



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

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

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

PORT COMMISSION AGENDA REGULAR MEETING MAY 15, 2019 AT 7:00PM VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE, VENTURA, CA

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

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

ADMINISTRATIVE AGENDA:

CALL TO ORDER: *By Chairman Chris Stephens.*

PLEDGE OF ALLEGIANCE: *By Chairman Chris Stephens.*

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

ADOPTION OF AGENDA (3 minutes)

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

APPROVAL OF MINUTES (3 minutes)

The Minutes of the April 18, 2019 Special Meeting and May 1, 2019 Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS (3 minutes)

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

CLOSED SESSION REPORT (3 minutes)

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

BOARD COMMUNICATIONS (5 minutes)

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

DEPARTMENTAL AND DEPUTY GENERAL MANAGERS REPORTS (5 minutes)

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

LEGAL COUNSEL REPORT (5 minutes)

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

STANDARD AGENDA:

1) General Manager Employment Agreement (20 minutes)

Recommended Action: Voice Vote.

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

2) Electrical Energy Service Provision Alternatives (15 minutes)

Recommended Action: Voice Vote.

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

- 1) Stay with the City of Ventura default enrollment under the Clean Power Alliance (CPA) green power rate (100% renewable energy) for Port District electrical service accounts OR choose either the clean power rate (50% renewable energy) or lean power rate (36% renewable energy); or
- 2) Opt out of the CPA and retain Southern California Edison as the Port District's sole energy provider.

3) Approval of New Lease Agreement for Coastal Marine Biolabs Integrative Biosciences Program, Inc. (10 minutes)

Recommended Action: Voice Vote.

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

4) Approval of Notice of Completion for the Commercial Fish Pier Phase III Deck Repair Project (5 minutes)

Recommended Action: Roll Call Vote.

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

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

5) Approval of FY2019-2020 Preliminary Budget and Five Year Capital Improvement Plan (30 minutes)

Recommended Action: Voice Vote.

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

REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT

*This agenda was posted on Friday, May 10, 2019 by 5:00 p.m. at the Port District Office
and on the Internet - www.venturaharbor.com.*



*In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Ventura Port District at (805) 642-8538. Notification 48 hours before the meeting will enable the District to make reasonable arrangements to ensure accessibility.
(28 CFR 35.102.35.104 ADA Title II)*

**ATTACHMENT TO PORT COMMISSION AGENDA
CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL**

WEDNESDAY, MAY 15, 2019

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

- | | |
|----------------------|--|
| a) Property: | Federal Authorized Sea Bottom |
| Negotiating Parties: | Brian Pendleton, Oscar Peña, Timothy Gosney |
| Under Negotiation: | Army Corps of Engineers |
| | Sea Bottom Aquaculture Master Permit |
| | |
| b) Property: | 1559 Spinnaker Drive #101 |
| Negotiating Parties: | Brian Pendleton, Timothy Gosney |
| Under Negotiation: | Coastal Marine Biolabs Integrative Biosciences Program, Inc. |
| | New Lease |

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

3. Conference with Legal Counsel - Potential Litigation per Government Code Section 54956.9(d)(2): One (1) Case.



BOARD OF PORT COMMISSIONERS

MAY 15, 2019

APPROVAL OF MINUTES

APRIL 18, 2019

MAY 1, 2019

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF APRIL 18, 2019



The Special Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Chris Stephens at 6:50PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

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

Commissioners Absent:

None.

Port District Staff:

Oscar Peña, General Manager
Brian Pendleton, Deputy General Manager
Gloria Adkins, Accounting Manager
Dave Werneburg, Marina Manager
Richard Parsons, Consultant
Jessica Rauch, Clerk of the Board

Legal Counsel:

Timothy Gosney

AGENDA

CALL TO ORDER: By Chairman Stephens at 6:50PM.

PLEDGE OF ALLEGIANCE: By Commissioner Ashworth.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTON: Commissioner Brennan moved, seconded by Commissioner Getchell and carried by a vote of 5-0 to adopt the April 3, 2019 Special Meeting Agenda.

PUBLIC COMMUNICATIONS: None.

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

STANDARD AGENDA:

Chairman Stephens opened discussion by calling for Public Comment on Items 1 and 2:

Stephanie Caldwell, President and CEO of the Ventura Chamber of Commerce, was speaking as a resident of Ventura in support of Brian Pendleton for General Manager and the efforts and contributions he has made in many different organizations in Ventura, not just with the District.

Sam Sadove expressed concern with the selection process, saying it has not been open and transparent and does not meet the requirements of the Brown Act. He stated there is an agenda with no attachments; no job description; no compensation and those are things required to be disclosed to the public during the hiring process. A process of open recruitment is to the better advantage of the Harbor and in fairness to Brian.

Commissioner Brennan asked Legal Counsel to clarify if the Brown Act has been violated. In respect to the Brown Act, Mr. Gosney stated that appointment does not necessarily include compensation or even the job description. There is a job description for the General Manager; the General Manager is not part of the salary resolution because he has been subject to a separate employment agreement and it's clear that all the details of an employment agreement haven't been worked out as of this time because the selection has not yet been made. It would be ideal to have all those details worked out when we get to the decision time, but we aren't there yet. Once the terms of the employment agreement are worked out, the agreement will be presented to the Board in a public meeting.

Vikki Brock is concerned about the process, not the candidate. See Attachment 1 for full comment and packet that was handed out at the meeting.

Lynn Mikelatos, owner of The Greek and Margarita Villa, believes the District should not pass up the opportunity to go out for a nationwide open recruitment because we need new eyes for a new vision for the District.

Oscar Peña, General Manager for the District stated that Brian has been instrumental to the District during the time he has been here and is well qualified for the position. He hopes the Board makes a decision on this matter tonight and appoints Brian to the General Manager position when his contract expires.

1) Consider Appointment of a General Manager

Recommended Action: Voice Vote.

That the Board of Port Commissioners consider the appointment of a General Manager effective May 1, 2019.

Commissioner Comments:

Commissioner Brennan acknowledged Mr. Peña's wonderful leadership over the last 20 years and thanked him for his service and everything he has done. When he was appointed to the Board, staff was already looking at creating a Deputy General Manager position to transition into a General Manager; it wasn't a secret. It was on the agenda, the public saw it; it wasn't something that was a surprise. He does not believe in going back and revisiting a decision; we should look at moving forward, not back. One thing about a small organization like the District is to build loyalty from within the organization to hold onto good employees. He recognizes that there is probably a disagreement on process, but perhaps not on the decision. This is a little disappointing, but he understands where the public is coming from, we are just looking at the process differently. Commissioner Brennan stated

that the Deputy General Manager position was put into place to eventually move into the General Manager position because that is where you do a lot of the work and gain the experience to take over leadership at the District.

Commissioner Getchell appreciates and supports the process of open recruitment. See Attachment 2 for her full comment, which she read into the record.

Commissioner Ashworth agrees with Commissioner Getchell's comment describing the process as flawed. Promoting from within is key because we see in Brian those attributes which the position was created around and he has met every dimension the Board presented to him. He has turned around our dredging program that was in need of attention when he first arrived. The Board recently had the opportunity to have an interview with Brian so he could explain to us the attributes he can continue to provide in the roll of General Manager. That presentation confirmed for Commissioner Ashworth that there is nothing he would do differently than what Brian has suggested. He agrees that this process may not have been in the traditional sense; but we're not a traditional type of business. Commissioner Ashworth hopes the Board can move forward and recognize the contributions Brian has made and appoint him to the position.

Commissioner Gardina stated that everything Commissioner Getchell has laid out in the timeline and that Commissioner Brennan and Ashworth have admitted is that the process has not been as transparent or as open as one would hope from a public agency. She is someone who believes deeply in process. It aids with good decision making and has the benefit that goes beyond seeing a lot of different candidates. So it has been difficult for her to come to a conclusion about how best to move forward.

When she started on the Board, there was an informal if not formal succession plan that had been developed; the Board had laid out goals for Brian to meet and Brian has met those goals. At that time, she wasn't comfortable voting on anything related to the General Manager especially as it related to Brian because she didn't know him, she didn't have the opportunity to observe his work over the past four years or what strengths he brought to the organization. Then the Board had the opportunity to interview Brian and she had a separate meeting with him as part of her Board orientation and she was able to hear him talk about the Harbor, how it exists now and its future. During the interview and separate meeting, he impressed her with his thoughtful approach and enthusiasm for the District's future. So given that a prior Board decision had developed a succession plan, that she had been impressed with his presentation and further conversation, she became much more comfortable with the idea of moving forward with Brian as the General Manager despite her deep belief in process. If the Board moves forward with Brian for the General Manager position she suggests that two things occur: 1) that a consultant be brought in to do a 360 leadership evaluation; 2) we have a public goal setting meeting in which the public can provide input into where the Harbor and District should go in the future.

Commissioner Stephens stated Commissioner Getchell made a very good point in that an error was made in not establishing a very formal succession plan. As Commissioner Gardina said, there was a very informal process and he has been comfortable because the idea was to observe how Brian works in the Deputy General Manager position. He has been nothing but professional and competent at his job. It takes a lot of effort to hold onto good employees and Commissioner Stephens thinks we have a good person here inside the port and we need to hang on to that person. Brian's passion and excitement for the District is palpable. He wants to make this Port the best port it can be and he thinks all of us want that. Commissioner Stephens agrees with Commissioner Gardina's comments about a 360 leadership evaluation and public goal setting meeting.

ACTION: Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 4-1 (Getchell no) to extend an offer to Brian Pendleton for the General Manager Position contingent upon:

1. The Chair and Legal Counsel meet with Mr. Pendleton to negotiate an employment agreement to bring back to the Board in open session for ratification;
2. A 360 leadership evaluation be completed by an outside consultant in the first 6 months of the General Manager's employment; and
3. A public goal setting meeting is held with tenants and other stakeholders in the first 6 months of the General Manager's employment.

2) Consider Appointment of a Business Operations Manager

Recommended Action: Voice Vote.

That the Board of Port Commissioners consider the appointment of a Business Operations Manager.

Commissioner Comments:

Commissioner Stephens introduced this item stating that the District is governed by the Public Employees Retirement System (PERS) and there are various rules related to that. One of which is if you retire, you cannot work for that public agency for six months. Before those rules were in place, an employee was rehired as a consultant; this is no longer allowed. The plan is to have Oscar shift into the Business Operations Manager position, which is vacant, for a limited period, and in that role provide assistance on specific lease and litigation items that are outstanding, and to assist in the transition to the new General Manager. He and the Board appreciate Oscar being open to this employment idea.

Commissioner Ashworth stated that the key thing is we are involved in some litigation right now and that litigation requires Oscar's assistance. We need to successfully bring the litigation to a close and we need to have Oscar present to do that. He is in support of Oscar filling this position.

ACTION: Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to appoint Oscar Peña as Business Operations Manager.

ADJOURNMENT: The meeting was adjourned at 7:43PM.

Secretary

ATTACHMENT 1

Supporting Documents to Public Comment by Vikki Brock at April 18th, 2019 Ventura Port District Special Meeting

1. Vikki Brock written public comment statement for April 18th special Port meeting. (page 2)
2. Brown Act Requirements & Prohibitions re Special Meetings (pages 3-4)
3. Timeline of events regarding General Manager and Business Operations Manager Positions (pages 6-7)
4. Resolution of the Board of Port Commissioners of Ventura Port District Approving the Boat of Port Commissioners Protocols and Policies Manual (pages 8-9)
5. Port of Newport Oregon General Manager search (pages 10-21)
6. Vikki Brock written public comment statement from April 3rd Regular Port meeting (page 22)

ATTACHMENT 1

Public Comment by Vikki Brock at the April 18, 2019 Ventura Port District Special Meeting:

As there was no packet included with the agenda for this special meeting, I have prepared one for the Commissioners.

I am disturbed by the recent actions of the Port Commissioners in recent meetings and this special meeting closed session. I have attached a timeline of the events regarding the General Manager and Business Operations Manager since the November 14, 2018 meeting (pages 6-7 of your packet).

The regular meeting for 7pm on April 17, 2019 was canceled and a special meeting called for 6:30pm on April 18, 2019. The agenda items identified for this meeting (consider appointment of a General Manager and consider appointment of a Business Operations Manager) are conditioned upon execution of a mutually acceptable employment agreement to be negotiated with the appointees, which must specify compensation. Per the Brown Act Requirements & Prohibitions re Special Meetings (pages 3-4 of your packet), "a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive". Seems to me that the agenda topics for this meeting are specifically prohibited by the Brown Act.

Public comment in last several Port meetings has requested open recruitment for a general manager – this has been ignored (which does not align with Port's Protocols and Policy manual, pages 8-9 of your packet).

Reinstating the Business Operations Manager position and appointing (rumor has it) Oscar Pena to this position is inappropriate – the port currently has Brian as Deputy GM who performs the duties of a Business Operations Manager. There appears to be political maneuvering going on here – my perception is that the Board is not "objective and responsive to the needs of the public and business owners they serve" (from the Protocols and Policy manual, pages 8-9 of your packet) in this matter. Port commissioners, shame on you!

My request to the Port Commissioners – step up, be responsible, do what you were appointed to do in the best interests of the Harbor, the public, and the business owners you serve. Oscar's contract ends April 30, 2019 – it would be judicious to appoint an interim General Manager from outside the current staff while you perform a search for a replacement GM. As I said in my public comment at the April 3, 2019 meeting (page 22 of your packet) "It would be prudent for the Port Commissioners to identify what is working well, what needs to change, and to look at a 20-year strategic vision for the harbor for threats and opportunities – then establish clear criteria and expectation for the GM position." Look to the Port of Newport in Oregon (pages 10-21 of the packet) for a transparent and open recruitment process – they said there is a need to "not rush the process and make the right choice". I implore you to do the same.

I ask that my statement be entered into the meeting minutes for distribution with the packet for the May 1st regular Port District meeting. Jessica - I will send you a pdf of this packet by Friday April 19th.

Brown Act Requirements & Prohibitions re Special Meetings

GOVERNMENT CODE -

TITLE 5. LOCAL AGENCIES [50001 - 57550]

(Title 5 added by Stats. 1949, Ch. 81.)

DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 55821]

(Division 2 added by Stats. 1949, Ch. 81.)

PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 54999.7]

(Part 1 added by Stats. 1949, Ch. 81.)

CHAPTER 9. Meetings [54950 - 54963]

(Chapter 9 added by Stats. 1953, Ch. 1588.)

Section 54956.

(a) A special meeting may be called at any time by the presiding officer of the legislative body of a local agency, or by a majority of the members of the legislative body, by delivering written notice to each member of the legislative body and to each local newspaper of general circulation and radio or television station requesting notice in writing and posting a notice on the local agency's Internet Web site, if the local agency has one. The notice shall be delivered personally or by any other means and shall be received at least 24 hours before the time of the meeting as specified in the notice. The call and notice shall specify the time and place of the special meeting and the business to be transacted or discussed. No other business shall be considered at these meetings by the legislative body. The written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the clerk or secretary of the legislative body a written waiver of notice. The waiver may be given by telegram. The written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

The call and notice shall be posted at least 24 hours prior to the special meeting in a location that is freely accessible to members of the public.

(b) Notwithstanding any other law, a legislative body shall not call a special meeting regarding the salaries, salary schedules, or compensation paid in the form of fringe benefits, of a local agency executive, as defined in subdivision (d) of Section 3511.1. However, this subdivision does not apply to a local agency calling a special meeting to discuss the local agency's budget.

(c) For purposes of subdivision (a), the requirement that the agenda be posted on the local agency's Internet Web site, if the local agency has one, shall only apply to a legislative body that meets either of the following standards:

(1) A legislative body as that term is defined by subdivision (a) of Section 54952.

(2) A legislative body as that term is defined by subdivision (b) of Section 54952, if the members of the legislative body are compensated for their appearance, and if one or more of the members

of the legislative body are also members of a legislative body as that term is defined by subdivision (a) of Section 54952.

(Amended by Stats. 2011, Ch. 692, Sec. 9. (AB 1344) Effective January 1, 2012.)

GOVERNMENT CODE -

TITLE 1. GENERAL [100 - 7914]

(Title 1 enacted by Stats. 1943, Ch. 134.)

DIVISION 4. PUBLIC OFFICERS AND EMPLOYEES [1000 - 3599]

(Division 4 enacted by Stats. 1943, Ch. 134.)

CHAPTER 10.1. Local Agency Executives [3511.1 - 3511.2]

(Chapter 10.1 added by Stats. 2011, Ch. 692, Sec. 3.)

Section 3511.1.

As used in this chapter, the following definitions apply:

(a) “Compensation” means annual salary, stipend, or bonus, paid by a local agency employer to a local agency executive.

(b) “Cost-of-living” means the California Consumer Price Index for Urban Wage Earners and Clerical Workers as calculated by the Department of Industrial Relations.

(c) “Local agency” means a county, city, whether general law or chartered, city and county, town, school district, municipal corporation, district, political subdivision, or any board, commission, or agency thereof, or other local public agency.

(d) “Local agency executive” means any person employed by a local agency who is not subject to the Meyers-Milias-Brown Act (Chapter 10 (commencing with Section 3500)), Chapter 5 (commencing with Section 45100) of Part 25 of Division 3 of Title 2 of the Education Code, or Chapter 4 (commencing with Section 88000) of Part 51 of Division 7 of Title 3 of the Education Code, and who meets any of the following requirements:

(1) The person is the chief executive officer, a deputy chief executive officer, or an assistant chief executive officer of the local agency.

(2) The person is the head of a department of a local agency.

(3) The person’s position within the local agency is held by an employment contract between the local agency and that person.

(Amended by Stats. 2013, Ch. 213, Sec. 1. (SB 407) Effective January 1, 2014.)

ATTACHMENT 1

Timeline of Events regarding General Manager and Business Operations Manager

Meeting Date	General Manager	Business Operations Manager	Closed Agenda	Regular Agenda	Comment
11/14/2018	Yes			Approve Amendment No. 6 to the GMs Restated Employment Agreement – item was removed from agenda.	
12/12/2018	Yes		Item 5.b) Public Employee Performance Evaluation per Gov't Code Section 54957 Oscar Pena, General Manager		Reconvened after public session to discuss Item 5. Staff given instructions as to how to proceed and no reportable action taken under The Brown Act.
12/12/2018				Approve Board of Port Commissioners Protocols and Policies Manual – “remains objective and responsive to the needs of the public and business owners they serve”...”to ensure uniformity of procedure, access to the public, fairness to the public and interested parties, and compliance with legal requirements in all designated matters heard and determined by the Board of Port Commissioners”	
1/16/2019	Yes		Item 5 Public Employee Performance Evaluation per Gov't Code Section 54957 Oscar Pena, General Manager		Reconvened after public session to discuss Items 4-5. Staff given instructions as to how to proceed and no reportable action taken under The Brown Act.
1/31/2019 Special Meeting	Yes		Item 1 Public Employee Performance Evaluation per Gov't Code Section 54957 General Manager		No record of closed session results as there were no minutes of the special session.
2/6/2019	Yes		Item 6 Public Employee Performance Evaluation per Gov't Code Section 54957 Oscar Pena, General Manager		Reconvened after public session to discuss Item 6. No record of reconvened session results in the minutes.
2/20/2019	Yes		Item 6 Conference with Legal Counsel - per Gov't Code Section 54957 (b) (1): To consider the continued employment of the General Manager, and the terms thereof [excluding compensation]		Counsel and staff were excused for item 6. Staff given instructions as to how to proceed and no reportable action taken under The Brown Act.
3/6/2019				Meeting cancelled.	
3/20/2019	Yes	Yes	Item 6 Conference per Government Code Section 54957 (b) (1): To consider appointment of a General Manager effective May 1, 2019 and to consider appointment of a Business Operations Manager.		Reconvened after public session to discuss Item 6. No record of reconvened session results in the minutes.
4/3/2019	Yes	Yes	Item 6 Conference per Government Code Section 54957 (b) (1): To consider appointment of a General Manager effective May 1, 2019 and to consider appointment of a Business Operations Manager.		Minutes of this session will be released and approved to public on May 1, 2019.
4/17/2019				Meeting cancelled.	

ATTACHMENT 1

4/18/2019	Yes	Yes	2. Conference per Government Code Section 54957(b)(1): To consider appointment of a General Manager effective May 1, 2019 and to consider appointment of a Business Operations Manager.	1) Consider Appointment of a General Manager Recommended Action: Voice Vote. That the Board of Port Commissioners consider the appointment of a General Manager effective May 1, 2019. 2) Consider Appointment of a Business Operations Manager Recommended Action: Voice Vote. That the Board of Port Commissioners consider the appointment of a Business Operations Manager.	Special Meeting scheduled for 6:30pm (rather than regular 7:00pm)
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RESOLUTION NO. 3315

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

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

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

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

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

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

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

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

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



ATTACHMENT 1
ATTACHMENT 1

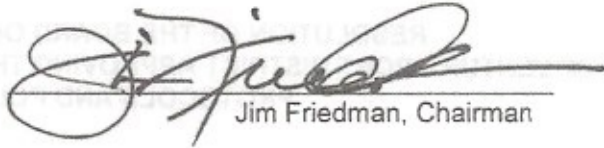
PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners, this 27th
day of July 2016, by the following vote:

AYES: Commissioners Friedman, Ashworth, Smith, Carson, Valance

NOES:

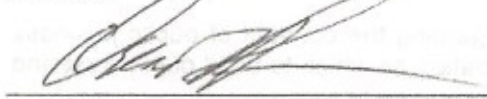
ABSENT:

ABSTAINED:



Jim Friedman, Chairman

ATTEST:



Secretary
(Seal)



(<https://www.portofnewport.com/>)

General Manager position opening

The Port of Newport is currently recruiting qualified applicants to fill the General Manager position.

General Manager Position Announcement

(</files/3e87e2604/Position+Announcement+Rev+18.12.18.pdf>)

General Manager Position Description

(</files/badc487ed/Position+Description+General+Manager+11-1-18.pdf>)

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her feet on the ground in Newport by mid-April.

Miranda spent 25 years in the real estate industry, and her resume touts negotiation of multi-million dollar contracts, management of cross-functional

teams and experience administering multi-million dollar budgets. Additional experience includes grant writing, RV park development and evaluating property for expansion.

A port commission keen to do a better job engaging the public also noted her communications skills and comfort approaching lawmakers.

"For almost 12 years I have helped the Port of Columbia County, formerly Port of St. Helens, become a successful and recognized port in Oregon and nationwide," Miranda said in her letter of interest to the port. "I believe my experience and expertise can be valuable in providing strong leadership to your current and future staff, promoting the Port of Newport's International Terminal, to manage existing facilities and continue to maintain the great level of service to existing tenants while creating new opportunities for the community which it serves."

Skamser said Miranda is a quick learner who will not run from the challenges ahead.

"Paula wanted this job," Skamser said. "She has a vision; her vision is helping us out. If she doesn't know all the problems yet, she soon will."

Much is at stake for the Port of Newport in Miranda's hiring. She will be in the driver's seat of a five-year strategic business plan set to be released in coming weeks, and will have to grapple with years worth of needed maintenance and improvements on both north and south sides of the bay, including a plan to renovate the access pier and electrical at Dock 5 and expand Dock 7. Tough decisions are ahead on what to do with a South Beach public fishing dock that will need renovation. State lawmakers as well as the public will be watching how port leadership works to generate new revenue and bring shipping contracts to the International Terminal while balancing the needs of commercial fishermen who already use the same facility.

Miranda's hiring is integral to a high-stakes bid by the port to prove it can steer its own ship following the introduction of a bill this session for state takeover of the facility, initiated by a longshoremen's union frustrated by a past failure of shipping arrangements to take hold. That bill so far has not had a hearing in committee.



POSITION ANNOUNCEMENT

General Manager

The Port of Newport is currently recruiting qualified applicants to fill the General Manager position.

The Port of Newport is located 110 miles from Portland, Oregon on Yaquina Bay in the City of Newport, Lincoln County, Oregon. The Port is home to 24 water-dependent businesses, a 220-slip commercial boat basin, a 500-slip recreational marina, the International Terminal, 144-space RV Park, Rogue Brewery, NOAA Marine Operations Center, Oregon State University's Marine Hatfield Science Center, and the Oregon Coast Aquarium. The Port is governed by a five-member commission whose members are elected by Port District Voters.

The General Manager is responsible for the success of the Port in achieving its mission and is expected to be an effective, professional leader who gets results; supervises employees for peak performance; and demonstrates positive, effective, interpersonal and communication skills. The General Manager is appointed by the Port Commission. The Port employs 25 full-time employees.

Qualifications for the successful applicant include:

A Bachelor's degree in business administration, public administration or a related field, or equivalent. At least 6 years' experience in a public or private organization in a senior leadership role in a complex public facing maritime operation, including the management of staff. Demonstrated success working under the direction of a board and building relationships with potential business partners.

POSITION OBJECTIVES

The Port of Newport is searching for a person who will provide the leadership, management skills and administrative abilities to move the Port in the direction of its stated business mission:

"Build and maintain waterfront facilities, and promote/support projects and programs in cooperation with other community organizations and businesses that will retain and create new jobs and increase community economic development."

Oversees the Port's operating and capital budget (\$ 6.2 million) and manages its \$77.5 million in capital assets, principally located at three sites around Yaquina Bay.

THE IDEAL CANDIDATE

The individual appointed to this position will possess well developed operations, business management, administrative and leadership skills which includes honesty, confidence, integrity, credibility, approachability, and a strong commitment to teamwork and collaboration across all levels in the organization and with stakeholders. This person will recognize that policy is set by the Commission and will provide an open and direct flow of information to assist in the formulation of Port policies.

He/she will be an excellent communicator and representative of the Port. The candidate will be a catalyst, a "front" person who can help the Commission, Port users and the communities create a vision to build for the future. He/she will have the ability to promote complex ideas and concepts and advocate for them in the broader community and will have responsibility for establishing and nurturing successful media relations.

In relationships with staff, the candidate will be a good listener and mentor, will be accessible, and open in interactions with people who work for the Port. The candidate will be someone who can help the Port grow and adapt to changing conditions.

Salary Range: \$114,000 - \$140,000 with excellent benefit package

Interviews are Scheduled for March 4, 2019

Desirable Starting Date: April 15 - 30, 2019

To be considered please submit a letter of introduction, addressing why you feel you are the ideal candidate for this position, and resume by 4:00 PM February 11, 2019 to:

Port of Newport
General Manager Selection Process
Special Districts Association of Oregon
PO Box 23879
Tigard, Oregon 97281

Email scarter@sdao.com

Application Deadline: February 11, 2019, 4:00 pm

Job Description available at: www.sdao.com and at www.portofnewport.com



General Manager

Position Overview

The Port of Newport General Manager is responsible for organizational leadership and leading the implementation of the Port's Strategic Business Plan and Capital Facilities Plan. The GM guides the overall operation of Port facilities, personnel and financial performance in addition to directing operational policy and providing program direction in support of the Port's mission. This position reports directly to a 5 member elected Port Commission.

The Port of Newport employs approximately 25 employees who carry out the mission to build and maintain waterfront facilities, and promote/support projects and programs in cooperation with other community organizations and businesses that will retain and create new jobs and increase community economic development.

The General Manager is responsible for the success of the Port in achieving its mission and is expected to be an effective, professional leader who gets results; supervises employees for peak performance; and demonstrates positive, effective, interpersonal and communication skills.

A successful candidate will demonstrate skills and experience related to leadership of a complex, public facing maritime operation. The execution of strategic plans, economic development, public budgeting, workforce leadership, and working closely with elected officials are all essential components of a successful candidate's skillset.

Positions Supervised

Director of Operations, Director of Business Operations, Administrative Supervisor

Summary of Essential Duties

Leads the Port in implementing the goals and strategies outlined in the Strategic Business Plan and Capital Facilities Plan.

Possesses the ingenuity, analytical problem-solving skills, and cooperative management skills to meet the challenge of directing infrastructure maintenance and economic development with financial efficiency.

Represents the Commission in relationships with customers, local, state and federal officials.

ATTACHMENT 1

Develops and maintains positive relationships with community leaders, users of Yaquina Bay, nearby Ports, and the media.

Responsible for the application of best practices pertaining to personnel management actions for Port employees.

Coordinates the activities of all consultants to the Commission, including legal counsel, planners, auditors, architects and engineers.

Approves the development and execution of policies, processes, and procedures.

Reviews, modifies, and approves major program and operating plans and budgets to ensure they are consistent with Commission objectives.

Works with Director of Business Operations to provide oversight and guidance with fiscal and budget responsibilities.

Provides direction to managers/supervisors in cultivating a culture of proactive customer service for their area of responsibility by monitoring and taking initiative in identifying areas for improvements. Collaboratively develop plans solutions and alternatives to improve organizational efficiency.

Designated signature and appointing authority for the Port, as appropriate, including but not limited to contracts, operating expenditures, program related expenditures; and employee appointments.

Responsible for ensuring marketing, economic development, revenue creation, and outreach programs are effectively managed.

Ensures Port-wide consistency and standards for all business functions. Manages and coordinates complex issues that cross work areas.

Provides oversight and leadership to the agency's Director of Business Operations as it relates to complex financial transactions, particularly those with significant legal or contractual components.

Provides the Commission with current information regarding business trends, market conditions, and opportunities relevant to the Commission's short and long-term goals.

Responsible for timely and accurate preparation, submission and adherence to the Port's annual operating budget and capital improvement planning in strict compliance with applicable Oregon budget law.

Regularly reviews Port departmental policies and procedures, and recommends revision when appropriate, in consultation with the Port Commission.

ATTACHMENT 1

Coordinates with the Director of Operations and the Director of Business Operations on negotiation of rental/lease agreements, collective bargaining agreements, grant writing and other related business transactions.

Ensures regular inspection and timely maintenance of all Port facilities, compliance with all applicable laws and regulations, and the securing of all permits from regulatory agencies necessary to conduct Port business.

Oversees the scheduling of all Commission meetings following the guidelines of Oregon Public Meeting Laws. Attends all meetings unless excused by the Commission.

Assists the Commission in developing and maintaining communication with the Commission's constituency.

Performs other duties and responsibilities as assigned by the Commission.

Working Conditions

Primarily in an office setting with some travel. Requires weekend and evening work, often with frequent interaction with other individuals and groups.

The person in this position must have the ability to manage a heavy workload with multiple tasks, constant interruptions with competing deadlines.

The incumbent must maintain confidentiality and exercise discretion.

Contact with Others

Considerable contact with persons from within and outside the Port offices, including public speaking and communicating with Commission, federal/state/local officials, recreational and commercial fishers, clients, tenants, media, contractors, union representatives, and consultants.

Minimum experience and Knowledge

A Bachelor's degree in business administration, public administration or a related field, or equivalent.

At least 6 years' experience in a public or private organization which included responsibility for **each** of the following: (a) senior leadership role in a complex public facing maritime operation, including the management of staff, (b) development and implementation of strategic long and short-range plans/goals for an organization, (c) successfully working under the direction of a board, (d) budget preparation including capital improvements, (e) contract and lease negotiations, (f) networking and building relationships with community leaders, stakeholders and elected officials, (g) facilitating legal matters with attorneys and risk managers, (h) economic development outreach; and/or an equivalent combination of training, education and

experience which demonstrates the knowledge, skills and abilities necessary to successfully perform the essential duties of the job.

Preferred Experience, Knowledge and Training

- ✓ 5 years' experience in a general manager or director role.
- ✓ Experience in the operations of a public port;
- ✓ Successful Strategic Business Plan and Capital Facilities Plan implementation;
- ✓ Economic development;
- ✓ Human Resource best practices;
- ✓ Public finance and budget requirements;
- ✓ Property and facility management best practices;
- ✓ Oversight of complex engineering and construction projects;
- ✓ Governmental ethics and standards.

Skills and Abilities

- ✓ Demonstrated leadership style which includes honesty, confidence, integrity, credibility, approachability, and a strong commitment to teamwork and collaboration across all levels of staff at the Port, Port Commissioners, with elected officials, and with stakeholders.
- ✓ Skill in communicating effectively in writing and the ability to speak about and explain complex issues clearly; effective public speaking and consensus building among a wide variety of audiences including staff, Port Commissioners, Port users, the community, and state and local officials.
- ✓ The ability to anticipate, identify, and analyze complex and sensitive issues and situations, develop alternative solutions, forecast consequences of proposed actions, and through intentional engagement consider and appreciate multiple perspectives, backgrounds, and values, integrating them, throughout the organization, creating opportunities to effectively achieve organizational goals.

Required Licenses

Valid driver's license and must be insurable by Ports insurance provider. Ability to obtain a TWIC card.

Salary & Benefit Package

- Salary Range \$113,505 - \$141,129
- Health & Dental Insurance
- Oregon Public Employees Retirement System (PERS)
- Deferred Compensation Plan
- Flexible Spending Account (FSA)
- 20 days Annual Paid Time Off (PTO) to start
- 11 Annual Paid Holidays

OREGONCOASTDAILYNEWS

A YAQUINA BAY COMMUNICATIONS RADIO NEWS WEBSITE

Port Of Newport Expands Search For New Manager

TOPICS: General Manager Legislative Concept 291 Port Of Newport State
Representative Smith



POSTED BY: OREGONCOASTDAILYNEWS DECEMBER 14, 2018

Port of Newport commissioners met in a special session this week to discuss the timeline for the hiring process for a new General Manager. The selection committee, consisting of Commissioners Skamser and Burke, Community members Bud Shoemake and Steve Beck and interim port manager Teri Dresler, met to review the 9 resumes received by Special Districts Association

of Oregon.

From the 9, the committee felt there were three who were qualified however the committee wanted to have at least 5 to pass on to the next interview stage. As a result the committee asked the commission to expand the recruitment to attract more candidates.

This will allow for a broader search to include national web sites and/or publications that were not used during this first recruitment due to time constraints. The Search Committee felt strongly that due to the significance of this position to the Port, an extended search would yield a broader pool of qualified applicants.

There is also a need to not rush the process and make the right choice as the port is being looked at closely right now by the legislature. Legislative Concept 291 brought by Representative Greg Smith from Umatilla would turn the port over to the state. It has not yet been assigned to a committee.

Smith is looking for a co-sponsor of the legislative concept for it to move forward in the legislative process. The commission approved re-opening the search on December 31st. The port commission is expected to discuss the issue at their regular meeting on December 18th.

Port picks general manager



📷 The new general manager will oversee port operations on both sides of the river. (Photo by Bret Yager)

By: BRET YAGER - Updated: 3 weeks ago

Posted Mar 19, 2019

The Port of Newport is extending an offer of hire to a new general manager.

Paula Miranda, the deputy director of the Port of Columbia County, had been a finalist for the same position in 2013, and will bring 17 years of experience in port leadership. She was one of three finalists to sit through interviews with the port commission on Monday.

Commissioners noted Miranda's experience with permitting, planning, team-building and Oregon environmental law. Their offer is contingent on a background check.

"She is a strong voice, and she is gung ho about economic development," said Port Commissioner Sara Skamser, who was authorized to negotiate with Miranda to bring her aboard. Skamser said she is hopeful Miranda can have

Public Comment by Vikki Brock at the April 3rd Ventura Port Commissioners
Regular Meeting

General Manager Position

My name is Vikki Brock - I am a 10+ year resident of the harbor, connected with the commercial fishermen, and an executive coach working with Fortune 500 and international companies for the past 25 years. I have a vested interest in ensuring the Port District hires the best person for the General Manager as this position will shape the harbor for decades. That person might be Brian, however the only way to find this out is to advertise the position. It would be prudent for the Port Commissioners to identify what is working well, what needs to change, and to look at a 20-year strategic vision for the harbor for threats and opportunities – then establish clear criteria and expectation for the GM position. The Port of Newport in Oregon closed the posting for their General Manager on February 19, 2019. Existing tenant leases are competitively advertised when up for renewal, competitive bids are sought for projects, and vacant staff positions are advertised – it is reasonable and responsible of the Port Commissioners to do the same for the General Manager position. I offer my services pro bono to the Port Commission if desired to ensure the process is thorough and transparent.

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

Two questions:

1. Are there any state, federal or district rules/regulations for a special district (Ventura Port District) when it comes to hiring key staff members such as the General Manager?
2. Specifically, can the position be filled from any source, with or without competition, so long as the Board approves, or must the position be advertised?

I request that this statement be entered into the meeting minutes for distribution with the packet for the May 1st Ventura Port District regular meeting.

ATTACHMENT 2

Ventura Port Commission Meeting April 18, 2019

Comments by Commissioner Getchell

My comments will be very brief this evening because my fellow Commissioners are already familiar with my position, as are many of those present this evening. I have printed a copy of my comments for the Clerk of the Board and am requesting that they be included in the minutes of this Open Session meeting.

First, having been a public agency employee in city, county and regional governments in California, I fully appreciate the benefits of open recruitment, "new blood" and new ideas for an organization. I also know the disappointment of prospective employees who are deprived of the opportunity to compete for positions, especially top positions.

In this case, I think the decision before the Commission this evening was set into motion, if not made in fact, long before I joined the Commission in June, 2018. Since I became a Commissioner, I have not participated in any substantive discussions about this and can tell you this evening that until I announced my decision to support a public recruitment, I wasn't given the time of day.

This decision was set into motion by the execution of Oscar Pena's final contract amendment on September, 27, 2017. Ten weeks later, on December 13, 2017, the Commission created the Deputy General Manager's position and the associated Board Report mentioned a succession plan. Unfortunately, this Commission failed to do what many other organizations do when they decide to create professional apprentice schemes for their top positions. A good organizational succession plan is vetted and approved in public, to ensure that it receives the benefit of public comment and public support. A true succession plan would have eliminated the need to meet this evening. Unfortunately, this Commission fumbled the ball. It needed a good quarterback. It didn't have one, at least not for this very important undertaking. Brian Pendleton deserves an apology from those who failed to carry the ball into the End Zone for him.

This decision is nothing like the situation faced by the Port Commission in 1996 when the General Manager was terminated for cause, a termination prompted in no small degree by the City Council's threat to remove us as Commissioners if we didn't take immediate action. Oscar Pena was all but dragged into this room and conscripted into service as the General Manager. It was an emergency and the Commission didn't have the luxury of an open recruitment. No such compelling circumstances exist today or have existed for the last eighteen and a half months that would urge me to not support an open recruitment. *I am committed to working with the General Manager. My issue is procedural.*

I hope that this can be an experience for all of us from which we can learn to better prioritize the allocation of resources to take care of the most pressing Port District needs. Effective leadership and management are top priorities without which the Port District cannot succeed.

ATTACHMENT 2

Timeline Since Execution of Final Amendment to General Manager's Employment Agreement

<u>Date</u>	<u>Item</u>	<u>Time Interval</u>
<u>09/27/2017</u>	Execution of Fifth and Final Amendment to Employment Agreement with Oscar Pena. Term Ending on April 30, 2019. Signed by Chairman Ashworth Commissioners Ashworth and Brennan knew that the General Manager would leave on April 30, 2019 and arrangements for a Successor General Manager would have to be made. Commissioners Stephens and Getchell were notified of the April 30, 2019 date when they assumed office in July, 2017 and June, 2018, respectively.	09/27/2017 to 04/18/2019: <u>18.5 months</u>
<u>12/13/2017</u>	Creation of Position (Job Classification) of Deputy General Manager	
<u>July, 2018</u>	FY 2018-19 Budget Includes Allocation for Deputy General Manager.	
<u>August, 2018</u>	Business Operations Manager Position Reclassified to Deputy General Manager and Brian Pendleton Appointed.	09/27/2017 to August, 2018: <u>10 months</u>
<u>December, 2018</u>	Commission's Regularly Scheduled Meetings Rescheduled for Convenience of Commissioner Brennan (From 2 nd and 4 th to 1 st and 3 rd Wednesdays)	
<u>April, 2019</u>		10 months after appointment of Deputy General Manager
<u>April 3, 2019</u>	Commissioner Stephens' Cancellation of Regularly Scheduled Meeting of April 17 to Accommodate His and Commissioner Ashworth's Vacation in Mexico <u>five months after they knew the new meeting schedule</u> , and Scheduling a Special Meeting on April 18 Eliminated the Possibility of Hiring a new General Manager or Making Other Arrangements before Oscar Pena's Contract Ended on April 30. Commissioner Brennan Also Announced He Would Not Be Available to Attend.	

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS MINUTES OF MAY 1, 2019



The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Chris Stephens at 7:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001.

Commissioners Present:

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

Commissioners Absent:

None.

Port District Staff:

Brian Pendleton, Deputy General Manager
Oscar Peña, Business Operations Manager
John Higgins, Harbormaster
Joe Gonzalez, Facilities Manager
Gloria Adkins, Accounting Manager
Richard Parsons, Consultant
Jessica Rauch, Clerk of the Board

Legal Counsel:

Timothy Gosney
Collin Spillman

AGENDA

CALL TO ORDER: By Chairman Stephens at 7:00PM.

PLEDGE OF ALLEGIANCE: By Commissioner Gardina.

ROLL CALL: All Commissioners were present.

ADOPTION OF AGENDA

ACTON: Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to adopt the May 1, 2019 agenda.

APPROVAL OF MINUTES

The Minutes of the April 3, 2019 Regular Meeting and April 18, 2019 Special Meeting were considered as follows:

ACTION: Commissioner Brennan moved, seconded by Commissioner Getchell and carried by a vote of 5-0 to approve the April 3, 2019 Regular Meeting Minutes.

ACTION: The April 18, 2019 Special Meeting minutes were continued to the next meeting.

PUBLIC COMMUNICATIONS: Vikki Brock stated that after the April 18th meeting she thought about the discussion on trust and loyalty with staff, then asked what about the trust with tenants. She believes that trust has been broken and asked how it is going to be fixed. Sam Sadove thanked Mr. Peña for the usage of the District's electrical sign during the resurfacing of his parking lot. He also asked if signage can be placed before the road construction saying businesses and parking lot open. Mr. Sadove also commented that the location of the arrow sign needs to be adjusted so people do not hit it.

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

BOARD COMMUNICATIONS: Commissioner Ashworth reported that he was invited to a daylong workshop at Bren School on how to encourage permitting of shellfish in federal waters. He also mentioned that the City Council is receiving correspondences regarding issues at the District and would like this agenda item to get the facts straight. Commissioner Brennan appreciated Mr. Sadove's comments on the road construction and asked what the timeline for completion is. Commissioner Stephens reported that staff is working on scheduling the goal setting meeting and a VSE project presentation.

STAFF COMMUNICATIONS: Ms. Rauch briefed the Board on the public record and the District's meeting minutes. Mr. Parsons updated the Board on the completion of dredging and on the Village Marina Dock Replacement Project. Mr. Werneburg also updated the Board on the Village Marina Dock Replacement Project. Mr. Higgins updated the Board on the 24/7 Harbor Patrol schedule.

LEGAL COUNSEL REPORT: Mr. Gosney reported that he is working with staff and the Ventura Harbor Boatyard on an Assignment of Lease.

CONSENT AGENDA:

A) Approval of New Office Lease for Harold Kyle dba Kyle & Associates

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Harold Kyle dba Kyle & Associates for the premises located at 1583 Spinnaker Drive #209, consisting of a total of 535 square feet for a one year term.

ACTION: Commissioner Brennan moved, seconded by Commissioner Getchell and carried by a vote of 5-0 to approve a new Office Lease Agreement between the Ventura Port District dba Ventura Harbor Village and Harold Kyle dba Kyle & Associates for the premises located at 1583 Spinnaker Drive #209, consisting of a total of 535 square feet for a one year term.

STANDARD AGENDA:

1) Approval of Financial Statements and Checks for October through December 2018

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3371 to:

- a) Accept the financial statements for the Quarter ended December 31, 2018; and
- b) Review the payroll and regular checks for October through December 2018.

ACTION: Commissioner Brennan moved, seconded by Commissioner Getchell and carried by a vote of 5-0 to adopt Resolution No. 3371 to accept the financial statements for the Quarter ended December 31, 2018; and review the payroll and regular checks for October through December 2018.

2) Approval of Notice of Completion for the Ventura Harbor Pavement Repair and Slurry Seal Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3372:

- a) Accepting the work of Toro Enterprises, Inc. for the Ventura Harbor Pavement Repair and Slurry Seal Project; and
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

ACTION: Commissioner Brennan moved, seconded by Commissioner Ashworth and carried by a vote of 5-0 to adopt Resolution No. 3372 accepting the work of Toro Enterprises, Inc. for the Ventura Harbor Pavement Repair and Slurry Seal Project; and authorizing staff to prepare and record a Notice of Completion with the Ventura County Recorder.

3) Approval of Ordinance No. 52 Amending Ordinance No. 48

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners:

1. Conduct a public hearing for the purpose of receiving input on proposed Ordinance 52;
2. Read proposed Ordinance No. 52 for the record; and
3. Adopt Ordinance No. 52, amending Ordinance No. 48, adopted on March 27, 2013, and titled "An Ordinance of the Board of Port Commissioners of Ventura Port District to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act."

ACTION: Chairman Stephens opened the public hearing at 7:48PM for the purpose of receiving input on proposed Ordinance No. 52. The reading of the proposed Ordinance No. 52 was waived. There was one public comment. The public hearing was closed by Chairman Stephens at 7:49PM.

Public Comment: Sam Sadove asked if this is something that is being mandated by the State and the District is complying with these changes.

ACTION: Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to Adopt Ordinance No. 52, amending Ordinance No. 48, adopted on March 27, 2013, and titled "An Ordinance of the Board of Port Commissioners of Ventura Port District to Provide Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act."

4) Approval of Revisions to the Ventura Port District Procurement and Purchasing Policy and Exhibits

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the revisions to Ventura Port District's Procurement and Purchasing Policy and Exhibits A, C and E.

ACTION: Commissioner Getchell moved, seconded by Commissioner Brennan and carried by a vote of 5-0 to approve the revisions to Ventura Port District's Procurement and Purchasing Policy and Exhibits A, C and E.

5) New Lease with Ventura Harbor Storage Enterprises, LLC for the Fisherman's Storage Yard

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the business terms for a new Lease between Ventura Harbor Storage Enterprises, LLC and the Ventura Port District for the Fisherman's Storage Yard and authorize the General Manager to sign the ground lease, based on those terms, subject to final review and approval of the final lease by Legal Counsel.

ACTION: Commissioner Brennan moved, seconded by Commissioner Getchell and carried by a vote of 5-0 to approve the business terms for a new Lease between Ventura Harbor Storage Enterprises, LLC and the Ventura Port District for the Fisherman's Storage Yard and authorize the General Manager to sign the ground lease, based on those terms, subject to final review and approval of the final lease by Legal Counsel.

6) Authorize the General Manager to Submit a Grant to the California Coastal Conservancy

Recommended Action: Voice Vote.

That the Board of Port Commissioners authorize the General Manager to submit a grant in the amount of \$200,000 to the California Coastal Conservancy to make improvements at the Fisherman's Storage Yard.

ACTION: Commissioner Brennan moved, seconded by Commissioner Getchell and carried by a vote of 5-0 to authorize the General Manager to submit a grant in the amount of \$200,000 to the California Coastal Conservancy to make improvements at the Fisherman's Storage Yard.

REQUEST FOR FUTURE AGENDA ITEMS: Commissioner Ashworth reiterated his request regarding correspondences detailing issues at the District. Commissioner Getchell mentioned the Public Information Policy.

ADJOURNMENT: The meeting was adjourned at 8:02PM.

Secretary



BOARD OF PORT COMMISSIONERS MAY 15, 2019

DEPARTMENTAL STAFF REPORTS

DREDGING
FEDERAL
FACILITIES
HARBOR PATROL
MARINA
MARKETING
PROPERTY

May 15, 2019

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

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

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

FY2019 Corps of Engineers Dredging Results

Manson Construction Company completed the Corps of Engineers maintenance dredging of the Ventura Harbor federal entrance area on April 17, 2019. Manson removed a total of 493,175 cubic yards of material although payment will be based on the authorized contract volume of 470,000 cubic yards. The final cost including mobilization will thus be \$4,187,500. The entrance channel is now in excellent condition and only about 140,000 cubic yards of material remains in the sand trap.

FY2020 Federal Dredging Funds

The Los Angeles District of the Corps of Engineers will be able to carry over about \$4 million of FY2019 funding to the FY2020 funding year. This will enable the LA District to exercise the option in Manson Construction's contract for the early 2020 dredging of the harbor's entrance area.

We will be continuing to work with the District's legislative advocate in Washington, D.C. to impress upon members of Congress the importance of including work plan funds in the FY2020 Energy and Water Development Appropriations Bill so that the Corps of Engineers will be in the position to allocate a portion of those funds to the dredging of Ventura Harbor in early 2020.

Ventura Harbor Village Commercial Dock Replacement Project

The final construction drawings for the dock replacement project were approved by the City on April 23, 2019. A fee in the amount of \$15,111.30 was paid to the City on April 24, 2019 and the District's contractor, Bellingham Maine Industries, picked up the building permit. The land side utility work is now underway in effort by Bellingham to complete that portion of the work by the Memorial Day weekend. The "D" dock work will begin in June followed by "C" dock in July and "G-H" dock in August/September.

Fish Pier Derrick Crane

A bid opening for the acquisition and installation of the 2nd derrick crane on the fish pier occurred on April 23, 2019. Only one bid in the amount of \$249,140.00 was received. That substantially exceeds the current budget allocation of \$150,000 for this item. That budget allocation was based on the 2015 first derrick crane cost of \$119,575. We expect to bring a recommendation to the Board on this item at a future meeting.

Seismic Evaluation of 1431 and 1691 Spinnaker Drive

RGSE Structural Engineers provided their seismic evaluation of 1431 and 1691 Spinnaker Drive to the District in early March 2019. The purpose of these evaluations was to determine the estimated cost of upgrading these buildings to meet the necessary seismic requirements for their continued occupancy by the National Park Service. The cost estimate for both buildings totals \$264,000. These evaluations have been provided to District's leasing personnel with the suggestion that a budget number of \$300,000 be utilized for the seismic upgrading.

Respectfully submitted,

Richard Parsons

Dredging and Special Projects Consultant

Congressional Activity: A Look Ahead

Congress has return to Washington, DC after taking a two-week recess for the Easter and Passover holidays, and will spend the next four weeks in session before their next scheduled break for the Memorial Day recess. During the month of May, Congress is expected to have quite the packed schedule.

The Fiscal Year 2020 (FY20) appropriations bills will be front and center. The House Appropriations Committee is beginning to mark up their bills this week. The Chair of the Committee, Representative Nita Lowey (D-NY), has set a very aggressive timeline for moving the twelve spending bills through the committee. She has indicated that she wants all twelve bills to be ready for consideration on the floor of the House in June. On the Senate side, the Committee will also start marking up bills in May, a few weeks after the House. The Senate Appropriations Committee has not indicated if it plans to move all twelve of their bills through the Committee in a similar manner and speed of the House.

Also, in the month of May, Congress will need to act to prevent the National Flood Insurance Program (NFIP) from expiring. The current extension of NFIP expires on May 31st.

Looking a little further down the road, Congress is going to need to address the issue of the debt ceiling. Both Speaker of the House Nancy Pelosi (D-CA) and Senate Majority Leader Mitch McConnell (R-KY) have indicated that they agree the debt limit needs to be raised, so the question now becomes timing. The Treasury Department is currently using “extraordinary measures” to push back the deadline for when the debt ceiling will need to be raised. The Congressional Budget Office estimates that it could be late September or early October before Congressional action would need to be taken.

Spotlight on Infrastructure

On April 30th, President Trump met with the Congressional Democratic Leadership to discuss the possibility of collaborating on an infrastructure package. The Congressional meeting attendees included House Speaker Nancy Pelosi, Senate Minority Leader Chuck

Schumer (D-NY), Senate Finance Committee Ranking Member Ron Wyden (D-OR), House Majority Leader Steny Hoyer (D-MD), House Majority Leader James Clyburn (D-SC), House Transportation and Infrastructure Committee Chairman Peter DeFazio (D-OR) and House Ways and Means Committee Chairman Richie Neal (D-MA). The meeting participants agreed in principle to continuing negotiations on a \$2 trillion infrastructure plan. While there was no agreement on how to fund the package, Senator Schumer stated publicly before the meeting that any infrastructure package should be paid for by rolling back some of the tax cuts included in the 2017 Tax Cuts and Jobs Act. This is likely to be a non-starter for congressional Republicans. Post meeting, Speaker Pelosi also indicated that a potential package would take a broad definition of infrastructure to include not only traditional transportation infrastructure, but also water infrastructure as well as broadband. The meeting participants agreed to meet again in three weeks.

US Department of Transportation (USDOT) Secretary Chao appeared before the House Transportation, Housing and Urban Development and Related Agencies Subcommittee on April 10 to review the Administration's FY20 budget. She offered similar testimony in March to the Senate Transportation, Housing and Urban Development and Related Agencies Subcommittee. Among the numerous issues raised by Subcommittee members were the Federal Aviation Administration's (FAA) certification process on Boeing's 737-MAX and the decision to ground those aircraft after the recent crashes; the status of funding availability notices for the new \$293 million program for ports that was included in the FY19 appropriations bill; highway safety issues including highway-rail grade crossing programs; DOT's activities regarding autonomous vehicles and the status of a competitive bridge grant program created in the 2018 appropriations bill.

Just before the end of the month, House Transportation and Infrastructure Committee Chairman Peter DeFazio (D-OR) introduced legislation to address the Harbor Maintenance Trust Fund (HMT). Committee Ranking Member Sam Graves (R-MO), Water Resources and Environment Subcommittee Chair Grace Napolitano (D-CA), Water Resources and Environment Subcommittee Ranking Member Bruce Westerman (R-AR) and Congressman Mike Kelly (R-PA) joined DeFazio as original sponsors of H.R. 2396 the Full Utilization of the Harbor Maintenance Trust Fund Act. The bill seeks to address long standing challenges associated with appropriating funds collected by HMT and using them for their intended purpose. In a press release, the bill's sponsors stated, "This bipartisan bill makes it easier for Congress to appropriate any funds collected in the Trust Fund for authorized harbor maintenance needs, including the existing \$9.3 billion balance in the Trust Fund. The legislation enables the expenditure of approximately \$34 billion over the next decade, which will allow the U.S. Army Corps of Engineers (Corps) to dredge all Federal harbors to their constructed widths and depths." Addressing HMT will continue to be an issue Congress works to resolve as discussions regarding an infrastructure package and a Water Resources Development Act of 2020 continue.

The USDOT published a Notice of Funding Opportunity (NOFO) for the Better Utilizing Investments to Leverage Development (BUILD) discretionary grant program. The program, formerly known as TIGER, has \$900 million available and applications are due by July 15th.

Colorado River Drought Contingency Plan Signed into Law

Following Congressional hearings in the House Natural Resources Committee and the Senate and Natural Resources Committee, Congress passed the “Colorado River Drought Contingency Plan Authorization Act.” This legislation, authorizing the Colorado River Drought Contingency Plan, was signed into law by President Trump on April 16th.

Upon passage of the legislation, Bureau of Reclamation Commissioner Brenda Burman said “The Colorado River is the single most important water resource in the southwestern United States and northwestern Mexico. All levels of government stepped up to address the Basin’s worst drought in recorded history. We’ve seen collaborative efforts among the seven Basin states, local water agencies, Tribes, Mexico and the Department of the Interior. Congress took prompt action on implementing legislation for the Drought Contingency Plans, and the President acted swiftly to sign that legislation into law. Adopting consensus-based DCPs is the best path toward safeguarding this critical water supply.”

Federal Agency Nominations Update

On April 7th, Kirstjen Nielsen, the Secretary of the Department of Homeland Security (DHS), submitted her resignation to President Trump. In response to her resignation, the President announced that the current Commissioner of U.S. Customs and Border Patrol, Kevin McAleenan, would now be the acting Secretary of DHS.

On April 11th, David Bernhardt, who was nominated by President Trump to be the Secretary of the Department of the Interior, was confirmed by the Senate by a vote of 56-41. Three Democratic Senators (Heinrich (NM), Manchin (WV), and Sinema (AZ)) joined with all of the Republican Senators to vote in favor of his nomination.

After being confirmed by the full Senate on March 25th, Nicole Nason was sworn in as the Administrator of the Federal Highway Administration (FHWA). The FHWA had been without a confirmed Administrator since January 20, 2017.

EPA Releases Water Reuse Action Plan Discussion Draft

Earlier this year, the Environmental Protection Agency (EPA) announced that it would be working to put together a National Water Reuse Action Plan (Plan). The Plan would aim to better integrate federal policy and leverage the expertise of both industry and government to ensure the effective use of the Nation's water resources, as well as seek to foster water reuse as an important component of integrated water resources management.

In late April, EPA released a discussion framework of their Plan for public review. Additionally, EPA is seeking public input on the Plan. Comments are to be submitted by July 1st. EPA has expressed a goal of announcing the Plan at a conference later this fall.

Latest on 2020 Census

The U.S. Supreme Court recently heard oral arguments in the *Department of Commerce v. New York*, a case to debate the constitutionality of the Secretary of Commerce Wilbur Ross' action to include a question regarding citizenship on the 2020 census. Due to the controversial nature of this case, it is expected that the Supreme Court will release its ruling in late June. However, it has been speculated since the conclusion of oral arguments that the Court will likely return an opinion of 5-4, allowing the citizenship question to remain on the 2020 census.

Several states, including California, continue to express concerns that the addition of the citizenship question could result in an undercount, which could cost states millions in federal funding. Additionally, there is concern that undercounting could even result in some states losing a seat in the House of Representatives.

Federal Permitting Council Holds Stakeholder Forum on FAST-41

The Federal Permitting Improvement Steering Council held its First Annual Stakeholder Engagement Forum to discuss the FAST-41 program, which was created in the Fixing America's Surface Transportation Act (FAST Act) in 2015. FAST-41 established the Federal Permitting Improvement Steering Council to oversee the environmental review and authorization process for certain infrastructure projects. The Permitting Council consists of members from 14 federal agencies, as well as the Council on Environmental Quality (CEQ) and the Office of Management and Budget (OMB).

During the forum, EPA Administrator Andrew Wheeler and the Assistant Secretary of the Army for Civil Works R.D. James both expressed their support for FAST-41, as well as encouraged stakeholders to consider submitting eligible projects to the FAST-41 process. Both Wheeler and James discussed how they have seen projects benefit from FAST-41 by both an accelerated timeline in getting project permits issued, as well as cost-savings as a result of permitting efficiencies. Additionally, Alex Herrgott, the Executive Director of the Federal Permitting Improvement Steering Council, and his staff provided an overview of FAST-41, as well as highlight the benefits that local project sponsors can expect as a part of the process.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: May 15, 2019

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

FACILITIES:

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



Harbor Cove Beach, Surfers Knoll, Launch Ramp Restroom Doors Replacement Project:

Powerhouse Construction has started the installation of the Harbor Cove, Launch Ramp and Surfer's Knoll restroom doors. A total of twenty doors will be replaced. The doors are made with new hot dipped galvanized material and marine grade hardware to withstand the marine environment. Powerhouse has installed all twenty doors and is currently painting them and is 80% complete. The project should be completed by the end of next week and a final walk thru inspection will be performed to accept the job.

OLD RUSTED DOORS



NEW IMPROVED DOORS



Staircase/walkways:

Staff continues to upgrade fluorescent lighting fixtures to LED recessed light fixtures. We are approximately 70% near completion of all Ventura Harbor Village staircases, second level balcony's and walkways. Additional funds have been added for this coming fiscal year's budget to complete the remaining 30%. Upgrading the existing light fixtures to LED's will drop the wattage usage, bringing the electrical supply costs down by half.

EXISTING FLUORESCENT FIXTURES**NEW LED FIXTURES****MARINA:**

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

MARKETING:

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

ON-GOING PROJECTS:

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

- 1559 Suite 109 (Top this Chocolate)
- 1591 Suite 112 (*Le Petit Café Bakery*)
- 1591 Suite 117B (Silhouettes)
- 1567 Suite 200 (Margarita villa)
- 1583 Suite 105 (Frenchies modern nail care)

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: May 15, 2019

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

PUBLIC SAFETY

Overview:

This last month has been a very busy. Both myself and staff have participated in a number of trainings in several different areas. We have also been working on preparations for the increased summer boating traffic and coordinating events.



BEACHES

Harbor Cove:

Harbor Cove preparations have been completed and the beach is prepped to welcome all. The beach access mat was put out just in time for the Ventura City Corporate Games. The mat will be left in place till winter. We have worked to get the word out about our beach wheel chair that is available by reservation. The Harbor Patrol staff will deliver and pick up the wheelchair to any of the Port District properties. There is no charge for the use or delivery.

South Beach:

The South Beach is once again robust and also ready for all to enjoy. The coordination between Richard Parsons and Manson Construction allowed for a smooth and consistent beach from the Surfers Knoll Groin to the Surfers Knoll Parking Lot. We are currently working with State Parks to move the two towers out to their summer locations. As noted in the Lifeguard Contract report, there will be a second tower placed on the South Beach near the Surfers Knoll Groin. This tower will be able to support both Harbor Cove and Surfers Knoll, which will also decrease the amount of vehicles driving on the beach.

White Shark Research Buoys & Receiver Results:

We once again transported Cal State Long Beach Shark Lab Research Team out along the Ventura Coast to deploy acoustic receivers. These receivers will record any marine life that has been previously tagged, including white sharks, which is the focus of the local research. The three local receivers are located North near the Ventura Overhead, Marina Park, and off our South Beach. We will transport the team out to the locations every month till November when the sharks tend to leave our area.

We continue to work closely with the team to help us better prepare for the changes that are occurring in our waters and allow for us to adapt our efforts to maximize the public safety efforts.

Marine Safety Officer Program:

The Marine Safety Officer Program continues to be a valuable investment for the District. These Part-Time Employees bring endless amounts of energy and unique talents which lend well to our Department. In addition to actively using them to fill shifts, I am beginning to expand their training to better prepare them to handle more responsibilities.

In the last month several of these MSO's have helped us teach Ocean Rescue Skills to Ventura City, Oxnard City, and Ventura County Fire Departments.

EQUIPMENT

Fireboat 1:

We recently experienced a significant failure in one of the two diesel motors causing it to be taken out of service. The issue was similar to what occurred a year ago on the other motor. To make things more complicated, there are no replacement engines available in the United States and they do not see any till next year. The last two weeks we have been researching all our options and trying to identify what was the cause of the frozen pistons. The exact cause remains a mystery, but we have a better understanding on how we might be able to change our maintenance practices to better prevent failures in the future. We hope that we will have a solution to how we can get the boat back in service in the next week and are hopeful that we can get it back in service in 30-45 days.

As part of our normal communications we have advised the Fire Departments and Channel Islands Harbor Patrol of our situation. Channel Islands, as part of a mutual aid plan, will respond with their vessel to our area if there is a need without any charge. We had done the same agreement earlier this year when their boat was out of service for 5 months. This was the reason we responded out to the Commercial Fishing Vessel.

New Harbor Patrol Truck:

The new truck is on track to be completed in the next month and in time for the summer. We have taken delivery and coordinated the installation of lights and radios. The service body is scheduled to be installed in the next two weeks and the final project will be the agency decals. We are appreciative of the opportunity to add this piece of equipment to our inventory. The service body will better protect our equipment and allow for more efficient access.

TRAINING/MEETINGS/MOU'S

Pacific Congress of Harbormasters & Port Captains:

I want to thank the Board for approving this biannual training in Newport Oregon. Attending this conference gave me the opportunity to further strengthen communications with Harbors along the West Coast. I took every opportunity to visit the local waterfronts and commercial fishing locations. Most interesting was the fact that there was squid being actively fished along the Newport coastline. While walking the waterfront, I observed several of the local boats bringing in squid. I also had the opportunity to inquire about what other harbor fees for offloading squid were. To my surprise Newport Harbor was charging the most at \$80 per ton. The South Salmon Harbor and Crescent City Harbor were each charging \$40 per ton. This was valuable as we are currently charging \$8 per ton. Looking forward, when leases are renewed, we may be able to significantly increase revenues while staying well under what other Harbors are charging. I plan to do a more comprehensive survey of all the California Harbors to which I will make available to all.

Most offloading fees would not be anticipated to change significantly. Offloading fees are directed towards the buyers and not the fishermen. Squid is one example where the boats are getting up to \$1,000 per ton. The reality is the buyer is making much more than that in their various markets. The offloading fees are directed towards the buyers and not the fishermen.

Additional Training by Staff & Harbormaster:

- * Participated - City of Ventura Emergency Operations Plan Meeting
- * Participated in the City of Ventura Fire Department EMS Skills Labs
- * Participated in Stop The Bleed Instructor Course
- * Hosted Ventura City & Ventura County Ocean Rescue Training
- * Hosted Oxnard College Lifeguarding Academy
- * Hosted Oxnard Fire Department Ocean Rescue Training

GRANTS

California Department of Public Health Narcan Grant: 24 doses received (\$4,000 saved)

This is part of a larger assertive approach to ending opioid overdoses. This medication has been approved to be administered by the Harbor Patrol with the hopes of reversing an overdose. The medication blocks the body's opioid receptors and reverses the harmful effects of an overdose. Ventura County and the rest of the Nation have been focusing their efforts to reverse these preventable deaths. A recent article from the Ventura Star noted Ventura City lead the County with 44 deaths last year. While no deaths were noted within the Harbor, we are focused on being prepared to rapidly intervene should we find someone in need of help.

California Surrendered and Abandoned Vessel Exchange (SAVE) California Parks

Staff submitted a grant for \$70,000 to help boaters and marinas get rid of unwanted or abandoned vessels in a legal and efficient way. We are the only agency within the County who participate in this program. I surveyed the Marinas prior to the submission to identify their needs. The State usually announces the grant award in late July. Once I am made aware of the award I will work with the Marinas and local vendors to dispose of the vessels. Priority is given to vessels in the water and then I will expand to vessels stored on land and trailerable boats.

HARBOR ENTRANCE & SOUNDINGS

We are confident that the Harbor Entrance is free and clear of any issues thanks to the recently completed dredging. Several soundings were done by Manson, The Army Core of Engineers, and a third party and no issues were identified. We continue to monitor the entrance and resume monthly soundings next month.

911 CALLS DISPATCHED (26 CALLS)

19-0028706	HARB1, ME2, MED483	M1	BREATHING PROBLEMS NON EMD	Ventura County Fire Department	1867 Spinnaker Dr	Ventura	4/13/2019 11:17:35 AM
19-0028771	HARB1, ME2, MED481	M3	UNCONSCIOUS/FAINT HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	4/13/2019 3:26:58 PM
19-0028912	HARB1, ME2	F7	HAZARD INVESTIGATION	Ventura County Fire Department	1591 Spinnaker Dr	Ventura	4/14/2019 7:30:44 AM
19-0028917	HARB1, ME2, MED482	M5	ASSAULT NON EMD	Ventura County Fire Department	E Harbor Bl / Spinnaker Dr	Ventura	4/14/2019 8:29:42 AM
19-0029018	HARB1, ME2, MED482	M7	SICK PERSON NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	4/14/2019 3:54:42 PM
19-0029471	HARB1, ME2, MED481	M7	SICK PERSON NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	4/16/2019 8:25:59 AM
19-0029838	B2, B22, CSTGRD1, EMS63, HARB1, LIFEGD2, ME102, ME5, MED481, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	600 E Harbor Blvd	Ventura	4/17/2019 7:01:09 PM
19-0030520	HARB1, ME2, MED482	M5	TRAUMATIC INJURIES	Ventura County Fire Department	E Harbor Bl / Olivas Park Dr	Ventura	4/19/2019 9:40:59 PM
19-0030762	HARB1, MED662, MT105	M3	SICK PERSON HIGH	Ventura County Fire Department	E Harbor Bl / Spinnaker Dr	Ventura	4/20/2019 9:37:48 PM
19-0030917	HARB1, ME2, MED482	M7	TRAUMATIC INJURIES NO CODE	Ventura County Fire Department	2904 PIERPONT BLVD	Ventura	4/21/2019 1:31:40 PM
19-0031251	HARB1, ME2, MED481	F4	TC	Ventura County Fire Department	1101 SPINNAKER DR	Ventura	4/22/2019 5:32:33 PM
19-0031491	HARB1, ME2, MED482	M1	UNCONSCIOUS/FAINT NON EMD	Ventura County Fire Department	1415 Spinnaker Dr	Ventura	4/23/2019 3:37:12 PM
19-0031531	HARB1, MED481, MT5	F4	TC	Ventura County Fire Department	E Harbor Blvd / Olivas Park Dr	Ventura	4/23/2019 5:45:06 PM
19-0031661	B13, B2, BOAT17, BOAT19, CSTGRD1, EMS63, HARB1, LIFEGD2, ME1, ME7, MED483, OR1	F5	OCEAN RESCUE LOW	Ventura County Fire Department	600 E Harbor Blvd	Ventura	4/24/2019 8:30:19 AM
19-0031967	HARB1, ME2, MED481	M3	SICK PERSON HIGH	Ventura County Fire Department	1215 Anchors Way	Ventura	4/25/2019 8:06:24 AM
19-0032502	HARB1, ME2, MED481	M5	ASSAULT NON EMD	Ventura County Fire Department	1127 SPINNAKER DR	Ventura	4/26/2019 11:31:29 PM
19-0033136	HARB1, ME2	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1050 Schooner Dr	Ventura	4/29/2019 9:55:48 AM
19-0033179	HARB1, ME2	F7	COMMERCIAL FIRE ALARM	Ventura County Fire Department	1050 Schooner Dr	Ventura	4/29/2019 1:54:32 PM
19-0033277	HARB1, ME2, MED482	M5	TRAUMATIC INJURIES NON EMD	Ventura County Fire Department	1860 Spinnaker Dr	Ventura	4/29/2019 8:28:42 PM
19-0033708	HARB1, ME2, MED481	M7	FALLS NO CODE	Ventura County Fire Department	1215 Anchors Way	Ventura	5/1/2019 12:41:04 PM
19-0034584	HARB1, ME2, MED482	M5	CHEST PAIN NON TRAUMA	Ventura County Fire Department	1215 Anchors Way	Ventura	5/4/2019 5:47:12 AM
19-0034658	B1, HARB1, ME2, MED483, MT5	F4	TC	Ventura County Fire Department	1559 Spinnaker Dr	Ventura	5/4/2019 11:33:28 AM
19-0035462	HARB1, ME2, ME5, MED483	M1	BREATHING PROBLEMS NON EMD	Ventura County Fire Department	1198 Navigator Dr	Ventura	5/7/2019 8:25:42 AM
19-0035851	HARB1, ME5, MED481, MED483	M5	CONVULSIONS/SEIZURES NON EMD	Ventura County Fire Department	1559 Spinnaker Dr	Ventura	5/8/2019 4:22:55 PM
19-0036050	HARB1, ME2, ME7, MED481	M5	CONVULSIONS/SEIZURES	Ventura County Fire Department	1901 Spinnaker Dr	Ventura	5/9/2019 10:57:32 AM
19-0036168	HARB1, ME2, MED481	M5	SICK PERSON	Ventura County Fire Department	1215 Anchors Way	Ventura	5/9/2019 7:48:31 PM

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: May 15, 2019

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

Squid Season Opened April 1st

There have been no commercial squid landings in Southern California thus far. In early/mid-April a number of vessels were making squid landings in Newport, OR. The cooler-under current has since moved south, along with the squid. The San Francisco Bay area is seeing some activity. By early/mid-June we expect they will have landings in Morro Bay and Moss Landing. If the under-currents continue their expected flow and pattern, squid should be making their debut in our Southern California waters in late August. This would be consistent with a more normal pattern making the squid fleet cautiously optimistic.

Village Harbor Dock Replacement Project

The project is officially underway. Bellingham pulled final City Permits on April 25th, which, in turn, initiated the mobilization process. We had our first project meeting on May 3rd with the Bellingham team on site and Jon Moore of Noble Consultants (telephonically).

Landside work has already begun. The original staging area ("The Yard") was relocated from parking sectors to the north main lawn area to preserve as much guest parking for the summer as possible. Two areas on the Promenade will be out of service for approximate 10 workdays to hot-tap into the main fire water line to provide fire suppression support for the new C/D Dock and the new G/H Dock. The contractor has promised the Promenade will be fully open by Memorial Day weekend.

Nearly 50 Notices to Vacate were issued in mid-April. We are going from our current 130 slips down to 103 slips, albeit larger slips. There has been disappointment that we will not be able to repopulate with all our current marina tenants. Every effort was made to give as much advance notice as possible; a short list of marina tenants got 6 weeks' notice, but most all others got 45-90 days' notice. We are assisting those tenants who will not be returning with securing new moorage either here in Ventura Harbor or Channel Islands Harbor.

Waterside work will commence around June 10th, starting on D-Dock. A full chart and schedule will be made available once Bellingham makes some adjustments. D-Dock work, on paper, spans about 26-29 days, at which time work will switch to C-Dock. G/H, being the most complex, will start in mid-July, concurrent with finishing up C-Dock. Work is scheduled to be complete by the end of September to early October, weather and speed bumps notwithstanding.

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

Commercial Fishing

Rather than sitting around waiting for the squid to show up, several of our seiners are in Alaska fishing salmon. True to form, fishermen go where the fish go. Halibut is in season right now. Spot Prawn season opened February 1st and goes through October 31st.

Marketing / Promotions

Date Range: March 1 – April 30, 2019

Tenant Meeting

Hosted a Ventura Harbor Village Creative Strategies Meeting on April 24 (12 Village Tenants in Attendance)
VPD Project Update | PR Presentation on Coverage & Activity | Tenant Survey | Event Discussion & Feedback
Final discussion & agreeance to move Parade of Lights to December 13 & 14, 2019 due to proximity of holiday
Tenant Survey distributed for final 2019 date for Winter Wonderland & Holiday Marketplace

Editorial Magazine Coverage as Result of Hosted Media

Two monthly magazines featured over 25 Ventura Harbor businesses in March issues as a result of invited and hosted journalist visit by Somerville PR Associates and working with Ventura Harbor marketing team and Harbor businesses. Bakersfield Life Magazine: **31,000k circulation** & San Joaquin Magazine: **30,000k circulation** (focused in the San Joaquin Valley area of Stockton, Modesto, Merced, Fresno, Vasalia, Bakersfield, Clovis) Wonderful coverage of spending a vacation seaside at Ventura Harbor, Ventura Harbor Village and the Channel Islands National Park.



Central Coast Tourism Marketing

Central Coast Tourism hired new Marketing Agency Noble Studios to promote the Central Coast (including Ventura Harbor) to the East Coast market as well as California and Western state tourism focus. Noble Studios team members made Ventura Harbor Village their first stop for a quick lunch and familiarization tour before heading up to the Central Coast Tourism Board Retreat with Harbor Marketing Manager. Marketing Manager attended the annual Central Coast Tourism Council meeting to focus on further promotion of Ventura Harbor as a California attraction.



noble studios.



MARCH IS Mermaid MONTH



EVENT OVERVIEW

- ★ 15,021 Pedestrians tracked* on 3 dedicated Mermaid Event days (*MotionLoft)
- ★ Developed multiple interactive and unique Mermaid Photo Experience displays
- ★ Created Mermaid themed Scavenger Hunt with themed gift prizes
- ★ 21 Village Tenants participated in the Mermaid Month experience
- ★ March generated leading monthly sales for several tenants
- ★ Instagram Engagement on Mermaid Content Total Reach = 110,353
- ★ Mermaid Month Event Production Budget: \$3.5k

PROMOTIONS

PRINT: ★ 805 Magazine ★ Santa Clarita Signal DIGITAL: ★ VC Star
 ★ Coastal View News ★ Ventana Magazine ★ Macaroni Kids
 ★ VC Star ★ Posters & Village Map ★ Social Media Posts



SPRING PROMOTIONS TO DRIVE VISITATION

5 Ways To VACAY Seaside!

Print Advertising:

- Social Media Posts & Boosts
- Print Advertising
- Paid Blog on Visit Ventura Website
- Dedicated E-newsletter
- 805 Magazine
- Ventura County Star
- Valley Scene Magazine
- Santa Clarita Signal
- Carpinteria Coastal View
- LA Parent Magazine - Spring Break Issue

Digital / Online Advertising:

- 5 Ways to Vacay Seaside Paid Blog with Visit Ventura
- Ventura County Star Digital Banner Ads
- Ventura County Star Targeted Digital Ads
- Web Site Banners
- Dedicated Social Posts
- Chamber Slide displayed at Chamber of Commerce Breakfast

Golden EGG HUNT



- 1 Week of Onsite & Online Promotions
- 20 Winners
- Multiple Themed Villages Business Giveaways



46.6K
Social
Reach

4.9K
Social
Engagement

79
Social
Contest
Entries

68.3K
Social
Reach

1.3K
E-Newsletter
Opens

115
Digital Click-
Through's to
our website

52



Web Analytics / Reviews

Date Range: March 1 – April 30, 2019 *Note 2 month time frame*

WEBSITE ANALYTICS

VenturaHarborVillage.com



Top Page Views:

- Dine
- Events
- March is Mermaid Month
- Play
- Channel Islands National Park
- Harbor is Hopping



VenturaHarbor.com



Top Page Views:

- Live Webcam at Harbor Entrance
- Restaurants/Food
- Jobs
- Directions & Map
- Whale Watching
- Local Commercial Fish Market



REVIEWS 4.4 ★★★★★ 878 reviews

Featured Organic Google Rating for Ventura Harbor:



Michael Leroux

Local Guide · 17 reviews

★★★★★ 2 months ago

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

Featured Instagram Stories: Enhancing Village content for social media resulting in an extra 23,964 views of harbor offerings & products during March & April.

Harbor is Hopping



535 497

Golden Egg Hunt



732 681

Ultimate Escape Rooms



649 600

Butterfly Migration



53

446 432

VH Comedy Club



585 551

Mermaid Month Events



502 494

👁 = impressions

✅ = completions

Marketing Report March/April 2019

Social Media Profiles

Date Range: March 1 – April 30, 2019 *Note 2 month time frame*

INSTAGRAM

Total Followers

↑ 6.6% 13,771



FOLLOWERS

Total Followers

13,771

TOP HASHTAGS

#marchismermaidmonth

5,430

#VacaySeaside

4,224

ENGAGEMENT

↑ 16.3% Impressions

402,008

Engagements

10,359

Profile Clicks

142

FACEBOOK

Total Fans

Total fans increased by

↓ 1.5% 23,350



Top Cities

Daily Average

Ventura, CA

1,145.59

Los Angeles, CA

922.49

Oxnard, CA

789.34

Bakersfield, CA

433.13

Simi Valley, CA

279.11

Impressions

1.4m

Engagements

5,725

Clicks

481

TWITTER

Total Followers

5,131

The number of engagements increased by

↓ 23.3%

since previous date range

Organic Impressions

24.2k

Total Engagements

445



Ventura Harbor @VenturaHarbor · Mar 22

Dredge services have begun at Ventura Harbor thru most of April. View the awesome operation from shore! Or if you're boating in the vicinity, please take time to read Ventura Harbor Patrol's Dredge Boater Safety Notice before enjoying time on the water bit.ly/2TV9r8T



Marketing Report March/April 2019

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: May 15, 2019

TO: Board of Port Commissioners
FROM: Robin Baer, Property Manager
SUBJECT: March/April 2019 Property Report

TENANT REPORT

- 1) *Top This Chocolate* – 1559 Spinnaker Drive #109 --- Tenant is waiting on City of Ventura inspection, then drywall, paint and fixtures. Estimated opening Summer 2019.
- 2) *NEW Vacant Space* – 1583 Spinnaker Drive #104A – This unit is pending. Once we finalize adjoining wall to this space (*Frenchies*), staff will start the construction phase preparing a move-in-ready (paint, electrical, flooring) available space to lease.
- 3) *Frenchies Nail Salon* – 1583 Spinnaker Drive #105 – Tenant is finalizing final layout and design for the space. A preliminary meeting with the City of Ventura is scheduled for the month of May. Tenant hopes to submit drawings to the City this month.
- 4) *Le Petit Restaurant* --- 1591 Spinnaker Drive #112 – Tenant is continuing to work with an architect to prepare the drawings for the patio cover/gazebo.
- 5) *Margarita Villa* --- 1567 Spinnaker Drive #200 --- Tenant and staff continue to work together with the awning company for design of the patio cover.
- 6) *Casa de Regalos* --- 1575 Spinnaker Drive #108 – Tenant has successfully moved into their new space and the doors are open for business (see photos). The space looks amazing with an open beam ceiling, new flooring and paint. We look forward to a prosperous new season.

Before



After



- 7) *Carousel (Lighthouse Building)* --- 1567 Spinnaker Drive #100 -- Staff is creating two options of a new conceptual floorplan with the design team and Jim McKeown. These floorplans provide four different spaces to lease, which would allow for new innovative and creative concepts within the spaces and provide smaller footprints to adapt to trending ideas.

LEASING OUTREACH

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

SALES REPORTS

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

The year-to-date overall sales for February were down 11.28% from the same time last year and March were up 1.82%.

ATTACHMENTS

- Attachment 1 – Sales Summary --- February and March 2019
Attachment 2 -- Motionloft Reports – March 2019

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of
02/2019

	<u>February-2019</u>	<u>February-2018</u>	<u>% Change</u>
Restaurants	\$ 949,481	\$ 1,069,540	-11.23%
Retail	\$ 244,411	\$ 276,885	-11.73%
Charters	\$ 187,456	\$ 270,640	-30.74%
Total	\$ 1,381,348	\$ 1,617,065	-14.58%

Year-to-date through February 2019

	<u>February-2019</u>	<u>February-2018</u>	<u>% Change</u>
Restaurants	\$ 1,928,845	\$ 2,089,417	-7.69%
Retail	\$ 477,860	\$ 501,535	-4.72%
Charters	\$ 391,895	\$ 563,299	-30.43%
Total	\$ 2,798,600	\$ 3,154,251	-11.28%

ATTACHMENT 1

Ventura Harbor Village Tenant Sales Summary

Month of
03/2019

	<u>March-2019</u>	<u>March-2018</u>	<u>% Change</u>
Restaurants	\$ 1,464,635	\$ 1,184,438	23.66%
Retail	\$ 362,331	\$ 323,733	11.92%
Charters	\$ 545,383	\$ 416,236	31.03%
Total	\$ 2,372,349	\$ 1,924,407	23.28%

Year-to-date through March 2019

	<u>March-2019</u>	<u>March-2018</u>	<u>% Change</u>
Restaurants	\$ 3,393,480	\$ 3,273,855	3.65%
Retail	\$ 840,192	\$ 825,268	1.81%
Charters	\$ 937,278	\$ 979,536	-4.31%
Total	\$ 5,170,950	\$ 5,078,659	1.82%

Ventura Port District

Mar 1, 2019 - Mar 31, 2019

4,102

Typical Day

9,904

Sun, Mar 31 - Busiest Day

7,911

Sunday Average

27,257

Typical Week

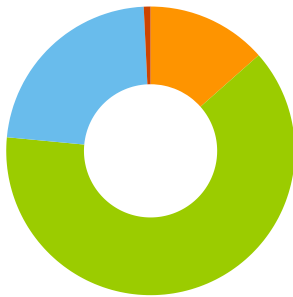
32,334

Peak Week Beginning Sun, Mar 24

127,176

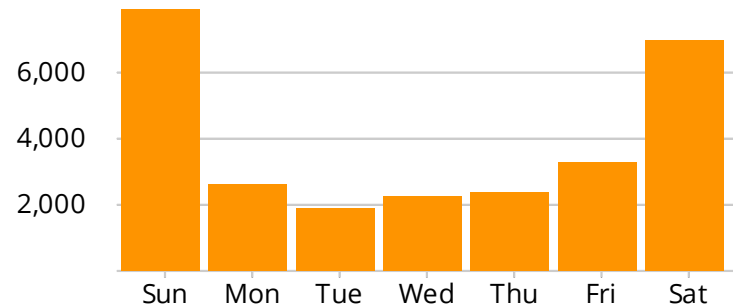
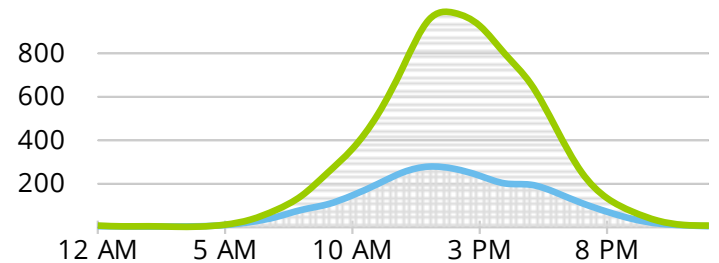
Total Visitors

Average Daily Activity



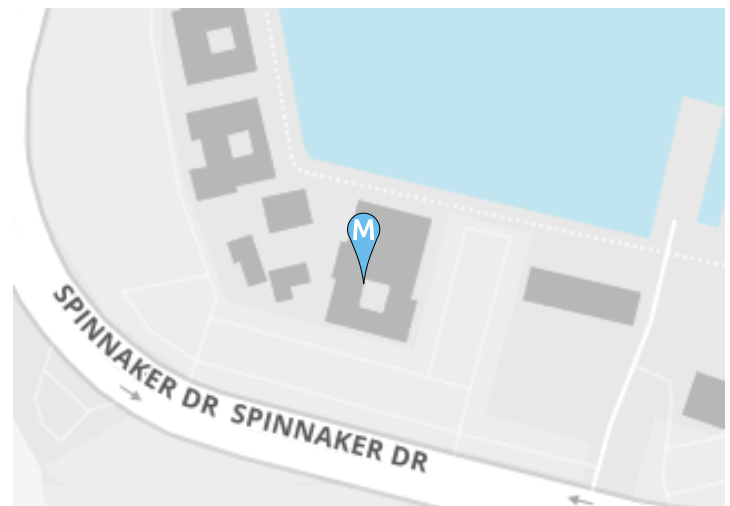
Hours	%	Total
5am - 11am	13%	553
11am - 5pm	63%	2,586
5pm - 11pm	23%	933
11pm - 5am	1%	31

Weekdays Weekends



Totals

Week beginning Sun, Feb 24	6,199
Week beginning Sun, Mar 3	22,257
Week beginning Sun, Mar 10	25,584
Week beginning Sun, Mar 17	30,898
Week beginning Sun, Mar 24	32,334
Week beginning Sun, Mar 31	9,904



Ventura Port District

Mar 1, 2019 - Mar 31, 2019

5,566

Typical Day

8,218

Sat, Mar 30 - Busiest Day

6,866

Saturday Average

38,312

Typical Week

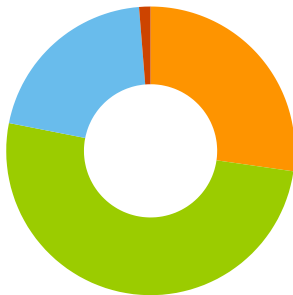
42,175

Peak Week Beginning Sun, Mar 24

172,535

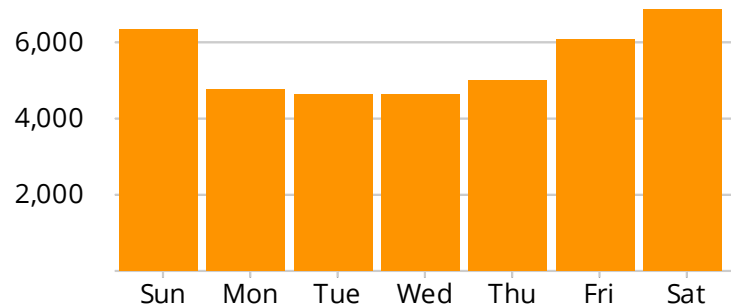
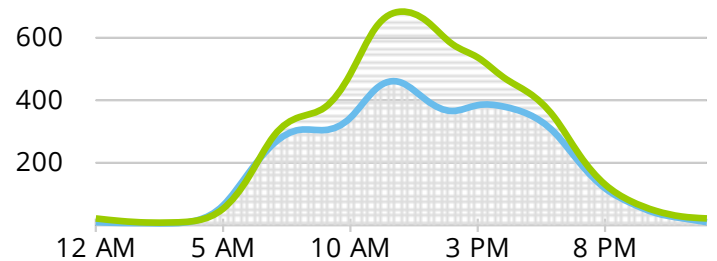
Total Visitors

Average Daily Activity



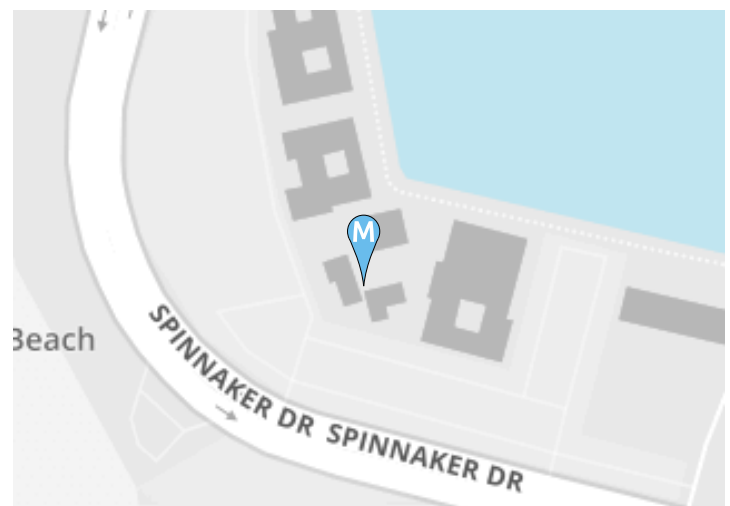
Hours	%	Total
5am - 11am	27%	1,517
11am - 5pm	51%	2,827
5pm - 11pm	21%	1,148
11pm - 5am	1%	71

Weekdays Weekends



Totals

Week beginning Sun, Feb 24	11,024
Week beginning Sun, Mar 3	34,160
Week beginning Sun, Mar 10	37,953
Week beginning Sun, Mar 17	39,812
Week beginning Sun, Mar 24	42,175
Week beginning Sun, Mar 31	7,411





BOARD OF PORT COMMISSIONERS

MAY 15, 2019

STANDARD AGENDA ITEM 1

GENERAL MANAGER EMPLOYMENT AGREEMENT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 1
Meeting Date: May 15, 2019

TO: Board of Port Commissioners
FROM: Chairman Chris Stephens
Timothy J. Gosney, General Counsel
SUBJECT: General Manager Employment Agreement

RECOMMENDATION:

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

SUMMARY:

With the retirement of Oscar Pena from the position of General Manager on April 30, 2019, it is necessary for a new General Manager to be appointed. In anticipation of Mr. Pena's retirement, the Board of Port Commissioners has taken a number of actions over the past four years to create a smooth transition process. The two primary actions taken by the Commissioners took place in 2015 and 2017.

BACKGROUND:

On March 25, 2015, the Commission approved changes to the District's organization regarding the position of Harbormaster and Business Operations Manager. The item most relevant to the action before the Commissioners at this time was the creation of the Business Operations Manager position. As identified in the Staff Report at that time, the Business Operations Manager position "will report directly to the General Manager and will work closely with every Department." The Staff Report goes on to state that the position "will plan and organize the activities of businesses, government agencies, and non-profits", and that its "major Job Duties and Responsibilities include, but are not limited to the areas of Business Development, Interdepartmental Coordination, and Risk Management This position will be responsible for overseeing a variety of projects and Departments, including negotiating leases/contracts, addressing budget matters, understanding general business operations and guiding work teams for various projects."

Following this action and an open recruitment to fill the position, Brian Pendleton was appointed to the Business Operations position. Mr. Pendleton's background includes 30 years of public agency experience, including the last four with the Harbor District. He holds a bachelor's degree in public administration and a master's degree in real estate development from the University of Southern California. He is a licensed real estate professional in California and a member of the International Council of Shopping Centers, the Urban Land Institute and the California Association for Local Economic Development. Brian is the 2019 Chairman of the Ventura Chamber of Commerce Economic Development and Legislative Affairs Committee.

On December 13, 2017, the Board of Port Commissioners adopted Resolution No. 3344 for the creation of the Deputy General Manager position. The Staff Report summary clearly stated that the action would "Create a new position that will pave the way to a smooth transition of leadership within the organization." The action was intended to create a position "to assign some of the responsibilities performed by the General Manager." Further, the Staff Report states "The new position will also establish a basis for a succession plan for the position of the General Manager in the future." Given the very competent and professional work performed by the Business Operations Manager, Mr. Pendleton, during his tenure with the Port District, the

Staff Report concludes with the statement that “It is the intention of the General Manager to promote the District’s Business Operations Manager into this new position effect January 1, 2018.”

In keeping with the process set in motion by the Commission actions described above, The Board of Port Commissioners took action at its April 18, 2019 meeting to extend an offer to Brian Pendleton for the General Manager position contingent upon the following:

1. The Chair and Legal Counsel meet with Mr. Pendleton to negotiate an employment agreement to bring back to the Board in open session for ratification;
2. A 360 leadership evaluation be completed by an outside consultant in the first 6 months of the General Manager’s employment; and
3. A public goal setting meeting is held with tenants and other stakeholders in the first 6 months of the General Manager’s employment.

Per the Commission action, the Chair and Counsel have negotiated an employment agreement, a copy of which is enclosed as attachment 1. The Agreement establishes financial and other terms essentially the same as those within the final contract between the Port Commission and Oscar Pena. It also includes the 360 Leadership Evaluation and the Goal Setting meeting requirements outlined above. It is recommended the Board of Commissioners approve, and authorize the Chair to sign, the General Manager Employment Agreement between the Ventura Port District and Brian Pendleton (Attachment 1).

FISCAL IMPACT:

The financial terms of the recommended Employment Agreement are essentially unchanged from those in the employment agreement with the previous General Manager, which ended on April 30, 2019. Therefore, the current FY2018/2019 Budget includes costs associated with the recommended Employment Agreement and there are no fiscal impacts requiring a budget adjustment.

ATTACHMENT:

Attachment 1 – Employment Agreement

AT WILL EMPLOYMENT AGREEMENT FOR GENERAL MANAGER

This Agreement is made and effective as of the **1st day of May, 2019**, by and between the Ventura Port District (hereafter "VPD"), a political subdivision of the State of California, and Brian D. Pendleton (hereafter "Pendleton").

WHEREAS VPD's General Manager has voluntarily stepped down from that position effective May 1, 2019, and VPD is in need of and desires the filling of that position with a qualified person; and

WHEREAS, VPD has determined that Pendleton has demonstrated the experience, skills and abilities to perform the duties of General Manager.

WITNESSETH, in consideration of the mutual promises contained herein, the parties agree as follows:

Section 1. Appointment.

Effective May 1, 2019, (hereinafter "Commencement Date"), VPD hereby appoints Pendleton to the position of General Manager to perform all of the duties of said position as outlined in the VPD job description, ordinances, policies, rules and regulations and any other tasks as determined from time to time by the VPD Board of Port Commissioners (hereinafter "VPD Board").

Section 2. Compensation.

A. **Salary.** Pendleton's annual base salary shall be \$182,220.00 paid pursuant to VPD's payroll schedule. VPD shall review Pendleton's salary to consider merit-based increases no later than April 30 of each year. Said review shall include an evaluation of Pendleton's successful completion of mutually agreeable goals and objectives established by VPD and Pendleton, along with other factors deemed critical to the successful functioning of VPD. The evaluation may be conducted by the VPD Board as a whole or as otherwise agreed upon by the VPD Board. Pendleton shall receive any annual cost-of-living adjustment that other management service level employees may receive. Such adjustment, if any, shall be effective from the date of the decision by the VPD Board and there shall be no retroactive payments or adjustments.

B. **Deferred Compensation Plan.** Each pay period VPD shall contribute an amount equal to five percent (5.0%) of Pendleton's annual base salary paid to Pendleton during that pay period to a VPD sponsored Deferred Compensation Plan.

C. **Pension.** VPD shall continue Pendleton's enrollment as a member of the California Public Employees Retirement System (PERS) and shall pay the employer contribution during the term of this Agreement.

D. **Paid Time Off.** As of the Commencement Date, Pendleton has accrued and been credited with 217 hours of paid time off and 328 hours of sick leave, which he can utilize as needed and at his discretion. In addition, from and after the Commencement Date, Pendleton shall accrue additional paid time off at the rate of 296 hours per year, or approximately 11.4 hours per pay period. The maximum accrual balance of paid time off that can be accrued by Pendleton is 600 hours. If Pendleton achieves an accrual balance of 600 hours of paid time off, further accruals shall cease until such time as Pendleton utilizes some accrued paid time off to reduce the accrued balance to an amount below 600 hours. Upon any termination of his employment, or his retirement, Pendleton shall be paid for the accrued balance of his paid time off at the hourly rate of pay in effect at the time of his termination or retirement. Upon any termination of his employment, or his retirement, Pendleton shall be paid for the accrued balance of his sick leave pursuant to the rate in effect at the time of termination or retirement, as specified in the VPD Human Resources Manual, Section IX-G.

E. **Paid Time Off Redemption.** Pendleton may elect to receive pay in lieu of paid time off subject to the following conditions: 1) there may be only one redemption per calendar year of a maximum of one hundred (100) hours of paid time off; and 2) a minimum of eighty (80) hours of paid time off must be used during the twelve (12) months immediately preceding a cash-out payment request. The cash-out payment request may be made at any time if the aforementioned two conditions are met, subject to Pendleton accruing a minimum paid time off balance of 300 hours. For this purpose, "use" shall mean actually taking time off work and being paid for that time off.

F. **Automobile Allowance.** VPD shall provide Pendleton with a monthly automobile allowance of \$400.00. Additionally, in the event Pendleton utilizes his personal automobile for trips on behalf of VPD that exceed 100 miles, VPD shall reimburse Pendleton for such use at the effective Internal Revenue Service's rate per mile.

G. **Cafeteria Plan – Health Insurance.** Pendleton shall be entitled to participate in any medical, vision, dental, and optional benefit policy or program available to VPD employees. In the event that Pendleton opts not to participate in any medical, vision, dental, and optional benefit policy or program available to VPD employees, VPD will contribute an additional amount equal to VPD's share of any premiums for such policy or program to Pendleton's cafeteria plan. In addition, VPD will contribute \$10,400 annually to Pendleton's cafeteria plan to pay for medical, vision, dental, or other personal expenses or costs.

H. **Life Insurance.** Provided Pendleton is insurable, VPD will provide to Pendleton group term life insurance policy with coverage on his life at least equal to

his annual base salary. VPD will pay the monthly premium for such coverage. Should Pendleton opt for coverage for an amount in excess of his annual base salary, the additional monthly premium will be paid by Pendleton.

I. **Professional Development.** VPD agrees to budget and pay for dues, conferences, and subscriptions on behalf of Pendleton which are reasonably necessary for Pendleton's continuation and full participation in professional associations as approved by the VPD Board.

Section 3. Term of Agreement.

The term of this Agreement shall commence on the effective date and shall continue for a period of thirty-six (36) months, expiring on April 30, 2022, unless sooner terminated as provided herein. However, effective May 1, 2022, and each May 1st thereafter, the term of this Agreement shall be automatically extended for one additional year. Notwithstanding the foregoing sentence, either party may act to prevent the automatic extension of this Agreement by giving the other party written notice of his/its decision not to extend this Agreement, which notice must be given at least three (3) months prior to the automatic extension date in order to prevent the extension from being effective.

Notwithstanding the terms of the Agreement, Pendleton and VPD agree he is an at-will employee and this Agreement may be terminated in accordance with Section 4 and Section 5 below. Further, Pendleton agrees that if he is terminated prior to the expiration of this Agreement, or any extended term thereof, his sole remedy shall be that afforded to him under Section 6.

Section 4. Termination by VPD.

A. **Termination Without Cause.** Notwithstanding anything to the contrary expressed or implied in this Agreement, Pendleton acknowledges and agrees that his status as an employee of VPD is one of "at-will" within the meaning of California Labor Code 2922 and that he serves at the sole pleasure of the VPD Board. Accordingly, this Agreement may be terminated by a majority (3/5) vote of the VPD Board at a duly noticed meeting, without cause, and without need of any explanation, by giving Pendleton at least two weeks prior written notice of the VPD Board's intention to consider termination of this Agreement at the duly noticed meeting. The effective date of any termination under this Section 4.A. shall be within the sole discretion of the VPD Board, but shall not be less than thirty (30) days after the duly noticed meeting at which the decision to terminate is made by the VPD Board.

B. **Termination for Cause.** VPD may terminate this Agreement for cause at

any time, immediately or without prior notice, written or otherwise, if the VPD Board reasonably determines that Pendleton has committed a material act of dishonesty, fraud, misrepresentation or moral turpitude in connection with his duties at VPD or that which the VPD Board determines, in its sole discretion, to be to the detriment of VPD. Further, if the VPD Board reasonably determines that Pendleton has materially breached this Agreement by neglecting to perform the duties required of him under this Agreement or failing to obey any lawful directive given to him by the VPD Board, then VPD may terminate this Agreement for cause, provided that VPD must give Pendleton written notice of the basis for the claimed material breach of this Agreement and afford him not less than thirty (30) days to cure or rectify the breach to the reasonable satisfaction of the VPD Board.

C. **Crime Involving Abuse of Office or Position.** Pursuant to Government Code Sections 53243, 53243.1, 53243.2, if Pendleton is convicted of a crime involving an abuse of his office or position, all of the following shall apply:

- (1) If Pendleton is provided administrative leave pay pending an investigation, he shall be required to fully reimburse VPD such amounts paid;
- (2) If VPD pays for the criminal legal defense of Pendleton (which would be in VPD's sole discretion, as it is generally not obligated to pay for a criminal defense), he shall be required to fully reimburse VPD such amounts paid;
- (3) If This Agreement is terminated, any Severance Pay and Severance Benefits related to the termination that Pendleton may receive from VPD shall be fully reimbursed to VPD or void if not yet paid to him.

For purposes of this Section, abuse of office or position means either:

- (1) An abuse of public authority, including waste, fraud, and violation of the law under color of authority; or
- (2) A crime against public justice, including, but not limited to, a crime described in Title 7 (commencing with Section 92) of Part 1 of the California Penal Code.

D. **No Severance if Terminated for Cause.** If the VPD Board terminates this Agreement for cause under Section 4.B. and 4.C., Pendleton shall not be entitled to the severance benefits described in Section 6, below. If the VPD Board terminates this Agreement for any reason other than for cause as provided in Section 4.B. and

4.C., Pendleton shall be entitled to said severance benefits.

**Section 5.
Termination by Pendleton.**

Notwithstanding anything to the contrary expressed or implied in this Agreement, Pendleton may terminate this Agreement without cause at any time by giving a minimum of thirty (30) days written notice of termination to VPD at its offices at 1603 Anchors Way Drive, Ventura, California 93001. The VPD Board may, in its discretion, advance any termination date selected by Pendleton under this Section 5, without becoming obligated to pay Pendleton the severance benefits specified in Section 6 below, provided Pendleton's salary and benefits shall continue through the notice period, not to exceed thirty (30) days.

Pendleton may terminate this Agreement with cause if VPD materially breaches this Agreement, provided that Pendleton provides VPD with written notice of the basis for the claimed material breach of this Agreement and VPD is afforded not less than thirty (30) days to cure or rectify the breach to the reasonable satisfaction of Pendleton. If Pendleton dies, becomes unable to perform the duties of General Manager (which shall be determined by a physician duly licensed to practice medicine in the State of California), or terminates this Agreement without cause, Pendleton shall not be entitled to the severance benefits under Section 6 below.

**Section 6.
Severance Benefits.**

In the event VPD is dissolved by any legal means or is taken over by another legal entity, Pendleton is terminated by VPD without cause, or VPD opts not to renew this Agreement pursuant to Section 3 above, Pendleton shall receive severance pay in the amount of:

- (1) Twelve installments (each installment to be one-twelfth of Pendleton's then-applicable annual base salary) if the Agreement is terminated prior to May 1, 2020;
- (2) Nine installments (each installment to be one-twelfth of Pendleton's then-applicable annual base salary) if the Agreement is terminated on or after May 1, 2020 but no later than April 30, 2021;
- (3) Six installments (each installment to be one-twelfth of Pendleton's then-applicable annual base salary) if the Agreement is terminated or not renewed any time after April 30, 2021.

During the severance pay period specified in this Section 6, VPD shall maintain Pendleton's status as an employee to ensure that all previously provided benefits, including PERS and health and life insurance, shall continue during the severance period or until such time he is employed by another entity. Further, during the severance period, Pendleton shall be relieved of all duties as General Manager, but, to the extent reasonably practical, will make himself available to consult with VPD and its representatives without additional cost to VPD. Severance pay shall be paid to Pendleton at normal payroll times over the above- specified severance period.

Section 7.
Scope of Work/Professional Performance.

Pendleton shall perform the duties of General Manager as set forth in the General Manager's job description and in accordance with the ordinances, policies, rules and regulations of VPD and such other tasks as may be prescribed by the VPD Board or by law. Pendleton shall perform said duties in a professional manner in accordance with standards satisfactory to the VPD Board and shall give his full time and attention to the performance of the duties of General Manager and will not accept any other employment during the term of this Agreement. Pendleton and the VPD Board agree to meet in closed session at least once every year to evaluate Pendleton's performance, as provided by Section 2.A., above.

Section 8.
360 Degree Leadership Evaluation.

Within six (6) months of the effective date of this Agreement, Pendleton shall arrange, organize, and have completed a 360 Degree Leadership Evaluation to evaluate his skills, effectiveness and influence as a general manager and leader. The consulting firm used to conduct the Evaluation shall be selected by the VPD Board and the results will be retained in the employee's personnel file and used as a benchmark within Pendleton's employee development plan.

Section 9.
Goal Setting Workshop.

Pendleton shall schedule and organize a goal-setting workshop to take place at a public meeting of the VPD Board. The goal-setting workshop shall provide the public, harbor tenants and other stakeholders the opportunity to provide comments and suggestions regarding future activities of the District. Said workshop shall be conducted within six (6) months of the effective date of this Agreement.

**Section 10.
Compliance with the Law.**

During his employment, Pendleton shall comply with all laws and regulations applicable to such employment.

**Section 11.
Indemnity and Defense.**

VPD agrees to extend to Pendleton as to any action or proceeding brought on account of any act or omission of Pendleton within the scope of services provided for VPD pursuant to this Agreement, those rights of indemnification, including the right that VPD pay any judgment or any compromise or settlement of an action, and the right to provision for a defense of actions or processing, as are provided for employees of a public entity by the provisions of Division 3.6 of Title I of the California Government Code.

**Section 12.
Non-Assignable.**

This Agreement shall be binding upon Pendleton, is personal to Pendleton and is not assignable by him.

**Section 13.
Mediation and Binding Arbitration.**

A. **Mediation**. All disputes arising out of this Agreement shall be first submitted to non-binding mediation in accordance with the rules and procedures of the American Arbitration Association. Mediation shall be in accordance with California law and with the Employment Arbitration Rules and Mediation Procedures of the American Arbitration Association, in effect as of the date of this Agreement or as amended subsequently thereto. If mediation is not successful in resolving all disputes arising out of this Agreement, those unresolved disputes shall be submitted to final and binding arbitration in accordance with Section 13.D.-13.G., below.

B. **Mediator Selection**. A single mediator shall decide all disputes involving mediation. The mediator shall be selected by mutual agreement of the parties within thirty (30) days of the effective date of the notice initiating the mediation. If the parties cannot agree on a mediator, then either party may notify the American Arbitration Association in writing with a copy being delivered to the other party, and request selection of a mediator in accordance with the Employment Arbitration Rules and Mediation Procedures.

C. **Mediator Fees and Investigative Costs**. VPD shall pay the mediator's

compensation and administrative fees charged by the American Arbitration Association. Each Party shall be responsible for their respective attorney fees, investigative costs, and other mediation related expenses generated by them.

D. **Arbitrable Claims**. To the fullest extent permitted by law, all disputes between Pendleton and VPD that concern, arise out of or relate to Pendleton's employment with VPD, the termination thereof or this Agreement, including, but not limited to its enforcement and interpretation, (hereinafter "Arbitrable Claims") shall be resolved by arbitration, if not resolved by mediation pursuant to Section 13(A)-(C), above. Arbitrable Claims include, but are not limited to, claims of any kind arising in contract (express or implied) and tort, as well as all claims alleging violation of any federal, state, or local law, statute, ordinance or regulation, except that Arbitrable Claims shall not include claims for workers' compensation or unemployment insurance benefits. By way of example and not in limitation of the foregoing, Arbitrable Claims shall include (to the fullest extent permitted by law) any claims arising under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and the California Fair Employment and Housing Act, as well as any claims asserting wrongful termination, harassment, breach of contract, breach of the covenant of good faith and fair dealing, negligent or intentional infliction of emotional distress, negligent or intentional misrepresentation, negligent or intentional interference with contract or prospective economic advantage, defamation, invasion of privacy, and claims related to disability.

E. **Procedure**. Arbitration of Arbitrable Claims shall be in accordance with California law and with the Employment Arbitration Rules and Mediation Procedures of the American Arbitration Association, in effect as of the date of this Agreement or as amended subsequently thereto. Arbitration shall be initiated as provided in the Employment Arbitration Rules and Mediation Procedures, except that written notice to the other party initiating arbitration shall also include a description of each claim asserted, the date each claim arose, a statement of all facts upon which each claim is based, the names, addresses and telephone numbers of all witnesses and the relief requested. Arbitration shall be the exclusive remedy for all Arbitrable Claims and shall be final and binding upon the parties subject to the right of any party to appeal to the Superior Court of Ventura County, State of California, to confirm that the arbitration award or decision is consistent with California law. Either party may bring an action in court to compel arbitration under this Agreement and to enforce an arbitration award. Such an action shall be brought in the Superior Court of California for the County of Ventura, which shall have exclusive jurisdiction over such action. Otherwise, neither party shall initiate or prosecute any lawsuit or administrative action in any way related to any Arbitrable Claim. All arbitration hearings under this Agreement shall be conducted at Ventura County, California, unless all parties mutually agree on another location. The interpretation and enforcement of this agreement to arbitrate shall be governed by the California Arbitration Act.

**THE PARTIES HEREBY WAIVE ANY RIGHTS THEY MAY
HAVE TO TRIAL BY JURY IN REGARD TO ARBITRABLE**

CLAIMS, INCLUDING WITHOUT LIMITATION, ANY RIGHT TO TRIAL BY JURY AS TO THE MAKING, EXISTENCE, VALIDITY, OR ENFORCEABILITY OF THIS AGREEMENT TO ARBITRATE.

F. **Arbitrator Selection.** A single arbitrator shall decide all disputes involving Arbitrable Claims. The arbitrator shall be selected by mutual agreement of the parties within thirty (30) days of the effective date of the notice initiating the arbitration. If the parties cannot agree on an arbitrator, then the complaining party shall notify the American Arbitration Association and request selection of an arbitrator in accordance with the Employment Arbitration Rules and Mediation Procedures.

G. **Authority Of Arbitrator, Discovery And Arbitration Fees.** The arbitrator shall have exclusive authority to resolve all Arbitrable Claims, including, but not limited to, any claim that all or any part of this Agreement is void or unenforceable. Parties to arbitration proceedings under this Agreement shall have the right to conduct discovery utilizing all discovery procedures available in civil actions brought in the Superior Court of California. The arbitrator shall issue a written decision and shall have authority to award any remedy or relief available in a civil action. VPD shall pay the arbitrator's compensation and administrative fees charged by American Arbitration Association. Each Party shall be responsible for their respective attorney fees, discovery costs, and other arbitration related expenses generated by them.

**Section 14.
Severability.**

If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof shall be deemed severable, shall not be affected and shall remain in full force and effect.

**Section 15.
Miscellaneous.**

A. This writing is intended as a complete and exclusive statement of the terms of the Agreement by the parties hereto.

B. Amendments to this Agreement shall be made only by a written amendment to this Agreement signed by the parties, except for any modifications of Pendleton's annual base salary and/or benefits which may be authorized by majority vote of the VPD Board.

C. No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of both parties to this Agreement.

ATTACHMENT 1

IN WITNESS WHEREOF, the parties have made and executed this Agreement as of the date set forth above.

By: _____
VENTURA PORT DISTRICT

Dated: _____

By: _____
Brian D. Pendleton

Dated: _____



BOARD OF PORT COMMISSIONERS

MAY 15, 2019

STANDARD AGENDA ITEM 2 ELECTRICAL ENERGY SERVICE PROVISION ALTERNATIVES

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: May 15, 2019

TO: Board of Port Commissioners
FROM: Brian Pendleton, Deputy General Manager
SUBJECT: Electrical Energy Service Provision Alternatives

RECOMMENDATION:

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

- 1) Stay with the City of Ventura default enrollment under the Clean Power Alliance (CPA) green power rate (100% renewable energy) for Port District electrical service accounts OR choose either the clean power rate (50% renewable energy) or lean power rate (36% renewable energy)
- 2) Opt out of the CPA and retain Southern California Edison as the Port District's sole energy provider.

SUMMARY:

For commercial accounts like the Ventura Port District (VPD), the default option of 100% Green Power took effect this month. Even though this rate has already been implemented, the Board can choose a different option preference to take effect the following billing cycle.

The costs associated with Clean Power Alliance's (CPA) rate plan choices are:

- "Lean Power" contains 36% renewable energy content and is 1% to 2% cheaper than the default SCE rate.
- "Clean Power" contains 50% renewable energy content and is roughly equivalent in cost to the default SCE rate.
- "Green Power" contains 100% renewable energy content and is 7% to 9% more expensive than the default SCE rate.

BACKGROUND:

In 2002, California State Legislation, Assembly Bill 117 was passed to clear the way for Community Choice Aggregation (CCA) programs, which allowed cities, counties and joint-power authorities to aggregate their own electricity, purchasing electricity at wholesale and selling it to residents and businesses at competitive rates where none had existed before.

CPA was established in 2017. It is a Joint Powers Authority, staffed by a team of industry experts and governed by a Board of Directors of elected officials from participating cities and counties. CPA provides cost competitive electric services, reduces electric sector greenhouse gas emissions, stimulates renewable energy development, implements distributed energy resources, promotes energy efficiency and demands reduction programs, and sustains long-term rate stability for residents and businesses through local control. CPA currently consists of a coalition of 31 agencies across Los Angeles and Ventura Counties.

CPA buys renewable energy ranging from a variety of sources like wind, solar and geothermal. SCE delivers the energy and billing. SCE will also continue to resolve any electricity service issues.

The County of Ventura and cities located within the County have set their defaults at the following tier rates:

County of Ventura	100%
Ventura	100%
Oxnard	100%
Camarillo	36%
Moorpark	36%
Ojai	100%
Simi Valley	36%
Thousand Oaks	100%
Port Hueneme	Opted Out
Santa Paula	Undecided
Fillmore	Undecided

FISCAL IMPACT:

The District currently has 23 active Southern California Edison (SCE) service accounts. The annual expenses for these accounts are:

FY2016-2017	\$155,534.12
FY2017-2018	\$140,262.39
FY2018-2019 (thru April)	\$120,875.73

Since the Port District is currently enrolled in the Green Power default, staff has conservatively increased the electrical utility budget for FY19-20 by 10%. These expenditures fall within Marina, Facilities, and Common Area Maintenance (CAM) budget categories.

ATTACHMENTS:

Attachment 1 – Ventura Port District Comparison

ATTACHMENT 1



VENTURA PORT DISTRICT

Annual Electricity Cost Comparison of Clean Power Alliance and Southern California Edison

Prepared on May 08, 2019 utilizing SCE rates effective as of April 12, 2019, Clean Power Alliance rates effective as of April 4, 2019, and your 2018 historical usage data.

Clean Power Alliance is a Community Choice Aggregation (CCA) program. CCA enables California cities and counties to form a Joint Powers Authority (JPA) for the purpose of purchasing their own electricity. Clean Power Alliance allows its member communities throughout Los Angeles and Ventura Counties to make energy decisions locally and reinvest funds back into their communities. Clean Power Alliance charges will replace SCE's charges for generation service on your utility bill. SCE will continue to deliver power to your business, maintain transmission and distribution lines, send your bill, and be responsible for resolving any issues with your electricity service.

Clean Power Alliance is directed by its JPA to develop an electric supply portfolio with higher renewable content and lower overall greenhouse gas (GHG) intensity and emissions than SCE, and one that encourages the use and development of cost-effective local renewable and distributed energy resources. We do not purchase coal, nuclear, or unbundled Renewable Energy Credits (RECs). The projects that produce our electricity are located in California and on the western grid. Clean Power Alliance is subject to the same CPUC and CEC annual reporting requirements as SCE to verify the amount and source of renewable energy purchased for our customers.

Each of Clean Power Alliance's member agencies selected a default level of renewables to begin service: Lean Power, which provides 36% renewable energy at a 1-2% overall discount to SCE base rates; Clean Power, which provides 50% renewable energy at a 0-1% overall discount to SCE base rates; or 100% Green Power, which is 100% carbon free, 100% renewable, and has a 7-9% overall premium to SCE base rates. Although your accounts will be automatically enrolled based on the default selection of the community in which the account is located, you can change your rate selection at any time. No matter what offering you choose, your business will enjoy the shared benefits of Clean Power Alliance including local decision making and higher renewable and carbon free energy content.

For questions regarding your accounts or to change your CPA rate option, please contact Clean Power Alliance key accounts specialists at accounts@cleanpoweralliance.org.

Total Estimated Annual Impact Relative to SCE Base Rates*

CPA Rate Option	Cost (Savings)/Premium		Greenhouse Gas Emissions Reductions**	
	\$	%	Lbs of CO2e	%
Default Rate (100% Green Power)	\$11,879.82	8.25%	(476,498)	-100%
Lean Power	(\$1,484.13)	-1.11%	(3,871)	-1%
Clean Power	(\$147.67)	-0.11%	(72,751)	-15%
100% Green Power	\$11,879.82	8.25%	(476,498)	-100%

*Assuming all eligible accounts at the designated rate tier.

**Based on historical customer usage and expected CPA 2019 emissions factors compared to most recently reported SCE emissions factor for delivered electricity (SCE 2017 Sustainability Report, June 2018).

ATTACHMENT 1

These tables provide annual cost breakdowns for each of your individual service accounts at each Clean Power Alliance rate option. A (Y) in the Default column indicates that is the community default rate option or the current voluntary rate election for that account.

Lean Power									
Service Account No.	Service Address	Default	Rate	Annual Usage (kWh)	CPA Generation Charges	SCE Transmission & Delivery Charges	Surcharges	Fixed Charges	Total Annual Cost
3007003870	1449 SPINNAKER DR SEC	No	TOU-GS-1-E	59774.4	\$3,669.29	\$4,700.16	\$1,445.63	\$122.04	\$9,937.12
3007013281	1567 SPINNAKER DR HPBC	No	TOU-GS-1-E	14990.85	\$948.56	\$1,191.60	\$362.82	\$122.04	\$2,625.01
3014478018	1583 SPINNAKER DR	No	TOU-GS-1-E	21705.75	\$1,312.16	\$1,709.46	\$524.76	\$122.04	\$3,668.42
3021107626	1591 SPINNAKER DR # 1175	No	TOU-GS-1-E	56.42	\$3.07	\$4.32	\$1.36	\$122.04	\$130.79
3028541989	1691 SPINNAKER DR STE 206	No	TOU-GS-1-E	17915.29	\$1,060.96	\$1,388.44	\$432.91	\$122.04	\$3,004.35
3036997193	1583 SPINNAKER DR STE 215	No	TOU-GS-1-E	8638.7133	\$506.30	\$671.53	\$208.70	\$122.04	\$1,508.58
3047990802	1575 SPINNAKER DR STE 201	No	TOU-GS-1-E	3500	\$195.62	\$265.98	\$84.47	\$91.53	\$637.60
3002959021	1400 ANCHORS WAY DR	No	TOU-GS-1-E	22595.59	\$1,324.51	\$1,768.21	\$545.88	\$122.04	\$3,760.64
3002959025	VTA MARINA S/JETTY RST	No	TOU-GS-1-E	22409.268	\$1,303.41	\$1,753.48	\$541.29	\$122.04	\$3,720.22
3007013374	1567 SPINNAKER DR HPA	No	TOU-GS-1-E	15778.56	\$1,008.60	\$1,265.86	\$381.98	\$122.04	\$2,778.48
3014478040	1591 SPINNAKER DR	No	TOU-GS-1-E	36593.83	\$2,168.06	\$2,876.29	\$884.28	\$122.04	\$6,050.67
3015110845	1575 SPINNAKER DR	No	TOU-GS-1-E	41008.88	\$2,463.46	\$3,233.37	\$991.29	\$122.04	\$6,810.15
3039228240	1559 SPINNAKER DR STE 206/207	No	TOU-GS-1-E	4633.6732	\$318.50	\$369.77	\$112.38	\$122.04	\$922.70
3047002307	1575 SPINNAKER DR PP	No	TOU-GS-1-E	2454.5	\$153.52	\$195.40	\$59.39	\$122.04	\$530.34
3002959023	1603 ANCHORS WAY DR	No	TOU-GS-1-D	53732.2396	\$2,793.43	\$3,117.17	\$1,286.07	\$122.04	\$7,318.72
3014478074	1431 SPINNAKER DR	No	TOU-GS-1-D	47876.5	\$2,497.24	\$2,718.47	\$1,146.29	\$122.04	\$6,484.04
3028538062	1691 SPINNAKER DR	No	TOU-GS-1-D	78988.36	\$4,090.14	\$4,621.38	\$1,891.59	\$122.04	\$10,725.14
3004771746	1691 SPINNAKER DR	No	TOU-GS-2-D	299921.641	\$13,152.47	\$17,848.55	\$7,788.90	\$1,383.84	\$40,173.76
3006418518	1559 SPINNAKER DR	No	TOU-GS-2-D	75138	\$3,453.54	\$4,672.52	\$1,951.84	\$1,383.84	\$11,461.75
3006418680	1449 SPINNAKER DR	No	TOU-GS-2-D	16692.9198	\$900.34	\$4,987.02	\$433.14	\$1,383.84	\$7,704.35
MULTIPLE		0 NO	TC-1	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MULTIPLE		0 NO	AL-2	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MULTIPLE		3 NO	AL-2-F	23533.26	\$879.44	\$643.87	\$170.02	\$241.20	\$1,934.52
MULTIPLE		0 NO	LS-3	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MULTIPLE		0 NO	LS-2	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MULTIPLE		0 NO	LS-1	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MULTIPLE		0 NO	OL-1	0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total				867,939	\$44,202.61	\$60,002.86	\$21,244.99	\$6,436.89	\$131,887.35

Impact Relative to SCE			
% Difference to SCE Default Rate	\$ Impact to SCE Default Rate		
-1.08%	(\$108.57)		
-1.05%	(\$27.81)		
-1.05%	(\$39.00)		
-0.07%	(\$0.09)		
-1.05%	(\$31.74)		
-1.00%	(\$15.19)		
-0.93%	(\$5.96)		
-1.05%	(\$39.75)		
-1.04%	(\$39.22)		
-1.05%	(\$29.48)		
-1.06%	(\$64.85)		
-1.07%	(\$73.37)		
-0.98%	(\$9.12)		
-0.84%	(\$4.52)		
-1.28%	(\$95.25)		
-1.29%	(\$84.77)		
-1.27%	(\$138.50)		
-1.21%	(\$493.33)		
-1.10%	(\$127.81)		
-0.42%	(\$32.84)		
0.00%	\$0.00		
0.00%	\$0.00		
-1.17%	(\$22.96)		
0.00%	\$0.00		
0.00%	\$0.00		
0.00%	\$0.00		
0.00%	\$0.00		
0.00%	\$0.00		
-1.11%	(\$1,484.13)		

Clean Power									
Service Account No.	Service Address	Default	Rate	Annual Usage (kWh)	CPA Generation Charges	SCE Transmission & Delivery Charges	Surcharges	Fixed Charges	Total Annual Cost
3007003870	1449 SPINNAKER DR SEC	No	TOU-GS-1-E	59,774	\$3,773.80	\$4,700.16	\$1,445.63	\$122.04	\$10,041.63
3007013281	1567 SPINNAKER DR HPBC	No	TOU-GS-1-E	14,991	\$975.35	\$1,191.60	\$362.82	\$122.04	\$2,651.81
3014478018	1583 SPINNAKER DR	No	TOU-GS-1-E	21,706	\$1,349.69	\$1,709.46	\$524.76	\$122.04	\$3,705.96
3021107626	1591 SPINNAKER DR # 1175	No	TOU-GS-1-E	56	\$3.17	\$4.32	\$1.36	\$122.04	\$130.88
3028541989	1691 SPINNAKER DR STE 206	No	TOU-GS-1-E	17,915	\$1,091.50	\$1,388.44	\$432.91	\$122.04	\$3,034.89
3036997193	1583 SPINNAKER DR STE 215	No	TOU-GS-1-E	8,639	\$520.92	\$671.53	\$208.70	\$122.04	\$1,523.19
3047990802	1575 SPINNAKER DR STE 201	No	TOU-GS-1-E	3,500	\$201.35	\$265.98	\$84.47	\$91.53	\$643.33
3002959021	1400 ANCHORS WAY DR	No	TOU-GS-1-E	22,596	\$1,362.72	\$1,768.21	\$545.88	\$122.04	\$3,798.85
3002959025	VTA MARINA S/JETTY RST	No	TOU-GS-1-E	22,409	\$1,341.09	\$1,753.48	\$541.29	\$122.04	\$3,757.90
3007013374	1567 SPINNAKER DR HPA	No	TOU-GS-1-E	15,779	\$1,037.01	\$1,265.86	\$381.98	\$122.04	\$2,806.89
3014478040	1591 SPINNAKER DR	No	TOU-GS-1-E	36,594	\$2,230.41	\$2,876.29	\$884.28	\$122.04	\$6,113.02
3015110845	1575 SPINNAKER DR	No	TOU-GS-1-E	41,009	\$2,534.03	\$3,233.37	\$991.29	\$122.04	\$6,880.72
3039228240	1559 SPINNAKER DR STE 206/207	No	TOU-GS-1-E	4,634	\$327.31	\$369.77	\$112.38	\$122.04	\$931.50
3047002307	1575 SPINNAKER DR PP	No	TOU-GS-1-E	2,455	\$157.87	\$195.40	\$59.39	\$122.04	\$534.69
3002959023	1603 ANCHORS WAY DR	No	TOU-GS-1-D	53,732	\$2,875.99	\$3,117.17	\$1,286.07	\$122.04	\$7,401.27
3014478074	1431 SPINNAKER DR	No	TOU-GS-1-D	47,877	\$2,570.98	\$2,718.47	\$1,146.29	\$122.04	\$6,557.78
3028538062	1691 SPINNAKER DR	No	TOU-GS-1-D	78,988	\$4,211.13	\$4,621.38	\$1,891.59	\$122.04	\$10,846.13
3004771746	1691 SPINNAKER DR	No	TOU-GS-2-D	299,922	\$13,581.83	\$17,848.55	\$7,788.90	\$1,383.84	\$40,603.12
3006418518	1559 SPINNAKER DR	No	TOU-GS-2-D	75,138	\$3,564.40	\$4,672.52	\$1,951.84	\$1,383.84	\$11,572.60
3006418680	1449 SPINNAKER DR	No	TOU-GS-2-D	16,693	\$927.70	\$4,987.02	\$433.14	\$1,383.84	\$7,731.70
MULTIPLE		0 No	TC-1	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MULTIPLE		0 No	AL-2	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MULTIPLE		3 No	AL-2-F	23,533	\$900.85	\$643.87	\$170.02	\$241.20	\$1,955.94
MULTIPLE		0 No	LS-3	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MULTIPLE		0 No	LS-2	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MULTIPLE		0 No	LS-1	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MULTIPLE		0 No	OL-1	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total				867,939	\$45,539.08	\$60,002.86	\$21,244.99	\$6,436.89	\$133,223.82

Impact Relative to SCE			
% Difference to SCE Default Rate	\$ Impact to SCE Default Rate	% Difference to SCE 50% Renewable	\$ Impact to SCE 50% Renewable
-0.04%	(\$4.06)	-5.53%	(\$588.36)
-0.04%	(\$1.01)	-5.27%	(\$147.55)
-0.04%	(\$1.47)	-5.45%	(\$213.64)
0.00%	(\$0.00)	-0.42%	(\$0.56)
-0.04%	(\$1.20)	-5.49%	(\$176.33)
-0.04%	(\$0.58)	-5.29%	(\$85.02)
-0.04%	(\$0.23)	-5.08%	(\$34.44)
-0.04%	(\$1.54)	-5.53%	(\$222.41)
-0.04%	(\$1.53)	-5.54%	(\$220.58)
-0.04%	(\$1.08)	-5.24%	(\$155.31)
-0.04%	(\$2.50)	-5.56%	(\$360.20)
-0.04%	(\$2.80)	-5.54%	(\$403.66)
-0.03%	(\$0.31)	-4.67%	(\$45.60)
-0.03%	(\$0.17)	-4.32%	(\$24.16)
-0.17%	(\$12.69)	-6.78%	(\$537.93)
-0.17%	(\$11.03)	-6.81%	(\$479.02)
-0.16%	(\$17.51)	-6.79%	(\$789.62)
-0.16%	(\$63.96)	-9.80%	(\$4,409.83)
-0.15%	(\$16.95)	-8.72%	(\$1,105.70)
-0.07%	(\$5.49)	-3.10%	(\$247.37)
0.00%	\$0.00	0.00%	\$0.00
0.00%	\$0.00	0.00%	\$0.00
-0.08%	(\$1.54)	-21.27%	(\$528.33)
0.00%	\$0.00	0.00%	\$0.00
0.00%	\$0.00	0.00%	\$0.00
0.00%	\$0.00	0.00%	\$0.00
0.00%	\$0.00	0.00%	\$0.00
-0.11%	(\$147.67)	-7.48%	(\$10,775.63)

ATTACHMENT 1

100% Green Power													
Service Account No.	Service Address	Default	Rate	Annual Usage (kWh)	CPA Generation Charges	SCE Transmission & Delivery Charges	Surcharges	Fixed Charges	Total Annual Cost	% Difference to SCE Default Rate	\$ Impact to SCE Default Rate	% Difference to SCE 100% Renewable	\$ Impact to SCE 100% Renewable
3007003870	1449 SPINNAKER DR SEC	Yes	TOU-GS-1-E	59,774	\$4,713.11	\$4,700.16	\$1,445.63	\$122.04	\$10,980.94	9.31%	\$935.25	-2.08%	(\$233.34)
3007013281	1567 SPINNAKER DR HPBC	Yes	TOU-GS-1-E	14,991	\$1,216.16	\$1,191.60	\$362.82	\$122.04	\$2,892.62	9.04%	\$239.80	-1.81%	(\$53.27)
3014478018	1583 SPINNAKER DR	Yes	TOU-GS-1-E	21,706	\$1,687.02	\$1,709.46	\$524.76	\$122.04	\$4,043.28	9.06%	\$335.86	-2.14%	(\$88.49)
3021107626	1591 SPINNAKER DR # 1175	Yes	TOU-GS-1-E	56	\$3.98	\$4.32	\$1.36	\$122.04	\$131.70	0.62%	\$0.81	-0.22%	(\$0.29)
3028541989	1691 SPINNAKER DR STE 206	Yes	TOU-GS-1-E	17,915	\$1,365.81	\$1,388.44	\$432.91	\$122.04	\$3,309.20	9.00%	\$273.11	-2.28%	(\$77.13)
3036997193	1583 SPINNAKER DR STE 215	Yes	TOU-GS-1-E	8,639	\$652.21	\$671.53	\$208.70	\$122.04	\$1,654.49	8.58%	\$130.71	-2.26%	(\$38.17)
3047990802	1575 SPINNAKER DR STE 201	Yes	TOU-GS-1-E	3,500	\$252.77	\$265.98	\$84.47	\$91.53	\$694.75	7.95%	\$51.19	-2.42%	(\$17.23)
3002959021	1400 ANCHORS WAY DR	Yes	TOU-GS-1-E	22,596	\$1,706.21	\$1,768.21	\$545.88	\$122.04	\$4,142.35	9.00%	\$341.95	-2.35%	(\$99.79)
3002959025	VTA MARINA S/JETTY RST	Yes	TOU-GS-1-E	22,409	\$1,679.87	\$1,753.48	\$541.29	\$122.04	\$4,096.68	8.97%	\$337.24	-2.40%	(\$100.86)
3007013374	1567 SPINNAKER DR HPA	Yes	TOU-GS-1-E	15,779	\$1,292.38	\$1,265.86	\$381.98	\$122.04	\$3,062.26	9.06%	\$254.30	-1.74%	(\$54.17)
3014478040	1591 SPINNAKER DR	Yes	TOU-GS-1-E	36,594	\$2,790.96	\$2,876.29	\$884.28	\$122.04	\$6,673.57	9.13%	\$558.05	-2.30%	(\$157.36)
3015110845	1575 SPINNAKER DR	Yes	TOU-GS-1-E	41,009	\$3,168.48	\$3,233.37	\$991.29	\$122.04	\$7,515.18	9.18%	\$631.65	-2.21%	(\$170.07)
3039228240	1559 SPINNAKER DR STE 206/207	Yes	TOU-GS-1-E	4,634	\$406.43	\$369.77	\$112.38	\$122.04	\$1,010.62	8.46%	\$78.81	-1.15%	(\$11.78)
3047002307	1575 SPINNAKER DR PP	Yes	TOU-GS-1-E	2,455	\$196.97	\$195.40	\$59.39	\$122.04	\$573.79	7.28%	\$38.93	-1.55%	(\$9.05)
3002959023	1603 ANCHORS WAY DR	Yes	TOU-GS-1-D	53,732	\$3,627.17	\$3,117.17	\$1,286.07	\$122.04	\$8,152.46	9.96%	\$738.49	-3.69%	(\$311.98)
3014478074	1431 SPINNAKER DR	Yes	TOU-GS-1-D	47,877	\$3,241.84	\$2,718.47	\$1,146.29	\$122.04	\$7,228.63	10.04%	\$659.82	-3.68%	(\$276.16)
3028538062	1691 SPINNAKER DR	Yes	TOU-GS-1-D	78,988	\$5,312.32	\$4,621.38	\$1,891.59	\$122.04	\$11,947.33	9.98%	\$1,083.69	-3.71%	(\$460.53)
3004771746	1691 SPINNAKER DR	Yes	TOU-GS-2-D	299,922	\$17,436.98	\$17,848.55	\$7,788.90	\$1,383.84	\$44,458.27	9.32%	\$3,791.18	-9.93%	(\$4,900.55)
3006418518	1559 SPINNAKER DR	Yes	TOU-GS-2-D	75,138	\$4,559.62	\$4,672.52	\$1,951.84	\$1,383.84	\$12,567.83	8.44%	\$978.27	-8.71%	(\$1,199.23)
3006418680	1449 SPINNAKER DR	Yes	TOU-GS-2-D	16,693	\$1,173.50	\$4,987.02	\$433.14	\$1,383.84	\$7,977.50	3.11%	\$240.31	-2.96%	(\$243.45)
MULTIPLE		0 Yes	TC-1	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00
MULTIPLE		0 Yes	AL-2	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00
MULTIPLE		3 Yes	AL-2-F	23,533	\$1,082.77	\$643.87	\$170.02	\$241.20	\$2,137.85	9.21%	\$180.37	-29.00%	(\$873.21)
MULTIPLE		0 Yes	LS-3	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00
MULTIPLE		0 Yes	LS-2	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00
MULTIPLE		0 Yes	LS-1	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00
MULTIPLE		0 Yes	OL-1	-	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%	\$0.00	0.00%	\$0.00
Total				867,939	\$57,566.57	\$60,002.86	\$21,244.99	\$6,436.89	\$145,251.30	8.25%	\$11,879.82	-6.06%	(\$9,376.12)

This analysis estimates your charges as accurately as possible utilizing rates currently in effect. It includes CPA Generation Charges which are Clean Power Alliance's charges for the supply of electricity, SCE Delivery Charges which are SCE's charges for the delivery of electricity including transmission, distribution, and maintenance, and Surcharges, which represent the Cost Responsibility Surcharge (CRS) and Franchise Fee for CCA customers. The CRS includes SCE's charge to recover costs of power purchased on your behalf before joining Clean Power Alliance (known as the Power Charge Indifference Adjustment, or PCIA). The Franchise Fee is charged to all customers and it recovers taxes owed to a city/county in exchange for allowing SCE to utilize electrical distribution lines throughout the property of the city. Clean Power Alliance accounts for these surcharges when setting its rates, so that even with these surcharges our quoted bill comparisons remain accurate. This comparison does not include any applicable taxes or SCE minimum charges, special charges or credits. Due to these exclusions, the bill comparisons may show slight deviations from Clean Power Alliance's projected overall bill comparisons to SCE.



BOARD OF PORT COMMISSIONERS

MAY 15, 2019

STANDARD AGENDA ITEM 3

APPROVAL OF NEW LEASE
AGREEMENT FOR COASTAL MARINE
BIOLABS INTEGRATIVE BIOSCIENCES
PROGRAM, INC.

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 3
Meeting Date: May 15, 2019

TO: Board of Port Commissioners
FROM: Brian Pendleton, Deputy General Manager
SUBJECT: New Lease Agreement for Coastal Marine Biolabs Integrative Biosciences Program, Inc.
1559 Spinnaker Drive #101

RECOMMENDATION:

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

SUMMARY:

Staff has negotiated a five-year lease with CMB, who is an existing tenant at Harbor Village. No improvements are required for this space.

BACKGROUND:

Coastal Marine Biolabs (CMB) was established in 2006 as a non-profit 501(c)(3) public benefit organization whose mission is to address science education reform directives through the development and implementation of innovative research-based educational programming. CMB provides field and laboratory-based learning experiences for high school students.

In recent years, a primary focus has been upon broadening student access (in terms of number and inclusiveness) and the creation of a pipeline to bridge CMB's in-house programming and high school science coursework. To achieve this aim, CMB implements professional development programming for high school science teachers that provides them with the subject mastery, instructional resources and strategies, technical proficiency, and physical materials needed to enact adapted aspects of CMB's in-house programming in their high school science classrooms and labs.

As required by the lease, CMB will continue with research-based educational programming, public engagement events, identification of the Port District as a community sponsor, and collaboration with the Port District in pursuit of the Ventura Shellfish Enterprise (VSE) project.

FISCAL IMPACT:

The annual occupancy cost for this tenant for the first year of the 5-year term is \$9,132.00. CMB is contributing at no charge to the District, a minimum of \$51,200 in volunteer time to the VSE project as part of the 2018 Sea Grant award.

ATTACHMENTS:

None.



BOARD OF PORT COMMISSIONERS

MAY 15, 2019

STANDARD AGENDA ITEM 4

APPROVAL OF NOTICE OF
COMPLETION FOR THE COMMERCIAL
FISH PIER PHASE III DECK REPAIR
PROJECT

VENTURA PORT DISTRICT
BOARD COMMUNICATION

STANDARD AGENDA ITEM 4
Meeting Date: May 15, 2019

TO: Board of Port Commissioners
FROM: Richard Parsons, Project Manager
SUBJECT: Approval of Notice of Completion for the Commercial Fish Pier Phase III Deck Repair Project

RECOMMENDATION:

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

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

SUMMARY:

On August 22, 2018, the Board of Port Commissioners awarded a contract in the amount of \$499,950 for the subject project to Garland/DBS, Inc. The work is now complete and the final contract cost is \$401,932.83.

BACKGROUND:

In recent years, the District has devoted considerable engineering analysis to identifying a prudent course of action for extending the life of the fish pier in light of the adverse alkali-silica reaction (ASR) in the structure's concrete deck. In early May 2018 the Port Commission was advised that continuing with a deck overlay maintenance program appeared to be the most appropriate course of action for prolonging the service life of the pier.

The District's previous Phase I and II deck repair efforts in 2013 and 2014 utilizing a SIKA product had focused on the westerly half of the pier and while they had apparently arrested the ASR deterioration they had begun to show evidence of hairline surface cracking. In discussions with Garland/DBS, it was concluded that utilizing a dexcelcrete product coupled with a four layer waterproofing membrane overlay would prove more effective in the long term. The \$449,950 contract for the entire pier was award to Garland/DBS, Inc. based on that approach.

Unfortunately, due to apparent miscommunication between Garland and their subcontractor in preparing the easterly half of the pier for the dexcelcrete application, the contract specified removal/grinding depth of one inch of the surface, was substantially exceeded (2-3 inches extra). This would have had cost implications in excess of \$100,000 due to the high cost of the dexcelecrete material. We suspended work at that point and worked with Jon Moore at Noble Consultants to redesign the project. It was determined that the lowering of the center crown one inch along the length of the pier would reduce the necessary quantity of dexcelcrete on the easterly half of the pier. That action coupled with the decision to retain the SIKA product on the western half, but replace the surface membrane in that area would achieve a further reduction in the dexcelecrete work (see Attachment 3).

Thus, instead of a substantial cost increase, we achieved a cost reduction of \$98,017.17, which Garland/DBS, Inc. has accepted. The finished product is now performing quite well.

FISCAL IMPACT:

The budget for this project in FY18-19 was \$575,000 and the final contract cost was \$401,932.83.

ATTACHMENTS:

- Attachment 1 – Resolution No. 3373
- Attachment 2 – Notice of Completion
- Attachment 3 – Noble Consultants Revised Repair Plan



RESOLUTION NO. 3373

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF GARLAND/DBS, INC. FOR THE COMMERCIAL
FISH PIER PHASE III DECK REPAIR PROJECT**

WHEREAS, Brian Pendleton, Deputy General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of Garland/DBS, Inc., on the project entitled "Commercial Fish Pier Phase III Deck Repair Project" described in the Agreement between Garland/DBS, Inc. and the Ventura Port District, hereinafter referred to as "District", dated September 11, 2018 has been completed and recommends that said work be accepted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners DETERMINES and ORDERS as follows:

1. Said work is hereby accepted.
2. Pursuant to the conditions and specifications of the Agreement and upon the recommendation of the Deputy General Manager, Garland/DBS, Inc. is released from the obligations under said contract, except as to the conditions of the performance bond, required guarantees and correction of faulty work after payment.
3. The Deputy General Manager of the District is hereby directed to execute on behalf of the District, or cause to be executed on behalf of the District, and be recorded in the office of the Ventura County Recorder a Notice of Completion of said work.
4. The Deputy General Manager is hereby directed to send a copy of this Resolution to Garland/DBS, Inc. as the District's Notice of Acceptance of said work.

PASSED, APPROVED and ADOPTED this 15th day of May 2019.

Chris Stephens, Chairman

Attest:

Jean Getchell, Secretary

ATTACHMENT 1

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

I, Jean Getchell, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3373 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 15th day of May 2019, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 15th day of May 2019.

Jean Getchell, Secretary

(Seal)

RECORDING REQUESTED BY:
Ventura Port District

AND WHEN RECORDED MAIL TO:
Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001-4229

NOTICE OF COMPLETION

(Notice pursuant to Civil Code Section 3093, must be recorded within 10 days after completion)

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed on April 18, 2019.
7. The work accomplished consisted of repairing the surface of the commercial fish pier.
8. The name of the contractor for the Commercial Fish Pier Phase III Deck Repair Project is Garland/DBS, Inc. pursuant to the Agreement, dated September 11, 2018.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as Ventura Harbor Village Commercial Fish Pier.

Ventura Port District

Date: _____

By: _____
Brian Pendleton, Deputy General Manager

VERIFICATION

I, the undersigned, say that I am the General Manager of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

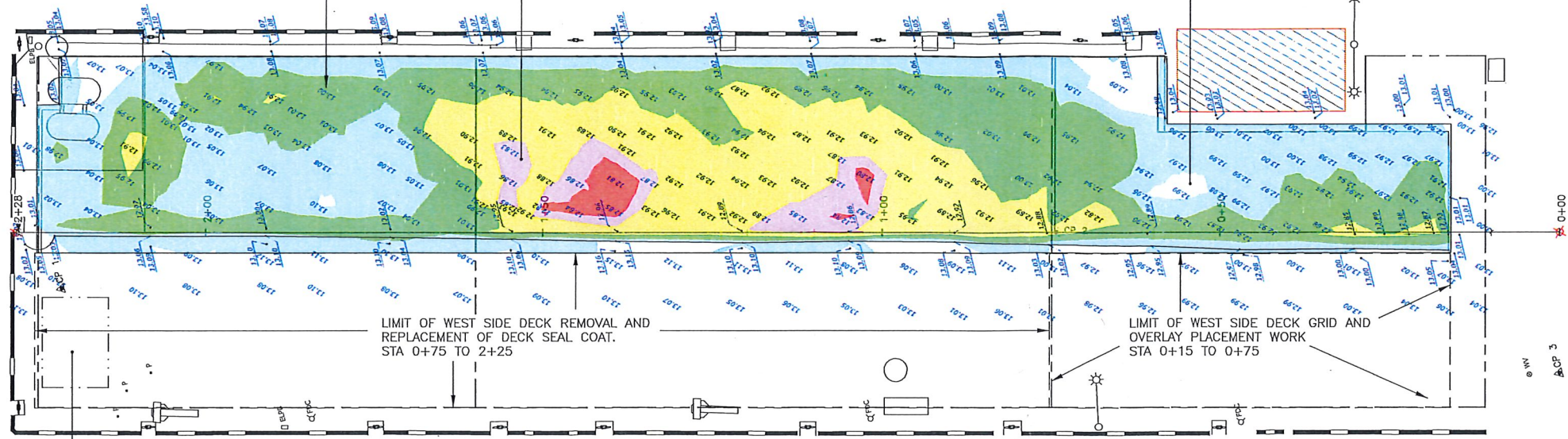
Executed on _____, at Ventura, California.

Brian Pendleton, Deputy General Manager

SPOT ELEVATION FROM OCT 22,
2018 TOPOGRAPHIC SURVEY BY
ENCOMPASS CONSULTING GROUP.
ACCURACY <= ±0.02'.

COLORS DENOTE EXTENT AND THICKNESS OF
ESTIMATED OVERLAY REPLACEMENT BASED UPON
POST GRIND TOPOGRAPHIC SURVEY. SEE LEGEND.

CHIP HIGH SPOT AS REQ'D TO ACHIEVE MIN
1/2" OVERLAY THICKNESS IN TRAFFIC AREAS.



NOTE: SQUID PUMP EQUIPMENT HAS BEEN TEMPORARILY MOVED TO WEST
OF PIER CENTERLINE TO ACCOMMODATE EAST SIDE DECK REPAIR WORK.
CONTRACTOR SHALL COORDINATE WITH PORT DISTRICT AT ALL TIMES TO
ALLOW ACCESS TO EQUIPMENT BY COMMERCIAL FISHERMEN DURING DECK
REPAIRS WEST OF PIER CENTERLINE.



OVERLAY FILL DEPTH LEGEND			
NO	MIN THICKNESS-FT	MAX THICKNESS-FT	COLOR
1	0.00	0.04	Blue
2	0.04	0.08	Green
3	0.08	0.13	Yellow
4	0.13	0.17	Orange
5	0.17	0.21	Red
6	0.21	0.25	Pink
7	0.25	0.29	Light Red
8	0.29	0.33	Dark Red

DECK REPAIR NOTES

- PROTECT EXISTING ELECTRICAL ROOM IN PLACE. OVERLAY WORK SHALL NOT OBSTRUCT DOOR CLEARANCE OR WORSEN PONDING OF WATER AT SILL.
- PROTECT ALL EXISTING STEEL PLATE HATCH COVERS IN PLACE.
- PROTECT ALL EXISTING CLEATS IN PLACE. DECK GRINDING SHALL NOT EXTEND PAST CLEAT LINE.
- PROTECT ALL TIMBER EDGE RAIL IN PLACE.
- SQUID VACUUM PUMPS TO BE REMOVED BY PORT DISTRICT. CONTRACTOR IS ADVISED OF RESIDUAL ANCHOR BOLT INSERTS THAT MAY STILL BE IN PLACE.
- PROTECT ALL LIGHT POLES IN PLACE.
- PORT DISTRICT SHALL REMOVE EXISTING JIB CRANES. REMOVE DRY PACK BASE AS REQUIRED. JIB CRANES STILL IN PLACE SHALL BE PROTECTED IN PLACE.
- PROTECT HYDRANT AND ALL OTHER UTILITIES IN PLACE.
- PROTECT EXISTING VAULTS AND VALVE COVERS IN PLACE.

REVISED SCOPE OF WORK

1. EAST OF PIER CENTERLINE

- APPLY DURA-WALK EPOXY SEALER/PRIMER TO THE CLEAN CONCRETE SUBSTRATE IN ACCORDANCE WITH THE MANUFACTURER'S WRITTEN DIRECTIONS. BROADCAST TO REFUSAL CRYSTALLINE SILICA 16/20 WHILE THE PRIMER IS STILL WET.
- MECHANICALLY CLEAN EXPOSED REBAR OF CORROSION AND COAT WITH UPI PRO-LINE 4018 STRONTIUM PRIMER OR SIKA ARMATEC-EPOCEM 110 FOR CORROSION PROTECTION. APPLY COATING IN CONFORMANCE WITH MANUFACTURER'S WRITTEN DIRECTIONS.
- APPLY UPI DEXCELCRETE ACRYLIC POLYMER MODIFIED CEMENTITIOUS MORTAR WITHIN LIMITS OF DECK GRIND AREA. MORTAR SHALL CONTAIN 21 TO 25 LBS OF 3/8" PEA GRAVEL PER 50 LB BAG. FINISH AND SLOPE TOP SURFACE OF OVERLAY TO A STRAIGHT TRANSVERSE GRADE THAT IS FLUSH WITH EXISTING CENTERLINE DECK CROWN ELEVATION ALONG WEST EDGE AND FLUSH WITH EXISTING DECK SURFACE ELEVATIONS AT DECK EDGE SAW CUT LINES. THE FINISHED SURFACE SHALL BE UNIFORM AND SMOOTH THROUGHOUT WITH NO SACS, OR HUMPS AND SHALL NOT VARY FROM THE EDGE OF A 10-FT STRAIGHTEDGE LAID TRANSVERSE TO THE CENTERLINE BY MORE THAN 1/8 INCH.
- AFTER THE MORTAR OVERLAY HAS FULLY CURED, APPLY A COMPLETE DURA-WALK VEHICULAR TRAFFIC COAT SYSTEM. THE MULTI-LAYER POLYURETHANE WATERPROOF AND WEAR COATS SHALL CONSIST OF DURA-WALK BASE COAT, DURA-WALK WEAR COAT WITH DOUBLE BROADCAST OF 16 MESH SILICA AGGREGATE, AND DURA-WALK TOP COAT. ALL COATING LAYERS SHALL BE APPLIED IN CONFORMANCE WITH THE MANUFACTURER'S WRITTEN DIRECTIONS.

2. WEST SIDE STA 0+15 TO 0+75

MECHANICALLY GRIND AND REMOVE EXISTING DECK SURFACE MATERIAL TO ONE (1") INCH DEPTH MAXIMUM. PREPARE THE HOST CONCRETE TO ACHIEVE A MINIMUM CONCRETE SURFACE PROFILE OF 1/8" AMPLITUDE. ALL RESULTING DEBRIS FROM GRINDING SHALL BE PICKED UP IMMEDIATELY BY VACUUMING SO THAT NO DUST OR DEBRIS IS ALLOWED TO GO INTO THE WATER. GRINDING SHALL BE TERMINATED AT SAW CUTS. ALL DUST AND DEBRIS SHALL BE PROPERLY-DISPOSED OFF-SITE BY THE CONTRACTOR. IF MORE THAN ONE INCH OF EXISTING DECK MATERIAL IS REMOVED DURING THE GRINDING PROCESS, GRINDING WORK SHALL STOP AND THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE CONTRACTOR TO RECEIVE DIRECTION ON HOW TO PROCEED.

E. IN NO CASE SHALL THE CONTRACTOR GRIND DEEPER THAN ONE (1) INCH UNLESS APPROVED AHEAD OF TIME BY THE PORT DISTRICT. UNAUTHORIZED GRINDING DEEPER THAN 1 INCH SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.

F. APPLY EPOXY SEALER/PRIMER, DEXCELCRETE, AND DURA-WALK VEHICULAR TRAFFIC COAT SYSTEM PER STEPS 1A, 1C, AND 1D ABOVE.

3. WEST SIDE STA 0+75 TO 2+25

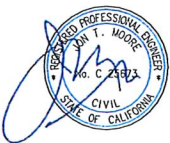
A. MECHANICALLY REMOVE THE EXISTING DECK SURFACE THIN SEAL COAT SYSTEM TO EXPOSE THE TOP SURFACE OF EXISTING CEMENTITIOUS REPAIR MORTAR OVERLAY.

B. APPLY DURA WALK VEHICULAR TRAFFIC COAT SYSTEM TO A CLEAN SUBSTRATE PER STEP 1C ABOVE.

WORK SEQUENCE REQUIREMENTS

DECK REPAIR WORK SHALL BE PERFORMED IN THE FOLLOWING SEQUENCE:

- COMPLETE EAST SIDE DECK REPAIR WORK BEFORE COMMENCING ANY WORK WEST OF PIER CENTERLINE.
- WEST OF PIER CENTERLINE, COMPLETE THE DECK GRIND AND OVERLAY REPLACEMENT WORK BETWEEN STA 0+15 AND 0+75 BEFORE COMMENCING ANY WORK NORTH OF STA 0+75 TO MAINTAIN COMMERCIAL FISHERMEN ACCESS TO THE SQUID VACUUM PUMP EQUIPMENT THAT HAS BEEN TEMPORARILY LOCATED TO THE NORTHWEST CORNER OF THE PIER DECK. THE PUMP EQUIPMENT MAY BE MOVED BACK TO ITS ORIGINAL POSITION BY THE PORT DISTRICT WHEN THE EAST SIDE DECK REPAIR WORK IS COMPLETE AND ACCESSIBLE TO TRAFFIC. IMMEDIATELY AFTER PLACEMENT OF DEXCELCRETE BETWEEN STA 0+15 AND 0+75, WORK TO PREPARE FOR AND PLACE THE DURA-WALK VEHICLE TRAFFIC COAT SYSTEM BETWEEN STA 0+15 AND 2+25 MAY OCCUR TO ALLOW FOR A CONTINUOUS OPERATION.
- COORDINATE COMPLETION OF WEST OF CENTERLINE DECK REPAIR WORK AND BARRICADE PLACEMENT BETWEEN STA 0+75 AND STA 2+25 WITH THE VENTURA PORT DISTRICT TO ACCOMMODATE RE-LOCATION OF SQUID VACUUM PUMP EQUIPMENT BACK TO ORIGINAL LOCATION AFTER COMPLETION OF EAST SIDE DECK REPAIR WORK..



NOBLE CONSULTANTS **GEC**
2201 DUPONT DRIVE, SUITE 830
IRVINE, CA. 92612
949-752-1530
949-752-8361 (FAX)

NO.	DATE	REVISION
1	10/24/2018	CLARIFY WORK WEST OF PIER CENTERLINE STA 0+15 TO 0+75
2	10/24/2018	CLARIFY WORK REQUIREMENTS

DESIGNED BY	JTM
DRAWN BY	JM
CHECKED BY	TJF
APPROV. BY	JTM

VENTURA PORT DISTRICT	SHEET CO 1 OF 1
REVISED REPAIR PLAN	JOB NO. 887-20
COMMERCIAL FISH PIER PHASE III DECK REPAIR	SCALE AS SHOWN
	DATE 10/25/2018



BOARD OF PORT COMMISSIONERS

MAY 15, 2019

STANDARD AGENDA ITEM 5
APPROVAL OF FY2019-2020
PRELIMINARY BUDGET AND FIVE YEAR
CAPITAL IMPROVEMENT PLAN

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 5
Meeting Date: May 15, 2019

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

RECOMMENDATION:

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

INTRODUCTION:

We are pleased to present a budget for the District for FY2019-20 that continues to build the momentum for both the District and our stakeholders in the harbor community.

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

The budget process began in April with Department Managers forecasting and preparing budgets for operating revenues and expenses of existing and proposed services, programs, and capital expenditures for FY2019-20. In collaboration with staff, the numbers were compiled and analyzed for the Board's review. The proposed budget reflects a 1% increase in operating revenue of \$8,988,000 (see Chart 1) and a 7% increase in total operating expenses of \$6,338,400 (see Chart 2) for the 2019-2020 Fiscal Year.

Chart 1 – Operating Revenues

PERIOD	REVENUES	% +/-
2017	9,193,063	13%
*2018	8,514,086	<7%>
**2019	8,858,500	4%
**2020	8,988,000	1%

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

**Projected

Chart 2 – Operating Expenses

PERIOD	EXPENSES	% +/-
2017	4,918,723	<1%>
2018	5,788,472	18%
**2019	5,931,600	2%
**2020	6,338,400	7%

**Projected

As an enterprise, the District generates approximately 86% of its total revenues from all of the real estate transactions in the harbor. In other words, the District receives a minimum rent and/or a percentage of a tenant's gross sales from all of the business operations in the harbor (excluding the Channel Islands National Park). The other 14% of non-operating revenues are derived from the Port District's share of property taxes within the City of Ventura and dedicated to public safety through our Harbor Patrol: Every public agency in the City receives a percentage of these property taxes.

The Chart 3 compares the salary expenses over the last three fiscal years and reflects the proposed salary and benefits for the 2019 – 2020 Fiscal Year. The proposed salary amount (\$2,757,500) reflects a 5.4% increase over the previous year. This amount includes:

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

Chart 3 - Salary and Benefits Comparison

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

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

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

- Increased recreational boating activities
- Robust commercial fishing

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

All of these factors lead us to the conclusion that it's time to expand the level of service provided to our tenants and the public. There is also a higher level of vagrancy that impacts all of our community and requires that we become more vigilant in the harbor.

To accomplish this objective of 24/7 service, it requires that we employ two additional full-time employees. This additional staffing increases wages \$96,000 in the 2019-2020 budget for Harbor Patrol. We will also utilize our Marine Safety Officers to supplement this effort and have allocated \$80,000 in the budget for this part-time pay.

The proposed budget also includes other payroll expenses and benefits which are not included in the above-mentioned wages.

The Board adopted strategy requires the following steps, which are now complete:

- Meet and confer requirements with the SEIU;
- Coordinate recruitment process within our organization;
- Establishing a schedule for a 24/7 program; and,
- Develop a training program

This process will ensure a smooth transition. The Deputy General Manager in consultation with the Harbormaster determined the date that we officially commence the 24/7 schedule, which is June 2019. This schedule and level of service is consistent with other ports and harbors in the state. The executive staff of the District believes our revenues will support the increased Harbor Patrol expenses proposed.

In reference to item 2 on the second page, also included in the budget is the replacement of an Accounting Technician position with an Accountant I position. The District currently employs one Accounting Manager and two Accounting Technicians. Under the general supervision of the Accounting Manager, the Accountant I specializes in journey level accounting that includes:

- Participates in the maintenance and analysis of general ledger accounts
- Participates in the budget process
- Participates in the preparation of the financial statements
- Bookkeeping including accounts payable and receivable
- Processes payroll
- Maintains a variety of ledgers, registers, journals, audits and account claims

The monthly salary range for this position is \$4,221 - \$5,909. We hope to find a qualified candidate in the middle of this range. The recruitment process is underway.

CAPITAL IMPROVEMENTS:

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

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

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

CONCLUSION:

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

Preliminary Budget Summary

Operating Income	\$8,988,000
Non-operating Income (Property Tax)	<u>1,300,000</u>
Total Income	\$10,288,000
Operating Expenses	\$6,338,400
Non-operating Expenses (Debt Service)	1,655,000
Harbor Patrol / Safety / Launch Ramp	<u>1,554,000</u>
Total Expenditures	\$9,547,400
Cash Flows before Capital Improvement ¹	\$740,600
Improvements ²	<u>\$7,291,800</u>
Deficit Cash Flow after Capital Improvements	<u>\$(6,551,200)</u>

Notes:

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

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

Attached is the proposed preliminary budget for 2019–2020 and proposed Five Year Capital Improvement Plan. Included with these reports are detailed worksheets of the budget by department and a five-year capital improvement plan.

The FY19-20 preliminary budget reflects a positive cash flow of \$740,600 from normal operations. The budget also reflects improvement expenditures of \$7,291,800, of which \$6,551,200 will be funded using unrestricted cash reserves and new debt service.

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

- Portside should deliver approximately 60 apartments by 1st quarter 2020, with additional phases of housing, commercial business space and 120-boat marina coming later;
- The District with support from its Ventura Shellfish Enterprise (VSE) partners filed permit applications to begin the formal review of 20, 100-acre parcels for mussel growing areas to create new fisheries for Ventura Harbor;
- The Holiday Inn Express is completing the hotel's 40 room expansion this summer;
- Construction has commenced for the \$4.6M Village Marina Dock Improvement Project to replace older dock systems;
- The District has filed plans with the City to repaint Harbor Village, with a goal of beginning the project after the busy 2019 summer season;
- The Ventura Isle Marina has filed permits with the Coastal Commission to replace older dock systems

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

ATTACHMENTS:

Attachment 1 - Preliminary Budget FY2019-20

Attachment 2 - Summary of Five Year Capital Improvement Plan

Attachment 3 - Preliminary Budget by Department-FY2019-20

Attachment 4 - Capital Improvement Five Year Projection Detail

Attachment 5 – Tenant Improvement Budget –FY2019-20

Attachment 6 – Projections Forecasted FY2019-20

ATTACHMENT 1

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

	<u>Actual 2016-17</u>	<u>Budget 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Est/Act 2018-19</u>	<u>Budget 2018-19</u>	<u>Budget 2019-20</u>	<u>Comments</u>
OPERATING REVENUE								
Parcel Lease Income	3,147,292	3,100,000	3,371,906	3,290,000	3,460,000	3,495,000	3,550,000	
Portside Partners Lease	240,000	240,000	300,000	300,000	300,000	300,000	300,000	
Lease appreciation & signing rents	1,200,000	1,200,000	-	-	-	-	135,000	
Dry Storage Income	121,467	110,000	102,075	120,000	1,800	22,000	55,000	Reconfiguration delay and smaller footprint
Commercial Fishermen's Storage	77,295	70,000	73,669	74,000	76,000	76,000	82,000	Sub lease Dupuy - Fisherman's Storage
Parking Income	52,625	70,000	52,365	72,000	53,000	55,000	55,000	
Misc. Income/Rentals	130,409	71,000	207,356	96,000	588,500	494,000	559,000	
Harbor Village Lease Income								
Retail	486,018	460,000	524,559	485,000	510,000	540,000	532,000	
Restaurant	1,048,234	965,000	1,083,081	1,100,000	1,165,000	1,124,000	1,175,000	
Offices	618,635	630,000	647,010	625,000	695,000	700,000	713,500	
Charters	357,399	300,000	387,828	370,000	390,000	380,000	328,000	
Commercial Fishing Premises	156,665	130,000	177,775	150,000	165,000	165,000	185,000	
Fish Offloading	118,806	100,000	175,556	190,000	90,000	110,000	100,000	
Harbor Village Misc. Income	31,056	5,500	8,179	5,500	5,200	5,500	6,000	
Booth/Vendor Income	11,198	7,500	6,133	7,500	5,000	5,000	8,000	
Sponsorships	1,600	14,000	13,720	14,000	14,000	14,000	14,500	
Harbor Event Permits	33,667	34,500	29,535	29,000	30,000	30,000	35,000	
Harbor Village Marina Slip Rentals	924,330	910,000	915,416	890,000	846,000	860,000	680,000	Reduction during construction
Harbor Village CAM Income	336,746	305,000	335,366	335,000	355,000	357,000	361,500	
Harbor Village Merchants Promo Dues	99,621	95,000	102,557	105,000	109,000	117,000	113,500	
TOTAL OPERATING REVENUE	9,193,063	8,817,500	8,514,086	8,258,000	8,858,500	8,849,500	8,988,000	
% change from previous years actual	13%	8%	-7%	-10%	4%	4%	1%	
% change before special revenues	6%	1%	7%	3%	4%	4%	0%	

ATTACHMENT 1

FY19-20 Budget Continued, 7/01/2019

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

ATTACHMENT 1

FY19-20 Budget Continued, 7/01/2019

	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
<u>General Expenses Continued</u>								
Office Supplies & Equipment	26,515	31,500	23,092	31,500	29,500	30,500	27,500	
Operating Supplies	24,567	30,500	26,954	26,500	28,600	28,000	28,500	
Other Equipment & Repairs	51,172	42,000	38,793	45,500	43,000	46,000	53,000	
Professional Serv. - Auditing	18,000	35,000	19,700	35,000	20,000	35,000	25,000	
Professional Serv. - Legal	248,083	225,000	248,443	265,000	315,000	280,000	315,000	
Professional Serv. - Shellfish	36,521	40,000	62,755	117,000	60,000	90,000	101,000	Plauche Carr-\$40k; Dudek-\$45k; Aquaculture-\$10k; Misc. expenses \$3k; Conferences & travel \$3. These expenses are not recovered by the grant
Professional/Outside Services	241,997	320,500	345,220	348,000	377,000	408,500	493,500	Additional IT Services
Prof. Serv/Customer Count Study Survey/leased	-	-	25,000	35,000	10,450	33,000	10,500	
Prof. Serv/Downtown Trolley Partnership	24,000	24,000	24,000	25,000	15,750	19,500	-	
Web Site Hosting/ADA & General Maint.	-	-	-	-	13,000	13,000	13,000	
Uniforms & Tool Allowances	13,621	17,500	14,539	16,500	15,000	17,500	18,600	
Utilities and Trash	347,901	378,000	360,649	401,500	409,000	408,500	428,000	
Dredging Related Expenses	219,029	236,000	208,895	244,500	239,150	248,500	248,500	
Total General Expenses	2,218,457	2,497,500	2,958,700	3,306,000	2,892,050	2,878,500	3,116,400	
% change from previous years actual	-2%	-2%	33%	49%	-2%	-3%	8%	
<u>Marketing & Promotional Expenses</u>								
Advertising & Marketing	129,665	137,000	129,346	140,000	150,000	150,000	160,000	
Ad Production/Graphic Design	19,971	20,000	22,960	20,000	20,000	20,000	20,000	
Marketing Conversion Study	5,000	10,000	5,000	5,000	-	-	-	
Street Event Banners	7,984	10,500	1,208	2,500	2,500	2,500	1,200	
Village Maps/Promotional Materials	13,402	15,000	13,107	15,000	15,000	15,000	15,800	
Certified Rack	2,480	2,500	2,530	2,500	2,600	2,500	2,700	
Tourism Outreach, FAM Tours & Meetings	4,585	9,500	5,658	9,500	9,000	9,000	12,900	
Entertainment & Music	21,926	20,000	19,508	20,000	27,000	27,000	25,900	
Brand Build/Promotions/Campaigns/Events	56,058	60,000	52,705	50,000	54,500	54,500	58,000	
Content/Web/Paid Social Media	9,559	10,000	19,175	24,000	16,500	16,500	19,500	
Miscellaneous	43	500	169	500	500	500	-	
Total Marketing & Promotional Expenses	270,673	295,000	271,366	289,000	297,600	297,500	316,000	
% change from previous years actual	2%	3%	0%	7%	10%	10%	6%	
TOTAL OPERATING EXPENDITURES	4,918,723	5,284,000	5,788,472	6,180,000	5,931,600	5,956,600	6,338,400	
% change from previous years actual	-1%	7%	18%	26%	2%	3%	7%	
Operating Cash Flows In (Out)	4,274,340	3,533,500	2,725,614	2,078,000	2,926,900	2,892,900	2,649,600	
% change from previous years actual	13%	1%	-25%	-36%	2%	1%	-5%	

ATTACHMENT 1

FY19-20 Budget Continued, 7/01/2019

	<u>Actual 2016-17</u>	<u>Budget 2016-17</u>	<u>Actual 2017-18</u>	<u>Budget 2017-18</u>	<u>Est/Act 2018-19</u>	<u>Budget 2018-19</u>	<u>Budget 2019-20</u>	<u>Comments</u>
NON-OPERATING and OTHER EXPENDITURES								
Harbor Patrol expenses not funded by property taxes	57,625	159,500	(8,851)	194,000	143,000	249,000	254,000	Remaining Patrol expenditures are funded from Operating Revenues
Cost of Issuance/Rate resetting premium	-	-	-	-	-	-	-	
COP's Interest Payment	451,747	440,000	425,094	440,000	409,000	410,000	390,000	
Principle Payments on bonds/loans	824,700	825,000	829,100	830,000	855,000	855,000	890,000	
2018 Dock Project Financing Cost Issuance	-	-	-	-	54,200	64,000	-	
2018 Dock Project Debt Interest Payment	-	-	-	-	120,000	120,000	225,000	
2018 Dock Project Debt Principle Payment	-	-	-	-	67,000	67,000	150,000	
TOTAL NON-OPER. EXPENDITURES	1,334,072	1,424,500	1,245,343	1,464,000	1,648,200	1,765,000	1,909,000	
% change from previous years actual	-2%	5%	-7%	10%	32%	42%	16%	
Annual Cash Flows In (Out) from normal operations before any Improvements								
	2,940,268	2,109,000	1,480,271	614,000	1,278,700	1,127,900	740,600	
% change from previous years actual	60%	14%	-50%	-79%	-14%	-24%	-42%	
Building Tenant Improvements	156,835	500,000	-	392,000	55,000	832,500	626,800	See Attached Schedule
Accessibility Improvements	1,545,793	1,835,000	341,610	565,000	190,000	190,000	365,000	See Attached Schedule
Capital Improvements Projects	508,214	1,345,000	994,645	2,318,000	2,205,000	3,773,000	6,300,000	See Attached Schedule
Annual Cash Flows In(out) after Improvement	729,426	(1,571,000)	144,016	(2,661,000)	(1,171,300)	(3,667,600)	(6,551,200)	
Improvements funded through Unrestricted Improvement Reserve Fund	(729,426)	1,571,000	(144,016)	2,661,000	1,171,300	3,667,600	6,551,200	
Projected Unrestricted Reserve Balance	\$ 9,136,000	\$ 6,429,000	\$ 9,208,000	\$ 6,475,000	\$12,400,000	\$ 5,540,400	\$10,508,800	
City National Bank funding for Village Marina Dock Renovations					\$ 4,660,000	\$ 4,660,000	\$ -	
Dredging Reserve Fund	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 3,000,000	\$ 2,800,000	

ATTACHMENT 1

FY19-20 Budget Continued, 7/01/2019

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

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

ATTACHMENT 1

FY19-20 Budget Continued, 7/01/2019

Expenditures funded by Grants and Special Funding

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

Projects, Equipment and Training Expenses

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

ATTACHMENT 2

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

New projects for FY2019 - 2024 are shown in dark green

Item #	Project Location/Description	Fiscal Yr 19-20	Fiscal Yr 20-21	Fiscal Yr 21-22	Fiscal Yr 22-23	Fiscal Yr 23-24
1	National Park Service Bldg. - Elevator/Modifications			400,000		
2	Harbor Village Bldgs. - refurbish elevator at 1591 Spinnaker (last of the 5 elevators in the Village to be refurbished)	120,000				
3	Harbor Village Bldgs.-replace/repair roofs/tiles/gutters - FY21 -Bldg. 1583 & FY22 Bldg. 1575		855,000	855,000	1,800,000	300,000
4	National Park Service Bldg. - 1691 Bldg. - HVAC systems - Deferred to FY21		100,000			
5	Harbor Village Bldgs. - paint all exterior walls/trim/facades/directory signage - Deferred to FY20	825,000				
NEW 6	Village Signage, Awnings, Trellis to complement paint project		250,000	250,000		
7	Dry Storage Lot - landscaping/irrigation/block wall/fencing including gate & key card system - Deferred to FY19	115,000				
8	Fish Pier - resurface as needed					400,000
9	Fish Pier Crane #1 - replace aging crane - deferred to FY21 pending completion of resurfacing project	225,000				
10	Vehicle Replacement - Maintenance Dept.		40,000			
NEW 11	Vehicle Replacement - Harbor Patrol Dept.			65,000		
NEW 12	Boat Replacement - Harbor Patrol Dept.				300,000	500,000
13	District Headquarters - replace HVAC condenser unit system - Deferred to FY21		20,000			
14	District Headquarters - emergency generator	100,000				
15	Harbor - all parking lots-repair as needed/slurry coating (previously completed FY17-18, with touch ups in FY18-19)					400,000
16	Harbor Village Entrance Feature Revitalization & Wayfinding - Deferred to FY23				250,000	
17	Harbor Village Trash Enclosures	90,000	90,000	90,000	90,000	90,000
18	Village Marina Renovation-Docks C, D,G,& H - Construction began May 2019	4,600,000				
NEW 19	Village Marina Electrical Pedestal Replacement on docks not included in renovation for docks C, D, G, & H	120,000				
20	Harbor Cove & Surfers Knoll - Brick wall replacement			500,000		
21	Seismic evaluation with plans/specs for GSA buildings - 1431 Spinnaker and 1691 Spinnaker			300,000		
22	Harbor Village - Glass wall adjacent to Dive pool	55,000				
23	Harbor Village - Main sewer line at 1583 Spinnaker Building - repair/replace as needed	50,000				
24	Village Paseo Improvement Project - Deferred to FY24					500,000
NEW 25	Fisherman Storage at Ventura Harbor Storage premises		200,000			
ADA-23	Harbor Village - ADA Restroom Improvements	275,000	110,000			
ADA-24	Harbor Village - ADA Staircase Handrails	90,000				
Total Capital Improvement Plan		6,300,000	1,555,000	2,460,000	2,440,000	2,190,000
Total ADA Improvement Plan		365,000	110,000	-	-	-
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS		6,665,000	1,665,000	2,460,000	2,440,000	2,190,000
Special Funding for Village Marina Dock Renovation (#18 above)		4,600,000				
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING		2,065,000	1,665,000	2,460,000	2,440,000	2,190,000

ATTACHMENT 3

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

	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
OPERATING REVENUE								
Parcel Lease Income	3,147,292	3,100,000	3,371,906	3,290,000	3,460,000	3,495,000	3,550,000	
Portside Partners Lease Rent	240,000	240,000	300,000	300,000	300,000	300,000	300,000	
Lease appreciation/signing rent	1,200,000	1,200,000	-	-	-	-	135,000	Ventura Harbor Boatyard
Dry Storage Income	121,467	110,000	102,075	120,000	1,800	22,000	55,000	Reconfiguration delay and smaller footprint
Commercial Fishermen's Storage	77,295	70,000	73,669	74,000	76,000	76,000	82,000	Sub lease Dupuy - Fisherman's Storage
Boat Wash-down Income	5,110	4,000	4,970	4,000	4,500	5,000	5,000	
Commercial ID's Income	9,020	7,000	10,475	7,000	9,000	9,000	9,000	
Parking Income	52,625	70,000	52,365	72,000	53,000	55,000	55,000	
Sales of Services & Supplies	3,313	5,000	7,877	5,000	5,000	5,000	5,000	
Misc. Rentals	40,600	30,000	27,520	30,000	188,000	192,000	190,000	
Investment Income	72,366	25,000	156,514	50,000	382,000	283,000	350,000	
Harbor Village Lease Income								
Retail	486,018	460,000	524,559	485,000	510,000	540,000	532,000	
Restaurant	1,048,234	965,000	1,083,081	1,100,000	1,165,000	1,124,000	1,175,000	
Offices	618,635	630,000	647,010	625,000	695,000	700,000	713,500	
Charters	357,399	300,000	387,828	370,000	390,000	380,000	328,000	Island access closures
Commercial Fish Premises	156,665	130,000	177,775	150,000	165,000	165,000	185,000	
Fish Offloading	118,806	100,000	175,556	190,000	90,000	110,000	100,000	
Tenant Late Charges	3,527	500	2,922	500	1,000	500	1,000	
Vending Machines/Misc. Sales	27,529	5,000	5,257	5,000	4,200	5,000	5,000	
Booth/vendor income	11,198	7,500	6,133	7,500	5,000	5,000	8,000	
Sponsorships/Co-Op Advertising	1,600	14,000	13,720	14,000	14,000	14,000	14,500	
Harbor Event Permit Fees	33,667	34,500	29,535	29,000	30,000	30,000	35,000	
Marina Slip Rentals	892,170	880,000	898,425	865,000	836,000	850,000	675,000	Reduction during construction
Marina Electrical Income	32,160	30,000	16,991	25,000	10,000	10,000	5,000	Reduction during construction
CAM Income	336,746	305,000	335,366	335,000	355,000	357,000	361,500	
Merchants Promotion Dues	99,621	95,000	102,557	105,000	109,000	117,000	113,500	
TOTAL OPERATING REVENUE	9,193,063	8,817,500	8,514,086	8,258,000	8,858,500	8,849,500	8,988,000	
Increase / -Decrease over previous year actual	13%	8%	-7%	-10%	4%	4%	1%	
% change before special revenues	6%	1%	7%	3%	4%	4%	0%	

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

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	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
<u>Administration & General Personnel Expense</u>								
Regular Salaries	644,264	650,500	682,706	674,000	778,000	795,000	774,000	
Overtime Pay	97	2,500	364	1,000	1,000	1,000	1,000	
Holiday Pay	-	500	1,102	1,000	1,000	1,000	1,000	
Payroll Taxes	9,808	8,500	11,692	10,000	13,500	13,500	12,000	
Workers Comp Insurance	4,153	4,500	2,858	4,500	3,500	3,500	1,500	
Medical & Life Insurance	56,291	56,500	57,439	58,000	65,000	69,000	75,000	
OPEB Benefits	12,500	12,500	12,000	12,000	12,000	12,000	12,000	
Employee Optional Benefits	48,377	49,500	56,912	59,000	70,750	83,500	82,000	Includes educational incentive
Retirement Contributions	162,501	160,500	157,554	155,500	183,000	183,000	191,000	
Total Admin. & General Personnel Expense	937,991	945,500	982,627	975,000	1,127,750	1,161,500	1,149,500	
Increase / -Decrease over previous year actual	3%	4%	5%	4%	15%	18%	2%	
<u>General & Administration Other Expenses</u>								
Advertising & Tenant Promotions	5,679	7,000	7,192	7,000	7,000	7,500	12,500	Tenant recognition program
Leasing / Real Estate	14,919	17,000	19,454	20,000	25,000	25,000	31,000	Increase leasing advertising
Port District Open House	4,621	4,000	4,500	4,000	4,400	4,000	4,500	
Telephone/WiFi Communications	48,225	50,000	36,750	45,000	41,500	41,500	41,500	
Rental Expense-Fishermen's Storage	71,712	70,000	73,675	74,000	76,000	76,000	82,000	Approved ground lease with Hobson, Vance
General Insurance	105,781	106,000	119,189	127,500	121,000	121,000	130,000	JPIA
Memberships	13,373	16,000	15,873	14,000	17,000	17,000	15,700	
Memberships-LAFCO Contribution.	5,078	5,500	5,382	5,500	6,000	6,000	6,800	Per LAFCO's FY19-20 Proposed Budget
Subscriptions	1,193	1,500	1,869	2,000	3,000	4,000	3,000	
Office Supplies & Equipment	23,855	26,500	20,046	26,500	26,500	26,500	22,500	
Office Computer Equipment	9,893	23,000	37,973	41,000	41,000	41,000	43,000	
Security cameras/installs/maintenance	2,293	8,000	1,624	8,000	8,000	8,000	8,000	
Postage & Express	2,660	5,000	3,046	5,000	3,000	4,000	5,000	
Equipment Rental	11,922	13,500	13,327	13,500	11,500	11,500	11,500	
Auto Mileage & Allowance	10,500	11,500	13,200	14,000	12,000	14,000	13,000	
Conferences & Meetings	22,913	31,500	14,798	34,500	25,000	25,000	27,800	
Professional Services - Auditing & Accounting	18,000	35,000	19,700	35,000	20,000	35,000	25,000	
Professional Services - Legal	248,083	225,000	248,443	265,000	315,000	280,000	315,000	
Professional Services - Shellfish Other (VSE)	36,521	40,000	62,755	117,000	60,000	90,000	101,000	Plauche Carr-\$40k; Dudek-\$45k; Aquaculture-\$10k; Misc. expenses \$3k; Conferences & travel \$3. These expenses are not recovered by the grant
Professional Services - All others	89,455	135,500	135,099	154,000	225,000	238,000	252,500	
VHV Customer Count Study/Lease Equipment	-	-	25,000	35,000	10,450	33,000	10,500	
Trolley services to stop in Harbor	24,000	24,000	24,000	25,000	15,750	19,500	-	
Web Site Hosting/ADA & General Maint.	-	-	-	-	13,000	13,000	13,000	
Bad Debt/Uncollectable accounts	(12,723)	25,000	(5,258)	18,000	10,000	10,000	10,000	
Bank Fees & Other Misc.	9,164	15,000	9,210	15,000	10,000	15,000	12,000	
Total Admin. & General Other Expenses	767,117	895,500	906,847	1,105,500	1,107,100	1,165,500	1,196,800	
Increase / -Decrease over previous year actual	-2%	15%	18%	44%	22%	29%	8%	
Total Admin & General Expense	1,705,108	1,841,000	1,889,474	2,080,500	2,234,850	2,327,000	2,346,300	
Increase / -Decrease over previous year actual	1%	9%	11%	22%	18%	23%	5%	

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

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

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

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	Actual 2016-17	Budget 2016-17	Actual 2017-18	Budget 2017-18	Est/Act 2018-19	Budget 2018-19	Budget 2019-20	Comments
Total Operating Exp. Before Dredging	4,699,694	5,048,000	5,579,577	5,935,500	5,692,450	5,708,100	6,089,900	
Increase / -Decrease over previous year actual	1%	9%	19%	26%	2%	2%	7%	
<u>Harbor Dredging and Related Expenses</u>								
Dredging & Project Management Prof. Serv.	106,656	110,000	113,208	120,000	124,000	124,000	124,000	
Washington Lobbyist Prof Services	60,015	60,000	60,000	60,000	60,000	60,000	60,000	
Dredging. Regulatory Require.	45,503	55,000	32,349	55,000	50,000	55,000	55,000	
Dredging Conferences	6,610	10,000	3,188	8,500	5,000	8,500	8,500	
Dredging Misc. Expenses	245	1,000	150	1,000	150	1,000	1,000	
Total Harbor Dredging Expenses	219,029	236,000	208,895	244,500	239,150	248,500	248,500	
Increase / -Decrease over previous year actual	-32%	-27%	-5%	12%	14%	19%	4%	
 TOTAL OPERATING EXPENDITURES	 4,918,723	 5,284,000	 5,788,472	 6,180,000	 5,931,600	 5,956,600	 6,338,400	
Increase / -Decrease over previous year actual	-1%	7%	18%	26%	2%	3%	7%	
 Operating Cash Flows In (Out)	 4,274,340	 3,533,500	 2,725,614	 2,078,000	 2,926,900	 2,892,900	 2,649,600	
Increase / -Decrease over previous year actual	33%	10%	-36%	-51%	7%	6%	-9%	

ATTACHMENT 3

	<u>Actual</u> <u>2016-17</u>	<u>Budget</u> <u>2016-17</u>	<u>Actual</u> <u>2017-18</u>	<u>Budget</u> <u>2017-18</u>	<u>Est/Act</u> <u>2018-19</u>	<u>Budget</u> <u>2018-19</u>	<u>Budget</u> <u>2019-20</u>	<u>Comments</u>
NON-OPERATING and OTHER EXPENDITURES								
Harbor Patrol exp. not funded by prop. taxes	57,625	159,500	(8,851)	194,000	143,000	249,000	254,000	Remaining Patrol expenditures are funded from Operating Revenues
COP's Interest Payment	451,747	440,000	425,094	440,000	409,000	410,000	390,000	
Principle Payments on ALL bonds	824,700	825,000	829,100	830,000	855,000	855,000	890,000	
2018 Dock Project Financing Cost Issuance	-	-	-	-	54,200	64,000	-	
2018 Dock Project Debt Interest Payment	-	-	-	-	120,000	120,000	225,000	
2018 Dock Project Debt Principle Payment	-	-	-	-	67,000	67,000	150,000	
TOTAL NON-OPER. EXPENDITURES	1,334,072	1,424,500	1,245,343	1,464,000	1,648,200	1,765,000	1,909,000	
Increase / -Decrease over previous year actual	-2%	5%	-7%	10%	32%	42%	16%	
Annual Cash Flows In (Out) from normal operations before any Improvements	2,940,268	2,109,000	1,480,271	614,000	1,278,700	1,127,900	740,600	
Increase / -Decrease over previous year actual	60%	14%	-50%	-79%	-14%	-24%	-42%	
Building Tenant Improvement's	156,835	500,000	-	392,000	55,000	832,500	626,800	See attached Tenant Improvement Schedule
Accessibility Improvements	1,545,793	1,835,000	341,610	565,000	190,000	190,000	365,000	See attached Capital Improvement and ADA Accessibility Improvement Plan
Capital Improvement Projects	508,214	1,345,000	994,645	2,318,000	2,205,000	3,773,000	6,300,000	See attached Capital Improvement and ADA Accessibility Improvement Plan
Annual Cash Flows In (Out) after Improvements	729,426	(1,571,000)	144,016	(2,661,000)	(1,171,300)	(3,667,600)	(6,551,200)	To be funded from unrestricted reserves
Unrestricted Reserve Balance	9,136,000	6,429,000	9,208,000	6,475,000	12,400,000	5,540,400	10,508,800	
City National Bank funding for Village Marina Dock Renovations					4,660,000	4,660,000	-	
Dredging Reserve Fund	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	3,000,000	2,800,000	

ATTACHMENT 3

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

ATTACHMENT 3

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

ATTACHMENT 4

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

Project Name		Project Location	Project Summary	Project Status	Fiscal Yr 19-20	Fiscal Yr 20-21	Fiscal Yr 21-22	Fiscal Yr 22-23	Fiscal Yr 23-24	
New projects for FY2019 - 2024 are shown in dark green					Annual totals for reference	\$6,665,000	\$1,665,000	\$2,460,000	\$2,440,000	\$2,190,000
Capital Improvements										
1	National Park Service Bldg. - Elevator / Modifications	1431 Spinnaker Drive (National Park Service)	Building does not comply with ADA requirements. New elevator to be installed.	This project will be in conjunction with future building improvements.			400,000			
2	Harbor Village Elevator Modernization	1591 Spinnaker Drive	Modernize elevator with electric controls and current ADA upgrades	This elevator is used by office tenants. This will be the last elevator of 5 in the Village to be refurbished.	120,000					
3	Harbor Village Bldgs. Re-roofing	Location 3) 1583 Spinnaker Drive (Boatyard Pub) Location 4) 1575 Spinnaker Drive (Lost in Socks) Location 5) 1567 Spinnaker Drive 3 bldgs. (Margarita Villa, Hats, Pottery) Location 6) 1431 Spinnaker (Tile only)	This project will consist of roof, covering, flashing, gutters, and drainage refurbishment. Replacement of all flat roof coverings and tiles, as needed. Replacement of extensively deteriorating metal gutters and downspouts with copper gutters and downspouts with the roof work. Original roof is true Spanish tile.	Project to be completed under US Communities contracts. Estimated time of completion Spring 2024.		855,000	855,000	1,800,000	300,000	
4	1691 HVAC Replacement	1691 Spinnaker Drive (Upstairs office)	Three new HVAC systems that are maintained quarterly.	These units are maintained annually and will likely need replacement by FY20-21.		100,000				
5	Harbor Village Bldgs. Painting Project	Location 1) 1431 Spinnaker Drive (National Park Service) Location 2) 1449 Spinnaker Drive (Fisheries) Location 3) 1559 Spinnaker Drive (Brophy's) Location 4) 1567 Spinnaker Drive (Margarita Villa, Hats, Pottery) Location 5) 1575 Spinnaker Drive (Lost in Socks) Location 6) 1583 Spinnaker Drive (Boatyard Pub) Location 7) 1591 Spinnaker Drive (Le Petit) Location 8) 1691 Spinnaker Drive (Island Packers)	Paint Village, install directory signage, develop master sign program.	Paint Village Bldgs., including facades, trim, doors, staircases, balcony's , 2nd level walkways, develop master sign program for tenant directories and bldg. tenant signs, install tenant directory signs. Provide prototype designs for awnings and patios.	825,000					
6	Harbor Village Signage, Awnings, Trellis	Refresh Signage, Awnings, Trellis' in Village as part of painting revitalization strategy	These improvements will be incorporated after the painting renovation project.	These improvements will be incorporated after the painting renovation project. Plans are being developed.		250,000	250,000			
7	Dry Storage Lot - Refurbishment	Dry Storage Lot on Anchors Way Drive (Boats)	Modifications due to Anchors Way street includes new fencing, gates, automatic gate opener.	Renovations shall be completed before the end of the first quarter of the fiscal year.	115,000					
8	Fish Pier Deck Surfacing	Fish Pier	The fish pier surface material has required a number of repairs to various areas due to weathering and aged design.	Fish pier resurfacing is an ongoing renovation project to extend the service life of the fish pier.					400,000	

ATTACHMENT 4

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

<u>Project Name</u>		<u>Project Location</u>	<u>Project Summary</u>	<u>Project Status</u>	<u>Fiscal Yr 19-20</u>	<u>Fiscal Yr 20-21</u>	<u>Fiscal Yr 21-22</u>	<u>Fiscal Yr 22-23</u>	<u>Fiscal Yr 23-24</u>	
New projects for FY2019 - 2024 are shown in dark green					Annual totals for reference	\$6,665,000	\$1,665,000	\$2,460,000	\$2,440,000	\$2,190,000
9	Fish Pier Derrick Crane #1	Fish Pier	Fabrication and installation of second fish pier crane	Crane #2 was replaced in 2015. Crane #1 was declared unusable July 2016 and needs to be replaced. Increase due to additional engineering services. 50% of this expense will be funded from the Fisherman's Improvement Fund	225,000					
10	Port District Vehicles	Port District Headquarters	Replacement of Maintenance vehicles	Two Facilities maintenance vehicles will be purchased to replace older vehicles.		40,000				
11	Port District Vehicles	Port District Headquarters	Replacement of Harbor Patrol vehicle	One Harbor Patrol vehicle is budgeted to replace one older vehicle.			65,000			
12	Boat Replacement	Port District Headquarters	Replacement of two Harbor Patrol boats	Harbormaster Higgins is researching the best course of action to replace the two 30 year old patrol boats				300,000	500,000	
13	District Headquarters HVAC Replacement	Port District Headquarters	Replace HVAC condenser unit located at the District Headquarters	Unit is in good shape. Defer replacement to FY20-21		20,000				
14	District Headquarters Emergency Generator	Port District Headquarters	Purchase and installation of new emergency generator to provide existing generator as backup for emergency communications network, fire, etc.	Will require updating current plans for bid process.	100,000					
15	Parking Lot Asphalt Project	Location 1) 1431 Spinnaker Drive (National Park Service) Location 2) 1449 Spinnaker Drive (Fisheries) Location 3) 1559 Spinnaker Drive (Brophy's) Location 4) 1567 Spinnaker Drive (Margarita Villa, Pottery, Hats) Location 5) 1575 Spinnaker Drive (Lost in Socks) Location 6) 1583 Spinnaker Drive (Boatyard Pub) Location 7) 1591 Spinnaker Drive (Le Petit) Location 8) 1691 Spinnaker Drive (Island Packers) Location 9) 19A Overflow Parking Lot (Harbor & Schooner) Location 10) Public Boat Launch Ramp	Major restoration and asphalt replacement including parking lot slurry coat, striping/curb painting.	Work completed in FY17-18 and FY18-19. The project will need to be completed again FY23-24						400,000
16	Harbor Village Entrance Revitalization & Wayfinding	Spinnaker Drive & Harbor Blvd.; Harbor Wayfinding Program within the Harbor.	Evaluate new signage at Harbor entry points and Harbor Wayfinding Program	Coordinate with Master tenants and stakeholders as part of current and planned Harbor development Wayfinding project moved from FY22-23				250,000		
17	Harbor Village Trash Enclosure	Five designated locations through out Harbor Village beginning with 1591 Spinnaker Drive - as required for BS Tap Room	Refurbishment of existing trash enclosures	Design, remodel existing trash enclosures to meet City code requirements	90,000	90,000	90,000	90,000	90,000	

ATTACHMENT 4

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

Project Name		Project Location	Project Summary	Project Status	Fiscal Yr 19-20	Fiscal Yr 20-21	Fiscal Yr 21-22	Fiscal Yr 22-23	Fiscal Yr 23-24	
New projects for FY2019 - 2024 are shown in dark green					Annual totals for reference	\$6,665,000	\$1,665,000	\$2,460,000	\$2,440,000	\$2,190,000
18	Village Marina- Renovate Docks C, D, G & H	Harbor Village Docks C, D, G, & H	Marina docks & pilings. Docks D, G and H to be Bellingham Concrete or other equal. New construction will require pilings. Construction financing through a third party	Contractor has mobilized and started the construction on the land side of the project and will likely begin waterside improvements in June/July. This project will be completed in September/October 2019.	4,600,000					
19	Village Marina Electrical Pedestal Replacement	Harbor Village docks that where not included in project #18 above	Replace broken and rusted out electrical pedestals and meters on the Village docks that were not renovated as part of project #18	This project will be completed over two years	120,000					
20	Harbor Cove & Surfers Knoll Brick Wall Restoration	Harbor Cove Surfers Knoll	Repair and/or replace deteriorated block wall that runs along the beach side perimeter of the Harbor Cove parking lot and Surfers Knoll parking lot	FY21-22 is future planning to replace the walls			500,000			
21	Seismic Evaluations	GSA buildings 1431 and 1691 Spinnaker Drive	Evaluate structural modification requirements for GSA - Federal Agency standards	Retain engineer, coordinate with GSA. Prepare cost estimates and report to Board relative to future leases			300,000			
22	Harbor Village - Glass wall adjacent to Dive pool	1567 Spinnaker Drive (adjacent to Margarita Villa)	Develop plans for construction of new wall.	Coordinating with Jim Smith with the Dive Shop to contribute some of the costs.	55,000					
23	Harbor Village - Main sewer line at 1583 Spinnaker Dr.	1583 Spinnaker Drive (The Greek)	Main sewer line	Further evaluate condition, determine level of repair and/or replacement necessary in coordination with future lease requirements	50,000					
24	Harbor Village Paseo	Harbor Village at Maintenance Yard	Future improvement of area for pedestrian access to Village from parking lot	Architectural design including hardscape, landscape and other common area improvements						500,000
25	Fisherman's Storage Lot	Ventura Harbor Storage	Renovate the Fisherman's Storage Lot that is leased from Ventura Harbor Storage	An application for grant funding is being prepared for the Coastal Conservancy. Application will be considered in August.		200,000				
TOTAL CAPITAL IMPROVEMENTS PLAN					\$ 6,300,000	\$ 1,555,000	\$ 2,460,000	\$ 2,440,000	\$ 2,190,000	

ATTACHMENT 4

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

<u>Project Name</u>		<u>Project Location</u>	<u>Project Summary</u>	<u>Project Status</u>	<u>Fiscal Yr 19-20</u>	<u>Fiscal Yr 20-21</u>	<u>Fiscal Yr 21-22</u>	<u>Fiscal Yr 22-23</u>	<u>Fiscal Yr 23-24</u>	
New projects for FY2019 - 2024 are shown in dark green					Annual totals for reference	\$6,665,000	\$1,665,000	\$2,460,000	\$2,440,000	\$2,190,000
ADA Accessibility Improvement Plan										
23	ADA Restroom Improvements - Harbor Village	Restrooms - 1583 (2) Restrooms -1575 (3), 1559 (3), 1591 (2), 1691 (1)	FY18-19 - \$115K FOR 1591 AND \$75 Architect/Design plans / Bid documents FOR FUTURE RR FY 19- 20 & 20-21 - 1583, 1575 , 1559,1594, 1691 Spinnaker Buildings	1583 and 1559 restrooms will be necessary to perform major construction. The others restrooms will consist of downsizing stalls, etc. to conform to ADA. All restrooms to be completed by 12/31/2020	275,000	110,000				
24	ADA Staircase stainless hand rails	VHV Buildings 1449,1559,1567,1583,1591	Replacing all none compliance wooden handrails with new ADA stainless steel hand rails.	Utilizing specifications from Phase 3	90,000					
TOTAL ADA ACCESSIBILITY IMPROVEMENT PLAN					\$ 365,000	\$ 110,000	\$ -	\$ -	\$ -	
TOTAL CAPITAL IMPROVEMENT PLAN from previous page					\$6,300,000	\$1,555,000	\$2,460,000	\$2,440,000	\$2,190,000	
TOTAL CAPITAL IMPROVEMENTS AND ADA ACCESSIBILITY IMPROVEMENTS					\$6,665,000	\$1,665,000	\$2,460,000	\$2,440,000	\$2,190,000	
SPECIAL FUNDING - VILLAGE MARINA DOCK RENOVATION (#18 above)					\$4,600,000	\$ -	\$ -	\$ -	\$ -	
TOTAL CAPITAL IMPROVEMENTS AND ADA ACCESSIBILITY IMPROVEMENTS WITH FUNDING					\$2,065,000	\$1,665,000	\$2,460,000	\$2,440,000	\$2,190,000	

ATTACHMENT 5

Ventura Port District
FY2019/2020 Building **TENANT Improvements** and **MAINTENANCE Expenses**
Effective 7/1/2019

BUILDING	TENANT	SF	TOTAL AMOUNT	DESCRIPTION OF TENANT IMPROVEMENTS	Original Budget Building Tenant Improvements	Building Maintenance Expenses
1591 Spinnaker Dr. #115	Vacant	1,537	\$250,000	Buildout suite	\$250,000	
1591 Spinnaker Dr. #117B	Silhouettes	761	\$4,000	Maintenance responsibility- repair one door access into suite to comply with ADA standards, two new windows that open facing parking lot, install a new supply fan to circulate fresh air "Done" (deducted \$3,998.00 from original \$8,000 contribution)		\$4,000
1591 Spinnaker Dr. #112	Le Petit	2,534	\$68,300	Tenant responsibility- Patio concrete flooring ADA requirements, electrical and plumbing for trellis Maintenance responsibility- ADA Main entrance relocation to the South side	\$38,300	\$30,000
1583 Spinnaker Dr. #206 & 203B	Del Mar Seafood - Office	1,015	\$30,000	Maintenance responsibility- Flooring; paint; fiber optic; electrical upgrades; exterior patio refurbishments		\$30,000
1583 Spinnaker Dr. #105	Frenchie's Nail Salon	1,410	\$106,000	Tenant responsibility- HVAC; ADA; flooring; plumbing; electrical; ceiling; walls Maintenance responsibility- Cast iron pipe replacements	\$100,000	\$6,000
1583 Spinnaker Dr. #104B	NEW Vacant Space adjacent to Frenchie's	595	\$25,000	Maintenance responsibility- Flooring; paint; electrical; internet; ceiling; relocation of signage		\$25,000
1583 Spinnaker Dr. #101	The Greek Restaurant	3,764	\$10,000	Tenant responsibility- Restroom refurbishment inside restaurant	\$10,000	-
1567 Spinnaker Dr. #200	Margarita Villa	1,880	\$26,000	Tenant responsibility- 50% cost share of back patio awning cover, interior flooring. Maintenance responsibility- ADA restroom upgrades pending; staircase painting and lighting-Done	\$24,000	\$2,000
1559 Spinnaker Dr. #202A	Center for Contract Compliance	437	\$25,000	Maintenance responsibility- Flooring; paint; electrical upgrades; fiber optic; cast iron pipe		\$25,000
1559 Spinnaker Dr. #109	Top This Chocolate	1,380	\$100,000	Tenant responsibility- HVAC, ADA, plumbing, electrical, flooring paint, install double doors, ceiling, walls, water heater- 50,000 has been reimbursed	\$100,000	-
All Maintenance Projects			\$129,000	Architectural Engineering, Project Management & Contingency - 20% (rounded)**	\$104,500	\$24,500
			\$773,300	TOTAL	\$ 626,800	\$ 146,500

ATTACHMENT 6

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

	2016-17 Actual	2017-18 Actual	2018-19 Est/Act	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted
Cash Flows In (Out) from normal operations before any Improvements	\$ 2,940,000	\$ 1,480,000	\$ 1,279,000	\$ 741,000	\$ 443,000	\$ 766,000	\$ 1,049,000	\$ 1,129,000	\$ 1,121,000	\$ 1,108,000
Significant Assumptions -										
Cash Flow In - Proceeds from Village Marina Renovation Loan										
Cash Flow Out - Tenant Improvements	(157,000)	-	(55,000)	(627,000)	(200,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Cash Flow Out - Accessibility Enhancements	(1,546,000)	(341,000)	(190,000)	(365,000)	(110,000)	-	-	-	-	-
Cash Flow Out - Capital Improvements as per Five Year Plan Projection	(508,000)	(995,000)	(2,205,000)	(6,300,000)	(1,555,000)	(2,460,000)	(2,440,000)	(2,190,000)	(500,000)	(500,000)
Improvements that will need to be funded through Unrestricted Improvement Reserves	-	-	(1,171,000)	(6,551,000)	(1,422,000)	(1,744,000)	(1,441,000)	(1,111,000)	-	-
Cash Flow In after Improvements are completed	729,000	144,000							571,000	558,000
Forecasted Unrestricted Reserve Balances										
Forecasted Reserves at beginning of each fiscal year	8,003,000	9,061,000	13,571,000	17,060,000	10,509,000	9,087,000	7,343,000	5,902,000	4,791,000	5,362,000
Improvements funded from Improvement Reserves	-	-	(1,171,000)	(6,551,000)	(1,422,000)	(1,744,000)	(1,441,000)	(1,111,000)	-	-
Cash Flow In after Improvements are completed/Debt funding received	729,000	144,000	4,660,000	-	-	-	-	-	571,000	558,000
Cash Flow In from Grant fund reimbursements	87,000	3,000	-	-	-	-	-	-	-	-
Forecasted Unrestricted Reserves at end of year	8,819,000	9,208,000	17,060,000	10,509,000	9,087,000	7,343,000	5,902,000	4,791,000	5,362,000	5,920,000
Total All Unrestricted Reserves Forecasted at June 30 each year	8,819,000	9,208,000	17,060,000	10,509,000	9,087,000	7,343,000	5,902,000	4,791,000	5,362,000	5,920,000

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

	2016-17 Actual	2017-18 Actual	2018-19 Est/Act	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted
TOTAL Unrestricted Reserves Forecasted at June 30 each year	9,136,000	9,208,000	17,060,000	10,509,000	9,087,000	7,343,000	5,902,000	4,791,000	5,362,000	5,920,000
Reserve Policy Minimum Balance 40% of Expenses at June 30 each year	3,030,000	3,310,000	3,570,000	4,070,000	4,130,000	4,160,000	4,330,000	4,500,000	4,690,000	4,880,000
Unrestricted Capital Improvement Reserves at June 30 each year	6,106,000	5,898,000	13,490,000	6,439,000	4,957,000	3,183,000	1,572,000	291,000	672,000	1,040,000

ATTACHMENT 6

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

	2016-17 Actual	2017-18 Actual	2018-19 Est/Act	2019-20 forecasted	2020-21 forecasted	2021-22 forecasted	2022-23 forecasted	2023-24 forecasted	2024-25 forecasted	2025-26 forecasted
Operating Revenue	7,754,000	8,214,000	8,559,000	8,688,000	8,949,000	9,307,000	9,679,000	10,066,000	10,469,000	10,888,000
Portside Partners-SRP minimum rents	240,000	300,000	300,000	300,000	300,000	450,000	756,000	864,000	890,000	917,000
Onetime-VIM appreciation rent & Portside Harbor Option Fee	1,200,000									
% Increase / -Decrease	4%	6%	4%	2%	3%	4%	4%	4%	4%	4%
Non-Operating Revenue (Includes prop taxes)	1,165,000	1,235,000	1,300,000	1,300,000	1,326,000	1,353,000	1,380,000	1,408,000	1,436,000	1,465,000
% Increase / -Decrease	7%	6%	5%	0%	2%	2%	2%	2%	2%	2%
Total Revenue	10,359,000	9,749,000	10,159,000	10,288,000	10,575,000	11,110,000	11,815,000	12,338,000	12,795,000	13,270,000
% Increase / -Decrease	12.0%	-5.9%	4.2%	1.3%	2.8%	5.1%	6.3%	4.4%	3.7%	3.7%
Operating Expenses (excludes depreciation)										
Operating Expenses	4,700,000	5,572,000	5,693,000	6,090,000	6,395,000	6,715,000	7,051,000	7,404,000	7,774,000	8,163,000
Harbor Patrol Expenses	1,223,000	1,234,000	1,443,000	1,554,000	1,632,000	1,714,000	1,800,000	1,890,000	1,985,000	2,084,000
Harbor dredging & related expense	219,000	209,000	239,000	248,000	450,000	260,000	260,000	260,000	260,000	260,000
Total Operating Expenses	6,142,000	7,015,000	7,375,000	7,892,000	8,477,000	8,689,000	9,111,000	9,554,000	10,019,000	10,507,000
% Increase / -Decrease	1.5%	18.6%	2.2%	7.0%	5.0%	5.0%	5.0%	5.0%	5.0%	5.0%
Non-operating and Other Expenses										
Principle/Interest & deferred refunding	1,277,000	1,254,000	1,264,000	1,280,000	1,280,000	1,280,000	1,280,000	1,280,000	1,280,000	1,280,000
Principle/Interest/Fees - 2018 Vlg Marina Dock Renovations			241,000	375,000	375,000	375,000	375,000	375,000	375,000	375,000
Total Non-operating expenses	1,277,000	1,254,000	1,505,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000
% Increase / -Decrease	0.7%	-1.8%	20.0%	10.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Total all Expenses	7,419,000	8,269,000	8,880,000	9,547,000	10,132,000	10,344,000	10,766,000	11,209,000	11,674,000	12,162,000
% Increase / -Decrease	0.2%	11.5%	7.4%	7.5%	6.1%	2.1%	4.1%	4.1%	4.1%	4.2%
Cash Flows In (Out) from normal operations before any Improvements	\$ 2,940,000	\$ 1,480,000	\$ 1,279,000	\$ 741,000	\$ 443,000	\$ 766,000	\$ 1,049,000	\$ 1,129,000	\$ 1,121,000	\$ 1,108,000

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