VENTURA
PORT DISTRICT
Established 1952

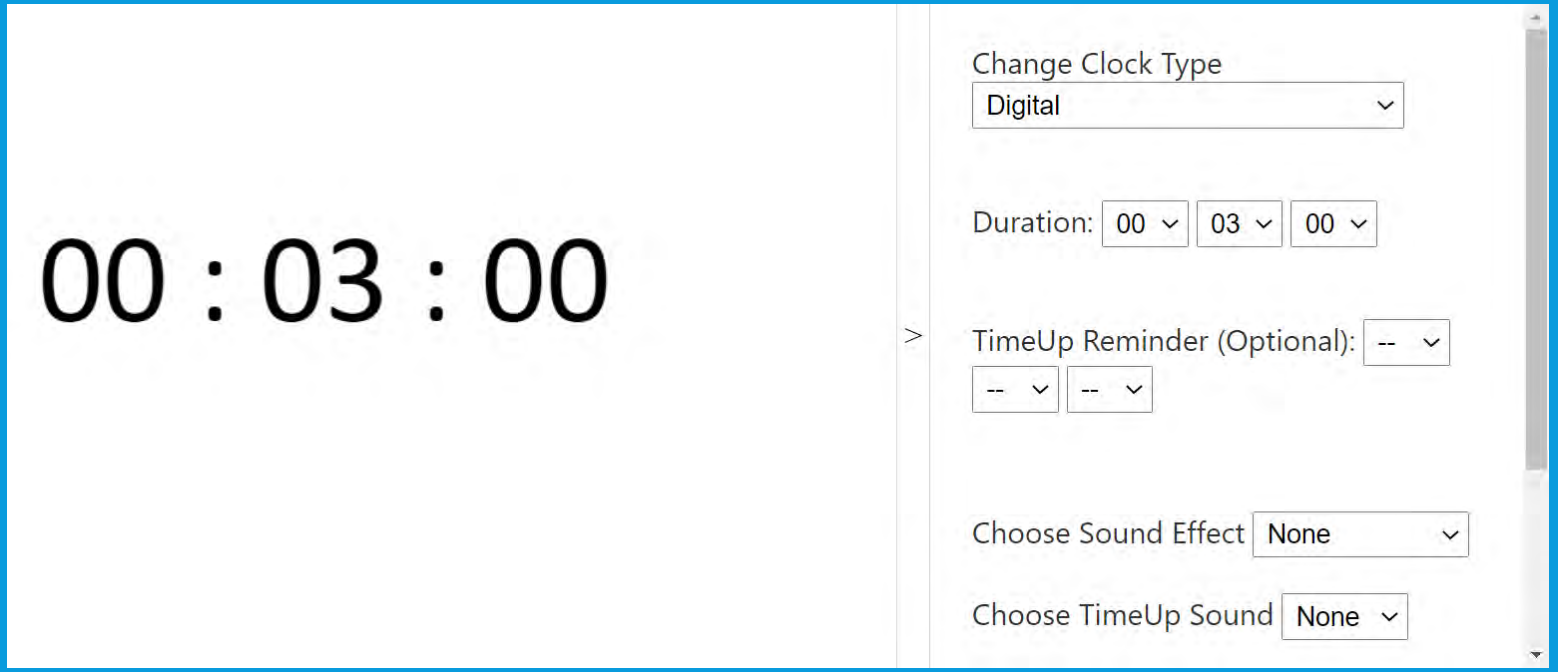
BOARD OF PORT COMMISSIONERS MEETING
MAY 19, 2021

Ventura Harbor
HOME OF THE CHANNEL ISLANDS NATIONAL PARK

CLOSED SESSION AGENDA

- Call to Order
- Roll Call

PUBLIC COMMUNICATION
CLOSED SESSION AGENDA
ITEMS ON TODAY'S AGENDA



ADMIN AGENDA

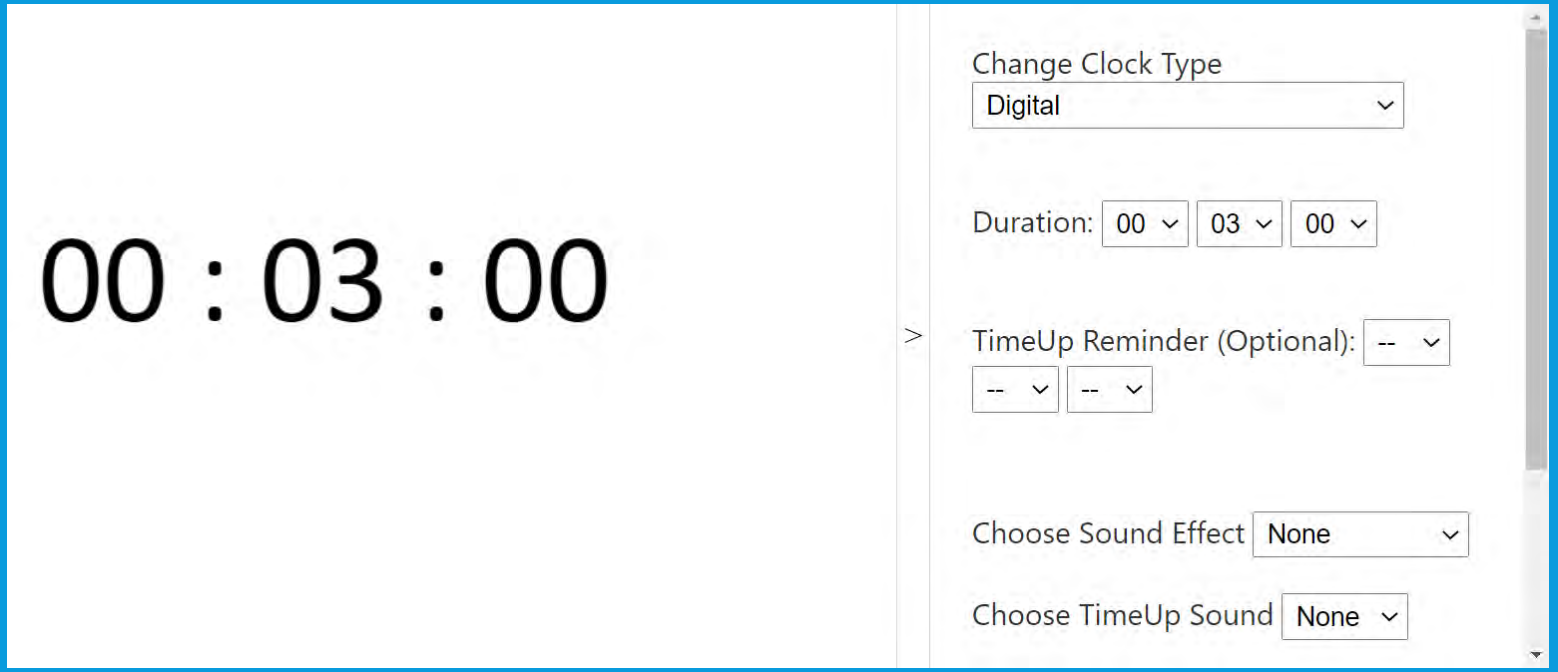
- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

Adoption of the May 19, 2021 Agenda

Approval of the Minutes of the May 5, 2021 Regular Meeting

PUBLIC COMMUNICATION
ADMIN AGENDA
ITEMS NOT ON TODAY'S AGENDA



ADMIN AGENDA

- Closed Session Report
- Board Communications
- Staff and General Manager Reports
- Legal Counsel Report

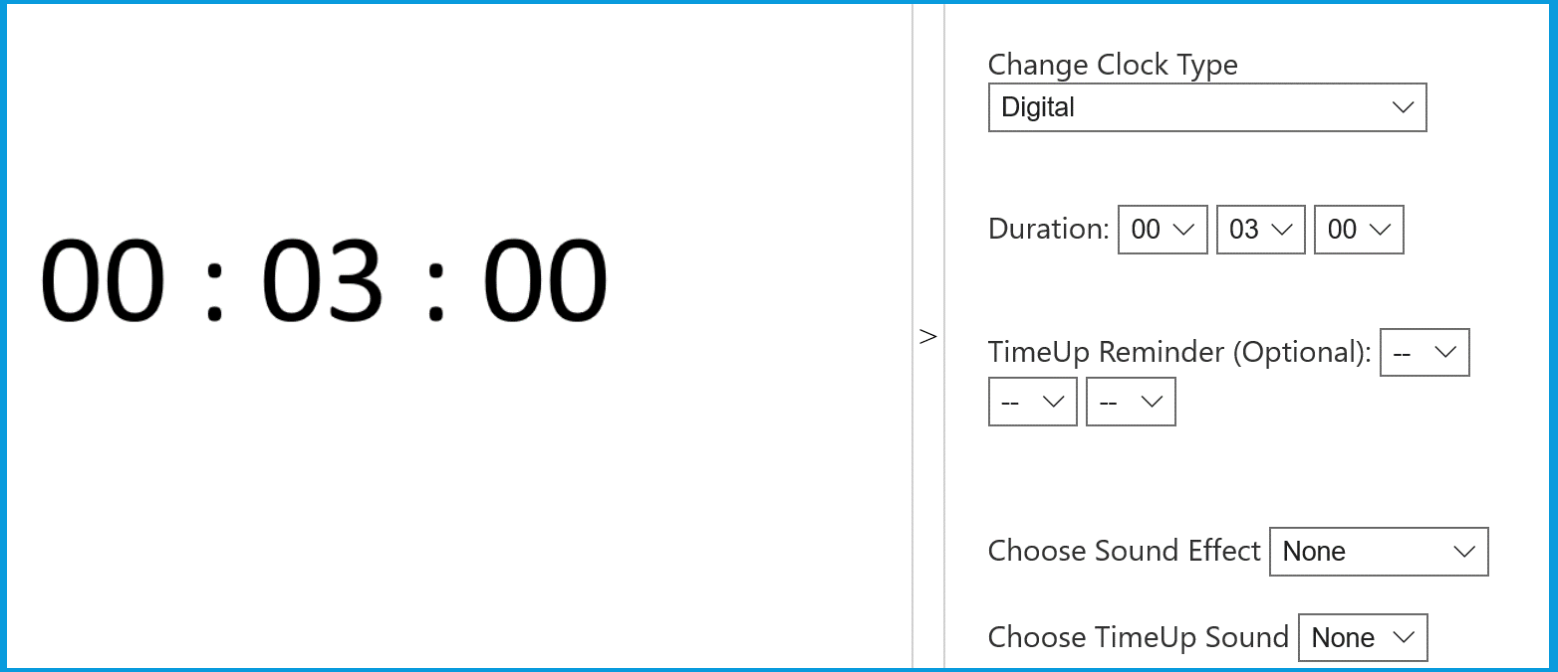
CONSENT AGENDA

A) Approval of Amendment to the Retail Lease Agreement for Ghassan Trad and Wafaa Alwarda dba Harbor Market & Liquor

B) Approval of Option to Silhouettes Retail Lease Agreement

C) Approval of Change Orders for the Fisherman's Storage Containers Procurement

PUBLIC COMMUNICATION
CONSENT AGENDA



Approval of Notice of Proposed Ordinance for a New Office Lease Agreement with Options for Andria's Seafood Specialties dba Andria's Seafood Restaurant

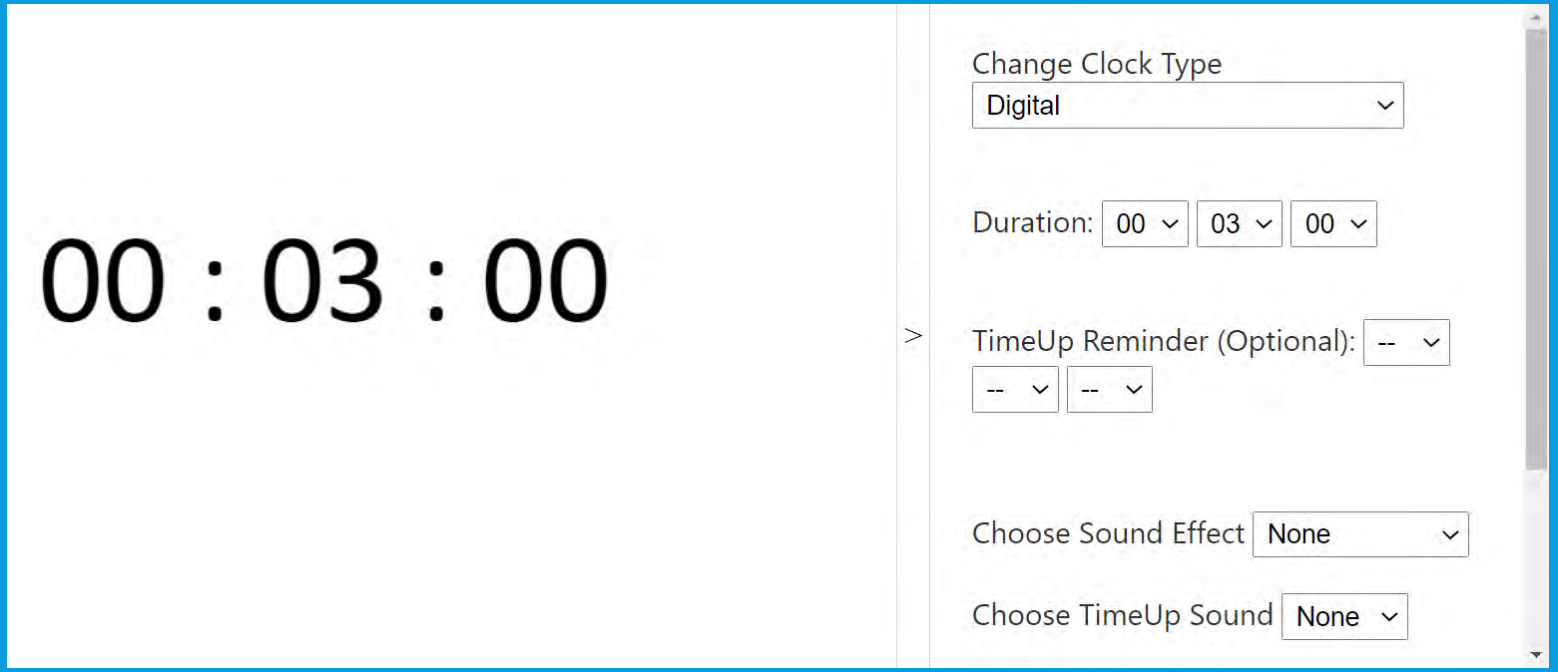
RECOMMENDATION

That the Board of Port Commissioners adopt Resolution No. 3416 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for a new four (4) year and eleven (11) month Office Lease Agreement with three (3) five (5) year options (for a total of 19-years, 11-months) between the Ventura Port District dba Ventura Harbor Village and Andria's Seafood Specialties dba Andria's Seafood Restaurant in a newspaper of general circulation.

STANDARD AGENDA ITEM 1

Report by Todd Mitchell, Business Operations Manager

PUBLIC COMMUNICATION
STANDARD AGENDA ITEM 1



STANDARD AGENDA ITEM 2

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

FY2021 – 2022 Budget Study Session

RECOMMENDATION

That the Board of Port Commissioners conduct a FY21–22 Budget Study Session and provide direction to the General Manager in preparation of the forecasted preliminary budget and five-year capital improvement plan.

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FY21-22 Budget Study Session

Board of Commissioners Meeting

May 19, 2021

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Recommendation

That the Board of Port Commissioners:

Conduct a FY21–22 Budget Study Session and provide direction to the General Manager in preparation of the forecasted preliminary budget and five-year capital improvement plan.

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Operating Revenues (Budgeted vs. Forecast)

Fiscal Year	Actual/Budget	Revenues	% +/-
FY17-18*	Actual	$8,514,086	<7%>
FY18-19	Actual	$8,969,830	5%
FY19-20**	Actual	$8,413,254	<6%>
FY20-21***	Mid-year Budget	$8,492,795	1%
FY21-22****	Forecast	$8,682,000	2%

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

** FY19-20 actual revenues were down 6% due to the beginning effects of COVID, a reduction in investment interest earnings and the partial closure of Village Marina slips during the dock renovation.

*** Current year mid-year budget.

**** FY21-22 preliminary forecast

(Operating Revenue does not include property taxes)

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Operating Expenses (Budgeted vs. Forecast)

Fiscal Year	Actual/Budget	Expenses	% +/-
FY17-18	Actual	$5,788,472	18%
FY18-19	Actual	$6,214,715	7%
FY19-20	Actual	$6,306,806	1%
FY20-21*	Mid-year Budget	$6,485,750	3%
FY21-22**	Forecast	$6,486,178	0%

* Current year mid-year budget.
** FY21-22 preliminary forecast.

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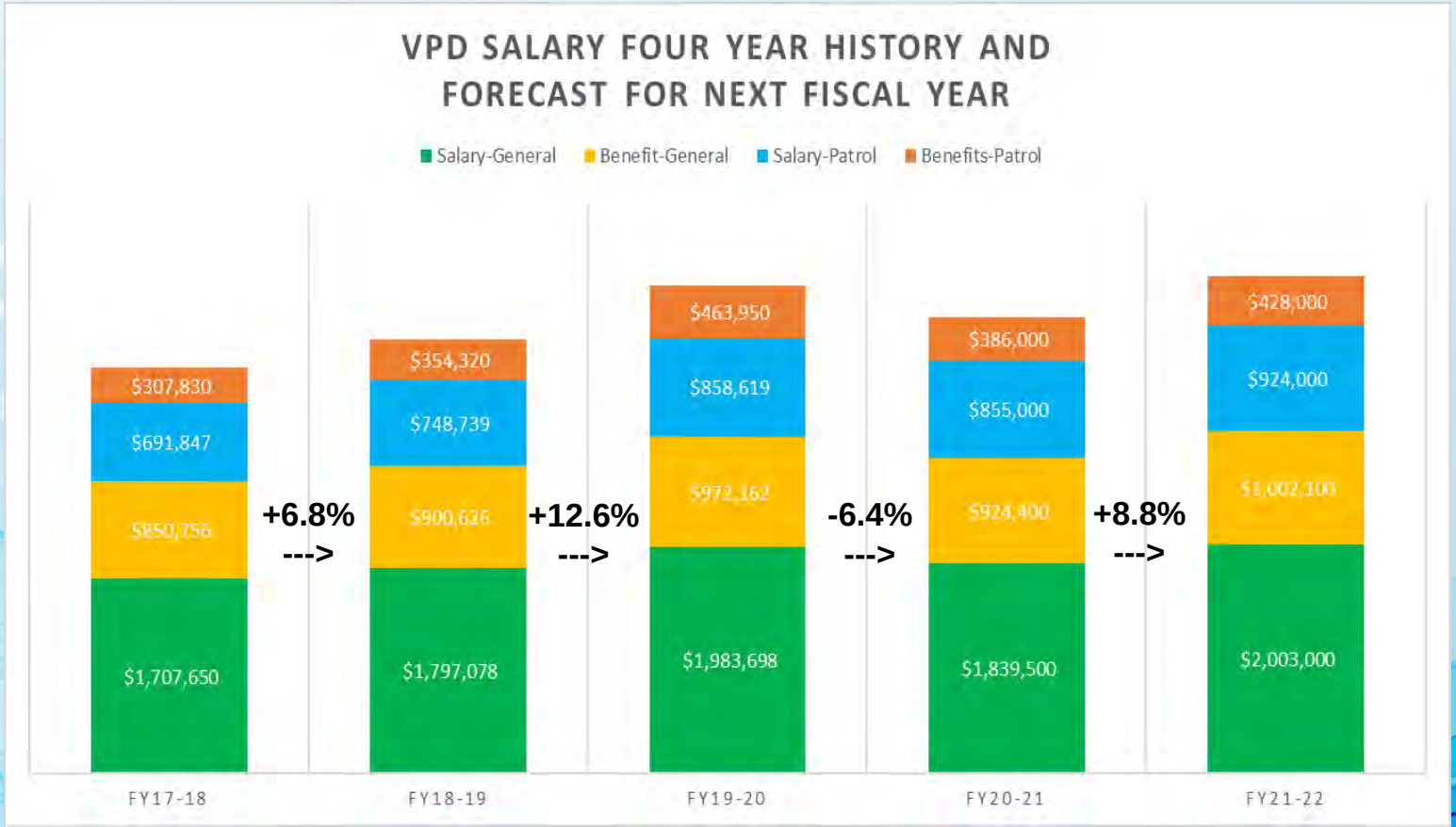
Salary & Benefits Comparison



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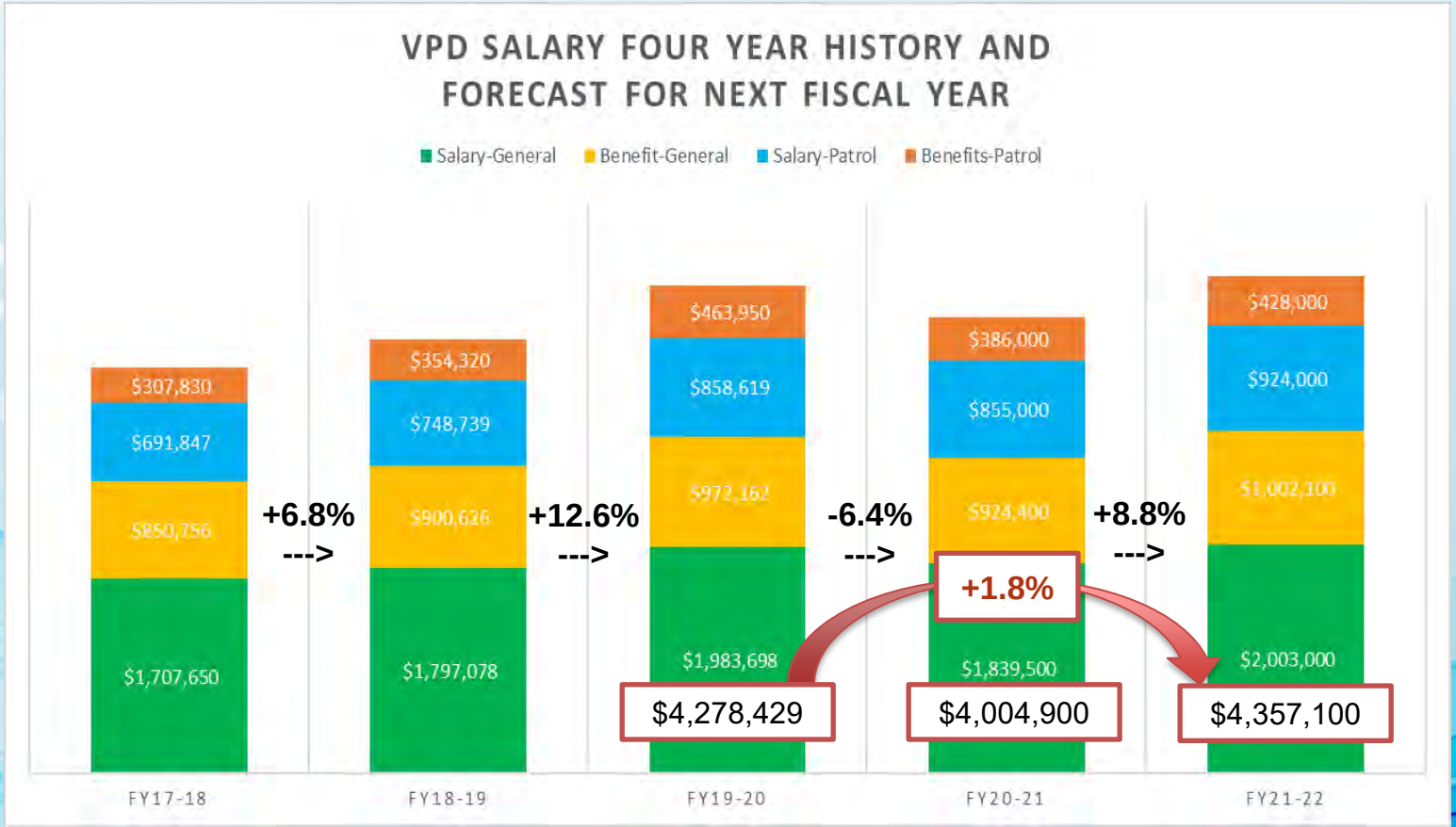
Salary & Benefits Comparison



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Staffing Considerations

GM is recommending

Addition of:

- **Senior Harbor Patrol Officer**
- Capital Projects Manager
- Business Operations Analyst I/II

Elimination of vacant positions:

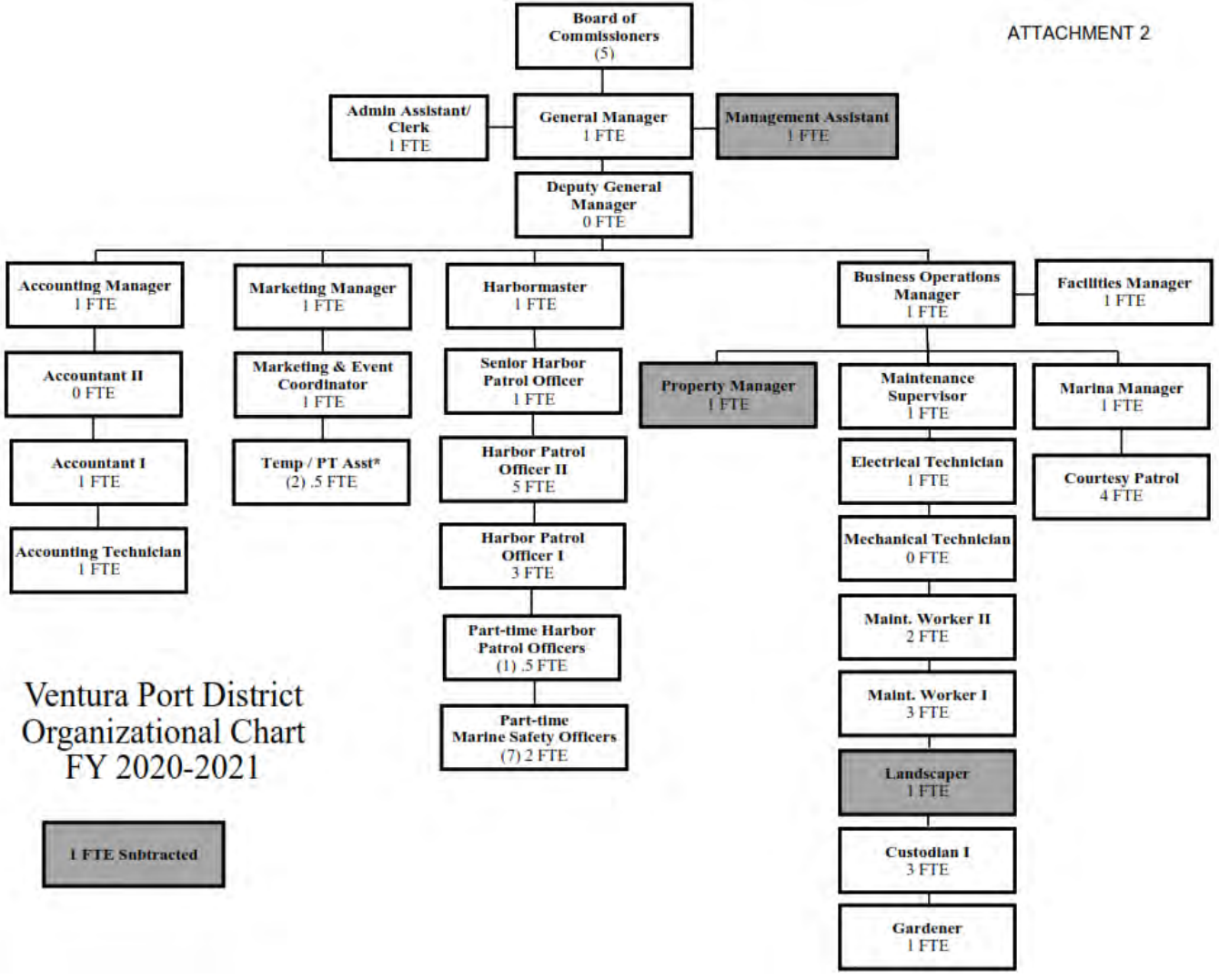
- Property Manager
- Management Assistant

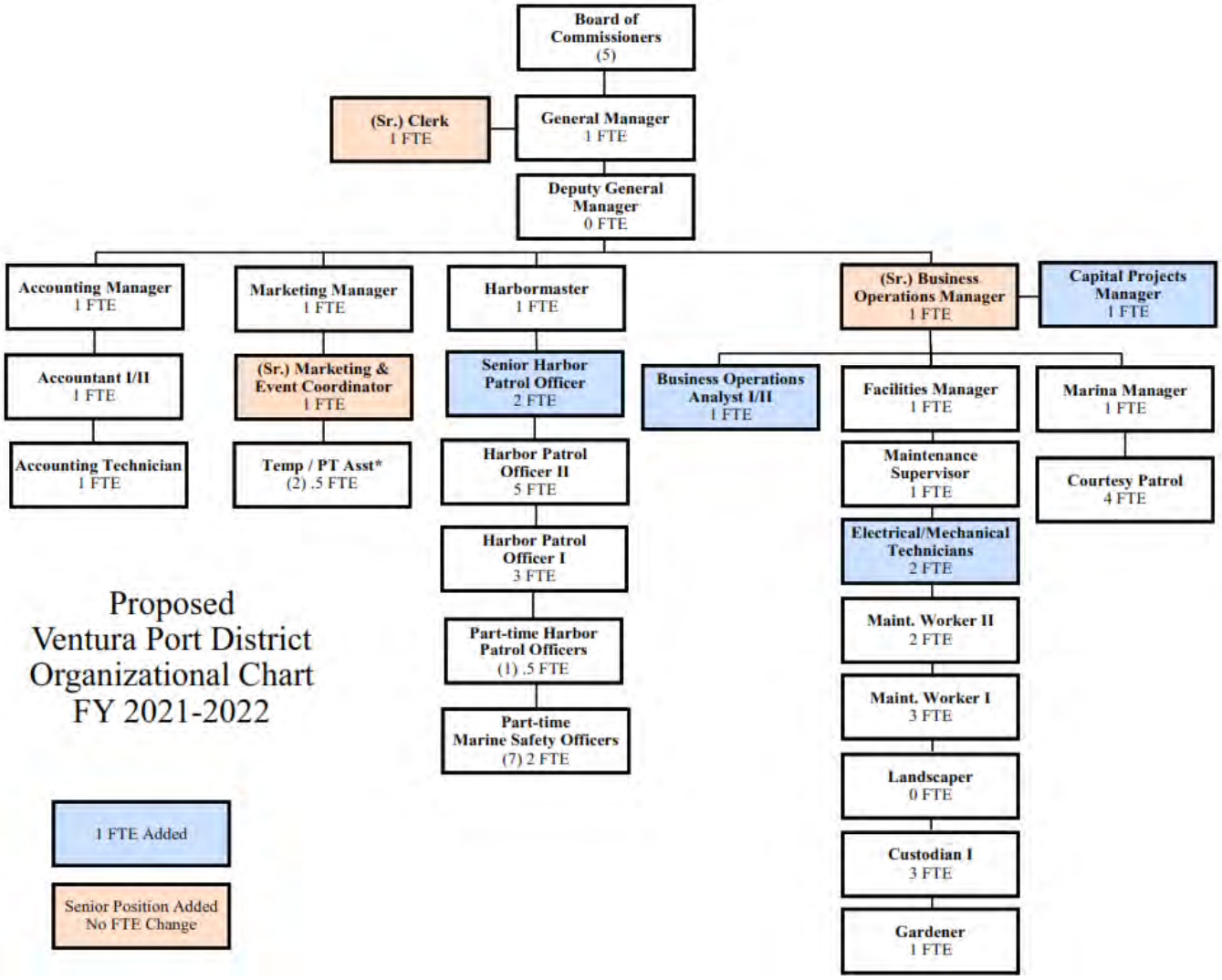
Add Senior Classifications for:

- Business Operations Manager
- Clerk of the Board
- Marketing & Event Coordinator

Net Increase of 1 Full-time Position

ATTACHMENT 2




Board of Commissioners (5)
(Sr.) Clerk 1 FTE
General Manager 1 FTE
Deputy General Manager 0 FTE
Accounting Manager 1 FTE
Accountant I/II 1 FTE
Accounting Technician 1 FTE
Marketing Manager 1 FTE
(Sr.) Marketing & Event Coordinator 1 FTE
Temp / PT Asst* (2) .5 FTE
Harbormaster 1 FTE
Senior Harbor Patrol Officer 2 FTE
Harbor Patrol Officer II 5 FTE
Harbor Patrol Officer I 3 FTE
Part-time Harbor Patrol Officers (1) .5 FTE
Part-time Marine Safety Officers (7) 2 FTE
(Sr.) Business Operations Manager 1 FTE
Capital Projects Manager 1 FTE
Business Operations Analyst I/II 1 FTE
Facilities Manager 1 FTE
Maintenance Supervisor 1 FTE
Electrical/Mechanical Technicians 2 FTE
Maint. Worker II 2 FTE
Maint. Worker I 3 FTE
Landscaper 0 FTE
Custodian I 3 FTE
Gardener 1 FTE
Marina Manager 1 FTE
Courtesy Patrol 4 FTE
Proposed
Ventura Port District
Organizational Chart
FY 2021-2022
1 FTE Added
Senior Position Added
No FTE Change

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5-Year Objectives

(w/milestone & FY21-22 financial obligation)

- Harbor Dredging
  - Obtain amendments to the inner harbor dredging permits
- Public & Civic Engagement Plan
  - Stakeholder budget workshop
  - Stakeholder engagement workshop (fall 2021)
  - Contribute to General Plan Update
  - Continue to Develop, Approve, and Implement a Public Civic Engagement Plan
- Commercial Fishing
  - Reactivate Ventura's commercial fishing association/fishermen workgroup
  - Complete NOAA Sea Grant Deliverables
- Master Tenants & Parcels 5+8
  - Work with Derecktor Marine Holdings to support development plans
  - Work with Ventura Isle Marina in support of their dock replacement project
  - Work with Ventura Yacht Club in support of their dock replacement project

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5-Year Objectives

(w/milestone & FY20-21 financial obligation)

- National/State Parks Collaboration
  - Work with NPS on future planning collaboration and Visitor Center master planning
  - Work with State Parks on contracted Lifeguard Program
- Harbor Parking & Traffic
  - Evaluate transit networks and parking (including new traffic counting system)
  - Evaluate and institute parking management system (including paid parking)
- Harbor Village
  - Village refresh program (wayfinding signage)
  - Village infrastructure upgrades (elevators, roofs)

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Capital Improvement Projects

Capital Improvement Projects	Budgeted Cost	Comment
1567 Lighthouse building improvements	$650,000	
Paid Parking Infrastructure*	$275,000*	*Includes machines at beach lots
1567 B Building Roof replacement	$250,000	
Harbor Village Trash Enclosure	$150,000	Near 1575 – currently out to bid
Harbor Village Wayfinding Signs	$125,000	Goes out to bid in June 2021
1691 ADA Restroom Improvements	$130,000	
1449 Building structural improvements	$120,000	
1591 Elevator Refurbishment	$120,000	
SUB-TOTAL (Harbor Village)	**$1,820,000**	

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Capital Improvement Projects

Capital Improvement Projects (Continued)	Budgeted Cost	Comment
Resurface & Restripe Launch Ramp Parking Lot	$75,000	
Harbor Patrol – Vehicle Replacement	$45,000	Spring 2022
Harbor Cove Light & Poles Replacement	$45,000	
1603 Emergency generator	$35,000	Installation
Beach Lots Retaining Wall & Shower Area Improvements	$25,000	Design phase
Fish Hoist #1 – Base Plate Refurbishment	$25,000	Improvement of existing hoist
Fish Pier – Loading Area & Electrical Building Improvements	$15,000	Currently out to bid
Harbor Patrol Radio & Communication Upgrades	$8,000	Part 1 of 2 phases
SUB-TOTAL (All Other)	**$273,000**	

TOTAL Proposed Capital Improvement Budget	**$2,093,000**

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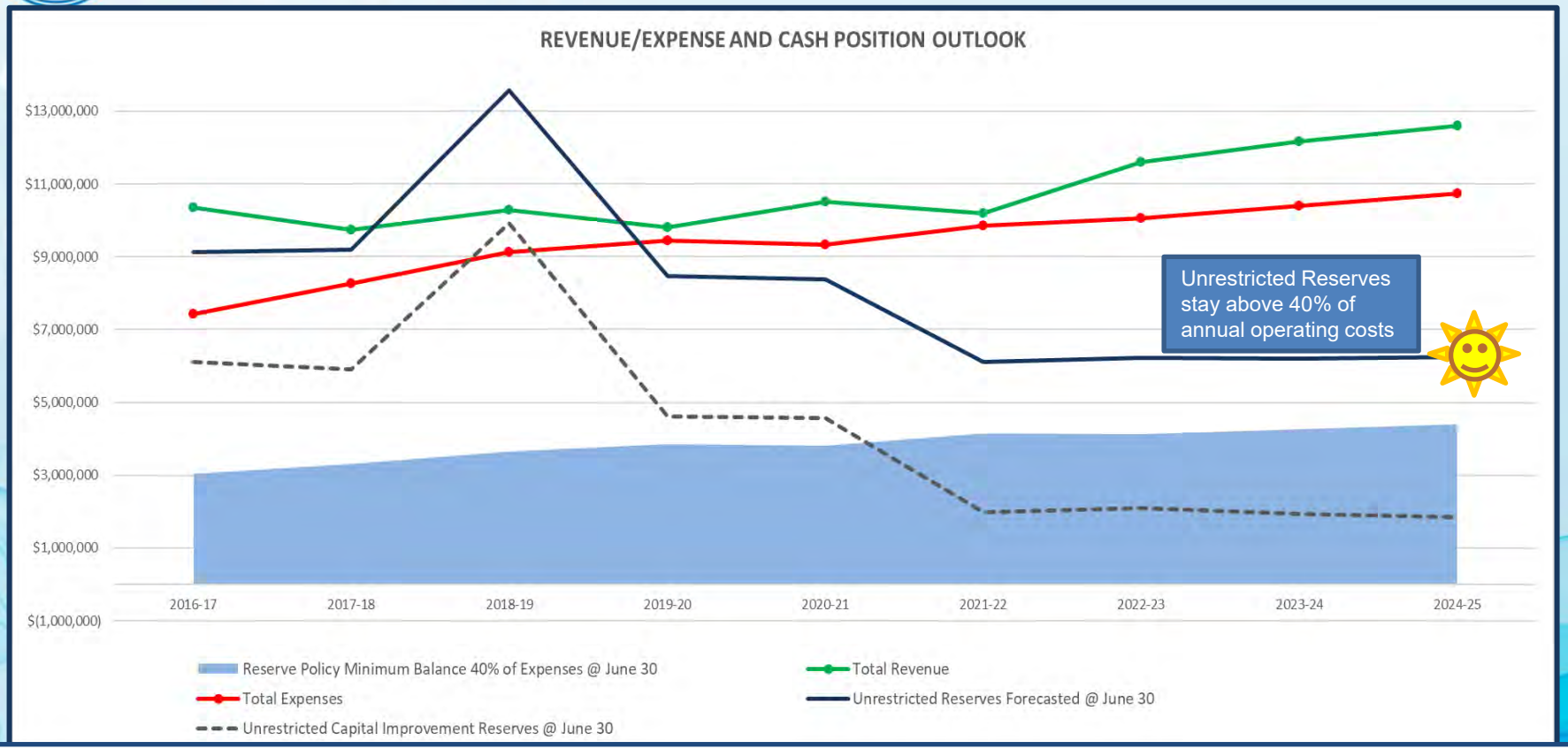
Fiscal Impact: Budget Study Session



* Unrestricted Capital Improvement Reserves is the amount in excess of Unrestricted Reserves (District policy to preserve 40% annual operating costs)

Ventura Harbor

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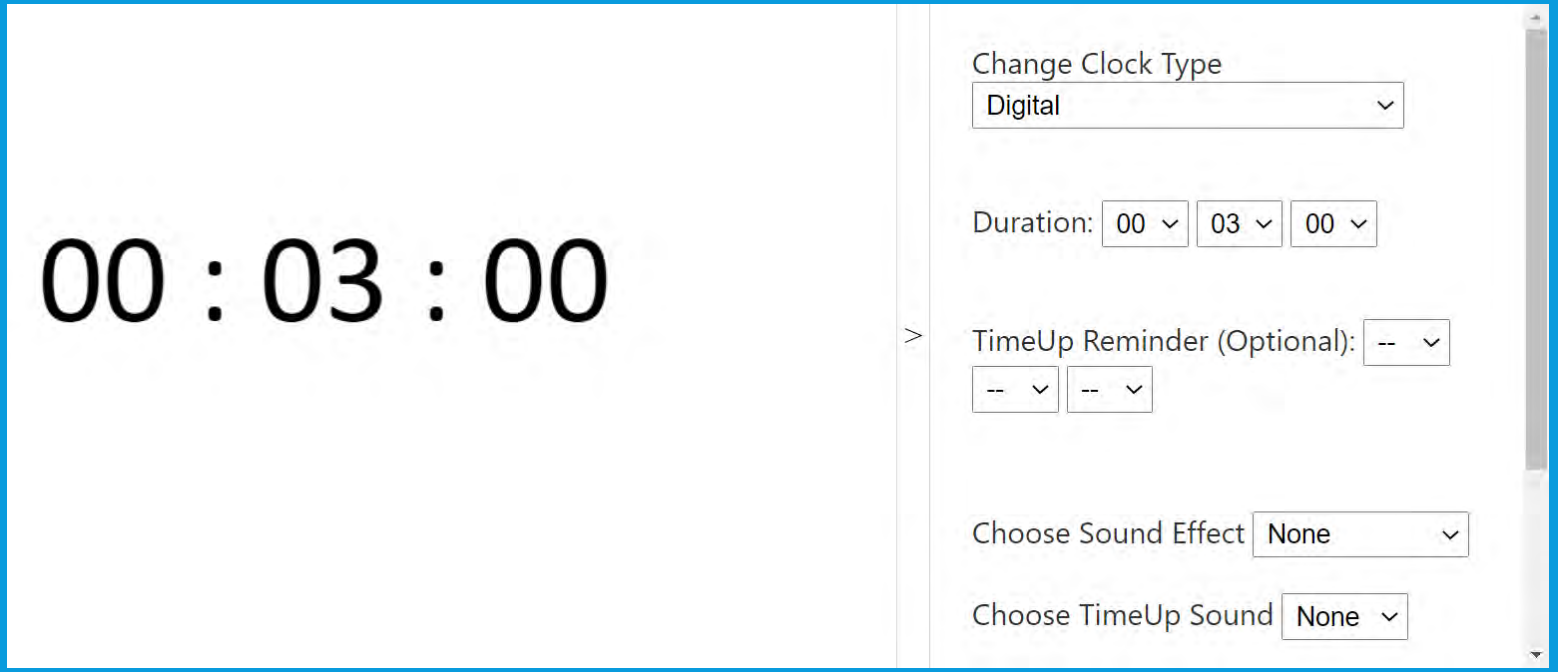
Thank you for your time.

Brian D. Pendleton Todd Mitchell Gloria Adkins

PUBLIC COMMUNICATION
STANDARD AGENDA ITEM 2



Approval of Amendment No. 1 to the Employment Agreement for General Manager

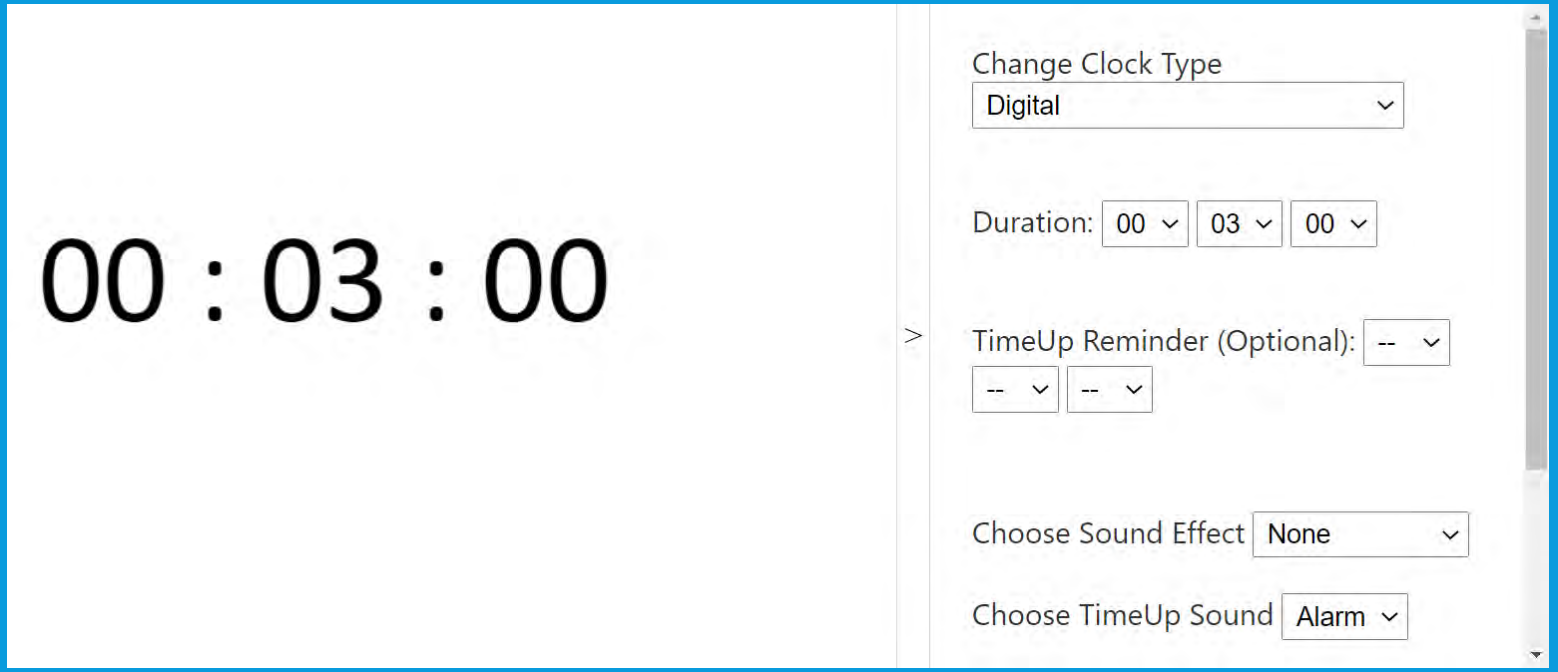
RECOMMENDATION

That the Board of Port Commissioners approve and authorize the Chair to sign Amendment No. 1 to the “At Will Employment Agreement for General Manager”, dated May 1, 2019, increasing the annual base salary to $191,331 and granting a one-time payment of $5,000 to General Manager Brian Pendleton.

STANDARD AGENDA ITEM 3

Report by Chairman Chris Stephens

PUBLIC COMMUNICATION
STANDARD AGENDA ITEM 3



STANDARD AGENDA ITEM 4

Report by Brian D. Pendleton, General Manager

Ventura Port District Operations as it relates to COVID-19

RECOMMENDATION

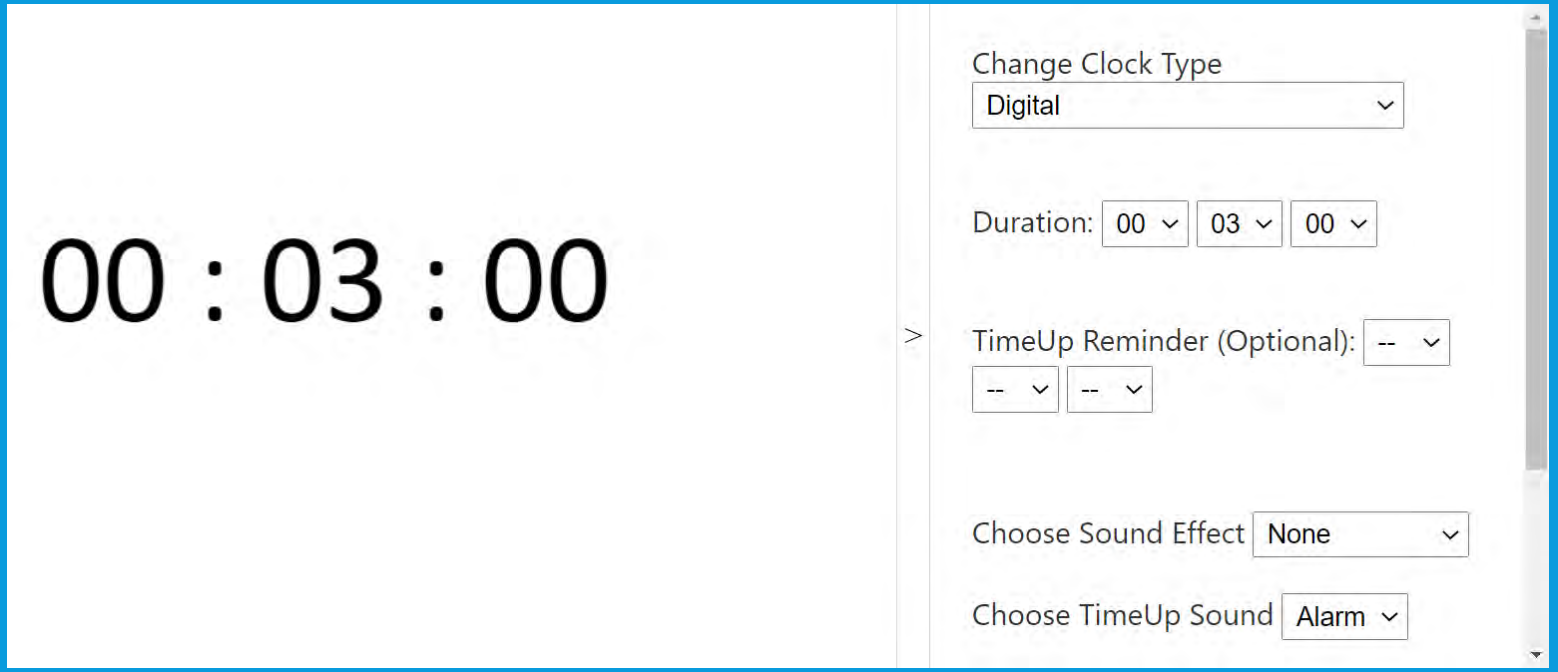
RECOMMENDATION

That the Board of Port Commissioners receive an update on:

a) The COVID-19 Ventura Harbor Rental Abatement and Deferment Program; and,

b) Status of Ventura Port District operations.

PUBLIC COMMUNICATION
STANDARD AGENDA ITEM 4



VENTURA
PORT DISTRICT
Established 1952

ADJOURNMENT

JUNE 2 MEETING IS CANCELLED

NEXT MEETING JUNE 16, 2021

Ventura Harbor
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