



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

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

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

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### **PORT COMMISSION AGENDA REGULAR MEETING MAY 27, 2015 AT 7:00 P.M. VENTURA PORT DISTRICT OFFICE 1603 ANCHORS WAY DRIVE, VENTURA, CA**

#### **ADMINISTRATIVE AGENDA:**

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

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

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

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

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

#### **APPROVAL OF MINUTES**

*The Minutes of May 13, 2015 will be considered for approval.*

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

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

#### **LEGAL COUNSEL REPORT (5 minutes)**

#### **BOARD COMMUNICATIONS (5 minutes)**

*Port Commissioner's may present brief reports on port issues, such as seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole.*

#### **DEPARTMENTAL STAFF REPORTS (10 minutes)**

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

#### **GENERAL MANAGER REPORT (5 minutes)**

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

**CONSENT AGENDA: (5 minutes)**

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

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

Recommended Action: Resolution No. 3277.

That the Board of Port Commissioners adopt Resolution No. 3277 accepting and approving the Financial Statements, Payroll and Regular Checks for expenses in March 2015.

**B) Approval of New Office Lease Agreement for Gabriella Navarro Busch**

Recommended Action: Motion

That the Board of Port Commissioners approves by motion a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Gabriella Navarro Busch for the premises located at 1575 Spinnaker Drive #204A-B consisting of a total of 1,686 square feet for a five (5) year term.

**STANDARD AGENDA: (60 minutes)**

**1) Approval of Fee Increase for Launch Ramp Parking and Dry Storage (15 minutes)**

Recommended Action: Resolution No. 3278.

That the Board of Port Commissioners adopt Resolution No. 3278, approving the fee increase for launch ramp parking and the District's dry storage facility.

**2) Downtown/Harbor Trolley (20 minutes)**

Recommended Action: Informational.

That the Board of Port Commissioners receive a report on the Downtown/Harbor Trolley from Downtown Ventura Executive Director, Kevin Clerici.

**3) Launch Ramp Parking Lot Modification (25 minutes)**

Recommended Action: Action.

That the Board of Port Commissioners review, discuss and take appropriate action on the launch ramp parking lot modification.

**REQUEST FOR FUTURE AGENDA ITEMS**

**ADJOURNMENT**

*This agenda was posted on Friday, May 22, 2015 at 5:00 p.m.  
at the Port District Office and on the Internet - [www.venturaharbor.com](http://www.venturaharbor.com) (Public Notices).*

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

**MAY 27, 2015**

**BOARD OF PORT COMMISSIONERS**

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**APPROVAL OF MINUTES**



## **Minutes of Special Workshop Meeting of the Ventura Port District Board of Port Commissioners Held May 13, 2015**

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The Regular Meeting of the Ventura Board of Port Commissioners was called to order by Chairman Jim Friedman at 12:10PM at the Ventura Port District Office located 1603 Anchors Way Drive, Ventura, CA 93001.

### **Commissioners Present:**

Jim Friedman, Chair  
Everard G. Ashworth, Vice Chair  
Gregory L. Carson  
Bruce E. Smith

### **Commissioners Absent:**

None

### **Port District Staff:**

Oscar Peña, General Manager  
John Higgins, Harbormaster  
Gloria Adkins, Accounting Manager  
Robin Baer, Property Manager  
Joe Gonzalez, Facilities Manager  
Frank Locklear, Marina Manager  
Richard Parsons, Consultant  
Robbie Dunham, Management Assistant  
Jessica Rauch, Clerk of the Board

### **Legal Counsel:**

Timothy Gosney

### **AGENDA**

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

**PLEDGE OF ALLEGIANCE:** By Vice-Chair, Ev Ashworth.

**ROLL CALL:** All Commissioners were present.

### **ADOPTION OF AGENDA**

**ACTION:** Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 4-0 to adopt the May 13, 2015 agenda.

### **APPROVAL OF MINUTES**

The Minutes of April 22, 2015 were considered as follows:

**ACTION:** Commissioner Carson moved, seconded by Commissioner Smith and carried by a vote of 4-0 to approve the minutes of April 22, 2015.

**PUBLIC COMMUNICATIONS:** None.

**BOARD COMMUNICATIONS:** None.

**STAFF COMMUNICATIONS:** Richard Parsons reported that there was a pre walk through for the re-roofing project. About 25 contractors participated and bids are due the morning of May 27<sup>th</sup>.

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

**LEGAL COUNSEL REPORT:** Mr. Gosney reported that the anticipated execution of the SRP Lease is coming up soon, presumably before the end of the year. Legal counsel has drafted a memorandum for the General Manager's review identifying issues that need to be addressed and actions that need to be taken to prepare for the execution of the lease.

**CONSENT AGENDA:**

**A) Approval of New Office Lease Agreement for Sierra Pacific Mortgage**

**Recommended Action: Motion**

That the Board of Port Commissioners approve by motion a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Sierra Pacific Mortgage for the premises located at 1583 Spinnaker Drive #213 consisting of a total of 791 square feet for a two (2) year term.

**ACTION:** Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 4-0 to approve by motion a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Sierra Pacific Mortgage for the premises located at 1583 Spinnaker Drive #213 consisting of a total of 791 square feet for a two (2) year term.

**B) Approval of New Lease Agreement for Coastal Cone/The Parlor**

**Recommended Action: Motion**

That the Board of Port Commissioners approve by motion a new Restaurant lease agreement between the Ventura Port District dba Ventura Harbor Village and the Coastal Cone and The Parlor for the premises located at 1583 Spinnaker Drive #102 & #104 consisting of a total of 1,663 square feet for a three (3) year term with one (1) five (5) year option.

**ACTION:** Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 4-0 to approve by motion a new Restaurant lease agreement between the Ventura Port District dba Ventura Harbor Village and the Coastal Cone and The Parlor for the premises located at 1583 Spinnaker Drive #102 & #104 consisting of a total of 1,663 square feet for a three (3) year term with one (1) five (5) year option.

**C) Approval of New Lease Agreement for Hawk Ridge Systems**

**Recommended Action: Motion**

That the Board of Port Commissioners approve by motion a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Hawk Ridge Systems for the premises located at 1591 Spinnaker Drive #207 consisting of a total of 1,420 square feet and 838 square feet of patio area for a two (2) year term.

**ACTION:** Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 4-0 to approve by motion a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Hawk Ridge Systems for the premises located at 1591 Spinnaker Drive #207 consisting of a total of 1,420 square feet and 838 square feet of patio area for a two (2) year term.

**STANDARD AGENDA:**

**1) Consideration of Adoption of Ordinance No. 49**

Recommended Action: Ordinance No. 49.

That the Board of Port Commissioners:

- a) Conduct a public hearing for the purpose of receiving input on proposed Ordinance 49;
- b) Read proposed Ordinance No. 49 for the record; and
- c) Adopt Ordinance No. 49, which authorizes execution of the Lease between Ventura Port District and Ventura Harbor Marine Fuel Inc., for Parcels 3A1 and 3A2 of 1551 Spinnaker Drive.

**ACTION:** Chairman Friedman opened the public hearing at 12:21PM for the purpose of receiving input on proposed Ordinance 49. The Clerk of the Board read proposed Ordinance No. 49 into the record. There was no public comment and the public hearing was closed by Chairman Friedman at 12:22PM.

**ACTION:** Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 4-0 to adopt Ordinance No. 49, which authorizes execution of the Lease between Ventura Port District and Ventura Harbor Marine Fuel Inc., for Parcels 3A1 and 3A2 of 1551 Spinnaker Drive.

**2) Delegation of Authority Pursuant to California Government Code § 21173**

Recommended Action: Resolution No. 3276.

That the Board of Port Commissioners adopts Resolution No. 3276:

- a) Authorizing the General Manager to make applications to the California Public Employees' Retirement System (CalPERS) on behalf of the District pursuant to Government Code Section 21152(c) for disability retirement benefits of disabled employees and to initiate requests for reinstatement of such employees who are retired for disability; and
- b) Authorizing the General Manager to make determinations of an employee's disability on behalf of the District and whether such disability is industrial and to certify such determinations and all other necessary information to CalPERS.

**ACTION:** Commissioner Smith moved, seconded by Commissioner Carson and carried by a vote of 4-0 to authorize the General Manager to make applications to the California Public Employees' Retirement System (CalPERS) on behalf of the District pursuant to Government Code Section 21152(c) for disability retirement benefits of disabled employees and to initiate requests for reinstatement of such employees who are retired for disability; and to authorize the General Manager to make determinations of

**an employee's disability on behalf of the District and whether such disability is industrial and to certify such determinations and all other necessary information to CalPERS.**

**3) Approval of Fee Increase Notification for Launch Ramp Parking and Dry Storage**

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion the authorization of the General Manager to notify the public and tenants of a public hearing on May 27, 2015 to consider a fee increase for launch ramp parking and the District's dry storage facility.

**ACTION: Commissioner Carson moved, seconded by Commissioner Ashworth and carried by a vote of 4-0 to approve by motion the authorization of the General Manager to notify the public and tenants of a public hearing on May 27, 2015 to consider a fee increase for launch ramp parking and the District's dry storage facility.**

**4) Approval of 2015 Lifeguard Services Contract**

Recommended Action: Motion.

That the Board of Port Commissioners approve by motion the authorization of the General Manager to enter into a contract with State Parks for lifeguard services at Harbor Cove and Surfers Knoll from May 23 through September 7, 2015 for an amount not to exceed \$58,578.09.

**ACTION: Commissioner Ashworth moved, seconded by Commissioner Carson and carried by a vote of 4-0 to approve by motion the authorization of the General Manager to enter into a contract with State Parks for lifeguard services at Harbor Cove and Surfers Knoll from May 23 through September 7, 2015 for an amount not to exceed \$58,578.09.**

**Public Comment:** Bob Bartosh was a State and County Lifeguard and was told to never venture past the south jetty. It is a very dangerous part of the beach. He commends State Parks for including two lifeguard towers and thinks the proposal is money well spent.

**5) Harbor Village Marina Safety**

Recommended Action: Informational.

That the Board of Port Commissioners receive a report on the Harbor Village Marina and the safety measures being taken.

**ACTION: Marina Manager, Frank Locklear gave the Port Commission a report on the safety measures being taken at the Harbor Village Marina.**

**ADJOURNMENT:** The meeting was adjourned at 12:59PM.

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Secretary

**MAY 27, 2015**

**BOARD OF PORT COMMISSIONERS**

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**DEPARTMENTAL STAFF REPORTS**

**DREDGING**

**FACILITIES**

**FINANCIAL QUARTERLY**

**HARBORMASTER**

**MARKETING**

**PROPERTY MANAGEMENT**



## RWP DREDGING MANAGEMENT

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

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May 27, 2015

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

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

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

**2016 Federal Dredging Appropriations**

The President's proposed FY2016 budget provides \$4.83 million for the FY16 maintenance dredging of Ventura Harbor. The full House has now passed its version of FY2016 Energy and Water Development Appropriations Bill which includes the President's requests. In total their version proposes \$2.4 billion for the Corps of Engineers' navigation program, which is about \$50 million above the FY2015 funding level. The Senate's Appropriations Subcommittee is just beginning consideration of their version of FY2016 Energy and Water Development Appropriations Bill. The current expectation is that a final bill when passed by both Houses and signed by the President will include work plan funding. This additional funding for the Corps could be an important funding resource for Ventura Harbor. In anticipation of that possibility the attached letter dated May 19, 2015 was forwarded to the Corps of Engineer's by the Port District's Chairman requesting \$3,000,000 in work plan funding in FY2016.

**Ventura Harbor Village Reroofing Project**

After recent discussions with the architect for the reroofing project it was concluded that we may be able to secure lower cost bids by delaying the start of work until late August. We learned during the mandatory pre-bid job walk on May 13, 2015, that many of the larger roofing contractors are committed to school roofing projects over the summer months when schools are not in session. By delaying the District's work to a late summer/fall time frame we are hopeful that by accommodating the contractor's scheduling we may receive more attractive bids. The bid opening is now scheduled for May 29, 2015, and will be reported to the Board on June 10, 2015.

**ADA Parking Access Improvements**

The District began the competitive bidding process for Harbor Village ADA Parking Access Improvements on May 19, 2015. The bids are due on June 17 and will be reported to the Board on June 24, 2015.

**Launch Ramp Parking Lot Modifications**

In response to recent comments from Port Commissioners we are developing a series of possible alternative solutions to the launch ramp parking lot circulation problems

Respectfully submitted,

*Richard Parsons*

Dredging and Special Projects Consultant

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

Meeting Date: May 27, 2015

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

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**LANDSCAPE:**

- Mowed Parcel 18 & 17 for the annual Fire Marshal requirement law.
- Monthly inspection/adjusted all sprinklers/drip lines for any water waste.
- Replaced all leaking sprinklers that failed inspection.
- Installed low voltage lighting on landscaping planters adjacent to the Greek restaurant's courtyard planters.
- Monthly trim to all shrubs.

**MAINTENANCE:**

- Filled several cement cracks throughout the Village sidewalks.
- Replaced a couple of wall ceramic tiles in 1567 men's restroom, due to etched graffiti on tiles.
- Minor tenant improvement was done at 1591 Suite 115C (Blackbeards) place.
- Minor tenant improvement was done at 1583 Suite 104B.
- Minor tenant improvement was done at 1575 Suite 208
- Tenant improvement was performed at 1583 Suite 213.
- Tenant improvement was performed at 1583 Suite 214.
- One of the 1591 downspouts was relocated to prevent too much water flowing into the walkways during heavy rains.
- A couple of the Ventura Harbor Village trash enclosures were adjusted.
- The oil station located at 1591 was inspected and passed inspection by our insurance.
- Water line that supplies the 1559 building was repaired for a minor water leak.
- Several "No oversize vehicle signs" were installed on all Port District public parking lots.
- Assisted with the installation with the Fiber Optic installation at the Ventura Harbor Village.
- Assisted the City of Ventura with the installation of the public beach portable walkway.
- Replaced 8 faulty light bulbs throughout the Ventura Harbor Village buildings.
- Replaced 6 faulty light bulbs throughout the Ventura harbor Village parking lots.

**MARINA:**

- Performed the monthly Fire cabinet inspection on all Marina docks.
- Installed new hose bib on D-Dock, finger # 10.
- Inspected all docks for any loose boards.

**MARKETING:**

- Assisted Marketing with the following by setting tables, banners, reserving parking stalls, etc.:
  - Bob Scotts Cruzin' Slot cars.
  - Blackbeard's preparation for Memorial gathering for Pete Dupuy.
  - American Heart Association Walk.
  - Mother's Day pier 101 band set up at the Carousel stage.
  - Corporate Games at Harbor Cove Beach.
  - Provided staffing to set-up four weddings in the Harbor.
  - Memorial Day weekend.
  - *After the Smoke* Reggae Band set up at the Carousel stage.
  - Blackbeards party preparation.
  - Happy Rainbow face painting.
  - *TreCoustics* w/Jodi Farrell set up at the Carousel stage.

**CAPTIAL IMPROVMENTS UPDATE:**

- RE-ROOFING OF VILLAGE BUILDINGS 1431, 1449, AND 1559.  
Staff is working with Rasmussen & Associates Architects, on the following:
  - Mandatory roof project job walk thru was performed on May 13, 2015.
  - Re-roofing opening bids are expected to done on May 27, 2015

**1583 ELEVATOR MODERNIZATION:**

- Estimate/Contract will be presented to the Board for approval on June 10, 2015

**FISH PIER JIB CRANE**

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

**VENTURA PORT DISTRICT  
DEPARTMENTAL STAFF REPORT**

Meeting Date: May 27, 2015

TO: Board of Port Commissioners  
CC: Oscar Peña, General Manager  
FROM: Gloria Adkins, Accounting Manager  
SUBJECT: Quarterly Treasurers Report

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**Discussion:**

As of March 31, 2015, the District held cash and investments with a market value of \$9,172,755. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 81% of the March 31, 2015 fund balance:

Enterprise (Operating) Fund	\$ 1,634,912
Dredging Reserve Fund	3,020,198
Capital Improvement Fund	2,774,046
Capital Improvement –Fisheries Fund	<u>25,017</u>
Total Funds	\$7,454,173

The District has \$1,491,435 invested in a stable money market and the Federal National Mortgage Association through Stifel Nicolaus. These funds had a net portfolio yield of 0.90%. There has been no activity change in this investment during this quarter.

The Investment Portfolio Report for March 31, 2015 attached herewith includes all of the District's Funds.

Submitted by:

  
Gloria Adkins  
Accounting Manager

Date: May 17, 2015

**ATTACHMENTS:**

Attachment 1 – Investment Portfolio Report for March 31, 2015

Attachment 2 - :LAIF Performance Report Quarter Ending March 31, 2015

# ATTACHMENT 1

## Ventura Port District Investment Portfolio Report 3/31/2015

<u>Security Type</u>	<u>Issuer</u>	<u>CUSIP Number</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Par Value</u>	<u>Book Value</u>	<u>Percent of Portfolio</u>	<u>Market Value</u>	<u>Market Value Source</u>
<u>Cash Investments</u>									
State Pool (LAIF)	LAIF-State Treasury		On Demand	0.25%	7,451,313	7,451,313	81%	7,454,173	LAIF
Total Cash Investments LAIF						\$ 7,451,313	81%	\$ 7,454,173	
<u>Cash Investments Stifel Nicolaus</u>									
Federal National Mortgage Association		3136G0Z61	11/14/2017	0.90%	1,500,000	1,500,000	16%	1,491,435	Stifel Nicolaus
Stifel Bank & Trust Money Market Funds				0.00%	0	0	0%	0	Stifel Nicolaus
		Stifel Nicolaus net portfolio yield					0.90%		
Total Investments Stifel Nicolaus						\$ 1,500,000	16%	\$ 1,491,435	
<u>Cash Deposits</u>									
Demand Deposits-									
Main checking	Wells Fargo		On Demand	N/A	N/A	206,141	2%	206,141	Wells Fargo
Petty Cash	Ventura Port District		On Demand	N/A	N/A	4,414	0.05%	4,414	Ventura Port District
Total Cash Deposits						\$ 210,555	2%	\$ 210,555	
<u>Cash in County Treasurer's Pooled Investment Program</u>									
County Treasurer's Pool	Ventura County Treasury		On Demand	0.34%	16,593	16,593	0.18%	16,593	Ventura County Treasury
Total Cash in County Treasury						\$ 16,593	0.18%	\$ 16,593	
TOTAL ALL FUNDS						\$ 9,178,461	100%	\$ 9,172,755	

### Notes:

I certify that this report accurately reflects all of the Districts investments, and is in conformance with the adopted District Investment Policy.  
Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to the meet the District's budgeted expenditure requirements for the next six months.

5/17/2015

Submitted by: Shari C. Kim



# ATTACHMENT 2

## JOHN CHIANG

### TREASURER

#### STATE OF CALIFORNIA



### PMIA Performance Report

Date	Daily Yield*	Quarter to Date Yield	Average Maturity (in days)
04/30/15	0.28	0.28	220
05/01/15	0.29	0.28	230
05/02/15	0.29	0.28	230
05/03/15	0.29	0.28	230
05/04/15	0.29	0.28	231
05/05/15	0.29	0.28	227
05/06/15	0.29	0.28	227
05/07/15	0.29	0.28	228
05/08/15	0.29	0.28	227
05/09/15	0.29	0.28	227
05/10/15	0.29	0.28	227
05/11/15	0.29	0.28	224
05/12/15	0.29	0.29	223
05/13/15	0.29	0.29	222

\*Daily yield does not reflect capital gains or losses

### LAIF Performance Report

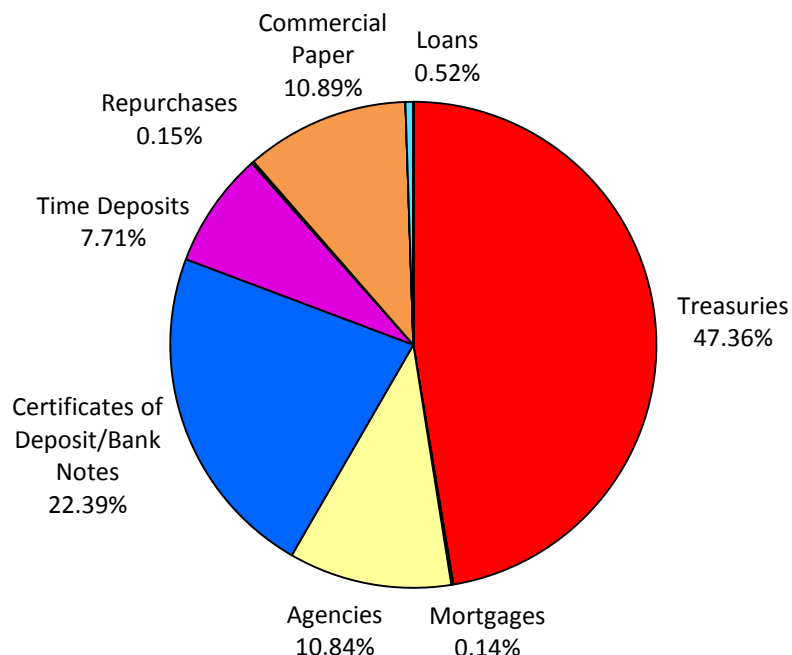
#### Quarter Ending 03/31/15

Apportionment Rate: 0.26%  
 Earnings Ratio: 0.00000712637778462  
 Fair Value Factor: 1.000383728  
 Daily: 0.27%  
 Quarter to Date: 0.27%  
 Average Life: 191

#### PMIA Average Monthly Effective Yields

**APR 2015 0.283%**  
 MAR 2015 0.278%  
 FEB 2015 0.266%

### Pooled Money Investment Account Portfolio Composition \$67.9 billion 4/30/15



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

Meeting Date: May 27, 2015

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

**Harbormaster Transition:** I am extremely proud to be taking on the new title and duties of Harbormaster for the Ventura Port District. I am focused on learning the expectations of the position, enhancing communications with staff, and meeting with major lessees to get a baseline on what their needs/expectations are. It is my goal to evaluate the information to ensure the highest level of Safety and Service.

**Special Events:** Coordinated with Marketing and Maintenance for both the Ventura County Heart Organization Heart Walk and City of Ventura Corporate Games.

**Port of Hueneme Harbor Safety Committee:** Participated in the May 7<sup>th</sup> Harbor Safety Committee meeting. Shared some of our experiences with both recreational and commercial lobster fishing issues. Exchanged contact information with numerous attendees.

**Oversized Vehicle Parking Plan:** Harbor Patrol has been responding to a growing number of issues and complaints and have been working with the local Police Department to improve the Safety and Security of our harbor for residents and visitors. Utilizing existing City Codes for "Oversized Vehicles," we have designated controlled parking in Port District Lots. Both the Harbor Patrol & Dockmasters can administer temporary permits to visitors doing active business in the Harbor. Day to Day parking is restricted to the City Street and for a defined amount of time per the City Ordinance. The Harbor Patrol will be educating the local Day to Day Oversized Vehicles on the new controlled parking before any citations will be issued.

Harbor Patrol Report Statistics April 2015	
In Harbor	16
Out Harbor	7
<b>Total</b>	<b>23</b>
Boating	8
Non-Boat	16
Aground	1
Capsized	1
Collision	1
Flooding	1
H2O Rescue	2
Mech Fail	3
Medical	12
Per in H2o	5
Violation	1
Pumpout	0
Tow	4
Agency Asst	19
Cites	0
Arrest - Assist PD	1
Parking	6

Crime Reports Provided by the Ventura Police Department				
4/03/2015	12:00 AM	3639 Harbor Blvd	Vandalism	PC 594(b)(2)
4/06/2015	14:36 PM	1567 Spinnaker Dr	Burglary - Shoplifting	PC 459.5
4/08/2015	07:47 AM	3639 Harbor Blvd	Trespass	PC 602(o)
4/09/2015	03:15 AM	Schooner @ Anchors	Arrest – Bench Warrant	Misdemeanor
4/09/2015	15:00 PM	3639 Harbor Blvd	Burglary – No Forced Entry	PC 459
4/12/2015	18:00 PM	1583 Spinnaker Dr	Theft	PC 484(a)
4/20/2015	19:17 PM	Harbor @ Spinnaker	Vehicle Impound	VC 180

**Attachments:**

Attachment 1 – Soundings: May 15, 2015

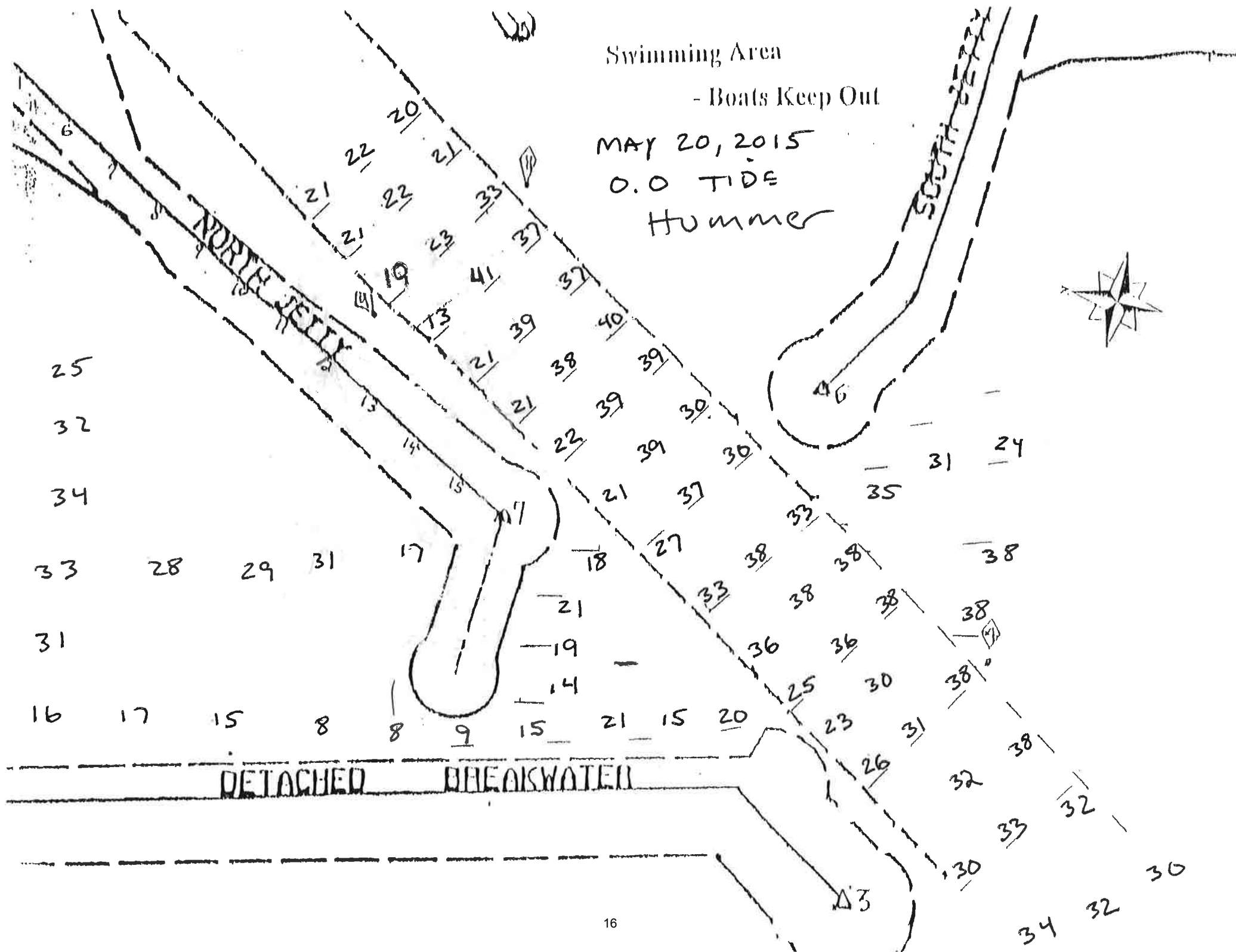
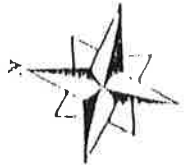
Swimming Area

- Boats Keep Out

MAY 20, 2015

0.0 TIDE

Hummer





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

Meeting Date: May 27, 2015

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

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**Ventura Harbor Village Sales:**

- March 2015 Sales for Village tenants open 12 months: 22.65% increase from March 2014 (with a total of 13.57% increase annual to date of over \$500k)

**Advertising**

- 33,000 circ. VC Reporter Summer Guide- sponsored Ventura Harbor banner on 3 Co-op pages featuring 7 Ventura Harbor tenants (\$300)
- Printed 1,000 10<sup>th</sup> Annual Pirate Day business card size promo cards to be distributed from Memorial Day Weekend - 4<sup>th</sup> of July Street Fair (\$130)
- Designed and printed 2,500 Sounds of Summer Concert Series & Steel Drum Saturday rack cards to be distributed Memorial Day weekend- summer. (\$400)
- 43,647 circ. Worked with journalist Stephanie Hoops at the Ventura County Star to feature Ventura Harbor in Memorial Day article- with a photo shoot, lined up interviews with Island Packers, President of the Central Coast Tourism and Harbor Marketing Manager for editorial on holiday weekend travel published on 5/20
- 43,647 circ. Ventura County Star – All regions 5/21 Time Out ½ page ad. Memorial Day with announcement to visit the new Boatyard Cafe.
- 43,647 circ. Ventura County Star 5/29 Reader's Choice ¼ page ad. Voted "One of the Best Places to Take Visitors in Ventura County"

**Lease Promotion**

- Advertised Waterfront Retail Space Available in the Reader's Choice "Best Of" ad in Ventura County Star publishing on 5/29
- Designed posters for Coffee Dock & Post window for Memorial Day weekend to announce their opening, invite customers back in June to visit
- Outreaching to potential businesses to tour the Village with the Property and General Managers
- Created a Leasing tab on the VenturaHarbor.com page – populating with information

**Web Site/ Social Content**

- **Facebook:** Harbor's top engaging platform (291 new followers in last month). Top posts:
  - Breakfast at the Boatyard Café: 105 likes, 7 comments, 2 shares
  - Happy 33<sup>rd</sup> Birthday to Andria's Seafood: 157 likes, 18 comments, 2 shares
  - Promotion for #SunsetShootout on Instagram: 96 likes, 6 comments, 17 shares
- **Twitter:** 113 new followers, 20% increase in impressions
- **Instagram:** 353 new followers, huge increase due to our successful #SunsetShootout competition leading up to Memorial Day weekend – Reached over 1,000 followers in May
- First review of wireframe for new redesign of Ventura Harbor Village web site
- Transferring eNewsletter to **MailChimp** format for a more updated look, tracking results- wrote two eNewsletters for May , weekly new subscribers to the eNewsletter

### **On Site Event Rentals / Event Promotions**

- In full production-10<sup>th</sup> Annual Pirate Days Festival; contracts, vendors, creating new community partnerships, working with tenants on pirate-themed promos and finalizing entertainment
- Hosted **ELK Charity Challenge Filming for Discovery Channel** series arranged for filming and rental of the Dreamer's Dream with Ventura Boat Rentals on 5/16
- Booked two Blackbeard's rentals, 1 main lawn event, 1 beach wedding, and two VPD weddings
- FILM: **BuzzFeed Production**– Online narrative story film – Surfers Knoll Beach 5/22

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

- Hosted Creative Strategies Tenant Meeting on May 6 – 10 tenants in attendance. Reviewed feedback for marketing plan, discussed what's new for summer, and promotional opportunities.
- Prepared and presented **a 45- minute presentation on the Central Coast in front of Visit California office in Sacramento on May 15.** Visit California is the marketing arm for California tourism with over 50 million dollar budget to promote. Presented the assets of the Ventura region, Channel Islands National Park and the Ventura Harbor – hosted one staffer that same weekend for Harbor Boat Tour at the Village, responding to media requests sent over to the partners following the presentation. Island Packers gave a ticket to each Visit CA staff member to explore
- Finalized the **Summer/Fall Harbor Views newsletter** working with Whisenhunt Communications with a variety of stories including the beautification of Ventura West Marina, lifeguard service this summer funded by the Ventura Port District, new Harbormaster and more Harbor stories. Set to release in early June.
- **Rachel Ray Magazine's Food Editor** stopped by the Ventura Harbor Village and dined at **Brophy Brother's Restaurant** and posted to **Instagram** – Harbor Marketing department reposted and shared the post
- Somerville Associates secured coverage for Island Packers & Ventura Harbor & multiple photos: **Southern California Life Magazine: Destinations off Highway 1 article** June/July issue
- Somerville Associates secured coverage for Ventura Comedy Club, Ventura Swimwear and Surf N Suds BeerFest in **805 Magazine June** issue
- Somerville Associates sent the **May/June Wavelengths media newsletter** as well as the Surf N Suds Beer Fest press release to California press, bloggers, freelancers and California dailies
- Somerville Associates worked with Central Coast Tourism to host **Conde Nast Traveler Magazine** photographer Adrian Gaut on April 4 at the Channel Islands(kayak) partnering with Island Packers
- Working with Whisenhunt Communications **secured press** for **Scott Miller retirement** and for **new Harbormaster John Higgins:** received coverage in the Ventura County Star, Ventura Breeze, Pacific View Business Times throughout May
- Arranging for Ventura Harbor Village **tours** for the **California Welcome Center staff/volunteers** in June to keep top of mind and show what is new for Summer 2015
- Joined the City of **Ventura's 150<sup>th</sup> Anniversary Committee** – Sub Marketing Committee
- Attended the Central Coast Tourism Council Board Meeting May 16
- Attended the workshop for public agencies on Creating a Productive Agency

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

Meeting Date: May 27, 2015

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

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- I. Tenant Improvements Underway
  - 1) Wild Local Seafood Co. ---1559 Spinnaker Drive, #105. - Possession of the premises has been given to tenant to coordinate new architect and contractor bids. We have received approval from Ventura County Environmental Health Department on the restaurant design. We are waiting on approval from City of Ventura Building & Planning department.
  - 2) Coffee Dock & Post --- 1575 Spinnaker Drive, #105 A/B - has completed painting, flooring and are now installing equipment. Estimated re-opening in early June 2015.
  - 3) The 805 Bar & Grilled Cheese and Copa Cubana --- 1575 Spinnaker Drive, #102 - is in progress. We are waiting on approval from City of Ventura Building & Planning department. Estimated opening date is July 2015.
- II. Lease Negotiations In Progress
  - 1) Milano's Restaurant - Working with tenant on a new lease and relocation of their bar area. This new location of the bar will allow for 'happy hour' activities and increase revenues.
  - 2) The Greek Restaurant - Working with General Manager on a new lease. We are discussing tenant improvement allowance and finalizing proposed lease terms.
  - 3) Coastal Cone/The Parlor – lease negotiations are complete and the tenant has signed a new 3 year term with one five year option lease. They have expanded their menu and hope to launch it on Memorial Day.
  - 4) Ventura Boat Rentals/Just for Dreamers - working with the tenant to negotiate a new lease.
  - 5) Sierra Pacific Mortgage will be a new office tenant. They are relocating from Bakersfield and are making Ventura Harbor Village their new home for the next two years.
  - 6) Gabriella Navarro Busch Law will be expanding their current space into an additional 486 square feet. Ms. Busch has been a long term tenant with us and looks forward to growing her practice.
- III. Prospective Tenants
  - 1) Web Advertising for Leasing Spaces --- I researched multiple online real estate websites. Found that Loopnet, Inc. is the #1 commercial real estate service online, with more site traffic, more members, and more geographic coverage than any other company. Joint Study by LoopNet and Google Finds 78% of Tenants and Investors Search for Commercial Real Estate Online. Findings reveal the Internet to be the most widely used tool in Commercial Property Searches, with a shift away from more traditional methods.
    - a. I purchased a monthly program for \$160.00 monthly. This program provides you with exposure to LoopNet, Showcase, CityFeet and 200 online newspapers.
    - b. I have already received over 11 responses and will be following up on them.
- IV. Special Projects
  - 1) Internet Fiber Technology Project --- Horizon Communications has started the installation process and about 80% of the hardwiring aspect has been completed. We estimate completion by July 2015.
- V. Occupancy level at Harbor Village --- Note: Office vacancy reduced from last month from 2760sf.

91% Occupied; total vacancy 9%	94% Occupied; total vacancy 6%
<i>Available Space for Lease includes month-to-month art galleries:</i>	<i>Available Space for Lease not including month-to-month art galleries:</i>
Offices --- 1,294 square feet	Offices --- 1,294 square feet
Retail --- 4,734 square feet	Retail --- 2,014 square feet
Restaurant --- 1,537 square feet	Restaurant --- 1,537 square feet

**MAY 27, 2015**

**BOARD OF PORT COMMISSIONERS**

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**CONSENT AGENDA ITEM A**

**APPROVAL OF FINANCIAL STATEMENTS AND CHECKS**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM A**  
Meeting Date: May 27, 2015

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

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**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3277:

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

**DISCUSSION:**

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

Disbursements

The accounts payable check register for March 2015 is located after all the financial statement documents as Attachment 3. Each check on the register includes a brief description of its purpose. Directly behind the check register, you will find details of the charges made through the District's Chase Bank credit cards for March 2015 as Attachment 4. The grouping on the Chase Bank Report has been changed to more readily identify the credit card usage for each Manager.

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

March 2015 -

- Ventura Harbor Boatyard was paid \$6,225 to reimburse them for electrical usage on A. This meter is the tenant's responsibility. Therefore, the District reimburses them for electrical usage on three of the slips that are utilized by the District. This reimbursement covers November 2011 through February 2015.
- Boatyard Café was paid \$7,000 for tenant improvements as per their lease.
- Cushman Contracting was paid \$25,830 as a progress payment on the construction of the derrick crane to be mounted on the on the Village fish pier.
- Ventura Harbor Marine & Yacht Yard was paid \$14,734 for work pertaining to the refurbishment of the cabin on Patrol Boat 19.
- All That's Fit to Print was paid \$7,413 for ad production July 2014 through December 2015.
- RRM Design Group was paid \$7,065 for their assistance with Village accessibility improvements.

Payroll Disbursements

The District has 26 bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. The March payroll of \$152,806 represents two regular payroll periods and the quarterly payout of accrued compensation hours

**ATTACHMENTS:**

Attachment 1 – Resolution No. 3277

Attachment 2 – Statement of Income Expenses – Period Ended March 31, 2015

Attachment 3 – Accounts Payable Check Register for March 2015

Attachment 4 – Chase Credit Card Charges March 2015



**RESOLUTION NO. 3277**

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

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

- A. The Financial Statements for March 2015;
- B. The following Checks are hereby reviewed:
  - 1) Payroll Checks #8866-8901 and direct deposits inclusive in the amount of \$152,806 for March 2015 salaries, and;
  - 2) Regular Checks #41641-41811 in the amount of \$214,958 for March 2015 expenditures.

**PASSED, APPROVED, AND ADOPTED** at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on May 27, 2015, Resolution No. 3277 was adopted by the following vote:

AYES:  
NOES:  
Abstain:  
Absent:

Attest:

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

(Seal)



# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended March 31, 2015

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
<b>OPERATING REVENUES</b>						
Parcel Lease Income	\$ 225,000	\$ 206,058	\$ (18,942)	\$ 2,355,000	\$ 2,306,982	\$ (48,018)
Dry Storage Income	6,600	6,773	173	59,900	62,934	3,034
Fisherman's Storage	5,800	5,762	(38)	52,600	51,859	(741)
Parking Income	4,250	4,257	7	42,250	44,696	2,446
Miscellaneous Income/Rentals	4,215	3,780	(435)	71,075	66,190	(4,885)
Village Income						
Harbor Village Lease Income	157,250	162,722	5,472	1,689,250	1,705,064	15,814
Commercial Fishing	8,900	13,126	4,226	193,300	208,395	15,095
Miscellaneous Income	499	195	(304)	4,506	3,263	(1,243)
Harbor Event Fees	1,000	3,491	2,491	25,500	35,453	9,953
Marketing Booth/Vendor Income	3,600	3,282	(318)	8,550	11,401	2,851
Co-Op Advert/Sponsorship	250	250	0	14,000	15,225	1,225
Merchants Promo Fund	5,984	6,756	772	62,052	65,227	3,175
Slip Rentals	71,400	80,128	8,728	635,800	646,297	10,497
Dock Electrical Income	2,000	1,931	(69)	20,000	23,285	3,285
C A M Income	20,500	20,830	330	210,000	209,865	(135)
<b>Total Oper. Revenues</b>	<b>\$ 517,248</b>	<b>\$ 519,341</b>	<b>\$ 2,093</b>	<b>\$ 5,443,783</b>	<b>\$ 5,456,136</b>	<b>\$ 12,353</b>
<b>OPERATING EXPENSES</b>						
<b>Personnel Expenses</b>						
Salaries & Wages						
Regular Salaries	\$ 157,885	\$ 158,944	\$ (1,059)	\$ 1,488,155	\$ 1,470,512	\$ 17,643
Part-time Help	7,170	4,137	3,033	60,960	46,144	14,816
Overtime Pay	12,225	9,275	2,950	42,475	34,195	8,280
Holiday Pay	8,375	16,840	(8,465)	24,875	25,761	(886)
Total Salaries & Wages	\$ 185,655	\$ 189,196	\$ (3,541)	\$ 1,616,465	\$ 1,576,612	\$ 39,853
Other personnel expenses						
Retirement Contributions	\$ 34,640	\$ 33,508	\$ 1,132	\$ 335,515	\$ 323,161	\$ 12,354
Payroll Taxes	4,500	2,956	1,544	31,405	25,546	5,859
Worker's Comp Ins.	35,445	35,038	407	210,105	208,884	1,221
OPEB Liability	6,430	6,430	0	57,760	57,762	(2)
Medical & Life Ins.	22,500	21,741	759	204,036	197,061	6,975
Optional Benefit Plan	16,150	16,092	58	144,110	141,151	2,959
Uniforms & Tool Allowances	3,825	9,953	(6,128)	33,550	27,240	6,310
Total - Other Personnel Expenses	\$ 123,490	\$ 125,718	\$ (2,228)	\$ 1,016,481	\$ 980,805	\$ 35,676
Total Personnel Expenses	\$ 309,145	\$ 314,914	\$ (5,769)	\$ 2,632,946	\$ 2,557,417	\$ 75,529



# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended March 31, 2015

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
<b>General Expenses</b>						
Advertising	\$ 1,000	\$ 148	\$ 852	\$ 14,000	\$ 3,774	\$ 10,226
Auto Mileage & Allowance	1,250	969	281	11,250	9,095	2,155
Auto/Boat Equip & Maint	7,895	19,775	(11,880)	108,395	119,379	(10,984)
Bad Debt	15,000	15,124	(124)	33,000	20,119	12,881
Bank Fees & Other Misc	1,300	664	636	11,600	5,616	5,984
Building Maintenance	21,450	7,020	14,430	154,650	133,058	21,592
Bldg Maint-Tenant Improvments	25,000	16,342	8,658	155,000	49,173	105,827
Accessibility Improvements	46,750	2,259	44,491	121,750	78,100	43,650
Communications	3,550	3,590	(40)	30,350	33,047	(2,697)
Conferences & Training	3,000	5,378	(2,378)	40,000	28,143	11,857
Dock Maint. & Repair	2,500	0	2,500	51,500	34,916	16,584
Village Enhancements	4,000	0	4,000	38,000	17,158	20,842
Equipment Rental	950	432	518	15,150	6,336	8,814
General Insurance	33,133	33,074	59	174,399	174,222	177
Grounds Maintenance	13,550	7,466	6,084	108,950	75,663	33,287
General Harbor Maintenance	420	0	420	3,780	2,868	912
Janitorial Supplies	10,025	4,920	5,105	35,775	32,117	3,658
Land/Building Rental Expense	5,800	5,762	38	52,600	52,167	433
Marketing & Promotions	22,805	30,765	(7,960)	213,255	200,415	12,840
Memberships & Subscriptions	2,850	1,508	1,342	19,950	18,384	1,566
Office Supplies & Equipment	4,300	1,616	2,684	41,700	20,647	21,053
Computer Equip & Supplies	1,000	10	990	18,000	5,916	12,084
Operating Supplies	4,310	1,582	2,728	41,440	18,856	22,584
Other Equipment & Repairs	3,530	2,499	1,031	30,910	24,320	6,590
Professional Services - Legal	15,500	13,407	2,093	195,000	191,710	3,290
Professional/Outside Services	32,705	15,882	16,823	359,161	278,667	80,494
Utilities	24,675	21,527	3,148	277,075	254,453	22,622
Dredging Related Expenses	24,745	37,830	(13,085)	197,245	176,738	20,507
Total General Expenses	\$ 332,993	\$ 249,549	\$ 83,444	\$ 2,553,885	\$ 2,065,057	\$ 488,828
<b>Total Operating Expenses</b>	\$ 642,138	\$ 564,463	\$ 77,675	\$ 5,186,831	\$ 4,622,474	\$ 564,357
<b>Oper. Income(Loss) Before Deprec.</b>	\$ (124,890)	\$ (45,122)	\$ 79,768	\$ 256,952	\$ 833,662	\$ 576,710
Depreciation	\$ 83,000	\$ 82,307	\$ 693	\$ 742,000	\$ 736,531	\$ 5,469
<b>Operating Income (Loss)</b>	\$ (207,890)	\$ (127,429)	\$ 80,461	\$ (485,048)	\$ 97,131	\$ 582,179

# ATTACHMENT 2

## Ventura Port District Statement of Income and Expenses For the Period Ended March 31, 2015

	<----- Current period ----->			<----- Year-to-Date ----->		
	Budget	Activity	Favorable (Unfavorable)	Budget	Activity	Favorable (Unfavorable)
<b>NON-OPERATING REVENUES</b>						
<b>General</b>						
Investment Income (Loss)	\$ 6,000	\$ 14,994	\$ 8,994	\$ 19,000	\$ 30,137	\$ 11,137
Tax Income	0	2,820	2,820	580,000	588,795	8,795
Intergov't Revenue	0	0	0	0	8,301	8,301
Sale of Fixed Assets	0	0	0	0	12,914	12,914
Total General Non-Oper. Income	\$ 6,000	\$ 17,814	\$ 11,814	\$ 599,000	\$ 640,147	\$ 41,147
<b>Special Funding</b>						
DBAW Grants-Misc	\$ 0	\$ 0	\$ 0	\$ 6,000	\$ 7,503	\$ 1,503
DBAW Grants-Launch Ramp	0	0	0	0	0	0
Total Special Funding	\$ 0	\$ 0	\$ 0	\$ 6,000	\$ 7,503	\$ 1,503
<b>TOTAL NON-OPER. REVENUES</b>	<b>\$ 6,000</b>	<b>\$ 17,814</b>	<b>\$ 11,814</b>	<b>\$ 605,000</b>	<b>\$ 647,650</b>	<b>\$ 42,650</b>
<b>NON-OPERATING EXPENSES</b>						
Interest Expense	\$ 1,440	\$ 1,437	\$ 3	\$ 665,680	\$ 672,360	\$ (6,680)
Total Non-Oper. Expenses	\$ 1,440	\$ 1,437	\$ 3	\$ 665,680	\$ 672,360	\$ (6,680)
<b>Non-Operationing Income (Loss)</b>	<b>\$ 4,560</b>	<b>\$ 16,377</b>	<b>\$ 11,817</b>	<b>\$ (60,680)</b>	<b>\$ (24,710)</b>	<b>\$ 35,970</b>
<b>CHANGES IN NET POSITION</b>	<b>\$ (203,330)</b>	<b>\$ (111,052)</b>	<b>\$ 92,278</b>	<b>\$ (545,728)</b>	<b>\$ 72,421</b>	<b>\$ 618,149</b>

## ATTACHMENT 2

### **Supplementary Notes to the Statement of Income and Expense for the period ending March 31, 2015 – Budget to Actual Analysis.**

#### Operating Income:

**Parcel Lease Income** – (under budget \$48,018) Under this category for master tenants, there is an aggregate of \$48,018 under budget for the period ending 3/31/15. Some of the contributing factors include:

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

**Harbor Village Lease Income** – (exceeds budget \$15,814) This increase continues to reflect the increase in percentage rents received in January from the Ventura Harbor Fuel Dock and the tenants in the Village. Those tenants like Coffee Dock and Post and Copa Cubana, who are renovating their premises and are closed for business, will likely impact our revenues in the budget before the end of this fiscal year.

**Commercial Fishing** – (exceeds budget \$15,095) This increase reflects income from the offloading of non-squid species of fish. The income for February and March from this type of offloading exceeds the same period last year by \$10,000.

#### Operating Expenses:

**Personnel Expenses** – (under budget \$75,529) All categories are under budget at this time. These funds may be utilized over the course of the year. The month of March was in-line with the projected budget for the month. The increase in uniforms for the month of March reflects receiving and paying the balance on the fire turnout gear that Patrol budgeted for this year.

**Advertising** – (under budget \$10,226) This budget item is reduced because of streamlining the Parade of Lights party and fewer classified ads.

**Auto/Boat Equip & Maint** – (exceeds budget \$10,984) March expenses are over budget due to cost overruns for work on Patrol Boat 19.

**Bldg Maint-Tenant Improvements** – (under budget \$105,827) This category is one that is usually divided by twelve months equally. Some of the leases requiring tenant improvements did not begin until April. There was \$90,000 paid out in tenant improvements during the month of April.

**Accessibility Improvements** – (under budget \$43,650) Improvements at Harbor Village are in the planning stages and will likely be implemented in June/July.

**Conferences & Training** – (under budget \$11,857) This category is under budget in an attempt to reduce expenses. The General Manager has asked the department managers to focus on key conferences and training programs. Also, the District's Dredging Consultant saved the District over \$4,000 by staying with a friend for both the September 2014 and the March 2015 CMANC Washington DC conferences.

**Dock Maint. & Repair** – (under budget \$16,584) It was determined that repairs would be needed on the Harbor Village docks G & H however, the repairs are still pending.

## ATTACHMENT 2

### **Supplementary Notes to Statement of Income and Expenses Continued for the period ending March 31, 2015 – Budget to Actual Analysis**

**Village Enhancements** – (under budget \$20,842) The General Manager asked staff to reduce spending in this category which includes individual tenant awnings.

**Grounds Maintenance** – (under budget \$33,287) The General Manager asked staff to reduce spending in this category which includes outdoor lighting, landscaping/irrigation and signage.

**Marketing and Promotions** – (under budget \$12,840) Marketing has plans to utilize these funds before the end of the year. In the month of March, funds were used for advertising and production of the Cottontail Day event at the Village.

**Office Supplies & Equipment** – (under budget \$21,053) This category is divided by twelve months. The General Manager asked staff to reduce spending in this category. The purchase of Boardroom recording/sound equipment (\$10,000) is budgeted in this category. This recording equipment has been purchased and has been posted to capital improvements equipment which has attributed to this expense category being under budget.

**Computer Equipment** – (under budget \$12,084) This category is divided by twelve months. The General Manager asked staff to reduce spending in this category. This budget item includes funds for contingencies to replace failed computer equipment that may come up during the year as well as planned replacement of equipment.

**Operating Supplies** – (under budget \$22,584) This category is under budget in two departments, Patrol and Harbor Village Marina. Patrol historically purchases operating supplies in May and June so it is anticipated they will use the remainder of their budget. Harbor Village Marina budgeted for Marina software in the current year that is likely to be deferred to the new budget.

**Professional/Outside Services** – (under budget \$80,494) Upon closer analysis, this budget category should have been reduced \$50,000 during mid-year adjustments.

**Utilities** - (under budget \$22,622) This category consists of water, electricity, gas and trash expenses. It is anticipated that all of these funds will be utilized by the end of the year.

**Dredging Related Expenses** – (under budget \$20,507) This category is divided by twelve months for the year. Testing and biological monitoring required for the dredging process began in January and went through February. The invoices for the services arrived in March. Some budget funds will remain at the end of the fiscal year.

# ATTACHMENT 2

## Ventura Port District Balance Sheet For the Period Ended March 31, 2015

### CURRENT ASSETS

Cash in Banks	1,861,432
Accounts Receivable	2,460,006
Notes Receivable	33,298
Taxes Receivable	27,212
Interest Receivable	9,765
Prepaid Expenses	234,935
Inventory of supplies	32,119

**TOTAL CURRENT ASSETS** \$4,658,767

### RESTRICTED ASSETS

Cash - Dredging	3,019,039
Cash - Improvement	2,772,983
Cash - Fisheries Complex	25,007

**TOTAL RESTRICTED ASSETS** \$5,817,029

### FIXED ASSETS

Land	2,342,629
Harbor Improvements	33,125,840
Equipment	1,456,672
	36,925,141

Accumulated depreciation (14,121,516)

**NET FIXED ASSETS** \$22,803,625

### OTHER ASSETS

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

**TOTAL ASSETS** \$34,770,856

### DEFERRED OUTFLOWS OF RESOURCES

Deferred amount on refundings	228,424
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**TOTAL DEFERRED OUTFLOWS OF RESOURCES** \$228,424

### TOTAL ASSETS AND DEFERRED

**OUTFLOWS OF RESOURCES** \$34,999,280

### CURRENT LIABILITIES

Accounts Payable	397,703
Accrued Interest	386,620
Current Portion LT Debt	616,306
Current Portion OPEB Liability	8,676
Accrued Payroll	24,147
Employee Compensated Absences	249,756

**TOTAL CURRENT LIABILITIES** \$1,683,208

### LONG TERM DEBT

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

### OTHER LIABILITIES

OPEB Liability LT	390,593
Unearned Revenue	192,833
Security Deposits	162,794

**TOTAL OTHER LIABILITIES** \$746,220

**TOTAL LIABILITIES** \$16,111,582

### EQUITY

Contributed Capital	4,632,128
Retained Earnings-Reserved	645,536
Retained Earnings- Unreserved	13,537,613
Current Year Retained Earnings	72,421

**TOTAL EQUITY** \$18,887,698

### DEFERRED INFLOW OF RESOURCES

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

### TOTAL LIABILITIES, EQUITY, AND

**DEFERRED INFLOW OF RESOURCES** \$34,999,280

## ATTACHMENT 2

### Ventura Port District Cashflow Statement As of March 31, 2015

#### Enterprise Fund

Operating Income	5,456,136
Non-Operating Income	647,650
Total Income	<u>\$ 6,103,786</u>
Operating Expenses	5,359,005
Non-Operating Expenses	672,360
Total Expenses	<u>\$ 6,031,365</u>
Change in Net Position-Accrual Basis	\$ 72,421
Cashflows for Capital and Financing Activities:	
Principle paid on debt	(616,306)
Deferred amount on refundings	12,933
Net cash from sale of capital assets	137,086
Acquisitions of Capital Assets	(157,566)
Net Cash provided (used) by Capital & Financing	<u>\$ (623,853)</u>
Operating Income Adjustments:	
Depreciation	736,531
(Increase)decrease in receivables	(187,042)
(Increase)decrease in prepaid Items	29,192
Increase(decrease) in payables	187,626
Increase(decrease) in unearned revenue	81,362
Increase (decrease) in tenant deposits	8,213
Net Cash provided by Operating Activities	<u>\$ 855,882</u>
NET Increase (Decrease) in Cash	\$ 304,450
Add: Beginning Cash 7/1/14	\$ 8,865,446
Ending Cash at 3/31/15	\$ 9,169,896

Monthly Report  
(Unaudited)

## ATTACHMENT 2

### Ventura Port District Distribution of Cash as of March 31, 2015

<u>Enterprise Fund</u>	Current Balance
<u>Cash</u>	
Cash on Hand (undeposited)	4,414
Cash in Checking (Wells Fargo Bank)	206,140
Cash in County Treasury	<u>16,594</u>
<b>Total Cash Available for Normal Operations</b>	<b>\$ <u>227,148</u></b>
 <u>Investments Unrestricted Reserves</u>	
Local Agency Investment Fund (LAIF)	1,634,284
Stifel Nicolaus	<u>1,491,436</u>
<b>Total Investments Unrestricted Reserves</b>	<b>\$ <u>3,125,720</u></b>
 <u>Dredging Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>3,019,039</u>
<b>Total Dredging Reserves</b>	<b>\$ <u>3,019,039</u></b>
 <u>Capital Improvement Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>2,772,982</u>
<b>Total Capital Improvement Reserves</b>	<b>\$ <u>2,772,982</u></b>
 <u>Fisheries Complex Reserves</u>	
Local Agency Investment Fund (LAIF)	<u>25,007</u>
<b>Total Fisheries Complex Reserves</b>	<b>\$ <u>25,007</u></b>
 <b>TOTAL CASH AND INVESTMENTS</b>	<b>\$ <u><u>9,169,896</u></u></b>

## ATTACHMENT 2

### Ventura Port District Comparison of Lease Rent

	Year to Date Ended <u>3/31/2015</u>	Year to Date Ended <u>3/31/2014</u>	Increase (Decrease)	
<b>Parcel Leases</b>				
Ventura Harbor Marine Assoc	122,443	106,740	15,703	15%
Dave's Fuel Dock	7,242	7,335	(93)	-1%
Sheraton 4 Points-Harbortown	308,893	285,002	23,891	8%
Harbortown Point	70,616	69,379	1,237	2%
Oceans West Marina	210,572	209,385	1,187	1%
Ventura Isle Marina	484,023	487,018	(2,995)	-1%
Ventura Marina Mobile Park	321,469	321,237	232	0%
Ventura West Marina	366,739	371,132	(4,393)	-1%
Ventura Yacht Club	87,512	85,796	1,716	2%
Vta Harbor Boatyard	275,186	280,109	(4,923)	-2%
Sonderman Ring	50,000	50,000	0	0%
Total Parcel Lease	<u>2,304,695</u>	<u>2,273,133</u>	<u>31,562</u>	1%
Fees & Reimbursements	<u>2,287</u>	<u>-</u>	<u>2,287</u>	
Total Parcel Leases	2,306,982	2,273,133	33,849	1%
<b>Ventura Harbor Village</b>				
Retail Rents	344,847	331,645	13,202	4%
Restaurant Rents	680,742	662,260	18,482	3%
Office Rents	419,106	410,332	8,774	2%
Charters	260,369	259,636	733	0%
Total Village	<u>1,705,064</u>	<u>1,663,873</u>	<u>41,191</u>	2%
Commercial Fishing	208,395	281,922	(73,527)	-26%
<b>TOTAL</b>	<b>4,220,441</b>	<b>4,218,928</b>	<b>1,513</b>	<b>0%</b>

Monthly Report  
(Unaudited)



## ATTACHMENT 2

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

	MONTH OF MARCH			YEAR TO DATE 3/31			% change FY13-14 to Current Yr
	2012-13	2013-14	Current	2012-13	2013-14	Current	
<b><u>Operating Income</u></b>							
Parcel Leases	194,420	207,463	206,058	2,212,711	2,273,133	2,306,982	1%
Dry Storage	8,018	6,894	6,773	72,605	68,551	62,934	-8%
Other Operating	7,550	9,531	13,799	138,418	141,740	162,745	15%
Harbor Village Leases	171,521	162,221	162,722	1,678,719	1,663,873	1,705,064	2%
Commercial Fishing	17,203	9,824	13,126	152,090	281,922	208,395	-26%
Slips	81,655	72,355	80,128	721,867	688,251	646,297	-6%
CAM	26,378	23,839	20,830	237,391	214,759	209,865	-2%
Marketing	7,413	7,017	6,756	65,703	62,118	65,227	5%
Electrical Slips	3,083	2,772	1,931	22,922	23,658	23,285	-2%
Other Operating	2,693	3,790	7,218	39,324	59,623	65,342	10%
<b>Total Operating Income</b>	<b>519,934</b>	<b>505,706</b>	<b>519,341</b>	<b>5,341,750</b>	<b>5,477,628</b>	<b>5,456,136</b>	<b>0%</b>
<b><u>Operating Expenses</u></b>							
Harbor Patrol	83,009	92,838	124,667	709,737	767,919	879,353	15%
Maintenance	90,407	113,260	81,527	765,075	927,578	831,101	-10%
Administration	130,098	162,991	143,722	1,159,644	1,266,666	1,301,749	3%
Marina	56,739	45,140	61,638	518,808	504,805	494,408	-2%
C A M	48,491	54,262	68,677	530,994	534,417	591,328	11%
Marketing	41,756	30,836	46,401	308,656	335,221	347,797	4%
Dredging	19,904	36,466	37,831	210,607	192,854	176,738	-8%
<b>Total Operating Expenses</b>	<b>470,404</b>	<b>535,793</b>	<b>564,463</b>	<b>4,203,521</b>	<b>4,529,460</b>	<b>4,622,474</b>	<b>2%</b>
<b><u>NET OPERATING INCOME</u></b>	<b>49,530</b>	<b>(30,087)</b>	<b>(45,122)</b>	<b>1,138,229</b>	<b>948,168</b>	<b>833,662</b>	<b>-12%</b>
<b><u>Non-operating Income</u></b>							
Interest	9,416	39,290	14,994	34,734	87,117	30,137	
Taxes	1,067	1,482	2,820	536,058	567,474	588,795	4%
Other	1,260	-	-	23,664	8,942	28,718	
<b>Total Non-operating Income</b>	<b>11,743</b>	<b>40,772</b>	<b>17,814</b>	<b>594,456</b>	<b>663,533</b>	<b>647,650</b>	<b>-2%</b>
<b><u>Non-Operating Expenses</u></b>							
Depreciation	72,911	74,779	82,307	656,292	671,978	736,531	
Debt Service	3,587	1,437	1,437	744,520	699,390	672,360	
Other	1,127	-	-	19,201	-	-	
<b>Total Non-operating Expenses</b>	<b>77,625</b>	<b>76,216</b>	<b>83,744</b>	<b>1,420,013</b>	<b>1,371,368</b>	<b>1,408,891</b>	<b>3%</b>
<b><u>NET NON-OPER. INCOME</u></b>	<b>(65,882)</b>	<b>(35,444)</b>	<b>(65,930)</b>	<b>(825,557)</b>	<b>(707,835)</b>	<b>(761,241)</b>	
<b><u>TOTAL INCOME (LOSS)</u></b>	<b>(16,352)</b>	<b>(65,531)</b>	<b>(111,052)</b>	<b>312,672</b>	<b>240,333</b>	<b>72,421</b>	<b>-70%</b>

# ATTACHMENT 3

## Accounts Payable Check Register - March 2015

Ventura Port District  
Wells Fargo Checking

4/28/2015

Check	Date	Payee	Name	Description	Amount	Voided Amount
41641	3/12/2015	1058	Advantage Telecom Inc	District phone system/internet	1,267.04	
41642	3/12/2015	1060	AFLAC	Salary reduction benefit - Feb	362.42	
41643	3/12/2015	1326	Ayalas Backflow Services	Annual backflow testing	2,495.00	
41644	3/12/2015	1378	BC Tree Service Inc	Remove diseased palms/trim/skin palms in Village courtyard	1,600.00	
41646	3/12/2015	1440	Beacon Marine Chandlery Inc	Operating supplies	130.32	
41647	3/12/2015	1625	Byrd Locksmithing Inc.	Replace lock hardware old Christy's space	250.29	
41648	3/12/2015	1676	Carquest Auto Parts	Parts/repairs to maintenance vehicles	253.17	
41649	3/12/2015	1725	C E D	Shop supplies	345.77	
41650	3/12/2015	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	765.34	
41651	3/12/2015	1925	City Of S. Buenaventura	Trash Service	100.00	
41652	3/12/2015	1926	City Corps	Village event assistance	325.00	
41653	3/12/2015	2065	Certified Credit Reporting Inc	Prospective tenant credit check	27.00	
41654	3/12/2015	2069	Creative Resource Group	Village leasing signage design	165.00	
41655	3/12/2015	2287	Dept. of Parks and Recreation	Lifeguard services-wrapping up Summer 2014 services	499.37	
41656	3/12/2015	2331	Dial Security Inc	Dockmaster/security coverage	800.00	
41657	3/12/2015	2433	Document Systems Inc.	Printer toner	341.83	
41658	3/12/2015	2446	DocuProducts	Copier maintenance fees	229.17	
41659	3/12/2015	2751	Empire Cleaning Supply	Village restroom hardware improvements	388.08	
41660	3/12/2015	2935	Farmer Bros. Co	Coffee supplies	388.27	
41661	3/12/2015	2936	Fast Signs	Even banner and maintenance signs	242.39	
41662	3/12/2015	2986	Ferguson Enterprises Inc.	Restroom water heater and plumbing parts	639.98	
41663	3/12/2015	3100	Flooring 101	Office suite TI	2,113.00	
41664	3/12/2015	3457	Gov't Finance Officers Assoc.	Accounting webinar	85.00	
41665	3/12/2015	3490	Grainger Inc.	Dock operating supplies and maintenance storage cabinet	1,340.90	
41666	3/12/2015	3492	Green Thumb International	Plants/gardening materials	22.02	
41667	3/12/2015	3602	Happenings Magazine	Marketing advertising	281.00	
41668	3/12/2015	3752	HLI Systems	Website service/maintenance	150.00	
41669	3/12/2015	4242	Jamie Shaheen	Marketing Village entertainment	350.00	
41670	3/12/2015	4247	Jani-King of CA Inc.	Janitorial Service in Village	4,965.56	
41671	3/12/2015	4293	Jennifer Talt-Lundin	Event production - cash box, returned after event	1,100.00	
41672	3/12/2015	4956	Lisa Kelly	Village tenant directional signage repairs	200.00	
41673	3/12/2015	5016	Lowe's	Miscellaneous operating supplies	371.05	

## ATTACHMENT 3

## Accounts Payable Check Register - March 2015

Ventura Port District  
Wells Fargo Checking

4/28/2015

Check	Date	Payee	Name	Description	Amount	Voided Amount
41674	3/12/2015	5055	Mainstreet Architects Inc.	TI Improvement planning in Village	1,246.25	
41675	3/12/2015	5210	McCormix Corp.	Fuel for maintenance vehicles	392.69	
41676	3/12/2015	5231	Mendez Roofing Inc	Maintenance Tile replacement 1559 building roof	175.00	
41677	3/12/2015	5295	Michael Green	Paint interior old Blackbeards space	1,000.00	
41678	3/12/2015	5625	Nestle Pure Life	Bottled water service	147.06	
41679	3/12/2015	6140	Oxnard Auto Electric Co	Mower parts	36.84	
41680	3/12/2015	6194	Pacific Oil Company	Waste Oil Disposal	442.40	
41681	3/12/2015	6865	Rasmussen & Associates Inc	Village roof renovation project-expense reimbursements	187.98	
41682	3/12/2015	6913	Pacific Coast Publishing	Marketing advertising	525.00	
41683	3/12/2015	7232	Sage CRE Forms	Payroll tax forms	189.63	
41684	3/12/2015	7240	AT&T	Fiber/Wi-Fi services VPD HDQ&Elevators emergency phone service	1,839.99	
41685	3/12/2015	7245	Santa Barbara Family Life	Marketing Event/Harbor advertising	325.00	
41686	3/12/2015	7293	ServiceMaster Building Maint	Janitorial service Nat Park Service buildings	1,046.00	
41687	3/12/2015	7294	Service-Pro Fire Protection	Update fire extinguishers maintenance log tags	125.00	
41688	3/12/2015	7410	Smith Pipe & Supply Inc.	Village landscape plumbing/lighting supplies	625.74	
41689	3/12/2015	7588	Stock Building Supply - Zero check to	reflect credit invoices applied to charge invoices	0.00	
41690	3/12/2015	7762	The Home Depot	Operating supplies	96.35	
41691 - 41708			** Voided **	Printer jam		14,968.30
41709	3/12/2015	7873	Tawnis Ponies & Petting Farm I	Marketing event vendor	750.00	
41710	3/12/2015	8243	Ventura Harbor Boat Yard	Electrical reimbursement A dock - Nov2011-Feb2015	6,225.44	
41711	3/12/2015	8250	Ventura Visitors & Convention	Rent for space in VVC building & Advertising Co-op	465.00	
41712	3/12/2015	8251	Ventura Water	Water utility usage-monthly	444.28	
41713	3/12/2015	8260	Verizon Wireless	Cell phones/services	99.21	
41714	3/12/2015	8453	Virtual Pacific Networks	IT Services	2,000.00	
41715	3/12/2015	8552	Village Carousel	Event production - carousel ride tickets	187.50	
41716	3/12/2015	8651	Yama Lawn Mower Service	Small equipment parts	43.17	
41717	3/12/2015	16245	Bruce Smith	Expense reimbursement	108.44	
41718	3/12/2015	17683	CalTravel Association	Annual Membership	1,457.50	
41719	3/12/2015	23351	Diamond A Equipment	Mower parts	209.75	
41720	3/12/2015	36091	Harry's Marine Service	Boat maintenance supplies	594.32	
41721	3/12/2015	48470	Lauren Yuncker	Expense reimbursement	48.88	
41722	3/12/2015	62810	Peter Holguin Construction Inc	Sewer pipe repairs Coffee Dock suite	1,600.00	

# ATTACHMENT 3

## Accounts Payable Check Register - March 2015

Ventura Port District  
Wells Fargo Checking

4/28/2015

Check	Date	Payee	Name	Description	Amount	Voided Amount
41723	3/12/2015	79652	Traffic Technologies LLC	Hardware for accessibility signage	235.22	
41724	3/12/2015	80950	United Safety Compliance	Safety instruction	500.00	
41725	3/12/2015	15731	Boatyard Cafe	Tenant improvements	7,000.00	
41726	3/13/2015	PM OneTime	Sin Kim	Refund tenant deposit	5,004.94	
41727	3/19/2015	3046	** Voided **	Check error, voided and re-issued		10,973.10
41728	3/19/2015	7346	Shell Fleet Plus	Fuel for Patrol vehicle	602.51	
41729	3/19/2015	3155	Franchise Tax Board	Employee garnishment	149.66	
41730	3/19/2015	3155	Franchise Tax Board	Employee garnishment	350.00	
41731	3/25/2015	2096	Cushman Contractin Corporation	Progress payment on fish pier derrick crane	25,830.50	
41732	3/25/2015	8267	Ventura Harbor Marina & Yacht	B19 Cabin refurbishment	14,734.17	
41733	3/25/2015		** Voided **	Printing error		0.00
41734	3/25/2015		** Voided **	Printing error		0.00
41735	3/26/2015	1049	Adams Printing & Graphic	Marketing Event/Harbor advertising	888.30	
41736	3/26/2015	1178	American Office Products	Office supplies	47.77	
41737	3/26/2015	1326	Ayalas Backflow Services	Village backflow repairs	2,913.34	
41738	3/26/2015	1378	BC Tree Service Inc	Remove diseased tree near Andrias	1,100.00	
41739	3/26/2015	1444	Bethany Anderson	Ad production	912.50	
41740	3/26/2015	1679	Carpi, Clay & Smith	Washington lobbyist - Feb	5,119.12	
41741	3/26/2015	1828	Center Glass Company	Replacment glass pane old Christy's space	233.00	
41742	3/26/2015	1915	Cintas Corp	Uniform rental/cleaning, door mats, rags	721.53	
41743	3/26/2015	2029	Cover 2 Cover Music Inc.	Marketing Village entertainment	300.00	
41744	3/26/2015	2069	Creative Resource Group	Village leasing signage design	100.00	
41745	3/26/2015	2099	Custom Embroidery	Dockmaster uniforms	17.74	
41746	3/26/2015	2153	D West Graphics	Business cards	75.25	
41747	3/26/2015	2174	Dan Harding	Photography for social media	60.00	
41748	3/26/2015	2331	Dial Security Inc	Dockmaster/security coverage	1,200.00	
41749	3/26/2015	2448	Downtown Ventura Partners	March-June Trolley advertising/Marketing Adv Coop	2,400.00	
41750	3/26/2015	2537	Dunn Edwards	Maintenance paint supplies	529.13	
41751	3/26/2015	2604	E.J. Harrison & Sons Inc.	Village trash service - Mar	4,263.75	
41752	3/26/2015	2751	Empire Cleaning Supply	Janitorial supplies and restroom hardware improvements	1,352.89	
41753	3/26/2015	2936	Fast Signs	Leasing signage	290.26	
41754	3/26/2015	2980	Fausset Printing, LLC	Brochures/event cards	37.50	

# ATTACHMENT 3

## Accounts Payable Check Register - March 2015

Ventura Port District  
Wells Fargo Checking

4/28/2015

Check	Date	Payee	Name	Description	Amount	Voided Amount
41755	3/26/2015	2983	Federal Express Corporation	Ship conference supplies to Washington-CMANC conference	164.18	
41756	3/26/2015	2986	Ferguson Enterprises Inc.	Plumbing parts	38.27	
41757	3/26/2015	3050	** Voided **	Printing error		0.00
41758	3/26/2015	3050	All That's Fit to Print	Ad production, July-December 2015	7,413.39	
41759	3/26/2015	3490	Grainger Inc.	Maintenance supplies	366.71	
41760	3/26/2015	3492	Green Thumb International	Plants/gardening materials	74.44	
41761	3/26/2015	3497	Gregory Carson	Expense reimbursement	2,781.84	
41762	3/26/2015	4048	Rosemarie Gonzalez	Village events	60.00	
41763	3/26/2015	4057	Health & Human Resource Center	Employee Assistance Program (EAP)	177.14	
41764	3/26/2015	4089	Intelligent Products	Operating supplies	1,542.54	
41765	3/26/2015	4293	Jennifer Talt-Lundin	Reimburse use of personal cell phone for business	50.00	
41766	3/26/2015	4852	Lagerlof Senecal Gosney	Legal services	13,367.25	
41767	3/26/2015	4897	PORAC Legal Defense Fund	Salary reduction benefit	204.00	
41768	3/26/2015	5055	Mainstreet Architects Inc.	TI Improvement planning in Village	708.75	
41769	3/26/2015	5152	Macerich Buenaventura LLP	Fee to participate in Family Festival at Pacific View Mall	150.00	
41770	3/26/2015	5190	Matilija Water	Reverse osmosis water system Mar	45.00	
41771	3/26/2015	5210	McCormix Corp.	Fuel for maintenance vehicles	571.06	
41772	3/26/2015	5505	Muzicraft Inc.	Ambient music in Village - Apr	329.50	
41773	3/26/2015	6178	PERS Long Term Care Program	Salary reduction benefit	242.62	
41774	3/26/2015	6201	Pamela Griffin	Wellness program instructor	160.00	
41775	3/26/2015	6284	Peace Officers Research Assoc.	Salary reduction benefit	90.00	
41776	3/26/2015	6361	Pitney Bowes	Postage meter lease/Vlg office	34.03	
41777	3/26/2015	6465	Presenting Magazine	Marketing Event/Harbor advertising	1,200.00	
41778	3/26/2015	6470	LegalShield	Salary reduction benefit	192.30	
41779	3/26/2015	6687	RRM Design Group Inc.	Village accessibility planning assistance	7,065.00	
41780	3/26/2015	7000	Richard W. Parsons	Dredging/Project Management services-Mar & Misc exp reimburse	9,239.33	
41781	3/26/2015	7210	SEIU Local 721	Union dues for Harbor Patrol	251.26	
41782	3/26/2015	7240	AT&T	Elevator emergency phone service	81.31	
41783	3/26/2015	7294	Service-Pro Fire Protection	Fire sprinkler repairs in Boatyard Café	1,638.78	
41784	3/26/2015	7410	Smith Pipe & Supply Inc.	Village landscape supplies	190.19	
41785	3/26/2015	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00
41786	3/26/2015	7434	Southern Calif. Edison ** Voided **	Check stub used to list invoices		0.00

# ATTACHMENT 3

## Accounts Payable Check Register - March 2015

Ventura Port District  
Wells Fargo Checking

4/28/2015

Check	Date	Payee	Name	Description	Amount	Voided Amount
41787	3/26/2015	7434	Southern Calif. Edison	Utilities	10,536.40	
41788	3/26/2015	7572	Standard Insurance Company	Group Term Life/Long-term Disab - Apr	3,200.56	
41789	3/26/2015	7594	Steven Anthony Hinojosa	Marketing Village entertainment	300.00	
41790	3/26/2015	7719	Teamsters Local No. 186	Union dues for Dockmasters	217.00	
41791	3/26/2015	7761	The Gas Company	Utilities	676.60	
41792	3/26/2015	7918	Tyco Integrated Security LLC	NPS 1431 Security Quarterly alarm monitoring	158.22	
41793	3/26/2015	8233	Venco Power Sweeping, Inc	Parking lot sweeping - Village/Fish pier	545.38	
41794	3/26/2015	8241	Ventura County Star	Marketing Event/Harbor advertising	708.00	
41795	3/26/2015	8244	Ventura Harbor Storage	Fishermen's storage/net repair area	5,762.10	
41796	3/26/2015	8266	Ventura Harbor Marine Fuel	Operating supplies	17.93	
41797	3/26/2015	8531	Whisenhunt Communication	Public relations services	520.00	
41798	3/26/2015	12945	Assurant Employee Benefits	Dental Insurance Premiums	1,137.88	
41799	3/26/2015	36500	Heather Hultman	Village accessibility planning	60.00	
41800	3/26/2015	40525	Impact Sciences, Inc	Biological testing in harbor as required by pollution control permit	3,742.30	
41801	3/26/2015	74343	Sommerville Associates	Marketing - April services	2,000.00	
41802	3/26/2015	75712	Stacey Reed	Village events	165.00	
41803	3/26/2015	85445	William Schneider	Marketing Village entertainment	350.00	
41804	3/26/2015	Deposits	Kristi O'Neal	Refund event deposit	250.00	
41805	3/26/2015	PM OneTime	Chris Owen	Refund tenant deposit and slip rent	1,014.99	
41806	3/26/2015	PM OneTime	Sin Kim	Refund tenant overcharge	110.00	
41807	3/26/2015	5295	Michael Green	Paint Carousel entry doors	825.00	
41808	3/26/2015	8205	VCSDA (Ventura County Special District Assoc) - monthly meeting/dinner attendance fee		15.00	
41809	3/27/2015	7434	Southern Calif. Edison	Utilities	90.82	
41810	3/27/2015	6030	3Digit Media	Marketing advertising-805 Living Magazine	955.00	
41811	3/30/2015	3046	Chase Credit Card	Manager's credit cards - See attached detail	10,973.10	
Bank Account Totals					214,957.64	25,941.40

## ATTACHMENT 4

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

#### Chase Credit Card holders

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

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Oscar Pena	3/4/2015	URBANE CAFE VENTURA	Business meal	Marketing Lunch Meeting	28.81
Oscar Pena	3/9/2015	LAZY DOG RESTAURANT	Business meal	Commissioner lunch meeting	48.96
Oscar Pena	3/23/2015	TWO TREES CAFE	Business meal	Commissioner lunch meeting	28.40
Oscar Pena	3/24/2015	LURE FISH HOUSE	Business meal	Commissioner lunch meeting	34.72
Oscar Pena	3/25/2015	FOUR POINTS BY SHERATON	Business meal	Board Closed Session dinner	159.27
Oscar Pena	3/26/2015	CHASE BANK	Misc	Fees and Interest charges	199.70
Oscar Pena	3/30/2015	SQ *LATITUDES FINE ART GA	Operating supplies	Items for Sister City welcome baskets	32.25
Total General Manager's Expenses					532.11
Scott Miller	3/18/2015	LE PETIT CAFÉ	Business meal	Staff meeting General Mgr, Acctg Mgr - HR issues	42.55
Scott Miller	3/5/2015	OFFICE DEPOT	Computers	AVG Performance Software	42.99
Scott Miller	3/7/2015	OFFICE DEPOT	Computers	AVG Performance Software	53.74
Scott Miller	3/9/2015	OFFICE DEPOT	Computers	AVG Performance Software	(42.99)
Scott Miller	3/12/2015	AMAZON.COM	Computers	PaintShop Pro Software	39.99
Scott Miller	3/16/2015	DROPBOX, INC	Computers	IT computer-monthly Cloud storage	9.99
Scott Miller	3/26/2015	MALWARE BYTES	Computers	AntiMalware Software renewal	24.95
Scott Miller	3/10/2015	FRY'S	Office supplies	Clocks for conference room and front desk	86.38
Scott Miller	3/11/2015	FRY'S	Office supplies	Clock for conference room	29.38
Scott Miller	3/3/2015	KWIK TICKETS	Operating supplies	Island Packer parking permits	344.71
Scott Miller	3/18/2015	LIEBERT CASSIDY	Training	Webinar training fee - HR issues-EPMC Pick-up Training	55.00
Total Harbormaster's Expenses					686.69

# ATTACHMENT 4

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

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Jessica Rauch	3/27/2015	MWW*MONSTER.COM	Advertising	Job posting for Business Operations Manager position	405.00
Jessica Rauch	3/6/2015	VENTURA SANDWICH COMP	Business meal	Lunch for Commission Meeting	77.94
Jessica Rauch	3/26/2015	MARRIOTT 337N5 MONTEREY	Conferences	Commissioner Ashworth's Hotel for Fisheries Conference	585.21
Jessica Rauch	3/24/2015	VONS Store00024315	Misc	Refreshments for March staff birthdays	37.63
Jessica Rauch	3/18/2015	VISTAPR*VistaPrint.com	Office supplies	Harbormaster retirement invites	61.03
Jessica Rauch	3/27/2015	CUSTOM AWARDS & ENGRAVIN	Operating supplies	Staff and Commission name badges	212.85
Jessica Rauch	3/27/2015	EMAGENIT	Training	Senior Harbor Patrol Officer Excel training	190.00
Jessica Rauch	3/27/2015	EMAGENIT	Training	Accounting staff Excel training	380.00
Jessica Rauch	3/28/2015	EMAGENIT	Training	Facilities Manager Excel training	190.00
Jessica Rauch	3/31/2015	LIEBERT CASSIDY	Training	Webinar training fee - HR issues-New CA Leave Law	55.00
Jessica Rauch	4/1/2015	EMAGENIT	Training	Dockmaster Supervisor&Property Mgr-Excel training (4 classes)	680.00
Jessica Rauch	4/1/2015	CE SOLUTIONS	Training	Harbor Patrol training class	200.00
Total Administrative Assistant's Expenses					3,074.66
Jennifer Lundin	3/14/2015	CTC*CONSTANTCONTACT.COM	Advertising	Harbor Views Enewsletter subscribers	20.00
Jennifer Lundin	3/18/2015	SQ *PRINTING ADAMS PRINTI	Advertising	Village Maps Deposit	1,009.80
Jennifer Lundin	3/21/2015	FS *AngelCam	Advertising	Web CAM hosting	20.00
Jennifer Lundin	3/22/2015	CTC*CONSTANTCONTACT.COM	Advertising	Enewsletter Subscriber List	90.00
Jennifer Lundin	3/25/2015	BARNES & NOBLE #2054	Advertising	CINP on the front cover on Sunset Magazine	38.62
Jennifer Lundin	3/3/2015	BOATYARD CAFE INC	Business meal	Tenant Mtg. Harbor Wind & Kite	5.32
Jennifer Lundin	3/20/2015	BOATYARD CAFE INC	Business meal	Mtg. with Ventura Visitor Guide Publisher	8.06
Jennifer Lundin	3/23/2015	GREEK AT THE HARBOR IN	Business meal	Mtg w/ organizer- Ventura Street Painting Festival	12.69
Jennifer Lundin	3/25/2015	LE PETIT CAFE BAKERY I	Business meal	Central Coast Board Retreat - breakfast sponsor	98.82
Jennifer Lundin	3/27/2015	FOUR POINTS BY SHERATON	Business meal	Central Coast Board Mtg lunch	18.00
Jennifer Lundin	3/31/2015	BOATYARD CAFE INC	Business meal	Mtg. Dir. Of Operations Four Pts by Sheraton	20.43
Jennifer Lundin	3/3/2015	MICHAELS STORES 4800	Event production	Event supplies for Cottontail Day	25.74
Jennifer Lundin	3/4/2015	PARTY CITY	Event production	Event supplies for Cottontail Day	43.14
Jennifer Lundin	3/5/2015	SMARTNFINAL39010103901	Event production	Event supplies for Cottontail Day	63.86
Jennifer Lundin	3/10/2015	SMARTNFINAL39010103901	Event production	Event supplies for Cottontail Day	13.97
Jennifer Lundin	3/17/2015	SMARTNFINAL39010103901	Event production	Event supplies for Tenant Meeting	25.69
Jennifer Lundin	3/19/2015	LAKESHORE LEARNING #38	Event production	Bubble Juice for bubble machine during events	32.20
Jennifer Lundin	3/20/2015	AARON BROTHERS82	Event production	New signage for events	22.56
Jennifer Lundin	3/23/2015	BIG LOTS STORES - #4030	Event production	Event supplies for Cottontail Day	4.08
Jennifer Lundin	3/23/2015	SMARTNFINAL39010103901	Event production	Event supplies for Cottontail Day	79.90
Jennifer Lundin	3/25/2015	TARGET 00002980	Event production	Bubble Juice for bubble machine during events	53.64
Jennifer Lundin	3/25/2015	MICHAELS STORES 4800	Event production	Event supplies for Cottontail Day	7.71
Jennifer Lundin	3/25/2015	MICHAELS STORES 4800	Event production	Event supplies for Cottontail Day	10.30
Jennifer Lundin	3/28/2015	VILLAGE MARKET	Event production	Ice for Cottontail Day	11.00
Total Marketing Manager's Expenses					1,735.53



# ATTACHMENT 4

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

<u>Staff/Consultant</u>	<u>Trans Date</u>	<u>Vendor</u>	<u>Category</u>	<u>Description</u>	<u>Amount</u>
Robin Baer	3/27/2015	LOOPNET INC	Advertising	Leasing advertising	87.95
Total Property Manager's Expenses					87.95
Joe Gonzalez	3/19/2015	Business-in-a-box	Computers	Templates Software	99.95
Joe Gonzalez	3/27/2015	SUNCAST CORPORATION	Operating supplies	Repair parts for hose reel at VPD maintenance yard	16.15
Total Facilities Manager's Expenses					116.10
Richard Parsons	3/26/2015	BOATYARD CAFE INC	Business meal	Bus breakfast-Parsons, General Mgr, Lynn Krieger	63.03
Richard Parsons	3/7/2015	AMERICAN AI 0010280702465	Conferences	CMANC Conference-lugage fees-American Airlines	25.00
Richard Parsons	3/9/2015	LIAISON HOTEL Q96	Conferences	CMANC Conference-parking fees	21.00
Richard Parsons	3/10/2015	WASH METRORAIL	Conferences	CMANC Conference-transportation	14.50
Richard Parsons	3/11/2015	BLUE STAR SEDAN SERVICE	Conferences	CMANC Conference-transportation to airport	80.00
Richard Parsons	3/11/2015	WASH METRORAIL	Conferences	CMANC Conference-transportation	14.50
Richard Parsons	3/12/2015	FIREHOOK - NATIONAL BU	Conferences	CMANC Conference-lunch	13.04
Richard Parsons	3/12/2015	WASH METRORAIL	Conferences	CMANC Conference-transportation	14.50
Richard Parsons	3/12/2015	CURB	Conferences	CMANC Conference-transportation	9.74
Richard Parsons	3/12/2015	TAXICHARG WASHINGTONDC	Conferences	CMANC Conference-transportation	8.93
Richard Parsons	3/14/2015	AMERICAN AI 0010281064261	Conferences	CMANC Conference-lugage fees-American Airlines	25.00
Total Dredging/Project Management Consultant's Expenses					289.24
Total Chase Credit Card March 2015 Expenses					<u><u>\$ 6,522.28</u></u>

**MAY 27, 2015**

**BOARD OF PORT COMMISSIONERS**

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**CONSENT AGENDA ITEM B**

**APPROVAL OF NEW OFFICE LEASE AGREEMENT**

**FOR GABRIELLA NAVARRO BUSCH**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**CONSENT AGENDA ITEM B**  
Meeting Date: May 27, 2015

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TO: Board of Port Commissioners  
FROM: Robin Baer, Property Manager  
SUBJECT: New Office Lease Agreement for Gabriella Navarro Busch  
1575 Spinnaker Drive #204A-B

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**RECOMMENDATION:**

That the Board of Port Commissioners approves by motion a new Office lease agreement between the Ventura Port District dba Ventura Harbor Village and Gabriella Navarro Busch for the premises located at 1575 Spinnaker Drive #204A-B consisting of a total of 1,686 square feet for a five (5) year term.

**SUMMARY:**

Gabriella Navarro Busch Law will be expanding their current space of 1,200 square feet into an additional 486 square feet.

**BACKGROUND:**

Ms. Busch has been a tenant with us since 2007. Her business has been growing every year and she is now ready to increase her office space. She looks forward to expanding her practice into the new space.

**FISCAL IMPACT:**

The average occupancy expense per year is \$30,000 which could result in an additional \$9,000 per year.

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

**MAY 27, 2015**

**BOARD OF PORT COMMISSIONERS**

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**STANDARD AGENDA ITEM NO. 1**

**APPROVAL OF FEE INCREASE**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 1**  
Meeting Date: May 27, 2015

TO: Board of Port Commissioners  
FROM: Oscar Peña, General Manager  
SUBJECT: Approval of Fee Increase for Launch Ramp Parking and Dry Storage

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**RECOMMENDATION:**

That the Board of Port Commissioners adopt Resolution No. 3278, approving the fee increase for launch ramp parking and the District's dry storage facility.

**SUMMARY:**

Launch Ramp Parking

The Ventura Launch Ramp Parking lot is located in the northeast harbor area. It averages \$3,514 annually for all annual parking pass sales and \$31,162 for daily vehicle/trailer parking for a total of \$34,676. Below are the fees charged by the District, Santa Barbara Harbor and Channel Islands Harbor:

Current Ventura Harbor launch ramp parking fees are as follows:

- \$6.00 per vehicle/trailer for 24 hours
- \$75.00 for an annual parking pass
- \$37.50 for a dry storage tenant annual parking pass

Santa Barbara Harbor has the following launch ramp parking fees:

- \$12.00 per vehicle per day
- \$20.00 per vehicle/trailer for day – three day limit
- \$75.00 for an annual parking pass – three day limit

Channel Islands Harbor has the following launch ramp parking fees:

- \$7.00 per vehicle/trailer for day
- \$12.00 vehicle/trailer unoccupied overnight
- \$30.00 vehicle/trailer occupied overnight
- \$125.00 for an annual parking pass

Staff recommends the following increases:

- \$8.00 per vehicle/trailer for 24 hours
- \$100.00 for an annual parking pass
- \$50.00 for a dry storage tenant annual parking pass

With the proposed increases annual passes will increase to \$4,550 and daily parking will increase to \$41,552 for a total of \$46,102 annually.

Dry Storage Fee

The District owns and operates a dry storage facility with approximately 116 spaces. Monthly income from the dry storage rentals averages \$8,000 a month with a 92% occupancy rate. Fees were last increased 10% in July 2007, which changed the fee from \$2.75 per foot to \$3.00 per foot. The average fees for other storage facilities in Ventura run approximately \$3.75 per foot to \$4.00 per foot.

Staff recommends an increase of 17%, making the fee \$3.50 per foot, which would increase annual revenues by approximately \$16,320. This proposed fee increase would still be competitive with the surrounding storage facilities.

**CONCLUSION:**

It is staff's opinion that all of the above-mentioned user fees should be increased to recover the cost to maintain the District's infrastructure and continue to provide a high level of service to our stakeholders. These fees will become effective July 1, 2015.

**ATTACHMENT:**

Attachment 1 – Resolution No. 3278



**RESOLUTION NO. 3278**

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS  
OF VENTURA PORT DISTRICT APPROVING THE FEE INCREASE FOR  
THE VENTURA LAUNCH RAMP PARKING AND DRY DOCK STORAGE FACILITY**

WHEREAS, the Ventura Port District is the owner and operator of approximately 152 acres of land and 122 acres of water area devoted to commercial and recreational fishing and restaurant and office space in Ventura Harbor Village; and

WHEREAS, California Harbors and Navigation Code Section 6305 provides that the Ventura Port District may fix, regulate and collect the rates or charges for the use of wharves, warehouses, vessels, railroads and other facilities, structures and appliances owned, controlled or operated by it, in connection with or for the promotion and accommodation of transportation or navigation, and it may also fix, regulate and collect the rates or charges for pilotage and towage; and

WHEREAS, the charges established by this resolution as set forth in the schedule of fees attached hereto as Exhibit A and incorporated herein by reference do not exceed the cost of the services provided at the Ventura Harbor; and

WHEREAS, the charges established by this resolution are, to the extent feasible, are uniform, on average, with charges for similar uses or services established by the City of Santa Barbara and Channel Islands Harbor; and

WHEREAS, the Ventura Port District provides a system of fee collection at the Ventura Port District office for slip fee rentals, which involves an appropriate designated employee and/or collection device to receive said imposed fees; and

WHEREAS, the Board of Port Commissioners finds that the fees referenced herein at the Ventura Harbor are for the purpose of:

- 1) Meeting financial reserve needs and requirements; and
- 2) Obtaining funds for capital projects, necessary to maintain service within the existing service areas; and

NOW, THEREFORE, BE IT RESOLVED, the Board of Port Commissioners of the Ventura Port District hereby:

- 1) Approves and adopts the attached schedule of fees (Exhibit A) for Ventura launch ramp parking.



ATTACHMENT 1

- 2) The schedule of fees (Exhibit A) adopted by this resolution is to be effective on July 1, 2015; and

PASSED, APPROVED AND ADOPTED by the Board of Port Commissioners, this 27<sup>th</sup> day of May 2015, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Secretary

(Seal)



# ATTACHMENT 1

## EXHIBIT A

### VENTURA PORT DISTRICT FEE SCHEDULE

<b><u>LAUNCH RAMP PARKING</u></b>	
<b><u>FEE DESCRIPTION</u></b>	<b><u>FEE AMOUNT</u></b>
Vehicle/Trailer for 24 Hours	\$8.00
Dry Storage Tenant Annual Parking Pass	\$50.00
Annual Parking Pass	\$100.00

<b><u>DRY DOCK STORAGE</u></b>	
<b><u>FEE DESCRIPTION</u></b>	<b><u>FEE AMOUNT</u></b>
<b><i>Rate per foot/month</i></b>	
12'	\$42.00
15'	\$52.50
20'	\$70.00
25'	\$87.50
27'	\$94.50
28'	\$98.00
30'	\$105.00
35'	\$122.50
40'	\$140.00

**MAY 27, 2015**

**BOARD OF PORT COMMISSIONERS**

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**STANDARD AGENDA ITEM NO. 2**

**DOWNTOWN/HARBOR TROLLEY**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 2**

Meeting Date: May 27, 2015

TO: Board of Port Commissioners  
FROM: Oscar Peña, General Manager  
SUBJECT: Downtown Trolley

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**RECOMMENDATION**

That the Board of Port Commissioners receive a report on the Downtown/Harbor Trolley from Downtown Ventura Executive Director, Kevin Clerici.

**BACKGROUND**

The District has been a key partner with the Downtown Ventura Improvement District on the Downtown/Harbor Trolley since the beginning of this program. The Harbor is a premier tourist destination in the region that offers recreational, boating, food, entertainment and unique retail opportunities to local residents and visitors alike.

We value the trolley as a fun and effective way to move people to and from the downtown and harbor areas. Harbor Blvd. is the main corridor between our historic downtown and the harbor. Business owners at Harbor Village feel this is a valuable service. The District contributes \$24,000 annually toward the operation of the trolley. In addition the District advertises on the rear panel of the trolley and the annual cost for that is \$15,600. We also invest in three (3) Big Belly ads located in strategic areas downtown to reach our local community.

The Downtown Ventura Improvement District also collects from other businesses throughout the city for advertising to offset the operating expenses. Sam Sadove who owns and operates the *Rhumb Line* restaurant and the Ventura Harbor Marina & Yacht Yard is listed as one of the four major partners which also include the City of Ventura, Ventura Port District, Rhumb Line and Ventura County Fairgrounds. The trolley stops at Amtrak Platform, Ventura Visitors Center, Pierpont Blvd. at Seaward, the Rhumb Line and the Ventura Harbor Village.

Kevin Clerici, the Executive Director of the Downtown Ventura Improvement District will provide the Board of Port Commissioners with an update of the Downtown Harbor Trolley.

**MAY 27, 2015**

**BOARD OF PORT COMMISSIONERS**

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**STANDARD AGENDA ITEM NO. 3**

**LAUNCH RAMP PARKING LOT MODIFICATION**

**VENTURA PORT DISTRICT  
BOARD COMMUNICATION**

**STANDARD AGENDA ITEM 3**

Meeting Date: May 27, 2015

TO: Board of Port Commissioners  
FROM: Oscar Peña, General Manager  
SUBJECT: Launch Ramp Parking Lot Modification

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**RECOMMENDATION:**

That the Board of Port Commissioners review, discuss and take appropriate action on the launch ramp parking lot modification.

**BACKGROUND:**

In 2007, the Board of Port Commissioners adopted a resolution to the State of California requesting a grant from the Department of Boating and Waterways (DBW) for the reconstruction of the concrete ramp at the Public Boat Launching facility. Ultimately DBW approved grant funds in the amount of \$3,000,000 for the replacement effort.

The old concrete ramp had deteriorated substantially since its construction in 1963. The ramp pavement was deteriorated and not sufficiently grooved to afford adequate tire traction for launch and recovery of boats. Portions of the pavement perimeter were more seriously damaged from settlement, cracking and undermining at the toe.

While the proposed ramp would offer six vehicle lanes plus a 50-foot wide area for the launching of non-motorized, hand-carried boats, the overall width of the ramp was reduced from 266 ft. to 170 ft. and the number of boarding floats reduced from three to two. The replacement ramp design as constructed is in compliance with the Department's guidelines for public launch ramps.

Unfortunately, the grant did not include any modifications to the parking lot. Shortly after the launch ramp opened in June, 2014, it became evident that the new configuration of the launch ramp created some circulation issues in the parking lot. The District staff and consultant Richard Parsons has persuaded the Division of Boating and Waterways to pay for one half of the cost to redesign the parking to improve circulation in the launch ramp parking area.

Attached is a plan that has been submitted to DBW for their review. As of the date of this report, they have not responded to this plan. At the request of the Board, they would like the opportunity to consider other parking and circulation alternatives before reaching a conclusion on this proposed project.

We expect to review a number of alternatives with the Board at the May 27<sup>th</sup> meeting. It is clear at this point, however, that the plan submitted to DBW, even if approved by that agency as well as the Port Commission cannot be implemented in a time frame that will alleviate the parking lot circulation problems that will occur during the summer of 2015. It may therefore be prudent to consider an interim plan for the summer season or other alternatives as may be suggested by the Board to improve parking and circulation for our boaters.

**ATTACHMENT:**

Attachment 1 - Noble Consultants Contract Change Order No. 5 Project Plan

# ATTACHMENT 1

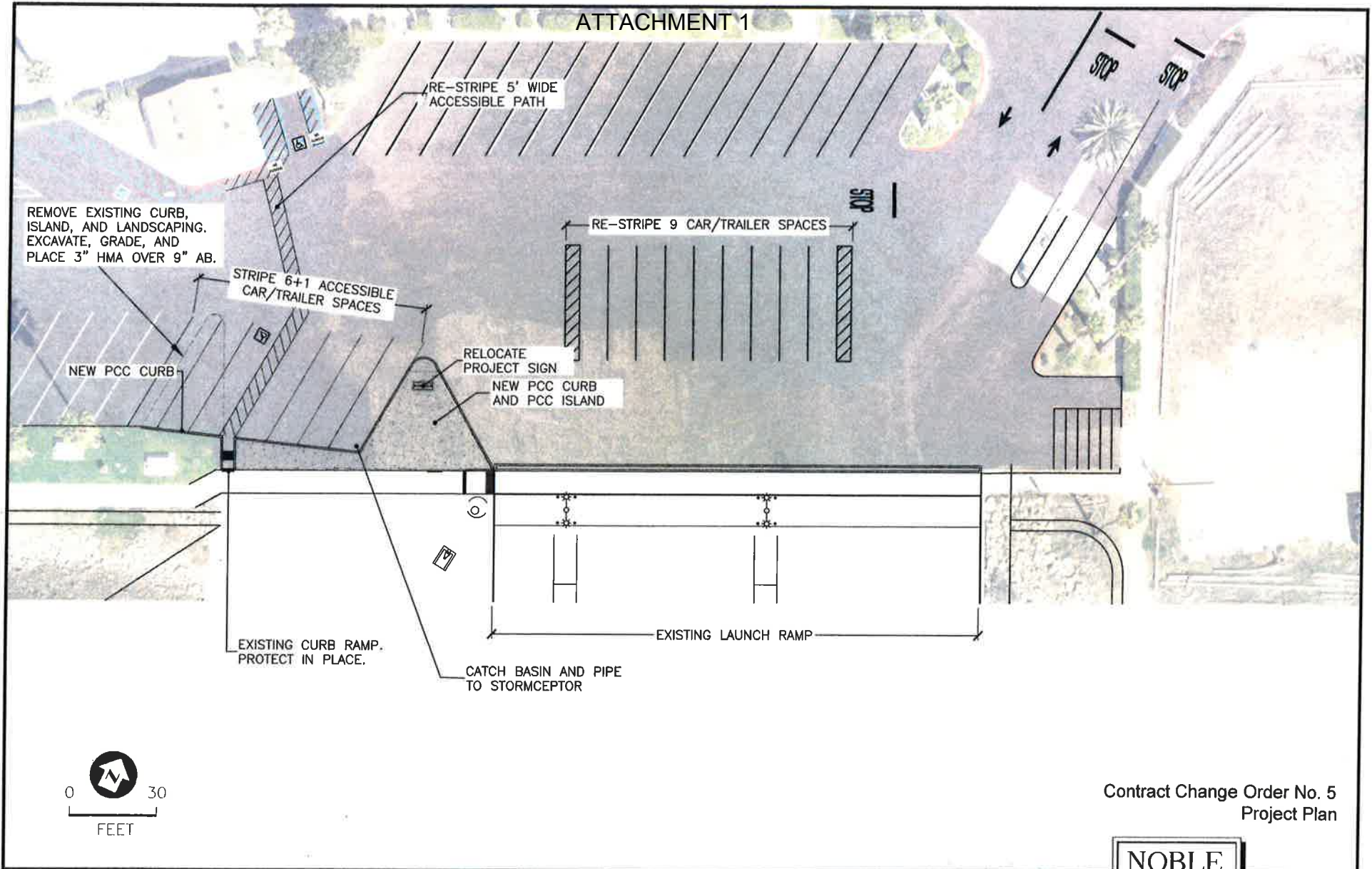


Figure 1