



BOARD OF PORT COMMISSIONERS MEETING JUNE 21, 2023

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 21, 2023 Agenda

**Approval of the Minutes of
June 7, 2023 Regular Port
Commission Meeting**

PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON TODAY'S AGENDA

Snooze Options: [30 Seconds](#) | [1 Minute](#) | [5 Minutes](#) | [10 Minutes](#)

00 : 00 : 00

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

ADMIN AGENDA

CONSENT AGENDA

- A) Award of Bid for the FY2023-2024 Janitorial Services for Ventura Harbor Village Restrooms and District Administration Office**
- B) Rejection of Low Bid and Award of Second Low Bid for the FY2023-2024 Security Services for Ventura Harbor Village and Marina**
- C) Award of Bid for the 1559 Spinnaker Drive Office Tenant Improvement Project**

PUBLIC COMMUNICATION CONSENT AGENDA ITEMS

00 : 03 : 00

**VENTURA WEST MARINA PARCEL 17 PRELIMINARY
DEVELOPMENT CONCEPT AND MASTER LEASE
NEGOTIATIONS**

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Receive an informational report regarding a preliminary development concept for Ventura West Marina (Parcel 17) by Master Tenant TBBW Company, L.P., a California limited partnership, associated entity Beauchamp Realty, Inc. and Aldersgate Investment.
- b) Authorize the General Manager to initiate formal lease negotiations with TBBW pursuant to the Master Lease.

STANDARD AGENDA ITEM 1

Report by:

Dick Beauchamp, General Partner

Matt Mansi, Aldergate Homes

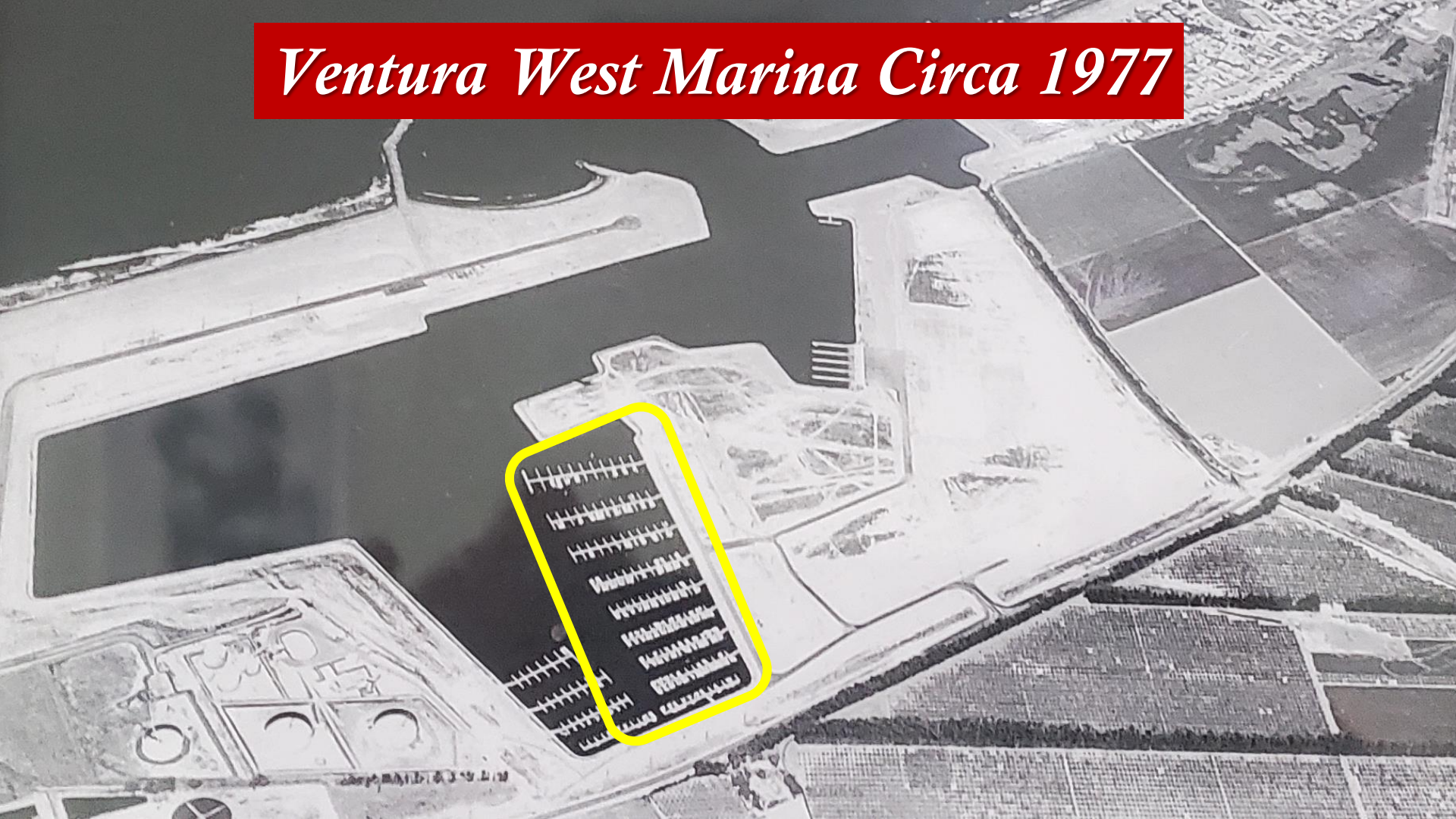
Eric Leslie, Director of Marine Operations

Ventura West Marina Redevelopment

**Port
Presentation
June 21, 2023**



Ventura West Marina Circa 1977



Ventura West Marina Today





Vision

- **State-of-the-Art, First Class Marina**
- **Mixed Use/Residential Landside Development**
- **Extensive Public Amenities**
- **Environmentally Sustainable Landside and Waterside Design**

Point Loma Marina



Pier 32 Marina



Harbor Island West Marina Redevelopment

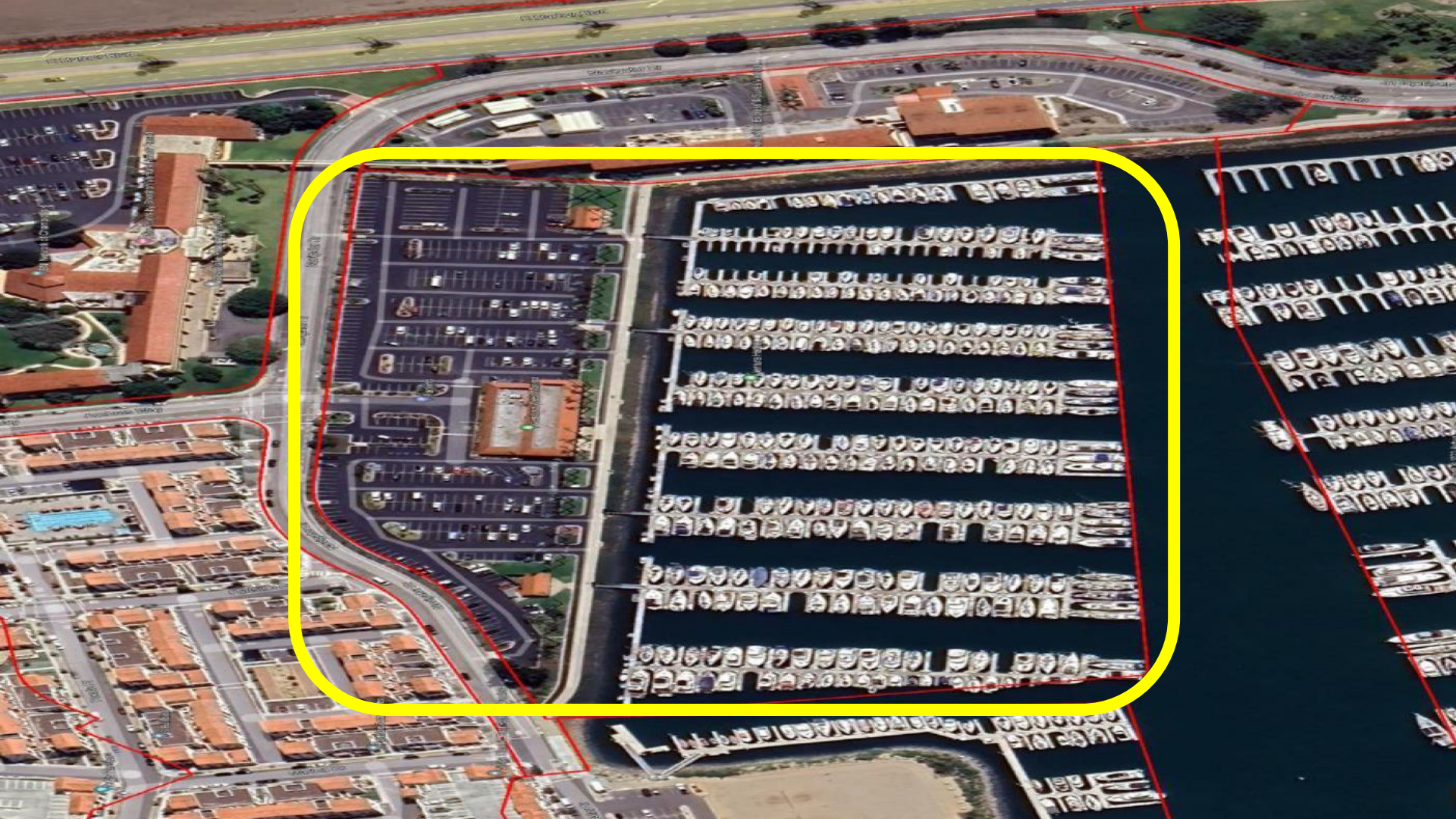




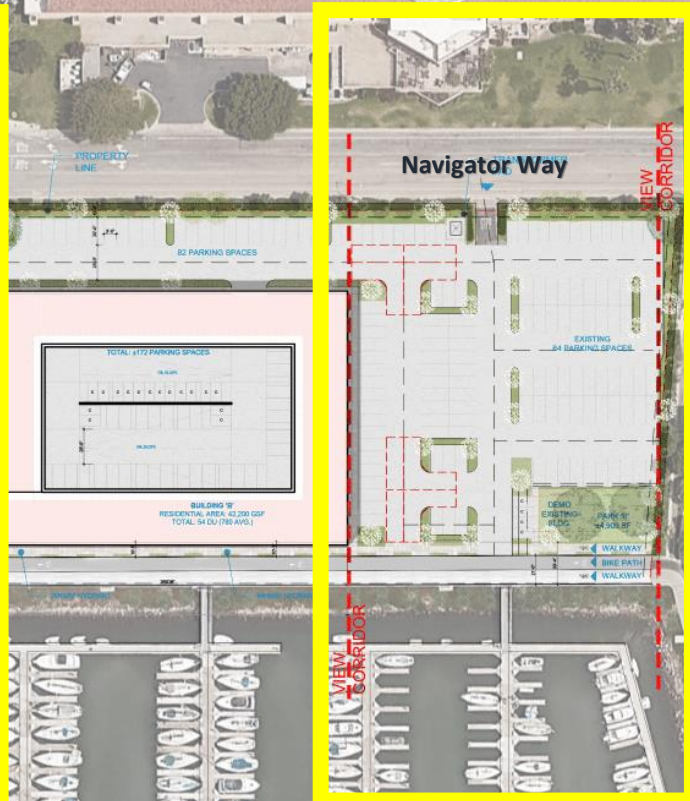
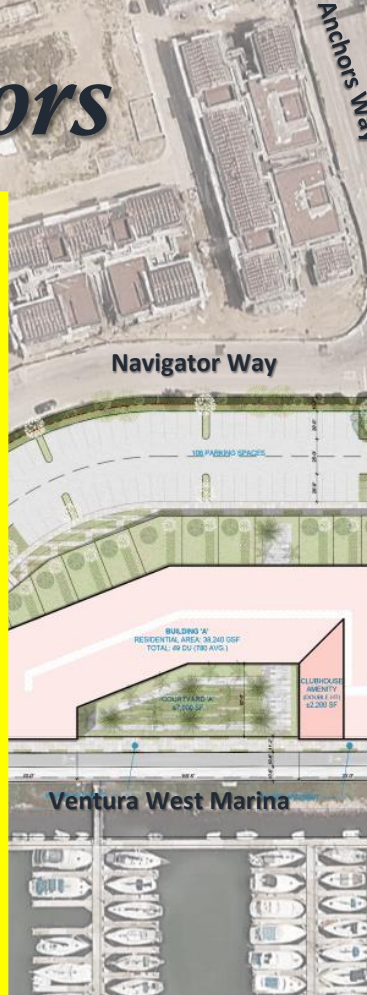
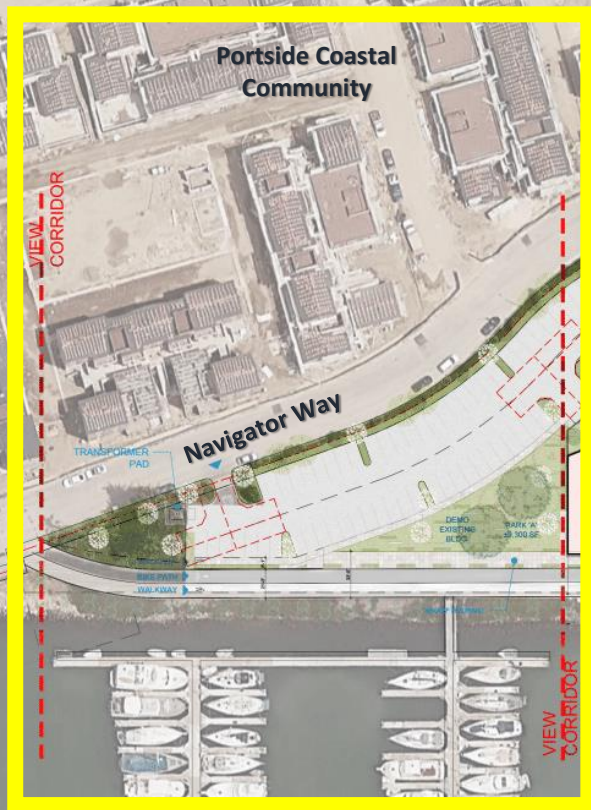


Mixed Use / Residential

- **Apartments, including housing for low-income families**
- **Breweries, Restaurants, Cafes**
- **Expanded Promenade + Bike Lane**
- **Pocket Parks**
- **New energy and synergy within the harbor**
- **Resort Style Amenities**
- **Environmental Sustainability Practices**



View Corridors



EXISTING NORTHERN VIEW



NORTHERN VIEW VISION



EXISTING EASTERN VIEW



EASTERN VIEW VISION



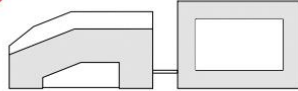
EXISTING SOUTHEAST VIEW

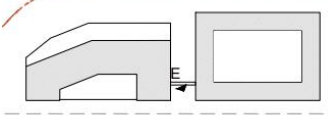


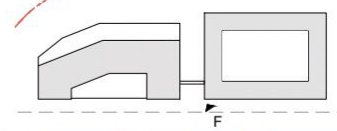


EXISTING SOUTHWEST VIEW



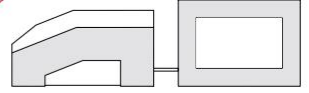






EXISTING WESTERN VIEW

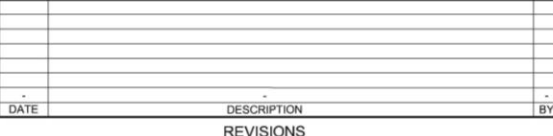




Waterside Redevelopment

- **State-of-the art, eco-friendly marina structure.**
- **Vessel sizes to accommodate todays and tomorrows boating demands.**
- **Expanded Infrastructure for the next generation of recreational boats.**
- **Expanded public access for waterside recreation.**





THE WORLD'S MOST
COMPREHENSIVE
MADINA BUILDER

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CHECKED BY:

GENERAL ARRANGEMENT





Project / Vision Summary

- **Continue long term Partnership with the Ventura Port District.**
- **Create a development that will provide more opportunities for the public to visit Ventura Harbor adding value to the entire region.**
- **Improve and enhance recreational boating opportunities in the harbor.**
- **Provide much needed housing supply inventory.**
- **Increase revenue to the Port and City.**

“We believe that our proposed redevelopment is the type of rising tide that will float all boats.”



PUBLIC COMMUNICATION STANDARD AGENDA ITEM 1

00 : 07 : 00

**VENTURA WEST MARINA PARCEL 17 PRELIMINARY
DEVELOPMENT CONCEPT AND MASTER LEASE
NEGOTIATIONS**

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Receive an informational report regarding a preliminary development concept for Ventura West Marina (Parcel 17) by Master Tenant TBBW Company, L.P., a California limited partnership, associated entity Beauchamp Realty, Inc. and Aldersgate Investment.
- b) Authorize the General Manager to initiate formal lease negotiations with TBBW pursuant to the Master Lease.

STANDARD AGENDA ITEM 1

Report by:

**Dick Beauchamp, General Partner
Matt Mansi, Aldersgate Homes
Eric Leslie, Director of Marine Operations**

**ADOPTION OF RESOLUTION NO. 3478 APPROVING A
NOTICE OF PROPOSED ORDINANCE FOR A NEW 10-YEAR
LEASE BETWEEN THE VENTURA PORT DISTRICT AND THE
BOATYARD, INC. DBA THE BOATYARD PUB**

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3478 authorizing the Ventura Port District to publish a Notice of Proposed Ordinance for a New Restaurant Lease Agreement between the Ventura Port District dba Ventura Harbor Village and The Boatyard, Inc. dba The Boatyard Pub for the premises located at 1583 Spinnaker Drive #109 consisting of a total of 2,675 square feet of interior space, 1,681 square feet of patio, and 90 square feet of storage and mechanical equipment space for a five-year term with one five-year option.

STANDARD AGENDA ITEM 2

Report by:
Todd Mitchell, Sr. Business Ops Manager

RESOLUTION NO. 3478 – NEW LEASE

- This is regarding a potential new lease with The Boatyard Inc. dba Boatyard Pub, a successful restaurant tenant at Harbor Village. The lease term is 5 years with one 5-year option.
- The Harbors & Navigation Code requires the District to advertise leases of 10 year or more as a Notice of Proposed Ordinance
- The advertisement is authorized via Board Resolution.
- The Board of Commissioners will return to consider the proposed Ordinance (i.e. new lease) at the next Board Meeting at 7 PM on July 5, 2023.

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 2

00 : 03 : 00

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Change Clock Type

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**ADOPTION OF RESOLUTION NO. 3479 APPROVING THE
FY2023-2024 HARBOR PATROL DEPARTMENTAL BUDGET**

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3479 approving the FY2023-2024 Harbor Patrol Departmental Budget.

**STANDARD
AGENDA
ITEM
3**

Report by:

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

HARBOR PATROL BUDGET OVERVIEW

- The Harbormaster has worked with the General Manager and administrative staff to outline and finalize a proposed Harbor Patrol final budget for consideration by the Board.
- If adopted, the Harbor Patrol budget will become part of the FY23-24 Final Budget to be subsequently considered by the Board.

HARBOR PATROL BUDGET OVERVIEW

Revenue:

- The Board has historically directed Staff to utilize Property Tax & Assessments Revenue towards Harbor Patrol expenses.
- Harbor Patrol manages the public launch ramp and parking lot, which is projected to generate \$67,000 in Operating Revenue.
- In addition, some grant funds are directed to Harbor Patrol, such as capital projects, vehicles, and equipment. Grants not yet awarded are not reflected in the budget.

HARBOR PATROL BUDGET OVERVIEW

Expenses:

- Harbor Patrol expenses and salaries are not in the Operating Expense portion of the budget but are captured in Non-Operating and Other Expenditures.
- The proposed final departmental budget proposes a 3.2% increase in Personnel Expenses over the FY22-23 Mid-year Budget:
 - on-going expenses, proposed staffing changes, cost of living adjustments, labor agreements, employee compensation and benefits, and pension costs.

HARBOR PATROL BUDGET OVERVIEW

Staffing Considerations:

- General Manager is recommending increasing the number of Senior Harbor Patrol Officer positions from 1 FTE to 2 FTE's and reducing the number of Harbor Patrol Officer I/II positions by the same.
- This will result in no new FTE's but will create a promotional opportunity in the unit.
- This is important for increasing the supervisory capacity of the department and further planning for staff succession

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 3

00 : 03 : 00

ADOPTION OF RESOLUTION NO. 3480 AND NO. 3481
APPROVING THE FY2023-2024 FINAL BUDGET, FIVE-YEAR
CAPITAL IMPROVEMENT PLAN AND SALARY SCHEDULE
FOR NON-RESPRESENTED EMPLOYEES

RECOMMENDATION:

That the Board of Port Commissioners adopt:

- a) Resolution No. 3480 approving the FY2023-2024 Ventura Port District Annual Budget and Five-Year Capital Improvement Plan.
- b) Resolution No. 3481 approving the FY2023-2024 Salary Schedule for Non-Represented Employees of the District.

STANDARD AGENDA ITEM 4

Report by:

Brian D. Pendleton, General Manager
Gloria Adkin, Accounting Manager
Todd Mitchell, Sr. Business Ops Manager

OVERVIEW

- FY23-24 Budget process
 - Study Session: May 17
 - Preliminary Budget: June 7
 - Final Budget: June 21
- Preliminary Budget
 - Board and Stakeholder Engagement
 - Discussion of funding priorities
 - Guiding Principles
 - 5-Year Objectives
- Final Budget Speakers
 - Gloria Adkins & Todd Mitchell

OVERVIEW

- Revenues
 - Operational Revenues: No changes from Preliminary Budget
 - Property Taxes: No changes from Preliminary Budget
 - Grants: No changes from Preliminary Budget

OVERVIEW

Expenses

- Operational Expenses:
 - Changes since Preliminary Budget:
 - Increase to Professional Services:
 - Dredging (material testing)
 - Audit/Financial Support (Implement GASB-96)
 - Temporary Employee (summer intern)
 - 5-Year Capital Improvement & ADA Improvement Budget
 - Minor changes since Preliminary Budget (no net change to FY23-24 expenditure)
 - Tenant Improvement Budget:
 - Increased to reflect bid opening for office renovation project

OPERATING EXPENSES

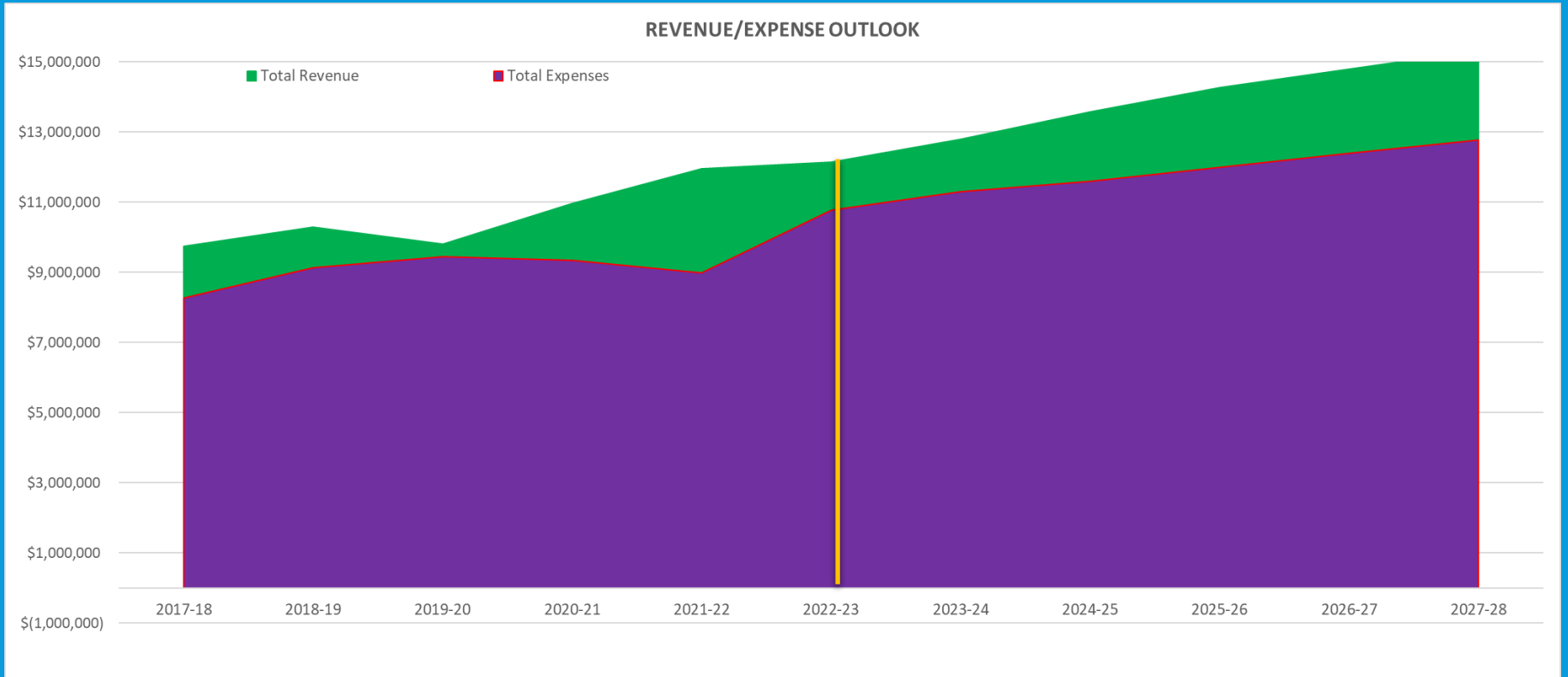
Fiscal Year	Expenses	% +/-
FY18-19	\$6,212,481	7%
FY19-20	\$6,306,806	2%
FY20-21	\$6,276,863	<0.5%>
FY21-22*	\$5,738,258	<9%>
FY22-23**	\$7,133,050	24%
FY23-24***	\$7,598,200	6.5%

* FY21-22 reflects significant reduction in legal and professional services

** FY22-23 represents the current year mid-year budget.

*** FY23-24 final budget forecast. (Increase of \$59,700 over Preliminary budget)

Revenue & Expense: 5-year Outlook



5-Year Capital Improvements and ADA Improvements Plan

Changes since Preliminary Budget:

FY23-24

- Removed Harbor Patrol Radio Repeater Project:
 - (Procurement will be completed this month).
- Added \$20,000 to Promenade Curved Wall Project

Out Years

- Distributed Village parking lot resurfacing over multiple years
- Added one year to complete Village Paseo Improvement Project (design/permitting first)

5-Year Capital Improvements and ADA Improvements Plan

Item #	Dept.	Project Location/Description	Fiscal Yr 23-24	Fiscal Yr 24-25	Fiscal Yr 25-26	Fiscal Yr 26-27	Fiscal Yr 27-28
1	HP	Launch Ramp Floating Dock Replacement, Washdown Station ADA Improvement, Restroom Upgrades	650,000				
2	Capital	Restroom & Interior Plumbing Upgrades: 1559	245,000				
3	Capital	Restroom & Interior Plumbing Upgrades: 1583	200,000				
4	Capital	Promenade Curved Wall & Patio Upgrades: 1575 and 1583	170,000				
5	Admin	Paid Parking Infrastructure (Procurement of infrastructure expected after all approvals received)	150,000			50,000	
6	Capital	Harbor Village Bldgs.-replace/repair roofs/tiles/gutters -(FY23-24: partial work on 1583+1575, FY24-25:1575, FY25-26: 1583, FY26-27: 1431)	125,000	1,175,000	900,000	250,000	
7	Maintenance	Vehicle Replacement - Lift Vehicle (or equivalent) (Carried forward from FY22-23)	120,000				
8	Capital	EV Charging Stations (VHV)(Deferred due to SCE schedule)	105,000			30,000	
9	Capital	Harbor Entrance Feature Revitalization & Wayfinding (Schooner FY23-24, Spinnaker FY24-25)	100,000	100,000			
10	HP	Vehicle Replacement - Harbor Patrol Dept. (EV or Hybrid)	95,000			100,000	
11	Maintenance	Vehicle Replacement - Maintenance Dept. (2 EV or Plug-in Hybrid in FY23-24)	90,000		100,000		120,000
12	Capital	1575/1583 Pass-Through Repaving	60,000				
13	HP	Harbor Patrol Boat House Repairs	55,000				
14	Capital	1567 Spinnaker #100 - Building Improvements (Deferred completion of switch gear installation)	50,000				
15	Admin	Vehicle Purchase - Administration (EV) (deferred to FY23-24)	45,000				
16	Capital	Harbor Village Wayfinding Signage, Entry Awnings	37,000	25,000			
17	HP	Boat Replacement - Harbor Patrol Dept. (Supplement to Insurance Money, deferred to FY23-24)	35,000	350,000			
18	Capital	National Park Service Bldg. - 1691 Bldg. - HVAC systems	33,000		100,000		
19	Capital	Harbor Village Trash Enclosures (Wire Mesh Upgrade carried forward)	20,000				
20	Marina	Fish Pier - fender camels		150,000			

5-Year Capital Improvements and ADA Improvements Plan

Item #	Dept.	Project Location/Description	Fiscal Yr 23-24	Fiscal Yr 24-25	Fiscal Yr 25-26	Fiscal Yr 26-27	Fiscal Yr 27-28
21	Capital	Harbor Village Elevator Upgrade - 1591 Spinnaker (last of the 5 elevators in the Village to be refurbished)		125,000			
22	Admin	Ventura Harbor Village - Mobile Phone Repeater Infrastructure		75,000			
23	Capital	1567 B Building Patio Wall Replacement		55,000			
24	Maintenance	Resurface Parking Lots (Harbor Village & Beach Lots - <i>distributed over multiple years</i>)		50,000	250,000	250,000	
25	Capital	Parking Lot Lights & Poles - Parcel 19A		50,000			
26	Marina	Dry Storage Lot Resurfacing		50,000			
27	Marina	Vehicle Replacement - Courtesy Patrol (EV)		45,000			
28	Marina	Fish Pier - resurfacing			400,000		
29	Capital	Village Paseo Improvement Project			75,000	275,000	
30	Capital	Sustainable Transportation Program - phased (includes paving, furniture, lights & poles)			50,000	250,000	1,500,000
31	HP	Resurface Launch Ramp Parking Lot				75,000	
32	ADA	Harbor Cove & Surfers Knoll - Retaining Wall & Shower Area Improvements (Grant funded)	75,000	50,000			
33	ADA	1583/1591 ADA Path of Travel Ramps	35,000				
34	ADA	ADA Restroom Upgrade - 1691 (Boater's Restroom/Showers)				750,000	
Total Capital Improvement Plan			2,385,000	2,250,000	1,875,000	1,280,000	1,620,000
Total ADA Improvement Plan			110,000	50,000	-	750,000	-
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS			2,495,000	2,300,000	1,875,000	2,030,000	1,620,000
Special Funding from Division of Boating and Waterways Launch Ramp Dock Grant			(650,000)				
Special Funding for EV Charging Stations (CALeVIP & SCE) (deferred due to SCE construction schedule)			(84,000)				
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING			1,761,000	2,300,000	1,875,000	2,030,000	1,620,000

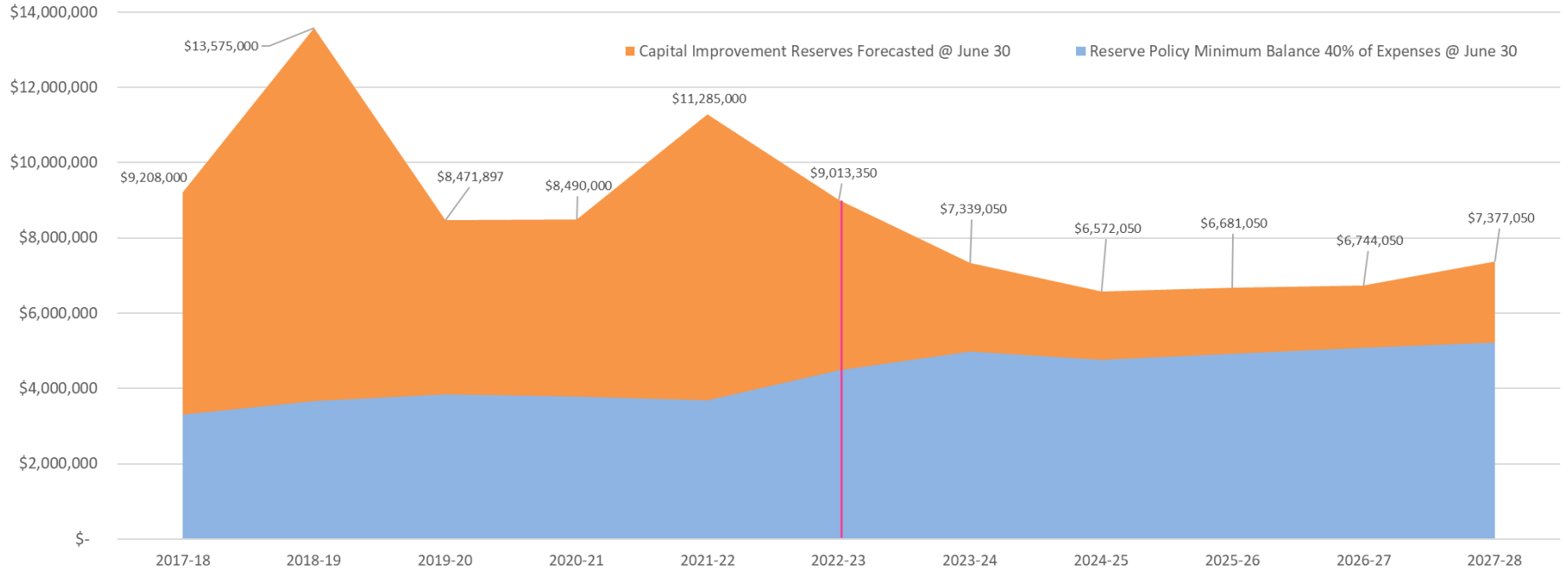
FY23-24 Tenant Improvement Budget

FY23-24 Building Tenant Improvements

Budgeted Items		
Scheduled Improvements	Budgeted District Contribution to Building Tenant Improvements	\$ 935,000
Unscheduled Improvements	Renovations due to possible Tenant turnover at lease expiration	\$ 124,500
Contingency	Renovations due to unscheduled Tenant turnover (early termination)	\$ 100,000
		\$ 1,159,500

Scheduled Improvements category increased to reflect the low bid received for renovating the former Comedy Club. Increase: \$71,000

CASH POSITION OUTLOOK



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 4

00 : 03 : 00

APPROVAL OF ANNUAL PROFESSIONAL SERVICES AGREEMENTS
FOR ADMINISTRATIVE, ADVOCACY, TECHNICAL, AND LEGAL
SUPPORT SERVICES

RECOMMENDATION:

That the Board of Port Commissioners approve the Professional Services Agreements with:

- a) Swift Chip, Inc. in the amount of \$110,000 from July 1, 2023 to June 30, 2024, \$113,500 from July 1, 2024 to June 30, 2025 and \$116,500 from July 1, 2025 to June 30, 2026 to provide information technology services.
- b) Carpi & Clay, Inc. in the amount of \$60,000 to provide the District with federal advocacy services from July 1, 2023 to June 30, 2024.
- c) K&L Gates in the amount of up to \$80,000 to provide advocacy for the establishment of aquaculture in proximity to Ventura Harbor and legal support for regulatory agency permitting particularly as it concerns inner harbor dredging and beach maintenance.
- d) Liebert Cassidy Whitmore in the amount of up to \$60,000 to provide human resources legal services from July 1, 2023 to June 30, 2024.
- e) Rincon Consultants, Inc. in the amount of up to \$165,000 to provide dredging support, inner harbor dredging technical support, and coastal development permitting support from July 1, 2023 to June 30, 2024.
- f) Dixon Consultants, Inc. in the amount of up to \$55,000 to provide managed parking consulting, permitting, stakeholder engagement, and procurement support from July 1, 2023 to June 30, 2024.
- g) RRM Design Group, Inc. in the amount of \$40,000 to provide architectural design services for the planning of developing the Parcel 5 grass lawn area from July 1, 2023 to June 30, 2024.

STANDARD AGENDA ITEM 5

Report by:

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Ops Manager
Jessica Rauch, Clerk of the Board

PUBLIC COMMUNICATION STANDARD AGENDA ITEM 5

00 : 03 : 00



VENTURA
PORT DISTRICT

Established 1952

ADJOURNMENT
NEXT MEETING JULY 5, 2023

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK