



**BOARD OF PORT COMMISSIONERS MEETING  
JUNE 29, 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 June 29, 2022 Agenda**

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**Approval of the Minutes of  
the May 4, June 1,  
and June 15, 2022  
Regular Meeting**

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

00 : 03 : 00

- Closed Session Report
- Board Communications
- Staff and General Manager Reports
- Presentation Honoring Commissioner Ev Ashworth
- Reception Break (10 mins)

# ADMIN AGENDA

# CONSENT AGENDA

**A) Approval of Out-of-Town Travel Requests**

**B) Approval of a Professional Services Agreement with Impact Sciences, Inc.**

# PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

**Adoption of Resolution No. 3455 and No. 3456**  
**Approving the FY2022-2023 Final Budget , Five-**  
**Year Capital Improvement Plan and Salary**  
**Schedule for Non-represented Employees**

**RECOMMENDATION**

That the Board of Port Commissioners adopt:

- a) Resolution No. 3455, approving the FY2022–2023 Ventura Port District Annual Budget and Five-Year Capital Improvement Plan; and,
- b) Resolution No. 3456, approving the FY2022-2023 Salary Schedule for Non-Represented Employees of the District.

**STANDARD**  
**AGENDA**  
**ITEM**  
**1**

**Report by:**

**Brian D. Pendleton, General Manager**  
**Gloria Adkins, Accounting Manager**



# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

Reminder

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

00 : 00 : 00

# OVERVIEW

- FY22-23 Budget process
  - Study Session 6/1 (Complete)
  - Preliminary Budget 6/15
  - Final Budget 6/29 (Tonight)
- Preliminary Budget
  - Revenues
  - Expenses
  - Capital Improvements
  - Tenant Improvements
- Study Session Speakers
  - Brian Pendleton, Gloria Adkins

# OVERVIEW

- Budget Process began in April 2022
- Anticipated Operating Expense Increases
  - MOU Labor Contracts with SEIU and Teamsters
  - Wage Increases (e.g. Cost of Living Adjustments)
  - Workers Compensation Premiums
  - Implementation of approved (FY21-22) and proposed (FY22-23) staffing changes
- Realized Revenue Increases
  - Increase change in net position of \$2.8M over prior fiscal year (Q3 FY21-22)
    - Successful Grant Awards
    - Tenant Sales
    - Prudent Spending
- Preliminary Budget Projections:
  - Meet Operational Reserve Requirements
  - Meet Bond Covenants for Net Income Debt Coverage

# OVERVIEW

- Harbor Resiliency
  - Approximately 95% of tenants have repaid COVID-19 deferred rent
  - High Business Retention Rate (Covid-19 RADP)
  - Private Investments - Master & Village Tenants
  - Low Vacancy Rates, New Businesses Coming On-Line
- District Investments
  - Staff – Organization, Compensation, Training, Facilities & Equipment
  - 5-Year Capital Improvement Plan (CIP)
    - Village, Beaches, Harbor-Wide
    - Stable Capital Reserves, Increasing Grant Funds
- Domestic Economy
  - Covid, Inflationary Pressures, Negative GDP (Q1), Rising Interest Rates, Geopolitical Events

# OPERATING REVENUES

Fiscal Year	Revenue	% +/-
FY17-18*	\$8,514,086	<7%>
FY18-19	\$8,969,830	5%
FY19-20**	\$8,413,254	<6%>
FY20-21***	\$9,491,185	13%
FY21-22****	\$9,787,500	3%
FY22-23*****	\$10,568,500	8%

- \* 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.
- \*\*\* FY20-21 actual revenues were up 13% as tenants were beginning to recover from the effects of COVID and the receipt of a onetime lease assignment fee.
- \*\*\*\* FY21-22 represents the current year mid-year budget.
- \*\*\*\*\* FY22-23 preliminary forecast.

