



BOARD OF PORT COMMISSIONERS MEETING MAY 19, 2021

Ventura Harbor
HOME OF THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Roll Call

CLOSED SESSION AGENDA

PUBLIC COMMUNICATION CLOSED SESSION AGENDA ITEMS ON TODAY'S AGENDA

00 : 03 : 00

Change Clock Type

Digital

Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

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

00 : 03 : 00

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TimeUp Reminder (Optional):

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Choose Sound Effect

None

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None

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

ADMIN AGENDA

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

00 : 03 : 00

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TimeUp Reminder (Optional):

Choose Sound Effect

Choose TimeUp Sound

**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

00 : 03 : 00

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Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

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.



Ventura Harbor
HOME OF THE CHANNEL ISLANDS NATIONAL PARK

FY21-22 Budget Study Session

Board of Commissioners Meeting

May 19, 2021



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.



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)



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.

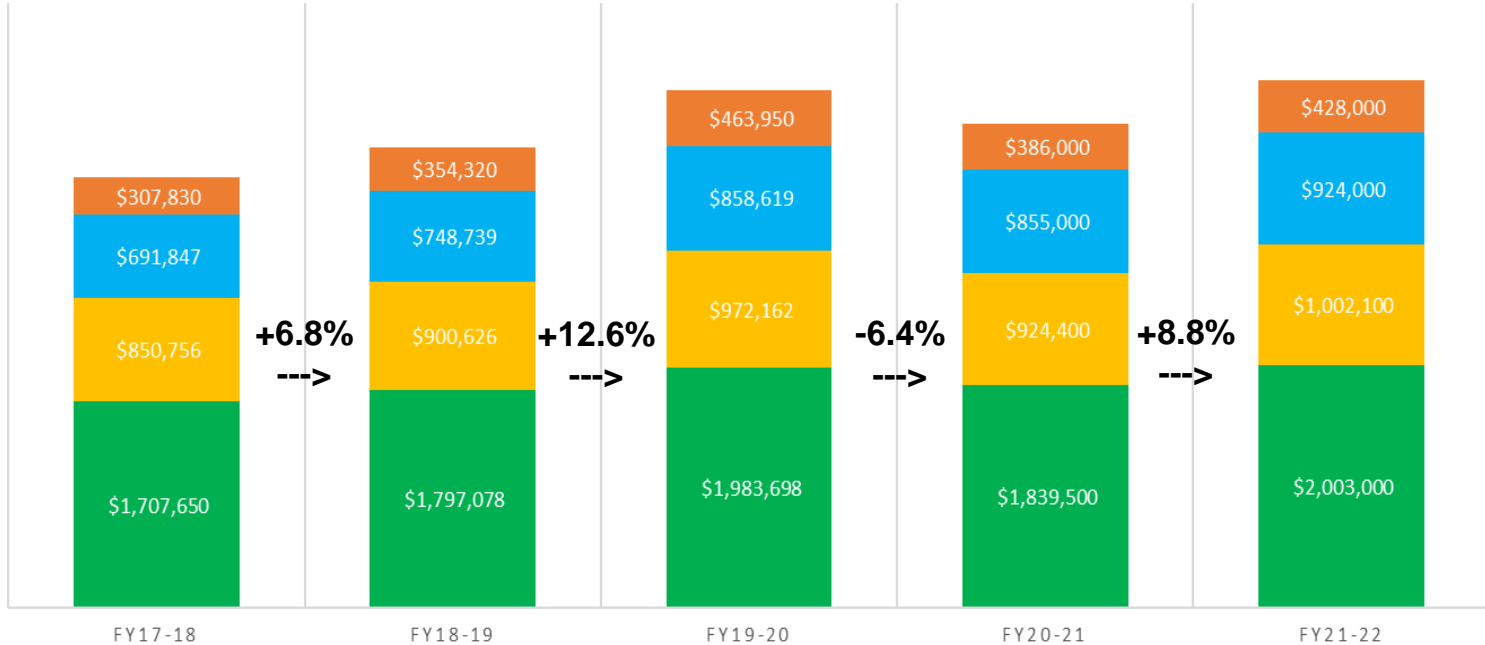
** FY21-22 preliminary forecast.



