



BOARD OF PORT COMMISSIONERS MEETING SEPTEMBER 21, 2022

Ventura Harbor
GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

Adoption of the September 21, 2022 Agenda

Approval of the Minutes of September 7, 2022 Regular Meetings

**PUBLIC COMMUNICATION
ADMIN AGENDA
ITEMS NOT ON TODAY'S AGENDA**

00 : 03 : 00

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

ADMIN AGENDA

Staff & GM Reports

Hispanic
Heritage Month
Sept 15-Oct 15

1

AUTHENTIC FOOD & DRINKS



2

SPECIAL MARIACHI PERFORMANCE



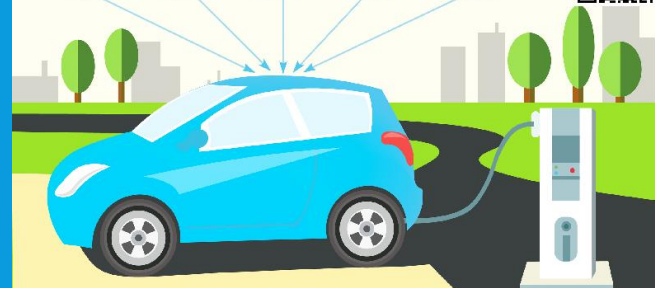
National Drive Electric Week™



ELECTRIC

More Information and Registration @
www.driveelectricweek.org/3333

Electric Car Show



Displays • Ideas • Info

Sunday, September 25th 2022 1pm - 4pm

Main Lawn, Ventura Harbor Village
1591 Spinnaker Drive, Ventura, CA 93001



Meet local EV owners and enthusiasts, check out their cars! Nissan Leaf, VW ID.4, Tesla Model S, 3, X, Y, Chevy Bolt & Volt, Hyundai Ioniq 5, Kia EV6, Rivian R1T and many more!



EVs run virtually maintenance free and have good to excellent safety ratings.



EVs are good for you, good for the environment, and good for your wallet. No gas required, EVs run at less than half the cost.



Ask about available incentives which can reduce the cost of your EV!

**ELECTRIC VEHICLE
ADVOCATES**
OF VENTURA COUNTY

CPA CLEAN
POWER
ALLIANCE



SIERRA CLUB
SANTA BARBARA-VENTURA CHAPTER

CONSENT AGENDA

- A) Approval of Out-of-Town Travel Requests**
- B) Approval of Amendment No. 2 to the Retail Lease Agreement with Ghassan Trad and Wafaa Alwarda dba Harbor Market & Liquor for 1559 Spinnaker Drive #104**
- C) Approval of Amendment No. 1 to Restaurant Lease Agreement with Baja Bay Surf Taco for 1567 Spinnaker Drive #104**
- D) Termination of Current Office Lease Agreement with Del Mar Seafoods, Inc. and Approval of a New Office Lease Agreement with Seaside Law for 1583 Spinnaker Drive #203B and #206**

CONSENT AGENDA

E) Approval of Amendment of Lease and Assignment and Assumption of Lease and Consent of Landlord with Hilda Wann dba Treasure Cove to Ashley and Alan Cook

F) Authorization of a License Agreement for a Biosecurity Station for the National Parks Service at 1691 Spinnaker Drive

G) Adoption of Resolution No. 3458 Approving the Financial Statements and Checks for April through June 2022

PUBLIC COMMUNICATION CONSENT AGENDA

Snooze Options: 30 Seconds | 1 Minute | 5 Minutes | 10 Minutes

00 : 02 : 08

Consideration of Ventura Harbor Parking Management Plan

RECOMMENDATION

That the Board of Port Commissioners:

- a) Receive for comment and provide direction to the General Manager regarding the September 13, 2022 Associated Transportation Engineers Report for the Ventura Harbor Parking Management Plan.
- b) Authorize the General Manager to prepare in cooperation with the City of Ventura, a Ventura Harbor Parking Management Plan Agreement between the two parties for Spinnaker Drive.
- c) Authorize the General Manager to prepare all necessary applications for the Ventura Harbor Parking Management Plan including a Coastal Development Permit (CDP) to be submitted upon approval of the Ventura Harbor Parking Management Plan Agreement by both parties.
- d) Provide preliminary direction regarding parking enforcement alternatives.

STANDARD AGENDA ITEM 1

Report by:

Brian D. Pendleton, General Manager
Scott Schell, ATE

VENTURA HARBOR PARKING MANAGEMENT PLAN

- ATE developed the Port District's Parking Management Study
 - January 2017
 - Short-, mid- and long-term parking management recommendations
- Over the past several years, the Port District has:
 - Successfully implemented short-term recommendations
 - Continued gathering traffic and parking demand data
 - ATE Summer 2018, 2021 Reports
 - District added SkyFii traffic counting system (year-round vehicle counting)
 - Harbor and Spinnaker Drive
 - Entrance(s) to Harbor Village
 - Harbor and Schooner Drive (more recent)
 - Used for cross-referencing ATE data / reporting

VENTURA HARBOR PARKING MANAGEMENT PLAN

- Summer 2021 Traffic / Parking Data – Board Report October 6, 2021
- Conducted tenant and public surveys - Fall 2021
 - Survey results – Board Report - February 2, 2022
 - Re-attached to this Board Report
- Gm directed to provide further program analysis & return to Board
- This planning effort has included on-going consultation (meetings/surveys) and collaboration with:
 - *Master and Village Tenants
 - *City of Ventura
 - *Harbor stakeholders
 - *CA Coastal Commission
- ATE has drafted the Ventura Harbor Parking Management Plan
 - Harbor Village
 - Beach Parking Lots
 - Spinnaker Drive (City-owned)
 - Two marina lots by agreement w/ Master Tenants

VENTURA HARBOR PARKING MANAGEMENT PLAN

- Consideration of the VH Parking Management Plan is recommended in furtherance of the District's recently adopted Guiding Principles and 5-Year Objectives and:
 - Increasing parking turn-over to maximize the benefit of the Harbor and beaches to as many members of the public as possible while minimizing the negative experience when patrons struggle to find a parking space, and potentially leave as a result
 - Implement the mid-term strategies of the 2017 Parking Management Study
 - Generate recurring revenues in support of Harbor:
 - Public safety (e.g. beach lifeguards);
 - Public-serving facilities (e.g. parking lots and related infrastructure maintenance);
 - Harbor Village and beach-serving amenities;
 - Active transportation & transportation planning efforts; and
 - Capital improvements.

VENTURA HARBOR PARKING MANAGEMENT PLAN

- ATE Team
 - Scott Schell, Principal
 - Glenn Manaois, Associate
- District Team
 - Brian Pendleton, General Manager
 - Todd Mitchell, Senior Business Operations Manager
 - John Higgins, Harbormaster
 - Dave Werneburg, Marina Manager

VENTURA PORT DISTRICT PARKING MANAGEMENT PROGRAM CONCEPT REVIEW



Scott Schell

Associated
Transportation
Engineers



Brian Pendleton

Ventura Port
District

September 21, 2022



PARKING MANAGEMENT PROGRAM JUSTIFICATION

- Harbor Village lots had an occupancy ranging from 86% to 94% Friday through Sunday when the HV1 lot is excluded.
- An 85% utilization rate is the typical target for most parking systems
- Occupancy rates higher than 85% cause drivers to spend more time circling to find a space or leave
- Having the plan in effect 7 days per week creates consistency for the visitor experience and is similar to the downtown area of the City of Ventura

PROPOSED PARKING MANAGEMENT PROGRAM LOCATIONS

Harbor Village

Harbor Village Lots

Beach Lots

Surfers Knoll

Harbor Cove

Spinnaker Drive

On-Street (City)

Leased Lots

Ventura Isle Marina (Free)

Ventura West Marina II (Permits)



LEGEND



HV LOTS: PAY
BEACH LOTS: PAY
MW: PERMITS
VIM: FREE

SPINNAKER DRIVE: PAY

Pay Lots	1,330 Spaces
Pay Road	211 Spaces
Free	152 Spaces
Permit	39 Spaces

Harbor Village Parking Management Program Summary

Parking Component	Monday-Thursday	Friday-Sunday & Holidays
Paid Parking Period	10 AM – 8 PM	10 AM – 8 PM
Free Time	75 Minutes Free	75 Minutes Free
Hourly Fee	\$0.50	\$1.00
ADA Placard or Plates	Free or Pay	Free or Pay



HARBOR VILLAGE PARKING PERMITS

- **Tenant & Employee Permit**
 - **Limited permits to encourage parking for guests and to encourage parking for employees at the Dolphin lot**
- **Boat Owner/Captain Permit**
- **Activity Permit**
- **Managed with pay-station system**
- **Estimated up to 500 permits annually**

PAY-BY LICENSE PLATE SYSTEM

Self-service kiosks that will be set up around the Harbor Village parking lots

A mobile app will be included in the system that allows patrons to purchase parking without having to visit the kiosks

Customers enter license plate number and purchase time

Customers are not required to return to their vehicle

Payment can be made by Phone App or Pay-station kiosks



PAY BY LICENSE PLATE COMPONENTS

Pay-Station
System

License Plate
Recognition
(LPR) Equipment

Enforcement
Vehicle and
Personnel

Citation
Processing



LPR ENFORCEMENT EQUIPMENT – PORT DISTRICT OPTION

Vehicle-mounted cameras to scan license plate numbers

LPR equipment scans license plate number

License plate number is sent to the database

Database verifies license plate number

Confirms whether driver has paid for parking or not



ENFORCEMENT VEHICLE AND PERSONNEL – PORT DISTRICT OPTION

Electric compact vehicle purchased by
District

LPR equipment mounted on top of vehicle

Able to view all of the vehicle license plates
within the Harbor Village within 45 minutes

2.5 FTE Employees (1 Lead Enforcement, 1
Floater, and Port District Staff)



LPR EQUIPMENT ENFORCEMENT AND PERSONNEL – THIRD PARTY VENDOR OPTION

District hires a third-party vendor to supply the personnel, vehicles, and LPR equipment for enforcement purposes

Hires and trains personnel for enforcement crew

Leases and maintains enforcement vehicle (Toyota Prius or comparable Hybrid Sedan)

Supplies LPR system and integrates it with the pay-station kiosks and software

Supplies electronic handhelds and Bluetooth printers

Print citations on-site and places them on the windshield of vehicles

CITATION PROCESSING

Parking citation data is sent by enforcement crew to a citation processing center

Citation processing center logs the citation into a web-based solution, collects fines, and notices are sent out

Ability to lookup, pay, and appeal citations all online

A warning will be given instead of a citation for first time offenders

Costs are based on number of citations processed and complexity of citation collection process

The image displays two sample notices from the Town of Herndon, VA. The left notice is a 'CITATION' for a parking violation. It includes a barcode, citation number 34564373, a fine of \$50.00, and a plate number. The violation is described as 'WITHIN 20 FT OF INTERSECTION'. It provides contact information for the Payment Processing Center and a fee schedule. The right notice is a 'WARNING' for a parking violation. It includes a barcode, warning number 34564428, and a plate number. The violation is described as 'NO VALID PLATE AS REQUIRE'. It also provides contact information for the Payment Processing Center and a fee schedule. Both notices include a 'PAY ONLINE' section with the website HerndonVA.racpay.com.

CITATION

Town of Herndon, VA Parking Violation

VIOLATION : WITHIN 20 FT OF INTERSECTION
ISSUE DATE : 02/07/22 1:13 PM Mon
PLATE STATE : Virginia
ZONE : 01000 - Herndon, VA
VEH MODEL :
VEH COLOR :
LOCATION : HERNDON PKWY
BLOCK/ST # : 396
OFFICER : 5175

WARNING

Town of Herndon, VA Parking Violation

VIOLATION : NO VALID PLATE AS REQUIRE
ISSUE DATE : 02/02/22 2:01 PM Wed
PLATE STATE : Virginia
ZONE : 01000 - Herndon, VA
VEH MAKE :
VEH MODEL :
VEH COLOR :
LOCATION : NASH ST
NOTES : you need to update your tags in the next 10 days or a summons will be issued
OFFICER : 5175

CITATION

CITATION #: 34564373
FINE : \$50.00
PLATE # : [REDACTED]

WARNING

WARNING # : 34564428
PLATE # : [REDACTED]

PAYMENT INSTRUCTIONS

Pay Online: HerndonVA.racpay.com
Convenience fee of \$3.50 applies.

Pay by Mail: ** DO NOT MAIL CASH **
Payment must be made by Check or Money Order. Write your Ticket Number and Plate Number on the front of your payment to ensure proper credit.
Pay and Mail to: Town of Herndon
Payment Processing Center
PO Box 2968
Tarrytown, NY 10591-9068

To Contest a Ticket, Request a Hearing or to Pay in Person
Visit the Finance Department:
Town of Herndon
777 Lynn Street, 1st Floor, Front Counter
Herndon, VA 20170

Please direct any questions about contesting your ticket to:
703-455-6813
Mon - Fri 8:00 AM - 5:00 PM

PAY ONLINE

HerndonVA.racpay.com

Pay Online: HerndonVA.racpay.com
Convenience fee of \$3.50 applies.

**Warning Citation Only
No Payment Required**



SPINNAKER DRIVE CONSIDERATIONS

- Public street under the jurisdiction of the City of Ventura
- Coordination with the City will be required
- City staff indicated that the District could take the lead on infrastructure installation and management throughout the paid parking area
- Further Discussions with the City regarding the net revenue share for the Spinnaker Drive parking.

HARBOR VILLAGE PARKING MANAGEMENT PROGRAM

COSTS AND REVENUE

Component	Port District Option		Third-Party Vendor Option	
	Year 1	Years 1-3	Year 1	Years 1-3
Gross Revenue	\$958,725 To \$1,071,968	\$2,876,175 To \$3,215,904	\$958,725 To \$1,071,968	\$2,876,175 To \$3,215,904
Cost Estimate	\$584,612	\$1,383,150	\$543,194	\$1,342,117
Net Revenue	\$374,113 To \$487,356	\$1,493,025 To \$1,832,754	\$415,531 To \$528,774	\$1,534,058 To \$1,873,787

NEXT STEPS

1

Present parking
management plan
concept
Plan and refine
components

2

Coordinate with City
staff to develop joint
implementation
strategy for Spinnaker
Drive

3

Submit application to
Coastal Commission staff
to receive a Coastal
Development Permit
(CDP)

