



## **VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS**

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

Oscar Peña, General Manager  
Christopher Chan, Legal Counsel  
Jessica Rauch, Clerk of the Board

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### **PORT COMMISSION AGENDA REGULAR MEETING JUNE 24, 2015 AT 7:00 P.M. VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE, VENTURA, CA**

*A Closed Session of the Board will be held at **5:30PM** at the Four Points by Sheraton Hotel – **Schooner Room** adjacent to The gym and spa, 1050 Schooner 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 **7:00P.M.***

#### **ADMINISTRATIVE AGENDA:**

**CALL TO ORDER:** *By Chair, Jim Friedman.*

**PLEDGE OF ALLEGIANCE:** *By Chair, Jim Friedman.*

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

#### **ADOPTION OF AGENDA (5 minutes)**

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

#### **APPROVAL OF MINUTES**

*The Minutes of the June 10, 2015 will be considered for approval.*

#### **PUBLIC COMMUNICATIONS (3 minutes)**

*The Public Communications period is set aside to allow public testimony on items not on today's agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair.*

#### **CLOSED SESSION REPORT (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.*

**DEPARTMENTAL STAFF REPORTS (10 minutes)**

*Ventura Port District Staff will give the Commission reports on their Department.*

**GENERAL MANAGER REPORT (5 minutes)**

*The General Manager of the Ventura Port District will report on items of general interest to the Port Commission and members of the public.*

**LEGAL COUNSEL REPORT (5 minutes)**

**CONSENT AGENDA: (3 minutes)**

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

**A) Approval of Financial Statements and Checks for the month of April 2015**

Recommended Action: Resolution No. 3279.

That the Board of Port Commissioners adopt Resolution No. 3279 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in April 2015.

**B) Approval of New Office Lease Agreement for Ron Baldonado**

Recommended Action: Motion

That the Board of Port Commissioners approves by motion a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Ron Baldonado for the premises located at 1591 Spinnaker Drive #201 consisting of a total of 625 square feet for a two (2) year term.

**C) Approval of New Lease Agreement for Milano's Italian Restaurant**

Recommended Action: Motion

That the Board of Port Commissioners approves by motion a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Milano's Ventura, Inc. dba Milano's Italian Restaurant for the premises located at 1559 Spinnaker Drive #100 consisting of a total of 1,864 square feet and 1,035 square feet of Patio for a three (3) year term with a five (5) year option to extend.

**STANDARD AGENDA: (70 minutes)**

**1) 2015 – 2016 Final Budget and Five Year Capital Improvement Plan (30 minutes)**

Recommended Action: Resolution No. 3280.

That the Board of Port Commissioners adopt Resolution No. 3280 approving the 2015 – 2016 Ventura Port District Final Budget and Five Year Capital Improvement Plan.

**2) Appointment of California JPIA Board Director (10 minutes)**

Recommended Action: Motion.

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

**3) Award of Low Bid for Ventura Harbor Village Reroofing Project (15 minutes)**

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion the award of the Ventura Harbor Village Reroofing Project to Letner Roofing Co. for Bid Item No. 7 in the amount of \$563,405.00.

**4) Rejection of All Bids for the Accessible Parking Access Improvements (15 minutes)**

Recommended Action: Motion.

That the Board of Port Commissioners reject all bids received for the Accessible Parking Access Improvements at Ventura Harbor Village.

**REQUEST FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

*This agenda was posted on Friday, June 19, 2015 at 5:00 p.m.  
at the Port District Office and on the Internet - [www.venturaharbor.com](http://www.venturaharbor.com) (Public Notices).*

*♦  
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 24, 2015**

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

- |                      |                                       |
|----------------------|---------------------------------------|
| a) Property:         | <b>1559 Spinnaker Drive #100</b>      |
| Negotiating Parties: | Oscar Peña, Christopher B. Chan       |
| Under Negotiation:   | Milano's Italian Restaurant New Lease |
| b) Property:         | <b>805 Bar and Grilled Cheese</b>     |
| Negotiating Parties: | Oscar Peña, Christopher B. Chan       |
| Under Negotiation:   | Relocation of Restaurant              |
| c) Property:         | <b>1559 Spinnaker Drive #105</b>      |
| Negotiating Parties: | Oscar Peña, Christopher B. Chan       |
| Under Negotiation:   | Wild Local Seafood Budget             |

**2. Per Government Code Section – Potential Litigation:**

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

**JUNE 24, 2015**

**BOARD OF PORT COMMISSIONERS**

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**APPROVAL OF MINUTES**



## **Minutes of Regular Meeting of the Ventura Port District Board of Port Commissioners Held June 10, 2015**

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The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 11:03AM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

### **Commissioners Present:**

Jim Friedman, Chair  
Everard G. Ashworth, Vice Chair  
Gregory L. Carson – arrived at 11:05AM  
Bruce E. Smith

### **Commissioners Absent:**

None

### **Port District Staff:**

Oscar Peña, General Manager  
Robin Baer, Property Manager  
Frank Locklear, Marina Manager  
Jennifer Talt-Lundin, Marketing Manager  
Joe Gonzalez, Facilities Manager  
Robbie Dunham, Management Assistant  
Lauren Yuncker, Marketing Assistant  
Addy Cleverly, Marketing Assistant  
Richard Parsons, Consultant  
Jessica Rauch, Clerk of the Board

### **Legal Counsel:**

Christopher Chan

## **AGENDA**

**CALL TO ORDER:** By Chair, Jim Friedman at 11:03AM.

**PLEDGE OF ALLEGIANCE:** By Chair, Jim Friedman.

**ROLL CALL:** All Commissioners were present. Commissioner Carson arrived at 11:05AM.

### **ADOPTION OF AGENDA**

**ACTON:** Commissioner Ashworth moved, seconded by Commissioner Smith and carried by a vote of 3-0 to adopt the June 10, 2015 agenda.

### **APPROVAL OF MINUTES**

The Minutes of May 27, 2015 regular and special meeting were considered as follows:

**ACTION:** Commissioner Ashworth moved, seconded by Commissioner Smith and carried by a vote of 3-0 to approve the minutes of the May 27, 2015 regular and special meeting.

**PUBLIC COMMUNICATIONS:** None.

**BOARD COMMUNICATIONS:** Commissioner Carson visited the new Coffee Dock and Post with Oscar Peña and it is really nice and the owners have done a great job. Priscilla Levy, one of the owners said they will be opening next week, with a soft opening on Wednesday.

**STAFF COMMUNICATIONS:** None.

**LEGAL COUNSEL REPORT:** None.

**CONSENT AGENDA:**

**A) Approval of New Office Lease Agreement for Kyle & Associates**

**Recommended Action: Motion**

That the Board of Port Commissioners approves by motion a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Kyle & Associates for the premises located at 1583 Spinnaker Drive #209 consisting of a total of 535 square feet for a two (2) year term.

**ACTION:** Commissioner Ashworth moved, seconded by Commissioner Smith and carried by a vote of 4-0 to approve a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Kyle & Associates for the premises located at 1583 Spinnaker Drive #209 consisting of a total of 535 square feet for a two (2) year term.

**STANDARD AGENDA:**

**1) 2015 – 2016 Preliminary Budget and Five Year Capital Improvement Plan**

**Recommended Action: Motion.**

That the Board of Port Commissioners review, discuss and take appropriate action on the 2015 – 2016 Ventura Port District Preliminary Budget and Five Year Capital Improvement Plan.

Public Comment: Lynn Mikelatos, owner of The Greek and Margarita Villa, is working diligently to improve her restaurants. She has been looking at other types of shopping centers and thinking what is Harbor Village's strong point. Harbor Village has the benefit of a waterside location and locally owned businesses. The District needs to focus on investing in the tenants and making Harbor Village nicer. Kitty McGinnis, an artist of Harbor Village Gallery, supports a marketing budget increase; they do a tremendous amount of work with limitations.

**ACTION:** Commissioner Ashworth moved, seconded by Commissioner Smith and carried by a vote of 4-0 to approve the 2015 – 2016 Ventura Port District Preliminary Budget and Five Year Capital Improvement Plan, with staff developing two options for employee wage increases for the Final Budget approval.

The Commission had the following comments:

- Commissioner Carson would like scholarship funds for Yacht Club Junior Sailing Program add to the budget.
- Commissioner Ashworth thinks it's a good idea for employee wage increases to be contingent on Sondermann Ring signing the lease. The District should give some thought on what the City is doing; not today, but going forward we would see a

transition on how some of those increases go towards retirement. He thinks 4% is a good benchmark.

- Commissioner Friedman is agreeable to employee wage increases, conditioned on the Sondermann Ring check being signed. However, it is now time to start looking at employees contributing to their retirement.
- Commissioner Smith believes the District should be paying a fair wage. He would be in favor of providing salary adjustments as a flat rate or dollar amount as opposed to a percentage because the higher salary employees will have a higher percentage increase than the lower paid staff. Also, look at employee contributions not only for retirement, but for medical.
- Commissioner Ashworth was struck by Worker's Compensation. It has increased by a factor of 4 or more over the time period listed. He was struck at how much the cost has really changed and are there things we can do to manager that.
- Commissioner Ashworth stated that with others mentioning that squid is sensitive to temperatures; this discussion feeds into what will be discussed next month in talking about sources of revenue with shellfish. Commercial fishing is essential to this harbor.
- Commissioner Friedman said the concern we have been hearing is that fish offloading, particularly squid, is almost non-existent, yet we have a number that staff is depending on; does staff feel comfortable with \$155,000.
- Commissioner Smith asked how the commercial vessels are doing in terms of taking in waters north of us; Mr. Locklear said none. Commissioner Smith then asked if he anticipates a shortened season. Mr. Locklear said no; the Channel Islands are a generator of fish. Commercial vessels get a slip for a year so they have a spot and there is no lack of buyers for vessels when they are for sale.
- Commissioner Ashworth asked if there is a condition for commercial vessels to offload fish in Ventura Harbor when they have a slip with us.
- Commissioner Friedman asked about the Trolley advertising budget. Mr. Peña said that the advertising budget is staying the same as last year, but discovered that the big belly ad funds are not going to the operation of the trolley, but toward reducing operating expenses.
- Commissioner Smith asked if the \$240,000 from Sondermann Ring will be annual or one time. Mr. Peña answered that the minimum monthly rent will be \$25,000. Commissioner Smith then asked if once the lease is signed we are not going to see a decrease; no, the obligation is to pay \$25,000 a month. Commissioner Smith noticed a \$1.2 million lease transaction fee and asked if that is a one-time thing; it is a one-time fee and is not included in this budget.
- Commissioner Smith inquired about the marketing/leasing budget increasing from \$12,000 to \$21,000 and asked whether that is to increase the occupancy of the vacant spaces and whether that is a one-time or annual increase.



- **Commissioner Smith mentioned the concept of having a hotel in Harbor Village and the idea needs to be revisited.**
- **Commissioner Carson commented that the partnership with the District and our tenants helps reinvent the Village and we should be reinvesting in our businesses.**

**ADJOURNED TO CLOSED SESSION AT 12:20PM**

**RECONVENED PUBLIC SESSION AT 12:55PM.**

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

**REQUEST FOR FUTURE AGENDA ITEMS:** None.

**ADJOURNMENT:** The meeting was adjourned at 1:02PM.

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Secretary

**JUNE 24, 2015**

**BOARD OF PORT COMMISSIONERS**

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**DEPARTMENTAL STAFF REPORTS**

**DREDGING**  
**FEDERAL**  
**FACILITIES**  
**HARBORMASTER**  
**MARINA**  
**MARKETING**  
**PROPERTY MANAGEMENT**

## RWP DREDGING MANAGEMENT

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

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June 24, 2015

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

**Subject: May-June 2015 Dredging Activities and Special Projects Report**

The Dredging Program Manager's activities for May-June 2015 period are reviewed below:

**2016 Federal Dredging Appropriations**

The President's proposed FY2016 budget provides \$4.83 million for the FY16 maintenance dredging of Ventura Harbor. As previously reported, the full House passed its version of the FY2016 Energy and Water (E&W) Development Appropriations Bill in May. That version includes the President's requests and in total proposes \$2.4 billion for the Corps of Engineers' navigation program, which is about \$50 million above the FY2015 funding level. The Senate Appropriations Committee has now approved a similar version of the E&W bill and the full Senate could take up the bill by early July. Despite this apparent progress there is no expectation that a final E&W bill will be in place by the start of the new fiscal year on October 1, 2016. The expectation is that the fiscal year will start with the appropriations authority of a Continuing Resolution (CR) or some sort of Omnibus Bill.

**Ventura Harbor Village Reroofing Project**

It is expected that a contract in the amount of \$563,405.00 will be awarded to Letner Roofing Co. for the reroofing of buildings 1449 and 1559 Spinnaker Drive

**ADA Parking Access Improvements**

Three bids were received by the District on June 17, 2015 for the Harbor Village ADA Parking Access Improvements. Due to irregularities with the bids it is anticipated that the Board of Port Commissioners will be asked to reject all bids and to have the project rebid.

**Launch Ramp Parking Lot Modifications**

It is anticipated that the minor restriping of the launch ramp parking lot to alleviate the circulation problems at the top of the ramp will occur during the week of June 22, 2015.

Respectfully submitted,

*Richard Parsons*

Dredging and Special Projects Consultant



**To: Ventura Port District**  
**From: Carpi Clay**  
**Re: Federal Issues Report May 2015**  
**Date: June 10, 2015**

### **Carpi Clay & Smith Activities**

Here follows a listing of federal activity during the month of May, relevant to the Ventura Port District.

#### **Civil Works Operation and Maintenance Funding**

As reported, Ventura Port District seeks an additional \$3,000,000 in federal funding, to supplement the amount included in the President's Annual Budget for FY 2016 (**\$4,830,000**) to enable operation and maintenance dredging of the Harbor. The Port District would like to see the additional **\$3,000,000** secured through Congressionally-appropriated work plan funds and has reached out to the Corps of Engineers in this regard. However, Congress has not completed its FY 2016 appropriations required for this purpose. An overview of the status of Energy and Water Development Appropriations is discussed below. Separately, the Port District has formally requested that the Corps and the Administration include the full Ventura requirements for operation and maintenance dredging in the President's annual budget (released in February of each year) to avoid the necessity of involving the Congress in assigning work plans funds. We will keep the Port District advised as developments occur.

#### **EPA/Corps Finalize Clean Water Rule**

The EPA and U.S. Army Corps of Engineers unveiled their final version of the "Water of the United States" rule. The final rule is meant to make it clearer which bodies of water the EPA and the Corps can regulate under the Clean Water Act and will go into effect 60 days after it is published in the Federal Register.

The final rule extends to any tributary that ultimately feeds larger downstream waters, as well as wetlands and ponds within a 100-year flood plain if they are within 1500 feet of a "traditional navigable water." It will also subject certain unique features, such as California's vernal pools, to case-by-case analysis, but with the direction that they will be considered as a system, rather than individual features.

In a nod to opponents of an earlier draft, the final rule specifically excludes certain categories of ditches, including those that flow only after precipitation and those with intermittent flow, as long as they are not channelized streams and do not drain wetlands. The rule also excludes gullies, rills, and ephemeral streams that do not meet the definition

of a tributary. The final rule also excludes groundwater and stormwater control infrastructure from Clean Water Act regulation.

Reaction to the rule was predictable along partisan and interest lines: Democrats and environmental protection organizations hailed the rule, while Republicans and agricultural organizations condemned it. Other groups that fall between these two – namely counties and cities – are left to figure out how the rule may be applied to specific projects and needs. While the final rule does provide greater jurisdictional clarity to many features, many are also left “subject to case-by-case review.” How the EPA and Corps will conduct this review remains a concern.

### **Senate Committee Approves Energy-Water Spending Bill**

The Senate Committee on Appropriations approved its version of the FY2016 Energy & Water Development Appropriations Act by a 26-4 vote. The full Senate may take up the bill before the July 4<sup>th</sup> recess, although objections by Democrats to limited domestic discretionary spending may prevent its consideration.

The bill largely mirrors the top-line funding totals of the House-passed bill. It would provide a total of \$35.4 billion, \$1.2 billion above the FY2015 enacted level and \$668 million below the President’s request.

For the U.S. Army Corps of Engineers, the Senate bill would provide \$5.5 billion, an increase of \$45 million above the FY2015 enacted level and \$768 million above the President’s budget request. The bill includes \$2.5 billion for navigation projects and studies, including \$1.254 billion in funding from the Harbor Maintenance Trust Fund as called for in the Water Resources Reform and Development Act of 2014 (WRRDA). This funding includes \$50 million for WRRDA Section 2106 donor and energy transfer ports.

### **Congress Approves Two-Month Highway Funding Extension**

Congress approved a two-month extension of MAP-21 spending authority. Their action allows the U.S. Treasury to meet transportation funding obligations through July 31.

The Highway Trust Fund currently has enough funds to meet federal obligations through the end of July and perhaps into early August. Many Members of the House and Senate preferred to pass a MAP-21 extension lasting through the end of the calendar year to avoid any possible disruptions to the current construction season. However, negotiations failed to identify offsets or new revenue to cover the estimated \$10 billion needed to extend spending authority until December 31.

The two-month extension is meant to buy time to find the offsets for another extension to carry MAP-21 forward until a new authorization is ready. While there is broad congressional support for enacting a multi-year bill, there is no consensus on how to pay for the estimated \$100 billion needed to maintain current funding levels for five to six years.

**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: June 24, 2015

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

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**MAINTENANCE:**

- Installed six “No Swimming Allowed” signs on the north side of the embankment adjacent to Marina Park, as per Harbor Patrol’s suggestion.
- Electrical conduit was run for the fiber optic equipment installation in electrical room for Building 1567.
- 1591 oil waste station was re-stocked with pads and inspected by staff.
- The door jamb was repaired and the door closure was replaced on restroom # 4 at the launch ramp facility.
- All public restroom doors at Harbor Cove Beach, Surfer’s Knoll and the Launch Ramp public restroom facilities were inspected for alignments, proper closing and adjusted as needed.
- The bottom gangway plate was replaced on Harbor Patrol’s long dock.
- Minor tenant improvements were performed in 1691 Suite 206.
- Due to vandalism, bathroom and utility room doors are being replaced.
- The breeze door lock at Harbor Cove beach is now working properly.
- Several minor cracks on the promenade sidewalk were filled.
- A monthly inspection was performed on all Ventura Port District/Ventura Harbor Village building fire extinguishers.
- Harbor Patrol’s water temp gauge was serviced.
- The District’s Dry Storage gate was serviced.
- District’s locker room/hanger roof blower system was serviced.
- Two Village parking lot fixtures were repaired.
- Inspected all Harbor Cove, Surfer’s Knoll, and Launch Ramp parking lot lights.
- Serviced the Launch Ramp boat wash down coin operated equipment.

**LANDSCAPING:**

- Repaired four low voltage lighting fixtures at Building 1575 planters.
- Repaired three low voltage lighting fixtures at Building 1583 planters.
- Inspected all irrigation systems to make sure it’s working properly with minimal water waste.

**MARINA:**

- Performed the monthly fire hose cabinet inspection on all Marina docks.
- Performed monthly fire extinguisher inspections on all docks.
- Inspected all gangways for their monthly inspection.
- Trash enclosure on top of G-Dock was repaired; a new fiberglass door was installed.
- Fish pier marina crane # 1 was serviced.

**MARKETING:**

- Assisted Marketing with the following by setting up tables, banners, reserving parking stalls, etc.:
  - **Saturday, May 16<sup>th</sup>**
    - Coastal Cone hosting Beach Cleanup: Harbor Cove- Surfer’s Knoll. 9am-Noon.
    - ELK “Everybody Loves Kids” Charity Challenge 4:30-5:30pm – filming on Cooper’s “Dreamer” Vessel
    - Bramsway-Crabtree Wedding. Surfer’s Knoll. Ceremony 6pm. 55 people.

- **Sunday, May 17<sup>th</sup>**
  - Han-Bonds Wedding. Surfer's Knoll. 11am Ceremony. 110 People.
- **Saturday, May 23<sup>rd</sup>**
  - After the Smoke Reggae Band at the Carousel Stage. 1-4pm
  - Amanda Durham- Williamson. Blackbeard's Party (evening). 60 people.
  - Happy Rainbow Face painting Noon-4pm near Coffee Dock
- **Sunday, May 24<sup>th</sup>**
  - TreCoustics w/ Jodi Farrell at the Carousel Stage. 1-4pm
  - Buckaroo Ponies on Main Lawn. 11am-4pm
  - Happy Rainbow Face painting Noon-4pm near Coffee Dock

#### **CAPTIAL IMPROVMENTS UPDATE:**

- RE-ROOFING OF VILLAGE BUILDINGS 1431, 1449, AND 1559.  
Staff is working with Rasmussen & Associates Architects, on the following:  
- Contract from lower bidder will be presented to the Board to award contract.

#### **FISH PIER JIB CRANE**

- The one ton fish pier derrick crane is presently being manufactured by Allied Products Inc. Cushman Contracting expects to take delivery of the crane in late June and to have it installed by Mid-July.

#### **1691 ELEVATOR MODERNIZATION:**

- Estimate/Contract is currently being reviewed by ThyssenKrupp Elevator legal counsel. Due to the delay on the response, this project has been moved to next year's fiscal year budget.

**VENTURA PORT DISTRICT  
DEPARTMENTAL STAFF REPORT**

Meeting Date: June 24, 2015

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

**Harbormaster Transition:** Key Efforts

- Continuing to work with staff and outside agencies to strengthen our agencies profile and respect within the community.
- Top priority is identifying mandatory training and cost effective online opportunities to enhance our services and decrease the Port District risk profile.
- Assessing our current rescue and enforcement equipment to ensure the staff has the necessary tools to do their job properly.

**Special Events:** The Harbor Patrol was involved and participated in ensuring success with both the special events as well as looking after the needs of our tenants and visitors.

- Hokolua Outrigger Race
- Salt Water Bass Tournament
- Ventura Yacht Club Regatta
- Ventura II Tuna Sales
- Suds & Surf Beer Fest

**Harbor Patrol Technology Upgrade:** Recently purchased and began installing programs on two new Harbor Patrol smartphones. The new smartphones will better equip the Harbor Patrol Officers in the field to communicate and document events more efficiently. The smartphone will also receive emergency calls from the County Fire Departments Computer Aided Dispatch and be able to read the dispatcher notes, be able to remotely monitor all surveillance cameras within the District, access numerous emergency related agency websites, as well as use specialized apps for a number of related emergency fields. This technology investment included waterproof cases and insurance to minimize future replacement costs.

Harbor Patrol Report Statistics May 2015	
In Harbor	16
Out Harbor	7
<b>Total</b>	<b>24</b>
Boating	7
Non-Boat	16
Capsized	1
Collision	1
Aground	1
Flooding	1
Pollution	3
H2O Rescue	2
Mech Fail	2
Medical	12
Per in H2o	3
Search	1
Pumpout	0
Tow	3
Agency Asst	19
Cites	0
Boating	0
Non-Boating	0
Parking	6

**US Police & Fire Championship Games (San Diego, CA):** Officer George Kabris represented the Ventura Port District as a starting player on a 12-person multi agency water polo team. Officer Kabris' team played a number of games where the lead changed many times, but in each, including the final game, they scored goals at the end leading them to victory. Officer Kabris and his teammates won the gold medal for 2015. We are very proud and look forward to supporting him in next year's games.



**National Dory Rowers Perpetual Trophy:** The Harbor Patrol Office is currently displaying Officer Bobby Crane's 1992 National Dory Champion trophy. Dory Rowing is the foundation of our Country's ocean rescue, coast guard, and lifeguarding services. We are proud to be able to share this accomplishment with the public and Port District employees for the rest of the month.

**Parcel 18:** Continue to make contact with people who routinely use Parcel 18 for a number of different activities to inform them of the future development and future access restrictions that will be put in place when construction begins. Worked with the City and an artist to preserve, and deliver a concrete mosaic tile piling to the City of Ventura Waste Water Facility. The City of Ventura is working with the artist to make the piling an approved City art piece.

**Interagency Training:** Working with City & County Fire Department personnel to put on United States Lifeguarding Aquatic Agency Responder Team 40 hour training academy. This is part of a countywide effort among rescue agencies to ensure uniform training and standardized techniques are being met. This effort will increase the level of service to the public and enhance the level of personal safety among the team members. This will also allow for certified members of the Fire Departments to force multiply with the Harbor Patrol during off-season rescues.

<b>Crime Reports Provided by the Ventura Police Department</b>				
5/02/2015	12:05 AM	1050 Schooner Dr.	Suspicious Circumstances	SUSCI
5/03/2015	9:04 AM	Harbor @ Spinnaker	Arrest Warrant	BWM
5/09/2015	11:11 PM	2148 Harbor Blvd	Drunk/Drugs	VC 23152(a)(b)
5/10/2015	8:11AM	3639 Harbor Blvd	Found Property	Property
5/10/2015	9:27 AM	3635 Harbor Blvd	5150 Mental Health Hold	WI5150
5/27/2015	5:18PM	1363 Spinnaker Dr.	Dead Body	DB
5/29/2015	9:18 AM	1644 Anchors Way	Arrest – Bench Warrant	Misdemeanor
5/29/2015	10:48PM	Harbor @ Spinnaker	Vehicle Impound	VC180 / CHP 180
5/30/2015	9:00PM	1583 Spinnaker Dr.	Trespass	PC602(o)
5/31/2015	5:30AM	1198 Navigator Dr.	Burglary	PC 459
5/31/2015	11:00PM	1575 Spinnaker Dr.	Battery	PC242

**Attachments:**

Attachment 1 – Soundings: June 15, 2015



**VENTURA PORT DISTRICT****DEPARTMENTAL STAFF REPORT**Meeting Date: June 24, 2015

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

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**Ventura Harbor Village Marina Occupancy**

May slip occupancy was 83% of total usable slips. This number includes eleven slips on G and H Docks that we do not wish to utilize due to deferred dock maintenance in anticipation of the future replacement of the docks.

**Proposed Meetings with Ventura Harbor Marina Manager's**

I have spoken with Jeremy Grewal of Ventura Isle Marina and Chuck Ormson from Ventura West Marina regarding meeting monthly to discuss common goals within the harbor. If conflicting schedules prohibit meeting as a group, I intend to reach out to the Managers individually on a monthly basis to track trends in the marina industry.

**Continued Sporadic Squid Fishing Scouting Activity**

On Thursday, May 14, Del Mar offloaded 20 tons of squid at their pump in Ventura Harbor. The product was small at 15 count, (fifteen squid to a pound weight), but indicated the possibility of a good season beginning in 6-8 weeks.

On Tuesday, June 9, a reported 50 tons was caught by the EMERALD SEA and diverted to San Pedro for processing due to the oil cleanup operation taking place at Ventura Harbor Boatyard.

Late Tuesday night, June 9, CAROLYN N ROSE went out to scout for squid and chose to sample the quality and size at sea. The sample remained at approximately 15 count and of good quality. We continue to hope the current spawn will be mature enough for productive landings in Ventura Harbor in 5-6 weeks.

**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORTS**

Meeting Date: June 24, 2015

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

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**Ventura Harbor Village Sales:**

- April 2015 Sales for Village tenants open 12 months: 12.04% overall increase from April 2014 (10.31% increase in Retail, 11.25% increase in Restaurants, 15.11% increase in Charters)

**Advertising**

- 33,000 circ. **Ventana** July Food & Wine Issue-co-op ad featuring two Ventura Harbor tenants (\$700)
- Printed 100 Pirate Days Posters for distribution throughout Ventura County (\$150)
- Designed and printed Sounds of Summer Concert Series and Summer Fun posters to be displayed at Ventura Visitors Center (\$90)
- 20,000 circ. **SB Family Life** ¼ page Pirate Days ad- July Issue (\$325)
- 10,000 circ. **Happenings Magazine** ¼ page Pirate Days ad-July issue (\$281)
- Designed Pirate Days banner ads to be displayed on venturaharbor.com and on venturacountywest.com
- 43,647 circ. **VC Star** 6/26 Time Out ½ page ad. Summer Promotions ad

**Lease Promotion**

- Met with & extended invitation for tour and visit to two craft brewers involved in Surf 'N' Suds event
- Introduced Harbor Village to a local bakery interested in expansion next Spring

**Web Site/ Social Content**

- **Facebook:** Due to increased activity around Surf 'N' Suds, Ventura Harbor Facebook followers surpassed 10,000 - Achieved a 10% increase in followers since March 2015, with increased engagement. Top posts:
  - Surf 'N' Suds post (paid): 756 likes, 64 comments, 155 shares
  - LA Weekly article on Channel Islands Nat'l Park: 100 likes, 3 comments, 32 shares
  - Sunrise View of Harbor: 139 likes, 4 comments, 13 shares
- **Twitter:** 112 new followers, 51% increase in impressions since May 2015
- **Instagram:** 125 new followers; 110% increase since March 2015
- **Misc.:** Surf 'N' Suds promos, added 135 new subscribers to Harbor's E-Newsletter mailing list. Updated Pirate Days video with date- posted to YouTube and Harbor web sites

**On Site Event Rentals / Event Promotions**

- Surf 'N' Suds Beer Festival was a great success last weekend. Received \$1300 in revenue and more than 1000 tickets were sold. John Paliminteri from KEYT was in attendance and the event received KEYT pick of the weekend. 30+ media outlets mentions and calendar listings, substantial boost in social media engagements and followers. This coverage and ads brought the 30+ demographic from Ventura County into the Harbor – many of the Harbor restaurants were patronized before and after the event. Will have wrap up meeting with organizer in July.
- Pepperdine University student film, "Here", booked Ventura Harbor, filmed for two days on Surfers Knoll June 13 – 14.

- **FLICS Film Location Conference**, June 13 at CBS Studio Center, had attendance of 600+ industry players and showed increased interest in Ventura County beaches for filming. Ventura Harbor Amenities Sheet was only one of its kind and drew great interest from attendees.
- **On-site rental revenue** for 2014-2015 fiscal year has reached **\$42,067**
- **10<sup>th</sup> Annual Pirate Days** production is underway for July 18 & 19. Poster and promotional materials designed, over 12 Harbor tenants have submitted participation forms, received xxx in vendor revenue to date. Negotiated the Tall Ship Bill of Rights visiting for the Pirate Days event from \$3,000 request to no money paid with complimentary Dockside Tours with a donation for free moorage and paid public sails. Negotiated an on-land kid's Pirate Ship from \$1,000 to \$400 for the two days. Negotiated prices for live entertainment – including working with community groups like Gypsies in the Trunk show. Outreached to Ventura College to include their Pirate mascot but the mascot program is defunct in the summer. Negotiated family & friends rate for hotel rooms for entertainers. Negotiated sponsorships with Cumulus Broadcasting, Gold Coast Broadcasting, VC Star, VC Reporter, and Ventura Breeze.
- Approached Zambelli Fireworks to keep same rates as 2014 show if deposit received before July 1 for Annual Parade of Lights fireworks show in December. (does not include relocation costs if Sondermann Ring project begins)

#### **Public Relations/Networking/Outreach:**

- Restaurant tenant meeting, June 10 – six restaurants in attendance. Discussed summer promotions, review of social media efforts and activities, got new information and updates on the restaurants, talked about hiring a food photographer to shoot new images of dishes and drinks.
- Attended the 2- Day **Sunset Celebration Weekend Show** June 6 & 7 in Menlo Park as partner to the Ventura Visitor & Convention Bureau's booth with Downtown Ventura and Channel Islands Outfitters. Distributed over 600 Ventura bags a day with harbor materials, answered questions, and discussed the Channel Islands National Park with highly qualified travelers.
- Working with Santa Barbara Conference & Visitors Bureau on possible co-host of a journalist from **National Geographic Magazine** for a dive trip to the islands out of Ventura Harbor with one of our dive boats on June 23– Somerville Associates working on itinerary details to include a meal at Harbor Village as well.
- Developed the May/June Wavelengths Media Newsletter sent to 1,700 working with Somerville Associates.
- Hosted **Frontline Tours on June 18** with the Ventura Visitor & Convention Bureau including City Staff, hotel Staff, Visitor Center volunteers and other frontline employees into Ventura Harbor Village for 45 tour and taste to see what is new.
- Somerville Associates developed itinerary for journalist **Claire Martin on June 8-9** from **Thomas Cook Travel out of the UK** with up to **6.5 million viewers** on her trip from SF to LA. Central Coast lead. Included complimentary overnight stay at Four Points by Sheraton.
- Working with Whisenhunt Communications the **Summer/Fall 2015 Harbor Views newsletter** was distributed via The Breeze newspaper and by the marketing department around the Harbor.

**VENTURA PORT DISTRICT**  
**DEPARTMENTAL STAFF REPORT**

Meeting Date: June 24, 2015

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

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- I. Tenant Improvements Underway
  - 1) Wild Local Seafood Co. ---1559 Spinnaker Drive, #105. - We have received approval from Ventura County Environmental Health Department on the restaurant design. We are waiting on approval from City of Ventura Building & Planning department.
  - 2) Coffee Dock & Post --- 1575 Spinnaker Drive, #105 A/B – Now OPEN.
  - 3) The 805 Bar & Grilled Cheese and Copa Cubana --- 1575 Spinnaker Drive, #102 - In progress. We are waiting on approval from City of Ventura Building & Planning department. Estimated opening date is August 2015.
- II. Lease Negotiations In Progress
  - 1) Milano's Italian Restaurant - Working with tenant on a new lease and relocation of their bar area. This new location of the bar will allow for 'happy hour' activities and increase revenues.
  - 2) The Greek at the Harbor Restaurant - Working with tenant on a new lease. We are discussing tenant improvement allowance and finalizing proposed lease terms.
  - 3) Ventura Boat Rentals/Just for Dreamers – We sent this tenant a Notice of Month-to-Month Tenancy option on June 3, 2015 that allows them to continue operating. We will regroup in January 2016 to determine what type of lease to move forward with for the future.
  - 4) Kyle & Associates has requested a two-year lease. Kyle & Associates has been a tenant of the Village for over 12 years. Kyle & Associates is a small specialty law firm specializing in mediation of disputes, trademarks and copyrights. They recently celebrated their 14th year in business and look forward to continued tenancy at the Ventura Harbor Village.
- III. Leasing Activity
  - 1) Loopnet Web Advertising for Leasing Spaces.
    - a. I purchased a program for \$160.00 monthly. This program provides you with exposure to LoopNet, Showcase, CityFeet and 200 online newspapers that advertise the Village.
    - b. I contacted 11 responses and verified needs to fit available spaces within the Village. Currently showing spaces which include office, retail and restaurant.
- IV. Special Projects
  - 1) Internet Fiber Technology Project --- COMPLETED.
    - a. Advantage Telecom (independent contractor) has already contacted several tenants and is setting up fiber services for each individual requirement.
    - b. Phase Two --- Now that the fiber infrastructure is in place we are working with Horizon Communications to put together an outdoor WiFi design to build on top of this platform.
- V. Occupancy level at Harbor Village --- Note: Office vacancy reduced from last month from 2760sf.

91% Occupied; total vacancy 9%	94% Occupied; total vacancy 6%
<i>Vacancy includes</i>	<i>Vacancy does not include</i>
<i>month-to-month art galleries:</i>	<i>month-to-month art galleries:</i>
Offices --- 1,294 square feet	Offices --- 1,294 square feet
Retail --- 4,734 square feet	Retail --- 2,014 square feet
Restaurant --- 1,537 square feet	Includes space previously occupied by
Cory Tile Art and	Munch Photography
	Restaurant --- 1,537 square feet
	Includes Blackbeard's Restaurant

**JUNE 24, 2015**

**BOARD OF PORT COMMISSIONERS**

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**CONSENT AGENDA ITEM A**

**APPROVAL OF FINANCIAL STATEMENTS AND CHECKS**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: June 24, 2015

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TO: Board of Port Commissioners  
FROM: Gloria Adkins, Accounting Manager  
SUBJECT: Approval of Financial Statements and Checks

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**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3279:

- a) Accepting the April 2015 financial statements; and
- b) Approving the payroll and regular checks for April 2015.

**DISCUSSION:**

Attached for the Board's review are the financial statements and the regular accounts payable checks for April 2015. Supplementary Notes to the financial statements are located directly behind the Statement of Income and Expense report.

Disbursements

The accounts payable check register for April 2015 is located after all the financial statement documents as Attachment 3. Each check on the register includes a brief description of its purpose. Directly behind the check register, you will find details of the charges made through the District's Chase Bank credit cards for April 2015 as Attachment 4.

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

April 2015 -

- Allstar Fire Equipment was paid \$7,968 for the final payment on the fire turnout uniform gear for Patrol.
- Ventura County Air Pollution Control District was paid \$17,153 for the annual permit required for dredging services in the harbor.
- Jensen Design and Survey Inc was paid \$17,127 as a progress payment on the Village parking lot accessibility enhancement plans.
- Kratos Construction was paid \$8,700 for two invoices; one was for installing conduit and running cable throughout two Village buildings in preparation of fiber optics service; the other was for constructing a wall with electrical outlets in the Marketing office.
- PowerHouse Construction Inc was paid \$8,175 for two invoices; one was for removal and replacement of vinyl windows upstairs in the 1575 Kite Store building area; the other was for repair of an iron gate located at 1583 Boatyard Café building area.
- Utility Cost Management LLC was paid \$8,656 for services to review and analyze the Districts electric and gas billing charges dating back to January 2012. This service resulted in a refund to the District of more than \$17,000 in overcharged taxes.
- Coffee Dock & Post was paid \$70,000 for their tenant improvements stipulated in their lease.



- California Door and Hardware was paid \$10,000 as a down payment for LaCantina doors to be installed during the build out of the old Maru Sushi space by the new tenant.

#### Payroll Disbursements

The District has 26 bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. The April payroll of \$130,952 represents two regular payroll periods.

#### **ATTACHMENTS:**

Attachment 1 – Resolution No. 3279

Attachment 2 – Statement of Income Expenses – Period Ended April 30, 2015

Attachment 3 – Accounts Payable Check Register for April 2015

Attachment 4 – Chase Credit Card Charges April 2015

ATTACHMENT 1



**RESOLUTION NO. 3279**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE  
VENTURA PORT DISTRICT CONSENTING TO THE ACCEPTANCE OF THE  
FINANCIAL STATEMENT AND APPROVAL OF CHECKS**

**BE IT RESOLVED** by the Board of Port Commissioners of the Ventura Port District, that:

- A. The Financial Statements for April 2015;
- B. The following Checks are hereby reviewed:
  - 1) Payroll Checks #8902-8910 and direct deposits inclusive in the amount of \$130,952 for April 2015 salaries, and;
  - 2) Regular Checks #41812-41947 in the amount of \$278,186 for April 2015 expenditures.

**PASSED, APPROVED, AND ADOPTED** at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on June 24, 2015, Resolution No. 3279 was adopted by the following vote:

AYES:  
NOES:  
Abstain:  
Absent:

Attest:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

(Seal)



**ATTACHMENT 2**  
**Ventura Port District**  
**Statement of Income and Expenses**  
**For the Period Ended April 30, 2015**

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
<b>OPERATING REVENUES</b>						
Parcel Lease Income	\$ 235,000	\$ 230,548	\$ (4,452)	\$ 2,590,000	\$ 2,537,530	\$ (52,470)
Dry Storage Income	6,700	6,517	(183)	66,600	69,450	2,850
Fisherman's Storage	5,800	5,762	(38)	58,400	57,621	(779)
Parking Income	4,250	4,564	314	46,500	49,259	2,759
Miscellaneous Income/Rentals	4,215	4,013	(202)	75,290	70,203	(5,087)
Village Income						
Harbor Village Lease Income	161,250	192,009	30,759	1,850,500	1,897,074	46,574
Commercial Fishing	8,900	16,246	7,346	202,200	224,640	22,440
Miscellaneous Income	499	919	420	5,005	4,182	(823)
Harbor Event Fees	1,500	1,941	441	27,000	37,394	10,394
Marketing Booth/Vendor Income	50	171	121	8,600	11,573	2,973
Co-Op Advert/Sponsorship	1,000	2,000	1,000	15,000	17,225	2,225
Merchants Promo Fund	5,984	6,866	882	68,036	72,093	4,057
Slip Rentals	71,400	66,015	(5,385)	707,200	712,312	5,112
Dock Electrical Income	2,000	3,879	1,879	22,000	27,164	5,164
C A M Income	20,000	20,851	851	230,000	230,717	717
<b>Total Oper. Revenues</b>	<b>\$ 528,548</b>	<b>\$ 562,301</b>	<b>\$ 33,753</b>	<b>\$ 5,972,331</b>	<b>\$ 6,018,437</b>	<b>\$ 46,106</b>

**OPERATING EXPENSES**

**Personnel Expenses**

Salaries & Wages						
Regular Salaries	\$ 233,075	\$ 229,957	\$ 3,118	\$ 1,721,230	\$ 1,700,469	\$ 20,761
Part-time Help	7,170	6,443	727	68,130	52,587	15,543
Overtime Pay	650	0	650	43,125	34,195	8,930
Holiday Pay	0	0	0	24,875	25,761	(886)
<b>Total Salaries &amp; Wages</b>	<b>\$ 240,895</b>	<b>\$ 236,400</b>	<b>\$ 4,495</b>	<b>\$ 1,857,360</b>	<b>\$ 1,813,012</b>	<b>\$ 44,348</b>
Other personnel expenses						
Retirement Contributions	\$ 53,800	\$ 49,929	\$ 3,871	\$ 389,315	\$ 373,091	\$ 16,224
Payroll Taxes	2,740	3,743	(1,003)	34,145	29,288	4,857
Worker's Comp Ins.	35,445	35,038	407	245,550	243,922	1,628
OPEB Liability	6,430	6,674	(244)	64,190	64,436	(246)
Medical & Life Ins.	22,500	20,699	1,801	226,536	217,760	8,776
Optional Benefit Plan	16,150	19,013	(2,863)	160,260	160,164	96
Uniforms & Tool Allowances	3,825	1,138	2,687	37,375	28,378	8,997
<b>Total - Other Personnel Expenses</b>	<b>\$ 140,890</b>	<b>\$ 136,234</b>	<b>\$ 4,656</b>	<b>\$ 1,157,371</b>	<b>\$ 1,117,039</b>	<b>\$ 40,332</b>
<b>Total Personnel Expenses</b>	<b>\$ 381,785</b>	<b>\$ 372,634</b>	<b>\$ 9,151</b>	<b>\$ 3,014,731</b>	<b>\$ 2,930,051</b>	<b>\$ 84,680</b>

**ATTACHMENT 2**  
**Ventura Port District**  
**Statement of Income and Expenses**  
**For the Period Ended April 30, 2015**

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
<b>General Expenses</b>						
Advertising	\$ 1,000	\$ 493	\$ 507	\$ 15,000	\$ 4,267	\$ 10,733
Auto Mileage & Allowance	1,250	1,754	(504)	12,500	10,849	1,651
Auto/Boat Equip & Maint	7,895	4,590	3,305	116,290	123,968	(7,678)
Bad Debt	3,000	4,256	(1,256)	36,000	24,375	11,625
Bank Fees & Other Misc	1,300	1,702	(402)	12,900	7,318	5,582
Building Maintenance	26,450	11,814	14,636	181,100	144,872	36,228
Bldg Maint-Tenant Improvmnts	25,000	91,060	(66,060)	180,000	140,233	39,767
Accessibility Improvements	47,750	23,672	24,078	169,500	101,772	67,728
Communications	3,550	3,520	30	33,900	36,567	(2,667)
Conferences & Training	4,500	3,184	1,316	44,500	31,327	13,173
Dock Maint. & Repair	2,500	175	2,325	54,000	35,091	18,909
Village Enhancements	4,000	2,402	1,598	42,000	19,560	22,440
Equipment Rental	950	836	114	16,100	7,172	8,928
General Insurance	33,133	33,074	59	207,532	207,296	236
Grounds Maintenance	8,750	4,919	3,831	117,700	80,582	37,118
General Harbor Maintenance	420	1,800	(1,380)	4,200	4,668	(468)
Janitorial Supplies	3,100	2,589	511	38,875	34,706	4,169
Land/Building Rental Expense	5,800	5,762	38	58,400	57,929	471
Marketing & Promotions	28,845	10,788	18,057	242,100	211,203	30,897
Memberships & Subscriptions	0	0	0	19,950	18,384	1,566
Office Supplies & Equipment	4,250	2,271	1,979	45,950	22,918	23,032
Computer Equip & Supplies	1,000	2,734	(1,734)	19,000	8,650	10,350
Operating Supplies	4,360	2,921	1,439	45,800	21,777	24,023
Other Equipment & Repairs	3,530	4,173	(643)	34,440	28,493	5,947
Professional Services - Legal	15,000	14,399	601	210,000	206,109	3,891
Professional/Outside Services	32,705	14,909	17,796	391,866	293,576	98,290
Utilities	39,925	44,184	(4,259)	317,000	298,637	18,363
Dredging Related Expenses	20,745	22,144	(1,399)	217,990	198,882	19,108
Total General Expenses	<u>\$ 330,708</u>	<u>\$ 316,125</u>	<u>\$ 14,583</u>	<u>\$ 2,884,593</u>	<u>\$ 2,381,181</u>	<u>\$ 503,412</u>
<b>Total Operating Expenses</b>	<u>\$ 712,493</u>	<u>\$ 688,759</u>	<u>\$ 23,734</u>	<u>\$ 5,899,324</u>	<u>\$ 5,311,232</u>	<u>\$ 588,092</u>
<b>Oper. Income(Loss) Before Deprec.</b>	<u>\$ (183,945)</u>	<u>\$ (126,458)</u>	<u>\$ 57,487</u>	<u>\$ 73,007</u>	<u>\$ 707,205</u>	<u>\$ 634,198</u>
Depreciation	\$ 83,000	\$ 82,307	\$ 693	\$ 825,000	\$ 818,838	\$ 6,162
<b>Operating Income (Loss)</b>	<u>\$ (266,945)</u>	<u>\$ (208,765)</u>	<u>\$ 58,180</u>	<u>\$ (751,993)</u>	<u>\$ (111,633)</u>	<u>\$ 640,360</u>

**ATTACHMENT 2**  
**Ventura Port District**  
**Statement of Income and Expenses**  
**For the Period Ended April 30, 2015**

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
<b>NON-OPERATING REVENUES</b>						
<b>General</b>						
Investment Income (Loss)	\$ 0	\$ 196	\$ 196	\$ 19,000	\$ 30,333	\$ 11,333
Tax Income	420,000	419,508	(492)	1,000,000	1,008,303	8,303
Intergov't Revenue	0	0	0	0	8,301	8,301
Sale of Fixed Assets	0	0	0	0	12,914	12,914
Total General Non-Oper. Income	\$ 420,000	\$ 419,704	\$ (296)	\$ 1,019,000	\$ 1,059,851	\$ 40,851
<b>Special Funding</b>						
DBAW Grants-Misc	\$ 0	\$ 0	\$ 0	\$ 6,000	\$ 7,503	\$ 1,503
DBAW Grants-Launch Ramp	0	0	0	0	0	0
Total Special Funding	\$ 0	\$ 0	\$ 0	\$ 6,000	\$ 7,503	\$ 1,503
<b>TOTAL NON-OPER. REVENUES</b>	<b>\$ 420,000</b>	<b>\$ 419,704</b>	<b>\$ (296)</b>	<b>\$ 1,025,000</b>	<b>\$ 1,067,354</b>	<b>\$ 42,354</b>
<b>NON-OPERATING EXPENSES</b>						
Interest Expense	\$ 1,440	\$ 1,437	\$ 3	\$ 667,120	\$ 673,796	\$ (6,676)
Total Non-Oper. Expenses	\$ 1,440	\$ 1,437	\$ 3	\$ 667,120	\$ 673,796	\$ (6,676)
<b>Non-Operationing Income (Loss)</b>	<b>\$ 418,560</b>	<b>\$ 418,267</b>	<b>\$ (293)</b>	<b>\$ 357,880</b>	<b>\$ 393,558</b>	<b>\$ 35,678</b>
<b>CHANGES IN NET POSITION</b>	<b>\$ 151,615</b>	<b>\$ 209,502</b>	<b>\$ 57,887</b>	<b>\$ (394,113)</b>	<b>\$ 281,925</b>	<b>\$ 676,038</b>

**Supplementary Notes to the Statement of Income and Expense for the period ending April 30, 2015 – Budget to Actual Analysis.**

Operating Income:

**Parcel Lease Income** – (under budget \$52,470) Under this category for master tenants, there is an aggregate of \$52,470 under budget for the period ending 4/30/15. Some of the contributing factors include:

- A decrease in the percentage rents received in January from the Boatyard.
- A reduction in boat charters from Parcel 20. The boats were hauled out for annual maintenance in January and February.
- Occupancy levels at Ventura West Marina Phase I dropped 2% for the year.
- The lease transaction fee (\$50,000) for the Ventura Harbor Boatyard will be amortized over the life of the lease (25 years) instead of being included in its entirety as revenue in the month it is received.
- On the positive side, the revenues from the Four Points Sheraton have been increasing higher than projected.
- The revenue for the month of April was in-line with the budget.

**Harbor Village Lease Income** – (exceeds budget \$46,574) This increase continues to reflect the increase in percentage rents received in January from the Ventura Harbor Fuel Dock and the tenants in the Village. Those tenants like Coffee Dock and Post and Copa Cubana, who are renovating their premises and are closed for business, will likely impact our revenues in the budget before the end of this fiscal year. The March 2015 Village sales were substantially higher than March 2014 resulting in higher than anticipated revenues for the month. The percent rent revenue reflecting these March sales are posted to the April financial statements.

**Commercial Fishing** – (exceeds budget \$22,440) This increase continues to reflect income from the offloading of non-squid species of fish.

Operating Expenses:

**Personnel Expenses** – (under budget \$84,680) All categories are under budget at this time. These funds may be utilized over the course of the year. The month of April was in-line with the projected budget for the month. The increase in uniforms for the month of March reflected receiving and paying the balance on the fire turnout gear that Patrol budgeted for this year.

**Advertising** – (under budget \$10,733) This budget item is reduced because of streamlining the Parade of Lights party and fewer classified ads.

**Auto/Boat Equip & Maint** – (exceeds budget \$7,678) March expenses are over budget due to cost overruns for work on Patrol Boat 19. The April expenses are slightly under budget for the month. It is anticipated that this category will be under budget by the end of the fiscal year.

**Bldg Maint** – (under budget \$36,228) The General Manager asked staff to reduce spending in this category.

**Bldg Maint-Tenant Improvements** – (under budget \$39,767) This category is one that is usually divided by twelve months equally. Some of the leases requiring tenant improvements did not begin until April. There was \$90,000 paid out in tenant improvements during the month of April.

**Accessibility Improvements** – (under budget \$67,728) Improvements at Harbor Village are in the planning stages and will likely be implemented in June/July.

**Supplementary Notes to Statement of Income and Expenses Continued for the period ending April 30, 2015 – Budget to Actual Analysis**

**Conferences & Training** – (under budget \$13,173) This category is under budget in an attempt to reduce expenses. The General Manager has asked the department managers to focus on key conferences and training programs. Also, the District's Dredging Consultant saved the District over \$4,000 by staying with a friend for both the September 2014 and the March 2015 CMANC Washington DC conferences. The conferences for the month of April are in-line with the budget.

**Dock Maint. & Repair** – (under budget \$18,909) It was determined that repairs would be needed on the Harbor Village docks G & H, however, the repairs are still pending.

**Village Enhancements** – (under budget \$22,440) The General Manager asked staff to reduce spending in this category which includes individual tenant awnings.

**Grounds Maintenance** – (under budget \$37,118) The General Manager asked staff to reduce spending in this category which includes outdoor lighting, landscaping/irrigation repairs and signage.

**Marketing and Promotions** – (under budget \$30,897) Marketing has plans to utilize these funds before the end of the year. In the month of March, funds were used for advertising and production of the Cottontail Day event at the Village. Marketing anticipates using the remaining funds to promote and produce the Pirates Day Festival coming up in July.

**Office Supplies & Equipment** – (under budget \$23,032) This category is divided by twelve months. The General Manager asked staff to reduce spending in this category. The purchase of Boardroom recording/sound equipment (\$10,000) is budgeted in this category. This recording equipment has been purchased and has been posted to capital improvements equipment which has attributed to this expense category being under budget.

**Computer Equipment** – (under budget \$10,350) This category is divided by twelve months. The General Manager asked staff to reduce spending in this category. This budget item includes funds for contingencies to replace failed computer equipment that may come up during the year as well as planned replacement of equipment. In the month of April, a computer was purchased for the Business Operations Manager's office.

**Operating Supplies** – (under budget \$24,023) This category is under budget in two departments, Patrol and Harbor Village Marina. Patrol historically purchases operating supplies in May and June so it is anticipated they will use the remainder of their budget. Harbor Village Marina budgeted for Marina software in the current year that is likely to be deferred to the new budget.

**Professional/Outside Services** – (under budget \$98,290) Upon closer analysis, this budget category should have been reduced \$50,000 during mid-year adjustments.

**Utilities** - (under budget \$18,363) This category consists of water, electricity, gas and trash expenses. It is anticipated that all of these funds will be utilized by the end of the year.

**Dredging Related Expenses** – (under budget \$19,108) This category is divided by twelve months for the year. Testing and biological monitoring required for the dredging process began in January and went through February. The invoices for the services arrived in March. Some budget funds will remain at the end of the fiscal year.

# ATTACHMENT 2

## Ventura Port District Balance Sheet For the Period Ended April 30, 2015

### CURRENT ASSETS

Cash in Banks	2,360,154
Accounts Receivable	703,462
Notes Receivable	47,027
Taxes Receivable	27,212
Interest Receivable	5,153
Prepaid Expenses	167,523
Inventory of supplies	32,119

**TOTAL CURRENT ASSETS** \$3,342,650

### RESTRICTED ASSETS

Cash - Dredging	3,020,979
Cash - Improvement	4,374,714
Cash - Fisheries Complex	25,024

**TOTAL RESTRICTED ASSETS** \$7,420,717

### FIXED ASSETS

Land	2,342,629
Harbor Improvements	33,141,494
Equipment	1,456,671

Accumulated depreciation (14,203,823)

**NET FIXED ASSETS** \$22,736,971

### OTHER ASSETS

Investments-Unrestricted Reserves	1,491,435
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**TOTAL OTHER ASSETS** \$1,491,435

**TOTAL ASSETS** \$34,991,773

### DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	226,987
-------------------------------	---------

**TOTAL DEFERRED OUTFLOWS OF RESOURCES** \$226,987

### TOTAL ASSETS AND DEFERRED

**OUTFLOWS OF RESOURCES** \$35,218,760

### CURRENT LIABILITIES

Accounts Payable	396,823
Accrued Interest	386,620
Current Portion LT Debt	616,306
Current Portion OPEB Liability	8,676
Accrued Payroll	29,544
Employee Compensated Absences	249,756

**TOTAL CURRENT LIABILITIES** \$1,687,725

### LONG TERM DEBT

ltd - Notes Payable	13,682,154
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**TOTAL LONG TERM DEBT** \$13,682,154

### OTHER LIABILITIES

OPEB Liability LT	396,291
Unearned Revenue	191,667
Security Deposits	163,721

**TOTAL OTHER LIABILITIES** \$751,679

**TOTAL LIABILITIES** \$16,121,558

### EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	13,537,613
Current Year Retained Earnings	281,925

**TOTAL EQUITY** \$19,097,202

### DEFERRED INFLOW OF RESOURCES

Nothing to report	0
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**TOTAL DEFERRED INFLOW OF RESOURCES** \$0

### TOTAL LIABILITIES, EQUITY, AND

**DEFERRED INFLOW OF RESOURCES** \$35,218,760

Monthly Report  
(Unaudited)



# ATTACHMENT 2

## Ventura Port District Cashflow Statement As of April 30, 2015

### Enterprise Fund

Operating Income	6,018,437
Non-Operating Income	1,067,354
Total Income	<u>\$ 7,085,791</u>
Operating Expenses	6,130,070
Non-Operating Expenses	673,796
Total Expenses	<u>\$ 6,803,866</u>
Change in Net Position-Accrual Basis	\$ 281,925
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(616,306)
Deferred amount on refundings	14,370
Net cash from sale of capital assets	137,086
Acquisitions of Capital Assets	(173,219)
Net Cash provided (used) by Capital & Financing	<u>\$ (638,069)</u>
Operating Income Adjustments:	
Depreciation	818,838
(Increase)decrease in receivables	1,560,384
(Increase)decrease in prepaid Items	96,604
Increase(decrease) in payables	197,841
Increase(decrease) in unearned revenue	80,196
Increase (decrease) in tenant deposits	9,140
Net Cash provided by Operating Activities	<u>\$ 2,763,003</u>
NET Increase (Decrease) in Cash	\$ 2,406,859
Add: Beginning Cash 7/1/14	\$ 8,865,446
Ending Cash at 4/30/15	\$ 11,272,305

Monthly Report  
(Unaudited)

# ATTACHMENT 2

## Ventura Port District Distribution of Cash as of April 30, 2015

<b><u>Enterprise Fund</u></b>	<b>Current Balance</b>
<b><u>Cash</u></b>	
Cash on Hand (undeposited)	1,261
Cash in Checking (Wells Fargo Bank)	707,090
Cash in County Treasury	<u>16,593</u>
<b>Total Cash Available for Normal Operations</b>	<b>\$ <u>724,944</u></b>
<b><u>Investments Unrestricted Reserves</u></b>	
Local Agency Investment Fund (LAIF)	1,635,209
Stifel Nicolaus	<u>1,491,435</u>
<b>Total Investments Unrestricted Reserves</b>	<b>\$ <u>3,126,644</u></b>
<b><u>Dredging Reserves</u></b>	
Local Agency Investment Fund (LAIF)	<u>3,020,979</u>
<b>Total Dredging Reserves</b>	<b>\$ <u>3,020,979</u></b>
<b><u>Capital Improvement Reserves</u></b>	
Local Agency Investment Fund (LAIF)	<u>4,374,714</u>
<b>Total Capital Improvement Reserves</b>	<b>\$ <u>4,374,714</u></b>
<b><u>Fisheries Complex Reserves</u></b>	
Local Agency Investment Fund (LAIF)	<u>25,024</u>
<b>Total Fisheries Complex Reserves</b>	<b>\$ <u>25,024</u></b>
<b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ <u>11,272,305</u></b>

# ATTACHMENT 2

## Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>4/30/2015</u>	Year to Date Ended <u>4/30/2014</u>	Increase (Decrease)	
<b>Parcel Leases</b>				
Ventura Harbor Marine Assoc	136,218	120,874	15,344	13%
Dave's Fuel Dock	8,019	7,802	217	3%
Sheraton 4 Points-Harbortown	343,946	319,543	24,403	8%
Harbortown Point	71,330	70,035	1,295	2%
Oceans West Marina	234,158	233,049	1,109	0%
Ventura Isle Marina	543,839	551,256	(7,417)	-1%
Ventura Marina Mobile Park	358,133	356,947	1,186	0%
Ventura West Marina	406,825	412,318	(5,493)	-1%
Ventura Yacht Club	97,256	95,350	1,906	2%
Vta Harbor Boatyard	285,519	288,567	(3,048)	-1%
Sonderman Ring	50,000	50,000	0	0%
Total Parcel Lease	<u>2,535,243</u>	<u>2,505,741</u>	<u>29,502</u>	1%
Fees & Reimbursements	<u>2,287</u>	<u>-</u>	<u>2,287</u>	
Total Parcel Leases	2,537,530	2,505,741	31,789	1%
<b>Ventura Harbor Village</b>				
Retail Rents	378,137	367,011	11,126	3%
Restaurant Rents	760,282	735,399	24,883	3%
Office Rents	465,544	456,292	9,252	2%
Charters	293,111	287,069	6,042	2%
Total Village	<u>1,897,074</u>	<u>1,845,771</u>	<u>51,303</u>	3%
Commercial Fishing	224,640	291,796	(67,156)	-23%
<b>TOTAL</b>	<b>4,659,244</b>	<b>4,643,308</b>	<b>15,936</b>	<b>0%</b>

Monthly Report  
(Unaudited)

# ATTACHMENT 2

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

	MONTH OF APRIL			YEAR TO DATE 4/30			% change FY13-14 to Current Yr
	2012-13	2013-14	Current	2012-13	2013-14	Current	
<b><u>Operating Income</u></b>							
Parcel Leases	232,918	232,608	230,548	2,445,629	2,505,741	2,537,530	1%
Dry Storage	8,299	6,683	6,517	80,904	75,234	69,450	-8%
Other Operating	13,534	13,892	14,339	151,952	155,633	177,083	14%
Harbor Village Leases	179,346	181,898	192,009	1,858,065	1,845,771	1,897,074	3%
Commercial Fishing	5,855	9,874	16,246	157,944	291,796	224,640	-23%
Slips	75,976	70,925	66,015	797,844	759,176	712,312	-6%
CAM	25,949	24,086	20,851	263,341	238,845	230,717	-3%
Marketing	7,347	6,993	6,866	73,050	69,111	72,093	4%
Electrical Slips	3,578	1,448	3,879	26,501	25,105	27,164	8%
Other Operating	4,390	6,034	5,031	43,713	65,657	70,374	7%
<b>Total Operating Income</b>	<b>557,192</b>	<b>554,441</b>	<b>562,301</b>	<b>5,898,943</b>	<b>6,032,069</b>	<b>6,018,437</b>	<b>0%</b>
<b><u>Operating Expenses</u></b>							
Harbor Patrol	73,455	81,519	104,972	783,192	849,437	984,322	16%
Maintenance	74,123	97,454	201,405	839,196	1,025,034	1,032,504	1%
Administration	117,159	127,512	166,429	1,276,814	1,394,175	1,468,185	5%
Marina	73,017	43,994	63,001	591,823	548,805	557,404	2%
C A M	64,493	56,552	97,438	595,487	590,969	688,767	17%
Marketing	21,855	36,119	33,370	330,509	371,336	381,167	3%
Dredging	14,012	21,451	22,144	224,619	214,305	198,883	-7%
<b>Total Operating Expenses</b>	<b>438,114</b>	<b>464,601</b>	<b>688,759</b>	<b>4,641,640</b>	<b>4,994,061</b>	<b>5,311,232</b>	<b>6%</b>
<b><u>NET OPERATING INCOME</u></b>	<b>119,078</b>	<b>89,840</b>	<b>(126,458)</b>	<b>1,257,303</b>	<b>1,038,008</b>	<b>707,205</b>	<b>-32%</b>
<b><u>Non-operating Income</u></b>							
Interest	22	-	196	34,756	87,117	30,333	
Taxes	383,693	397,866	419,508	919,751	965,340	1,008,303	4%
Other	1,108	-	-	24,772	8,942	28,718	
<b>Total Non-operating Income</b>	<b>384,823</b>	<b>397,866</b>	<b>419,704</b>	<b>979,279</b>	<b>1,061,399</b>	<b>1,067,354</b>	<b>1%</b>
<b><u>Non-Operating Expenses</u></b>							
Depreciation	72,911	74,779	82,307	729,203	746,757	818,838	
Debt Service	3,587	1,437	1,437	748,107	700,827	673,796	
Other	1,127	-	-	20,327	-	-	
<b>Total Non-operating Expenses</b>	<b>77,625</b>	<b>76,216</b>	<b>83,744</b>	<b>1,497,637</b>	<b>1,447,584</b>	<b>1,492,634</b>	<b>3%</b>
<b><u>NET NON-OPER. INCOME</u></b>	<b>307,198</b>	<b>321,650</b>	<b>335,960</b>	<b>(518,358)</b>	<b>(386,185)</b>	<b>(425,280)</b>	
<b>TOTAL INCOME (LOSS)</b>	<b>426,276</b>	<b>411,490</b>	<b>209,502</b>	<b>738,945</b>	<b>651,823</b>	<b>281,925</b>	<b>-57%</b>

Monthly Report  
(Unaudited)

# ATTACHMENT 3

## Accounts Payable Check Register - April 2015

Ventura Port District  
Wells Fargo Checking

05/26/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
41812	4/2/2015	5016	Lowe's	Miscellaneous operating supplies	850.57	
41813	4/2/2015	5945	Office Depot Credit Plan	Office supplies	33.23	
41814	4/2/2015	PM OneTime	Andres Fernandez	Refund security deposit on old lease	1,200.00	
41815			** Voided **	Printing error		-
41816			** Voided **	Printing error		-
41817	4/3/2015	3155	Franchise Tax Board	Employee garnishment	149.65	
41818	4/3/2015	3155	Franchise Tax Board	Employee garnishment	70.00	
41819	4/9/2015	1036	Accurate First Aid Services	Replenish first aid stations	141.04	
41820	4/9/2015	1037	Acorn Newspapers	Marketing Event/Harbor advertising	477.75	
41821	4/9/2015	1045	ADT Security Services	Security - Nat'l Park Service	179.85	
41822	4/9/2015	1060	AFLAC	Salary reduction benefit - Mar	362.42	
41823	4/9/2015	1153	Allstar Fire Equipment	Patrol Fire Turnout Coats-uniforms	7,967.90	
41824	4/9/2015	1178	American Office Products	Office supplies	241.59	
41825	4/9/2015	1440	Beacon Marine Chandlery Inc	Operating supplies	25.71	
41826	4/9/2015	1725	C E D	Shop supplies	632.13	
41827	4/9/2015	1762	Canon Financial Services	Copier lease for VPD HDQ and Marketing office	795.50	
41828	4/9/2015	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	747.90	
41829	4/9/2015	1925	City Of S. Buenaventura	Trash Service	100.00	
41830	4/9/2015	2099	Custom Embroidery	Maintenance rain gear suit	41.39	
41831	4/9/2015	2174	Dan Harding	Photography for social media	100.00	
41832	4/9/2015	2202	Dave's Marine Fuel Service	Fuel for Patrol boat	1,102.71	
41833	4/9/2015	2331	Dial Security Inc	Dockmaster/security coverage	1,200.00	
41834	4/9/2015	2433	Document Systems Inc.	Printer toner	96.75	
41835	4/9/2015	2446	DocuProducts	Copier maintenance fees	356.27	
41836	4/9/2015	2537	Dunn Edwards	Maintenance paint supplies	150.16	
41837	4/9/2015	2751	Empire Cleaning Supply	Janitorial supplies	3,819.80	
41838	4/9/2015	2924	FMP Uniform Co.	Patrol uniforms	276.77	
41839	4/9/2015	2935	Farmer Bros. Co	Coffee supplies	355.65	
41840	4/9/2015	2980	Fausset Printing, LLC	Advertising	325.25	
41841	4/9/2015	2986	Ferguson Enterprises Inc.	Plumbing parts	16.19	
41842	4/9/2015	3050	All That's Fit to Print	Ad production, Nov/Dec 2014	4,607.39	
41843	4/9/2015	3283	GFOA (Government Finance Officers Assoc.) - Webinar training for Accounting Manager		50.00	

# ATTACHMENT 3

## Accounts Payable Check Register - April 2015

Ventura Port District  
Wells Fargo Checking

05/26/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
41844	4/9/2015	3490	Grainger Inc.	Maintenance supplies	51.17	
41845	4/9/2015	3492	Green Thumb International	Plants/gardening materials	158.08	
41846	4/9/2015	3592	Hansen's Plumbing, Inc.	Village 1691 main sewer line pipe repair	842.90	
41847	4/9/2015	3655	Herald Printing, Ltd.	Harbor Village maps	151.44	
41848	4/9/2015	4247	Jani-King of CA Inc.	Janitorial Service in Village	5,365.56	
41849	4/9/2015	4742	Kratos Construction	Storage room build-out 1559 bldg old Christy's suite	2,400.00	
41850	4/9/2015	5210	McCormix Corp.	Fuel for maintenance vehicles	608.20	
41851	4/9/2015	5213	McMaster-Carr	Vinyl sheeting	52.27	
41852	4/9/2015	5295	Michael Green	Drywall repair and paint in various Village building	4,825.00	
41853	4/9/2015	5625	Nestle Pure Life	Bottled water service	157.74	
41854	4/9/2015	6178	PERS Long Term Care Program	Salary reduction benefit	121.31	
41855	4/9/2015	6283	Petty Cash Fund	Reimburse petty cash fund	315.85	
41856	4/9/2015	6440	Port Supply	Boat parts and radio equipment maintenance supplies	145.01	
41857	4/9/2015	6865	Rasmussen & Associates Inc	Village roof renovation project services	1,398.30	
41858	4/9/2015	6902	Reserve Account	Postage for Village office meter	200.00	
41859	4/9/2015	7015	Rick Wilborn	Aerials of launch ramp parking lot area	275.00	
41860	4/9/2015	7210	SEIU Local 721	Union dues for Harbor Patrol	259.64	
41861	4/9/2015	7240	AT&T	Fiber/Wi-Fi services VPD HDQ&Elevator emergency phone service	1,794.89	
41862	4/9/2015	7293	ServiceMaster Building Maint	Janitorial service Nat Park Service buildings	1,046.00	
41863	4/9/2015	7410	Smith Pipe & Supply Inc.	Plumbing parts/fixtures	116.10	
41864	4/9/2015	7434	Southern Calif. Edison	Utilities	14.24	
41865	4/9/2015	7762	The Home Depot	Maintenance supplies	46.21	
41866	4/9/2015	8232	Ventura County APCD (Air Pollution Control District) - Annual permit as required by dredging		17,152.83	
41867	4/9/2015	8239	Ventura County Reporter	Marketing Event/Harbor advertising	325.00	
41868	4/9/2015	8241	Ventura County Star	Marketing Event/Harbor advertising	766.80	
41869	4/9/2015	8250	Ventura Visitors & Convention	Rent for space in VVC building & Advertising Co-op	1,017.50	
41870	4/9/2015	8251	Ventura Water	Water utility usage-monthly	215.12	
41871	4/9/2015	8260	Verizon Wireless	Cell phones/services	125.74	
41872	4/9/2015	8263	Ventura Pest Control	Termite inspection Report and monthly pest control service	1,325.00	
41873	4/9/2015	8267	Ventura Harbor Marina & Yacht	Bottom washing for Patrol Boats 17 & 19	288.90	
41874	4/9/2015	8453	Virtual Pacific Networks	IT Services	2,000.00	
41875	4/9/2015	8531	Whisenhunt Communication	Public relations services	1,200.00	

# ATTACHMENT 3

## Accounts Payable Check Register - April 2015

Ventura Port District  
Wells Fargo Checking

05/26/2015

Check	Date	Payee	Name	Description	Amount	Voided Amount
41876	4/9/2015	12856	Arkadin, Inc.	Phone conference call service	61.78	
41877	4/9/2015	12911	ASCAP	Marketing quarterly entertainment permit	261.00	
41878	4/9/2015	28701	Everard Ashworth	Conference reimbursement	471.50	
41879	4/9/2015	40525	Impact Sciences, Inc	Biological testing in harbor as required by pollution control permit	1,609.56	
41880	4/9/2015	46141	Kozwel Boatworks	Patrol boat parts	986.56	
41881	4/9/2015	75712	Stacey Reed	Village events	15.00	
41882	4/9/2015	Deposits	Michelle McCarron	Refund event deposit	300.00	
41883	4/9/2015	PM OneTime	Gary Stout	Refund key deposit	25.00	
41884	4/9/2015	2099	Custom Embroidery	Patrol - headgear	13.95	
41885	4/14/2015	7346	Shell Fleet Plus	Fuel for Patrol vehicle	604.33	
41886	4/16/2015	3046	Chase	Manager's credit cards March Exp- See attached detail for April 2015	6,522.28	
41887	4/23/2015	1058	Advantage Telecom Inc	District phone system/internet	1,271.75	
41888	4/23/2015	1178	American Office Products	Office supplies	77.76	
41889	4/23/2015	1182	American Builders Supply	Signage hardware	56.99	
41890	4/23/2015	1259	Applied Environmental Inc.	Water quality monitoring/testing as required for dredging	4,750.00	
41891	4/23/2015	1492	Big Brand Tire Company	Tires for maintenance vehicle M42	435.06	
41892	4/23/2015	1676	Carquest Auto Parts	Parts/repairs to maintenance vehicles	72.18	
41893	4/23/2015	1679	Carpi, Clay & Smith	Washington lobbyist - Mar	5,020.75	
41894	4/23/2015	1725	C E D	Shop supplies	372.90	
41895	4/23/2015	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	762.22	
41896	4/23/2015	2069	Creative Resource Group	Village leasing signage design	185.00	
41897	4/23/2015	2092	Cummins-Allison Corporation	Annual service contract on Currency Counter for Accounting	383.42	
41898	4/23/2015	2153	D West Graphics	Business cards	173.08	
41899	4/23/2015	2282	Dept. Of Industrial Relations	Elevator annual permit	225.00	
41900	4/23/2015	2331	Dial Security Inc	Dockmaster/security coverage	1,412.00	
41901	4/23/2015	2446	DocuProducts	Copier maintenance fees corrected invoice	12.41	
41902	4/23/2015	2604	E.J. Harrison & Sons Inc.	Village trash service - Apr	4,254.22	
41903	4/23/2015	2751	Empire Cleaning Supply	Janitorial supplies	2,589.19	
41904	4/23/2015	2936	Fast Signs	Accessibility signage and Village lease banners	1,192.07	
41905	4/23/2015	2986	Ferguson Enterprises Inc.	Plumbing parts	19.61	
41906	4/23/2015	3050	All That's Fit to Print	Ad production, Jan/Feb 2015	2,941.03	
41907	4/23/2015	3155	Franchise Tax Board	Employee garnishment	149.65	

# ATTACHMENT 3

## Accounts Payable Check Register - April 2015

Ventura Port District  
Wells Fargo Checking

05/26/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
41908	4/23/2015	3155	Franchise Tax Board	Employee garnishment	70.00	
41909	4/23/2015	3490	Grainger Inc.	Maintenance supplies	133.06	
41910	4/23/2015	3592	Hansen's Plumbing, Inc.	Miscellaneous restroom repairs in Village	275.43	
41911	4/23/2015	3752	HLI Systems	Website service/maintenance	230.00	
41912	4/23/2015	4061	Industrial Bolt and Supply	Maintenance supplies	19.35	
41913	4/23/2015	4295	Jensen Design & Survey Inc.	Accessibility parking lot plan-April services	17,126.60	
41914	4/23/2015	4742	Kratos Construction	Fiber/Wi-Fi conduit install 1567/1559 bldgs;construct wall Marketing	8,700.00	
41915	4/23/2015	4852	Lagerlof Senecal Gosney	Legal services	14,398.75	
41916	4/23/2015	4939	Life-Assist Inc.	Safety supplies - Patrol	107.11	
41917	4/23/2015	5162	ManagerPlus Solutions,LLC	Annual tech support and service contract maintenance software	1,199.00	
41918	4/23/2015	5190	Matilija Water	Reverse osmosis water system Apr	45.00	
41919	4/23/2015	5210	McCormix Corp.	Fuel for maintenance vehicles	578.94	
41920	4/23/2015	5213	McMaster-Carr	Shop supplies	182.65	
41921	4/23/2015	5505	Muzicraft Inc.	Ambient music in Village - May	329.50	
41922	4/23/2015	6178	PERS Long Term Care Program	Salary reduction benefit	121.31	
41923	4/23/2015	6201	Pamela Griffin	Wellness program instructor	160.00	
41924	4/23/2015	6361	Pitney Bowes	Postage meter lease/Vlg office	34.63	
41925	4/23/2015	6440	Port Supply	Boat parts and radio equipment maintenance supplies	93.39	
41926	4/23/2015	6446	PowerHouse Construction Inc.	Building 1575 upstairs window replacement & 1583 iron gate repair	8,175.00	
41927	4/23/2015	6470	LegalShield	Salary reduction benefit	192.30	
41928	4/23/2015	6866	R & R Fire Protection	Plan designs & install of overhead fire sprinklers in Coffee Dock space	2,664.00	
41929	4/23/2015	7000	Richard W. Parsons	Dredging/Project Management services-Apr	8,888.00	
41930	4/23/2015	7294	Service-Pro Fire Protection	Quarterly inspection service overhead fire sprinklers in Village	665.00	
41931	4/23/2015	7410	Smith Pipe & Supply Inc.	Plumbing parts/fixtures	1,165.82	
41932	4/23/2015	7719	Teamsters Local No. 186	Union dues for Dockmasters	217.00	
41933	4/23/2015	7776	The School Newsletter Company	Marketing Event/Harbor advertising	200.00	
41934	4/23/2015	7818	TOTALFUNDS By Hasler	Postage for District HDQ meter	500.00	
41935	4/23/2015	8100	Utility Cost Management LLC	Review & analysis of electrical & gas billings resulting in credits	8,655.81	
41936	4/23/2015	8202	VCE Services, Inc.	Village parking lot accessibility design	2,919.74	
41937	4/23/2015	8233	Venco Power Sweeping, Inc	Parking lot sweeping - Village/Fish pier	545.38	
41938	4/23/2015	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	5,762.10	
41939	4/23/2015	8501	Warren Distributing Inc.	Vehicle parts	280.88	



# ATTACHMENT 3

## Accounts Payable Check Register - April 2015

Ventura Port District  
Wells Fargo Checking

05/26/2015

<u>Check</u>	<u>Date</u>	<u>Payee</u>	<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Voided Amount</u>
41940	4/23/2015	8551	Williams Automotive Inc.	Maintenance truck repairs	288.90	
41941	4/23/2015	12945	Assurant Employee Benefits	Dental Insurance Premiums	1,137.88	
41942	4/23/2015	19800	Coffee Dock & Post	Tenant improvement reimbursement as per lease	70,000.00	
41943	4/23/2015	42923	Jerome's Appliance Repair	Wash machine repair at 1691 bldg. laundry room	366.17	
41944	4/23/2015	70641	Superior Awning, Inc.	Awnings/frames for 1575 #108	2,401.97	
41945	4/23/2015	75712	Stacey Reed	Village events	90.00	
41946	4/23/2015	79652	Traffic Technologies LLC	"Oversize Vehicle" signage and hardware	802.98	
41947	4/24/2015	17571	California Door and Hardware	Deposit on LaCantina doors for new restaurant	10,000.00	
Bank Account Totals					<u>278,186.27</u>	<u>-</u>

# ATTACHMENT 4

## Ventura Port District Chase Business Credit Card Charges April 2015

### Chase Credit Card holders

Oscar Pena, General Manager  
Jessica Rauch, Administrative Assistant/Clerk  
Jennifer Talt-Lundin, Marketing Manager  
Robin Baer, Property Manager  
Joe Gonzalez, Facilities Manager  
Richard Parsons, Dredging/Project Management Consultant

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Pena	4/2/2015	BOATYARD CAFE INC	Business meal	Port Commissioner Lunch meeting	35.17
Oscar Pena	4/6/2015	PETE'S BREAKFAST HOUSE	Business meal	Port Commissioner Breakfast Meeting	28.32
Oscar Pena	4/21/2015	LAZY DOG RESTAURANT	Business meal	Port Commission Agenda Review Lunch	54.94
Oscar Pena	4/22/2015	FOUR POINTS BY SHERATON	Business meal	Port Commission Closed Session Dinner	132.56
Oscar Pena	4/7/2015	GREEK AT THE HARBOR IN	Business meal	Lunch meeting with staff member	29.08
Oscar Pena	4/16/2015	GREEK AT THE HARBOR IN	Business meal	Lunch meeting with staff member	18.00
Oscar Pena	4/20/2015	MIMIS CAFE 51	Business meal	Lunch meeting with staff member	28.01
Oscar Pena	4/22/2015	LE PETIT CAFE BAKERY I	Business meal	Lunch meeting Admin Day with Staff members	52.61
Oscar Pena	4/23/2015	CAFE NOUVEAU	Business meal	Lunch meeting with staff member	50.93
Oscar Pena	4/24/2015	CASA DE SORIA	Business meal	Lunch meeting with staff member	52.28
Oscar Pena	4/29/2015	BOATYARD CAFE INC	Business meal	Lunch meeting with staff member	27.10
Oscar Pena	4/15/2015	ONE MORE TIME GROUP, INC	Misc	Harbormaster Retirement Gift	129.00
Oscar Pena	5/3/2015	CHASE BANK	Misc	Fees and Interest charges	34.40
Total General Manager's Expenses					672.40
Jessica Rauch	4/8/2015	SUBWAY 03479789	Business meal	Port Commission Closed Session Lunch	48.80
Jessica Rauch	4/8/2015	VONS Store00024315	Business meal	Staff Meeting	10.58
Jessica Rauch	4/17/2015	MILANOS ITALIAN RESTAURAN	Business meal	Lunch Meeting	23.50
Jessica Rauch	4/22/2015	EZ SYSTEMS	Computers	Harbormaster/Bus. Ops. Man. Computer Prg	346.89
Jessica Rauch	4/24/2015	LENOVO GROUP	Computers	Harbormaster Computer	787.98
Jessica Rauch	4/22/2015	CALPELRA	Memberships	2 Month Membership-Accounting Mgr	87.50
Jessica Rauch	4/23/2015	GREEK AT THE HARBOR IN	Misc	Harbormaster Retirement Party	2,283.30
Total Administrative Assistant's Expenses					3,588.55

# ATTACHMENT 4

Staff/Consultant	Trans Date	Vendor	Category	Description	Amount
Jennifer Lundin	4/14/2015	CTC*CONSTANTCONTACT.COM	Advertising	Enewsletter - Harbor Views	20.00
Jennifer Lundin	4/20/2015	FS *AngelCam	Advertising	Harbor Web CAM Hosting	20.00
Jennifer Lundin	4/15/2015	BROPHY BROS RESTAURANT	Business meal	Visit California Representative Meeting & Tour	54.60
Jennifer Lundin	4/30/2015	TOM'S GAS & MARKET	Conferences	Central Coast meeting in Buellton/gas	25.00
Jennifer Lundin	4/6/2015	MICHAELS STORES 4800	Event production	Family Fest Booth at Pacific View Mall	27.24
Jennifer Lundin	4/6/2015	TARGET 00002980	Event production	Bubbles for Easter Break Weeks	47.20
Jennifer Lundin	4/8/2015	MICHAELS STORES 4800	Event production	Family Fest Booth at Pacific View Mall	22.52
Jennifer Lundin	4/8/2015	MICHAELS STORES 4800	Event production	Return Event supplies	(6.87)
Jennifer Lundin	4/8/2015	MICHAELS STORES 4800	Event production	Return Event supplies	(17.16)
Jennifer Lundin	4/8/2015	MICHAELS STORES 4800	Event production	Return Event supplies	(8.36)
Jennifer Lundin	4/13/2015	MICHAELS STORES 4800	Event production	Family Fest Booth at Pacific View Mall	135.40
Jennifer Lundin	4/17/2015	SMARTNFINAL39010103901	Event production	Family Fest Booth at Pacific View Mall	11.18
Jennifer Lundin	4/22/2015	CTC*CONSTANTCONTACT.COM	Event production	Enewsletter - Ventura Harbor Village	90.00
Jennifer Lundin	5/1/2015	MICHAELS STORES 4800	Event production	Return Event supplies	(102.61)
Jennifer Lundin	4/17/2015	KELLY 11 - VENTURA	Office supplies	Paper company - cardstock ream	13.52
Total Marketing Manager's Expenses					331.66
Robin Baer	4/22/2015	ICSC	Training	Webinar on Leasing spaces	45.00
Robin Baer	4/27/2015	LOOPNET INC	Advertising	Online AD for leasing spaces	87.95
Robin Baer	5/2/2015	LOOPNET INC	Advertising	Verify card still active Fee	1.00
Total Property Manager's Expenses					133.95
Joe Gonzalez	4/10/2015	SAFELITE AUTOGLASS	Auto/Boat Maint	H-10 B Patrol vehicle windshield replaced	222.06
Joe Gonzalez	4/30/2015	Freeman Marine Equipment	Auto/Boat Maint	Boat-17 , Hatch cover	618.18
Total Facilities Manager's Expenses					840.24
Richard Parsons	No purchases during month of April				-
Total Chase Credit Card April 2015 Expenses					\$ 5,566.80

**JUNE 24, 2015**

**BOARD OF PORT COMMISSIONERS**

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**CONSENT AGENDA ITEM B**

**APPROVAL OF NEW OFFICE LEASE AGREEMENT**

**FOR RON BALDONADO**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM B**  
Meeting Date: June 24, 2015

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TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: New Office Lease Agreement for Ron Baldonado  
1591 Spinnaker Drive #201

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**RECOMMENDATION:**

That the Board of Port Commissioners approves by motion a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Ron Baldonado for the premises located at 1591 Spinnaker Drive #201 consisting of a total of 625 square feet for a two (2) year term.

**SUMMARY:**

The tenant continues to enjoy having an office space within the Ventura Harbor Village. They have requested a two-year lease.

**BACKGROUND:**

Mr. Baldonado is the owner of Virtual Pacific Networks ("VPN") who specializes in Wired / Wireless networking and consulting. VPN provides network design, engineering, data recovery, desktop repair and support. VPN services many different technological environments including medical, and government and commercial sectors.

Mr. Baldonado has also been the IT consultant for the Ventura Port District for nine years.

**FISCAL IMPACT:**

The average occupancy expense per year is \$9,900 which could result in an additional \$3,600 per year.

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

**JUNE 24, 2015**

**BOARD OF PORT COMMISSIONERS**

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**CONSENT AGENDA ITEM C**

**APPROVAL OF NEW LEASE AGREEMENT**

**FOR MILANO'S ITALIAN RESTAURANT**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM C**  
Meeting Date: June 24, 2015

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TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: New Restaurant Lease Agreement for Milano's Ventura Inc. dba Milano's Italian Restaurant located at 1559 Spinnaker Drive #100

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**RECOMMENDATION:**

That the Board of Port Commissioners approves by motion a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Milano's Ventura, Inc. dba Milano's Italian Restaurant for the premises located at 1559 Spinnaker Drive #100 consisting of a total of 1,864 square feet and 1,035 square feet of Patio for a three (3) year term with a five (5) year option to extend.

**BACKGROUND:**

Tenant has been in business at the Ventura Harbor Village since 1984. Bruce Silvey is the current owner who purchased Milano's in 2006.

They specialize in pasta, pizza and salads and also have a very successful Wednesday night special for a Lobster dinner. Tenant is proposing to make improvements that include interior paint, refinishing wood floors, new lighting fixtures and new artwork.

Landlord is working with the tenant to relocate and expand existing bar to increase sales. This includes a tenant improvement allowance of \$16.00 per sq.ft. The work for this remodel will likely be made in the winter months of 2015.

**FISCAL IMPACT:**

The average occupancy expense over a three year period is \$129,000 per year, which could result in an additional percentage rent of \$50,000 per year once the improvements have been completed.

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

**JUNE 24, 2015**

**BOARD OF PORT COMMISSIONERS**

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**STANDARD AGENDA ITEM NO. 1**

**FINAL BUDGET AND  
FIVE YEAR CAPITAL IMPROVEMENT PLAN**



**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 1**  
Meeting Date: June 24, 2015

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To: Board of Port Commissioners  
From: Oscar Peña, General Manager  
Gloria Adkins, Accounting Manager  
Subject: Ventura Port District Final Budget for FY2015-16 and a Five Year Capital Improvement Plan

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**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3280 approving the 2015 – 2016 Ventura Port District Final Budget and Five Year Capital Improvement Plan.

**BACKGROUND:**

It is our pleasure to present the Board with the final budget for the 2015 – 2016 fiscal year. This budget was carefully developed to further the District's Mission Statement in "providing a safe and navigable harbor and a seaside destination that benefits residents, visitors, fishermen and boaters to enjoy Ventura Harbor's exceptional facilities, events and services." The budget is filled with numbers that represent improvements or projects that serve our business partners, residents and visitors. The budget defines how we operate as a Port District based upon the Board's goals and objectives.

The budget also provides the means to fund ongoing maintenance and improvements to the District's infrastructure and takes into account potential changes to wages and benefits, training and equipment needed by our employees. The budget also includes a five-year Capital Improvement Plan that takes into account the infrastructure improvements of the District. Overall, this budget continues our focus on ensuring the District operates in an efficient and effective manner.

On June 10th, the Board had an opportunity to review and discuss a preliminary budget for Fiscal Year 2015 – 2016. The budget documents described all aspects of harbor business from a broad operational view and the District's Five Year Capital Improvement Plan.

The Five Year Capital Improvement Plan takes into account the capital needs assessment conducted by the Corrouch Group in 2012. The needs assessment study included all of the District owned assets. This study provides a long term planning tool for the District. The proposed five year plan takes into account available funding sources by the District.

Attached is the Budget for Fiscal Year 2015-16 and a Five Year Capital Improvement Plan. Included with these reports are detailed worksheets of the budget by department and of the five-year capital improvement plan.

The FY15-16 budget reflects a positive cash flow of \$636,000 from normal operations. This is a \$4,000 decrease from the June 10 Preliminary Budget. The budget also reflects improvement expenditures of \$2,233,000 of which \$1,597,000 will be funded using unrestricted cash reserves. The improvements increased by \$83,000 over the June 10 Preliminary Budget.

Below is a summary of the projected revenues and expenditures for the 2015-16 fiscal year:

Preliminary Budget Summary

Operating Income	\$7,489,000
Non-operating Income (Property Tax)	<u>1,030,000</u>
Total Income	\$8,519,000
Operating Expenses	\$5,295,000
Non-operating Expenses (Debt Service)	1,290,000
Harbor Patrol / Safety / Launch Ramp	<u>1,298,000</u>
Total Expenditures	\$7,883,000
Cash Flows Before Improvements <sup>1</sup>	\$636,000
Improvements	\$2,233,000
Deficit Cash Flow after Capital Improvements	(\$1,597,000)

Notes:

<sup>1</sup>Grant monies are not included in the projected revenues or expenses.

**CONCLUSION:**

As an enterprise the District generates 88% of its revenue from its real estate transactions: Harbor Village, Marinas, Hotels and Timeshares, Yacht Clubs, Boatyards, Fuel Docks and the mobile home park. It is possible that a new source of revenue will be included with the Sondermann Ring development on parcels 15, 16, 18 in the second or third quarter of this fiscal year. In the 2015 – 2016 fiscal year, approximately 12% of the non-operating revenue is from the District's share of property taxes within the City of Ventura.

Some small business owners are still recovering from the recession that lasted from December 2007 to July 2009. This has been the case with recreational marinas. Those marina's with a higher live aboard component have been impacted less and continue to maintain higher occupancy levels. Fortunately, the hospitality industry has continued to see positive growth following the recession. Charters to the Channel Islands and whale watching tours continue to increase year over year for the last several years. Sportfishing charters also continue to show positive growth. There has also been steady growth with some of the boatyard and fuel operators. A handful of restaurants continue to see strong sales and there is a trend for other smaller restaurant operators to experience higher sales. The mobile home park and timeshare properties provide the District with consistent revenues at lower rates that are in line with increases tied to the consumer price index.

Overall, we anticipate steady growth with most of the business categories in the harbor. Retail is the smallest category represented in the harbor and that segment continues to climb out of the recession with smaller increases forecasted. In partnership with our tenants, we hope to encourage more local residents to enjoy the recreational elements in the harbor, the variety of culinary opportunities, unique retail and artisan outlets, and all the services offered to the boating community. There is also a greater expectation that our local commercial fishing industry will offload more squid than previous years.

With the potential development of Parcels 15, 16 and 18, the revenue forecast is up slightly. There is also some overall improvement in the harbor economy with hospitality, tourism and restaurants leading the way.

There are some expenses which we have no control over which have increased such as general liability insurance, workers compensation insurance and the accessibility improvements we are making at Harbor Village. We have also included for the Board's consideration a salary increase for District employees, which is subject to the Board's review and approval.

Staff looks forward to interacting with the Board and members of the public on a new road map for our revenues and expenses for the FY2015-16.

**ATTACHMENTS:**

Attachment 1 – Resolution No.3280 for Budget FY2015-16

Attachment 2 – Annual Budget FY2015-16

Attachment 3 – Tenant Improvements FY2015-16

Attachment 4 - Capital Improvement Five Year Projection Plan Summary

Attachment 5 – Annual Budget by Department FY2015-16

Attachment 6 - Capital Improvement Five Year Projection Plan Detail

ATTACHMENT 1



RESOLUTION NO. 3280

RESOLUTION OF THE BOARD OF PORT COMMISSIONERS  
OF THE VENTURA PORT DISTRICT ADOPTING THE  
2015-2016 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 2015-2016; and

WHEREAS, a workshop for the Preliminary Budget was presented to the Board of Port Commissioners on April 22, 2015 and June 10, 2015; and

WHEREAS, the Board of Port Commissioners adopted by motion the Preliminary Budget on June 10, 2015; and

WHEREAS, the Preliminary Budget has been revised to reflect all modifications deemed appropriate by the Board of Port Commissioners; 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; so

NOW, THEREFORE, BE IT RESOLVED by the Board of Port Commissioners of the Ventura Port District that the District Fiscal Year 2015-2016 Budget is hereby approved.

PASSED and ADOPTED this 24<sup>th</sup> day of June, 2015

Attest:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary



ATTACHMENT 1

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

I, \_\_\_\_\_, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3280 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 24<sup>th</sup> day of June 2015, by the following vote:

AYES:  
NOES:  
ABSENT:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 24<sup>th</sup> day of June 2015.

(Seal)

\_\_\_\_\_  
Secretary

## ATTACHMENT 2

### VENTURA PORT DISTRICT ANNUAL BUDGET FOR FISCAL YEAR 2015-16 6/24/2015

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Budget 2015-16</u>	<u>Comments</u>
<b>OPERATING REVENUE</b>						
Parcel Lease Income	2,819,616	2,892,663	2,940,000	2,990,000	2,950,000	
SRP Lease Rent	60,000	60,000	60,000	60,000	240,000	Assumes \$25k minimum rent to begin Oct 2015
Dry Storage Income	96,993	89,472	83,000	80,000	97,000	Rate increase 7/1/2015
Commercial Fishermen's Storage	57,442	63,167	69,500	70,000	76,500	Fishermens Storage Rental
Parking Income	64,242	55,877	61,000	55,000	65,000	
Misc. Income/Rentals	2,454	172,361	105,500	109,000	91,500	
Harbor Village Lease Income						
Retail	427,052	445,324	435,000	425,000	435,000	
Restaurant	949,193	895,802	875,000	870,000	965,000	Increase due to projected increase in sales and rent from tenants currently closed undergoing renovations
Offices	567,992	548,550	555,000	555,000	580,000	Increase due to leasing of suites previously vacant for over a year
Charters	298,454	344,208	335,000	355,000	350,000	
Commercial Fishing	67,828	62,422	80,000	70,000	95,000	
Fish Offloading	138,468	237,335	165,000	150,000	155,000	
Harbor Village Misc. Income	17,770	13,317	4,700	6,000	6,000	
Booth/Vendor Income	10,301	9,968	9,000	9,500	10,000	
Sponsorships	5,158	14,210	17,000	16,500	16,500	
Harbor Event Permits	18,762	37,777	43,000	33,000	40,500	
Harbor Village Marina Slip Rentals	989,258	934,143	889,000	876,000	926,000	Rate increase 5/1/2015
Harbor Village CAM Income	313,867	287,044	270,000	270,000	300,000	
Harbor Village Merchants Promo Dues	87,417	83,405	80,000	80,000	90,000	
<b>TOTAL OPERATING REVENUE</b>	<b>6,992,267</b>	<b>7,247,045</b>	<b>7,076,700</b>	<b>7,080,000</b>	<b>7,489,000</b>	
% change from previous years actual	-3%	4%	-2%	-2%	6%	
<b>OPERATING EXPENDITURES</b>						
<u>Personnel Expenses</u>						
Total Wages*	1,525,233	1,597,943	1,576,100	1,584,500	1,640,500	Proposed 4% increase in base pay
<u>Other Personnel Expenses</u>						
Payroll Taxes	22,414	28,639	26,000	27,500	29,500	
Workers Comp Insurance	47,847	75,951	123,000	123,000	141,500	CJPIA
Medical & Life Insurance	183,505	208,996	217,912	221,500	231,500	
Optional Benefit Plans	140,331	146,986	144,500	146,000	146,000	
Retirement Contributions	343,185	343,830	368,500	368,500	395,500	
Totals Other Personnel Exp	737,282	804,402	879,912	886,500	944,000	
Total Personnel Expenses	2,262,515	2,402,345	2,456,012	2,471,000	2,584,500	
% change from previous years actual	-2%	6%	2%	3%	5%	

\* Note - All changes to wages are contingent upon the successful implementation of the SRP ground lease

## ATTACHMENT 2

### FY15-16 Budget Continued, 6/24/2015

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Budget 2015-16</u>	<u>Comments</u>
<u>General Expenses</u>						
Advertising (Public notices)	8,115	10,182	10,450	12,000	6,000	Classified ads pertaining to ground leases and project bid requests; Added \$2,000 Yacht Club Junior Sailing Program
Leasing / Marketing	-	-	-	-	17,000	Online & printed leasing material; graphic designs; photography; ads; ad production; attend business expos; and networking
Port District Open House	3,720	5,460	550	5,000	4,000	Annual Parade of Lights Open House
Auto Mileage & Allowance	12,842	12,036	13,000	15,000	13,500	
Auto/Boat Equip & Maint.	35,368	27,416	29,200	34,000	34,500	
Bad Debt	49,373	41,174	25,000	36,000	25,000	
Bank Fees & Other Misc.	16,441	13,455	10,000	15,000	15,000	
Building Maintenance	162,973	274,022	212,500	229,000	243,000	
Communications	31,551	29,310	41,000	41,000	43,000	
Conferences, Meetings & Training	42,148	39,398	36,500	42,500	41,500	
Dock & Fish Pier Maint. & Repairs	45,722	16,971	48,000	59,000	49,000	
Equipment Rental	16,271	12,984	19,500	22,000	14,500	
Village Enhancements	30,149	35,039	25,000	50,000	35,000	
General Harbor Maintenance	1,866	-	5,000	5,000	4,000	
General Liability Insurance	126,566	141,886	274,500	274,500	318,000	As per annual JPIA Deposit Cost Analysis
Grounds Maintenance	149,986	166,442	126,500	155,500	111,000	
Janitorial Supplies	36,582	39,917	49,000	52,000	60,500	
Land/Building Rental Expense	63,931	64,156	69,500	70,000	76,500	Fisherman's storage/net repair area lease (see also revenue for Fisherman's storage)
Memberships & Subscriptions	18,070	20,186	20,700	21,000	21,500	
Office Computer Equip & Related	25,071	26,297	18,000	24,000	20,500	
Office Supplies & Equipment	30,051	35,872	40,000	51,500	30,000	
Operating Supplies	19,458	27,540	24,600	34,500	34,000	
Other Equipment & Repairs	36,661	39,949	39,500	41,500	41,000	
Professional Serv. - Auditing	14,020	13,458	13,500	15,000	15,000	
Professional Serv. - Legal	189,148	220,789	240,000	240,000	150,000	Removed charges related to finalized leases
Professional/Outside Services	369,142	295,555	330,000	363,500	283,500	
Prof. Serv/Downtown Trolley Partnership	-	24,000	24,000	25,000	24,000	
Uniforms & Tool Allowances	7,809	11,089	14,200	15,500	17,000	
Utilities and Trash	322,051	348,012	372,500	383,000	411,500	
Dredging Related Expenses	255,813	243,534	223,000	260,000	260,000	
Total General Expenses	2,120,898	2,236,129	2,355,200	2,592,000	2,419,000	
% change from previous years actual	-38%	5%	5%	16%	3%	
<u>Marketing &amp; Promotional Expenses</u>						
Advertising	115,226	136,688	145,000	131,000	134,500	
Graphic Design/Ad Production	16,184	19,900	20,000	20,000	22,000	
Event Banners	381	1,492	1,000	1,000	1,500	
Maps/Rack Cards/Harbor Brochures	8,077	14,465	15,000	20,000	16,500	
Certified Rack	2,289	2,528	2,500	2,500	2,500	
Tourism Outreach and Partnership	5,845	6,144	9,000	9,000	9,000	
Entertainment-Live Music	16,952	18,932	23,000	23,000	23,000	
Event Production	51,572	52,443	60,000	60,000	63,500	

## ATTACHMENT 2

### FY15-16 Budget Continued, 6/24/2015

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Budget 2015-16</u>	<u>Comments</u>
<b>Operating Expenditures, Marketing &amp; Promotional Expenses Continued</b>						
Equipment Rental-Copier Village Office	5,413	5,323	5,500	6,000	5,000	
Content Marketing/Website Social Media	3,820	13,658	10,000	18,500	13,600	
Miscellaneous	183	72	300	500	400	
Total Marketing & Promotional Expenses	225,942	271,645	291,300	291,500	291,500	
% change from previous years actual	8%	20%	7%	7%	0%	
<b>TOTAL OPERATING EXPENDITURES</b>	<b>4,609,355</b>	<b>4,910,119</b>	<b>5,102,512</b>	<b>5,354,500</b>	<b>5,295,000</b>	
% change from previous years actual	-22%	7%	4%	9%	4%	
<b>Operating Cash Flows In (Out)</b>	<b>2,382,912</b>	<b>2,336,926</b>	<b>1,974,188</b>	<b>1,725,500</b>	<b>2,194,000</b>	
<b>NON-OPERATING and OTHER EXPENDITURES</b>						
Harbor Patrol expenses not funded by property taxes	5,179	116,053	264,500	218,000	268,000	
Master Plan/Specific Plan	9,060	-	-	-	-	
COP's Interest Payment	497,366	474,339	456,881	455,000	435,000	
DBAW Loan#1 Interest Payment \$4m	160,820	160,934	160,776	160,000	160,000	
DBAW Loan#2 Interest Payment \$1.5m	57,241	55,767	55,650	55,000	55,000	
Principle Payments on bonds/loans	560,341	588,151	616,306	620,000	640,000	
<b>TOTAL NON-OPER. EXPENDITURES</b>	<b>1,290,007</b>	<b>1,395,244</b>	<b>1,554,113</b>	<b>1,508,000</b>	<b>1,558,000</b>	
<b>Annual Cash Flows In (Out) from normal operations before any Improvements</b>	<b>1,092,905</b>	<b>941,682</b>	<b>420,075</b>	<b>217,500</b>	<b>636,000</b>	
<b>Building Tenant Improvements</b>	56,696	140,681	230,000	230,000	285,000	See Attached Schedule
<b>Accessibility Improvements</b>	-	-	100,000	265,000	405,000	RRM Plans for next phase of path of travel thru Village \$60k and Misc Improvements \$50k; Misc improvements to restrooms \$10k (Spinnaker RR 1575, 1691 & downstairs 1559); Improvement Plans to restrooms \$25k (Spinnaker Restrooms at 1567, 1583 & 1591); DAC \$10k; Parking lot improvements \$250k (plans by Jensen)
<b>Capital Improvements Projects</b>	539,690	2,301,090	275,000	1,581,000	1,543,000	See Attached Schedule
<b>Annual Cash Flows In (out) after Improvements</b>		<b>(1,500,089)</b>	<b>(184,925)</b>	<b>(1,858,500)</b>	<b>(1,597,000)</b>	
<b>Improvements funded through Unrestricted Improvement Reserve Fund</b>	-	-	184,925	1,858,500	1,597,000	
<b>Projected Unrestricted Reserve Balance</b>			<b>\$ 5,916,000</b>	<b>\$ 4,070,000</b>	<b>\$ 5,900,000</b>	
Delay in receipt of grant reimbursement funds <sup>1</sup>			1,584,000	1,630,000	300,000	
<b>Adjusted Unrestricted Reserve Balance</b>			<b>\$ 7,500,000</b>	<b>\$ 5,700,000</b>	<b>\$ 6,200,000</b>	

Note:

<sup>1</sup> Division of Boating & Waterways (DBW) has reimbursed the District for \$1.5 million of funds requested for the launch ramp construction. DBW held back a retention and is still reviewing a couple of the charges.



## ATTACHMENT 2

FY15-16 Budget Continued, 6/24/2015

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

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Budget 2015-16</u>	<u>Comments</u>
Property Taxes and Assessments from County	944,974	989,720	1,010,000	1,010,000	1,030,000	
<u>Harbor Patrol Personnel Expenses</u>						
Total Wages	603,659	616,718	619,000	626,500	643,000	Proposed 4% increase in base pay
Payroll Taxes	10,607	12,556	13,000	15,000	15,000	
Workers Comp Insurance	50,123	127,603	192,000	192,000	219,000	
Medical & Life Insurance	59,126	52,940	59,000	59,000	47,000	
Optional Benefit Plans	39,977	43,428	50,000	50,000	47,000	
Retirement Contributions	81,259	92,615	92,000	95,000	118,500	
Total Harbor Patrol Personnel Exp	844,751	945,860	1,025,000	1,037,500	1,089,500	
% change from previous year actual	-1%	12%	8%	10%	6%	
<u>Harbor Patrol Other Expenses</u>						
Uniforms	8,563	7,691	31,000	31,000	13,000	
Oil & Fuel Expense	31,762	28,297	30,000	34,000	34,000	
Operating Supplies & Expense	14,220	14,322	20,000	21,000	21,000	
Boat Maintenance	21,211	82,659	130,000	60,000	65,000	Fireboat sounding for noise control \$2,000 and fireboat plumbing \$10,000, both deferred from FY15; labor to install engines in Boat 17 & refurbish \$65k; general maintenance \$2500/mo
Auto Equip & Maint.	2,090	8,248	5,500	5,000	8,500	
Conferences & Training	3,587	3,585	3,000	3,500	4,000	
Summer Lifeguard Services	23,969	15,111	30,000	32,000	59,000	Based on State of CA service proposal; staff is researching other possible alternatives
Professional Services	-	-	-	4,000	4,000	Self Contained Breathing Apparatus (SCBA) testing, deferred from FY15
Total Harbor Patrol Other Expenses	105,402	159,913	249,500	190,500	208,500	
% change from previous year actual	16%	52%	56%	19%	-16%	
<b>Total Harbor Patrol Expenses</b>	<b>950,153</b>	<b>1,105,773</b>	<b>1,274,500</b>	<b>1,228,000</b>	<b>1,298,000</b>	
	0%	16%	15%	11%	2%	
Expenditures remaining after Property Tax Revenues were applied are funded from Operating Revenues	(5,179)	(116,053)	(264,500)	(218,000)	(268,000)	

## ATTACHMENT 2

FY15-16 Budget Continued, 6/24/2015

### Expenditures funded by Grants and Special Funding

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Budget 2015-16</u>	<u>Comments</u>
<u>Grants and Special Funding</u>						
DBAW Grants-abandon vessel & vessel turn-in	5,085	-	13,500	13,500	5,500	The District was not awarded the boat equipment grant applied for in FY14-15
DBAW Grants-Boat Equipment	-	34,419	-	49,500	59,500	
DBAW Grant-Training Expense Reimbursement	5,625	694	5,000	6,000	10,000	Final plan for launchramp parking redesign pending
DBAW Grants-Launch Ramp Slope	50,000	1,894,253	75,000	167,000	-	
<b>TOTAL GRANTS &amp; SPECIAL FUNDING</b>	<b>60,710</b>	<b>1,929,366</b>	<b>93,500</b>	<b>236,000</b>	<b>75,000</b>	

<u>Projects, Equipment and Training Expenses</u>						
Vessel Salvage-Abandoned and Turn-in	5,085	-	13,500	13,500	5,500	Grant for \$39,000 for engines for B17, \$20,500 for radar/GPS/depth sounder/misc equipment for two boats
Boat Engines & Equipment for new boat	-	34,419	-	49,500	59,500	
Harbor Patrol Training	5,625	694	5,000	6,000	10,000	Final plan for launchramp parking redesign pending
Renovate Launch Ramp Slope	50,000	1,894,253	75,000	167,000	-	
<b>TOTAL PROJECTS &amp; EQUIPMENT</b>	<b>60,710</b>	<b>1,929,366</b>	<b>93,500</b>	<b>236,000</b>	<b>75,000</b>	

# ATTACHMENT 3

## VENTURA HARBOR VILLAGE BUDGET -- TENANT IMPROVEMENTS 2015/2016

Tenant Location	Sq. Ft.	TI Budget Amount
1559 Spinnaker Dr # 100	1,864	\$30,000
1559 Spinnaker Dr # 105	1,438	\$125,000
1575 Spinnaker Dr # 106 a	1,227	\$25,000
1575 Spinnaker Dr # 208	495	\$3,500
1583 Spinnaker Dr # 101	3,764	\$45,000
1583 Spinnaker Dr # 105 & 104b	1,856	\$6,000
1583 Spinnaker Dr # 212	374	\$2,500
1591 Spinnaker Dr # 113	787	\$3,000
1591 Spinnaker Dr. #114, 115	2,300	\$45,000
TOTAL		<u><u>\$285,000</u></u>

# ATTACHMENT 4

## Capital Improvement and Maintenance Projects Summary of Five Year Projection

Item #	Project Location/Description	Current Actual Expense 7/14 to 05/15	Current Budget Fiscal Yr 14-15	Proposed Fiscal Yr 15-16	Fiscal Yr 16-17	Fiscal Yr 17-18	Fiscal Yr 18-19	Fiscal Yr 19-20
Buildings 8	National Park Serv Bldg - refurbish chair elevator						15,000	
Buildings 9	Harbor Village Bldgs - refurbish elevators-deferred to FY15-16	-	98,000	98,000	105,000	125,000		
Buildings 13	Harbor Village Bldgs - maintain/replace vinyl windows			90,000				
Buildings 15	Harbor Village Bldgs-replace/repair roofs/tiles/gutters-deferred to FY15-16	22,167	850,000	630,000	400,000	900,000		
Buildings 20	National Park Serv Bldg-1431 Bldg-HVAC system-deferred to FY15-16	5,497	50,000	35,000				
Buildings 22	National Park Serv Bldg - 1691 Bldg - HVAC system							100,000
Buildings 23	Harbor Village Bldgs - paint all exterior walls/trim/facades			500,000				
Buildings 30	Harbor Village - repair/replace existing restaurant decking					100,000		
Buildings 31	Harbor Village - Fiber Optic installation	39,500	45,000					
Dry Stor 34	Dry Storage Lot - replace/repair fencing							20,000
Fisheries 36	Fish Pier - resurface as needed				370,000			
Fisheries 38	Fish Pier Crane - replace - crane on order/install June2015	27,823	130,000					
Headqrtrs 39	District Headquarter - replace two maintenance vehicles			40,000				
Headqrtrs 40	District Headquarters - renovate/inspect HVAC system							20,000
Headqrtrs 44	District Headquarters - emergency generator							70,000
Landscape 48	Harbor Village-landscape/hardscape - project terminated	10,644	170,000					
Marina 56	Vlg Marina - upgrade to electrical meters servicing dock C-project terminated	400	120,000					
Marina 58	Vlg Marina-replacement docks D,G&H with concrete docks-deferred to FY15-16	9,529	80,000	50,000	3,000,000			
Parklots 60	Harbor - all parking lots - repair as needed/slurry coating			100,000	820,000			
Parklots 61	Harbor Village Parking Lot-construct trash enclosure-project terminated	1,955	30,000					
Grounds 1	Port District Office - purchase/install permanent flag pole	1,249	8,000					
Total Capital Improvement and Maintenance Projects		118,764	1,581,000	1,543,000	4,695,000	1,125,000	15,000	210,000
Less anticipated financing from a third party source for Dock Construction					(3,000,000)			
TOTAL CAPITAL IMPROVEMENT PLAN LESS FINANCING		118,764	1,581,000	1,543,000	1,695,000	1,125,000	15,000	210,000

# ATTACHMENT 5

## VENTURA PORT DISTRICT BUDGET BY DEPARTMENT FISCAL YEAR 2015-16

6/24/2015

	<u>Actual</u> <u>2012-13</u>	% Incr/ -Decr over fy11-12 act	<u>Actual</u> <u>2013-14</u>	% Incr/ -Decr over fy12-13 act	<u>Est/Act</u> <u>2014-15</u>	<u>Budget</u> <u>2014-15</u>	<u>Budget</u> <u>2015-16</u>	<u>Comments</u>
<b>OPERATING REVENUE</b>								
Parcel Lease Income	2,819,616	0%	2,892,663	3%	2,940,000	2,990,000	2,950,000	
SRP Lease Rent	60,000		60,000		60,000	60,000	240,000	Assumes \$25k minimum rent to begin Oct 2015
Dry Storage Income	96,993		89,472		83,000	80,000	97,000	Rate increase 7/1/2015
Commercial Fishermen's Storage	57,442	10%	63,167	10%	69,500	70,000	76,500	Fishermens Storage Rental
Boat Washdown Income	3,400		3,560		4,500	3,000	4,500	
Commercial ID's Income	7,700		7,065		6,000	7,000	6,000	
Parking Income	64,242		55,877		61,000	55,000	65,000	Launch ramp parking fees \$52k; Parking citation fees \$13k
Sales of Services & Supplies	15,163		8,431		5,000	15,000	5,000	
Misc. Rentals	25,200		50,517		60,000	59,000	46,000	HBE Corp \$3k/mo until 11/30/15; Venco Pipeline \$25k; Misc \$6k
Investment Income	(49,009)		102,788		30,000	25,000	30,000	
Harbor Village Lease Income								
Retail	427,052	-4%	445,324	4%	435,000	425,000	435,000	
Restaurant	949,193	0%	895,802	-6%	875,000	870,000	965,000	Increase due to projected increase in sales and rent from tenants currently closed undergoing renovations
Offices	567,992	3%	548,550	-3%	555,000	555,000	580,000	Increase due to leasing of suites previously vacant for over a year
Charters	298,454	9%	344,208	15%	335,000	355,000	350,000	
Comm Fish	67,828	-5%	62,422	-8%	80,000	70,000	95,000	
Fish Offloading	138,468	-38%	237,335	71%	165,000	150,000	155,000	
Tenant Late Charges	3,012		7,960		500	1,000	1,000	
Vending Machines/Misc Sales	14,758		5,357		4,200	5,000	5,000	
Booth/vendor income	10,301		9,968		9,000	9,500	10,000	
Sponsorships/Co-Op Advertising	5,158		14,210		17,000	16,500	16,500	
Harbor Event Permit Fees	18,762		37,777		43,000	33,000	40,500	
Marina Slip Rentals	957,435	3%	902,222	-6%	860,000	850,000	900,000	Rate increase 5/1/2015
Marina Electrical Income	31,823		31,921		29,000	26,000	26,000	
CAM Income	313,867		287,044		270,000	270,000	300,000	Assumes CAM at \$0.58/sqft
Merchants Promotion Dues	87,417		83,405		80,000	80,000	90,000	
<b>TOTAL OPERATING REVENUE</b>	<b>6,992,267</b>		<b>7,247,045</b>		<b>7,076,700</b>	<b>7,080,000</b>	<b>7,489,000</b>	
	Increase / -Decrease over prev year	-3%	4%		-2%		6%	(3% increase over FY14-15 without the additional SRP rental)

# ATTACHMENT 5

	Actual 2012-13	% Incr/ -Decr over fy11-12 act	Actual 2013-14	% Incr/ -Decr over fy12-13 act	Est/Act 2014-15	Budget 2014-15	Budget 2015-16	Comments
<b>OPERATING EXPENDITURES BY DEPARTMENT</b>								
<u>Maintenance Personnel Expenses</u>								
Regular Salaries	244,945	5%	265,587	8%	250,000	250,000	260,500	Proposed 4% increase in base pay
Overtime Pay	5,511		3,609		4,000	6,000	4,500	
Holiday Pay	1,848		1,692		1,600	2,000	2,000	
Payroll Taxes	3,792		5,897		4,500	4,500	5,500	
Workers Comp Insurance	14,583		24,231		37,500	37,500	43,500	As per annual JPIA Retro Deposit Cost Analysis
Medical & Life Insurance	31,228		44,493		38,200	39,500	41,500	
Employee Optional Benefits	24,853		29,354		24,000	24,000	24,000	
Retirement Contributions	59,088		61,612		64,000	64,000	70,000	CalPERS employer Misc rate increased aprox 3%
Total Maintenance Personnel Expenses	385,848		436,475		423,800	427,500	451,500	
Increase / -Decrease over prev year	-5%		13%		-3%		7%	
<u>Maintenance Other Expenses</u>								
Uniforms	3,487		3,939		4,700	6,000	6,500	
Oil & Fuel Expense	9,272		8,385		7,000	11,000	10,000	
Operating Supplies	17,568		20,176		18,000	22,500	22,000	
Janitorial Supplies	5,907		8,349		15,000	18,500	25,000	Compliance changes in the restrooms
Equipment Rental	6,751		2,978		10,500	10,500	6,000	Not necessary to mow down Parcel 15,18; SRP will have control
Auto Maintenance	19,586		11,231		14,000	15,500	15,000	
Building Maintenance	159,199		264,280		180,000	180,000	184,000	Includes: Doors/locks; plumbing; electrical; vandalism cleanup; roof repairs for buildings not in current replacement project; deckings; rain damage/dry rot
Grounds Maintenance	94,370		126,395		70,000	100,000	67,500	Includes: landscape/sprinklers (reduced); parking lots (striping, curbs, maint, etc); all outside signage, etc
Village Enhancements	30,148		35,039		25,000	50,000	35,000	Includes: fire pits in courtyards (\$10k); replace/clean tenant awnings as needed (\$25k)
Seasonal Decorations	16,879		21,347		26,000	26,000	26,000	Holiday themes (Christmas, July 4th, Thanksgiving,etc)
Harbor Maintenance	1,866		-		5,000	5,000	4,000	
Docks Maint. & Repairs	10,285		825		7,000	8,000	7,000	
Equipment & Repairs	31,632		33,047		35,000	35,000	35,000	Includes: elevators inspections & repairs; building fire sprinklers inspections&repairs; repairs/replacement of small tools & equipment
Conferences & Training	3,394		3,050		6,000	6,000	5,000	
Utilities-Electrical	59,015		66,406		60,000	60,000	65,000	
Utilities-Gas	2,478		1,659		2,000	2,500	2,000	
Utilities-Water	27,393		30,703		36,000	36,000	40,000	
Trash Disposal	16,543		16,567		20,000	20,000	20,000	
Outside Services	107,045		31,715		50,000	40,000	82,000	Includes: Hydro jetting main sewer lines; air conditioner maint; annual backflow device testing; pest control; - Natl Park alarm monitoring, janitorial services, and on-site security (per Lease) - abandoned vessel disposal; debris removal on parcels 15&18(\$28 onetime)
Total Maintenance Other Expense	622,818		686,091		591,200	652,500	657,000	
Increase / -Decrease over prev year	15%		10%		-14%		11%	
<b>Total Maintenance</b>	<b>1,008,666</b>		<b>1,122,566</b>	<b>ok</b>	<b>1,015,000</b>	<b>1,080,000</b>	<b>1,108,500</b>	
Increase / -Decrease over prev year	7%		11%		-10%		9%	

# ATTACHMENT 5

	<b>Actual 2012-13</b>	<b>% Incr/ -Decr over fy11-12 act</b>	<b>Actual 2013-14</b>	<b>% Incr/ -Decr over fy12-13 act</b>	<b>Est/Act 2014-15</b>	<b>Budget 2014-15</b>	<b>Budget 2015-16</b>	<b>Comments</b>
<b>Administration &amp; General Personnel Exp</b>								
Regular Salaries	594,851	2%	613,093	3%	605,000	605,000	635,000	Proposed 4% increase in base pay & New Bus Oper Mgr
Overtime Pay	704		3,568		1,500	3,500	2,500	
Holiday Pay	399		(398)		-	-	-	
Payroll Taxes	7,490		7,494		7,500	7,500	7,500	
Workers Comp Insurance	4,459		4,576		8,500	8,500	9,000	As per annual JPIA Retro Deposit Cost Analysis
Medical & Life Insurance	62,705		63,066		64,500	64,500	64,500	
OPEB Benefits	6,810		8,676		8,712	8,500	12,000	Increase due to two employees retiring
Employee Optional Benefits	45,746		45,277		45,000	46,000	46,000	
Retirement Contributions	142,305		147,294		154,000	154,000	172,000	CalPERS employer Misc rate increased aprox. 3%
Total Admin. & General Personnel Exp	865,469		892,646		894,712	897,500	948,500	
Increase / -Decrease over prev year		2%		3%		0%		6%
<b>General &amp; Administration Other Expenses</b>								
Advertising (public notices)	8,115		10,182		10,450	12,000	6,000	Classified ads pertaining to ground leases and project bid requests Added \$2,000 Yacht Club Junior Sailing Program
Leasing / Marketing	-		-		-	-	17,000	Online & printed leasing material; graphic designs; photography; ads; ad production; attend business expos; and networking
Port District Open House	3,720		5,460		550	5,000	4,000	Annual Parade of Lights Open House
Telephone/WiFi Communications	31,551		29,310		41,000	41,000	43,000	
Rental Expense	63,931		64,156		69,500	70,000	76,500	Fisherman's storage/net repair area lease (see also revenue for Fisherman's storage)
General Insurance	58,227		66,083		131,500	131,500	153,000	As per annual JPIA Retro Deposit Cost Analysis
Memberships	10,397		12,332		14,500	14,500	14,300	
Memberships-LAFCO Contrb.	6,300		6,500		5,000	5,000	5,700	
Subscriptions	1,373		1,354		1,200	1,500	1,500	
Office Supplies & Equipment	24,574		31,449		35,000	45,000	25,000	
Office Computer Equipment	25,071		18,527		15,000	21,000	12,500	
Security cameras/installs/maintenance	-		7,770		3,000	3,000	8,000	Purchase/install 10 video cameras
Postage & Express	5,477		4,423		5,000	6,500	5,000	
Equipment Rental	9,520		10,006		9,000	11,500	8,500	Lease for copier machines/postage machine
Auto Mileage & Allowance	12,842		12,036		13,000	15,000	13,500	
Conferences & Meetings	36,907		35,581		30,000	35,000	33,000	
Professional Services - Auditing & Accounti	14,020		13,458		13,500	15,000	15,000	
Professional Services - Legal	189,148		220,789		240,000	240,000	150,000	Removed charges related to finalized leases
Professional Services - All others	107,255		175,645		180,000	223,500	100,000	
Trolley services to stop in Harbor	-		24,000		24,000	25,000	24,000	
Bad Debt/Uncollectable accounts	49,373		41,174		25,000	36,000	25,000	
Bank Fees & Other Misc.	16,441		13,455		10,000	15,000	15,000	Merchant services fees-process credit cards deferred from FY15
Total Admin. & General Other Expenses	674,242		803,690		876,200	972,000	755,500	
Increase / -Decrease over prev year		13%		19%		9%		21%
								-14%
<b>Total Admin &amp; General Exp</b>	<b>1,539,711</b>		<b>1,696,336</b>		<b>1,770,912</b>	<b>1,869,500</b>	<b>1,704,000</b>	
Increase / -Decrease over prev year		6%		10%		4%		-4%

# ATTACHMENT 5

	<b>Actual</b> <b>2012-13</b>	<b>%</b> <b>Incr/ -Decr</b> <small>over fy11-12 act</small>	<b>Actual</b> <b>2013-14</b>	<b>%</b> <b>Incr/ -Decr</b> <small>over fy12-13 act</small>	<b>Est/Act</b> <b>2014-15</b>	<b>Budget</b> <b>2014-15</b>	<b>Budget</b> <b>2015-16</b>	<b>Comments</b>
<b>Harbor Village Marina Personnel Expenses</b>								
Regular Salaries	257,110	-7%	229,055	-11%	220,000	225,000	232,500	Proposed 4% increase in base pay
Part-time Pay	9,500		22,824		15,000	20,000	12,500	
Overtime Pay	2,117		6,603		5,500	4,500	6,000	
Holiday Pay	4,301		5,569		8,000	6,000	8,500	
Payroll Taxes	4,547		5,002		5,000	5,500	5,500	
Workers Comp Insurance	12,206		19,366		37,500	37,500	43,500	As per annual JPIA Retro Deposit Cost Analysis
Group Medical Insurance	38,371		37,707		45,000	46,000	47,500	
Employee Optional Benefits	28,292		33,851		29,000	29,000	29,000	
Retirement Contributions	63,583		55,004		56,500	56,500	62,500	CalPERS employer Misc rate increased aprox. 3%
<b>Total Marina Expenses Personnel</b>	<b>420,027</b>		<b>414,981</b>		<b>421,500</b>	<b>430,000</b>	<b>447,500</b>	
<small>Increase / -Decrease over prev year</small>		-9%		-1%		0%	6%	
<b>Harbor Village Marina Other Expenses</b>								
Uniforms	234		2,720		4,500	5,000	5,000	
Fuel expense	-		138		700	1,000	1,000	
General Insurance	34,446		34,446		35,000	35,000	35,000	As per annual JPIA Retro Deposit Cost Analysis
Operating Supplies	1,915		5,248		5,000	9,000	9,000	Marina software deferred from FY15
Janitorial Supplies	5,244		5,601		8,000	7,500	7,500	
Other Equipment Repairs	1,604		1,206		500	1,500	1,500	
Building Maintenance	-		-		2,500	4,000	4,000	
Grounds Maintenance	10,001		5,621		19,500	19,500	8,000	Prorata share of grounds maintenance in Village
Dock Maint. & Repairs	23,506		2,672		20,000	30,000	30,000	
Fish Pier Repairs	11,931		13,474		21,000	21,000	12,000	
Conferences & Training	1,847		767		500	1,500	3,500	CA Assoc Harbor Masters/Port Captains; Marina Recreation Assoc.
Utilities-Electrical	60,725		58,222		65,000	65,000	70,000	
Utilities-Gas	4,743		4,924		6,000	8,000	8,000	
Utilities-Water	44,769		50,824		49,000	49,000	55,000	
Trash Disposal	12,776		12,332		14,500	14,500	14,500	
Professional/Outside Services	81,255		30,872		45,000	45,000	47,500	An outside security company is being used to cover shifts when Dockmasters are not available to work; pier cleaning; janitorial service for boaters restrooms
Misc. Expense	-		-		100	500	500	
<b>Total Marina Other Expenses</b>	<b>294,996</b>		<b>229,067</b>		<b>296,800</b>	<b>317,000</b>	<b>312,000</b>	
<small>Increase / -Decrease over prev year</small>		6%		-22%		30%	5%	
<b>Total Marina Expenses</b>	<b>715,023</b>		<b>644,048</b>		<b>718,300</b>	<b>747,000</b>	<b>759,500</b>	
<small>Increase / -Decrease over prev year</small>		-3%		-10%		12%	6%	



# ATTACHMENT 5

	<b>Actual</b> <b>2012-13</b>	<b>%</b> <b>Incr/</b> <b>-Decr</b>	<b>Actual</b> <b>2013-14</b>	<b>%</b> <b>Incr/</b> <b>-Decr</b>	<b>Est/Act</b> <b>2014-15</b>	<b>Budget</b> <b>2014-15</b>	<b>Budget</b> <b>2015-16</b>	<b>Comments</b>
	over fy11-12 act		over fy12-13 act					
<b>Harbor Village Common Area Maintenance (CAM) Personnel Expenses</b>								
Regular Salaries	264,280	5%	290,562	10%	300,000	295,000	308,000	Proposed 4% increase in base pay
Part-time Pay	-		-		-	-	-	
Overtime Pay	3,692		3,751		5,500	5,000	5,500	
Holiday Pay	3,240		3,398		5,000	4,000	5,000	
Payroll Taxes	3,977		5,780		5,000	6,000	6,500	
Workers Comp Insurance	15,646		26,640		37,500	37,500	43,500	As per annual JPIA Retro Deposit Cost Analysis
Group Medical Insurance	35,659		41,196		51,500	53,000	56,000	
Employee Optional Benefits	30,440		30,097		34,000	34,000	34,000	
Retirement Contributions	50,190		53,401		59,000	59,000	65,000	Includes employees subject to PEPRA Laws
<b>Total C.A.M. Personel Expenses</b>	<b>407,124</b>		<b>454,825</b>		<b>497,500</b>	<b>493,500</b>	<b>523,500</b>	
Increase / -Decrease over prev year		1%		12%		9%		5%
<b>Harbor Village Common Area Maintenance (CAM) Other Expenses</b>								
Uniforms	4,088		4,430		5,000	4,500	5,500	
Oil & Fuel Expense	6,510		7,662		7,500	6,500	8,500	
General Insurance	33,893		41,357		108,000	108,000	130,000	As per annual JPIA Retro Deposit Cost Analysis
Operating Supplies	517		2,116		1,500	2,500	2,500	
Janitorial Supplies	25,431		25,967		26,000	26,000	28,000	
Building Maintenance	3,774		9,742		30,000	45,000	55,000	
Grounds Maintenance	28,737		13,079		11,000	10,000	9,500	
Equipment & Repairs	3,425		5,696		4,000	5,000	4,500	
Utilities-Electrical	39,025		38,955		36,000	40,000	45,000	
Utilities-Water	46,790		53,318		72,000	72,000	75,000	
Trash Collection	7,794		14,102		12,000	16,000	17,000	
Professional/Outside Services	66,136		57,323		55,000	55,000	54,000	Services at Village - Ambient music; janitorial service; pest control; parkinglot sweeping
<b>Total C.A.M. Other Expenses</b>	<b>266,120</b>		<b>273,747</b>		<b>368,000</b>	<b>390,500</b>	<b>434,500</b>	
Increase / -Decrease over prev year		-5%		3%		34%		18%
<b>Total CAM Expenses</b>	<b>673,244</b>		<b>728,572</b>		<b>865,500</b>	<b>884,000</b>	<b>958,000</b>	
Increase / -Decrease over prev year		-2%		8%		19%		11%

# ATTACHMENT 5

	<b>Actual</b> <b>2012-13</b>	% Incr/ -Decr	<b>Actual</b> <b>2013-14</b>	% Incr/ -Decr	<b>Est/Act</b> <b>2014-15</b>	<b>Budget</b> <b>2014-15</b>	<b>Budget</b> <b>2015-16</b>	<b>Comments</b>
	over fy11-12 act		over fy12-13 act					
<b>Harbor Village Marketing Personnel Expenses</b>								
Regular Salaries	119,078	5%	112,084	-6%	122,000	125,000	126,500	Proposed 4% increase in base pay
Part-time Pay	11,561		36,270		31,000	31,000	29,000	
Overtime Pay	3,388		884		1,500	2,000	2,000	
Holiday Pay	209		(208)		500	500	500	
Payroll Taxes	2,608		4,466		4,000	4,000	4,500	
Workers Comp Insurance	953		1,138		2,000	2,000	2,000	
Medical & Life Insurance	15,542		13,858		10,000	10,000	10,000	
Employee Optional Benefits	9,600		8,407		12,500	13,000	13,000	
Retirement Contributions	28,017		26,519		35,000	35,000	26,000	Includes employee subject to PEPRA Laws
<b>Total Marketing Personnel Expenses</b>	<b>190,956</b>		<b>203,418</b>		<b>218,500</b>	<b>222,500</b>	<b>213,500</b>	
Increase / -Decrease over prev year	<b>3%</b>		<b>7%</b>		<b>7%</b>	<b>9%</b>	<b>-2%</b>	
<b>Harbor Marketing Other Expenses</b>								
Advertising	115,226		136,688		145,000	131,000	134,500	Reduced in hopes of getting more coop advertising involvement
Graphic Design/Ad Production	16,184		19,900		20,000	20,000	22,000	Increase due to rate increases
Event Banners	381		1,492		1,000	1,000	1,500	
Maps/Rack Cards/Harbor Brochures	8,077		14,465		15,000	20,000	16,500	
Certified Rack	2,289		2,528		2,500	2,500	2,500	
Tourism Outreach and Partnership	5,845		6,144		9,000	9,000	9,000	
Entertainment-live music	16,952		18,932		23,000	23,000	23,000	
Event Production	51,572		52,443		60,000	60,000	63,500	
Equipment Rental-Copier	5,413		5,323		5,500	6,000	5,000	
Content Marketing/Website Social Media	3,820		13,658		10,000	18,500	13,600	
Miscellaneous	183		72		300	500	400	
<b>Total Marketing Other Expenses</b>	<b>225,942</b>		<b>271,645</b>		<b>291,300</b>	<b>291,500</b>	<b>291,500</b>	
Increase / -Decrease over prev year	<b>8%</b>		<b>20%</b>		<b>7%</b>	<b>7%</b>	<b>0%</b>	
<b>Total Marketing Expenses</b>	<b>416,898</b>		<b>475,063</b>		<b>509,800</b>	<b>514,000</b>	<b>505,000</b>	
Increase / -Decrease over prev year	<b>6%</b>		<b>14%</b>		<b>7%</b>	<b>8%</b>	<b>-1%</b>	
<b>Total Operating Exp. Before Dredging</b>	<b>4,353,542</b>		<b>4,666,585</b>		<b>4,879,512</b>	<b>5,094,500</b>	<b>5,035,000</b>	
Increase / -Decrease over prev year	<b>3%</b>		<b>7%</b>		<b>5%</b>	<b>9%</b>	<b>3%</b>	

# ATTACHMENT 5

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Budget 2015-16</u>	<u>Comments</u>
<u>Harbor Dredging and Related Expenses</u>						
Harbor Maintenance Dredging	-	-	-	-	-	
Dredging & Project Management Prof. Serv	109,462	106,757	108,000	110,000	110,000	Consultants breakdown of services provided - Dredging 40% Project Management 40% General Support 20%
Washington Lobbyist Prof Serv	65,000	60,000	60,000	60,000	60,000	
Dredg. Regulatory Require.	71,557	69,836	50,000	80,000	80,000	
Dredging Conferences	8,794	5,813	4,000	9,000	9,000	
Dredging Misc. Expenses	1,000	1,128	1,000	1,000	1,000	
<b>Total Harbor Dredging Expenses</b>	<b>255,813</b>	<b>243,534</b>	<b>223,000</b>	<b>260,000</b>	<b>260,000</b>	
<b>TOTAL OPERATING EXPENDITURES</b>	<b>4,609,355</b>	<b>4,910,119</b>	<b>5,102,512</b>	<b>5,354,500</b>	<b>5,295,000</b>	
Increase / -Decrease over prev year	-22%	7%	4%	9%	4%	
<b>Operating Cash Flows In (Out)</b>	<b>2,382,912</b>	<b>2,336,926</b>	<b>1,974,188</b>	<b>1,725,500</b>	<b>2,194,000</b>	The operating expenses for the Harbor Patrol Dept have been seperated out to properly reflect the Property Tax revenue used to cover these expenses

# ATTACHMENT 5

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Budget 2015-16</u>	<u>Comments</u>
<b>NON-OPERATING and OTHER EXPENDITURES</b>						
Harbor Patrol exp. not funded by prop. taxes	5,179	116,053	264,500	218,000	268,000	Increase auto repair by \$2,000
Launch ramp expenses not funded by grant	-	-	-	-	-	Final plan for launchramp parking redesign pending
Master Plan/Specific Plan	9,060	-	-	-	-	
COP's Interest Payment	497,366	474,339	456,881	455,000	435,000	
DBAW Loan #1 Interest Payment \$4m	160,820	160,934	160,776	160,000	160,000	
DBAW Loan #2 Interest Payment \$1.5m	57,241	55,767	55,650	55,000	55,000	
Principle Payments on bonds/loans	560,341	588,151	616,306	620,000	640,000	
<b>TOTAL NON-OPER. EXPENDITURES</b>	<b>1,290,007</b>	<b>1,395,244</b>	<b>1,554,113</b>	<b>1,508,000</b>	<b>1,558,000</b>	
<b>Annual Cash Flows In (Out) from normal operations before any Improvements</b>	<b>1,092,905</b>	<b>941,682</b>	<b>420,075</b>	<b>217,500</b>	<b>636,000</b>	
Building Tenant Improvement's	56,696	140,681	230,000	230,000	285,000	See attached Tenant Improvement Schedule
<b>Accessibility Improvements</b>	-	-	100,000	265,000	405,000	RRM Plans for next phase of path of travel thru Village \$60k and Misc Improvements \$50k; Misc improvements to restrooms \$10k (Spinnaker RR 1575, 1691 & downstairs 1559); Improvement Plans to restrooms \$25k (Spinnaker Restrooms at 1567, 1583 & 1591); DAC \$10k; <b>Parking lot improvements \$250k (plans by Jensen)</b>
<b>Capital Improvement Projects</b>	539,690	561,887	275,000	1,581,000	1,543,000	See attached Capital Improvement Schedule
<b>Annual Cash Flows In (Out) after Improvements</b>	<b>496,519</b>	<b>239,114</b>	<b>(184,925)</b>	<b>(1,858,500)</b>	<b>(1,597,000)</b>	
<b>Unrestricted Reserve Balance</b>	<b>7,112,000</b>	<b>5,627,000</b>	<b>7,500,000</b>	<b>5,700,000</b>	<b>6,200,000</b>	

# ATTACHMENT 5

	<u>Actual</u> <u>2012-13</u>	% Incr/ -Decr over fy11-12 act	<u>Actual</u> <u>2013-14</u>	% Incr/ -Decr over fy12-13 act	<u>Est/Act</u> <u>2014-15</u>	<u>Budget</u> <u>2014-15</u>	<u>Budget</u> <u>2015-16</u>	<u>Comments</u>
<b>Harbor Patrol Department Expenses funded from Property Taxes and Assessments collected by the County of Ventura</b>								
Property Taxes & Assessments Revenue	944,974	-2%	989,720	5%	1,010,000	1,010,000	1,030,000	
							2%	
<b>Harbor Patrol Personnel Expenses</b>								
Regular Salaries	517,748	2%	505,289	-2%	535,000	535,000	548,000	Proposed 4% increase in base pay
Part-time Pay	40,306		63,550		30,000	36,000	36,000	
Overtime Pay	26,350		30,293		31,000	35,000	35,000	
Holiday Pay	19,255		17,586		23,000	20,500	24,000	
Payroll Taxes	10,608		12,556		13,000	15,000	15,000	
Workers Comp Insurance	50,123		127,603		192,000	192,000	219,000	As per annual JPIA Deposit Cost Analysis
Medical & Life Insurance	59,125		52,940		59,000	59,000	47,000	
Employee Optional Benefits	39,977		43,428		50,000	50,000	47,000	
Retirement Contributions	81,259		92,615		92,000	95,000	118,500	CalPERS employer Safety rate increased aprox 3%
Total Harbor Patrol Personnel Exp	844,751		945,860		1,025,000	1,037,500	1,089,500	
Increase / -Decrease over prev year	-1%		12%		8%	10%	6%	
<b>Harbor Patrol Other Expenses</b>								
Uniforms	8,563		7,691		31,000	31,000	13,000	
Oil & Fuel Expense	31,762		28,297		30,000	34,000	34,000	
Operating Supplies & Expense	14,220		14,322		20,000	21,000	21,000	
Boat Maintenance	21,211		82,659		130,000	60,000	65,000	Fireboat sounding for noise control \$5k and fireboat plumbing \$10k, both deferred from FY15; labor to install engines in Boat 17 \$20k; general maintenance \$2500/mo
Auto Equip & Maint.	2,090		8,248		5,500	5,000	8,500	Increase \$2k for truck maintenance
Conferences & Training	3,587		3,585		3,000	3,500	4,000	CA Harbormasters Conference and CBSOA Conference
Summer Lifeguard Services	23,969		15,111		30,000	32,000	59,000	Based on State of CA service proposal; staff is researching other possible alternatives
Professional Services	-		-		-	4,000	4,000	Self Contained Breathing Aparatus (SCBA) testing, deferred from FY15
Total Harbor Patrol Other Expenses	105,402		159,913		249,500	190,500	208,500	
Increase / -Decrease over prev year	16%		52%				-16%	
<b>Total Harbor Patrol Expenses</b>	<b>950,153</b>		<b>1,105,773</b>		<b>1,274,500</b>	<b>1,228,000</b>	<b>1,298,000</b>	
Increase / -Decrease over prev year	0%		16%		15%	11%	2%	
Expenditures remaining after Property Tax Revenues were applied	(5,179)		(116,053)		(264,500)	(218,000)	(268,000)	Remaining expenditures are funded from Operating Revenues

# ATTACHMENT 5

	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Est/Act 2014-15</u>	<u>Budget 2014-15</u>	<u>Budget 2015-16</u>	<u>Comments</u>
<b>Expenditures funded by Grants and Special Funding</b>						
<b><u>Grants and Special Funding</u></b>						
DBAW Grants-abandon vessel&vessel turn	5,085	-	13,500	13,500	5,500	
DBAW Grants-Boating Equipment	-	34,419	-	49,500	59,500	The District was not awarded the boat equipment grant applied for in FY14 15
DBAW Grant-Training Expense Reimb	5,625	694	5,000	6,000	10,000	
DBAW Grants-LaunchRamp	50,476	1,894,253	75,000	167,000	-	Final plan for launchramp parking redesign pending
<b>TOTAL GRANTS &amp; SPECIAL FUNDING</b>	<b>61,186</b>	<b>1,929,366</b>	<b>93,500</b>	<b>236,000</b>	<b>75,000</b>	
<b><u>Projects, Equipment and Training Expenses</u></b>						
Vessel Salvage-Abandoned and Turn-in	5,085	-	13,500	13,500	5,500	
Boat Equipment	-	34,419	-	49,500	59,500	Grant for \$39,000 for engines for B17, \$10,500 for radar/GPS/depth sounder/misc equipment for two boats
Harbor Patrol Training	5,625	694	5,000	6,000	10,000	
Renovate LaunchRamp	50,476	1,894,253	75,000	167,000	-	Final plan for launchramp parking redesign pending
<b>TOTAL PROJECTS &amp; EQUIPMENT</b>	<b>61,186</b>	<b>1,929,366</b>	<b>93,500</b>	<b>236,000</b>	<b>75,000</b>	

# ATTACHMENT 6

## Capital Improvement and Maintenance Plan Five Year Projection FY2015-2016

		Fiscal Yr <u>15-16</u>	Fiscal Yr <u>16-17</u>	Fiscal Yr <u>17-18</u>	Fiscal Yr <u>18-19</u>	Fiscal Yr <u>19-20</u>
Annual totals for reference		\$ 1,543,000	\$ 1,695,000	\$ 1,125,000	\$ 15,000	\$ 210,000
Buildings 8	Location - National Park Service Building, 1431 Spinnaker Drive Public elevators; refurbish chair elevator as budgeted, FY18-19.  Funded from normal operations				15,000	
Buildings 9	Location - Harbor Village Public elevators, budget to modernize elevator with electronic controls and ADA upgrades, or replacement elevator;  <b>UPDATE - 1691 Island Packer Building elevator maintenance must be deferred to the FY15-16 budget due to a delay in the contract process; therefore the scheduled refurbish of the elevators for the 1583 building and 1591 building have also been pushed out one year.</b>  Location 1) 1691 Island Packers & Natl Park Service building - broke down and became a priority for FY14-15. Elevator for 1583 bldg is deferred to <b>FY15-16</b> , Location 2 ) 1583 Spinnaker Seafood building as budgeted <b>FY16-17</b> , Location 3 ) 1591 Le Petite Cafe building as budgeted <b>FY17-18</b> .  Funded from unrestricted capital improvement reserves	98,000	105,000	125,000		
Buildings 13	Location - Harbor Village Replace windows with double pane vinyl retrofit windows. Primarily east side of buildings and windows facing inner courtyards. All other windows have already been refurbished.  Location 1) 1449 Fisheries building Location 2) 1559 Brophy Bros. building Location 3) 1567 Margarita Villa and Hats Unlimited buildings Location 4) 1575 Harbor Wind building Location 5) 1583 Spinnaker Seafood building Location 6) 1591 Blackbeard BBQ building  Funded from unrestricted capital improvement reserves	90,000				

# ATTACHMENT 6

## Capital Improvement and Maintenance Plan Five Year Projection FY2015-2016

		Fiscal Yr <u>15-16</u>	Fiscal Yr <u>16-17</u>	Fiscal Yr <u>17-18</u>	Fiscal Yr <u>18-19</u>	Fiscal Yr <u>19-20</u>
Annual totals for reference		\$ 1,543,000	\$ 1,695,000	\$ 1,125,000	\$ 15,000	\$ 210,000
Buildings 15	<p>Location - Harbor Village Roof, covering, flashing, gutters, drainage refurbish. Replace all flat roof coverings and replace tiles as needed. Replace extensively deteriorating metal gutters and downspouts with copper gutters and downspouts with the roof work. Original roof is true Spanish tile.</p> <p>All the Village roofs are in need of refurbishing, it is in the District's best interest to perform the roof repairs on the buildings in the Village over several years. These roof repairs should not be performed all at the same time as the repairs will interfere with the Village tenants' business'. Also, we do not want to perform work during high peak summer season or during the rainy seasons. This limits our window of opportunity for performing repairs.</p> <p>This project was scheduled to begin in FY14-15 but was delayed due to the complexity of the project requiring additional engineering. All previously scheduled repairs have been pushed out one year to begin in FY15-16.</p> <p>UPDATE - Staff is recommending excluding Location 1 - 1431 National Park Service building for this project thereby reducing the project cost.</p> <p>Budgeted in FY15-16 Location 1) 1431 National Park Service Building-exclude Location 2) 1449 Fisheries Building Location 3) 1559 Brophy Bros. Building</p> <p>Budgeted in FY16-17 Location 4) 1567 address has 3 buildings - Margarita Villa, Hats Unlimited and Ventura Pottery Location 5) 1575 Harbor Wind &amp; Kite building</p> <p>Budgeted in FY18-19 Location 6) 1583 Spinnaker Seafood building Location 7) 1591 Blackbeard BBQ building Location 8) 1691 Island Packers &amp; National Park Service building</p> <p>Funded from unrestricted capital improvement reserves</p>	630,000	400,000	900,000		



# ATTACHMENT 6

## Capital Improvement and Maintenance Plan Five Year Projection FY2015-2016

		Fiscal Yr <u>15-16</u>	Fiscal Yr <u>16-17</u>	Fiscal Yr <u>17-18</u>	Fiscal Yr <u>18-19</u>	Fiscal Yr <u>19-20</u>
Annual totals for reference		\$ 1,543,000	\$ 1,695,000	\$ 1,125,000	\$ 15,000	\$ 210,000
Buildings 20	<p>Location - National Park Service Building - 1431 Spinnaker Drive HVAC Systems; Need to replace two split/3 ton HVAC units. Work will include repairs and ducting replacement as needed.</p> <p>This project was scheduled for FY14-15 but has been deferred to FY15-16.</p> <p>Funded from unrestricted capital improvement reserves</p>	35,000				
Buildings 22	<p>Location - Harbor Village - National Park Service Offices - 1691 building, HVAC Systems -Three new HVAC Systems. These units are maintained annually and may need to be replaced in FY19-20</p> <p>Funded from unrestricted capital improvement reserves</p>					100,000
Buildings 23	<p>Location - Harbor Village Paint all exterior walls, facades, staircases and trim as budgeted FY15-16, Facades and trim will be maintained annually due to building exposure to sun, wind and corrosive salt air.</p> <p>Location 1) 1431 National Park Service building Location 2) 1449 Fisheries building Location 3) 1559 Brophy Bros. building Location 4) 1567 Margarita Villa, Ventura Pottery and Hats Unlimited buildings Location 5) 1575 Harbor Wind &amp; Kite building Location 6) 1583 Spinnaker Seafood building Location 7) 1591 Blackbeard BBQ building Location 8) 1691 Island Packers &amp; National Park Service building</p> <p>Funded from unrestricted capital improvement reserves</p>	500,000			-	
Buildings 30	<p>Location - Harbor Village Repair/replace existing restaurant decking at two buildings</p> <p>Location 1) 1575 Harbor Wind building Location 2) 1583 Spinnaker Seafood building</p> <p>Funded from unrestricted capital improvement reserves</p>			100,000		

# ATTACHMENT 6

## Capital Improvement and Maintenance Plan Five Year Projection FY2015-2016

		Fiscal Yr <u>15-16</u>	Fiscal Yr <u>16-17</u>	Fiscal Yr <u>17-18</u>	Fiscal Yr <u>18-19</u>	Fiscal Yr <u>19-20</u>
Annual totals for reference		\$ 1,543,000	\$ 1,695,000	\$ 1,125,000	\$ 15,000	\$ 210,000
Dry Storage 34	Location - Dry Boat Storage Lot on Anchors Way Drive Fencing; chain-link fencing around parcel, with two card-key-controlled sliding entry gates; refurbish on 5yr interval;  Funding from normal operations					20,000
Fisheries 36	Location - Fish Pier Pier Deck Surface: Various fish unloading, other industry support operational problems as well as age, design and weathering of pier surface material have required a number of repairs to various areas of the pier paving surface. Half of the resurfacing was completed in FY13-14. The remaining half is in good enough condition to defer until FY16-17 to complete the resurfacing.  Funded from unrestricted capital improvement reserves		370,000			
Headquarters 39	Location - Port District Headquarters/shop/yard - Replace two Maintenance vehicles (used)  Funded from unrestricted capital improvement reserves	40,000				
Headquarters 40	Location - Port District Headquarters/shop/yard - Replace HVAC condenser in unit located at the District Headquarters as budgeted FY19-20. Maintain annually.  Funding from normal operations					20,000
Headquarters 44	Location - Ventura Port District Headquarters Site electrical service; defer purchase and install of new emergency generator to FY19-20 and provide existing generator as backup for emergency communications network, fire, etc.  Funded from unrestricted capital improvement reserves					70,000

# ATTACHMENT 6

## Capital Improvement and Maintenance Plan Five Year Projection FY2015-2016

		Fiscal Yr <u>15-16</u>	Fiscal Yr <u>16-17</u>	Fiscal Yr <u>17-18</u>	Fiscal Yr <u>18-19</u>	Fiscal Yr <u>19-20</u>
Annual totals for reference		\$ 1,543,000	\$ 1,695,000	\$ 1,125,000	\$ 15,000	\$ 210,000
Marina 58	<p>Location - Harbor Village Marina D, G &amp; H docks Marina docks, pilings, FY14-15 Engineering, spec, and permits only. Docks D, G and H to be Bellingham Concrete or other equal, either replacing existing configuration or in new "Super Seiner" commercial fishing configuration (NOBLE 2012). New construction will require pilings. This project is still in the permitting stages and is scheduled to go to bid in FY16-17.</p> <p>The Construction in FY16-17 will be financed through a third party</p>	50,000	3,000,000			
Parking lots 60	<p>Location - Parking Lots Remove and replace sections of the asphalt at Harbor Village, Harbor Cove and Surfers Knoll in FY15-16 - \$100,000.</p> <p>Will defer any major restoration and asphalt replacement including parking lot slurry coat, striping/curb painting to FY16-17.</p> <p>Location 1) 1431 National Park Service building Location 2) 1449 Fisheries building Location 3) 1559 Brophy Bros. building Location 4) 1567 Margarita Villa, Ventura Pottery and Hats Unlimited buildings Location 5) 1575 Harbor Wind building Location 6) 1583 Spinnaker Seafood building Location 7) 1591 Blackbeard BBQ building Location 8) 1691 Island Packers &amp; National Park Service building Location 9) Surfers Knoll Location 10) Harbor Cove Location 11) Dry Boat Storage on Anchors Way Location 12) 19A Overflow Parking Lot on corner of Schooner and Harbor Blvd Location 13) Public Boat Launch Facility on Anchors Way</p> <p>Funded from unrestricted capital improvement reserves</p>	100,000	820,000			
TOTAL CAPITAL IMPROVEMENT PLAN		\$ 1,543,000	\$ 4,695,000	\$ 1,125,000	\$ 15,000	\$ 210,000
Less anticipated financing from a third party source for Dock Construction			(3,000,000)			
TOTAL CAPITAL IMPROVEMENT PLAN LESS FINANCING		\$ 1,543,000	\$ 1,695,000	\$ 1,125,000	\$ 15,000	\$ 210,000

**JUNE 24, 2015**

**BOARD OF PORT COMMISSIONERS**

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**STANDARD AGENDA ITEM NO. 2**

**APPOINTMENT OF CALIFORNIA JPIA BOARD DIRECTOR**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 2**  
Meeting Date: June 24, 2015

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

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**RECOMMENDATION:**

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

**SUMMARY:**

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

The JPIA Board of Directors meets annually at the California JPIA Office in La Palma. The newly appointed Director would need to attend this meeting, which for 2015 is being held on Wednesday, July 15, 2015 from 5:30PM to 8:00PM. JPIA does provide reimbursement for voting delegates to travel to this meeting. The agenda for the annual meeting is as follows:

1. Approval of 2014 Minutes
2. Annual Report
2. Election of Executive Committee Members and Officers
3. Risk Management Awards
4. Strategic Plan and Operational Update

**JUNE 24, 2015**

**BOARD OF PORT COMMISSIONERS**

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**STANDARD AGENDA ITEM NO. 3**

**AWARD OF LOW BID FOR VENTURA  
HARBOR VILLAGE REROOFING PROJECT**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 3**  
Meeting Date: June 24, 2015

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TO: Board of Port Commissioners  
FROM: Richard Parsons, Project Manager  
SUBJECT: Award of Low Bid in the Amount of \$563,405.00 to Letner Roofing Co. for Bid Item No. 7 of the Ventura Harbor Village Reroofing Project

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**RECOMMENDATION:**

That the Board of Port Commissioners approve by motion the award of the Ventura Harbor Village Reroofing Project to Letner Roofing Co. for Bid Item No. 7 in the amount of \$563,405.00.

**BACKGROUND:**

On May 29, 2015, sealed bids for the reroofing of Buildings 1431, 1449, and 1559 Spinnaker Drive at Ventura Harbor Village were opened. Three bids were received and each bidder was required to provide seven separate bids (*see the attached summary of bid items*) in order to maximize the Commission's ability to keep the contract award within the District's financial limitations. For all seven bid items Letner Roofing Co. was the low bidder.

The plans and specifications for the project require that the contractor utilize the Tremco Roofing System in the accomplishment of the reroofing work. The Tremco System is to be guaranteed for ten years on the built up roofing and five years on the tile underlayment. In order to assure the integrity of the installation Tremco provides the project inspection. Letner Roofing has worked with the Tremco System for over 18 years and Tremco continues to be pleased with their work.

From a cost perspective the Letner bid for the reroofing of all three buildings appears to be an excellent opportunity for the Port District. The architect's estimate for said work was \$800,000, but the District's FY2015-16 budget only includes \$630,000.00 for the reroofing project. Thus, in order to keep the project within budget staff believes it would be best to accept Letner's bid for Item No. 7 which has the effect of eliminating building 1431 Spinnaker Drive from the contract. That building is utilized by the National Park Service for offices and storage and more importantly does not involve any food service operations which could be severely impacted by roof leaks. Buildings 1449 and 1559 Spinnaker Drive on the other hand house significant restaurant operations, i.e. Andria's, Brophy's and the Comedy Club, where roof leaks could create health code difficulties. It should also be noted that of the three buildings, the roof of 1431 Spinnaker Drive appears to be in better condition and thus can be deferred with less risk.


**CONCLUSION:**

It is staff's opinion that the Port District should proceed with the reroofing buildings 1449 and 1559 Spinnaker Drive, i.e. Bid Item No. 7.

**ATTACHMENT:**

Attachment 1 – Summary of Bid Items

ATTACHMENT 1

							
<b>SUMMARY OF BID ITEMS</b>							
<b>PROJECT: Ventura Harbor Village Reroofing</b>							
<b>COMPANY NAME</b>	<b>BID ITEM NO. 1</b>	<b>BID ITEM NO. 2</b>	<b>BID ITEM NO. 3</b>	<b>BID ITEM NO. 4</b>	<b>BID ITEM NO. 5</b>	<b>BID ITEM NO. 6</b>	<b>BID ITEM NO. 7</b>
	<b>BLDGS</b>	<b>BLDG</b>	<b>BLDG</b>	<b>BLDG</b>	<b>BLDGS</b>	<b>BLDGS</b>	<b>BLDGS</b>
	<b>1431</b>	<b>1431</b>	<b>1449</b>	<b>1559</b>	<b>1431</b>	<b>1431</b>	<b>1449</b>
	<b>1449</b>				<b>1449</b>	<b>1559</b>	<b>1559</b>
	<b>1559</b>						
Letner Roofing Co.	\$ 711,544.00	\$ 148,138.00	\$ 172,293.00	\$ 391,112.00	\$ 320,431.00	\$ 534,250.00	\$ 563,405.00
GRD Construction	\$ 1,438,000.00	\$ 252,000.00	\$ 428,000.00	\$ 805,000.00	\$ 655,000.00	\$ 1,040,000.00	\$ 1,222,000.00
Viola	\$ 1,431,000.00	\$ 283,000.00	\$ 424,000.00	\$ 922,000.00	\$ 679,000.00	\$ 1,146,000.00	\$ 1,247,000.00
			1603 Anchors Way Drive Ventura, CA 93001				
			Tel: (805) 642-8538 / Fax: (805) 258-2249				
			www.venturaharbor.com				



**JUNE 24, 2015**

**BOARD OF PORT COMMISSIONERS**

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**STANDARD AGENDA ITEM NO. 4**

**REJECTION OF ALL BIDS FOR ACCESSIBLE  
PARKING ACCESS IMPROVEMENTS**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 4**  
Meeting Date: June 24, 2015

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TO: Board of Port Commissioners  
FROM: Richard Parsons, Project Manager  
SUBJECT: Rejection of All Bids for the Accessible Parking Access Improvements

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**RECOMMENDATION:**

That the Board of Port Commissioners reject all bids received for the Accessible Parking Access Improvements at Ventura Harbor Village.

**BACKGROUND:**

On June 17, 2015, sealed bids for the Accessible Parking Access Improvements at Ventura Harbor Village were opened. Three bids were received. All three bids are unresponsive due to the fact that the bid amounts are mathematically inconsistent with the bid categories. All three bidders subsequently sent notices to the District correcting their bids. Further complicating the situation is the fact that a fourth bid arrived after the bid closing hour and was not accepted or even opened. The argument could be made that the bid should have been opened if the other three bidders were allowed to modify their bids after the opening.

In this situation, it is not possible to reliably determine the intent of the bidders. Therefore, the most prudent course of action is for the District to reject all bids and rebid the project. While this will delay the project about one month, it should have no real financial impact on the Port District.