Salary & Benefits Comparison

VPD SALARY FOUR YEAR HISTORY AND FORECAST FOR NEXT FISCAL YEAR

■ Salary-General ■ Benefit-General ■ Salary-Patrol ■ Benefits-Patrol

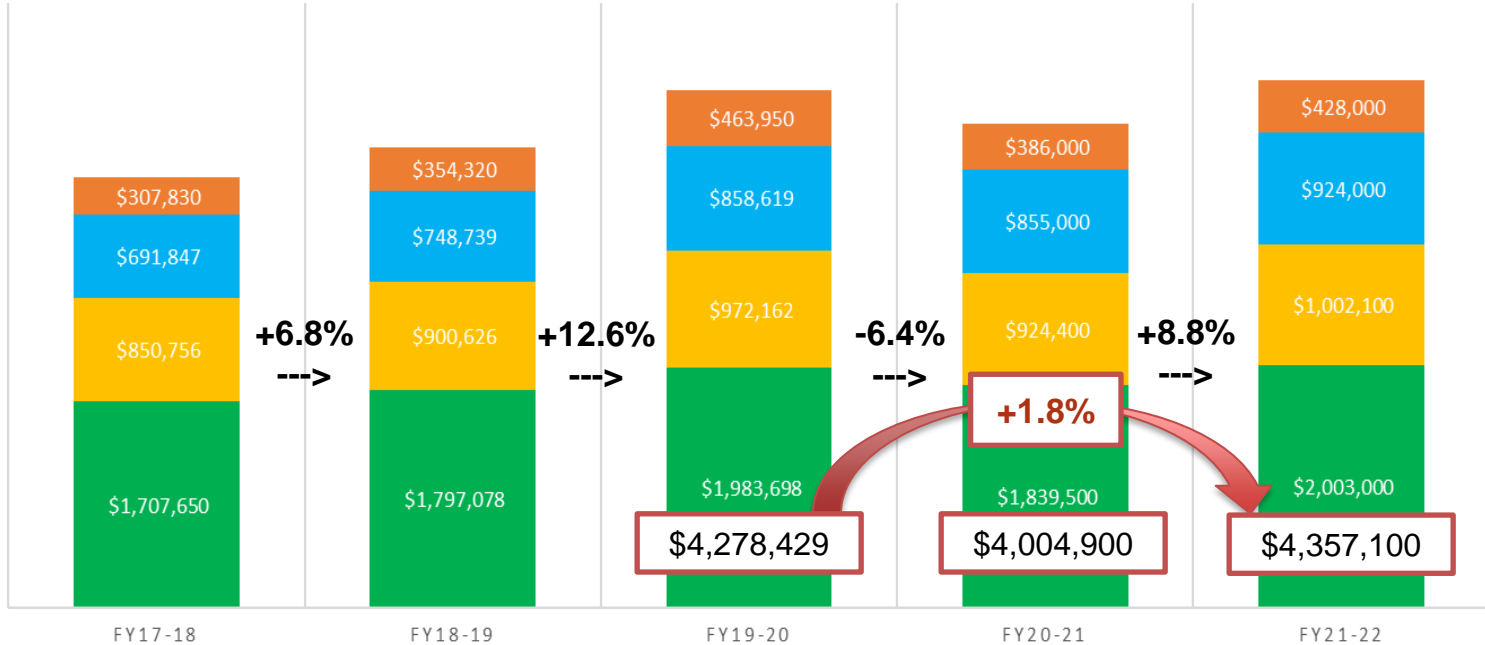




Salary & Benefits Comparison

VPD SALARY FOUR YEAR HISTORY AND FORECAST FOR NEXT FISCAL YEAR

■ Salary-General ■ Benefit-General ■ Salary-Patrol ■ Benefits-Patrol





Staffing Considerations

GM is recommending

Addition of:

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

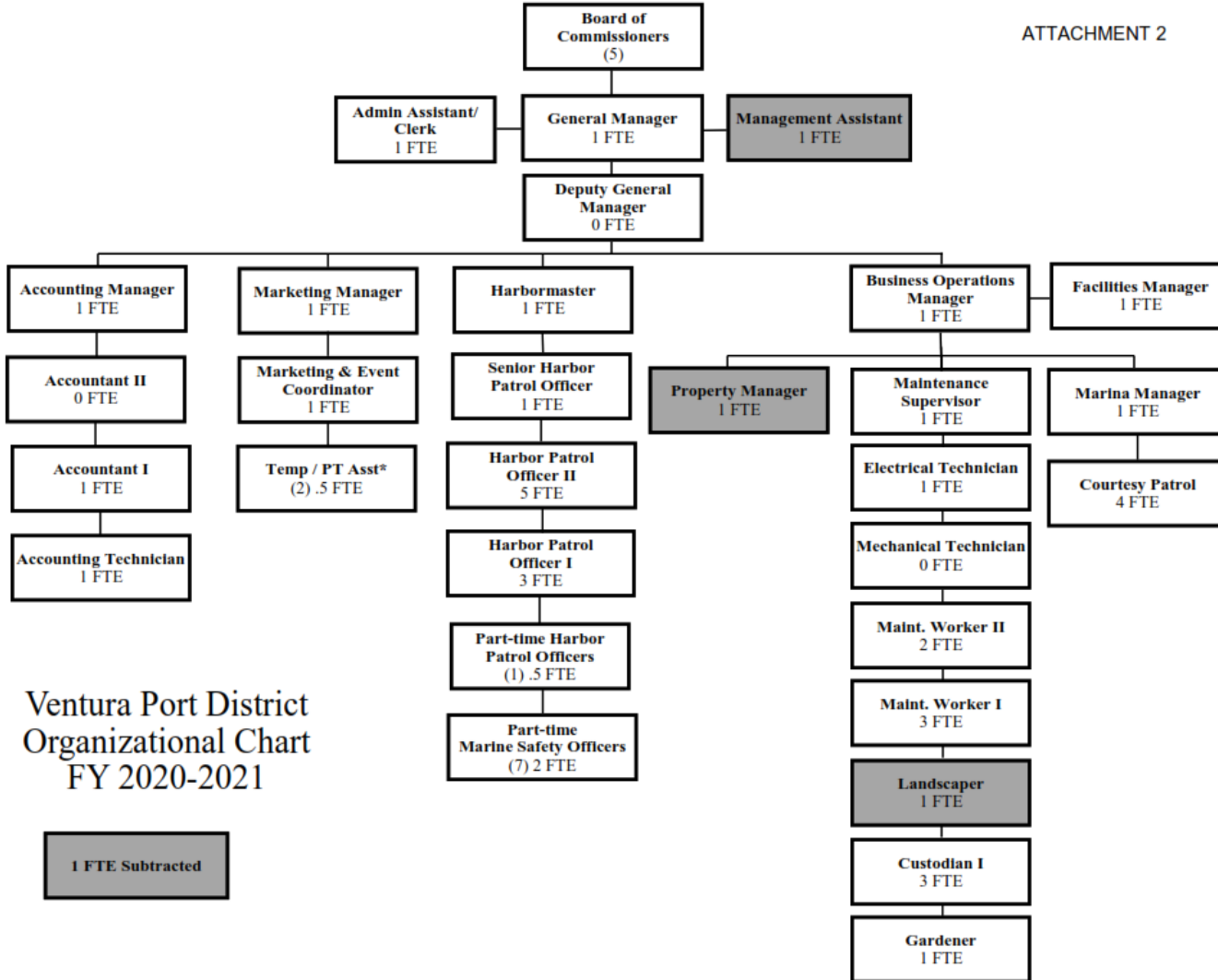
Elimination of vacant positions:

- Property Manager
- Management Assistant

Add Senior Classifications for:

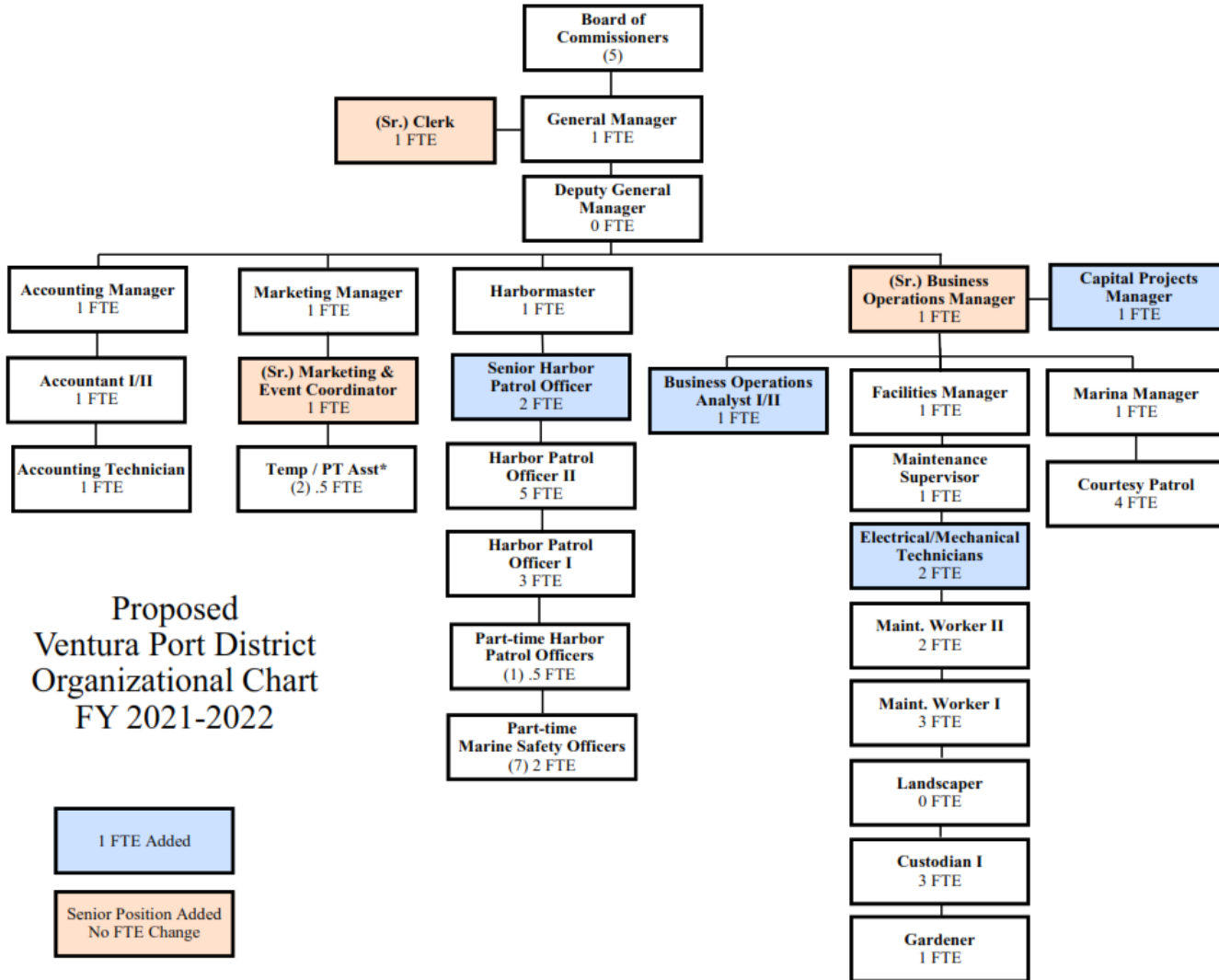
- Business Operations Manager
- Clerk of the Board
- Marketing & Event Coordinator

Net Increase of
1 Full-time
Position



Ventura Port District
Organizational Chart
FY 2020-2021

1 FTE Subtracted





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



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)



Ventura Harbor

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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	



Ventura Harbor

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Capital Improvement Projects

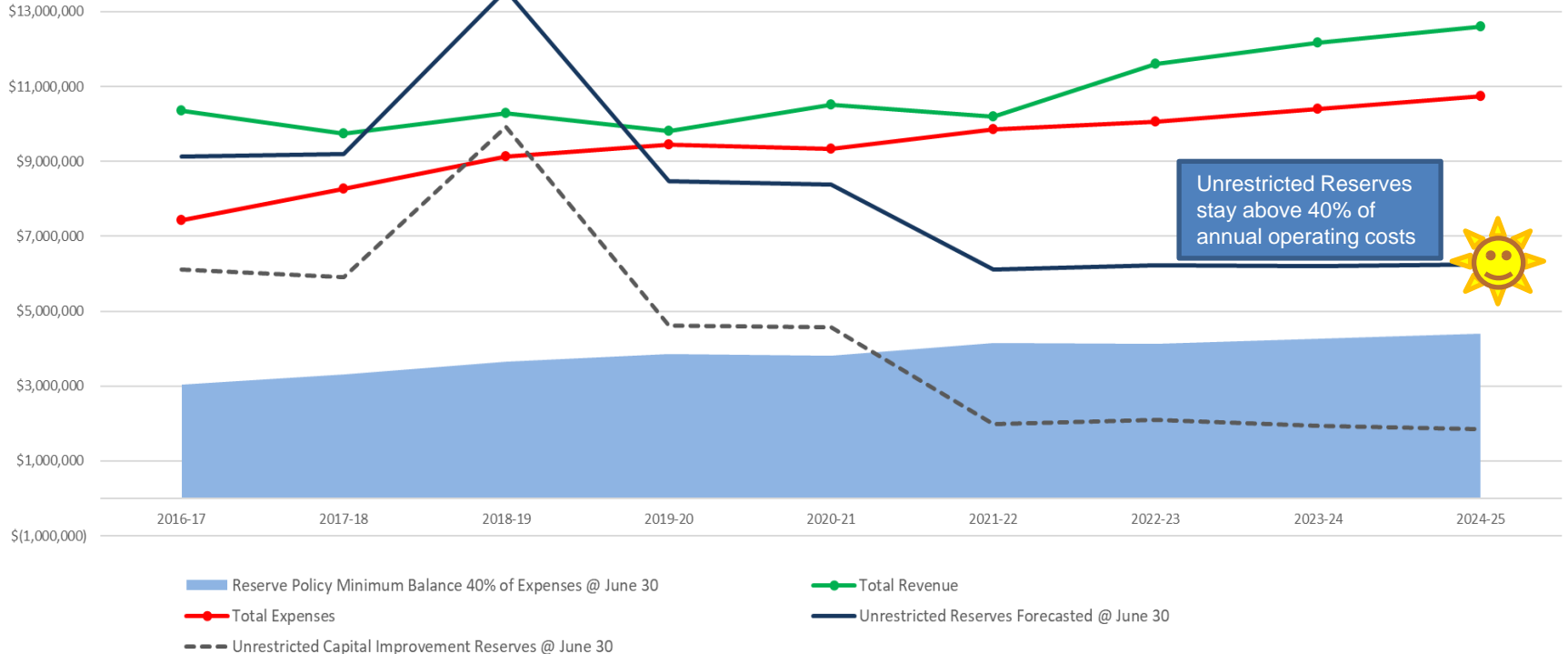
Capital Improvement Projects (Continued)	Budgeted Cost	Comment
Resurface & Restripe Launch Ramp Parking Lot	\$75,000	
Harbor Patrol – Vehicle Replacement	\$45,000	Spring 2022
Harbor Cove Light & Poles Replacement	\$45,000	
1603 Emergency generator	\$35,000	Installation
Beach Lots Retaining Wall & Shower 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



REVENUE/EXPENSE AND CASH POSITION OUTLOOK



* 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

00 : 03 : 00

Change Clock Type

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TimeUp Reminder (Optional): --

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Choose Sound Effect None

Choose TimeUp Sound None

**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

00 : 03 : 00

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Duration: 00 03 00

TimeUp Reminder (Optional): --

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Choose Sound Effect None

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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

00 : 03 : 00

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TimeUp Reminder (Optional):

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None

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Alarm



VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT

JUNE 2 MEETING IS CANCELLED

NEXT MEETING JUNE 16, 2021

Ventura Harbor

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