4

Develop implementation
schedule



**Associated
Transportation Engineers**

Questions & Discussion



Ventura Port District

VEHICLES ENTERING HARBOR VILLAGE AREA

Day	Summer	Fall (75%)	Winter (65%)	Spring (80%)
Monday – Thursday (Average Day)	3,566	2,675	2,318	2,853
Friday	4,764	3,573	3,097	3,811
Saturday	5,633	4,225	3,661	4,506
Sunday	5,479	4,109	3,561	4,383

Traffic Count Data

- Summer Volumes from 2021 Traffic Counts
- Fall, Winter, Spring counts from Skyfii camera count data for 2021

Traffic Adjustments for Revenue Projections

- Traffic Volumes reduced for arrivals outside of 10 AM – 8 PM window
- Traffic volumes reduced by 300 permits per day

HARBOR VILLAGE ADT VOLUMES



REVENUE PROJECTION AND PARKING DURATION ASSUMPTIONS

High Revenue Estimate		Low Revenue Estimate	
Free	35%	Free	45%
1 Hour	30%	1 Hour	25%
2 Hours	20%	2 Hours	18%
3 Hours	8%	3 Hours	6%
4 Hours	3%	4 Hours	2%
5 Hours	1%	5 Hours	1%
6 Hours	1%	6 Hours	1%
7 Hours	1%	7 Hours	1%
8 Hours	1%	8 Hours	1%

Consideration of Ventura Harbor Parking Management Plan

RECOMMENDATION

That the Board of Port Commissioners:

- a) Receive for comment and provide direction to the General Manager regarding the September 13, 2022 Associated Transportation Engineers Report for the Ventura Harbor Parking Management Plan.
- b) Authorize the General Manager to prepare in cooperation with the City of Ventura, a Ventura Harbor Parking Management Plan Agreement between the two parties for Spinnaker Drive.
- c) Authorize the General Manager to prepare all necessary applications for the Ventura Harbor Parking Management Plan including a Coastal Development Permit (CDP) to be submitted upon approval of the Ventura Harbor Parking Management Plan Agreement by both parties.
- d) Provide preliminary direction regarding parking enforcement alternatives.

STANDARD AGENDA ITEM 1

Report by:
Brian D. Pendleton, General Manager
Scott Schell, ATE

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

**Approval of Fee Increases for Harbor Village
Common Area Maintenance, Ventura Harbor
Commercial Marina Slips and Ventura Harbor
Boat Dry Storage**

RECOMMENDATION

That the Board of Port Commissioners approve fee increases effective January 1, 2023 for:

- a) Harbor Village Common Area Maintenance;
- b) Harbor Village Commercial Marina Slips; and
- c) Ventura Harbor Boat Dry Storage.

