



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Chris Stephens, Chairman
Brian Brennan, Vice Chairman
Jean Getchell, Secretary
Everard Ashworth, Commissioner
Jackie Gardina, Commissioner

Brian Pendleton, General Manager
Oscar Peña, Business Operations Manager
Timothy Gosney, Legal Counsel
Jessica Rauch, Clerk of the Board

PORT COMMISSION AGENDA REGULAR MEETING JUNE 19, 2019 AT 7:00PM VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE, VENTURA, CA

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

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

ADMINISTRATIVE AGENDA:

CALL TO ORDER: *By 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. Each item on the agenda shall be deemed to include action by an appropriate motion, resolution or ordinance to take action on any item.

APPROVAL OF MINUTES (3 minutes)

The Minutes of the May 15, 2019 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.

CLOSED SESSION REPORT (3 minutes)

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

BOARD COMMUNICATIONS (5 minutes)

Port Commissioner's may present brief reports on port issues, such as seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole. Port Commissioner's must provide a brief summary and disclose any discussions he or she may have had with any Port District Tenants related to Port District business.

DEPARTMENTAL AND GENERAL MANAGERS REPORTS (5 minutes)

Ventura Port District Staff and General Manager will give the Commission reports on their Department and items of general interest to the Port Commission and members of the public.

LEGAL COUNSEL REPORT (5 minutes)

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

CONSENT AGENDA: (5 minutes)

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

A) Approval of Out of Town Travel Requests

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the out of town travel requests for General Manager, Brian Pendleton to attend the California Special Districts Association General Manager Leadership Summit in Newport Beach, CA.

B) Termination of Current Office Lease Agreement and Approval of New Office Lease Agreement for Ken Caparoni dba State Farm Agent

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Approve the termination of a lease agreement, dated April 1, 2017, for the premises located at 1583 Spinnaker Drive #210, consisting of 637 square feet; and
- b) Approve a new office lease agreement for the premises located at 1583 Spinnaker Drive #210, consisting of 637 square feet between the Ventura Port District dba Ventura Harbor Village and Ken Caparoni dba State Farm Agent for a three-year term with a three-year option with no tenant improvements.

C) Approval of Lease Termination Agreement for Beer and Sausage, LLC, a California LLC dba BS Taproom/Beer Season

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the Lease Termination Agreement between the District and Beer and Sausage, LLC, a California LLC dba BS Taproom/Beer Season for the space located at 1591 Spinnaker Drive, #113/#115.

D) Approval of Office Lease Assignment to Terraform Productions, Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the Assignment and Assumption of Lease and Consent of Landlord Agreement between Frankie Marc Anthony, Terraform Productions, Inc., and the Ventura Port District for the lease of the premises located at 1583 Spinnaker Drive #211.

STANDARD AGENDA:

1) Approval of Fiscal Year 2019-2020 Final Budget and Five Year Capital Improvement Plan (30 minutes)

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3374, approving the Fiscal Year 2019-20 Ventura Port District Budget and Five Year Capital Improvement Plan (CIP); and
- b) Adopt Resolution No. 3375, establishing the Salary Schedule for Non-represented Employees for the Fiscal Year 2019-20.

2) Approval of Professional Services Agreement with Swift Chip for Information Technology Services for FY2019-2020 (10 minutes)

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the FY19-20 Professional Services Agreement with Swift Chip not to exceed \$115,000 for District Information Technology services.

3) One-Ton Derrick Crane Procurement (10 minutes)

Recommended Action: Voice Vote.

That the Board of Port Commissioners:

- a) Find that the General Manager has made a good faith determination that a sole source procurement opportunity has been presented to the District; and
- b) Authorize the sole source procurement of a one ton derrick crane from Allied Power Products, Inc. in the amount of \$141,273.

4) Authorization to Purchase a Block Volvo Diesel Engine for Harbor Patrol Fire Boat (5 minutes)

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorizes the General Manager to purchase a Long Block Volvo Diesel Engine and provide part exchange from Pacific Marine Repair under a Sole Source Procurement consistent with Section IV (A)(1)(4) of the Procurement and Purchasing Policy in the amount of \$30,200.

5) Consideration of Agenda Reorganization (5 minutes)

Recommended Action: Voice Vote.

That the Board of Port Commissioners consider the reorganization of the meeting agenda to provide additional opportunities for public comment on closed session matters.

6) Response to Letter, Dated April 18, 2019 (15 minutes)

Recommended Action: Voice Vote.

That the Board of Port Commissioners receive an informational report in response to a letter, dated April 18, 2019, subject "Requested May 6, 2019 City Council Agenda Item Re Ventura Port District," and provide direction to staff as appropriate

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

This agenda was posted on Friday, June 14, 2019 by 5:00 p.m. at the Port District Office and at venturaharbor.com.

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 19, 2019

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

- a) Property: **1583 Spinnaker Drive #210**
Negotiating Parties: Brian Pendleton, Timothy Gosney
Under Negotiation: Ken Caparoni dba Ken Caparoni State Farm Agent
Lease Termination and New Office Lease
- b) Property: **1583 Spinnaker Drive #211**
Negotiating Parties: Brian Pendleton, Timothy Gosney
Under Negotiation: Frankie Marc Anthony, Terraform Productions, Inc.
Office Lease Assignment and Assumption
- c) Property: **1415 Spinnaker Drive**
Negotiating Parties: Brian Pendleton, Oscar Peña, Timothy Gosney
Under Negotiation: Ventura Harbor Boatyard, Inc.
Assignment of Lease (Verbal Report)
- d) Property: **Federal Authorized Sea Bottom**
Negotiating Parties: Brian Pendleton, Oscar Peña, Timothy Gosney
Under Negotiation: Army Corps of Engineers
Sea Bottom Aquaculture Master Permit

2. Conference with Legal Counsel – Pending Litigation per Section 54956.9(d)(1): Chrysiliou Living Trust, et. al, v. Ventura Port District, Case No. 56-2018-CU-PA-VTA.

3. Conference with Legal Counsel - Pending Litigation per Government Code Section 54956.9(d)(1): Sandra Aiken, Ashley Hwang, Janice Hwang, and Priscilla Levy vs. Ventura Port District Public Facilities Corporation DBA Ventura Harbor Village, and Does 1-20 Inclusive, Ventura Superior Court Case No. 56-2018-00513846-CU-MC-VTA.

4. Conference with Legal Counsel - Potential Litigation per Government Code Section 54956.9(d)(2): Two (2) Cases.



BOARD OF PORT COMMISSIONERS

JUNE 19, 2019

APPROVAL OF MINUTES

MAY 15, 2019

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF MAY 15, 2019



The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Chris Stephens at 7:06PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

Chris Stephens, Chairman
Brian Brennan, Vice Chairman
Jean Getchell, Secretary
Everard Ashworth

Commissioners Absent:

Jackie Gardina

Port District Staff:

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

Legal Counsel:

Timothy Gosney
Collin Spillman

AGENDA

CALL TO ORDER: By Chairman Stephens at 7:06PM.

PLEDGE OF ALLEGIANCE: By Commissioner Ashworth.

ROLL CALL: Commissioner Gardina was absent.

ADOPTION OF AGENDA

ACTON: Commissioner Ashworth moved, seconded by Commissioner Getchell and carried by a vote of 4-0 to adopt the May 15, 2019 agenda.

APPROVAL OF MINUTES

The Minutes of the April 18, 2019 Special Meeting and May 1, 2019 Regular Meeting were considered as follows:

ACTION: Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 4-0 to approve the April 18, 2019 Special Meeting and May 1, 2019 Regular Meeting Minutes.

PUBLIC COMMUNICATIONS: Sam Sadove, owner of Ventura Harbor Marine Associates, LLC, appreciated the efforts to get signage around the road construction. The signs have made impact and the restaurant did get some recovery over the Mother's Day weekend. Large trucks are still having problems and the contractor is allowing the asphalt trucks to use the lot as a turn around, which could damage the new paving. Sarah Otterstrom from Paso Pacifico announced that Ventura's World Ocean's Day Celebration will be on Friday, June 7th.

CLOSED SESSION REPORT: Mr. Gosney stated that the Board met in closed session; discussed and reviewed all items on the 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 Getchell reported that she emailed tenants about the Clean Power Alliance item on the agenda.

DEPARTMENTAL AND DEPUTY GENERAL MANAGERS REPORTS: Mr. Parsons updated the Board on the dredging budget for 2020 and the Dock Replacement project.

LEGAL COUNSEL REPORT: Mr. Gosney reported that he has been provided a signed copy of the Agreement for the Ventura Harbor Boatyard Assignment of Lease and legal staff is currently in the process of reviewing the documentation.

STANDARD AGENDA:

1) General Manager Employment Agreement

Recommended Action: Voice Vote.

That the Board of Port Commissioners, at their discretion, discuss and take appropriate action on a General Manager Employment Agreement between the Ventura Port District and Brian Pendleton.

Public Comment: Vikki Brock urged the Commission to do the right thing, follow the policies and procedures and heed what tenants and the public has said and go out for an open recruitment.

ACTION: Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 4-0 (Gardina Absent) to approve the General Manager Employment Agreement between the Ventura Port District and Brian Pendleton.

2) Electrical Energy Service Provision Alternatives

Recommended Action: Voice Vote.

That the Board of Port Commissioners select one of the following choices for electrical energy service provision:

- 1) Stay with the City of Ventura default enrollment under the Clean Power Alliance (CPA) green power rate (100% renewable energy) for Port District electrical service accounts OR choose either the clean power rate (50% renewable energy) or lean power rate (36% renewable energy); or

- 2) Opt out of the CPA and retain Southern California Edison as the Port District's sole energy provider.

ACTION: Karen Schmidt, Regional Affairs Manager, gave the Board a presentation on the Clean Power Alliance.

Public Comment: Michael Wagner, owner of Andria's Seafood, cannot afford to go anymore green. Sam Sadove, owner of Ventura Harbor Marine Associates, LLC, appreciated the presentation and it clarified questions he had. He suggested having direct communication with tenants so they have a clear understanding of how this program works. Commissioner Ashworth suggested that the costs associated with the program be tracked closely so that impacts to tenants were well understood and future Commission action taken if needed.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Brennan and carried by a vote of 4-0 (Gardina absent) to Stay with the City of Ventura default enrollment under the Clean Power Alliance (CPA) green power rate (100% renewable energy) for Port District electrical service accounts.

3) Approval of New Lease Agreement for Coastal Marine Biolabs Integrative Biosciences Program, Inc.

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Coastal Marine Biolabs Integrative Biosciences Program, Inc. for the premises located at 1559 Spinnaker Drive #101, consisting of a total of 1,979 square feet for a five year term.

Public Comment: Linda Santschi, Coastal Marine Biolabs, thanked the Board for their previous support for the organization. Ms. Santschi also thanked Oscar Peña for his guidance and council he gave them over their formative years. She also acknowledged Lynn Mikelatos and Zoe Taylor.

ACTION: Commissioner Brennan moved, seconded by Commissioner Getchell and carried by a vote of 4-0 (Gardina absent) to approve a new Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Coastal Marine Biolabs Integrative Biosciences Program, Inc. for the premises located at 1559 Spinnaker Drive #101, consisting of a total of 1,979 square feet for a five year term.

4) Approval of Notice of Completion for the Commercial Fish Pier Phase III Deck Repair Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3373:

- a) Accepting the work of Garland/DBS, Inc. for the Commercial Fish Pier Phase III Deck Repair Project; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

ACTION: Commissioner Brennan moved, seconded by Commissioner Getchell and carried by a vote of 4-0 (Gardina absent) to adopt Resolution No. 3373 accepting the work of Garland/DBS, Inc. for the Commercial Fish Pier Phase III Deck Repair Project; and authorizing staff to prepare and record a Notice of Completion with the Ventura County Recorder.

5) Approval of FY2019-2020 Preliminary Budget and Five Year Capital Improvement Plan

Recommended Action: Voice Vote.

That the Board of Port Commissioners review, discuss and approve the Fiscal Year 2019–2020 Ventura Port District Preliminary Budget and Five Year Capital Improvement Plan.

Commissioner Comments:

Commissioner Getchell: Develop an analysis of the direct economic benefits and the investment associated with the CIP items (for either final budget or Goal Setting Workshop). She also suggested bringing in a .5 FTE to help with the VSE grants. Asked if any engineering has been done on the Harbor Village sewer line replacement/repair because \$50,000 seems low.

Commissioner Ashworth: Appreciated the conservative nature of the budget. Need to increase revenues. Believes \$50,000 dedicated to tenant improvements is a proper way to set aside monies to address potential repairs/upgrades and ensure we have more flexibility to make the improvements we want to have. Asked about a Capital Improvement Plan Assessment. Need to have discipline now because we are going to be impacted in FY23-24.

Commissioner Brennan: Agrees with Commissioners Ashworth's comments and looks forward to the goal setting workshop to help staff prioritize capital expenses. Wondered if we could look at a more stabilized dune system rather than a block wall.

Commissioner Stephens: Suggested keeping the signage and awnings project on a schedule that is closely aligned with the painting project, instead of over 3 year period. Once we have the City approval and can see where we are with the paint project budget staff can recommend a firmer schedule. Asked about the Trolley.

ACTION: Commissioner Ashworth moved, seconded by Commissioner Brennan and carried by a vote of 4-0 (Gardina absent) to approve the Fiscal Year 2019–2020 Ventura Port District Preliminary Budget and Five Year Capital Improvement Plan.

REQUEST FOR FUTURE AGENDA ITEMS: Chairman Stephens announced that there will be a VSE Update presentation scheduled for July 17th and the Goal Setting Workshop is scheduled for Saturday, September 15th. He also announced that the June 5th Commission meeting will be cancelled due to a conflict with the City's Design Review Committee meeting, which will have the Village's painting and signage project on the agenda. Chairman Stephens would also like an item on the next agenda that discusses restructuring the agenda to include closed session public comment.

ADJOURNMENT: The meeting was adjourned at 9:10PM.

Secretary



BOARD OF PORT COMMISSIONERS JUNE 19, 2019

DEPARTMENTAL STAFF REPORTS

DREDGING
FEDERAL
FACILITIES
HARBOR PATROL
MARINA
MARKETING
PROPERTY

June 19, 2019

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

Subject: May/June 2019 Dredging Activities and Special Projects Report

The Dredging Program Manager's activities for the May/June 2019 period included the following:

FY2020 Federal Dredging Funds

The full House of Representatives is expected to approve the FY2020 Energy and Water Development (E&W) Appropriations Bill the week of June 17, 2019. The E&W Bill will be part of a package of 5 appropriations bills. The bill does not specifically identify funding for the federal dredging of Ventura Harbor but does include substantial work plan funds (i.e. \$977 million), a portion of which can be allocated to Ventura Harbor by the Corps of Engineers assuming the bill is ultimately approved by the Senate and signed by the President. The Senate, however, has not yet begun consideration of the FY2020 appropriations bills.

It must also be remembered that the L.A. District of the Corps of Engineers is also carrying over about \$4 million of FY2019 funding to FY2020 for the February/March 2020 dredging effort.

Ventura Harbor Village Commercial Dock Replacement Project

The District's contractor on the Dock Project, Bellingham Marine Industries (BMI) is now proceeding with the demolition and removal of the old portion of "D" Dock. The replacement docks will start arriving late the week of June 17 and the new 18" concrete piles the following week.

Contractors working for Chevron will begin the draining of the abandoned 20" pipeline on June 17. That line has prevented BMI from connecting to the fire main needed for the new G & H dock. Once the line is drained the section interfering with the fire main installation will be removed and the line will then be sealed.

Respectfully submitted,

Richard Parsons

Dredging and Special Projects Consultant

FY20 Appropriations Process Update

The Fiscal Year (FY) 2020 appropriations process is moving full speed ahead. Earlier this month, the House Appropriations Committee approved the top-line funding levels (called 302(b) allocations) for all 12 funding bills. All the 302(b) allocations, listed below, represent an increase from the top-line FY19 enacted levels:

<u>Appropriations Bill</u>	<u>FY20 302(b) Funding Level</u>	<u>Increase over FY19 Funding Level</u>
Agriculture	\$24.3 billion	\$1.3 billion
Commerce, Justice, Science	\$66.4 billion	\$2.3 billion
Defense	\$622 billion	\$15.7 billion
Energy and Water	\$46.4 billion	\$1.8 billion
Financial Services	\$24.6 billion	\$1.2 billion
Homeland Security	\$49.7 billion	\$300 million
Interior and the Environment	\$37.3 billion	\$1.7 billion
Labor, HHS, Education	\$189.9 billion	\$9.9 billion
Legislative Branch	\$4.9 billion	\$100 million
Military Construction/VA	\$105.2 billion	\$8.1 billion
State/Foreign Operations	\$48.4 billion	\$2.2 billion
Transportation/HUD	\$75.8 billion	\$4.7 billion

Following the approval of the top-line funding levels, the House Appropriations Committee spent the month of May passing many appropriations bills out of committee. The status of the 12 House FY20 appropriations bills are as follows:

<u>FY20 Appropriations Bill</u>	<u>Status</u>
Agriculture	Passed by the subcommittee on 5/23; scheduled to be considered by the full committee on 6/4
Commerce, Justice, Science	Passed by the full committee on 5/22
Defense	Passed by the full committee on 5/21
Energy and Water	Passed by the full committee on 5/21
Financial Services	Scheduled to be considered by the subcommittee on 6/3
Homeland Security	Scheduled to be considered by the subcommittee on 6/5

Interior and the Environment	Passed by the full committee on 5/22/19
Labor, HHS, Education	Passed by the full committee on 5/8/19
Legislative Branch	Passed by the full committee on 5/9/19
Military Construction/VA	Passed by the full committee on 5/9/19
State/Foreign Operations	Passed by the full committee on 5/16/19
Transportation/HUD	Passed by the subcommittee on 5/23; scheduled to be considered by the full committee on 6/4

House Appropriations Committee Chair Nita Lowey (D-NY) has indicated she hopes to have all 12 bills passed by the House prior to the July 4th Congressional recess. A goal the House is well on its way to achieving. By the end of next week, all 12 bills are scheduled to have been passed by the full committee. Additionally, House leaders are currently working to package 5 of the 12 bills into a minibuss package to put on the House floor as early as next week. This first minibuss package is expected to include the Energy & Water bill which funds the civil works program for the US Army Corps of Engineers (Corps).

The Senate has not yet begun to act on its FY20 appropriations bills, nor has the Senate Appropriations Committee approved 302(b) allocations. It is expected that the Senate Appropriations Committee will begin marking up its bills this month, but no official schedule has been released yet.

Senate Republicans Vote for Permanent Earmark Ban

The Senate Republican Conference voted to permanently ban earmarks on spending, tax and tariff bills. The House Democratic Caucus did not officially ban earmarks but House Appropriations Committee Chairwoman Nita Lowey (D-NY) announced earlier that the FY20 appropriations bills would not include earmarks. The action by the Senate does not preclude the House from revisiting the issue later in the 116th Congress, however it does create a new barrier to restoring any type of earmarking progress, regardless of improved transparency measures.

House FY20 Civil Works Highlights

Among the first bills to move through the Subcommittee and Full Committee process in the House was the FY20 Energy & Water Appropriations bill. The Committee, sticking to its bipartisan support for the Corps, proposed a record level of funding for the civil works program.

Overall, the House proposes to fund the Corps at \$7.36B. This represents an increase of \$357M over the enacted FY19 bill and an increase of \$2.53B over the President's FY20 budget proposal.

During the mark-up Subcommittee Chairwoman Kaptur (D-WI) stated that the proposal “rejects drastic and shortsighted cuts,” proposed by the President and further characterized her first bill as Chair as a “responsible proposal.” Kaptur also highlighted provisions prohibiting the Administration from using any funds in the bill, or funds previously appropriated to the Corps, for the border wall. Both Kaptur and Full Committee Chairman Lowey (D-NY) described the funding for the Corps as robust and spoke to the ways this funding will help to further the Corps mission and reduced the current backlog.

More specifically, the House proposes the following for the Corps:

- General Investigations: \$135M --- + \$10M from FY19 enacted
- Construction: \$2.337B --- + \$154M from FY19 enacted
- Operation & Maintenance: \$3.923B --- + \$184M from FY19 enacted
- Harbor Maintenance Trust Fund: \$1.697B --- + \$174M from FY19 enacted
- Regulatory: \$210M --- + \$10M from FY19 enacted
- Office of the ASA: \$5M --- same as FY19 enacted

Important to the nation’s port and harbor community, included in this funding is an increase for the Harbor Maintenance Trust Fund (HMT). Under the House proposal, HMT would receive \$1.697B which represents \$174M above the FY19 enacted bill, \$732M above the President’s FY20 budget proposal and \$100M more than the HMT targets set by the Water Resources Development Act of 2016 (WRDA ‘16). As well the House bill allows for six new start studies and six new start construction designations.

The report language further proposes a number of priorities including:

- Incorporating climate change and resiliency into construction and project management practices.
- Supporting Corps efforts to stand up the WIFIA program.
- Calling for a coastal resiliency study.
- Calling for a briefing on the Section 1122 beneficial use of dredged materials pilot program.
- Calling for an update on the status and plans for principles and requirements.
- Maintaining the work plan process with the publication of a work plan within 60-days on enactment. Additional funding for the Operation & Maintenance Account of the work plan is proposed as follows:
 - Navigation Maintenance \$73.831M (\$23.907M in enacted FY19)
 - Deep-Draft Harbor & Channel \$600M (\$475M in enacted FY19)
 - Donor and Energy Transfer Ports \$55M (\$50M in enacted FY19)
 - Inland Waterways \$60M (\$40M in enacted FY19)
 - Small, Remote or Subsistence Navigation \$90M (\$54M in enacted FY19)
 - Other Authorized Project Purposes \$98.091M (\$50M in enacted FY19)

House FY20 THUD Highlights

On May 23 the House THUD Appropriations Subcommittee approved its FY20 bill that provides a total of \$87.6 billion to the Department of Transportation. This is a slight decrease of \$1.2 billion over the FY19 enacted level. Below are the funding levels of competitive grant programs that the Port may consider applying for:

- Better Utilizing Investments to Leverage Development (BUILD) grant program received a \$100 million increase for a total of \$1 billion. Bill language increases the maximum grant size from \$25 million to \$50 million.
- Infrastructure for Rebuilding America (INFRA) grants did not receive any funding despite a funding request of \$1 billion from the President's budget proposal. It is anticipated that the Senate THUD bill will include INFRA funding.
- Port Infrastructure Development Program received \$225M.

The Port Infrastructure Development Program was first funded in the FY19 omnibus appropriations bill at \$293M. MARAD is currently working on finalizing a Notice of Funding Opportunity for the FY19 funds and expects to publish it in the near future. In the absence of a NOFO, it is a positive sign to see Congress proposing to continue funds for this program. Likewise, Senator Wicker has introduced a bill which would authorize future funding for the program at \$600M.

The full House Appropriations Committee is expected to consider the THUD bill as soon as the week of June 3.

Disaster Supplemental Stalls Before Final Passage

Prior to the Memorial Day Congressional recess, the Senate passed a \$19.1 billion disaster relief package. The bill provides much-needed federal assistance for several areas of the country that have been impacted by natural disasters. Additionally, the bill contains an extension of the National Flood Insurance Program until September 30, 2019.

After the bill passed the Senate, it was sent to the House and was scheduled to be approved on the consent calendar. Congressman Chip Roy (R-TX) objected the request for passage. The House tried to pass the bill on the consent calendar two more times during the Memorial Day recess, both times the passage was objected to, preventing the bill from being passed and sent to the President. Now that Congress has returned to Washington, DC, the House succeeding in passing the bill and sending it to the President for his signature.

Transportation Round Up

Outside of action on the House THUD Appropriations bill, several transportation items of note occurred during the month of May.

Highway Trust Fund - The Congressional Budget Office (CBO) released an updated 10-year projection for the solvency of the Highway Trust Fund (HTF) and indicated that in order to keep funding at current levels plus a 2 percent rate of inflation, \$176 billion in additional revenue will be required. This is an increase from CBO's projection of \$164 billion that it released in January. The long-term solvency of the HTF is a key issue for Congress to address as part of a larger comprehensive infrastructure package or as part of the FAST Act reauthorization.

Federal-Aid Highway Contract Authority - A May 8 letter was sent by senior Members (including Rep. Napolitano) of the House Transportation and Infrastructure Committee to House leadership calling for repeal of a \$7.6 billion rescission in Federal-aid highway contract authority scheduled to happen in July 2020 as required by Section 1438 of the FAST Act. Should the rescission be permitted to go forward, it would result in real cuts to transportation funding beginning in FY21 including a cut of \$693 million to California's remaining highway contract authority. A similar letter spearheaded by the Association of State Highway and Transportation Officials and signed by 30 other transportation stakeholder groups was sent to Congressional leadership on May 20.

Climate Change and Resiliency - Forty one Democratic Senators sent a letter on May 20 to Environment and Public Works Chairman John Barrasso (R-MT) and Ranking Member Tom Carper (D-DE) urging them to prioritize climate and resiliency investments in the upcoming FAST Act surface transportation reauthorization.

Federal Agency Nominations Update

US Fish & Wildlife - President Trump has nominated Robert Wallace, a former energy lobbyist, to be assistant secretary for Fish, Wildlife and Parks at the Department of the Interior. Wallace, a Wyoming native, worked for 17 years as the government relations manager for GE Power. He also worked as the Republican staff director for the Senate Energy and Natural Resources committee for 3 years during the George H.W. Bush administration. There will be 2 Congressional hearings this week on Wallace's nomination: the Senate Environment and Public Works Committee will hold a nomination hearing on June 4th and the Senate Energy and Natural Resources Committee will hold a nomination hearing on June 5th.

Federal Aviation Administration - The Senate Commerce Committee held a confirmation hearing on May 15 for Stephen Dickson who has been nominated to be the Administrator of

the Federal Aviation Administration. There has not been a confirmed Administrator since the prior Administrator's five-year term expired on January 7, 2018.

US Department of Justice - On May 16 the Senate confirmed US Department of Transportation Deputy Secretary Jeff Rosen as the new Deputy Attorney General at the Department of Justice. The President has not yet submitted a nominee for the Deputy Secretary position at USDOT.

Infrastructure Package Hits a Snag

Late last month, President Trump held a meeting at the White House with the Speaker of the House Nancy Pelosi (D-CA) and Senate Minority Leader Chuck Schumer (D-NY) to discuss a potential infrastructure package. The meeting resulted in agreeing on a top-line funding level of \$2 trillion, as well as a follow-up meeting scheduled in three-week's time.

On May 22nd, Pelosi, Schumer, and other Democratic Congressional leaders returned to the White House to discuss further details of a potential package. Due to ongoing tensions between the President and House Democrats regarding Congressional hearings and subpoenas, the President abruptly cancelled the meeting, stating that he would not work with Congressional Democrats on an infrastructure package until the Congressional investigations cease.

Despite this set-back, Pelosi issued a letter to her caucus stating that infrastructure will continue to be a priority. Likewise, Congressman Peter DeFazio (D-OR), Chairman of the House Transportation & Infrastructure Committee, issued a statement reinforcing his efforts to move forward with reauthorization of the FAST Act which expires on September 30, 2020. His committee had intended to spend the summer month of June and July drafting an infrastructure package, but with those efforts currently tabled, it may make way for the Committee to hold additional hearings examining infrastructure topics such as the administration of the Capital Investment Grant Program.

FEMA Seeks Comments on New Pre-Disaster Hazard Mitigation Program

The Federal Emergency Management Agency (FEMA) is seeking public comment on the development and implementation of Disaster Recovery Reform Act Section 1234: National Public Infrastructure Pre-Disaster Hazard Mitigation Grant Program. Recently coined the Building Resilient Infrastructure and Communities program, or BRIC, the program will focus on reducing the nation's risk by funding public infrastructure projects that increase a community's resilience before a disaster. Comments are due by July 15th. Over the course of June FEMA will host a series of webinars to help interested parties through the comment process.

BRIC was enacted as part of the Disaster Recovery Reform Act of 2018 which became law in October of 2018 after being attached to the Federal Aviation Administration Reauthorization Act of 2018.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: Joe A. Gonzalez, Facilities Manager
SUBJECT: May 2019 Facilities Report

FACILITIES:

Staff continues to perform preventive maintenance that needs immediate attention on the Ventura Harbor Village buildings to prevent dry rot damage to existing areas. This includes sills, trim, mildew treatment and other portions of the buildings.



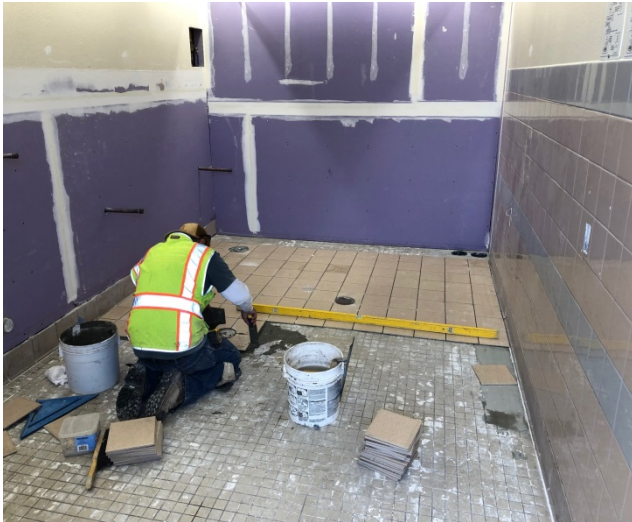
Harbor Entrance:

Contractor has completed trimming all palm trees located at the entrance of the harbor.



1591 ADA Public restrooms/trash enclosures upgrade

The 1591 public restrooms and the 1591 trash enclosure projects are proceeding as planned. Public restrooms are approximately 65% completed and the trash enclosure is about 45% completed.



MARINA:

Staff continues to perform monthly inspections on all gangways that are in service, docks, fire extinguishers and fire boxes.

MARKETING:

The Maintenance Department continues to provide assistance to the Marketing Department for weddings and events, installation of banners/flyers, and whatever the needs are to make a successful event.

ON-GOING PROJECTS:

New Lease Agreements: Staff is working closely with the following tenants on their new lease agreements in regards to facilities upgrades/remodels:

- 1559 Suite 109 (*Top this Chocolate*)
- 1591 Suite 112 (*Le Petit Café Bakery*)
- 1591 Suite 117B (*Silhouettes Salon*)
- 1567 Suite 200 (*Margarita villa*)
- 1583 Suite 105 (*Frenchies Modern Nail Care*)

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: John Higgins, Harbormaster
SUBJECT: May 2019 Harbormaster/Harbor Patrol Report

PUBLIC SAFETY

Overview:

Like reports in the past we continue to be very busy. The staff have been preparing for summer and responding to numerous calls for service. We are also welcoming aboard new full-time members and focusing on getting them up to speed.



24 Hour Coverage:

As planned, we began the 24-hour coverage on schedule. This could not have happened without the support of the Board, Community, and Staff. In reviewing the logs, our staff has been productive during this time with both water and landside patrol being done. The immediate feedback is there is a significant amount of landside activity with the transients throughout the Harbor. Our staff has been observing this activity and will coordinate with the Police Department as issues arise.

To help us regularly cover shifts we created a summer contract with Part-Time Marine Safety Officer Tucker Zimmerman to provide him with a full schedule. Tucker will be working in the Harbor Patrol Officer I capacity during this contract and receiving valuable training. He was also one of the top candidates in the internal hiring process and should a vacancy open during the contract period he will be offered the Full-Time Position. Having the regularly scheduled vacancies covered will allow me to focus my efforts in other areas. We thank Tucker for his willingness to enter into the contract and are hopeful we can bring him on to Full-Time in the near future if a position opens.



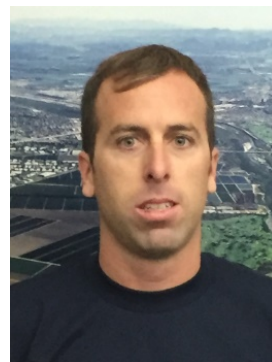
Internal Recruitment: New Harbor Patrol Officers:

The internal hiring process has been completed and two job offers were made and accepted by Mark "Jake" Findlay and Brian Hewitt. Both completed the psychological testing and were cleared before the beginning of our 24-hour coverage. They have already been assigned a shift and are receiving additional on the job training.

Mark "Jake" Findlay



Brian Hewitt



Marine Safety Officer Program:

We will be looking at another recruitment for Marine Safety Officers as the internal hiring process has thinned the available staff. Our remaining group of MSO's have full-time jobs or are pursuing other career opportunities. Pictured to the right is Jessica Ball who is one of our current MSO's and is pursuing a Nursing Degree. She is able to pick up shifts between her schooling.



BEACHES

Harbor Cove:

The beach is ready for summer visitors. A series of late season wind events have built up sand on the wall and sidewalk. We will work with Maintenance to see if we can bring in some smaller equipment to remove the sand on the sidewalk and access ramp. The sand build up near the wall may require a little more coordination since typically larger heavy equipment has been used due to the softness of the sand and quantity that needs to be removed.



South Beach:

The South Beach between the South Jetty and Surfers Knoll Groin isn't the best recreational area due to remnants from the rain and a steep berm. We do not have the resources to coordinate removing the abundant arrundell sticks that washed up along the shoreline.



Fortunately, just a bit South of Surfers Knoll Groin the sand is plentiful and more inviting. The recent placement of the Surfers Knoll Groin Lifeguard Tower will provide enhanced coverage to both sides of the Jetty. This surplus tower was added to service by State Parks while staying within last years staffing formula.



Surfers Knoll Tower

Harbor Cove & Additional Towers

White Shark Research Buoys & Receiver Results:

We have not had significant activity with the White Sharks this year. Our staff continues to work with Cal State Long Beach to attempt to identify and track White Shark activity. There currently is two receivers in the immediate area of the Harbor and one placed near Solimar Beach. There have not been any tagging or tagged sharks in our area this Spring.

During these next couple of months we will increase the waterside patrols along the beaches around the Harbor and the Jr. Lifeguard program. Last Winter we participated in a Statewide effort to unify the response to shark activity and the posting of information.

EQUIPMENT**Fireboat 1:**

After doing significant research and speaking with several Volvo representatives, I am satisfied I have done my due diligence in seeking answers for several important questions. Unfortunately, we cannot determine what has led to both engines suffering major mechanical failures and neither were under warranty conditions. We were also a bit frustrated that there was not the ability to purchase a new motor as they were doing a complete powerline adjustment with those particular motors and the earliest they may become available would be next winter. In speaking with the boat builder, we also confirmed there were no other suitable motors that could be used as replacements due to our build specs and limited room for the existing motors, which were specifically picked because of the space available.

Having had the time to do the research and speak with all the different professionals, I have been able to develop several improvements that will hopefully lessen the chances of this happening in the future and give us better longevity out of future motors. In the immediate future we will be purchasing the long block as this was the only reasonable option to pursue. After the engine is installed we hope to contract all maintenance on these engines with a certified mechanic. We will also implement an oil testing program so that we are more aware of what is happening within the motors. Rather than replacing key components when they fail, we have identified a couple of key components that will be given a service life and replaced before failure. In addition to these new practices, we will investigate certified Volvo training in Stockton, CA for one or more members of the Harbor Patrol staff.

We are currently working within the purchasing policy to proceed with the long block option. Pacific Marine has been identified as a local vendor who can perform the parts conversion, installation, and aligning of the motors. Our plan includes transporting the old core to the mechanic where the necessary parts can be transferred before hauling out and removing the current damaged motor. Once the replacement is ready, then we would do a relatively quick haul out and transfer of motors. This would provide for the boat to be back in service in the most efficient and cost-effective manner.

Per our Countywide Mutual Aid Policy, we have been keeping Channel Islands Harbor Patrol aware of our situation. Should a Marine Fire occur in our Harbor they will respond with their Fireboat to our Harbor to assist. We had done this in the past when their boat was out of service.

New Harbor Patrol Truck:

We continue to make progress on the new truck. Last week we had the fiberglass service body installed. This lightweight and rust resistant service body gives our staff more flexibility with how much and what equipment we carry on our emergency vehicle. We expect that this service body

will be transferred to future trucks as they do not degrade like their more rust prone steel counterparts. Before making the purchase we spoke with Santa Barbara Harbor Patrol who have a similar fiberglass service body and they report it has been in service for the last two truck replacements and shows little signs of needing to be replaced.



GRANTS

We are awaiting the California Division of Boating and Waterways notification of awards for 2019 Surrendered and Abandoned Vessel Exchange (SAVE). Before the submission of a \$70,000 grant, we surveyed the Harbors major lessee's and determined there is a significant need for assistance as numerous boat owners have walked away from their boats.

TRAINING/MEETINGS/MOU'S

FEMA Online Training:

Harbor Patrol staff has begun to take a series of free online classes in emergency management. These courses provide our staff with the training so that they can work effectively in any major disaster throughout the United States. The first course was Incident Command Systems (ICS-100). This is the first in the series and introduces staff to all the different systems and positions that are activated in a major event.

Our staff will be taking a series to increase their knowledge and value to our Community. Each course completion comes with certification and is nationally recognized.

Additional Training By Staff & Harbormaster:

Four Harbor Patrol Staff attended a Joint Powers Insurance Authority (JPIA) "HAZWOPPER" course in Port Hueneme on June 12th. This free course is a requirement for our staff to be able to respond to hazardous materials events. We compliment this training with more advanced three-day training later to be able to perform clean up in addition to response and recognition.

We received this letter from the Oxnard City Fire Department regarding the training that we provided.

Fire Department

360 West Second Street
Oxnard, California 93030
(805) 385-7722
Fax (805) 385-8009
www.ci.oxnard.ca.us



John Higgins - Harbormaster
Ventura Port District
1603 Anchors Way Drive
Ventura CA 93001

Dear Mr. Higgins,

Thank you for the training you and your staff generously provided to the Oxnard Fire Department on May 8, 9, 10. One of the senior Ocean Rescue members from the OFD described the day as "the best day of Ocean Rescue training he has been a part of." Several others requested to attend more than one day and had nothing but good things to say. Everyone was genuinely excited and I was encouraged to hear the great reports.

I believe the training the Port District provided was valuable on many levels. Oxnard Rescue Swimmers were given valuable instruction about how to safely operate on and around your boats. They were given a grand tour of the Ventura Harbor and Ventura coastline, an area Oxnard is responding to more and more frequently. Last and most important, your crews generously shared their knowledge of how to safely work in the water, around rocks, jetties and piers, knowledge that has been built on years of experience.

As this Operational Area continues to drop jurisdictional boundaries and as agencies work together more and more frequently it is critical to build bridges. It is vitally important to understand one another's strengths and weaknesses and most importantly foster strong relationships between the individuals showing up. I believe this was accomplished.

Please extend the Oxnard Fire Department's gratitude and appreciation to your staff.

Fraternaly,

A handwritten signature in black ink, appearing to read "DL Base".

Darwin Base
Fire Chief

911 CALLS DISPATCHED (37 DISPATCHED CALLS)

19-0037639	HARB1, ME2, MED482	M5	CONVULSIONS/SEIZURES	Ventura County Fire Department	3094 Bayshore Ave	Ventura	5/14/2019 9:58:59 PM
19-0037807	HARB1, ME2, MED482	M3	OVERDOSE/POISONING HIGH	Ventura County Fire Department	2817 Sailor Ave	Ventura	5/15/2019 1:59:57 PM
19-0038062	HARB1, ME2	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1050 Schooner Dr	Ventura	5/16/2019 1:10:49 PM
19-0038147	B1, B22, CSTGRD1, BM963, HARB1, LIFE302, ME1, ME2, MED481, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	1363 SPINNAKER DR	Ventura	5/16/2019 6:57:25 PM
19-0038248	HARB1, ME2, MED481	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	E Harbor Bl / Spinnaker Dr	Ventura	5/17/2019 7:17:27 AM
19-0038300	HARB1, ME103, MED481	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	E Harbor Blvd / Olivas Park Dr	Ventura	5/17/2019 11:30:24 AM
19-0038315	HARB1, ME7, MED482	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	3639 E Harbor Bl	Ventura	5/17/2019 12:30:18 PM
19-0038372	HARB1, ME2, MED482	M5	OVERDOSE/POISONING NON EMD	Ventura County Fire Department	2817 Sailor Ave	Ventura	5/17/2019 3:41:57 PM
19-0038736	HARB1, ME2, MED482	M5	DIABETIC PROBLEMS	Ventura County Fire Department	1651 ANCHORS WAY DR	Ventura	5/18/2019 9:35:01 PM
19-0038924	HARB1, ME2, MED481	M3	TRAUMATIC INJURIES HIGH	Ventura County Fire Department	1198 Navigator Dr	Ventura	5/19/2019 5:00:00 PM
19-0039378	HARB1, ME2, MED481	M7	TRAUMATIC INJURIES NO CODE	Ventura County Fire Department	3057 Seahorse Ave	Ventura	5/21/2019 9:59:51 AM
19-0039748	HARB1, ME2, MED692	M5	STROKE (CVA)	Ventura County Fire Department	1215 Anchors Way	Ventura	5/22/2019 5:35:07 PM
19-0040287	HARB1, ME2, MED481, MED482	M5	CONVULSIONS/SEIZURES	Ventura County Fire Department	2984 Seahorse Ave	Ventura	5/24/2019 1:52:07 PM
19-0040495	HARB1, ME5, MED481, MED663	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1050 Schooner Dr	Ventura	5/25/2019 7:23:26 AM
19-0041221	HARB1, ME2, MED481	M5	FALLS	Ventura County Fire Department	2904 Pierpont Blvd	Ventura	5/27/2019 7:14:03 PM
19-0041313	HARB1, ME2, MED482	M7	BACK PAIN NON TRAUMA NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	5/28/2019 6:15:25 AM
19-0041469	HARB1, ME2, MED481	M7	BACK PAIN NON TRAUMA NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	5/28/2019 5:17:26 PM
19-0041934	B160, B23, B3, B4, DIV11, E72, EH, HARB1, HM50, HM6, HM72, LA65, ME2, ME5, R127, SOBC, SQ50, VENC1	F6	HAZMAT INCIDENT	Ventura County Fire Department	1691 SPINNAKER DR	Ventura	5/30/2019 9:02:15 AM
19-0042346	HARB1, MED483, MT5	M3	HEMORRHAGE/LACERATIONS HIGH	Ventura County Fire Department	E Harbor Bl / Olivas Park Dr	Ventura	5/31/2019 12:39:16 PM
19-0042514	HARB1, ME2, MED662	M3	SICK PERSON HIGH	Ventura County Fire Department	1583 Spinnaker Dr	Ventura	6/1/2019 12:52:28 AM
19-0042636	HARB1, ME2	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1050 Schooner Dr	Ventura	6/1/2019 1:32:25 PM
19-0044035	HARB1, ME2, MED481	M5	ASSIST OTHER AGENCY MEDICAL	Ventura County Fire Department	3019 Seaview Ave	Ventura	6/6/2019 5:11:38 AM
19-0044652	HARB1, ME2	F5	VEHICLE FIRE	Ventura County Fire Department	Spinnaker Dr / E Harbor Bl	Ventura	6/7/2019 7:12:24 PM
19-0044799	HARB1, ME1, MED483	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1400-1999 Spinnaker Dr	Ventura	6/8/2019 11:23:09 AM
19-0044987	HARB1, ME2, MED665	M5	FALLS	Ventura County Fire Department	1567 Spinnaker Dr	Ventura	6/8/2019 9:19:09 PM
19-0045263	HARB1, ME2, MED481	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	3086 Bayshore Ave	Ventura	6/9/2019 8:17:11 PM
19-0045512	HARB1, ME2, ME7, MED482	M7	BACK PAIN NON TRAUMA NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	6/10/2019 3:42:16 PM
19-0045778	HARB1, ME2	F7	PUBLIC SERVICE	Ventura County Fire Department	Schooner Dr / E Harbor Blvd	Ventura	6/11/2019 12:44:57 PM
19-0045879	B16, B2, BOAT19, CSTGRD1, BM963, HARB1, LIFE302, ME102, ME2, MED482, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	600 E HARBOR BLVD	Ventura	6/11/2019 5:34:40 PM
19-0046494	HARB1, ME2	F7	PUBLIC SERVICE	Ventura County Fire Department	E Harbor Blvd / Schooner Dr	Ventura	6/13/2019 1:56:59 PM
19-0046610	B27, HARB1, ME2, MED482	M5	FALLS	Ventura County Fire Department	1215 Anchors Way	Ventura	6/13/2019 6:38:23 PM
19-0046739	HARB1, ME7, MED482	M5	UNKNOWN PROBLEM NON EMD	Ventura County Fire Department	1215 Anchors Way	Ventura	6/14/2019 10:55:28 AM

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: Dave Werneburg, Marina Manager / Commercial Fisheries
SUBJECT: May 2019 Marina Report

Commercial Fishing

There have been eleven (11) commercial squid landings in Southern California thus far; five (5) in Ventura. However, the counts (number of squid per pound) were small; 16-20; the market likes to see 9-12 counts. To compound the problem, not only were the squid small in size, but also full of roe, which suggests they are fully mature and will not get any larger with time. Squid have a relatively short life span (6 to 9 months); fishermen target spawning squid as they die shortly after they reproduce. Consequently 80% of our seiner fleet has made the trip north to Alaska to fish salmon or Washington to fish albacore. Squid season runs in cycles; we anticipate this season will be on track to start harvesting in late fall, which would coincide well with the completion of our dock replacement project. Depending on weather and sea conditions, the voyage from Ventura to Alaska takes approximately 10 days each way and about \$10,000 in fuel each way.

Village Harbor Dock Replacement Project

The project is officially underway and in full production. D-Dock (in front of the Greek) is Phase One. All marina tenants have been reassigned to other slips within the Marina or have opted to fish up north. Ventura Boat Rentals has migrated, in a smaller footprint, over to C-Dock (in front of the Fishermen's Memorial). The vast portions of D-Dock have been carved up and will be floated to the launch ramp for disposal. Initial delivery of the new cast docks is scheduled to arrive on the 20th. They arrive by truck from northern California, then are transferred to a barge and subsequently positioned into place. Phase One is currently scheduled to span 32 days. The project is on schedule as of this time. It appears the logistical issue related to the abandoned 20" oil pipeline has been resolved and the final hot tap into the fire main and potable water lines will be completed shortly, which will complete the landside components of the project. The entire project is slated for completion in the September/October time frame, just in time for the return of the seiner/squid fleet.

We publish an email-blast to all tenants every Monday morning and will update the Port District's web page each Monday as well.

Other Marina Happenings

A longstanding concern was addressed by defining the promenade crossing the Boatyard and Fish Pier areas with Caltrans grade striping and warnings. Over the years there have been several close calls with fish buyers traversing the fish pier unaware of the pedestrian traffic, bicycles, etc. Additional signage has been ordered by the Maintenance Department and should be in place within the next couple of weeks. In that the Dolphin Lot at Ventura Isle Marina now hosts overflow parking for the Village, it was deemed a priority safety upgrade.

MARKETING & PROMOTIONS

DATE RANGE: MAY 1 - MAY 31, 2019

I AM VENTURA Presentation

- Created 20 minute Harbor Village experiential presentation to promote Harbor as a major tourism destination
- Engaged participants in visitor experiences working with tenant partners: The Ventura Harbor Comedy Club/The Greek/Coastal Cone/The Ultimate Escape Rooms/Island Packers)
- Encouraged participants to send a Harbor Village postcard & held a contest to promote return visitation
- Met with the staff at the Marriott, delivered sweets from The Greek, & handed out Harbor maps



Dock Improvement Project Signage & Communication

- Developed a Tenant Communications Update for Marina Manager
- Designed Promenade Detour Signage/ADA Detour Signage/Tenant Temporary location signage
- Designated Dock Improvement Project section of web site – includes information & weekly updates
- Promoted new temporary locations of Harbor tenants for summer



PROMENADE
DETOUR

Ventura Harbor
VILLAGE
ENHANCEMENT
IN PROGRESS

BROPHY BROS
FRATELLI PIZZA & BREW
VENTURA DIVE & SPORT

VENTURAHARBOR.COM

MAY 18TH
Saturday
Must SEAS

CLICK FOR MAY 18 DETAILS

Must SEAS Promotion

- Collaboration with the Ventura Potters Guild to tie into gallery promotional event (Marvelous Mug Marketplace) & Harbor Village Gallery & Gifts new exhibit opening
- Developed "Must SEAS" campaign highlighting Saturday, May 18, to incorporate variety of Harbor events & activities with Ventura Potters Guild/Channel Islands National Park/Ventura Comedy Club/Harbor Village Gallery & Gifts/Mermaid Gallery
- Campaign included: PR/E-newsletters/Online Banners/Social Media Boosts/Instagram Stories/Electronic Sign/"Mug Shot" Photoshoot with Artists



MARKETING & PROMOTIONS CONT.

DATE RANGE: MAY 1 - MAY 31, 2019

Public Relations/Marketing

- Hosted "Dining with Dre" – Bakersfield Life Magazine journalist at three Harbor Village restaurants May 11. Developed itinerary with Somerville Associates. Resulted in a video component and a 4- page editorial piece with photos in the June issue of Bakersfield Life Magazine, a key target market for Ventura Harbor visitation. Circulation/Audience: 35,730
- Article coverage General Manager Retirement Oscar Pena: Ventura Breeze; VC Reporter; The Log; Valley Scene Magazine
- Finalized/distributed the new General Manager press release announcement to local Ventura/Santa Barbara press outlets with Somerville Associates
- Composed with Whisenhunt Communications the Dock Improvement Project press release for distribution to The Log and local publications
- Somerville Associates distributed Island Packers Summer Dining Cruise press release/Ventura Harbor Village's "5 Ways to Vacay" blog/Pirates Day press release/photography
- Pirates Day promotional ramp up/Posters/Postcards/On-site Banners/E-newsletter/Banner Ads/Advertising

Event Promotions/Marketing

- Marketing assisted with Ventura County Coast AMGEN promotional booth at Ventura County Fairgrounds May 16 /Posted AMGEN race on social
- Pirates Day event production in full swing: Secured 6 media sponsors for 'Buy One Get One' ads & additional promotional value featuring Pirates Day & June SEA-sational Summer
- Ventura County Summer Guide Ad: Waterfront Wednesdays & Seaside Kids Club (May distribution via VC Reporter)
- 500 promotional postcards distributed for Ventura Harbor summer events at Oxnard Strawberry Festival in hospitality bags via Macaroni Kids

SAN FERNANDO AND CONEJO VALLEYS **FREE**

Valley Scene M-A-G-A-Z-I-N-E

Oscar Peña Announces Retirement

the harbor now houses more than forty purse seine vessels.

Peña negotiated a new 50-year ground lease in early 2000 with Portside Ventura Harbor, a waterfront development with a 300-unit residential complex, 20,000 square feet of visitor serving commercial space, a park and a recreational marina.

Peña contracted with the Port District to provide property management and leasing services at Ventura Harbor Village.

In 2001, he encouraged Island Packers, the primary concessionaire to the Channel Islands National Park, to relocate to a more prominent location.

Peña invited and negotiated a new Ventura Harbor Village lease with Santa Barbara restaurant, Brophy Bros. Seafood Restaurant & Clam Bar.

Peña has been extremely active in the community as a member of the Ventura Chamber of Commerce Board. Upon retirement, Peña will focus on rebuilding his home which was destroyed in the Thomas Fire and remain active in the community organizations. He also plans to spend more time with his wife and three daughters and looks forward to traveling.

A Ventura resident for 27 years, Peña cites several accomplishments. The commercial fishing industry in

After serving a distinguished career with the Ventura Port District in Ventura, General Manager, Oscar F. Peña will officially retire April 30.

Peña administers the management, leasing and dredging for the 274-acre harbor. The Ventura Harbor encompasses 100 plus tenants that provide services to residents, boaters, fishermen, and visitors.

Today, the Ventura Port District employs 35 full-time employees and generates \$8 million in annual revenue.

For more information on Ventura Port District, please visit VenturaHarbor.com

Macaroni Kid

Entertainment • Leisure • Lifestyle

Valley Scene M-A-G-A-Z-I-N-E

The Signal SignalSCV.com

VCReporter

103.3 **vibe**

95.1 **KBBY** today's hits • yesterday's favorites



WEB ANALYTICS & REVIEWS

DATE RANGE: MAY 1 - MAY 31, 2019

WEBSITE ANALYTICS



VenturaHarborVillage.com

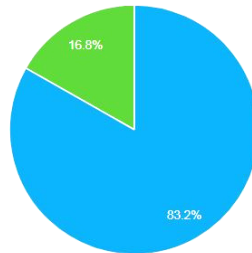
Pageviews

26,387

Users

9,282

■ New Visitor ■ Returning Visitor



TOP PAGE VIEWS

- Pirates Day 2019
- Dine
- Events
- Play
- Shop
- Channel Islands National Park
- Explore
- Memorial Day Weekend

VenturaHarbor.com

Pageviews

15,571

Users

6,837



TOP PAGE VIEWS

- Live Web Cam
- Restaurants/Food
- Directions/Map
- Commercial Fish Market
- Channel Islands National Park

Web Banners designed & added to VenturaHarbor.com



HARBOR VILLAGE REVIEWS



Organic Google Ratings 4.4 ★★★★★ 900 reviews



Aydia E Aston

Local Guide · 60 reviews · 36 photos

★★★★★ 4 weeks ago

This place is really nice, especially for tourists. There's lots of fun little shops to check out and yummy, cute food. It's very pretty, right next to the ocean. You can take a walk on the harbor while hanging out and taking a peek in the places along the way.



Ronnie Otero

Local Guide · 13 reviews

★★★★★ 3 weeks ago

The harbor has lots to do for all ages, from the carousel to the hat shop, to all the food and beverage places. They have lots of events to get the community involved. The beach is gorgeous all times of the year. Andria's fish is my fav and been going there for 20 years..if you have a few hours go play at the harbor.



Curt Richardson

Local Guide · 63 reviews

★★★★★ 2 weeks ago

Great place for family or solo. Many restaurants and shops. Picturesque walk down by the water. Very clean and dog friendly. Dog beach nearby.



SOCIAL MEDIA PROFILES

DATE RANGE: MAY 1 - MAY 31, 2019



INSTAGRAM

Sample Imagery Posted in May:



Followers

Top Hashtags

14,116 ▲ 2.5%

#VenturaHarbor

3,625

#MothersDay

1,630



FACEBOOK

Sample Imagery Posted in May:



Followers

Total Impressions

703,743

Average Daily Users Reached

10,823.2³¹

23,484



TWITTER

Sample Posts in May:



Ventura Harbor @VenturaHarbor · May 16

Congrats! The Ventura Port District Board of Commissioners announced the appointment of Brian Pendleton as the new Ventura Harbor General Manager at the May 15, 2019 Board meeting.



Ventura Harbor @VenturaHarbor · May 6

Ventura Harbor Village welcomes Casa de Regalos to their NEW store location near the Channel Islands Courtyard! This long time retailer offers original Ventura wear, seaside gifts, authentic Hawaiian shirts, & coastal décor, NOW RE-OPEN WITH A NEW LOCATION!



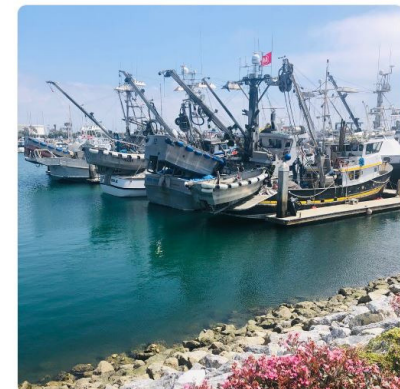
Ventura Harbor @VenturaHarbor · May 3

City of Ventura Corporate Games are back in Ventura Harbor this Saturday, May 4th for the 20th year! Cheer on the athletes at Harbor Cove Beach from 10am to 3pm.



Ventura Harbor @VenturaHarbor · May 13

Ventura Harbor Village Marina Begins Major Transition - Multiuse facility prepares to go commercial. Read the full story here [Venturaharbor.com/ventura-harbor](https://www.venturaharbor.com/ventura-harbor)



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: May 2019 Property Report

TENANT REPORT

- 1) *Top This Chocolate* – 1559 Spinnaker Drive #109 --- Tenant is waiting on City of Ventura inspection, then drywall, paint and fixtures. Estimated opening Summer 2019.
- 2) *NEW Vacant Space* – 1583 Spinnaker Drive #104A – This unit will start construction phase in July 2019. We are preparing a move-in-ready (paint, electrical, flooring) available space to lease. Estimated completion August 2019.
- 3) *Frenchies Nail Salon* – 1583 Spinnaker Drive #105 – Tenant has had some setbacks with the architect providing proper measurements and drawings. They are trying to finalize layout and design for the space. Tenant plans to submit drawings to the City by August.
- 4) *Le Petit Restaurant* --- 1591 Spinnaker Drive #112 – Tenant is continuing to work with an architect to prepare the drawings for the patio cover/gazebo.
- 5) *Margarita Villa* --- 1567 Spinnaker Drive #200 --- Tenant and staff continue to work together with the awning company for design of the patio cover.
- 6) *Carousel (Lighthouse Building)* --- 1567 Spinnaker Drive #100 -- Staff is creating options of a new conceptual floorplan with the design team and Jim McKeown. These floorplans provide three or four different spaces to lease, which would allow for new innovative and creative concepts within the spaces and provide smaller footprints to adapt to trending ideas.

LEASING OUTREACH

- 1) Leasing Outreach – Ventura Harbor Village is 100% leased
 - Daily exposure with our ads online via LoopNet/CoStar which covers the following:
 - Top three commercial real estate marketplaces:
 - LoopNet, CityFeet and Showcase and;
 - 150 plus online newspaper websites including Wall Street Journal
 - 24 Million visitors to these sites
 - 200,000 commercial real estate professional use CoStar services
- b) Motionloft Vehicle and Pedestrian Monthly Counts – April 2019 Report (see attached)

SALES REPORTS

The attached summary for April provides sales for three categories: restaurants, retail and charters. The reports compare the monthly sales for 2018 and 2019. They also include year-to-date comparisons.

The year-to-date overall sales for April were up 2.80% from the same time last year

ATTACHMENTS

Attachment 1 – Sales Summary --- April 2019
Attachment 2 -- Motionloft Reports – April 2019

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of
04/2019

		<u>April-2019</u>	<u>April-2018</u>	<u>% Change</u>
Restaurants	\$	1,352,539	\$ 1,333,669	1.41%
Retail	\$	358,900	\$ 350,543	2.38%
Charters	\$	577,284	\$ 493,665	16.94%
Total	\$	2,288,723	\$ 2,177,877	5.09%

Year-to-date through April 2019

		<u>April-2019</u>	<u>April-2018</u>	<u>% Change</u>
Restaurants	\$	4,746,019	\$ 4,607,524	3.01%
Retail	\$	1,199,093	\$ 1,175,811	1.98%
Charters	\$	1,514,562	\$ 1,473,201	2.81%
Total	\$	7,459,674	\$ 7,256,536	2.80%

Ventura Port District

Apr 1, 2019 - Apr 30, 2019

2,607

Typical Day

5,435

Sun, Apr 7 - Busiest Day

4,359

Sunday Average

18,527

Typical Week

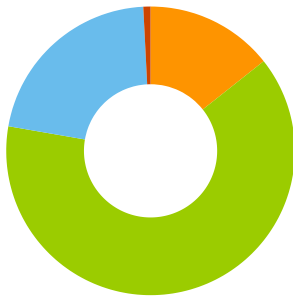
19,540

Peak Week Beginning Sun, Apr 14

78,215

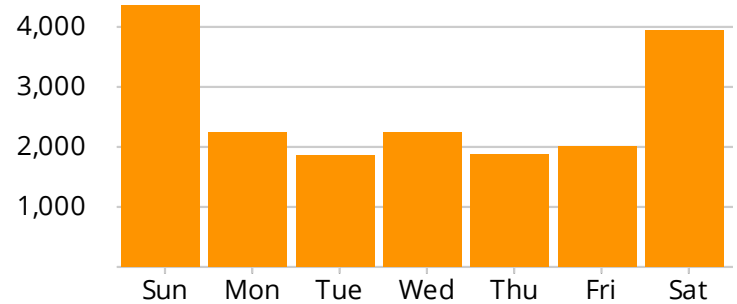
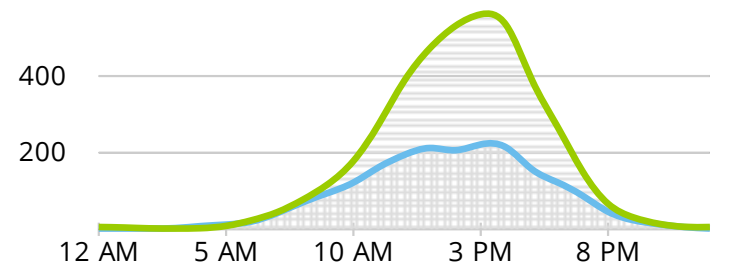
Total Visitors

Average Daily Activity



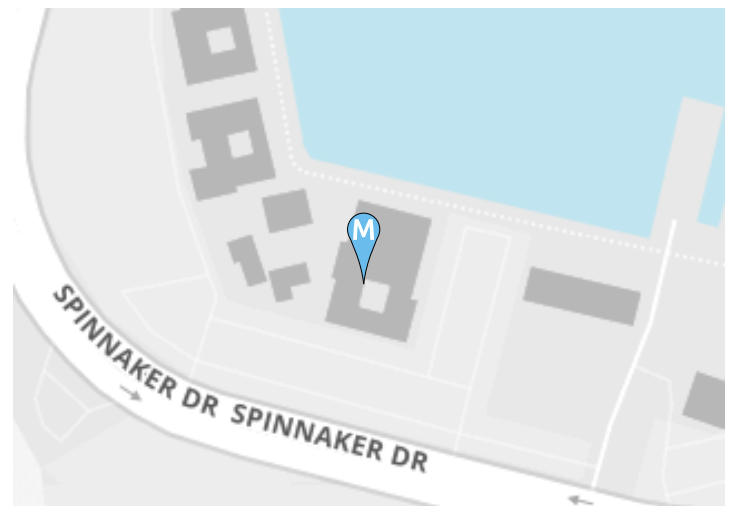
Hours	%	Total
5am - 11am	14%	374
11am - 5pm	63%	1,654
5pm - 11pm	21%	560
11pm - 5am	1%	21

Weekdays Weekends



Totals

Week beginning Sun, Mar 31	17,235
Week beginning Sun, Apr 7	18,778
Week beginning Sun, Apr 14	19,540
Week beginning Sun, Apr 21	17,482
Week beginning Sun, Apr 28	5,180



Ventura Port District

Apr 1, 2019 - Apr 30, 2019

5,513

Typical Day

7,596

Sat, Apr 13 - Busiest Day

6,843

Saturday Average

38,920

Typical Week

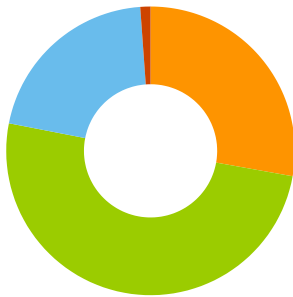
40,200

Peak Week Beginning Sun, Apr 14

165,390

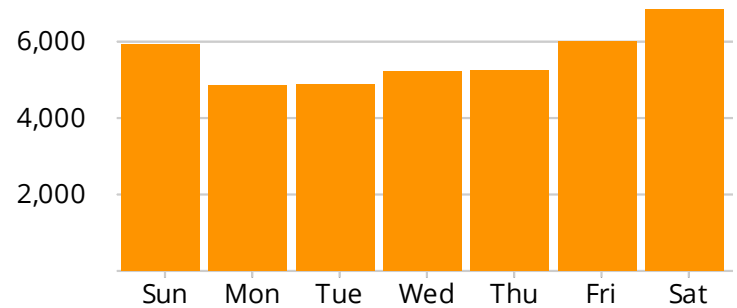
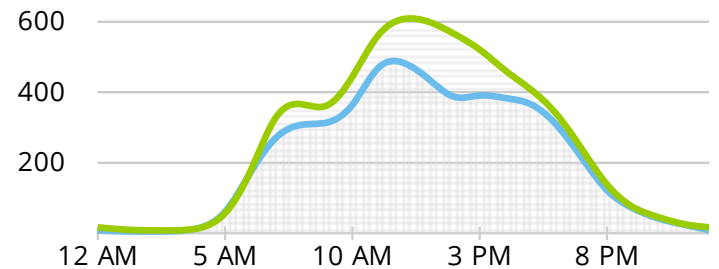
Total Visitors

Average Daily Activity



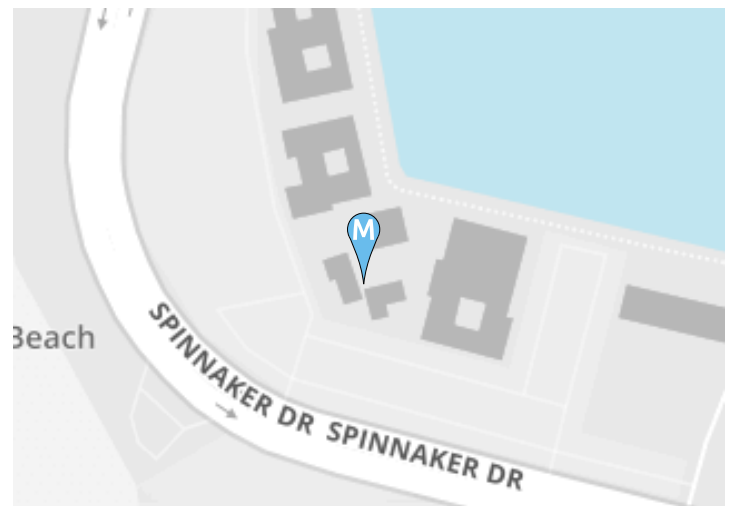
Hours	%	Total
5am - 11am	28%	1,533
11am - 5pm	50%	2,769
5pm - 11pm	21%	1,146
11pm - 5am	1%	63

Weekdays Weekends



Totals

Week beginning Sun, Mar 31	34,041
Week beginning Sun, Apr 7	39,748
Week beginning Sun, Apr 14	40,200
Week beginning Sun, Apr 21	37,644
Week beginning Sun, Apr 28	13,757





BOARD OF PORT COMMISSIONERS
JUNE 19, 2019

CONSENT AGENDA ITEM A
APPROVAL OF OUT OF
TOWN TRAVEL REQUESTS

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: Brian Pendleton, General Manager
SUBJECT: Approval of Out of Town Travel Requests

RECOMMENDATION:

That the Board of Port Commissioners approve the following out of town travel requests for:

- A) General Manager, Brian Pendleton to go to Newport Beach, CA to participate in the CSDA General Manager Leadership Summit on June 23-25, 2019. Attending this summit provides the best networking and professional development opportunities for special district general managers. Estimated cost for the travel is as follows:

Registration	\$625.00
Lodging	\$473.46
Meals	\$235.00
Mileage	\$109.97
Miscellaneous	\$100.00
TOTAL	\$1,543.43



BOARD OF PORT COMMISSIONERS

JUNE 19, 2019

CONSENT AGENDA ITEM B

TERMINATION OF CURRENT OFFICE LEASE
AGREEMENT AND APPROVAL OF NEW OFFICE
LEASE AGREEMENT FOR KEN CAPARONI DBA
STATE FARM AGENT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Termination of Current Lease Agreement and Approval of New Office Lease Agreement for Ken Caparoni dba State Farm Agent; 1583 Spinnaker Drive #210

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Approve the termination of a lease agreement, dated April 1, 2017, for the premises located at 1583 Spinnaker Drive #210, consisting of 637 square feet; and
- b) Approve a new office lease agreement for the premises located at 1583 Spinnaker Drive #210, consisting of 637 square feet between the Ventura Port District dba Ventura Harbor Village and Ken Caparoni dba State Farm Agent for a three-year term with a three-year option with no tenant improvements.

SUMMARY:

Mr. Caparoni's current three year lease ends in 2020. He anticipates his business to continue to flourish and loves his office space. He sees a lot of change and growth within the Ventura Harbor Village and wants to secure his space for the future. He looks forward to a continued profitable connection with the Ventura Harbor Village.

BACKGROUND:

Mr. Caparoni has been a tenant since June 2017 and a State Farm Agent since 2013. His business provides auto, home, life, health and commercial insurance.

FISCAL IMPACT:

This new lease reflects current market rental rates for office space in the complex. The lease will have a yearly step increase and the lease option will have Consumer Price Index (CPI) increases not to exceed 3% increments.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JUNE 19, 2019

CONSENT AGENDA ITEM C

APPROVAL OF LEASE TERMINATION
AGREEMENT FOR BEER AND
SAUSAGE, LLC, A CALIFORNIA LLC
DBA BS TAPROOM/BEER SEASON

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM C
Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Approval of Lease Termination Agreement for Beer and Sausage, LLC, a California LLC dba BS Taproom/Beer Season

RECOMMENDATION:

That the Board of Port Commissioners approve the Lease Termination Agreement between the District and Beer and Sausage, LLC, a California LLC dba BS Taproom/Beer Season for the space located at 1591 Spinnaker Drive, #113/#115.

SUMMARY:

As part of the efforts to resolve the litigation involving Parcel 20, the parties agreed to a lease termination between BS Taproom (Tenant) and Ventura Port District (Landlord), subject to Board approval.

BACKGROUND:

Mr. Chrysiliou formed Beer & Sausage, LLC and entered into a lease with Ventura Port District for a space in the Ventura Harbor Village on or about November 7, 2016. Subsequently, due to litigation over Parcel 20 between Ventura Port District and Mr. Chrysiliou, the latter party sought lease termination. Although the dispute regarding BS Taproom was not part of the civil action, the parties engaged in discussion regarding the lease in an effort to resolve all issues simultaneously.

The parties engaged in mediation on April 10, 2019, and amongst other terms, agreed to lease termination between BS Taproom and Ventura Port District, subject to Board approval.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JUNE 19, 2019

CONSENT AGENDA ITEM D

APPROVAL OF OFFICE LEASE
ASSIGNMENT TO TERRAFORM
PRODUCTIONS, INC.

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM D
Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: Approval of Office Lease Assignment to Terraform Productions, Inc.
1583 Spinnaker Drive #211

RECOMMENDATION:

That the Board of Port Commissioners approve the Assignment and Assumption of Lease and Consent of Landlord Agreement between Frankie Marc Anthony, Terraform Productions, Inc., and the Ventura Port District for the lease of the premises located at 1583 Spinnaker Drive #211.

SUMMARY:

Frankie Marc Anthony will assign his lease interest to Terraform Productions, Inc., which will continue to conduct Mr. Anthony's business operations. Mr. Anthony remains a guarantor of the lease.

BACKGROUND:

Frankie Marc Anthony, dba Harbor Village Insurance Agency, requested that his lease for the premises located at 1583 Spinnaker Drive #211 be assigned to Terraform Productions, Inc. Mr. Anthony formed Terraform Productions, Inc. to conduct his insurance agency business operations.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JUNE 19, 2019

STANDARD AGENDA ITEM 1

APPROVAL OF FISCAL YEAR 2019-
2020 FINAL BUDGET AND FIVE YEAR
CAPITAL IMPROVEMENT PLAN

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: June 19, 2019

To: Board of Port Commissioners
From: Brian Pendleton, General Manager
Oscar Pena, Business Operations Manager
Gloria Adkins, Accounting Manager
Subject: Approval of Fiscal Year 2019–2020 Final Budget and Five Year Capital Improvement Plan

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Adopt Resolution No. 3374, approving the Fiscal Year 2019-2020 Ventura Port District Budget and Five Year Capital Improvement Plan (CIP);
- b) Adopt Resolution No. 3375, establishing the Salary Schedule for Non-represented Employees for the Fiscal Year 2019-2020; and

INTRODUCTION:

We are pleased to present a budget for the District for Fiscal Year 2019-20 that continues to build the momentum for both the District and our stakeholders in the harbor community.

The General Manager, the Business Operations Manager and the Accounting Manager play an important role with the preparation of a responsible budget. The attached budget was developed in concert with Department Managers to establish a blueprint for providing services throughout the harbor and as a working financial plan for the fiscal year. It also represents the plan by which Port District policies, priorities and programs are implemented. The budget also provides the means to communicate with stakeholders, businesses and employees how the District's financial resources are used to provide services and support to the harbor community. The budget includes projected income from our harbor tenants, operating costs and the Capital Improvement projects that the District plans to undertake during the fiscal year.

DISCUSSION:

The budget process began in April with Department Managers forecasting and preparing budgets for operating revenues and expenses of existing and proposed services, programs, and capital expenditures for Fiscal Year 2019-20. In collaboration with staff, the numbers were compiled and analyzed for the Board's review. The proposed budget reflects a 2% increase in operating revenue of \$9,053,000 (see Chart 1) and a 9% increase in total operating expenses of \$6,440,500 (see Chart 2) for the Fiscal Year 2019-20.

Chart 1 – Operating Revenues

PERIOD	REVENUES	% +/-
2017	9,193,063	13%
*2018	8,514,086	<7%>
**2019	8,858,500	4%
**2020	9,053,000	2%

*2018 revenues were down 7% due to a one time increase in revenues in 2017 from Portside in the amount of \$1,200,000.

**Projected

Chart 2 – Operating Expenses

PERIOD	EXPENSES	% +/-
2017	4,918,723	<1%>
2018	5,788,472	18%
**2019	5,931,600	2%
**2020	6,440,500	9%

**Projected

As an enterprise, the District generates approximately 87% 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 13% of non-operating revenues are derived from the Port District's share of property taxes within the City of Ventura and dedicated to public safety through our Harbor Patrol: Every public agency in the City receives a percentage of these property taxes.

The Chart 3 compares the salary expenses over the last three fiscal years and reflects the proposed salary and benefits for the Fiscal Year 2019–20. The proposed salary amount (\$2,757,500) reflects a 5.4% increase over the previous year. This amount includes:

1. The expanded hours for the Harbor Patrol;
2. The replacement of a vacant Accounting Technician position with an Accountant I;
3. Salary increases for District staff;

Chart 3 - Salary and Benefits Comparison

	ACTUAL 2017/2018	% +/-	ACTUAL 2018/2019	% +/-	PROPOSED 2019/2020	% +/-
SALARY	\$2,399,497	6.29%	\$2,615,000	8.98%	\$2,757,500	5.4%
BENEFITS	\$1,158,586	<-1.1%>	\$1,274,950	10.0%	\$1,400,000	9.8%
TOTAL	\$3,558,406	3.77%	\$3,889,950	9.32%	\$4,157,500	6.9%

In July 2018, all District employees began paying for their PERS retirement (7%) for the 2018-2019 Fiscal Year. This was an approximate savings to the District of \$159,565.

Item 1 above reflects the need to increase the Harbor Patrol's presence in and around Ventura Harbor Village and surrounding Port District areas. The level of service provided by the Harbor Patrol has been 20 hours daily, seven days a week. This has been the practice for about twenty years or more. As a result of many changes in the harbor and our community, the Board approved the Harbor Patrol extending its operation to 24 hours seven days a week. This went into effect this June. Some of the changes include:

- Increased recreational boating activities
- Robust commercial fishing
- Prolific use of our public beaches

- Flourishing development in the harbor
- Enhanced marketing and special events at Harbor Village and the beaches
- Higher occupancy and expansion of hotels in the harbor
- Improved occupancy levels in our marinas
- The accomplishment of Island Packers with the charters to the Channel Islands and whale watching
- The success of the Channel Islands Visitor Center and National Park
- The attraction created by Sportfishing and dive boats to those enthusiasts

In reference to item 2 on the second page, also included in the budget is the replacement of an Accounting Technician position with an Accountant I position. This recruitment process is underway.

CAPITAL IMPROVEMENTS:

Implementing a robust five year Capital Improvement Plan (CIP) has been a priority to the District. Some of the priorities include:

- Accessibility Improvements at Harbor Village;
- ADA improvements to the restrooms at Harbor Village;
- Various roof replacements at Harbor Village;
- Painting of Harbor Village buildings;
- Refurbishment of Harbor Village docks C, D, G, & H; and,
- Fish Pier crane replacement
- Fishermen's Storage improvements

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

CONCLUSION:

Below is a summary of the projected revenues and expenditures for the Fiscal Year 2019-20:

Budget Summary

Operating Income	\$9,053,000
Non-operating Income (Property Tax)	<u>1,300,000</u>
Total Income	\$10,353,000
Operating Expenses	\$6,440,500
Non-operating Expenses (Debt Service)	1,655,000
Harbor Patrol / Safety / Launch Ramp	<u>1,554,000</u>
Total Expenditures	\$9,649,500
Cash Flows before Capital Improvement ¹	\$703,500
Improvements ²	<u>\$7,276,800</u>
Deficit Cash Flow after Capital Improvements	<u>\$(6,573,300)</u>

Notes:

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

²\$4.6M of the improvements has been funded through new debt service.

Attached is the proposed budget for Fiscal Year 2019–20 and proposed Five Year Capital Improvement Plan. Included with these reports are detailed worksheets of the budget by department and a five-year capital improvement plan.

The Fiscal Year 2019-20 budget reflects a positive cash flow of \$703,500 from normal operations. The budget also reflects improvement expenditures of \$7,276,800, of which \$6,573,300 will be funded using unrestricted cash reserves and new debt service.

The economic outlook for the Harbor over the next few years is promising given the following initiatives that are underway:

- Portside Partners has indicated the project buildout is scheduled to be completed by the end of 1st quarter 2020. Lease-up of the apartments, commercial space and marina slips will likely occur over the remainder of 2020 with project rent stabilization occurring by December 31, 2020. The developer indicates a variety of issues from weather, permitting, and construction labor shortages, have effectively delayed the project, which was scheduled to be completed this summer. The Anchors Way Street modifications required by the City are scheduled to be complete by the end of August. Portside Partners projects that in the first quarter of 2020 the District will begin receiving rent in excess of the minimum rent;
- The District with support from its Ventura Shellfish Enterprise (VSE) partners filed permit applications to begin the formal review of 20, 100-acre parcels for mussel growing areas to create new fisheries for Ventura Harbor;
- The Holiday Inn Express is completing the hotel's 40 room expansion this summer;
- Construction has commenced for the \$4.6M Village Marina Dock Improvement Project to replace older dock systems;
- The District has filed plans with the City to repaint Harbor Village, which are now approved, with a goal of beginning the project after the busy 2019 summer season;
- The Ventura Isle Marina has filed permits with the Coastal Commission, which are now approved, to replace older dock systems.

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

ATTACHMENTS:

Attachment 1 - Budget Fiscal Year 2019-20

Attachment 2 - Summary of Five Year Capital Improvement Plan

Attachment 3 - Budget by Department-Fiscal Year 2019-20

Attachment 4 – Authorized Positions by Department (FTE)

Attachment 5 - Capital Improvement Five Year Projection Detail

Attachment 6 – Tenant Improvement Budget –Fiscal Year 2019-20

Attachment 7 – Projections Forecasted Fiscal Year 2019-20

Attachment 8 – Resolution No. 3374 to adopt the Fiscal Year 2019-20 Budget

Attachment 9 – Resolution No. 3375 Salary Range for the Non-represented Employees

ATTACHMENT 1

VENTURA PORT DISTRICT BUDGET FOR FISCAL YEAR 2019-20 Effective 7/01/2019

	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
OPERATING REVENUE								
Parcel Lease Income	3,147,292	3,100,000	3,371,906	3,290,000	3,460,000	3,495,000	3,550,000	
Portside Partners Lease	240,000	240,000	300,000	300,000	300,000	300,000	475,000	As forecasted by M.Sondermann
Lease appreciation & signing rents	1,200,000	1,200,000	-	-	-	-	135,000	
Dry Storage Income	121,467	110,000	102,075	120,000	1,800	22,000	55,000	Reconfiguration delay and smaller footprint
Commercial Fishermen's Storage	77,295	70,000	73,669	74,000	76,000	76,000	82,000	Sub lease Dupuy - Fisherman's Storage
Parking Income	52,625	70,000	52,365	72,000	53,000	55,000	55,000	
Misc. Income/Rentals	130,409	71,000	207,356	96,000	588,500	494,000	409,000	Pipeline easement payment in Fy19 is for 5 years
Harbor Village Lease Income								
Retail	486,018	460,000	524,559	485,000	510,000	540,000	532,000	
Restaurant	1,048,234	965,000	1,083,081	1,100,000	1,165,000	1,124,000	1,175,000	
Offices	618,635	630,000	647,010	625,000	695,000	700,000	713,500	
Charters	357,399	300,000	387,828	370,000	390,000	380,000	328,000	
Commercial Fishing Premises	156,665	130,000	177,775	150,000	165,000	165,000	185,000	
Fish Offloading	118,806	100,000	175,556	190,000	90,000	110,000	100,000	
Harbor Village Misc. Income	31,056	5,500	8,179	5,500	5,200	5,500	6,000	
Booth/Vendor Income	11,198	7,500	6,133	7,500	5,000	5,000	8,000	
Sponsorships	1,600	14,000	13,720	14,000	14,000	14,000	14,500	
Harbor Event Permits	33,667	34,500	29,535	29,000	30,000	30,000	35,000	
Harbor Village Marina Slip Rentals	924,330	910,000	915,416	890,000	846,000	860,000	720,000	Reduction during construction
Harbor Village CAM Income	336,746	305,000	335,366	335,000	355,000	357,000	361,500	
Harbor Village Merchants Promo Dues	99,621	95,000	102,557	105,000	109,000	117,000	113,500	
TOTAL OPERATING REVENUE	9,193,063	8,817,500	8,514,086	8,258,000	8,858,500	8,849,500	9,053,000	
% change from previous years actual	13%	8%	-7%	-10%	4%	4%	2%	
% change before special revenues	6%	1%	7%	3%	4%	4%	1%	

ATTACHMENT 1

FY19-20 Budget Continued, 7/01/2019

	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
OPERATING EXPENDITURES								
<u>Personnel Expenses</u>								
Total Wages	1,596,258	1,646,500	1,707,650	1,707,500	1,837,000	1,856,500	1,896,500	
<u>Other Personnel Expenses</u>								
Payroll Taxes & Unemployment	33,826	26,000	29,267	35,000	30,700	33,100	32,000	
Workers Comp Insurance	67,528	68,000	58,812	69,000	48,500	48,500	71,500	
Medical & Life Insurance	222,547	224,000	228,817	233,000	240,000	248,000	258,000	
Optional Benefit Plans	141,101	149,000	169,139	179,000	190,750	200,500	204,000	Includes educational and bilingual incentives
Retirement Contributions	368,333	378,000	364,721	361,500	395,000	394,000	444,000	
Totals Other Personnel Expenses	833,335	845,000	850,756	877,500	904,950	924,100	1,009,500	
Total Personnel Expenses	2,429,593	2,491,500	2,558,406	2,585,000	2,741,950	2,780,600	2,906,000	
% change from previous years actual	0%	0%	5%	6%	7%	9%	6%	
<u>General Expenses</u>								
Advertising (Public notices)	5,679	7,000	7,192	7,000	7,000	7,500	12,500	
Leasing / Real Estate	14,919	17,000	19,454	20,000	25,000	25,000	31,000	
Port District Open House	4,621	4,000	4,500	4,000	4,400	4,000	4,500	
Auto Mileage & Allowance	10,500	11,500	13,200	14,000	12,000	14,000	13,000	
Auto Equipment & Maintenance.	26,870	32,000	19,109	23,000	31,200	23,000	28,500	
Bad Debt	(12,723)	25,000	(5,258)	18,000	10,000	10,000	10,000	
Bank Fees & Other Miscellaneous	9,164	15,000	9,210	15,000	10,000	15,000	12,000	
Building Maintenance	237,665	288,000	400,658	401,000	487,000	389,000	409,500	
Communications	48,225	50,000	36,750	45,000	41,500	41,500	41,500	
Conferences, Meetings & Training	27,363	39,000	18,903	42,500	31,000	32,500	38,800	
Dock & Fish Pier Maint. & Repairs	37,048	44,500	28,347	44,500	36,000	44,500	61,500	
Equipment Rental	15,307	21,500	16,417	19,500	21,500	17,500	18,000	
General Harbor Maintenance	2,691	4,000	1,803	4,000	4,000	4,000	4,000	
General Liability Insurance	222,873	224,000	249,161	266,000	256,000	256,000	272,000	
Grounds Maintenance	169,596	154,000	164,886	186,000	131,000	124,000	175,000	
Grounds Maintenance-Special	-	-	385,808	400,000	-	-	-	
Janitorial Supplies	43,711	57,000	54,124	61,000	58,000	61,000	64,000	
Land/Building Rental Expense	71,712	70,000	73,675	74,000	76,000	76,000	82,000	Approved ground lease with Hobson, Vance
Memberships & Subscriptions	19,644	23,000	23,124	21,500	26,000	27,000	25,500	
Office Computer Equipment & Related	12,186	31,000	39,597	49,000	49,000	49,000	51,000	

ATTACHMENT 1

FY19-20 Budget Continued, 7/01/2019

	<u>Actual 2016-17</u>	<u>Budget 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Est/Act 2018-19</u>	<u>Budget 2018-19</u>	<u>Budget 2019-20</u>	<u>Comments</u>
<u>General Expenses Continued</u>								
Office Supplies & Equipment	26,515	31,500	23,092	31,500	29,500	30,500	27,500	
Operating Supplies	24,567	30,500	26,954	26,500	28,600	28,000	28,500	
Other Equipment & Repairs	51,172	42,000	38,793	45,500	43,000	46,000	53,000	
Professional Serv. - Auditing	18,000	35,000	19,700	35,000	20,000	35,000	25,000	
Professional Serv. - Legal	248,083	225,000	248,443	265,000	315,000	280,000	350,000	Increased lease representation services
Professional Serv. - Shellfish	36,521	40,000	62,755	117,000	60,000	90,000	161,000	Plauche Carr-\$40k; Dudek-\$100k; Aquaculture Engineering-\$15k; Misc. expenses \$3k; Conferences & travel \$3. These expenses are not recovered by the grant
Professional/Outside Services	241,997	320,500	345,220	348,000	377,000	408,500	488,600	Additional IT Services
360 Leadership Review	-	-	-	-	-	-	1,000	As per GM contract
Board Goal Setting Workshop	-	-	-	-	-	-	11,000	As per GM contract
Prof. Serv/Customer Count Study Survey/leased	-	-	25,000	35,000	10,450	33,000	10,500	
Prof. Serv/Downtown Trolley Partnership	24,000	24,000	24,000	25,000	15,750	19,500	-	
Web Site Hosting/ADA & General Maint.	-	-	-	-	13,000	13,000	13,000	
Uniforms & Tool Allowances	13,621	17,500	14,539	16,500	15,000	17,500	18,600	
Utilities and Trash	347,901	378,000	360,649	401,500	409,000	408,500	428,000	
Dredging Related Expenses	219,029	236,000	208,895	244,500	239,150	248,500	248,500	
Total General Expenses	2,218,457	2,497,500	2,958,700	3,306,000	2,892,050	2,878,500	3,218,500	
% change from previous years actual	-2%	-2%	33%	49%	-2%	-3%	11%	
<u>Marketing & Promotional Expenses</u>								
Advertising & Marketing	129,665	137,000	129,346	140,000	150,000	150,000	160,000	
Ad Production/Graphic Design	19,971	20,000	22,960	20,000	20,000	20,000	20,000	
Marketing Conversion Study	5,000	10,000	5,000	5,000	-	-	-	
Street Event Banners	7,984	10,500	1,208	2,500	2,500	2,500	1,200	
Village Maps/Promotional Materials	13,402	15,000	13,107	15,000	15,000	15,000	15,800	
Certified Rack	2,480	2,500	2,530	2,500	2,600	2,500	2,700	
Tourism Outreach, FAM Tours & Meetings	4,585	9,500	5,658	9,500	9,000	9,000	12,900	
Entertainment & Music	21,926	20,000	19,508	20,000	27,000	27,000	25,900	
Brand Build/Promotions/Campaigns/Events	56,058	60,000	52,705	50,000	54,500	54,500	58,000	
Content/Web/Paid Social Media	9,559	10,000	19,175	24,000	16,500	16,500	19,500	
Miscellaneous	43	500	169	500	500	500	-	
Total Marketing & Promotional Expenses	270,673	295,000	271,366	289,000	297,600	297,500	316,000	
% change from previous years actual	2%	3%	0%	7%	10%	10%	6%	
TOTAL OPERATING EXPENDITURES	4,918,723	5,284,000	5,788,472	6,180,000	5,931,600	5,956,600	6,440,500	
% change from previous years actual	-1%	7%	18%	26%	2%	3%	9%	

ATTACHMENT 1

FY19-20 Budget Continued, 7/01/2019

	<u>Actual 2016-17</u>	<u>Budget 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Est/Act 2018-19</u>	<u>Budget 2018-19</u>	<u>Budget 2019-20</u>	<u>Comments</u>
Operating Cash Flows In (Out)	4,274,340	3,533,500	2,725,614	2,078,000	2,926,900	2,892,900	2,612,500	
% change from previous years actual	13%	1%	-25%	-36%	2%	1%	-6%	
NON-OPERATING and OTHER EXPENDITURES								
Harbor Patrol expenses not funded by property taxes	57,625	159,500	(8,851)	194,000	143,000	249,000	254,000	Remaining Patrol expenditures are funded from Operating Revenues
Cost of Issuance/Rate resetting premium	-	-	-	-	-	-	-	
COP's Interest Payment	451,747	440,000	425,094	440,000	409,000	410,000	390,000	
Principle Payments on bonds/loans	824,700	825,000	829,100	830,000	855,000	855,000	890,000	
2018 Dock Project Financing Cost Issuance	-	-	-	-	54,200	64,000	-	
2018 Dock Project Debt Interest Payment	-	-	-	-	120,000	120,000	225,000	
2018 Dock Project Debt Principle Payment	-	-	-	-	67,000	67,000	150,000	
TOTAL NON-OPER. EXPENDITURES	1,334,072	1,424,500	1,245,343	1,464,000	1,648,200	1,765,000	1,909,000	
% change from previous years actual	-2%	5%	-7%	10%	32%	42%	16%	
Annual Cash Flows In (Out) from normal operations before any Improvements	2,940,268	2,109,000	1,480,271	614,000	1,278,700	1,127,900	703,500	
% change from previous years actual	60%	14%	-50%	-79%	-14%	-24%	-45%	
Building Tenant Improvements	156,835	500,000	-	392,000	55,000	832,500	706,800	See Attached Schedule
Accessibility Improvements	1,545,793	1,835,000	341,610	565,000	190,000	190,000	365,000	See Attached Schedule
Capital Improvements Projects	508,214	1,345,000	994,645	2,318,000	2,205,000	3,773,000	6,205,000	See Attached Schedule
Annual Cash Flows In(out) after Improvement	729,426	(1,571,000)	144,016	(2,661,000)	(1,171,300)	(3,667,600)	(6,573,300)	
Improvements funded through Unrestricted Improvement Reserve Fund	(729,426)	1,571,000	(144,016)	2,661,000	1,171,300	3,667,600	6,573,300	
Projected Unrestricted Reserve Balance	\$ 9,136,000	\$ 6,429,000	\$ 9,208,000	\$ 6,475,000	\$12,400,000	\$ 5,540,400	\$10,486,700	
City National Bank funding for Village Marina Dock Renovations					\$ 4,660,000	\$ 4,660,000	\$ -	
Dredging Reserve Fund	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 2,800,000	

ATTACHMENT 1

FY19-20 Budget Continued, 7/01/2019

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

	<u>Actual 2016-17</u>	<u>Budget 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Est/Act 2018-19</u>	<u>Budget 2018-19</u>	<u>Budget 2019-20</u>	<u>Comments</u>
Property Taxes and Assessments from County	1,164,937	1,090,000	1,243,004	1,160,000	1,300,000	1,250,000	1,300,000	
	7%	0%	7%	0%	5%	1%	0%	
<u>Harbor Patrol Personnel Expenses</u>								
Total Wages	662,420	663,500	691,847	703,000	778,000	830,000	861,000	Includes two new full-time employees
Payroll Taxes & Unemployment	11,808	14,500	13,180	16,000	15,000	18,000	17,000	
Workers Comp Insurance	116,487	117,000	63,078	103,000	92,000	92,000	77,500	
Medical & Life Insurance	53,450	61,500	60,541	62,000	77,000	77,000	82,000	
Optional Benefit Plans	40,865	45,000	47,786	51,000	61,000	61,000	64,000	Includes educational Incentive
Retirement Contributions	127,682	122,500	123,245	116,000	125,000	132,000	150,000	
Total Harbor Patrol Personnel Expenses	1,012,712	1,024,000	999,677	1,051,000	1,148,000	1,210,000	1,251,500	
% change from previous year actual	-2%	0%	-1%	4%	15%	21%	9%	
<u>Harbor Patrol Other Expenses</u>								
Uniforms	12,603	13,000	14,556	13,000	18,000	18,000	18,000	
Oil & Fuel Expense	18,805	34,000	22,534	34,000	30,000	25,000	31,500	
Operating Supplies & Expense	27,533	35,000	20,531	35,000	30,000	30,000	30,000	
Boat Maintenance	80,275	60,000	100,526	120,000	120,000	120,000	100,000	
Auto Equip & Maint.	6,844	8,500	6,519	8,500	5,000	5,000	5,000	
Conferences & Training	4,639	5,000	7,671	7,500	10,000	8,000	15,000	
Vessel Salvage Expense	-	-	-	-	-	-	10,000	Re-classed from Maintenance Dept./Grant has been applied for
Summer Lifeguard Services	59,151	65,000	60,276	80,000	80,000	80,000	88,000	
Professional Services	-	5,000	1,863	5,000	2,000	3,000	5,000	
Total Harbor Patrol Other Expenses	209,850	225,500	234,476	303,000	295,000	289,000	302,500	
% change from previous year actual	37%	48%	12%	44%	26%	23%	3%	
Total Harbor Patrol Expenses	1,222,562	1,249,500	1,234,153	1,354,000	1,443,000	1,499,000	1,554,000	
% change from previous year actual	4%	6%	1%	11%	17%	21%	8%	
Expenditures remaining after Property Tax Revenues were applied are funded from Operating Revenues	(57,625)	(159,500)	8,851	(194,000)	(143,000)	(249,000)	(254,000)	Remaining Patrol expenditures are funded from Operating Revenues

ATTACHMENT 1

FY19-20 Budget Continued, 7/01/2019

Expenditures funded by Grants and Special Funding

	<u>Actual 2016-17</u>	<u>Budget 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Est/Act 2018-19</u>	<u>Budget 2018-19</u>	<u>Budget 2019-20</u>	<u>Comments</u>
<u>Grants and Special Funding</u>								
NOAA Grant-Shellfish Aquaculture-2018	60,214	65,000	109,590	150,000	207,000	207,000	96,800	2018 Grant grant began 9/1/18 - \$20k-Permit Assignment Strategy; \$10.8k-Environmental Review; \$39k-Seafood Safety & Quality; \$27-Grower/Producer Compliance Training
Dredging Reserve Fund	-	-	-	-	-	-	200,000	City of Ventura will reimburse their pro-rata share of the dredging expense. The dredging fund will be reimbursed in FY20-21
DBAW Grants-abandon vessel & vessel turn-in	21,910	14,000	3,000	5,000	-	3,000	-	
DBAW Grants-Boat Equipment	45,557	55,000	-	15,000	-	-	-	
DBAW Grant-Training Expense Reimbursement	-	10,000	-	10,000	-	-	-	
TOTAL GRANTS & SPECIAL FUNDING	127,681	144,000	112,590	180,000	207,000	210,000	296,800	

Projects, Equipment and Training Expenses

NOAA Grant-Shellfish Aquaculture-2018	60,214	65,000	109,590	150,000	207,000	207,000	96,800	2018 Grant grant began 9/1/18 - \$20k-Permit Assignment Strategy; \$10.8k-Environmental Review; \$39k-Seafood Safety & Quality; \$27-Grower/Producer Compliance Training
Dredging of Inner Harbor at entrance of Keys	-	-	-	-	-	-	200,000	City of Ventura will reimburse their pro-rata share of the dredging expense. The dredging fund will be reimbursed in FY20-21
Vessel Salvage-Abandoned and Turn-in	21,910	14,000	3,000	5,000	-	3,000	-	
Boat Engines & Equipment for new boat	45,557	55,000	-	15,000	-	-	-	
Harbor Patrol Training	-	10,000	-	10,000	-	-	-	
TOTAL PROJECTS & EQUIPMENT	127,681	144,000	112,590	180,000	207,000	210,000	296,800	

ATTACHMENT 2

Capital Improvements and ADA Improvements Plan Summary of Five Year Projection Effective 7/1/2019

New projects for FY2019 - 2024 are shown in dark green - Final budget adjustments shown in red

Item #	Project Location/Description	Fiscal Yr 19-20	Fiscal Yr 20-21	Fiscal Yr 21-22	Fiscal Yr 22-23	Fiscal Yr 23-24
1	National Park Service Bldg. - Elevator/Modifications - 1431 Spinnaker Drive Building			400,000		
2	Harbor Village Bldgs. - refurbish elevator at 1591 Spinnaker (last of the 5 elevators in the Village to be refurbished)	120,000				
3	Harbor Village Bldgs.-replace/repair roofs/tiles/gutters - FY20-21 Bldg. 1583 & FY21-22 Bldg. 1575		855,000	855,000	1,800,000	300,000
4	National Park Service Bldg. - 1691 Bldg. - HVAC systems - Deferred to FY20-21		100,000			
5	Harbor Village Bldgs. - paint all exterior walls/trim/facades/directory signage - Deferred to FY19-20	825,000				
NEW 6	Village Signage, Awnings, Trellis to complement paint project		300,000	-		
7	Dry Storage Lot - landscaping/irrigation/block wall/fencing including gate & key card system - Deferred to FY19-20	115,000				
8	Fish Pier - resurface as needed					400,000
9	Fish Pier Crane #1 - replace aging crane - 30% deposit on crane paid June 2019	190,000				
10	Vehicle Replacement - Maintenance Dept.		40,000			
NEW 11	Vehicle Replacement - Harbor Patrol Dept.			65,000		
NEW 12	Boat Replacement - Harbor Patrol Dept.				300,000	500,000
13	District Headquarters - replace HVAC condenser unit system - Deferred to FY20-21		20,000			
14	District Headquarters - emergency generator - Plans & specifications FY20; Equipment & installation FY20-21	15,000	85,000			
15	Harbor - all parking lots-repair as needed/slurry coating (previously completed FY17-18, with touch ups in FY18-19)					400,000
16	Harbor Village Entrance Feature Revitalization & Wayfinding - Deferred to FY22-23				250,000	
17	Harbor Village Trash Enclosures	90,000	90,000	90,000	90,000	90,000
18	Village Marina Renovation-Docks C, D,G,& H - Construction began May 2019	4,600,000				
NEW 19	Village Marina Electrical Pedestal Replacement on docks not included in renovation for docks C, D, G, & H	120,000				
20	Harbor Cove & Surfers Knoll - Brick wall replacement			500,000		
21	Seismic evaluation with plans/specs for GSA buildings - 1431 Spinnaker and 1691 Spinnaker			300,000		
22	Harbor Village - Glass wall adjacent to Dive pool	55,000				
23	Harbor Village - Main sewer line at 1583 Spinnaker Building - repair/replace as needed - completed in FY18-19	-				
24	Village Paseo Improvement Project - Deferred to FY23-24					250,000
NEW 25	Fisherman Storage at Ventura Harbor Storage premises		200,000			
NEW 26	Light House/Carousel Building - Architectural/Design engineering FY19-20; Buildout FY20-21 & FY21-22	75,000	300,000	300,000		
ADA-23	Harbor Village - ADA Restroom Improvements	275,000	110,000			
ADA-24	Harbor Village - ADA Staircase Handrails	90,000				
Total Capital Improvement Plan		6,205,000	1,990,000	2,510,000	2,440,000	1,940,000
Total ADA Improvement Plan		365,000	110,000	-	-	-
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS		6,570,000	2,100,000	2,510,000	2,440,000	1,940,000
Special Funding for Village Marina Dock Renovation (#18 above)		4,600,000				
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING		1,970,000	2,100,000	2,510,000	2,440,000	1,940,000

ATTACHMENT 3

VENTURA PORT DISTRICT BUDGET BY DEPARTMENT FISCAL YEAR 2019-20 Effective 7/01/2019

	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
OPERATING REVENUE								
Parcel Lease Income	3,147,292	3,100,000	3,371,906	3,290,000	3,460,000	3,495,000	3,550,000	
Portside Partners Lease Rent	240,000	240,000	300,000	300,000	300,000	300,000	475,000	As forecasted by M.Sondermann
Lease appreciation/signing rent	1,200,000	1,200,000	-	-	-	-	135,000	Ventura Harbor Boatyard
Dry Storage Income	121,467	110,000	102,075	120,000	1,800	22,000	55,000	Reconfiguration delay and smaller footprint
Commercial Fishermen's Storage	77,295	70,000	73,669	74,000	76,000	76,000	82,000	Sub lease Dupuy - Fisherman's Storage
Boat Wash-down Income	5,110	4,000	4,970	4,000	4,500	5,000	5,000	
Commercial ID's Income	9,020	7,000	10,475	7,000	9,000	9,000	9,000	
Parking Income	52,625	70,000	52,365	72,000	53,000	55,000	55,000	
Sales of Services & Supplies	3,313	5,000	7,877	5,000	5,000	5,000	5,000	
Misc. Rentals	40,600	30,000	27,520	30,000	188,000	192,000	40,000	Pipeline easement payment in Fy19 is for 5 years
Investment Income	72,366	25,000	156,514	50,000	382,000	283,000	350,000	
Harbor Village Lease Income								
Retail	486,018	460,000	524,559	485,000	510,000	540,000	532,000	
Restaurant	1,048,234	965,000	1,083,081	1,100,000	1,165,000	1,124,000	1,175,000	
Offices	618,635	630,000	647,010	625,000	695,000	700,000	713,500	
Charters	357,399	300,000	387,828	370,000	390,000	380,000	328,000	Island access closures
Commercial Fish Premises	156,665	130,000	177,775	150,000	165,000	165,000	185,000	
Fish Offloading	118,806	100,000	175,556	190,000	90,000	110,000	100,000	
Tenant Late Charges	3,527	500	2,922	500	1,000	500	1,000	
Vending Machines/Misc. Sales	27,529	5,000	5,257	5,000	4,200	5,000	5,000	
Booth/vendor income	11,198	7,500	6,133	7,500	5,000	5,000	8,000	
Sponsorships/Co-Op Advertising	1,600	14,000	13,720	14,000	14,000	14,000	14,500	
Harbor Event Permit Fees	33,667	34,500	29,535	29,000	30,000	30,000	35,000	
Marina Slip Rentals	892,170	880,000	898,425	865,000	836,000	850,000	715,000	Reduction during construction
Marina Electrical Income	32,160	30,000	16,991	25,000	10,000	10,000	5,000	Reduction during construction
CAM Income	336,746	305,000	335,366	335,000	355,000	357,000	361,500	
Merchants Promotion Dues	99,621	95,000	102,557	105,000	109,000	117,000	113,500	
TOTAL OPERATING REVENUE	9,193,063	8,817,500	8,514,086	8,258,000	8,858,500	8,849,500	9,053,000	
Increase / -Decrease over previous year actual	13%	8%	-7%	-10%	4%	4%	2%	
% change before special revenues	6%	1%	7%	3%	4%	4%	1%	

ATTACHMENT 3

	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
OPERATING EXPENDITURES BY DEPARTMENT								
<u>Maintenance Personnel Expenses</u>								
Regular Salaries	291,404	284,000	317,735	287,000	340,000	305,000	351,000	Reallocate staff for Main. & CAM Departments
Overtime Pay	6,236	3,000	3,845	5,000	4,500	5,000	5,000	
Holiday Pay	1,058	2,000	886	2,500	1,000	2,000	2,000	
Payroll Taxes & Unemployment	12,606	4,500	5,674	11,500	5,000	6,000	5,500	
Workers Comp Insurance	21,647	21,500	21,396	22,000	16,000	16,000	26,500	
Medical & Life Insurance	41,461	41,000	41,341	42,000	40,000	44,000	51,000	
Employee Optional Benefits	24,000	24,000	28,500	30,000	29,000	29,000	36,000	Includes bilingual incentive
Retirement Contributions	68,539	71,000	66,653	67,000	74,000	74,000	95,000	
Total Maintenance Personnel Expenses	466,951	451,000	486,030	467,000	509,500	481,000	572,000	
Increase / -Decrease over previous year actual	17%	13%	4%	0%	5%	-1%	12%	
<u>Maintenance Other Expenses</u>								
Uniforms	4,709	6,500	4,075	6,500	5,000	7,000	7,100	
Oil & Fuel Expense	5,160	8,000	5,644	6,000	6,000	7,000	8,000	
Operating Supplies	22,115	22,500	22,372	21,000	23,000	21,000	21,000	
Janitorial Supplies	10,512	14,500	17,267	17,500	17,000	20,000	20,000	
Equipment Rental	3,385	8,000	3,090	6,000	10,000	6,000	6,500	
Auto Maintenance	14,664	14,000	5,629	7,000	15,000	7,000	10,000	
Building Maintenance	218,662	259,000	386,582	337,000	435,000	335,000	392,000	
Building Maintenance-Special	-	-	-	35,000	35,000	35,000	-	Work completed for the replacing of the restroom doors (including ADA hardware) Harbor Cove, Surfers Knoll and Launch ramp
Grounds Maintenance	114,810	110,000	132,108	139,000	87,000	82,000	95,500	
Grounds Maintenance-Pavement repair/slurry coat	-	-	385,808	400,000	-	-	-	
Seasonal Decorations	26,678	26,000	25,570	25,000	26,000	26,000	60,000	
Harbor Maintenance	2,691	4,000	1,803	4,000	4,000	4,000	4,000	
Docks Maint. & Repairs	8,763	6,500	6,700	6,500	3,000	6,500	6,500	
Equipment & Repairs	43,817	36,000	36,168	40,000	40,000	40,000	47,000	
Conferences & Training	4,450	5,000	4,057	5,500	5,500	5,500	8,000	
Utilities-Electrical	43,798	60,000	44,171	60,000	50,000	50,000	55,000	Clean Power Alliance participation
Utilities-Gas	1,973	2,000	2,091	6,000	3,500	5,000	5,000	
Utilities-Water	38,030	40,000	45,265	40,000	50,000	45,000	45,000	
Trash Disposal	14,740	18,000	14,776	25,000	25,000	25,000	25,000	
Outside Services	48,824	84,000	59,998	90,000	55,000	65,500	126,000	Added window washing service
Total Maintenance Other Expense	627,781	724,000	1,203,174	1,277,000	895,000	792,500	941,600	
Increase / -Decrease over previous year actual	9%	26%	92%	103%	-26%	-34%	5%	
Total Maintenance	1,094,732	1,175,000	1,689,204	1,744,000	1,404,500	1,273,500	1,513,600	
Increase / -Decrease over previous year actual	13%	21%	54%	59%	-17%	-25%	8%	

ATTACHMENT 3

	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
Administration & General Personnel Expense								
Regular Salaries	644,264	650,500	682,706	674,000	778,000	795,000	774,000	
Overtime Pay	97	2,500	364	1,000	1,000	1,000	1,000	
Holiday Pay	-	500	1,102	1,000	1,000	1,000	1,000	
Payroll Taxes	9,808	8,500	11,692	10,000	13,500	13,500	12,000	
Workers Comp Insurance	4,153	4,500	2,858	4,500	3,500	3,500	1,500	
Medical & Life Insurance	56,291	56,500	57,439	58,000	65,000	69,000	75,000	
OPEB Benefits	12,500	12,500	12,000	12,000	12,000	12,000	12,000	
Employee Optional Benefits	48,377	49,500	56,912	59,000	70,750	83,500	82,000	Includes educational incentive
Retirement Contributions	162,501	160,500	157,554	155,500	183,000	183,000	191,000	
Total Admin. & General Personnel Expense	937,991	945,500	982,627	975,000	1,127,750	1,161,500	1,149,500	
Increase / -Decrease over previous year actual	3%	4%	5%	4%	15%	18%	2%	
General & Administration Other Expenses								
Advertising & Tenant Promotions	5,679	7,000	7,192	7,000	7,000	7,500	12,500	Tenant recognition program
Leasing / Real Estate	14,919	17,000	19,454	20,000	25,000	25,000	31,000	Increase leasing advertising
Port District Open House	4,621	4,000	4,500	4,000	4,400	4,000	4,500	
Telephone/WiFi Communications	48,225	50,000	36,750	45,000	41,500	41,500	41,500	
Rental Expense-Fishermen's Storage	71,712	70,000	73,675	74,000	76,000	76,000	82,000	Approved ground lease with Hobson, Vance
General Insurance	105,781	106,000	119,189	127,500	121,000	121,000	130,000	JPIA
Memberships	13,373	16,000	15,873	14,000	17,000	17,000	15,700	
Memberships-LAFCO Contribution.	5,078	5,500	5,382	5,500	6,000	6,000	6,800	Per LAFCO's FY19-20 Proposed Budget
Subscriptions	1,193	1,500	1,869	2,000	3,000	4,000	3,000	
Office Supplies & Equipment	23,855	26,500	20,046	26,500	26,500	26,500	22,500	
Office Computer Equipment	9,893	23,000	37,973	41,000	41,000	41,000	43,000	
Security cameras/installs/maintenance	2,293	8,000	1,624	8,000	8,000	8,000	8,000	
Postage & Express	2,660	5,000	3,046	5,000	3,000	4,000	5,000	
Equipment Rental	11,922	13,500	13,327	13,500	11,500	11,500	11,500	
Auto Mileage & Allowance	10,500	11,500	13,200	14,000	12,000	14,000	13,000	
Conferences & Meetings	22,913	31,500	14,798	34,500	25,000	25,000	27,800	
Professional Services - Auditing & Accounting	18,000	35,000	19,700	35,000	20,000	35,000	25,000	
Professional Services - Legal	248,083	225,000	248,443	265,000	315,000	280,000	350,000	Increased lease representation services
Professional Services - Shellfish Other (VSE)	36,521	40,000	62,755	117,000	60,000	90,000	161,000	Plauche Carr-\$40k; Dudek-\$100k; Aquaculture Engineering-\$15k; Misc. expenses \$3k; Conferences & travel \$3. These expenses are not recovered by the grant
Professional Services - All others	89,455	135,500	135,099	154,000	225,000	238,000	247,600	
360 Leadership Review	-	-	-	-	-	-	1,000	As per GM contract
Board Goal Setting Workshop	-	-	-	-	-	-	11,000	As per GM contract
VHV Customer Count Study/Lease Equipment	-	-	25,000	35,000	10,450	33,000	10,500	
Trolley services to stop in Harbor	24,000	24,000	24,000	25,000	15,750	19,500	-	
Web Site Hosting/ADA & General Maint.	-	-	-	-	13,000	13,000	13,000	
Bad Debt/Uncollectable accounts	(12,723)	25,000	(5,258)	18,000	10,000	10,000	10,000	
Bank Fees & Other Misc.	9,164	15,000	9,210	15,000	10,000	15,000	12,000	
Total Admin. & General Other Expenses	767,117	895,500	906,847	1,105,500	1,107,100	1,165,500	1,298,900	
Increase / -Decrease over previous year actual	-2%	15%	18%	44%	22%	29%	17%	
Total Admin & General Expense	1,705,108	1,841,000	1,889,474	2,080,500	2,234,850	2,327,000	2,448,400	
Increase / -Decrease over previous year actual	1%	9%	11%	22%	18%	23%	10%	

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	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
Harbor Village Marina Personnel Expenses								
Regular Salaries	220,886	239,500	232,330	249,000	248,000	233,000	272,000	
Part-time Pay	2,344	8,000	1,200	4,000	-	8,000	-	
Overtime Pay	8,317	5,500	6,493	6,000	6,000	6,000	6,000	
Holiday Pay	4,438	7,000	6,512	7,000	7,500	7,000	7,500	
Payroll Taxes	3,508	4,500	3,563	4,500	4,000	4,000	5,000	
Workers Comp Insurance	19,474	19,500	15,582	19,500	12,000	12,000	19,500	
Group Medical Insurance	47,438	48,000	47,379	48,000	46,000	46,000	49,000	
Employee Optional Benefits	28,800	29,000	34,200	36,000	35,000	32,000	36,000	Includes educational incentive
Retirement Contributions	62,534	66,500	63,452	59,000	58,000	56,000	74,000	
Total Marina Expenses Personnel	397,739	427,500	410,711	433,000	416,500	404,000	469,000	
Increase / -Decrease over previous year actual	0%	8%	3%	9%	1%	-2%	13%	
Harbor Village Marina Other Expenses								
Uniforms	3,343	5,000	6,497	5,000	5,500	5,500	6,500	
Fuel expense	536	1,000	414	1,000	1,200	1,000	1,500	
General Insurance	34,446	35,000	34,446	35,000	35,000	35,000	35,000	JPIA
Operating Supplies	429	5,000	3,409	2,500	4,500	4,000	4,500	
Janitorial Supplies	10,546	13,500	12,653	13,500	14,000	14,000	14,000	
Other Equipment Repairs	686	1,500	348	1,000	1,500	1,500	1,500	
Building Maintenance	5,096	4,000	1,134	4,000	2,000	4,000	2,500	
Grounds Maintenance	9,109	8,000	2,789	12,000	6,000	6,000	6,000	
Dock Maint.. & Repairs	20,695	28,000	18,131	28,000	28,000	28,000	25,000	Replace main electrical stainless steel casing fasteners at top of gangways
Fish Pier Repairs	7,590	10,000	3,516	10,000	5,000	10,000	30,000	Periodic maintenance on existing crane
Conferences & Training	-	2,500	48	2,500	500	2,000	3,000	
Utilities-Electrical	75,201	70,000	61,588	70,000	70,000	70,000	77,000	Clean Power Alliance participation
Utilities-Gas	6,380	6,000	4,118	6,000	6,000	6,000	6,000	
Utilities-Water	34,991	45,000	38,574	45,000	45,000	45,000	45,000	
Trash Disposal	17,891	14,500	22,985	17,000	22,000	20,000	23,000	
Professional/Outside Services	45,635	45,000	95,463	45,000	42,000	45,000	55,000	
Misc. Expense	-	500	-	500	100	500	500	
Total Marina Other Expenses	272,574	294,500	306,113	298,000	288,300	297,500	336,000	
Increase / -Decrease over previous year actual	6%	14%	12%	9%	-6%	-3%	17%	
Total Marina Expenses	670,313	722,000	716,824	731,000	704,800	701,500	805,000	
Increase / -Decrease over previous year actual	3%	10%	7%	9%	-2%	-2%	14%	

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	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
Harbor Village Common Area Maintenance (CAM) Personnel Expenses								
Regular Salaries	262,906	271,500	272,094	287,000	254,000	300,000	268,000	Reallocate staff for Maint. & CAM Departments
Part-time Pay	-	-	-	-	-	-	-	
Overtime Pay	8,524	5,000	9,734	8,000	9,500	8,000	9,500	
Holiday Pay	3,616	7,000	4,754	6,000	6,000	6,000	6,000	
Payroll Taxes	3,791	4,500	4,035	4,500	3,500	4,600	4,500	
Workers Comp Insurance	21,234	21,500	18,305	22,000	16,000	16,000	22,500	
Group Medical Insurance	52,577	56,000	53,782	56,000	59,000	59,000	53,000	
Employee Optional Benefits	31,999	34,000	38,576	42,000	42,000	42,000	36,000	Includes bilingual incentive
Retirement Contributions	52,011	55,500	53,556	55,500	54,000	55,000	53,000	
Total C.A.M. Personnel Expenses	436,658	455,000	454,836	481,000	444,000	490,600	452,500	
Increase / -Decrease over previous year actual	-15%	-11%	4%	10%	-2%	8%	2%	
Harbor Village Common Area Maintenance (CAM) Other Expenses								
Uniforms	5,569	6,000	3,967	5,000	4,500	5,000	5,000	
Oil & Fuel Expense	6,510	9,000	7,422	9,000	9,000	8,000	9,000	
General Insurance	82,646	83,000	95,526	103,500	100,000	100,000	107,000	JPIA
Operating Supplies	2,023	2,500	1,173	2,500	1,000	2,500	2,500	
Janitorial Supplies	22,653	29,000	24,204	30,000	27,000	27,000	30,000	
Building Maintenance	13,907	25,000	12,942	25,000	15,000	15,000	15,000	
Grounds Maintenance	18,999	10,000	4,419	10,000	12,000	10,000	13,500	
Equipment & Repairs	6,669	4,500	2,277	4,500	1,500	4,500	4,500	
Utilities-Electrical	34,241	42,500	35,297	42,500	42,500	42,500	47,000	Clean Power Alliance participation
Utilities-Water	54,363	65,000	57,180	60,000	60,000	60,000	60,000	
Trash Collection	26,293	15,000	34,604	30,000	35,000	40,000	40,000	
Professional/Outside Services	58,083	56,000	54,660	59,000	55,000	60,000	60,000	
Total C.A.M. Other Expenses	331,956	347,500	333,671	381,000	362,500	374,500	393,500	
Increase / -Decrease over previous year actual	1%	6%	1%	15%	9%	12%	9%	
Total CAM Expenses	768,614	802,500	788,507	862,000	806,500	865,100	846,000	
Increase / -Decrease over previous year actual	-9%	-5%	3%	12%	2%	10%	5%	

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	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
<u>Harbor Marketing Personnel Expenses</u>								
Regular Salaries	108,737	127,000	136,180	136,000	141,000	140,000	148,000	
Part-time Pay	32,673	29,000	29,256	30,000	37,000	37,000	43,000	
Overtime Pay	758	4,000	2,459	3,000	2,000	2,000	2,000	
Holiday Pay	-	500	-	1,000	500	500	500	
Payroll Taxes	4,113	4,000	4,303	4,500	4,700	5,000	5,000	
Workers Comp Insurance	1,020	1,000	671	1,000	1,000	1,000	1,500	
Medical & Life Insurance	12,280	10,000	16,876	17,000	18,000	18,000	18,000	
Employee Optional Benefits	7,925	12,500	10,951	12,000	14,000	14,000	14,000	Includes educational incentive
Retirement Contributions	22,748	24,500	23,506	24,500	26,000	26,000	31,000	
Total Marketing Personnel Expenses	190,254	212,500	224,202	229,000	244,200	243,500	263,000	
Increase / -Decrease over previous year actual	-8%	2%	18%	20%	9%	9%	8%	
<u>Harbor Marketing Other Expenses</u>								
Advertising & Marketing	129,665	137,000	129,346	140,000	150,000	150,000	160,000	
Ad Production/Graphic Design	19,971	20,000	22,960	20,000	20,000	20,000	20,000	
Marketing Conversion Study	5,000	10,000	5,000	5,000	-	-	-	
Street Event Banners	7,984	10,500	1,208	2,500	2,500	2,500	1,200	
Village Maps/Promotional Materials	13,402	15,000	13,107	15,000	15,000	15,000	15,800	
Certified Rack	2,480	2,500	2,530	2,500	2,600	2,500	2,700	
Tourism Outreach, FAM Tours & Meetings	4,585	9,500	5,658	9,500	9,000	9,000	12,900	
Entertainment & Music	21,926	20,000	19,508	20,000	27,000	27,000	25,900	
Brand Build/Promotions/Campaigns/Events	56,058	60,000	52,705	50,000	54,500	54,500	58,000	
Content/Web/Paid Social Media	9,559	10,000	19,175	24,000	16,500	16,500	19,500	
Miscellaneous	43	500	169	500	500	500	-	
Total Marketing Other Expenses	270,673	295,000	271,366	289,000	297,600	297,500	316,000	
Increase / -Decrease over previous year actual	2%	11%	0%	7%	10%	10%	6%	
Total Marketing Expenses	460,927	507,500	495,568	518,000	541,800	541,000	579,000	
Increase / -Decrease over previous year actual	-3%	7%	8%	12%	9%	9%	7%	

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	Actual 2016-17	Budget 2016-17	Actual 2017-18	Budget 2017-18	Est/Act 2018-19	Budget 2018-19	Budget 2019-20	Comments
Total Operating Exp. Before Dredging	4,699,694	5,048,000	5,579,577	5,935,500	5,692,450	5,708,100	6,192,000	
Increase / -Decrease over previous year actual	1%	9%	19%	26%	2%	2%	9%	
<u>Harbor Dredging and Related Expenses</u>								
Dredging & Project Management Prof. Serv.	106,656	110,000	113,208	120,000	124,000	124,000	124,000	
Washington Lobbyist Prof Services	60,015	60,000	60,000	60,000	60,000	60,000	60,000	
Dredging. Regulatory Require.	45,503	55,000	32,349	55,000	50,000	55,000	55,000	
Dredging Conferences	6,610	10,000	3,188	8,500	5,000	8,500	8,500	
Dredging Misc. Expenses	245	1,000	150	1,000	150	1,000	1,000	
Total Harbor Dredging Expenses	219,029	236,000	208,895	244,500	239,150	248,500	248,500	
Increase / -Decrease over previous year actual	-32%	-27%	-5%	12%	14%	19%	4%	
 TOTAL OPERATING EXPENDITURES	 4,918,723	 5,284,000	 5,788,472	 6,180,000	 5,931,600	 5,956,600	 6,440,500	
Increase / -Decrease over previous year actual	-1%	7%	18%	26%	2%	3%	9%	
 Operating Cash Flows In (Out)	 4,274,340	 3,533,500	 2,725,614	 2,078,000	 2,926,900	 2,892,900	 2,612,500	
Increase / -Decrease over previous year actual	33%	10%	-36%	-51%	7%	6%	-11%	

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	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
NON-OPERATING and OTHER EXPENDITURES								
Harbor Patrol exp. not funded by prop. taxes	57,625	159,500	(8,851)	194,000	143,000	249,000	254,000	Remaining Patrol expenditures are funded from Operating Revenues
COP's Interest Payment	451,747	440,000	425,094	440,000	409,000	410,000	390,000	
Principle Payments on ALL bonds	824,700	825,000	829,100	830,000	855,000	855,000	890,000	
2018 Dock Project Financing Cost Issuance	-	-	-	-	54,200	64,000	-	
2018 Dock Project Debt Interest Payment	-	-	-	-	120,000	120,000	225,000	
2018 Dock Project Debt Principle Payment	-	-	-	-	67,000	67,000	150,000	
TOTAL NON-OPER. EXPENDITURES	1,334,072	1,424,500	1,245,343	1,464,000	1,648,200	1,765,000	1,909,000	
Increase / -Decrease over previous year actual	-2%	5%	-7%	10%	32%	42%	16%	
Annual Cash Flows In (Out) from normal operations before any Improvements	2,940,268	2,109,000	1,480,271	614,000	1,278,700	1,127,900	703,500	
Increase / -Decrease over previous year actual	60%	14%	-50%	-79%	-14%	-24%	-45%	
Building Tenant Improvement's	156,835	500,000	-	392,000	55,000	832,500	706,800	See attached Tenant Improvement Schedule
Accessibility Improvements	1,545,793	1,835,000	341,610	565,000	190,000	190,000	365,000	See attached Capital Improvement and ADA Accessibility Improvement Plan
Capital Improvement Projects	508,214	1,345,000	994,645	2,318,000	2,205,000	3,773,000	6,205,000	See attached Capital Improvement and ADA Accessibility Improvement Plan
Annual Cash Flows In (Out) after Improvements	729,426	(1,571,000)	144,016	(2,661,000)	(1,171,300)	(3,667,600)	(6,573,300)	To be funded from unrestricted reserves
Unrestricted Reserve Balance	9,136,000	6,429,000	9,208,000	6,475,000	12,400,000	5,540,400	10,486,700	
City National Bank funding for Village Marina Dock Renovations					4,660,000	4,660,000	-	
Dredging Reserve Fund	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	2,800,000	

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	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
Harbor Patrol Department Expenses funded from Property								
Property Taxes & Assessments Revenue	1,164,937	1,090,000	1,243,004	1,160,000	1,300,000	1,250,000	1,300,000	
Increase / -Decrease over previous year actual	7%	0%	7%	0%	5%	1%	0%	
Harbor Patrol Personnel Expenses								
Regular Salaries	524,316	553,500	555,167	560,000	620,000	672,000	713,000	Includes two new full-time employees
Part-time Pay	39,602	36,000	40,181	40,000	80,000	77,500	80,000	
Overtime Pay	79,842	50,000	76,397	75,000	50,000	52,500	40,000	
Holiday Pay	18,660	24,000	20,102	28,000	28,000	28,000	28,000	
Payroll Taxes & Unemployment	11,808	14,500	13,180	16,000	15,000	18,000	17,000	
Workers Comp Insurance	116,487	117,000	63,078	103,000	92,000	92,000	77,500	
Medical & Life Insurance	53,450	61,500	60,541	62,000	77,000	77,000	82,000	
Employee Optional Benefits	40,865	45,000	47,786	51,000	61,000	61,000	64,000	Includes educational incentive
Retirement Contributions	127,682	122,500	123,245	116,000	125,000	132,000	150,000	
Total Harbor Patrol Personnel Expense	1,012,712	1,024,000	999,677	1,051,000	1,148,000	1,210,000	1,251,500	
Increase / -Decrease over previous year actual	-2%	0%	-1%	4%	15%	21%	9%	
Harbor Patrol Other Expenses								
Uniforms	12,603	13,000	14,556	13,000	18,000	18,000	18,000	
Oil & Fuel Expense	18,805	34,000	22,534	34,000	30,000	25,000	31,500	
Operating Supplies & Expense	27,533	35,000	20,531	35,000	30,000	30,000	30,000	
Boat Maintenance	80,275	60,000	100,526	120,000	120,000	120,000	100,000	
Auto Equip & Maintenance	6,844	8,500	6,519	8,500	5,000	5,000	5,000	
Conferences & Training	4,639	5,000	7,671	7,500	10,000	8,000	15,000	
Vessel Salvage Expense	-	-	-	-	-	-	10,000	Re-classed from Maintenance Dept./Grant has been applied for
Summer Lifeguard Services	59,151	65,000	60,276	80,000	80,000	80,000	88,000	As per 2019 Summer Life Guard agreement
Professional Services	-	5,000	1,863	5,000	2,000	3,000	5,000	
Total Harbor Patrol Other Expenses	209,850	225,500	234,476	303,000	295,000	289,000	302,500	
Increase / -Decrease over previous year actual	37%	48%	12%	44%	26%	23%	3%	
Total Harbor Patrol Expenses	1,222,562	1,249,500	1,234,153	1,354,000	1,443,000	1,499,000	1,554,000	
Increase / -Decrease over previous year actual	4%	6%	1%	11%	17%	21%	8%	
Expenditures remaining after Property Tax Revenues were applied	(57,625)	(159,500)	8,851	(194,000)	(143,000)	(249,000)	(254,000)	Remaining Patrol expenditures are funded from Operating Revenues

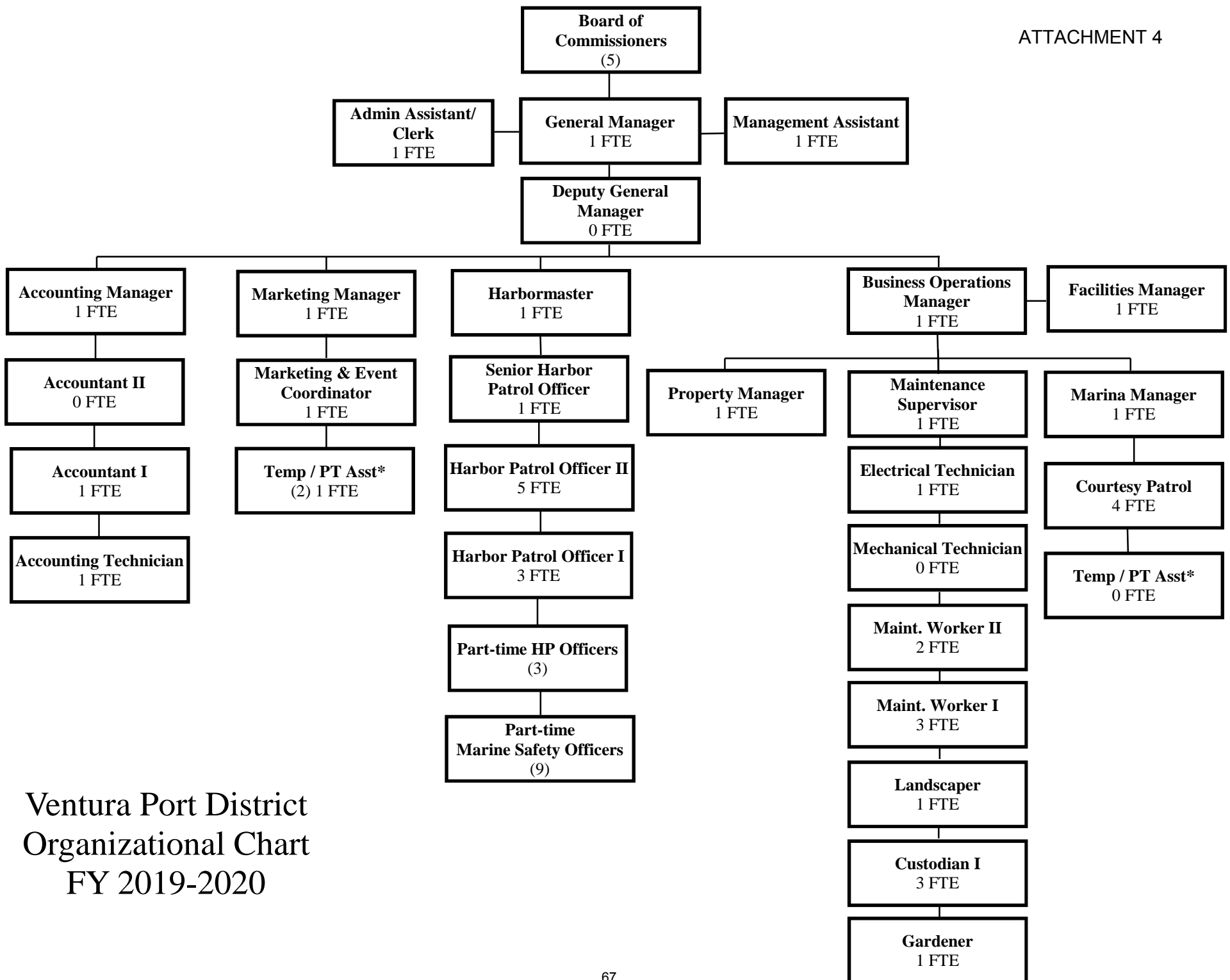
ATTACHMENT 3

	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
Expenditures funded by Grants and Special Funding								
<u>Grants and Special Funding</u>								
NOAA Grant-Shellfish Aquaculture 2015 & 2018	60,214	65,000	109,590	150,000	207,000	207,000	96,800	2018 Grant grant began 9/1/18 - \$20k-Permit Assignment Strategy; \$10.8k-Environmental Review; \$39k-Seafood Safety & Quality; \$27-Grower/Producer Compliance Training
Dredging Reserve Fund	-	-	-	-	-	-	200,000	City of Ventura will reimburse their pro-rata share of the dredging expense. The dredging fund will be reimbursed in FY20-21
DBAW Grants-abandon vessel & vessel turn-in	21,910	14,000	3,000	5,000	-	3,000	-	
DBAW Grants-Boating Equipment	45,557	55,000	-	15,000	-	-	-	
DBAW Grant-Training Expense Reimb	-	10,000	-	10,000	-	-	-	
TOTAL GRANTS & SPECIAL FUNDING	127,681	144,000	112,590	180,000	207,000	210,000	296,800	
<u>Projects, Equipment and Training Expenses</u>								
NOAA Grant-Shellfish Aquaculture 2015 & 2018	60,214	65,000	109,590	150,000	207,000	207,000	96,800	2018 Grant grant began 9/1/18 - \$20k-Permit Assignment Strategy; \$10.8k-Environmental Review; \$39k-Seafood Safety & Quality; \$27-Grower/Producer Compliance Training
Dredging of Inner Harbor at entrance of Keys	-	-	-	-	-	-	200,000	City of Ventura will reimburse their pro-rata share of the dredging expense. The dredging fund will be reimbursed in FY20-21
Vessel Salvage-Abandoned and Turn-in	21,910	14,000	3,000	5,000	-	3,000	-	
Boat Equipment	45,557	55,000	-	15,000	-	-	-	
Harbor Patrol Training	-	10,000	-	10,000	-	-	-	
TOTAL PROJECTS & EQUIPMENT	127,681	144,000	112,590	180,000	207,000	210,000	296,800	

ATTACHMENT 4

Ventura Port District Proposed FY19-20 Budget Authorized Positions by Department (Full Time Equivalents)

Position Name	FY18-19 Adopted Positions	FY19-20 Proposed Positions	Proposed Change
<u>Maintenance Department</u>			
Facilities Manager	1.00	1.00	-
Maintenance Supervisor	1.00	1.00	-
Electrical Technician	1.00	1.00	-
Maintenance Technician	-	-	-
Maintenance Worker II	2.00	2.00	-
Maintenance Worker I	3.00	3.00	-
Landscaper	1.00	1.00	-
Gardener	1.00	1.00	-
Custodian	3.00	3.00	-
Maintenance Department Total	13.00	13.00	-
<u>Administration Department</u>			
General Manager	1.00	1.00	-
Deputy General Manager	1.00	-	(1.00)
Business Operations Manager	-	1.00	1.00
Administrative Assistant/Clerk of Board	1.00	1.00	-
Management Assistant	1.00	1.00	-
Accounting Manager	1.00	1.00	-
Accountant II	-	-	-
Accountant I	-	1.00	1.00
Accounting Technician	2.00	1.00	(1.00)
Property Manager	1.00	1.00	-
Administration Department Total	8.00	8.00	-
<u>Harbor Village Marina Department</u>			
Marina Manager	1.00	1.00	-
Courtesy Patrol	4.00	4.00	-
Part-time Marina Assistant	0.23	-	(0.23)
Harbor Village Marina Department Total	5.23	5.00	(0.23)
<u>Marketing Department</u>			
Marketing Manager	1.00	1.00	-
Marketing & Events Coordinator	1.00	1.00	-
Part-Time Marketing Assistants	1.00	1.00	-
Marketing Department Total	3.00	3.00	-
<u>Harbor Patrol Department</u>			
Harbormaster	1.00	1.00	-
Senior Harbor Patrol Officer	1.00	1.00	-
Harbor Patrol Officer II	5.00	5.00	-
Harbor Patrol Officer I	4.00	3.00	(1.00)
Part-time Harbor Patrol Officer	0.50	0.50	-
Marine Safety Officer	2.00	2.00	-
Harbor Patrol Department Total	13.50	12.50	(1.00)
Total All Full Time Equivalent Positions	42.73	41.50	(1.23)



ATTACHMENT 5

Capital Improvements and ADA Accessibility Improvements Plan
Five Year Projection Budget
FY2019-2024
Effective 7/01/2019

Project Name		Project Location	Project Summary	Project Status	Fiscal Yr 19-20	Fiscal Yr 20-21	Fiscal Yr 21-22	Fiscal Yr 22-23	Fiscal Yr 23-24	
New projects for FY2019 - 2024 are shown in dark green -Final budget adjustments shown in red					Annual totals for reference	\$6,570,000	\$2,100,000	\$2,510,000	\$2,440,000	\$1,940,000
Capital Improvements										
1	National Park Service Bldg. - Elevator / Modifications	1431 Spinnaker Drive (National Park Service)	Building does not comply with ADA requirements. New elevator to be installed.	This project will be in conjunction with future building improvements.			400,000			
2	Harbor Village Elevator Modernization	1591 Spinnaker Drive	Modernize elevator with electric controls and current ADA upgrades	This elevator is used by office tenants. This will be the last elevator of 5 in the Village to be refurbished.	120,000					
3	Harbor Village Bldgs. Re-roofing	Location 3) 1583 Spinnaker Drive (Boatyard Pub) Location 4) 1575 Spinnaker Drive (Lost in Socks) Location 5) 1567 Spinnaker Drive 3 bldgs. (Margarita Villa, Hats, Pottery) Location 6) 1431 Spinnaker (Tile only)	This project will consist of roof, covering, flashing, gutters, and drainage refurbishment. Replacement of all flat roof coverings and tiles, as needed. Replacement of extensively deteriorating metal gutters and downspouts with copper gutters and downspouts with the roof work. Original roof is true Spanish tile.	Project to be completed under US Communities contracts. Estimated time of completion Spring 2024.		855,000	855,000	1,800,000	300,000	
4	1691 HVAC Replacement	1691 Spinnaker Drive (Upstairs office)	Three new HVAC systems that are maintained quarterly.	These units are maintained annually and will likely need replacement by FY20-21.		100,000				
5	Harbor Village Bldgs. Painting Project	Location 1) 1431 Spinnaker Drive (National Park Service) Location 2) 1449 Spinnaker Drive (Fisheries) Location 3) 1559 Spinnaker Drive (Brophy's) Location 4) 1567 Spinnaker Drive (Margarita Villa, Hats, Pottery) Location 5) 1575 Spinnaker Drive (Lost in Socks) Location 6) 1583 Spinnaker Drive (Boatyard Pub) Location 7) 1591 Spinnaker Drive (Le Petit) Location 8) 1691 Spinnaker Drive (Island Packers)	Paint Village, install directory signage, develop master sign program.	Paint Village Bldgs., including facades, trim, doors, staircases, balcony's , 2nd level walkways, develop master sign program for tenant directories and bldg. tenant signs, install tenant directory signs. Provide prototype designs for awnings and patios.	825,000					
6	Harbor Village Signage, Awnings, Trellis	Refresh Signage, Awnings, in Village as part of painting revitalization strategy. Trellis/patio improvements on case by case basis.	These improvements will be incorporated after the painting renovation project.	Plans are being developed. This project will be completed in FY20-21 instead of spreading over two years as show in pre-lim budget		300,000	-			
7	Dry Storage Lot - Refurbishment	Dry Storage Lot on Anchors Way Drive (Boats)	Modifications due to Anchors Way street includes new fencing, gates, automatic gate opener.	Renovations shall be completed before the end of the first quarter of the fiscal year.	115,000					
8	Fish Pier Deck Surfacing	Fish Pier	The fish pier surface material has required a number of repairs to various areas due to weathering and aged design.	Fish pier resurfacing is an ongoing renovation project to extend the service life of the fish pier.					400,000	

ATTACHMENT 5

Capital Improvements and ADA Accessibility Improvements Plan Five Year Projection Budget FY2019-2024 Effective 7/01/2019

Project Name		Project Location	Project Summary		Project Status	Fiscal Yr 19-20	Fiscal Yr 20-21	Fiscal Yr 21-22	Fiscal Yr 22-23	Fiscal Yr 23-24	
New projects for FY2019 - 2024 are shown in dark green -Final budget adjustments shown in red						Annual totals for reference	\$6,570,000	\$2,100,000	\$2,510,000	\$2,440,000	\$1,940,000
9	Fish Pier Derrick Crane #1	Fish Pier	Fabrication and installation of second fish pier crane	Crane #2 was replaced in 2015. Crane #1 was declared unusable July 2016 and needs to be replaced. Increase due to additional engineering services. A 30% deposit will be made for this purchase in June 2019 thereby reducing the funds needed in FY19-20 50% of this expense will be funded from the Fisherman's Improvement Fund	190,000						
10	Port District Vehicles	Port District Headquarters	Replacement of Maintenance vehicles	Two Facilities maintenance vehicles will be purchased to replace older vehicles.		40,000					
11	Port District Vehicles	Port District Headquarters	Replacement of Harbor Patrol vehicle	One Harbor Patrol vehicle is budgeted to replace one older vehicle.				65,000			
12	Boat Replacement	Port District Headquarters	Replacement of two Harbor Patrol boats	Harbormaster Higgins is researching the best course of action to replace the two 30 year old patrol boats					300,000	500,000	
13	District Headquarters HVAC Replacement	Port District Headquarters	Replace HVAC condenser unit located at the District Headquarters	Unit is in good shape. Defer replacement to FY20-21		20,000					
14	District Headquarters Emergency Generator	Port District Headquarters	Purchase and installation of new emergency generator to provide existing generator as backup for emergency communications network, fire, etc.	Will require updating current plans for bid process. Plans & specifications will be developed in FY19-20; Equipment & installation may be in FY19-20 & FY20-21	15,000	85,000					
15	Parking Lot Asphalt Project	Location 1) 1431 Spinnaker Drive (National Park Service) Location 2) 1449 Spinnaker Drive (Fisheries) Location 3) 1559 Spinnaker Drive (Brophy's) Location 4) 1567 Spinnaker Drive (Margarita Villa, Pottery, Hats) Location 5) 1575 Spinnaker Drive (Lost in Socks) Location 6) 1583 Spinnaker Drive (Boatyard Pub) Location 7) 1591 Spinnaker Drive (Le Petit) Location 8) 1691 Spinnaker Drive (Island Packers) Location 9) 19A Overflow Parking Lot (Harbor & Schooner) Location 10) Public Boat Launch Ramp	Major restoration and asphalt replacement including parking lot slurry coat, striping/curb painting.	Work completed in FY17-18 and FY18-19. The project will need to be completed again FY23-24						400,000	
16	Harbor Village Entrance Revitalization & Wayfinding	Spinnaker Drive & Harbor Blvd.; Harbor Wayfinding Program within the Harbor.	Evaluate new signage at Harbor entry points and Harbor Wayfinding Program	Coordinate with Master tenants and stakeholders as part of current and planned Harbor development Wayfinding project moved from FY22-23					250,000		
17	Harbor Village Trash Enclosure	Five designated locations through out Harbor Village beginning with 1591 Spinnaker Drive - as required for BS Tap Room	Refurbishment of existing trash enclosures	Design, remodel existing trash enclosures to meet City code requirements	90,000	90,000	90,000	90,000	90,000	90,000	

ATTACHMENT 5

Capital Improvements and ADA Accessibility Improvements Plan
Five Year Projection Budget
FY2019-2024
Effective 7/01/2019

Project Name		Project Location	Project Summary	Project Status	Fiscal Yr 19-20	Fiscal Yr 20-21	Fiscal Yr 21-22	Fiscal Yr 22-23	Fiscal Yr 23-24	
New projects for FY2019 - 2024 are shown in dark green -Final budget adjustments shown in red					Annual totals for reference	\$6,570,000	\$2,100,000	\$2,510,000	\$2,440,000	\$1,940,000
18	Village Marina- Renovate Docks C, D, G & H	Harbor Village Docks C, D, G, & H	Marina docks & pilings. Docks D, G and H to be Bellingham Concrete or other equal. New construction will require pilings. Construction financing through a third party	Contractor has mobilized and started the construction on the land side of the project and will likely begin waterside improvements in June/July. This project will be completed in September/October 2019.	4,600,000					
19	Village Marina Electrical Pedestal Replacement	Harbor Village docks that where not included in project #18 above	Replace broken and rusted out electrical pedestals and meters on the Village docks that were not renovated as part of project #18	This project will be completed over two years	120,000					
20	Harbor Cove & Surfers Knoll Brick Wall Restoration	Harbor Cove Surfers Knoll	Repair and/or replace deteriorated block wall that runs along the beach side perimeter of the Harbor Cove parking lot and Surfers Knoll parking lot	FY21-22 is future planning to replace the walls			500,000			
21	Seismic Evaluations	GSA buildings 1431 and 1691 Spinnaker Drive	Evaluate structural modification requirements for GSA - Federal Agency standards	Retain engineer, coordinate with GSA. Prepare cost estimates and report to Board relative to future leases			300,000			
22	Harbor Village - Glass wall adjacent to Dive pool	1567 Spinnaker Drive (adjacent to Margarita Villa)	Develop plans for construction of new wall.	Coordinating with Jim Smith with the Dive Shop to contribute some of the costs.	55,000					
23	Harbor Village - Main sewer line at 1583 Spinnaker Dr.	1583 Spinnaker Drive (The Greek)	Main sewer line	Further evaluate condition, determine level of repair and/or replacement necessary in coordination with future lease requirements - Project completed June 2019	-					
24	Harbor Village Paseo	Harbor Village at Maintenance Yard	Future improvement of area for pedestrian access to Village from parking lot	Architectural design including hardscape, landscape and other common area improvements - Budget reduced, project will need design and formal cost estimate						250,000
25	Fisherman's Storage Lot	Ventura Harbor Storage	Renovate the Fisherman's Storage Lot that is leased from Ventura Harbor Storage	An application for grant funding is being prepared for the Coastal Conservancy. Application will be considered in August.		200,000				
26	Harbor Village - Light House / Carousel Building	1567 Spinnaker Drive #100 (Currently Carousel building)	Architect/Design engineering FY19-20 Buildout FY20-21 & FY21-22		75,000	300,000	300,000			
TOTAL CAPITAL IMPROVEMENTS PLAN					\$ 6,205,000	\$ 1,990,000	\$ 2,510,000	\$ 2,440,000	\$ 1,940,000	

ATTACHMENT 5

Capital Improvements and ADA Accessibility Improvements Plan
Five Year Projection Budget
FY2019-2024
Effective 7/01/2019

<u>Project Name</u>	<u>Project Location</u>	<u>Project Summary</u>	<u>Project Status</u>	<u>Fiscal Yr 19-20</u>	<u>Fiscal Yr 20-21</u>	<u>Fiscal Yr 21-22</u>	<u>Fiscal Yr 22-23</u>	<u>Fiscal Yr 23-24</u>	
New projects for FY2019 - 2024 are shown in dark green -Final budget adjustments shown in red				Annual totals for reference	\$6,570,000	\$2,100,000	\$2,510,000	\$2,440,000	\$1,940,000

ADA Accessibility Improvement Plan

23	ADA Restroom Improvements - Harbor Village	Restrooms - 1583 (2) Restrooms -1575 (3), 1559 (3), 1591 (2), 1691 (1)	FY18-19 - \$115K FOR 1591 AND \$75 Architect/Design plans / Bid documents FOR FUTURE restrooms FY19- 20 & FY20-21 - 1583, 1575 , 1559,1594, 1691 Spinnaker Buildings	1583 and 1559 restrooms will be necessary to perform major construction. The others restrooms will consist of downsizing stalls, etc. to conform to ADA. All restrooms to be completed by 12/31/2020	275,000	110,000			
24	ADA Staircase stainless hand rails	VHV Buildings 1449,1559,1567,1583,1591	Replacing all none compliance wooden handrails with new ADA stainless steel hand rails.	Utilizing specifications from Phase 3	90,000				
TOTAL ADA ACCESSIBILITY IMPROVEMENT PLAN					\$ 365,000	\$ 110,000	\$ -	\$ -	\$ -
TOTAL CAPITAL IMPROVEMENT PLAN from previous page					\$6,205,000	\$1,990,000	\$2,510,000	\$2,440,000	\$1,940,000
TOTAL CAPITAL IMPROVEMENTS AND ADA ACCESSIBILITY IMPROVEMENTS					\$6,570,000	\$2,100,000	\$2,510,000	\$2,440,000	\$1,940,000
SPECIAL FUNDING - VILLAGE MARINA DOCK RENOVATION (#18 above)					\$4,600,000	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL IMPROVEMENTS AND ADA ACCESSIBILITY IMPROVEMENTS WITH FUNDING					\$1,970,000	\$2,100,000	\$2,510,000	\$2,440,000	\$1,940,000

ATTACHMENT 6

Ventura Port District
FY2019/2020 Building **TENANT Improvements** and **MAINTENANCE Expenses**
Effective 7/1/2019
Final budget adjustments shown in rec

BUILDING	TENANT	SF	TOTAL AMOUNT	DESCRIPTION OF TENANT IMPROVEMENTS	Original Budget Building Tenant Improvements	Building Maintenance Expenses
1591 Spinnaker Dr. #115	Vacant	1,537	\$250,000	Buildout suite	\$250,000	
1591 Spinnaker Dr. #117B	Silhouettes	761	\$4,000	Maintenance responsibility- repair one door access into suite to comply with ADA standards, two new windows that open facing parking lot, install a new supply fan to circulate fresh air "Done" (deducted \$3,998.00 from original \$8,000 contribution)		\$4,000
1591 Spinnaker Dr. #112	Le Petit	2,534	\$68,300	Tenant responsibility- Patio concrete flooring ADA requirements, electrical and plumbing for trellis Maintenance responsibility- ADA Main entrance relocation to the South side	\$38,300	\$30,000
1583 Spinnaker Dr. #206 & 203B	Del Mar Seafood - Office	1,015	\$30,000	Maintenance responsibility- Flooring; paint; fiber optic; electrical upgrades; exterior patio refurbishments		\$30,000
1583 Spinnaker Dr. #105	Frenchie's Nail Salon	1,410	\$106,000	Tenant responsibility- HVAC; ADA; flooring; plumbing; electrical; ceiling; walls Maintenance responsibility- Cast iron pipe replacements	\$100,000	\$6,000
1583 Spinnaker Dr. #104B	NEW Vacant Space adjacent to Frenchie's	595	\$25,000	Maintenance responsibility- Flooring; paint; electrical; internet; ceiling; relocation of signage		\$25,000
1583 Spinnaker Dr. #101	The Greek Restaurant	3,764	\$10,000	Tenant responsibility- Restroom refurbishment inside restaurant	\$10,000	-
1575 Spinnaker Dr. #105A&B	Coffee Dock & Post	1,330	\$80,000	Trade fixtures and equipment	\$80,000	
1567 Spinnaker Dr. #200	Margarita Villa	1,880	\$26,000	Tenant responsibility- 50% cost share of back patio awning cover, interior flooring. Maintenance responsibility- ADA restroom upgrades pending; staircase painting and lighting-Done	\$24,000	\$2,000
1559 Spinnaker Dr. #202A	Center for Contract Compliance	437	\$25,000	Maintenance responsibility- Flooring; paint; electrical upgrades; fiber optic; cast iron pipe		\$25,000
1559 Spinnaker Dr. #109	Top This Chocolate	1,380	\$100,000	Tenant responsibility- HVAC, ADA, plumbing, electrical, flooring paint, install double doors, ceiling, walls, water heater- 50,000 has been reimbursed	\$100,000	-
All Maintenance Projects			\$129,000	Architectural Engineering, Project Management & Contingency - 20% (rounded)	\$104,500	\$24,500
			\$853,300	TOTAL	\$ 706,800	\$ 146,500

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ATTACHMENT 7

VENTURA PORT DISTRICT
HISTORICAL & PROJECTED REVENUE AND EXPENSE CASH FLOWS
Minimum Unrestricted Reserves at **40%** of Operating Expenses
Includes Village Dock Replacement of \$4.6m with New Debt Service
(20 years @ 5.25 for the taxable component & 4.12% for the tax exempt component)

	2016-17 Actual	2017-18 Actual	2018-19 Est/Act	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted
Cash Flows In (Out) from normal operations before any Improvements	\$ 2,940,000	\$ 1,480,000	\$ 1,279,000	\$ 703,500	\$ 1,322,000	\$ 1,535,000	\$ 1,553,000	\$ 1,565,000	\$ 1,570,000	\$ 1,568,000
Significant Assumptions -										
Cash Flow In - Proceeds from Village Marina Renovation Loan										
Cash Flow Out - Tenant Improvements	(157,000)	-	(55,000)	(707,000)	(200,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Cash Flow Out - Accessibility Enhancements	(1,546,000)	(341,000)	(190,000)	(365,000)	(110,000)	-	-	-	-	-
Cash Flow Out - Capital Improvements as per Five Year Plan Projection	(508,000)	(995,000)	(2,205,000)	(6,205,000)	(1,990,000)	(2,510,000)	(2,440,000)	(1,940,000)	(500,000)	(500,000)
Improvements that will need to be funded through Unrestricted Improvement Reserves	-	-	(1,171,000)	(6,573,500)	(978,000)	(1,025,000)	(937,000)	(425,000)	-	-
Cash Flow In after Improvements are completed	729,000	144,000							1,020,000	1,018,000
Forecasted Unrestricted Reserve Balances										
Forecasted Reserves at beginning of each fiscal year	8,003,000	9,061,000	13,571,000	17,060,000	10,486,500	9,508,500	8,483,500	7,546,500	7,121,500	8,141,500
Improvements funded from Improvement Reserves	-	-	(1,171,000)	(6,573,500)	(978,000)	(1,025,000)	(937,000)	(425,000)	-	-
Cash Flow In after Improvements are completed/Debt funding received	729,000	144,000	4,660,000	-	-	-	-	-	1,020,000	1,018,000
Cash Flow In from Grant fund reimbursements	87,000	3,000	-	-	-	-	-	-	-	-
Forecasted Unrestricted Reserves at end of year	8,819,000	9,208,000	17,060,000	10,486,500	9,508,500	8,483,500	7,546,500	7,121,500	8,141,500	9,159,500
Total All Unrestricted Reserves Forecasted at June 30 each year	8,819,000	9,208,000	17,060,000	10,486,500	9,508,500	8,483,500	7,546,500	7,121,500	8,141,500	9,159,500

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 Est/Act	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted
TOTAL Unrestricted Reserves Forecasted at June 30 each year	9,136,000	9,208,000	17,060,000	10,486,500	9,508,500	8,483,500	7,546,500	7,121,500	8,141,500	9,159,500
Reserve Policy Minimum Balance 40% of Expenses at June 30 each year	3,030,000	3,310,000	3,570,000	4,140,000	4,180,000	4,200,000	4,370,000	4,550,000	4,740,000	4,940,000
Unrestricted Capital Improvement Reserves at June 30 each year	6,106,000	5,898,000	13,490,000	6,346,500	5,328,500	4,283,500	3,176,500	2,571,500	3,401,500	4,219,500

ATTACHMENT 7

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

	2016-17 Actual	2017-18 Actual	2018-19 Est/Act	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted
Operating Revenue	7,754,000	8,214,000	8,559,000	8,578,000	8,835,000	9,188,000	9,556,000	9,938,000	10,336,000	10,749,000
Portside Partners-SRP minimum rents	240,000	300,000	300,000	475,000	1,400,000	1,450,000	1,500,000	1,550,000	1,600,000	1,650,000
Onetime-VIM appreciation rent & Portside Harbor Option Fee	1,200,000									
% Increase / -Decrease	4%	6%	4%	0%	3%	4%	4%	4%	4%	4%
Non-Operating Revenue (Includes prop taxes)	1,165,000	1,235,000	1,300,000	1,300,000	1,326,000	1,353,000	1,380,000	1,408,000	1,436,000	1,465,000
% Increase / -Decrease	7%	6%	5%	0%	2%	2%	2%	2%	2%	2%
Total Revenue	10,359,000	9,749,000	10,159,000	10,353,000	11,561,000	11,991,000	12,436,000	12,896,000	13,372,000	13,864,000
% Increase / -Decrease	12.0%	-5.9%	4.2%	1.9%	11.7%	3.7%	3.7%	3.7%	3.7%	3.7%
Operating Expenses (excludes depreciation)										
Operating Expenses	4,700,000	5,572,000	5,693,000	6,192,500	6,502,000	6,827,000	7,168,000	7,526,000	7,902,000	8,297,000
Harbor Patrol Expenses	1,223,000	1,234,000	1,443,000	1,554,000	1,632,000	1,714,000	1,800,000	1,890,000	1,985,000	2,084,000
Harbor dredging & related expense	219,000	209,000	239,000	248,000	450,000	260,000	260,000	260,000	260,000	260,000
Total Operating Expenses	6,142,000	7,015,000	7,375,000	7,994,500	8,584,000	8,801,000	9,228,000	9,676,000	10,147,000	10,641,000
% Increase / -Decrease	1.5%	18.6%	2.2%	8.8%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Non-operating and Other Expenses										
Principle/Interest & deferred refunding	1,277,000	1,254,000	1,264,000	1,280,000	1,280,000	1,280,000	1,280,000	1,280,000	1,280,000	1,280,000
Principle/Interest/Fees - 2018 Vlg Marina Dock Renovations			241,000	375,000	375,000	375,000	375,000	375,000	375,000	375,000
Total Non-operating expenses	1,277,000	1,254,000	1,505,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000
% Increase / -Decrease	0.7%	-1.8%	20.0%	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total all Expenses	7,419,000	8,269,000	8,880,000	9,649,500	10,239,000	10,456,000	10,883,000	11,331,000	11,802,000	12,296,000
% Increase / -Decrease	0.2%	11.5%	7.4%	8.7%	6.1%	2.1%	4.1%	4.1%	4.2%	4.2%
Cash Flows In (Out) from normal operations before any Improvements	\$ 2,940,000	\$ 1,480,000	\$ 1,279,000	\$ 703,500	\$ 1,322,000	\$ 1,535,000	\$ 1,553,000	\$ 1,565,000	\$ 1,570,000	\$ 1,568,000

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



RESOLUTION NO. 3374

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT ADOPTING THE
2019-2020 FISCAL YEAR BUDGET**

WHEREAS, it is necessary and appropriate for the Board of Port Commissioners of the Ventura Port District to adopt a Budget for Fiscal Year 2019-2020; and

WHEREAS, a Preliminary Budget was presented to and reviewed by the Board of Port Commissioners on May 15, 2019; and

WHEREAS, the Preliminary Budget was deemed appropriate and approved by the Board of Port Commissioners on May 15, 2019; and

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

NOW, THEREFORE, BE IT RESOLVED by the Board of Port Commissioners of the Ventura Port District that the District Fiscal Year 2019-2020 Budget is hereby approved.

PASSED and ADOPTED this 19th day of June, 2019.

Chris Stephens, Chairman

Attest:

Jean Getchell, Secretary

ATTACHMENT 8

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

I, Jean Getchell, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3374 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 19th day of June 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 19th day of June 2019.

(Seal)

Secretary



RESOLUTION NO. 3375

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE VENTURA PORT DISTRICT ESTABLISHING THE SALARY SCHEDULE FOR NON-REPRESENTED EMPLOYEES OF THE DISTRICT FOR THE FISCAL YEAR 2019-2020

WHEREAS, on April 03, 2019, the Board of Port Commissioners (the "Board") passed, approved, and adopted at a regular meeting of the Board, Resolution No. 3370, wherein the Board established a salary schedule for non-represented employees for Fiscal Year 2018-19;

WHEREAS, the Board has determined that it is in the best interest of the District to amend the salary schedule to increase both the bottom and the top of the salary range by 3%;

WHEREAS, as a result of such amendments, the Board finds it desirable and in the best interest of the District to rescind Resolution No. 3370 and to adopt the revised Resolution No.3375 in the manner set forth herein; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Port Commissioners of the Ventura Port District that the Salary Schedules set forth below shall become effective July 3, 2019:

Classification	Monthly Range
Accountant I	\$4,348 - \$6,086
Accountant II	\$4,831 - \$6,763
Accounting Manager*	\$6,239 - \$9,549
Accounting Technician	\$3,653 - \$5,590
Administrative Assistant/Clerk*	\$4,297 - \$6,575
Business Operations Manager*	\$8,826 - \$11,494
Custodian I	\$2,656 - \$4,066
Deputy General Manager*	\$10,221 - \$13,778
Electrical Technician	\$4,073 - \$6,231

ATTACHMENT 9

Facilities Manager*	\$6,113	-	\$8,908
Gardener	\$2,923	-	\$4,473
Harbormaster	\$6,009	-	\$9,197
Landscaper	\$3,505	-	\$5,367
Maintenance Supervisor*	\$5,198	-	\$7,956
Maintenance Worker I	\$2,923	-	\$4,473
Maintenance Worker II	\$3,505	-	\$5,367
Management Assistant	\$2,978	-	\$4,556
Marina Manager*	\$5,145	-	\$7,873
Marketing & Event Coordinator	\$3,687	-	\$4,890
Marketing Manager*	\$5,605	-	\$8,579
Mechanical Technician	\$4,073	-	\$6,231
Property Manager*	\$6,113	-	\$8,908
Senior Harbor Patrol Officer	\$5,225	-	\$7,997

*Exempt Employee Status

Temporary Employee	Hourly Range		
Dispatcher	\$15.00	-	\$19.85
Administrative/Marketing Services	\$12.00	-	\$24.85

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

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

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

BE IT FURTHER RESOLVED that the District shall continue to contribute a maximum of \$600.00 per month toward the employee's cost of health and dental insurance. The District's Optional Benefit Plan shall continue to be \$475.00 per month.

ATTACHMENT 9

Those employees who choose not to participate in the District's health and dental insurance plans will receive \$216.00 as additional salary.

BE IT FURTHER RESOLVED that on July 1, 2018, the District implemented an employee vision plan. The District shall contribute the monthly premiums for said vision plan for the employees and their dependents, as appropriate; and

BE IT FURTHER RESOLVED that the District shall no longer pay a percentage of the CalPERS Employer Paid Member contribution (EPMC) for the Non-represented Classic Miscellaneous employee group effective July 4, 2018; and

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

PASSED, APPROVED and ADOPTED this 19th day of June, 2019 at the regular meeting of the Board of Port Commissioners of the Ventura Port District, Resolution No. 3375 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Chris Stephens, Chairman

Attest:

Jean Getchell, Secretary

(Seal)



BOARD OF PORT COMMISSIONERS

JUNE 19, 2019

STANDARD AGENDA ITEM 2

APPROVAL OF PROFESSIONAL
SERVICES AGREEMENT WITH SWIFT
CHIP FOR INFORMATION
TECHNOLOGY SERVICES FOR
FY2019-2020

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: Brian Pendleton, General Manager
SUBJECT: Approval of Professional Services Agreement with Swift Chip for Information Technology Services for FY2019-2020

RECOMMENDATION:

That the Board of Port Commissioners approve the FY19-20 Professional Services Agreement with Swift Chip not to exceed \$115,000 for District Information Technology services.

SUMMARY:

Swift Chip will continue to provide Information Technology (IT) services to the District for its on-going operations through June 30, 2020. Swift Chip has provided an analysis of existing hardware and software capabilities with prioritized recommendations and cost related estimates to the District for implementation beginning FY19-20. With the implementation of new equipment and software, the monthly rate will decrease. The new equipment and software include:

- 1 new server
- Additional ram for existing server
- Server backups with storage, licensing, and maintenance
- Office 365 Update (includes most recent Microsoft office software and email storage on the cloud)
- 2 firewalls
- 9 new workstations

BACKGROUND:

The District entered into a PSA with Swift Chip beginning in February to provide IT services that had been managed in-house by the Marina Manager with consultant support from Virtual Pacific Networks. The Marina Manager retired in December, which provided an opportunity to evaluate operational, service and cost efficiencies. Swift Chip was initially retained to provide personal computer services and evaluate hardware and software needs while Virtual Pacific Networks was tasked with continuing to provide server, security camera and fiber optic service. Virtual Pacific Networks advised the District that Swift Chip is highly capable of performing those functions as well and concluded its IT PSA with the District in January.

Swift Chip is a Ventura-based company that provides IT services to more than 400 organizations in Los Angeles and Ventura counties. They provide innovative and custom-designed services and solutions designed to provide operational efficiency, increase staff productivity, and reduce IT costs. The District has coordinated with CEO Kenneth May.

Mr. May has a Master's Degree from SBCOM, a Bachelors in Liberal Arts from Thomas Aquinas College and has written 3 books and numerous articles. He has been Voted Top Channel Influencer of the SMBnation 150, and carries numerous certifications from HP, Microsoft, Cisco, SANS, Symantec, Dell and more. Recently, he was chosen by his peers to be elected to the CompTIA Managed IT Services Community Executive Council, where he will directly influence the education and guidance of their international IT community. Ken is also a Commissioner for the City of Ventura, CA, where he works to help promote the Arts in his community and a Board member for the Ventura Visitors and Convention Bureau.

The PSA will provide for daily IT services for District operations through the end of FY19-20 (June 30, 2020) and include the following areas of responsibility:

- Computers
- Printers
- Servers
- Security Cameras
- Vendor Coordination (eg. Telecommunications, Internet Services)
- Technology Solution Design

FISCAL IMPACTS:

The District has currently been paying \$9,450 per month under the Professional Services Agreement for IT management services. Starting July 1, 2019, the monthly fee will decrease to \$8,850 during the months of equipment and software update implementation (3 months). Once implementation is complete, the monthly fee will decrease again to \$8,350 per month.

The District, however, will incur new monthly costs for two of its priorities; the server backup cloud storage, licensing, and maintenance and the Office 365 update with email cloud storage. This will add an additional \$1,060 per month. These fees are third party vendor fees, not Swift Chip fees.

The new equipment will be a one-time cost of approximately \$32,000 and will be funded from the computer equipment budget under office supplies, and therefore is not part of the Swift Chip contract.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JUNE 19, 2019

STANDARD AGENDA ITEM 3

ONE-TON DERRICK CRANE

PROCUREMENT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 3

Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: Richard Parsons, Project Manager
SUBJECT: One-Ton Derrick Crane Procurement

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Find that the General Manager has made a good faith determination that a sole source procurement opportunity has been presented to the District; and
- b) Authorize the sole source procurement of a one ton derrick crane from Allied Power Products, Inc. in the amount of \$141,273.

SUMMARY:

The District's current budget includes \$150,000 for the acquisition of a one ton crane. Section IV-A of the District's Procurement and Purchasing Policy provides for sole source procurement where there is only one source for the necessary equipment. A one ton derrick crane manufactured by Allied Power Products is the only identified crane that satisfies the Districts operating requirements for unloading seafood product.

BACKGROUND:

In 2014, it became apparent that the two jib cranes on the fish pier required replacement due to their age and questionable safety performance. As a result the District developed unique design specifications for the replacement cranes as outlined below:

- The crane must be relatively light weight so that a supplemental concrete base that would require a structural modification of the fish pier dock is not necessary.
- The crane should be able to lift 1 ton but no more. This lifting capability was arrived at with consideration for OSHA requirements. That agency specifies that cranes lifting over 1 ton must be manned by a qualified operator. Thus anything over 1 ton would require the District to have an operator on call 24 hours a day, seven days a week. That would entail a significant operating cost for the District and is there not acceptable.
- The crane must be able to lift or lower loads in less than a minute. While this may not seem like a big deal, when a fisherman has 35 or more containers to lift the time adds up. The District therefore specifies a line speed of 46FPM (feet per minute). A crane operating at that speed would require 1 minute to lift and another to lower for a 2 minutes total per cycle or 70 minutes for 35 bins.
- The crane's hook height above the pier deck must be at lease 20ft. so that containers with fish products can be stacked on a flatbed truck.

The one ton derrick crane manufactured by Allied Power Products (*see attached description*) is the only crane that meets these specialized needs and performs the required fish unloading function in a timely manner.

Allied indicates that it expects a 4 or 5 month timeframe for the manufacturing and delivery of the crane to the Port District. During that period the District will be required to make separate arrangements with local contractors for the installation of the derrick crane.

FISCAL IMPACT:

As mentioned above, the District's FY2018-19 Capital Improvement Budget includes \$150,000 for the derrick crane. However, only a 30% deposit of \$42,881.90 will be charged to the FY2018-19 budget. The balance, as well as, the estimated \$80,000 installation cost is included in the proposed FY2019-20 budget.

ATTACHMENTS:

Attachment 1 – Allied Power Products Description

ALLIED POWER PRODUCTS, INC.

THE WINCH & HOIST SPECIALISTS

6590 SW Fallbrook Place, Beaverton, OR 97008
503/626-0654 Fax: 503/646-1996
www.alliedpower.com

ATTACHMENT 1

Allied Power Products, Inc

Order Acknowledgment

PO Number:

Date: 14-Jun-19

To

Richard Parsons
Ventura Port District
1603 Anchors Way
Ventura, CA 93001
United States of America

Ship To

Ventura Port District
1603 Anchors Way
Ventura, CA 93001
United States of America

Ph: 805-642-8538

Fax:

Terms		Ship Via	Salesperson	
See Below			ACM	
Quantity	Description	Unit Price	Amount	
1 each	Stiff Leg Derrick Crane System Model: 20FFM APPI to provide approval drawing prior to production One (1) Columbia 20FFM Davit Crane All components seal welded (where applicable) Square base Tripod style davit support legs Stainless steel wire rope boom support assembly 245° rotation Integral light weight swing handle for rotation (at full load) - Mounted 90 degrees to boom - 48" handle length Stainless steel or non-metallic fasteners (where applicable) Stainless steel zerk fittings with extended grease runs (where applicable) Mounting plate for HR3-2000-4A34-L hoist Mast top light assembly with four (4) RAB lights (P/N FXLED78) Tag line attachment point at end of boom near sheave Hot dip galvanized Three (3) 14" X 14" X 3/4" 316 stainless steel under dock support leg base plates One (1) Columbia HR3-2000-4A34-L Hoist 3.0 HP UL -listed inverter duty brakemotor - IP66 rated 460 VAC 3-phase input power Spring applied electrically released brake Gear box orientation: WL-9 Pressure roller Rotary limit switch - Settable upper and lower travel limits - NEMA 4 enclosure - 55' travel distance Gray epoxy overcoat Stainless steel fasteners (where applicable) Stainless steel zerk fittings with extended grease runs (where applicable)	\$141,273.00	\$141,273.00	

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To

Richard Parsons
Ventura Port District
1603 Anchors Way
Ventura, CA 93001
United States of America

Ship To

Ventura Port District
1603 Anchors Way
Ventura, CA 93001
United States of America

Ph: 805-642-8538

Fax:

Terms		Ship Via		Salesperson												
See Below				ACM												
Quantity	Description	Unit Price	Amount													
	One (1) Wire Rope Assembly 150' of Ø3/8" stainless steel wire rope with stainless steel latching hook (P/N 3255-X-50-16)															
	One (1) Columbia Custom Control Panel (Repeat of panel from Job 74527) Variable frequency drive in a NEMA 4X UL-listed stainless steel enclosure Installed in panel: - 5 digit hour meter Installed on the panel face: - Circuit Breaker rotary disconnect Amphenol connector for pendant at panel (mounted on bottom of control panel) Stainless steel hook for pendant NEMA 4X hand-held pendant control with UP/DOWN momentary contacts, speed potentiometer and a 20' lead															
	One (1) Dynamic Brake Resistor in a NEMA 3R stainless steel enclosure															
	One (1) Grainger Fiberglass Enclosure (P/N 52XE26)															
	One (1) Grainger mounting plate (P/N 52XE37)															
	One (1) Gunnebo Johnson Sheave (P/N 10-3A)															
	Estimated performance based on Ø3/8" wire rope: <table><tr><td>Layer</td><td>Line Pull(lbs)</td><td>Line Speed(fpm)</td><td>Total Length(ft)</td></tr><tr><td>1</td><td>2,000</td><td>46.0</td><td>72.3</td></tr><tr><td>2</td><td>1,892</td><td>48.7</td><td>148.7</td></tr></table>	Layer	Line Pull(lbs)	Line Speed(fpm)	Total Length(ft)	1	2,000	46.0	72.3	2	1,892	48.7	148.7			
Layer	Line Pull(lbs)	Line Speed(fpm)	Total Length(ft)													
1	2,000	46.0	72.3													
2	1,892	48.7	148.7													
	Customer to provide and install all electrical connections except pendant lead Does not include fasteners for upper and under dock mounting plates															
	Port District to be notified 14 days prior to hot dip galvanizing for source inspection															
	Prior to crating and shipping of the crane to the job site, the Port District or its designated representative shall make a final inspection															

ALLIED POWER PRODUCTS, INC.

THE WINCH & HOIST SPECIALISTS

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503/626-0654 Fax: 503/646-1996
www.alliedpower.com

ATTACHMENT 1

Allied Power Products, Inc

Order Acknowledgment

PO Number:

Date: 14-Jun-19

To

Richard Parsons
Ventura Port District
1603 Anchors Way
Ventura, CA 93001
United States of America

Ship To

Ventura Port District
1603 Anchors Way
Ventura, CA 93001
United States of America

Ph: 805-642-8538

Fax:

Terms		Ship Via		Salesperson
See Below				ACM
Quantity	Description	Unit Price	Amount	
	Job: 77538 30% construction deposit required Balance due prior to shipment 			
	Overdue invoices subject to 1.5% per month carrying charge. All returns require a Return Goods Authorization and are subject to a minimum 25% restocking charge. Unless otherwise accepted in writing, Allied Power Products, Inc, standard terms, conditions and warranty shall apply. Copies are available upon request. Any reference to credit or terms offered is strictly conditional based on final approval by APPI. Accepted by: _____ Authorized Signature Date	Total:	\$141,273.00	



BOARD OF PORT COMMISSIONERS

JUNE 19, 2019

STANDARD AGENDA ITEM 4

AUTHORIZATION TO PURCHASE A
BLOCK VOLVO DIESEL ENGINE FOR
HARBOR PATROL FIRE BOAT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 4
Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: Brian Pendleton, General Manager
John Higgins, Harbormaster
SUBJECT: Authorization to Purchase a Block Volvo Diesel Engine for Harbor Patrol Fire Boat

RECOMMENDATION:

That the Board of Port Commissioners authorizes the General Manager to purchase a Long Block Volvo Diesel Engine and provide part exchange from Pacific Marine Repair under a Sole Source Procurement consistent with Section IV (A)(1)(4) of the Procurement and Purchasing Policy in the amount of \$30,200.

SUMMARY:

The Fireboat recently suffered a major mechanical failure in the Port Engine. The staff has been working diligently to investigate the situation, research our options, and identify a quick method to get the critical piece of equipment back in service.

We request the board authorize the General Manager to proceed with a Sole Source Procurement for a Volvo D4-300I Long Block Engine, Conversion, & Installation with Pacific Marine Repair for an estimated \$30,200.

BACKGROUND:

The Fireboat is the only Marine Fire Fighting piece of equipment in the Ventura area. The Ventura Port District and City of Ventura Fire Department have a joint use agreement to provide Fire suppression to the Ventura Harbor, Keys Waterside Residences, Ventura Pier, and Vessels Offshore. Following the previous Harbormasters specifications, the boat builder had built the boat around a Volvo D400 Diesel Engine power source. These particular Volvo D400 engines are the only engines that perform to our previous specifications, and fit without making significant changes to the vessel.

Near the end of April a major mechanical issue occurred on the Fireboat's Port Engine which abruptly took it out of service. Since that time we have been in communications with the boat builder, marine mechanics, and other engine vendors to look at all options. We found there are limited Marine Volvo mechanics in our region and while other authorized mechanics were found inland, they did not have the capabilities to do the installation, alignment, and other warranty related work. After consultation with District Legal Counsel, it was determined that following the Ventura Port District Procurement and Purchasing Policy that this project would fall under the Sole Source Procurement.

The most cost-effective and timely method to get the boat back in service is to pursue the purchasing of a long block. Pacific Marine Repair in Ventura is a local vendor who could handle all aspects of the repair and be available should later warranty issues arise.

FISCAL IMPACT:

The estimated cost to perform all the necessary work, \$30,200, is available within the existing Harbor Patrol Boat Maintenance account. This account is for routine and unexpected Boat Maintenance. Due to other priorities some work was not done this year which has left a balance that would accommodate the total repair and associated boatyard costs.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

JUNE 19, 2019

STANDARD AGENDA ITEM 5 CONSIDERATION OF AGENDA REORGANIZATION

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 5
Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: Chairman Chris Stephens
Jessica Rauch, Clerk of the Board
SUBJECT: Consideration of Agenda Reorganization

RECOMMENDATION:

That the Board of Port Commissioners consider the reorganization of the meeting agenda to provide additional opportunities for public comment on closed session matters.

SUMMARY:

At the last meeting, Chairman Stephens requested an item be brought back to the Board to discuss the possibility of reorganizing the District's meeting agendas to allow a time certain for public comment on items on the Closed Session agenda.

BACKGROUND:

Historically, members of the public have had the opportunity to provide public comment during the open session agenda to speak on closed session items, which is after the closed session meeting adjourns. The Ventura City Council Agenda provides a separate closed session agenda with a call to order, roll call and time for public comment on items for closed session. This would mean that meetings would begin at 5:30PM with an adjournment to closed session and reconvening for open session at 7:00PM. Staff recommends this format.

Staff researched several cities of Ventura County and all had fairly similar approaches to the Ventura City Council Agenda.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 –Ventura City Council Agenda Example

CS1. CALL TO ORDER – CLOSED SESSION – 5:00 p.m.

CS2. ROLL CALL

CS3. PUBLIC COMMUNICATIONS: Public comments on Closed Session Items only.

CS4. CLOSED SESSION – City Council Conference Room

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: City Manager

Authority: Government Code Section 54957

2. CONFERENCE WITH LABOR NEGOTIATORS

City Negotiators: Councilmember Erik Nasarenko and Mayor Matt LaVere

Unrepresented Employee: City Manager

Authority: Government Code Section 54957.6

CS5. ADJOURNMENT

1. CALL TO ORDER – REGULAR SESSION – 6:00 p.m.

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. SPECIAL PRESENTATIONS AND ANNOUNCEMENTS

- Mayor For a Moment – Pierpont Elementary School – Punctuality
- Mayor For a Moment – Mound Elementary School – Self-Control
- Proclamation – National Public Works Week – May 19-25, 2019

5. CLOSED SESSION REPORT

6. CITY COUNCIL COMMUNICATIONS

Per Government Code Section 54954.2(a)(2), the Council Communications section of the agenda provides City Council the opportunity to ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities.



BOARD OF PORT COMMISSIONERS

JUNE 19, 2019

STANDARD AGENDA ITEM 6

RESPONSE TO LETTER, DATED APRIL 18, 2019

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 6
Meeting Date: June 19, 2019

TO: Board of Port Commissioners
FROM: Brian Pendleton, General Manager
SUBJECT: Response to Letter, Dated April 18, 2019

RECOMMENDATION:

That the Board of Port Commissioners receive an informational report in response to a letter, dated April 18, 2019, subject "Requested May 6, 2019 City Council Agenda Item Re Ventura Port District," and provide direction to staff as appropriate.

SUMMARY:

A letter was sent to the Ventura City Council expressing operational concerns about the Ventura Port District. The Commission asked that the item be agendaized for discussion and response/action as needed.

BACKGROUND:

The subject letter cited a number of issues and concerns, many of which are summarized and discussed below:

Council Support for an Open Recruitment for the Next General Manager

This issue has been discussed by the Commission at previous meetings, and was formally addressed in the standard Item 1 board report and action at the May 15th Commission meeting.

Review Actions of Individual Commissioners

- Intentional Lack of Transparency
The Port Commission is governed by the Harbors and Navigation Code Section 6249, which states "The board may prescribe rules and regulations pertaining to the selection of officers and employees of the district, other than the auditor."
- Conflict of Interest
The District has received additional correspondence regarding the Ventura Shellfish Enterprise (VSE) project and this concern will be discussed at the July 17, 2019 Commission meeting.
- Absenteeism
There is no statutory guideline or rule specifying what is or is not "acceptable" for Board member attendance at meetings of a public agency. In the Board of Port Commissioners Protocols and Policies Manual, it states, "Attend and actively participate in all meetings, keeping absences to a minimum;" (Section 2.3 No. 16) and "When a Commissioner plans on being absent from a meeting, prior notification shall be provided to the Clerk of the Board." (Section 3.6) However, the typical approach regarding absenteeism is that three consecutive unexcused absences jeopardize a board member's standing. There have been no unexcused absences among Port Commissioners.

Evaluate Individual Commissioner's Record of Contributions to the Harbor

The City Council selects Commissioners through an application and interview process by sub-committee of the Council, which is then voted on by the full City Council. Commissioners serve a four year term and are able to re-apply at the end of their term. The Council may consider reappointing the Commissioner or another candidate. The process and decision rests entirely with the City Council; the Port Commission has no role in the evaluation or selection process.

District Must Develop Financial Accountability

The District develops financial accountability on an annual and bi-annual basis. This is done through the fiscal year budget, mid-year budget, five year capital improvement plan and building tenant improvements. The District has developed an annual action plan that summarizes the on-going leasing efforts in Harbor Village.

Also, the Accounting Manager prepares for the Board's approval quarterly financial statements that include statement of income expenses, aquaculture fisheries grant fund financial statements, accounts payable check registers and chase credit card charges.

District Must Prioritize the Needs of Commercial Fishing

As a vibrant commercial fishing harbor, the District allocates funds in its budget for commercial fishing infrastructure on an annual basis. Commercial fishing is a key element in our dredging advocacy for funding to dredge the harbor entrance. This is done through attending California Marine Affairs and Navigation Conference (CMANC) meetings three times a year and contracting with Carpi & Clay for federal advocacy.

The District supports a Saturday fishermen's market where commercial fishermen are able to sell their catch to the public and local restaurants. The District also provides for a fisherman's gear storage and net repair area on Angler Ct. for our fishermen.

Based upon the amenities provided in support of the commercial fishing industry, the Ventura Harbor is the No. 1 fish offloading harbor in the state. Commercial Fishing is the largest category budgeted for in the Five Year Capital Improvement Plan. The following are projects that have been completed or are currently in the works:

FY14-15	Furnishing/Installation of one-ton derrick crane #1	\$119,575	Completed
FY15-16	D Dock Repairs	\$6,950	Completed
FY17-18	Fish Pier Assessment	\$49,968	Completed
FY18-19	Fish Pier Deck Resurfacing	\$401,932	Completed
FY18-19	Dock Replacement Project C/D/G/H	\$4,600,000	Under way
FY19-20	Furnishing/Installation of one-ton derrick crane #2	\$225,000	Not started
FY19-20	Electrical Pedestal Replacement on Docks not included in Replacement Project	\$120,000	Not started
	TOTAL	\$5,523,425	

The Board approved a new ten year lease for the fisherman's gear storage facility. Staff is currently preparing a grant asking the California Coastal Conservancy for \$354,600 with an in-kind contribution of \$124,500, totaling \$479,100 for improvements to this facility. This grant also includes the purchase of a one-ton derrick crane for the fish pier, which will replace an inoperable one.

District Must Implement Better Communication

All agenda packets are emailed to the City Council and members of the public who have requested to be on the distribution list. All agenda packets, as well as other policies, reports and budgets are posted to the website.

The District has an appointed City Council Liaison who receives the Commission agenda packets via mail and email. As one of their duties, they are encouraged to attend Commission meetings on a regular basis. Staff is also seeking to establish regular meetings with the City Council Liaison.

District Must Develop Human Resource Policies and Obtain Human Resource Professional

The District has a Human Resources Manual that was adopted on October 27, 2004. It is currently being updated by Liebert Cassidy Whitmore, who is a Human Resource legal professional and will continue to be updated on an annual basis. Anytime there are revisions made to the HR Manual, it comes to the Commission for approval. This manual is posted on the website.

The District also contracts with Liebert Cassidy Whitmore to provide HR legal assistance and training; contracts with the California Joint Powers Insurance Authority (JPPIA) for risk management, workers compensation, related legal advice and trainings; and the California Special Districts Association (CSDA), who offer a variety of trainings, as well.

Management staff receives Human Resources training through these contracts and the Accounting Manager is in charge of worker's compensation and benefits. The Harbormaster, Facilities Manager and Business Operations Manager implement risk management strategies among staff and throughout the District facilities and equipment.

FISCAL IMPACT:

None.

ATTACHMENTS:

Attachment 1 – Letter dated April 18, 2019

April 18, 2019

Mayor and City Council Members
City of San Buenaventura
501 Poli Street
Ventura, California 93001

SUBJECT: REQUESTED MAY 6, 2019 CITY COUNCIL AGENDA ITEM RE
VENTURA PORT DISTRICT

Dear Mayor LaVere and Council Members:

We, the undersigned, are business owners at Ventura Harbor who would like the Council to know about our serious concerns for the future well-being of the harbor and the actions taken by individual Port Commissioners and District managers. We are submitting the following requested actions for your prompt consideration.

REQUESTED ACTIONS:

Council Support for an Open Recruitment for the Next General Manager

The Port Commissioners have acted behind closed doors regarding the appointment of the next District General Manager and have failed to disclose plans to the harbor businesses and the public. The Agenda for the Special Meeting scheduled for April 18 includes consideration of the “Appointment of a General Manager” that would become effective May 1. No name is provided to indicate who would be appointed and there is no other information regarding the terms of employment or compensation. How could the public provide meaningful comment with no information to consider?

On December 17, 2017, the Commissioners approved a new position titled “Deputy General Manager”. The Board Report specified “...a succession plan for the position of the General Manager in the future.” In the fifteen months since then, no succession plan has been developed, much less shared for review and comment by the harbor businesses or others affected by District management. This is outrageous. This conduct is more appropriate to those running a private club than a public agency.

Please add your support to our request for an open recruitment to ensure a fair recruitment process and appointment of the most qualified person to lead the harbor into the future.

Review Actions of Individual Commissioners

We ask that your Council take notice of the actions of individual Commissioners. This includes:

- Intentional lack of transparency by those who have acted behind closed doors to ensure that an open recruitment was not undertaken and others were kept in the dark.
- Conflict of interest by any Commissioner who has controlled and represented District actions that are appropriately performed by staff, while at the same time serving as a policy-making Commissioner. This involves abuse of power.
- Absenteeism that exceeds what is acceptable for a member of a public agency board.

Evaluate Individual Commissioner's Record of Contribution to the Harbor

Each Commissioner was selected to add unique talents to the Commission. We suggest that the Council hold each Commissioner accountable for positive contributions and corrective action when necessary.

District Must Develop Financial Accountability

The Commissioners have failed for several years to develop a financial plan or business plan for specific sectors at Harbor Village (restaurants, retail shops and offices), commercial fishing, and the shellfish project. No review has been undertaken to project the impacts on the financial integrity of the District of decreased fish landings, new projects or the shellfish project.

District Must Prioritize the Needs of Commercial Fishing

The recent testimony of the commercial fishermen before the Commission regarding District management's last minute effort to secure an extension for the leased property where they store their fishing nets, lobster pots and other gear demonstrates the Commission's poorly established priorities. If an overwhelming amount of management's efforts weren't spent on the shellfish project, there would be more time to deal with the real-world operating needs of the harbor businesses. That District management considered leasing property on Ventura Avenue for fishermen storage, demonstrates how out of touch it is with the needs of fishermen.

District Must Implement Better Communication

As the elected officials approving the appointment of each Port Commissioner, you should be kept informed of important developments in the harbor, especially those that affect our citizens' use of the harbor and the District's financial integrity. The lack of communication about the loss of the Parker Group's plans to develop a hotel and hostel was inexcusable and should never happen again.

District Must Develop Human Resource Policies and Obtain Human Resource Professional

There is no human resource policy at the Port District to guide appropriate conduct, necessary discipline of staff or corrective action to be implemented where managers make mistakes. There is also no human resources professional at the Port District. Only the Harbor Patrol Officers are union-represented and enjoy the protections of a Memorandum of Understanding.

We recognize that this is a large request and have listed our requests in the order of importance to us. We think the most immediately productive items would be the open recruitment for the General Manager and ensuring that the Commissioners are working for the well-being of the harbor and not just showing up to implement what existing management wants. Conflict-of-interest must be prohibited and the harbor businesses should be treated with respect and fairness.

ATTACHMENT 1

Your Council's interest and support would be greatly appreciated and make a profound improvement to the way things are today.

Sincerely yours,

See scanned attachment with signatures.

Jim Colomy Signature_____

Commercial Fisherman

Gregg Ewert Signature_____

Ventura Sportfishing

Lynn Mikelatos Signature_____

The Greek Mediterranean Steak and Seafood

Paul Amaral Signature_____

Vessel Assist/Tow Boat US

Sam Sadove Signature_____

Ventura Harbor Marine Associates, LLC

Michael Wagner Signature_____

Andria's Seafood

Terry Willmarth Signature_____

Commercial Fisherman

Kip Whited Signature_____

Commercial Fisherman

Orestis Simos Signature_____

Water's Edge Restaurant

Aatish Gehani Signature_____

Casa de Regalos House of Gifts

Tristan Thames Signature_____

Ventura Village Carousel

Sandra Aiken Signature_____

Coffee Dock and Post

Annette Cortez Signature_____

The Ultimate Escape Rooms

Wendy Guionnet Signature_____

Le Petit Café & Bakery

Vikki Brock Signature_____

Ventura West Marina Resident

Buz Wilburn Signature_____

Ventura Marina Mobile Home Resident

Sue Musson Signature_____

Dave's Fuel Dock

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