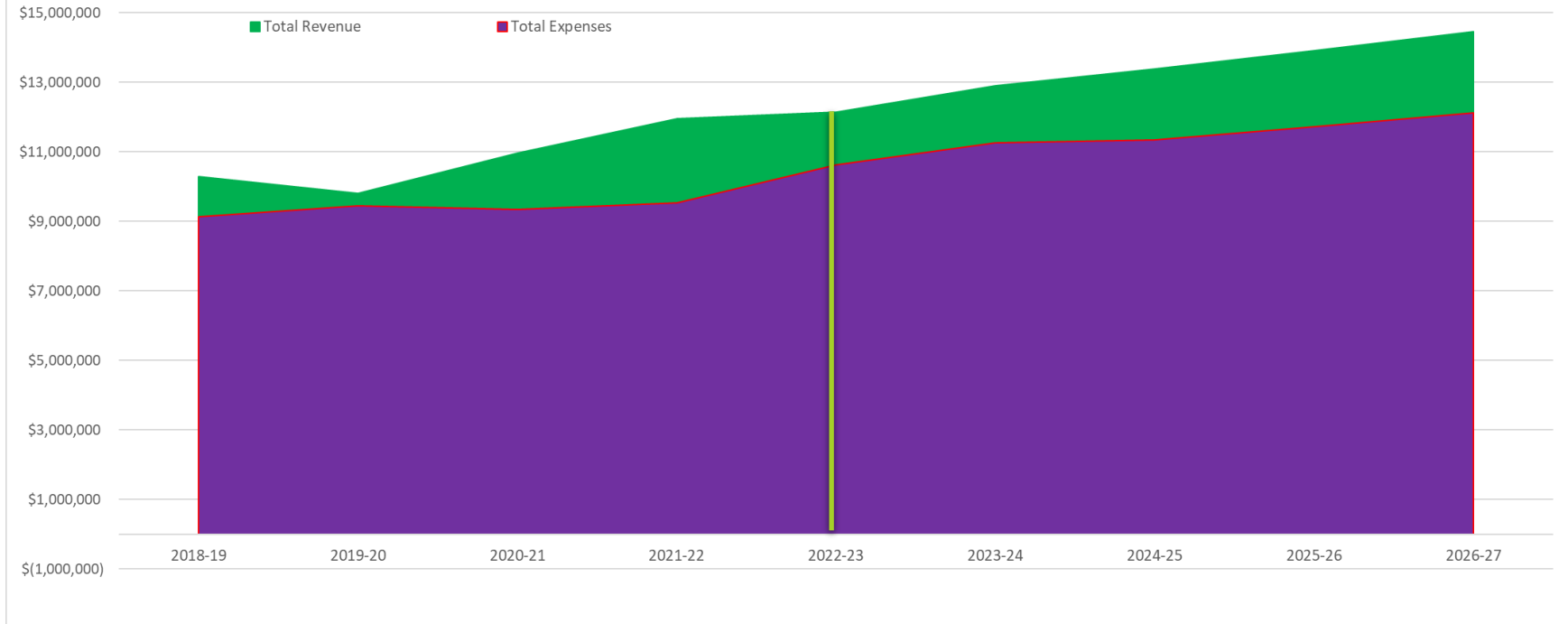
# OPERATING EXPENSES

Fiscal Year	Expenses	% +/-
FY17-18	\$5,788,472	18%
FY18-19	\$6,214,715	7%
FY19-20	\$6,306,806	1%
FY20-21	\$6,276,863	<0.5%>
FY21-22*	\$6,586,700	5%
FY22-23**	\$7,019,050	7%