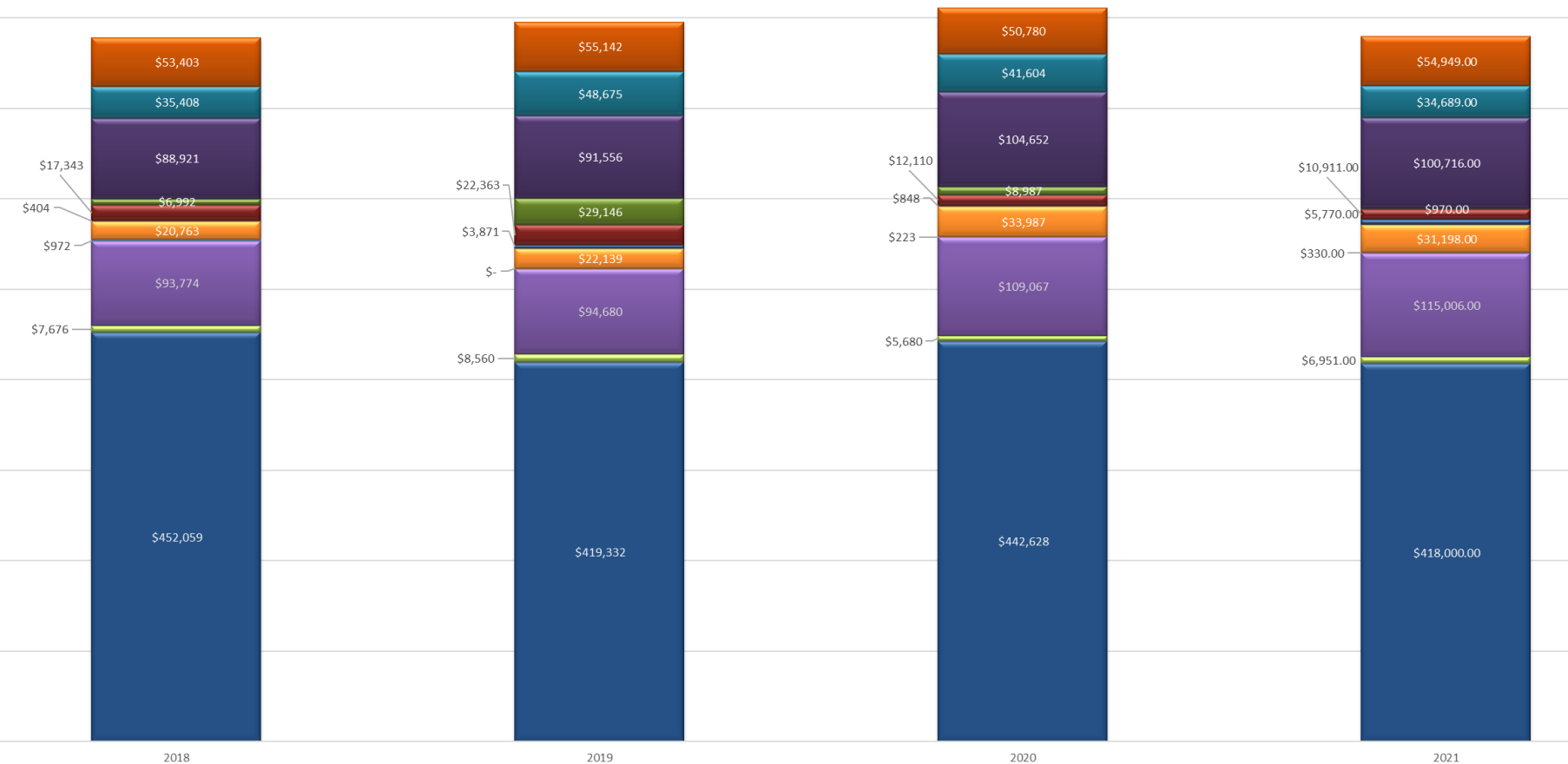
STANDARD AGENDA ITEM 2

Report by:

Gloria Adkin, Accounting Manager
Dave Werneburg, Marina Manager

Ventura Harbor Village				09/13/2022
CAM Expenses Annual Comparison				
	2018	2019	2020	2021
	<u>Total</u>	<u>Total</u>	<u>Total</u>	<u>Total</u>
Personnel Expenses	452,059	419,332	442,628	418,000
Oil & Fuel Expenses	7,676	8,560	5,680	6,951
General Insurance	93,774	94,680	109,067	115,006
Operating Supplies	972	-	223	330
Janitorial Supplies	20,763	22,139	33,987	31,198
Other Equipment Maint	404	3,871	848	5,770
Building Maintenance	17,343	22,363	12,110	10,911
Grounds Maintenance	6,992	29,146	8,987	970
Utilities-Electric & Water	88,921	91,556	104,652	100,716
Trash Disposal	35,408	48,675	41,604	34,689
Outside Services	53,403	55,142	50,780	54,949
Total CAM Expenses	\$ 777,715	\$ 795,464	\$ 810,566	\$ 779,490
Total Recoverable Costs	<u>\$ 777,715</u>	<u>\$ 795,464</u>	<u>\$ 810,566</u>	<u>\$ 779,490</u>
Gross Leasable Area	93,962	93,962	93,962	92,859
Monthly per square foot	<u>\$ 0.69</u>	<u>\$ 0.71</u>	<u>\$ 0.72</u>	<u>\$ 0.70</u>

Common Area Maintenance: Total Costs 2018-2021



VHV Marina Fee Schedule

Regular Full Time Tenant						
	Old	New	Delta	Old	New	Delta
Slip Size	Per Foot	Per Foot	Per Foot	Monthly	Monthly	Monthly
30	12.31	12.93	0.62	369.30	388.00	18.70
35	12.31	12.93	0.62	430.85	452.00	21.15
40	12.31	12.93	0.62	492.40	517.00	24.60
45	12.31	12.93	0.62	553.95	582.00	28.05
48	12.62	13.25	0.63	605.76	636.00	30.24
55	13.42	14.09	0.67	738.10	775.00	36.90
60	13.42	14.09	0.67	805.20	845.00	39.80
65	13.42	14.09	0.67	872.30	916.00	43.70
70	13.42	14.09	0.67	939.40	986.00	46.60
80	13.42	14.09	0.67	1,073.60	1,127.00	53.40
90	13.48	14.15	0.67	1,213.20	1,274.00	60.80
100	14.52	15.25	0.73	1,452.00	1,525.00	73.00
160	15.56	16.34	0.78	2,489.60	2,615.00	125.40

Weekly Rate: \$4.30 oer foot - No Change

Daily Transient Rate: \$1.60 per foot - No Charge

Seasonal 2-6 Month Tenant

Seasonal Tenants pay a 15% premium over regular rates.

Ventura Port District

Dry Storage

Proposed Rate Increase Effective January 1, 2023

Space Length (ft)	# Spaces	Old Rate	New Rate	Delta
17	1	\$68	\$78	\$10
18	3	\$72	\$82	\$10
21	34	\$84	\$94	\$10
22	1	\$88	\$98	\$10
23	1	\$92	\$102	\$10
27	15	\$108	\$118	\$10
28	1	\$112	\$122	\$10
30	20	\$120	\$130	\$10
35	9	\$175	\$185	\$10
37	1	\$185	\$195	\$10
43	1	\$215	\$225	\$10
Kayaks	16	\$15	\$15	\$0

Ventura Port District Dry Storage

New Rates Effective January 2023

Range	Rate
Up to 26'	\$85.00
27-32'	\$135.00
33-40'	\$180.00
41' +	\$225.00
Kayaks / Paddle Boards	\$15.00

Comparable Dry Storage

Current Rates

Up to 26'	\$95.00
27-34'	\$130.00
35-42'	\$185.00
43 +	\$225.00

VH Dry Boat Storage Fee Schedule

Current Rates

Length (ft)	Space #	Rate per Mo
17	84	\$68
18	69 / 81 /82	\$72
21	1-28 /51-53 /85-88	\$84
22	70	\$88
23	83	\$92
27	54-68	\$108
28	80	\$112
30	32-50, 71	\$120
35	29, 72-79	\$175
37	31	\$185
43	30	\$215
KAYAKS	On the rack itself Space Numbers 1-8	\$15

Proposed Rates

Length	Proposed Rate
Up to 23'	\$95.00/month
24' to 32'	\$135.00/month
33' to 40'	\$185.00/month
41' and greater	\$225.00/month
Kayaks/Paddle Boards	\$15.00/month

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

**Declaration of District Personal Property as
Surplus and Disposal of Same**

RECOMMENDATION

That the Board of Port Commissioners declare the Harbor Patrol Rescue Boat 17 as surplus property and dispose of it in accordance with the Surplus Property Policy approved January 24, 2018.

**STANDARD
AGENDA
ITEM
3**

**Report by:
John Higgins, Harbormaster**

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00

**Consideration of Proposed Strategies to the
Ventura Port District 5-Year Objectives**

RECOMMENDATION

That the Board of Port Commissioners approve the proposed strategies in support of the 5-Year Objectives.

**STANDARD
AGENDA
ITEM
4**

**Report by:
Brian D. Pendleton, General Manager**



Proposed Strategies to the 5-Year Objectives

Beginning Q3 of 2022

Board of Commissioners Meeting

September 21, 2022

Guiding Principles

- 1) Maintain a safe, navigable, and resilient harbor.
- 2) Advance the harbor's vibrant, working waterfront in support of commercial and recreational fishing and boating.
- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.
- 4) Establish and implement harbor-wide environmental sustainability policies and practices through collaboration with our business partners.
- 5) Build respectful, productive relationships with employees, tenants, residents, visitors, stakeholders, public officials, and elected representatives while promoting diversity, equity, and inclusion.
- 6) Provide exceptional public service and organizational transparency.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.
- 8) Support the Channel Islands National Park in its efforts to provide a first-class visitor center, educational resources, and ferry boat services to the islands.

2022-2027 5-Year Objectives

- D) Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.
- E) Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.
- F) Support current and future commercial fishing and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure.
- M) Collaborate with Master Tenants and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way.
- N) Maintain and grow Channel Islands National Park Service (NPS) presence and customer visitation to the Harbor.
- P) Implement parking management, traffic circulation, and multi-modal transportation strategies.
- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities.

D: Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program	CMANC and/or WEDA Meeting attendance	3-4 times per year	
	USACE District, Division & HQ meetings and communication	As needed or 2 times per year	
	Engagement of Lobbyist to provide representation with the Federal Government and Congress	Ongoing Monthly	
	Advocating for full funding of VPD entrance channel in President's Budget	Ongoing Q1 2023 and annually	
2. On-going leadership and participation with California Marine Affairs and Navigation Conference (CMANC) and other relevant organizations in support of federal and state assistance	Continued Board Role at CMANC	Ongoing Current Three-Year Term through 2022	
	Committee lead and/or Executive Board role at CMANC	By next Board Election Q4 2022	
3. Ventura Port District Dredging	Prepare, submit and receive new permits for inner Harbor Dredging (unrestricted by Santa Clara river conditions)	Complete in Q1 2022 to Q2 2023	

E: Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Collaborate with business partners and stakeholders through increased engagement, communication, and participation.	Village tenant meetings	Quarterly	
	Celebrate DEI through recognition of dates and events of cultural significance	Planned annually, implemented throughout Annual Visitation Plan for Ventura Harbor Village Q2 2023	
	Refresh the Ventura Harbor Village.com website to include dynamic features, the Channel Islands, digital map, and reformatted calendar of events	Q2 2023	
2. Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs	Collaborate with City, tenants, and stakeholders on updates to Local Coastal Program and General Plan	Ongoing through City organized meetings through Q4 2023	
	Collaborate with other harbors and special districts on best management practices, legislative impacts and funding opportunities	Ongoing Monthly	
	Collaboration between Port District and government law enforcement and emergency services	Ongoing	
	Partner with State and Federal agencies for projects, programs, and grants	Ongoing	

E: Encourage public and civic engagement; maintain high levels of organizational transparency; and promote Harbor-wide diversity, equity and inclusion through District policies, procedures and programs.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
3. Public and Civic Engagement Planning	Public Workshop every two years	Q3-Q4 2024	
	Mid-term Objective evaluation	Midterm Q3-Q4 2024	
4. Updates to District policies to reflect improved transparency and DEI	Identification and utilization of multi-channel outreach for staff recruitment, solicitation of tenant businesses and contracts	Q1 2023 Q3 2022 to Q2 2023	
	Annual review and updates to HR Manual, Board Protocols Manual, Public and Civic Engagement Plan, and other District policies.	Q3-Q4 and annually	

F: Support current and future commercial fishing and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor	Regular engagement with commercial fishing business owners and key industry representatives	Seasonally	
	Engagement with sustainable aquaculture industry interests at Ventura Harbor	As received	
	Monitor legislative and regulatory changes potentially impacting commercial fishing and sustainable aquaculture	Ongoing Monthly	
2. Continue improvements of District's Working Waterfront infrastructure	Maintain existing harbor infrastructure and related amenities to continue to meet commercial fishing needs	Annually Q2 Annual Budget & 5-Year CIP	
	Master planning for growth of commercial fishing and sustainable aquaculture capital improvements	Q1/Q2 2023	
	Identify and pursue grant/funding opportunities to implement capital infrastructure needs for commercial fishing and sustainable aquaculture	Q2 2023 and on-going	
3. Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture	Support and endorse NOAA sustainable aquaculture initiatives in the Santa Barbara Channel	Ongoing Q2/Q3 2023	
	Knowledge, experience, and technology transfer with aquaculture industry and stakeholders	Ongoing Resource	

M: Collaborate with Master Tenants and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Engagement and support of Master Tenants for successful business operations at the Harbor	Work with Master Tenants to help facilitate sustainable capital improvement projects	Tenant specific	
	Coordination with Portside on commercial tenant leasing	Ongoing Q1 2022 to Q4 2023	
	Strategic planning meetings between master tenants and District staff	Q2 of each year	
2. Evaluate opportunities for Parcel Development	Evaluate master planning opportunities in conjunction with current and future leasehold development	Annually	
	Master planning for Parcel 5 development	Commencing Q2 2023	
3. Implement sustainability technologies at the Harbor	Explore renewable energy & energy storage applications Harbor-wide e.g. solar power, EV charging stations, hybrid and electric vehicles	Q2 2023 and forward	
3. VenturaWaterPure	Continue commitment to help minimize impacts and disruptions caused by the VenturaWaterPure project through ongoing work with City, master tenants, and stakeholders	Ongoing through completion Q3 2022 to Q3 2024	

N: Maintain and grow Channel Islands National Park Service (NPS) presence and customer visitation to the Harbor.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with NPS and harbor visitors regarding enhancement of visitor experience.	Collaborate with City, CA Coastal Commission, and stakeholders including NPS to prepare a master plan integrating Parcel 8 into the visitor experience at the Harbor and Visitor's Center	Q2 2023	
	Work with NPS and ferry operator on cross-promotional activities to increase attraction of visitors to the Harbor	Ongoing Q2 2023 to Q2 2024	
	Work with NPS to provide/upgrade visitor educational signage along pedestrian areas	Q3-Q4 2023	
2. Coordinate with NPS Superintendent to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center	Collaborate with NPS Superintendent to identify mutual long-term goals and options at Ventura Harbor for NPS operations, NPS visitor center, and ferry terminal	Ongoing	
	Investigate synergies for collaborative improvement of NPS Visitor Center experience	Q3 2023	
3. Coordinate with National & California State Parks, and City to develop destination-based ecotourism offerings	Continue collaboration with National & State Parks officials regarding multiple opportunities for enhancing the visitor destination in and around Ventura Harbor	Q2 2024	
	Explore potential enhancements of Ventura Harbor Ecological Reserve with City (owner)	Q3 2023	

P: Implement parking management, traffic circulation, and multi-modal transportation strategies.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Work with City to improve access between the City and Harbor	Work with City Active Transportation Plan Working Group to promote emphasis on improving active transportation access to the Harbor.	Q1-Q4 2022 through City Plan	
	Advocate to the City to repave Spinnaker and Navigator Drive.	Q3-Q4 2022 and ongoing until repaving performed	
	Coordinate with City on planning for active transportation network improvements	Q4 2023	
2. Evaluate alternative and active methods for people to travel to and within the Harbor and pursue needed improvements and strategies in partnership with the City	Work with City, Ventura County Transportation Commission, and regional transportation services for expanding public transit options to Harbor.	Q4 2023	
	Advocate to the City to improve bicycle, pedestrian access, and safety along and crossing Spinnaker Drive.	Q3-Q4 2022 and ongoing	
	Collaborate with master tenants to develop intra-Harbor a pilot program for transportation services e.g. water-taxi and/or shuttle	Q2 2024 Q3 2023 to Q3 2024	
3. Pursue and implement parking management solutions to increase vehicle circulation	Obtain necessary agreements and permits to implement managed parking at Harbor Village	Q3 2022 to Q3 2023	
	Identify & budget for Capital Improvements to improve parking & circulation at Harbor Village	Q3 2022 to Q2 2023	

R: Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Utilize grant funding opportunities for sustainable Harbor infrastructure	Work with SCE, CALeVIP, SLC, and City to complete installation of 21 EV charging stations in Harbor Village per CIP.	Q1 2023	
	Complete installation of 4 EV charging stations at District office for company vehicles per CIP.	Q2 2023	
	Complete procurement of hybrid Harbor Patrol vehicle utilizing SLC grant funds per CIP.	Mid/late Q3-Q4 2023	
	Complete procurement of EV or hybrid Maintenance & Dockmaster vehicles using SLC grant funds per CIP.	2023 and 2024	
2. Seek additional grant funding for improving/replacing District capital assets.	Establish mechanisms to receive transportation funding from the State and/or Federal governments with emphasis on active transportation.	Q4 2023	
	Identify and apply for grants that align with Board-approved 5-year CIP.	Q2 2022 Ongoing	
3. Leasing/Property Management	Prepare, approve and implement Annual Leasing/Property Management Action Plan	Q2 2023 and Annually	
	Through active marketing, continue to attract a diverse array of businesses and business owners to Ventura Harbor with the goal of expanding the offerings to the public while creating value for the District.	Q1 2023 or when availability exceeds waitlist Commencing Q3 2022	

R: Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
4. Update of Financial Management System	Roll out of new accounting and property management software.	Q4 2022	
	Creation and implementation of Tenant Portal to allow tenants to report sales and review lease documents.	Q1 2023	
	Implementation of online payments for tenants.	Q1 2023	
5. Financial Reporting	Stakeholder budget workshops	Q2 and annually	
	Periodic reports to Board and public on financial position, audits, and budget.	Quarterly	
	Annual review of District bonds, debt position, restructuring opportunities and CalPERS obligations.	Q2 and annually or as required needed	

V: Maintain and improve Harbor Village facilities, infrastructure, and amenities.

STRATEGY How will it be achieved	ACTION Actions to be undertaken	MILESTONE Action timeline	ACHIEVEMENTS Progress Report
1. Ongoing investment in Harbor Village Infrastructure	Complete outstanding ADA improvements in Capital Improvement Plan	Q2 2023	
	Evaluate new ADA improvement requirements for District properties and update Capital Improvement Plan to address.	Q2 2024	
	Village Promenade/Trail physical upgrades, including sustainability enhancements	Q4 2024 onwards	
	Complete infrastructure upgrades (elevators, roof replacements per CIP)	Q4 2026	
	Complete Village Tenant Signage, Awnings	Q4 2024	
	Evaluate opportunities for renewable energy/energy storage infrastructure for Village; continue to implement drought tolerant landscaping and related irrigation systems.	Q3 2022 through Q4 2027	
	Implement WiFi in Harbor Village	Q2 2023	
2. Develop and implement an Annual Visitation Plan for Ventura Harbor Village.	Submit a proposed Visitation Plan in spring for Board, tenant and stakeholder input and feedback.	Q2 2023 and annually	
	Implement seasonal décor at Ventura Harbor Village and Spinnaker Drive .	Q4 2022 and annually	

Port District Board Report Format

Previous Goals and 5-Year Objectives (example):

LONG-TERM GOALS:

- Goal 6: Public Service
 - Provide exceptional public service and transparency at all levels within the organization through effective leadership, training, mentoring, and oversight. This promotes accountability, increased public trust, and more efficient, effective, and public focused organization.

5-YEAR OBJECTIVES:

- Objective E: Public and Civic Engagement Plan
 - Strengthen communication and further develop close working relationships with stakeholders, business partners, and civic leaders
 - 1: Collaborate with business partners and stakeholders through increased engagement, communication, and participation.

Current Guiding Principles, 5-Year Objectives and Proposed Strategies (example):

GUIDING PRINCIPLES:

- 3) Grow financial sustainability through a reliable, recurring revenue stream supplemented with grants and public-private partnership investment while maintaining responsible budgeting practices.

5-YEAR OBJECTIVES:

- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 1. Utilize grant funding opportunities for sustainable Harbor infrastructure

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 4

00 : 03 : 00

>

Change Clock Type

Digital

Duration:

00

03

00

TimeUp Reminder (Optional):

--

--

--

Choose Sound Effect

None

Choose TimeUp Sound

None



VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT IN HONOR SARA WAN
NEXT MEETING OCTOBER 5, 2022

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK