36,000	35,000	Includes bilingual incentive
Retirement Contributions	53,556	55,500	53,878	55,000	53,000	53,000	47,000	PERS Unfunded Annual Liab-reduction
Total C.A.M. Personnel Expenses	454,836	481,000	406,020	490,600	467,000	452,500	445,000	
Increase / -Decrease over previous year	4%	10%	-11%	2%	15%	-8%	-5%	
<u>Harbor Village Common Area Maintenance (CAM) Other Expenses</u>								
Uniforms	3,967	5,000	3,933	5,000	5,000	5,000	6,000	
Oil & Fuel Expense	7,422	9,000	8,262	8,000	7,500	9,000	9,000	
General Insurance	95,526	103,500	91,176	100,000	107,000	107,000	104,000	
Operating Supplies	1,173	2,500	9	2,500	1,500	2,500	2,500	
Janitorial Supplies	24,204	30,000	22,076	27,000	30,000	30,000	33,000	
Building Maintenance	12,942	25,000	22,653	15,000	15,000	15,000	20,000	
Grounds Maintenance	4,419	10,000	22,072	10,000	20,000	13,500	10,000	
Equipment & Repairs	2,277	4,500	3,720	4,500	2,000	4,500	4,000	
Utilities-Electrical	35,297	42,500	33,959	42,500	41,000	47,000	48,000	Clean Power Alliance participation
Utilities-Water	57,180	60,000	53,071	60,000	62,000	60,000	60,000	
Trash Collection	34,604	30,000	39,224	40,000	46,000	40,000	40,000	
Professional/Outside Services	54,660	59,000	52,517	60,000	55,000	60,000	59,000	
Total C.A.M. Other Expenses	333,671	381,000	352,672	374,500	392,000	393,500	395,500	
Increase / -Decrease over previous year	1%	15%	6%	-2%	11%	5%	1%	
Total CAM Expenses	788,507	862,000	758,692	865,100	859,000	846,000	840,500	
Increase / -Decrease over previous year	3%	12%	-4%	0%	13%	-2%	-2%	

ATTACHMENT 3

	Actual 2017-18	Budget 2017-18	Actual 2018-19	Budget 2018-19	Est/Act 2019-20	Budget 2019-20	Budget 2020-21	Comments
Harbor Marketing Personnel Expenses								
Regular Salaries	136,180	136,000	143,098	140,000	146,600	148,000	147,000	
Part-time Pay	29,256	30,000	32,721	37,000	30,000	43,000	36,000	
Overtime Pay	2,459	3,000	1,971	2,000	2,000	2,000	2,000	
Holiday Pay	-	1,000	-	500	500	500	500	
Payroll Taxes	4,303	4,500	4,668	5,000	4,500	5,000	4,500	
Workers Comp Insurance	671	1,000	958	1,000	1,500	1,500	1,000	
Medical & Life Insurance	16,876	17,000	17,539	18,000	18,000	18,000	18,000	
Employee Optional Benefits	10,951	12,000	13,800	14,000	14,000	14,000	14,000	Includes educational incentive
Retirement Contributions	23,506	24,500	26,181	26,000	31,000	31,000	28,000	PERS Unfunded Annual Liab-reduction
Total Marketing Personnel Expenses	224,202	229,000	240,936	243,500	248,100	263,000	251,000	
Increase / -Decrease over previous year	18%	20%	7%	6%	3%	8%	1%	
Harbor Marketing Other Expenses								
Advertising & Marketing	129,346	140,000	142,667	150,000	150,000	160,000	136,900	
Ad Production/Graphic Design	22,960	20,000	19,741	20,000	20,000	20,000	19,200	
Marketing Conversion Study	5,000	5,000	-	-	-	-	-	
Street Event Banners	1,208	2,500	1,571	2,500	1,600	1,200	1,200	
Village Maps/Promotional Materials	13,107	15,000	10,865	15,000	15,800	15,800	11,500	
Certified Rack	2,530	2,500	2,581	2,500	2,700	2,700	2,300	
Tourism Outreach, FAM Tours & Meetings	5,658	9,500	8,158	9,000	7,000	12,900	9,200	
Entertainment & Music	19,508	20,000	23,852	27,000	23,000	25,900	22,100	
Brand Build/Promotions/Campaigns/Events	52,705	50,000	50,409	54,500	40,000	58,000	40,000	
Web Content Development & Analytical Tools	19,175	24,000	15,829	16,500	19,500	19,500	21,300	
Miscellaneous	169	500	212	500	100	-	-	
Total Marketing Other Expenses	271,366	289,000	275,885	297,500	279,700	316,000	263,700	
Increase / -Decrease over previous year	0%	7%	2%	3%	1%	6%	-6%	
Total Marketing Expenses	495,568	518,000	516,821	541,000	527,800	579,000	514,700	
Increase / -Decrease over previous year	8%	12%	4%	4%	2%	7%	-2.5%	

ATTACHMENT 3

	Actual 2017-18	Budget 2017-18	Actual 2018-19	Budget 2018-19	Est/Act 2019-20	Budget 2019-20	Budget 2020-21	Comments
Total Operating Exp. Before Dredging	5,579,577	5,935,500	5,956,434	5,708,100	6,240,436	6,414,300	5,871,300	
Increase / -Decrease over previous year	19%	26%	7%	-4%	5%	12%	-6%	
<u>Harbor Dredging and Related Expenses</u>								
Dredging Professional Services	113,208	120,000	123,542	124,000	75,000	124,000	50,000	
Washington Lobbyist Prof Services	60,000	60,000	60,000	60,000	60,000	60,000	60,000	
Dredging. Regulatory Require.	32,349	55,000	69,990	55,000	75,000	55,000	55,000	
Dredging Conferences	3,188	8,500	4,110	8,500	5,700	8,500	8,000	
Dredging Misc. Expenses	150	1,000	639	1,000	1,000	1,000	1,000	
Total Harbor Dredging Expenses	208,895	244,500	258,281	248,500	216,700	248,500	174,000	
Increase / -Decrease over previous year	-5%	12%	24%	2%	-16%	0%	-20%	
 TOTAL OPERATING EXPENDITURES	 5,788,472	 6,180,000	 6,214,715	 5,956,600	 6,457,136	 6,662,800	 6,045,300	
Increase / -Decrease over previous year	18%	26%	7%	-4%	4%	12%	-6%	
 Operating Cash Flows In (Out)	 2,725,614	 2,078,000	 2,755,115	 2,892,900	 1,871,464	 1,967,200	 1,870,200	
Increase / -Decrease over previous year	-36%	-51%	1%	39%	-32%	-32%	0%	

ATTACHMENT 3

	Actual 2017-18	Budget 2017-18	Actual 2018-19	Budget 2018-19	Est/Act 2019-20	Budget 2019-20	Budget 2020-21	Comments
NON-OPERATING and OTHER EXPENDITURES								
Harbor Patrol exp. not funded by prop. taxes	(8,851)	194,000	25,126	249,000	129,000	254,000	132,600	Remaining Patrol expenditures are funded from Operating Revenues
COP's Interest Payment	425,094	440,000	397,690	410,000	390,000	390,000	355,000	
Principle Payments on ALL bonds	829,100	830,000	854,100	855,000	884,000	890,000	910,000	
2018 Dock Project Financing Cost Issuance	-	-	54,166	64,000	-	-	-	
2018 Dock Project Debt Interest Payment	-	-	201,278	120,000	225,000	225,000	215,000	
2018 Dock Project Debt Principle Payment	-	-	67,785	67,000	146,000	150,000	160,000	
TOTAL NON-OPER. EXPENDITURES	1,245,343	1,464,000	1,600,145	1,765,000	1,774,000	1,909,000	1,772,600	
Increase / -Decrease over previous year	-7%	10%	28%	21%	11%	8%	0%	
Annual Cash Flows In (Out) from normal operations before any Improvements	1,480,271	614,000	1,154,970	1,127,900	97,464	58,200	97,600	
Increase / -Decrease over previous year	-50%	-79%	-22%	84%	-92%	-95%	0%	
Building Tenant Improvement's	-	392,000	23,195	832,500	280,000	363,300	415,000	See attached Tenant Improvement Schedule
Accessibility Improvements	341,610	565,000	-	190,000	75,000	335,000	110,000	See attached Capital Improvement and ADA Accessibility Improvement Plan
Capital Improvement Projects	994,645	2,318,000	1,747,592	3,773,000	5,900,000	6,333,000	1,410,000	See attached Capital Improvement and ADA Accessibility Improvement Plan
Conservancy Grant Income - Fisherman's Storage & Hoist							(219,600)	See attached Capital Improvement and ADA Accessibility Improvement Plan
Annual Cash Flows In (Out) after Improvements	144,016	(2,661,000)	(615,817)	(3,667,600)	(6,157,536)	(6,973,100)	(1,617,800)	To be funded from unrestricted reserves
Unrestricted Reserve Balance	9,208,000	6,475,000	9,130,000	5,540,400	7,417,464	6,588,900	5,799,664	
City National Bank funding for Village Marina Dock Renovations (remaining)			4,445,000	4,660,000	-	-	-	
Dredging Reserve Fund	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	2,800,000	2,775,000	

ATTACHMENT 3

	Actual 2017-18	Budget 2017-18	Actual 2018-19	Budget 2018-19	Est/Act 2019-20	Budget 2019-20	Budget 2020-21	Comments
Harbor Patrol Department Expenses funded from Property								
Property Taxes & Assessments Revenue	1,243,004	1,160,000	1,319,632	1,250,000	1,370,000	1,300,000	1,370,000	
Increase / -Decrease over previous year	7%	0%	6%	8%	4%	4%	0%	
Harbor Patrol Personnel Expenses								
Regular Salaries	555,167	560,000	602,183	672,000	713,000	713,000	707,000	
Part-time Pay	40,181	40,000	86,029	77,500	45,000	80,000	80,000	
Overtime Pay	76,397	75,000	39,510	52,500	56,000	40,000	40,000	
Holiday Pay	20,102	28,000	21,017	28,000	40,000	28,000	28,000	
Payroll Taxes & Unemployment	13,180	16,000	14,238	18,000	16,000	17,000	13,000	
Workers Comp Insurance	63,078	103,000	74,019	92,000	77,500	77,500	55,000	
Medical & Life Insurance	60,541	62,000	64,304	77,000	75,000	82,000	82,000	
Employee Optional Benefits	47,786	51,000	51,292	61,000	70,000	64,000	70,000	Includes educational incentive
Retirement Contributions	123,245	116,000	150,467	132,000	145,000	150,000	166,000	
Total Harbor Patrol Personnel Expense	999,677	1,051,000	1,103,059	1,210,000	1,237,500	1,251,500	1,241,000	
Increase / -Decrease over previous year	-1%	4%	10%	15%	12%	3%	0%	
Harbor Patrol Other Expenses								
Uniforms	14,556	13,000	17,813	18,000	18,000	18,000	14,400	
Oil & Fuel Expense	22,534	34,000	26,372	25,000	35,000	31,500	25,200	
Operating Supplies & Expense	20,531	35,000	26,657	30,000	30,000	30,000	24,000	
Boat Maintenance	100,526	120,000	83,979	120,000	65,000	100,000	80,000	
Auto Equip & Maintenance	6,519	8,500	5,968	5,000	6,500	5,000	4,000	
Conferences & Training	7,671	7,500	9,943	8,000	15,000	15,000	16,000	Training required for new MSO position
Vessel Salvage Expense	-	-	-	-	-	10,000	-	
Summer Lifeguard Services	60,276	80,000	68,726	80,000	88,000	88,000	93,000	As per 2020 Summer Life Guard agreement
Professional Services	1,863	5,000	2,241	3,000	4,000	5,000	5,000	
Total Harbor Patrol Other Expenses	234,476	303,000	241,699	289,000	261,500	302,500	261,600	
Increase / -Decrease over previous year	12%	44%	3%	-5%	8%	5%	0%	
Total Harbor Patrol Expenses	1,234,153	1,354,000	1,344,758	1,499,000	1,499,000	1,554,000	1,502,600	
Increase / -Decrease over previous year	1%	11%	9%	11%	11%	4%	0%	
Expenditures remaining after Property Tax Revenues were applied	8,851	(194,000)	(25,126)	(249,000)	(129,000)	(254,000)	(132,600)	Remaining Patrol expenditures are funded from Operating Revenues

ATTACHMENT 3

	Actual 2017-18	Budget 2017-18	Actual 2018-19	Budget 2018-19	Est/Act 2019-20	Budget 2019-20	Budget 2020-21	Comments
Expenditures funded by Grants and Special Funding								
<u>Grants and Special Funding</u>								
NOAA Grant-Shellfish Aquaculture 2015 & 2018	109,590	150,000	175,942	207,000	96,800	96,800	40,109	2018 Grant grant Task 6 \$18,077; Task 7 \$22,032
Dredging Reserve Fund	-	-	-	-	-	200,000	225,000	City of Ventura will reimburse their pro-rata share of the dredging expense. The dredging fund will be reimbursed in FY21-22
DBAW Grants-abandon vessel & vessel turn-in	3,000	5,000	4,272	3,000	-	-	-	
DBAW Grants-Boating Equipment	-	15,000	-	-	-	-	-	
DBAW Grant-Training Expense Reimb	-	10,000	-	-	-	-	-	
TOTAL GRANTS & SPECIAL FUNDING	112,590	180,000	180,214	210,000	96,800	296,800	265,109	
<u>Projects, Equipment and Training Expenses</u>								
NOAA Grant-Shellfish Aquaculture 2015 & 2018	109,590	150,000	175,942	207,000	96,800	96,800	40,109	2018 Grant grant Task 6 \$18,077; Task 7 \$22,032
Dredging of Inner Harbor at entrance of Keys	-	-	-	-	-	200,000	225,000	City of Ventura will reimburse their pro-rata share of the dredging expense. The dredging fund will be reimbursed in FY21-22
Vessel Salvage-Abandoned and Turn-in	3,000	5,000	4,272	3,000	-	-	-	
Boat Equipment	-	15,000	-	-	-	-	-	
Harbor Patrol Training	-	10,000	-	-	-	-	-	
TOTAL PROJECTS & EQUIPMENT	112,590	180,000	180,214	210,000	96,800	296,800	265,109	

ATTACHMENT 4

FY20-21 Building Tenant Improvements

Budgeted Items		
Scheduled Improvements	Budgeted District Contribution to Building Tenant Improvements	\$ 255,000.00
Unscheduled Improvements	Renovations due to possible Tenant turnover at lease expiration	\$ 96,000.00
Contingency	Renovations due to unscheduled Tenant turnover (early termination)	\$ 64,000.00
		\$ 415,000

ATTACHMENT 5

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

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Est/Act	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted
Cash Flows In (Out) from normal operations before any Improvements	\$ 2,940,000	\$ 1,480,000	\$ 1,154,970	\$ 97,464	\$ 97,600	\$ 913,000	\$ 1,507,000	\$ 1,585,000	\$ 1,663,000
Significant Assumptions -									
Cash Flow Out - Tenant Improvements	(157,000)	-	(23,195)	(280,000)	(415,000)	(250,000)	(250,000)	(250,000)	(250,000)
Cash Flow Out - Accessibility Enhancements	(1,546,000)	(341,000)	-	(75,000)	(110,000)	-	-	-	-
Cash Flow Out - Capital Improvements as per 5-Year Plan Projection	(508,000)	(995,000)	(1,747,590)	(5,900,000)	(1,410,000)	(1,800,000)	(1,550,000)	(1,335,000)	(1,355,000)
Conservancy Grant Income - Fisherman's Storage & Hoist					219,600				
Improvements that will need to be funded through Unrestricted Improvement Reserves	-	-	(615,815)	(6,157,536)	(1,617,800)	(1,137,000)	(293,000)	(0)	-
Cash Flow In after Improvements are completed	729,000	144,000							58,000
Forecasted Unrestricted Reserve Balances									
Forecasted Reserves at beginning of each fiscal year	8,003,000	9,061,000	9,745,815	13,575,000	7,417,464	5,799,664	4,662,664	4,369,664	4,369,664
Improvements funded from Improvement Reserves	-	-	(615,815)	(6,157,536)	(1,617,800)	(1,137,000)	(293,000)	(0)	-
Cash Flow In after Improvements are completed/Debt funding received	729,000	144,000	4,445,000	-	-	-	-	-	58,000
Cash Flow In from Grant fund reimbursements	87,000	3,000	-	-	-	-	-	-	-
Forecasted Unrestricted Reserves at end of year	8,819,000	9,208,000	13,575,000	7,417,464	5,799,664	4,662,664	4,369,664	4,369,664	4,427,664
Total All Unrestricted Reserves Forecasted at June 30 each year	8,819,000	9,208,000	13,575,000	7,417,464	5,799,664	4,662,664	4,369,664	4,369,664	4,427,664

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

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Est/Act	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted
TOTAL Unrestricted Reserves Forecasted at June 30 each year	9,136,000	9,208,000	13,575,000	7,417,464	5,799,664	4,662,664	4,369,664	4,369,664	4,427,664
Reserve Policy Minimum Balance 40% of Expenses at June 30 each year	3,030,000	3,310,000	3,660,000	3,950,000	3,840,000	3,960,000	3,970,000	4,090,000	4,230,000
Unrestricted Capital Improvement Reserves at June 30 each year	6,106,000	5,898,000	9,915,000	3,467,464	1,959,664	702,664	399,664	279,664	197,664

ATTACHMENT 5

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

	2016-17 Actual	2017-18 Actual	2018-19 Actual	2019-20 Est/Act	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted
Revenue									
Operating Revenue	7,754,000	8,214,000	8,534,830	7,928,600	7,388,500	7,684,000	7,991,000	8,311,000	8,643,000
% Increase / -Decrease Forecasted	3.8%	5.9%	3.9%	-7.1%	-6.8%	4.0%	4.0%	4.0%	4.0%
Portside Partners Forecast	240,000	300,000	300,000	300,000	527,000	1,320,000	1,455,000	1,505,000	1,556,000
Parking Revenue Forecast (Village & Beaches)						150,000	300,000	300,000	300,000
Onetime-Tenant Fees	1,200,000		135,000	100,000					
Total Operating Revenues	9,194,000	8,514,000	8,969,830	8,328,600	7,915,500	9,154,000	9,746,000	10,116,000	10,499,000
% Increase / -Decrease Forecasted	12.7%	-7.4%	5.4%	-7.1%	-5.0%	15.6%	6.5%	3.8%	3.8%
Non-Operating Revenue (Includes prop taxes)	1,165,000	1,235,000	1,319,630	1,370,000	1,370,000	1,397,000	1,425,000	1,454,000	1,483,000
% Increase / -Decrease Forecasted	6.8%	6.0%	6.9%	3.8%	0.0%	2.0%	2.0%	2.0%	2.0%
Total All Revenue	10,359,000	9,749,000	10,289,460	9,698,600	9,285,500	10,551,000	11,171,000	11,570,000	11,982,000
% Increase / -Decrease Forecasted	12.0%	-5.9%	5.5%	-5.7%	-4.3%	13.6%	5.9%	3.6%	3.6%
Expenses									
Operating Expenses (excludes Harbor Patrol)	4,700,000	5,572,000	5,956,430	6,240,436	5,871,300	6,062,000	6,274,000	6,525,000	6,786,000
% Increase / -Decrease Forecasted	1.5%	18.6%	6.9%	4.8%	-5.9%	3.2%	3.5%	4.0%	4.0%
Harbor dredging & related expense	219,000	209,000	258,280	216,700	174,000	385,000	145,000	151,000	157,000
% Increase / -Decrease Forecasted	-32.4%	-4.6%	23.6%	-16.1%	-19.7%	121.3%	-62.3%	4.1%	4.0%
Sub-Total Operating Expenses (excludes Harbor Patrol)	4,919,000	5,781,000	6,214,710	6,457,136	6,045,300	6,447,000	6,419,000	6,676,000	6,943,000
% Increase / -Decrease Forecasted	-0.7%	17.5%	7.5%	3.9%	-6.4%	6.6%	-0.4%	4.0%	4.0%
Harbor Patrol Expenses	1,223,000	1,234,000	1,344,760	1,499,000	1,502,600	1,551,000	1,605,000	1,669,000	1,736,000
% Increase / -Decrease Forecasted	3.6%	0.9%	9.0%	11.5%	0.2%	3.2%	3.5%	4.0%	4.0%
Total Operating Expenses	6,142,000	7,015,000	7,559,470	7,956,136	7,547,900	7,998,000	8,024,000	8,345,000	8,679,000
% Increase / -Decrease Forecasted	0.1%	14.2%	7.8%	5.2%	-5.1%	6.0%	0.3%	4.0%	4.0%
Non-operating and Other Expenses									
Principle/Interest & deferred refunding	1,277,000	1,254,000	1,251,790	1,274,000	1,265,000	1,265,000	1,265,000	1,265,000	1,265,000
Principle/Interest/Fees - 2018 Vlg Marina Dock Renovations			323,230	371,000	375,000	375,000	375,000	375,000	375,000
Total Non-operating expenses	1,277,000	1,254,000	1,575,020	1,645,000	1,640,000	1,640,000	1,640,000	1,640,000	1,640,000
% Increase / -Decrease Forecasted	0.7%	-1.8%	25.6%	4.4%	-0.3%	0.0%	0.0%	0.0%	0.0%
Total All Expenses	7,419,000	8,269,000	9,134,490	9,601,136	9,187,900	9,638,000	9,664,000	9,985,000	10,319,000
% Increase / -Decrease Forecasted	0.2%	11.5%	10.5%	5.1%	-4.3%	4.9%	0.3%	3.3%	3.3%
Cash Flows In (Out) from normal operations before any Improvements	\$ 2,940,000	\$ 1,480,000	\$ 1,154,970	\$ 97,464	\$ 97,600	\$ 913,000	\$ 1,507,000	\$ 1,585,000	\$ 1,663,000

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