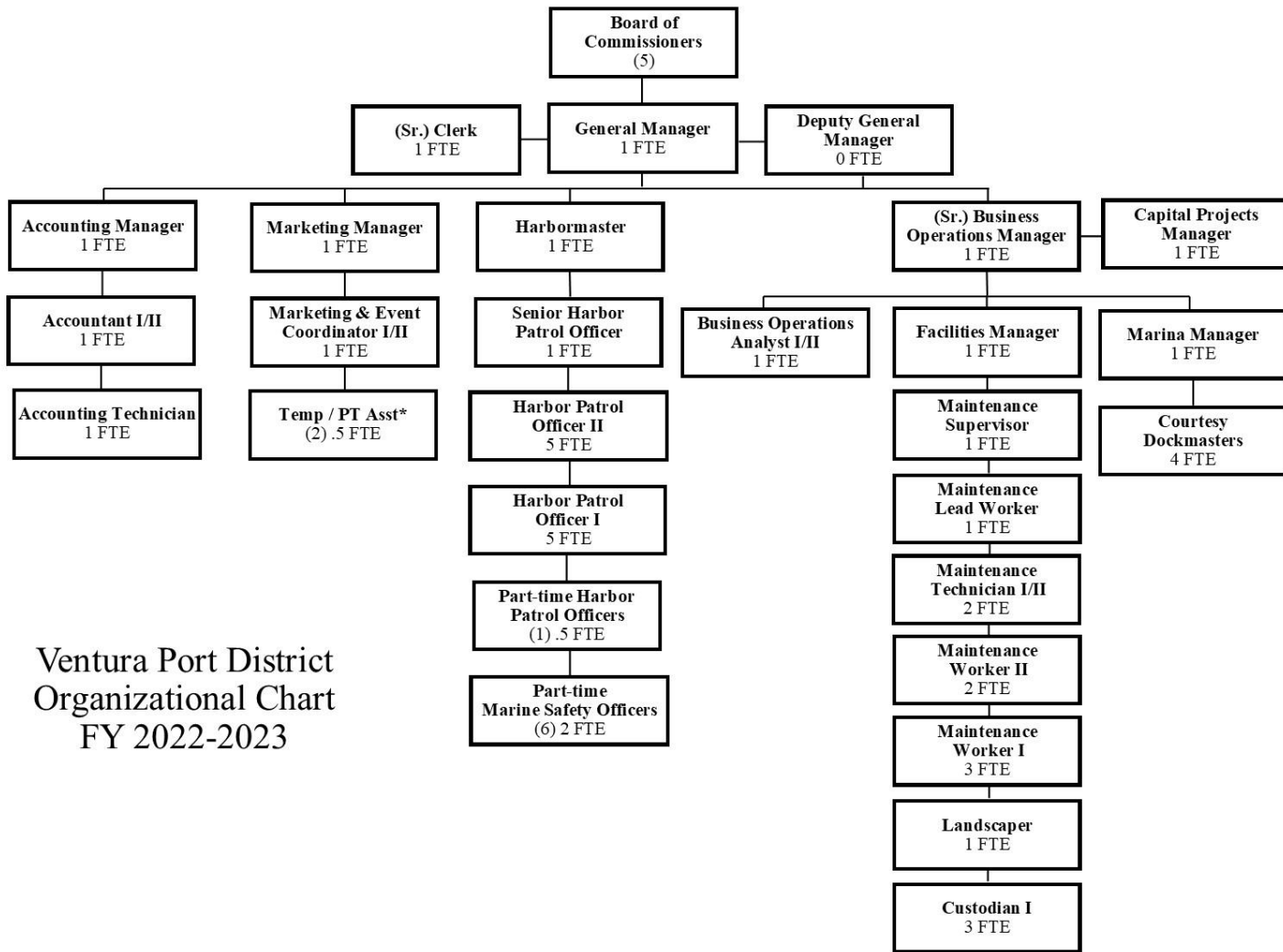
\* FY21-22 represents the current year mid-year budget.

\*\* FY22-23 preliminary forecast.

### REVENUE/EXPENSE OUTLOOK



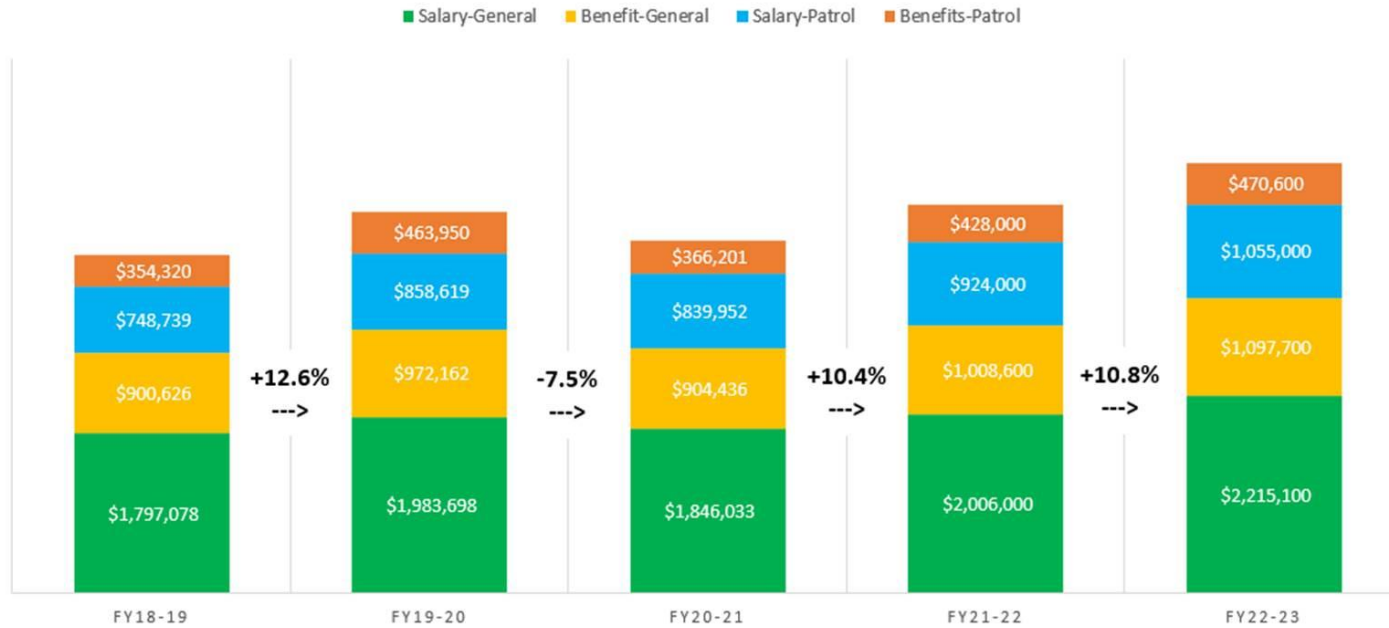
## REVENUE & EXPENSE: 5-YEAR OUTLOOK



Ventura Port District  
Organizational Chart  
FY 2022-2023



## VPD SALARY FOUR YEAR HISTORY AND FORECAST FOR NEXT FISCAL YEAR



## SALARY AND BENEFITS COMPARISON

# 5- Year Capital Improvements and ADA Improvements Plan

Line Item adjustments shown in Blue

Item #	Dept.	Project Location/Description	Fiscal Yr 22-23	Fiscal Yr 23-24	Fiscal Yr 24-25	Fiscal Yr 25-26	Fiscal Yr 26-27
1	Capital	1567 Spinnaker #100 - Building Improvements (Includes Mechanical Roof and Structural Roof under patio)	875,000				
2	HP	Launch Ramp Floating Dock Replacement, Washdown Station ADA Improvement, Restroom Upgrades	650,000				
3	Capital	Harbor Village Trash Enclosures (Accelerated timing due to Grant funding)	350,000				
4	Capital	1449 Building structural improvement & Dockmaster Office renovation	200,000				
8	HP	Vehicle Replacement - Harbor Patrol Dept. (Deferred due to limited availability of EV/hybrid vehicles)	95,000				100,000
5	Capital	EV Charging Stations (Deferred due to SCE schedule)	60,000				30,000
6	Maintenance	1603 Anchors Way Building - Repainting & Flashing	60,000				
7	Admin	Ventura Harbor Village WiFi Infrastructure	60,000				
9	Maintenance	Vehicle Replacement - Maintenance Dept. (EV) (4 total, 1 purchase in FY22-23)	45,000	45,000		100,000	
10	Marina	Vehicle Replacement - Courtesy Patrol (EV)	45,000				
11	Capital	Parking Lot Lights & Poles - Parcel 19A	30,000				
12	Marina	Dry Storage Lot Resurfacing	30,000				
13	Admin	Paid Parking Infrastructure (Procurement of infrastructure expected after all approvals received)	25,000	250,000			50,000
14	Maintenance	Harbor Cove & Surfers Knoll - Retaining Wall & Shower Area Improvements (Deferred, will be Grant funded)	25,000	200,000			
15	Capital	Active Transportation Program - design & permitting first years, phased afterwards (includes paving, furniture, lights & poles)	25,000	50,000	250,000	1,250,000	1,250,000
16	Capital	Harbor Village Wayfinding Signage, Entry Awnings	25,000	25,000	25,000		
17	Capital	Harbor Village Bldgs. - refurbish elevator at 1591 Spinnaker (last of the 5 elevators in the Village to be refurbished) (Carry over work)	25,000				
18	Capital	Village "I ♥ The Sea" Sign	20,000				
19	HP	Harbor Patrol Radio Repeater and Communication Upgrades	20,000				
20	Capital	Harbor Village Bldgs.-replace/repair roofs/tiles/gutters - (FY23-24:1583, FY24-25:1575, and FY25-26:1431)		900,000	650,000	250,000	
21	HP	Boat Replacement - Harbor Patrol Dept. (Supplement to Insurance Money, deferred to FY23-24)		300,000			
22	Capital	Village Paseo Improvement Project		250,000			
23	Capital	Harbor Entrance Feature Revitalization & Wayfinding (Schooner and Spinnaker)		100,000	100,000		
24	Capital	National Park Service Bldg. - 1691 Bldg. - HVAC systems		100,000			
25	Capital	1575/1583 Pass-Through Repaving (deferred to FY23-24)		95,000			
26	Maintenance	Vehicle Replacement - Lift Vehicle (or equivalent)		60,000			
27	Admin	Vehicle Purchase - Administration (EV) (deferred to FY23-24)		45,000			
28	Maintenance	Resurface Parking Lots (Harbor Village & Beach Lots)			500,000		
29	Marina	Fish Pier - resurfacing			400,000		
30	HP	Resurface Launch Ramp Parking Lot					75,000

# 5- Year Capital Improvements and ADA Improvements Plan

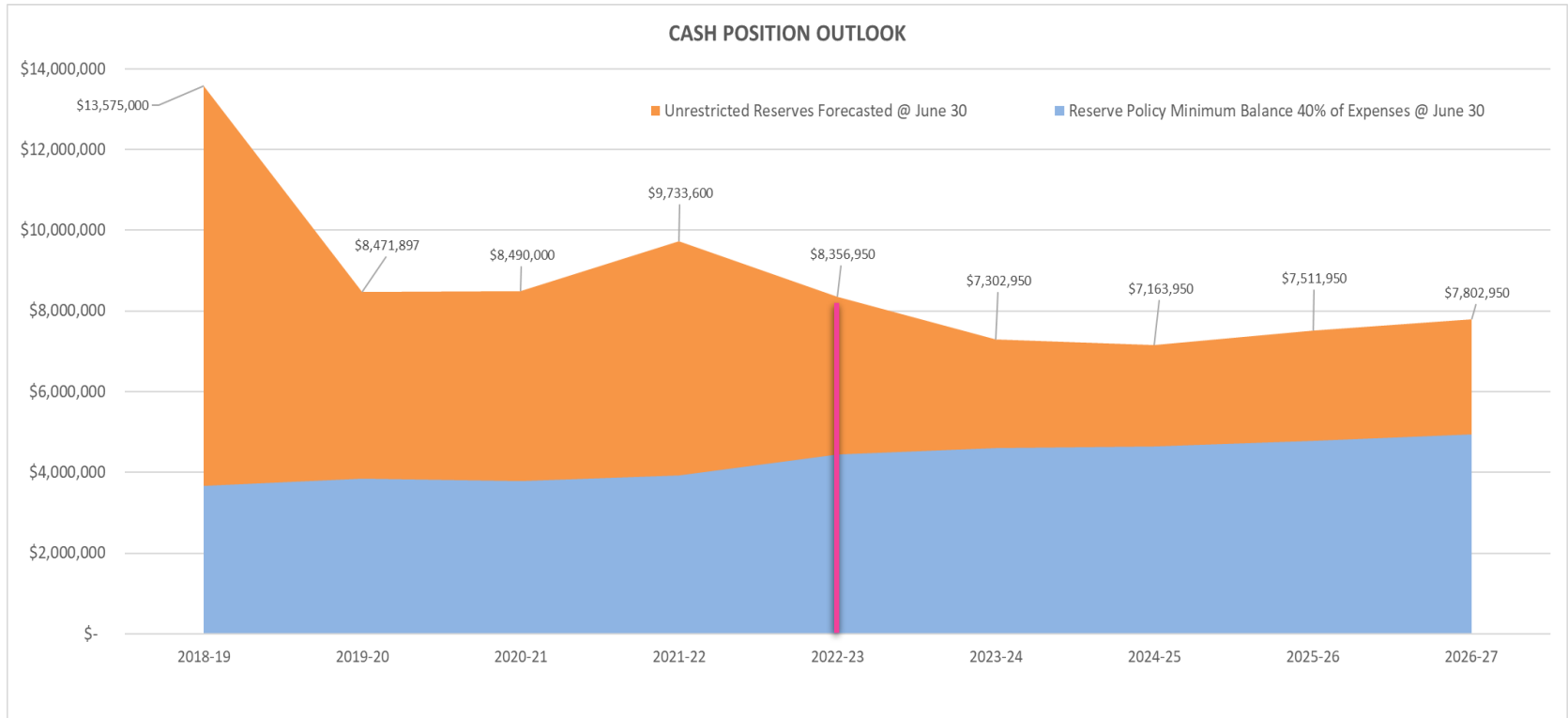
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31	ADA	ADA Restroom Upgrade - 1575 (added architectural cost)	150,000				
32	ADA	ADA Restroom Upgrade - 1691 (Island Packers Guests' Unisex Restroom) (added architectural cost, deferred to group contracting)	130,000				
33	ADA	ADA Restroom Upgrade - 1567 (added architectural cost, advanced one year to group contracting)	125,000				
34	Capital	1583/1591 ADA Path of Travel Ramps		35,000			
35	ADA	ADA Restroom Upgrade - 1691 (Boater's Restroom/Showers)					300,000
Total Capital Improvement Plan			2,665,000	2,420,000	1,925,000	1,600,000	1,505,000
Total ADA Improvement Plan			405,000	35,000	-	-	300,000
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS			3,070,000	2,455,000	1,925,000	1,600,000	1,805,000
Special Funding from State Lands Commission Grants			(1,038,500)	(120,000)			
Special Funding from Division of Boating and Waterways Launch Ramp Dock Grant			(616,000)				
Special Funding for EV Charging Stations (CALeVIP & SCE) (deferred due to SCE construction schedule)			(40,000)				
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING			1,375,500	2,335,000	1,925,000	1,600,000	1,805,000

# FY22-23 Tenant Improvement Budget

**FY22-23 Building Tenant Improvements**

<b>Budgeted Items</b>		
Scheduled Improvements	Budgeted District Contribution to Building Tenant Improvements	\$ 187,000.00
Unscheduled Improvements	Renovations due to possible Tenant turnover at lease expiration	\$ 254,000.00
Contingency	Renovations due to unscheduled Tenant turnover (early termination)	\$ 36,000.00
		<b>\$ 477,000</b>



THIS PRELIMINARY BUDGET FORECAST MEETS OR EXCEEDS THE REQUIRED BOND COVENANT FOR NET REVENUES TO MEET OR EXCEED 115% OF THE CURRENT YEAR DEBT SERVICE.

## 5-YEAR CASH POSITION OUTLOOK

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 03 : 00

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**Report by:**

**Brian D. Pendleton, General Manager**  
**Gloria Adkins, Accounting Manager**

**Approval of Annual Professional Services  
Agreements for Administrative, Advocacy and  
Technical Support Services**

**RECOMMENDATION**

That the Board of Port Commissioners approve the annual Professional Services Agreements from July 1, 2022 to June 30, 2023 with:

- a) Swift Chip, Inc. not to exceed \$110,000 to provide information technology services.
- b) Carpi & Clay, Inc. in the amount of \$60,000 to provide the District with federal advocacy services.
- c) K&L Gates in the amount of \$80,000 to provide legislative, regulatory and policy advocacy for commercial fisheries and aquaculture.
- d) Liebert Cassidy Whitmore in the amount of \$40,000 to provide human resources legal services.
- e) Rincon Consultants, Inc. in the amount of \$55,000 to provide dredging support.

**STANDARD  
AGENDA  
ITEM  
2**

**Report by:**

**Brian D. Pendleton, General Manager  
Jessica Rauch, Clerk of the Board**



# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

**Approval of Cancellation of July 6, 2022**  
**Regular Port Commission Meeting**

**RECOMMENDATION**

That the Board of Port Commissioners approve the cancellation of the July 6, 2022 meeting.

**STANDARD**  
**AGENDA**  
**ITEM**  
**3**

**Report by:**  
**Brian D. Pendleton, General Manager**  
**Jessica Rauch, Clerk of the Board**

# PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00



VENTURA  
PORT DISTRICT

*Established 1952*

**ADJOURNMENT**  
**NEXT MEETING JULY 20, 2022**

**Ventura Harbor**

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK