



VENTURA PORT DISTRICT BOARD OF PORT COMMISSIONERS

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Brian Brennan, Commissioner
Chris Stephens, Commissioner

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Tom Bunn, Legal Counsel
Jessica Rauch, Clerk of the Board

REGULAR MEETING WEDNESDAY, MAY 15, 2024

VENTURA PORT DISTRICT OFFICE
1603 ANCHORS WAY DRIVE
VENTURA, CA 93001

OPEN SESSION – 7:00PM

PUBLIC PARTICIPATION OPTIONS

MEETINGS WILL BE CONDUCTED IN A HYBRID MODEL WITH BOTH IN-PERSON ATTENDANCE AND VIRTUAL PARTICIPATION.

WATCH THE MEETING LIVE

<https://us02web.zoom.us/j/83276329300>

Webinar ID: 832 7632 9300

1-669-900-6833

1-253-215-8782

PUBLIC COMMENT VIA ZOOM

To request to speak on an item, use the “raise hand” button to notify the Clerk. The Clerk will announce public speakers and unmute participants to speak. Please be mindful that the meeting will be recorded, and all rules of procedure and decorum apply for in-person attendees and those participating virtually.

SUBMIT PUBLIC COMMENT VIA EMAIL

To submit written comments on a specific agenda item, please do so via email by 4:00PM on the day of the meeting. When sending an email, please indicate in the subject line, the agenda item number (i.e. General Public Comment or Consent Item A). Written comments should be no more than 1,000 characters in length. Written comments will be distributed to the Commission and will be posted as a supplemental packet on the District’s website at <https://venturaharbor.com/board-meeting-documents/>. Please submit your comment to the Clerk of the Board at jrauch@venturaharbor.com.

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|--------------------------------------|
| OPEN SESSION 7:00PM |
|--------------------------------------|

CALL TO ORDER: *By Chair Michael Blumenberg.*

PLEDGE OF ALLEGIANCE: *By Chair Michael Blumenberg.*

ROLL CALL: *By the Clerk of the Board.*

ADOPTION OF AGENDA

Consider and approve, by majority vote, minor revisions to agenda items and/or attachments and any item added to or removed/continued from the Port Commission's agenda. Administrative Reports relating to this agenda and materials related to an item on this agenda submitted after distribution of the agenda packet are available for public review at the Port District's office located at 1603 Anchors Way Drive, Ventura, CA during business hours as well as on the District's website - www.venturaharbor.com.

APPROVAL OF MINUTES

The Minutes of the May 1, 2024 Port Commission Regular Meeting will be considered for approval.

PUBLIC COMMUNICATIONS

The Public Communications period is set aside to allow public testimony on items not on today's agenda. Each person may address the Commission for up to three minutes or at the discretion of the Chair.

BOARD COMMUNICATIONS

Port Commissioner's may present brief reports on port issues, such as seminars, meetings and literature that would be of interest to the public and/or Commission, as a whole. Port Commissioner's must provide a brief summary and disclose any discussions he or she may have had with any Port District Tenants related to Port District business.

STAFF AND GENERAL MANAGER REPORTS

Ventura Port District Staff, Legal Counsel and General Manager will give the Commission updates on important topics or items of general interest if needed.

CONSENT AGENDA:

Matters appearing on the Consent Calendar are expected to be non-controversial and will be acted upon by the Board at one time, without discussion, unless a member of the Board or the public requests an opportunity to address any given item. Approval by the Board of Consent Items means that the recommendation is approved along with the terms set forth in the applicable staff reports.

A) Approval of Out-of-Town Travel Request

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the out-of-town travel request for Brian D. Pendleton, General Manager to attend the CSDA Annual Conference & Exhibitor Showcase from September 9 - 12, 2024 in Indian Wells, CA.

B) Adoption of Resolution No. 3497 Accepting the Work of F.C.T. Construction LLC for the 1559 Spinnaker Drive Tenant Improvement Project

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3497:

- a) Accepting the work of F.C.T Construction LLC for the Tenant Improvement Project at 1559 Spinnaker Drive.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

C) Adoption of Resolution No. 3498 Accepting the Work of Manson Construction, Inc. for the Ventura Inner Harbor Dredging Project: Two Locations

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopt Resolution No. 3498:

- a) Accepting the work of Manson Construction, Inc. for the Ventura Inner Harbor Dredging Project: Two Locations.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

STANDARD AGENDA:

1) Approval of Updated Ventura Harbor Parking Management Plan

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve the updated Ventura Harbor Parking Management Plan as follows:

- a) Removal of Spinnaker Drive from the District's Parking Management Plan.
- b) Change in the use of the current dry boat storage lot to be a public paid parking lot.
- c) Change in the use of Parcel 19A (northwest corner of Harbor Blvd. and Schooner Dr.) to be approximately 2/3 dry boat storage and 1/3 free public parking lot.
- d) Changes to the cost of a daily parking permit to \$10/day.

2) Adoption of Resolution No. 3499 Approving the Financial Statements and Checks for January through March 2024

Recommended Action: Roll Call Vote.

That the Board of Port Commissioners adopts Resolution No. 3499 to:

- a) Accept the financial statements for the Quarter ending March 31, 2024.
- b) Review the payroll and regular checks for January through March 2024.

3) Fiscal Year 2024–2025 Budget Study Session

Recommended Action: Informational Item.

That the Board of Port Commissioners conduct a Fiscal Year 2024–2025 Budget Study Session and provide direction to the General Manager in preparation of the Preliminary Budget and Five-Year Capital Improvement Plan.

ADJOURNMENT

This agenda was posted on May 10, 2024 by 6:00 p.m. at the Port District Office and online at <https://venturaharbor.com/board-meeting-documents/>

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Ventura Port District at (805) 642-8538 or the California Relay Service at 711 or (800) 855-7100. Notification 72 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility. (28 CFR 35.102.35.104 ADA Title II)



VENTURA
PORT DISTRICT

Established 1952

BOARD OF PORT COMMISSIONERS
MAY 15, 2024

APPROVAL OF MINUTES
MAY 1, 2024
REGULAR MEETING

VENTURA PORT DISTRICT

BOARD OF PORT COMMISSIONERS REGULAR MEETING MINUTES OF MAY 1, 2024



CLOSED SESSION

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Closed Session Meeting was called to order by Chair Blumenberg at 6:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Chris Stephens

Commissioners Absent:

Brian Brennan

Port District Staff:

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

Legal Counsel:

Tom Bunn, Lagerlof LLP

Number of interested persons:

0 via zoom; 0 in-person

PUBLIC COMMUNICATIONS: None. Closed at 6:01PM.

CONVENED TO CLOSED SESSION AT 6:01PM.

ADJOURNMENT: Closed Session was adjourned at 6:39PM.

OPEN SESSION

ADMINISTRATIVE AGENDA:

CALL TO ORDER:

The Ventura Board of Port Commissioners Regular Open Session Meeting was called to order by Chair Blumenberg at 7:00PM at the Ventura Port District Administration Office, 1603 Anchors Way Drive, Ventura, CA 93001 and via Zoom meeting.

PLEDGE OF ALLEGIANCE: By Commissioner Stephens.

ROLL CALL:

Commissioners Present:

Michael Blumenberg, Chair
Jackie Gardina, Vice-Chair
Anthony Rainey, Secretary
Chris Stephens

Commissioners Absent:

Brian Brennan

Port District Staff:

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Clerk of the Board
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Facilities Manager
Wayne Hatch, Maintenance Supervisor via Zoom
John Higgins, Harbormaster
Pat Hummer, Sr. Harbor Patrol Officer via Zoom
Jessica Snipas, Business Operations Analyst
Dave Werneburg, Marina Manager via Zoom

Legal Counsel:

Tom Bunn, Lagerlof Lawyers LLP

City of Ventura Liaisons

Councilmember McReynolds, City Council Liaison – Absent

Number of interested persons:

0 via zoom; 0 in person

ADOPTION OF AGENDA

ACTION: Commissioner Stephens moved to adopt the May 1, 2024 agenda.

Commissioner Rainey seconded. The vote was unanimous.

APPROVAL OF MINUTES

The Minutes of the April 17, 2024 Port Commission Regular Meeting were considered as follows:

ACTION: Vice-Chair Gardina moved to approve the Minutes of the April 17, 2024 Port Commission Regular Meeting.

Commissioner Rainey seconded. The vote carried 3-0-1. Commissioner Stephens abstained.

PUBLIC COMMUNICATIONS: None. Closed at 7:02PM.

CLOSED SESSION REPORT: Mr. Bunn stated that the Board met in closed session and discussed and reviewed all items on the closed session agenda. Staff was given instructions on how to proceed as appropriate and no action was taken that is reportable under The Brown Act.

BOARD COMMUNICATIONS: None. Closed at 7:03PM.

STAFF AND GENERAL MANAGER REPORTS: Mr. Pendleton reported on upcoming events at Harbor Village. He also reported, in the last 12 months, the sustainable aquaculture webpage has received 171 views and the VSE archives webpage has received 95 views.

STANDARD AGENDA:

1) Sustainable Landscape Master Plan for Ventura Harbor Village

Recommended Action: Voice Vote.

That the Board of Port Commissioners receive and file a report on the Ventura Harbor Village Sustainable Landscape Master Plan.

Report by Sergio Gonzalez, Facilities Manager and Roberto Leo, Design Studios.

Public Comment: None.

ACTION: The Board of Port Commissioners received and filed a report on the Ventura Harbor Village Sustainable Landscape Master Plan.

No action was taken.

2) Approval of Amendment No. 1 to a Restaurant Lease Agreement with Aarmark Beer Garden, Inc. dba The Loose Cannon

Recommended Action: Voice Vote.

That the Board of Port Commissioners approve Amendment No. 1 to the Restaurant Lease Agreement with Aarmark Beer Gardens, Inc. a California corporation dba The Loose Cannon, and the Ventura Port District dba Ventura Harbor Village, for the premises located at 1567 Spinnaker Drive, Suite #100 consisting of approximately 5,736 square feet of commercial space and 600 of patio area.

Report by Brian D. Pendleton, General Manager and Todd Mitchell, Sr. Business Operations Manager.

Public Comment: None.

- ACTION:** Commissioner Stephens moved to:
- a) Approve Amendment No. 1 to the Restaurant Lease Agreement with Aarmark Beer Gardens, Inc. a California corporation dba The Loose Cannon, and the Ventura Port District dba Ventura Harbor Village, for the premises located at 1567 Spinnaker Drive, Suite #100 consisting of approximately 5,736 square feet of commercial space and 600 of patio area.
 - b) Authorize the General Manager to approve change orders up to 10% for any item.
 - c) Authorize General Manager to make minor changes to Lease Amendment before signing.
 - d) Approve the District's assumption of any obligation regarding the Water Rights Dedication and Water Resource Net Zero Policy for the premises.

Vice-Chair Gardina seconded. The vote was unanimous.

ADJOURNMENT: The meeting was adjourned at 7:59PM.

The next regular meeting is Wednesday, May 15, 2024.

Anthony Rainey, Secretary



BOARD OF PORT COMMISSIONERS
MAY 15, 2024

DEPARTMENTAL STAFF REPORTS
APRIL 2024
&
GUIDING PRINCIPLES
FIVE-YEAR OBJECTIVES INDEX

| 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. |

| 5-YEAR OBJECTIVES | | STRATEGY | |
|--------------------------|---|-----------------|--|
| D) | Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor. | 1) | Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program |
| | | 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 |
| | | 3) | Ventura Port District Dredging |
| 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. | 1) | Collaborate with business partners and stakeholders through increased engagement, communication, and participation. |
| | | 2) | Collaborate with City, regional, state, and federal agency officials in pursuit of mutually beneficial projects, programs |
| | | 3) | Public and Civic Engagement Planning |
| | | 4) | Updates to District policies to reflect improved transparency and DEI |
| F) | Support current and future commercial fishing and sustainable aquaculture industries. Maintain and improve working waterfront facilities and infrastructure. | 1) | Engage with commercial fishing and sustainable aquaculture interests in Ventura Harbor |
| | | 2) | Continue improvements of District's Working Waterfront infrastructure |
| | | 3) | Continue to pursue opportunities for diversifying commercial fishing and sustainable aquaculture |
| M) | Collaborate with Master Tenants and National Park Service to plan, improve, and develop the Harbor in a financially and environmentally sustainable way. | 1) | Engagement and support of Master Tenants for successful business operations at the Harbor |
| | | 2) | Evaluate opportunities for Parcel Development |
| | | 3) | Implement sustainability technologies at the Harbor |
| | | 4) | VenturaWaterPure |
| N) | Maintain and grow Channel Islands National Park Service (NPS) presence and customer visitation to the Harbor. | 1) | Work with NPS and harbor visitors regarding enhancement of visitor experience. |
| | | 2) | Coordinate with NPS Superintendent to evaluate long-term goals and improvement needs for the Channel Islands National Park Visitor Center |
| | | 3) | Coordinate with National & California State Parks, and City to develop destination-based ecotourism offerings |
| P) | Implement parking management, traffic circulation, and multi-modal transportation strategies. | 1) | Work with City to improve access between the City and Harbor |
| | | 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 |
| | | 3) | Pursue and implement parking management solutions to increase vehicle circulation |
| 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 |
| | | 2) | Seek additional grant funding for improving/replacing District capital assets. |
| | | 3) | Leasing/Property Management |
| | | 4) | Update of Financial Management System |
| | | 5) | Financial Reporting |
| V) | Maintain and improve Harbor Village facilities, infrastructure, and amenities. | 1) | Ongoing investment in Harbor Village Infrastructure |
| | | 2) | Develop and implement an Annual Visitation Plan for Ventura Harbor Village. |

**VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT**

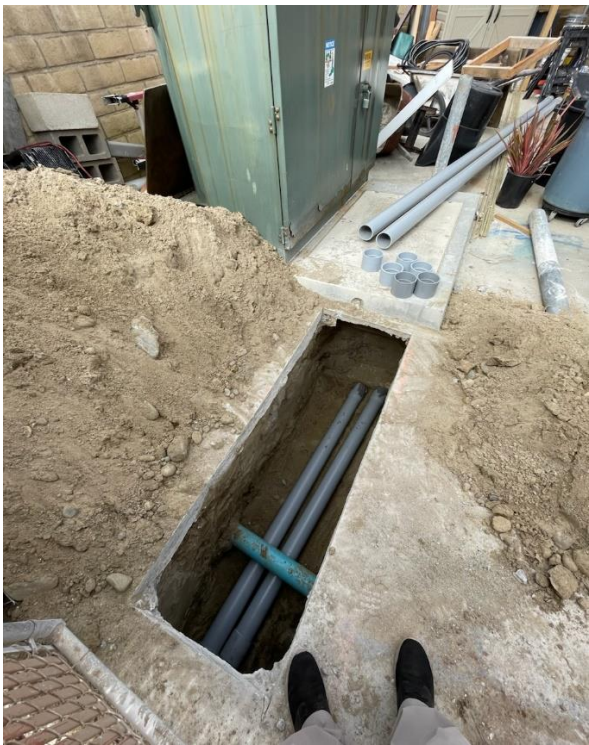
Meeting Date: May 15, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Joe A. Gonzalez, Capital Projects Manager
SUBJECT: April 2024 Capital Projects Report

1567 SPINNAKER DR. SUITE 101, FACADE RENOVATION

Status: On Going
Budget: On Budget

The electrical exterior upgrade has started in conjunction with the installation of the suite’s grease trap. Staff is working closely with the contractor to manage impacts to common areas to maintain public access and the ADA path of travel during construction. Electrical conduits have been set in place and have passed Edison’s inspection. The switch gear is scheduled to arrive the first week of May and prep for this installation will be complete. The patio replacement and HVAC installation are next for this project.

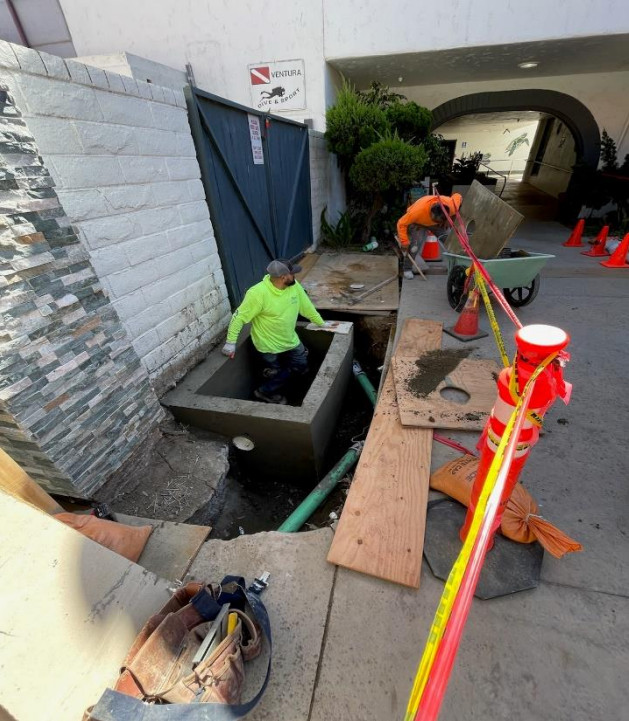


1567 SPINNAKER DR. SUITE 101, LOOSE CANNON UPDATE

Status: On Going

Budget: N/A (Tenant Cost)

As described above, the exterior electrical switch gear installation has started in conjunction with the installation of the suite's grease trap. All interior underground electrical and rough plumbing has been inspected and approved by the City's inspector. The contractor has started the installation of the grease trap interceptor. Staff continue to work with the City and the tenant's architects to support the project moving forward to meet the tenant's planned August 1st opening.



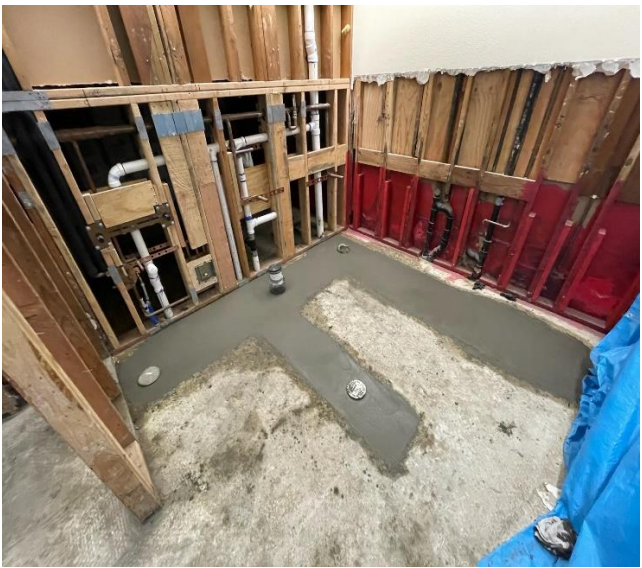
VENTURA HARBOR VILLAGE RESTROOM ENHANCEMENTS AT 1559/1583 SPINNAKER DRIVE

Status: On Going

Budget: On Budget

On February 7th, the Board accepted the lowest responsive bid from F.C.T. Construction, Inc. in the amount of \$450,000 and approved a budget adjustment to the 5-Year Capital Improvement Plan for this project. During the rough plumbing process/trenching, it was discovered that the existing men's plumbing sewer lines from one of the urinals was not laid out per the original historic blueprints. This unforeseen finding has set back the rough plumbing at the 1583 location by about one week.

The rough fresh water and sewer plumbing at the 1559 location has been completed and has passed inspection. The drywall installation has also begun at this location. Staff continue to work closely with all nearby tenants and the contractor to make sure this project has minimal disruption. Staff is anticipating all four restrooms to be completed by Mid-June.



LAUNCH RAMP WASHDOWN STATION AND FLOATING DOCK REPLACEMENT PROJECTS

Status: On going

Budget: Grant Funded

The District is working to complete two capital improvement projects associated with the Ventura Harbor Public Launch Ramp, both funded by a grant from the California State Parks Division of Boating and Waterways (DBW). The first project consists of the removal and replacement of the existing boat wash station including the addition of ADA accessibility. The second project is the removal of the existing launch ramp boarding floats and the fabrication and installation of replacement boarding float systems. These are two different projects with different sets of contractor expertise and are therefore being advertised separately.

The Board awarded the bid for the Launch Ramp Floating Dock Replacement Project to Bluewater Marine, Inc. in the amount of \$328,215.00. The contractor has submitted design drawings for review by its engineer. DBW must also approve the drawings prior to approving the start of construction.

Separately, staff rebid the Ventura Harbor Public Boat Wash Station Replacement Project. The Board approved the lowest qualified bid of J & H Engineering General Contractors, Inc at the meeting held on April 17th. Staff is working closely with the winning bidder on receiving all the documentation needed and preparing to submit all documents to DBW prior to issuing the Notice to Proceed.

HARBOR PATROL BOAT-HOUSE REFURBISHMENT PROJECT

Status: On going

Budget: On Budget

The current FY23-24 Capital Projects budget includes up to \$55,000.00 for the refurbishment of the interior and exterior of the boathouse. The Port District entered into a Service Contract with F.C.T Construction on March 25th. The contract consists of new exterior/interior waterproofing, flooring, plywood and paint, new roof shingles, new cooper flashing, and new slider door. The project is on schedule and moving forward with no issues and within budget. Staff is anticipating the project to be completed by Mid-May. This refurbishment will significantly prolong the service life of the structure.



TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: April 2024 Dredging Report

OUTER HARBOR DREDGING (FEDERAL NAVIGATION CHANNEL)

Political Advocacy for Federal Dredge Funding

On April 1st, Congressman Carbajal visited Ventura Harbor and received a tour of the dredging activities taking place at the harbor, including a visit to Manson’s dredge, HR Morris. The Congressman followed up his visit with a press release on April 10th (Attachment 1) celebrating funding for harbors within his District.

2024 Dredging

US Army Corps of Engineers’ (Corps) Los Angeles District’s dredging contractor, Manson Construction (Manson), has completed dredging of the federal channel. Dredging began in the federal channel on March 18th. Due to weather, Manson moved from the outer harbor to the inner harbor on March 24th/25th. Dredging resumed in the federal channel on April 1st and continued until April 9th when the dredge experienced a major mechanical failure. At that point, the federal dredging had removed 365,000 yards of material and had restored the condition of the channel to approximately the same condition it was after dredging in 2023. Therefore, the Corps opted to end the project early in order to meet the environmental timeline constraints for their next project (Oceanside).

Despite an early end to the project, District staff are satisfied that the work performed will maintain sufficient navigation until 2025 dredging takes place.

2025 Dredging Funding

On Monday, March 11th, the President’s FY25 budget proposal to Congress was released and included \$8.796M for Ventura Harbor maintenance dredging. This figure appears to fully support the budget recommendations of the LA District of the Corps to complete the next procurement cycle (Q4 of this year) and to perform dredging in early 2025.

On April 25th, the House Appropriations Committee released guidance for FY25 with no changes to these numbers.

The District continues to receive full support from all levels of the Corps, the President’s Office of Management and Budget, and our federal representative, Congressman Salud Carbajal.

INNER HARBOR DREDGING

Inner Harbor Dredging Completed

The Board approved a contract with Manson Construction on January 30, 2024, for \$1.33 million, which was the lowest cost bid received of the four.

Inner harbor dredging commenced on March 25th and was completed on March 29th and completed for the budgeted amount. It is estimated that about 65-75% of the total project cost could be reimbursed by FEMA and CalOES. However, nothing will be guaranteed until the reimbursement requests are completed, submitted, and evaluated by the agencies. Reimbursement is likely to take a year or more to receive. Staff are presently working with FEMA on the next steps related to funding assistance.

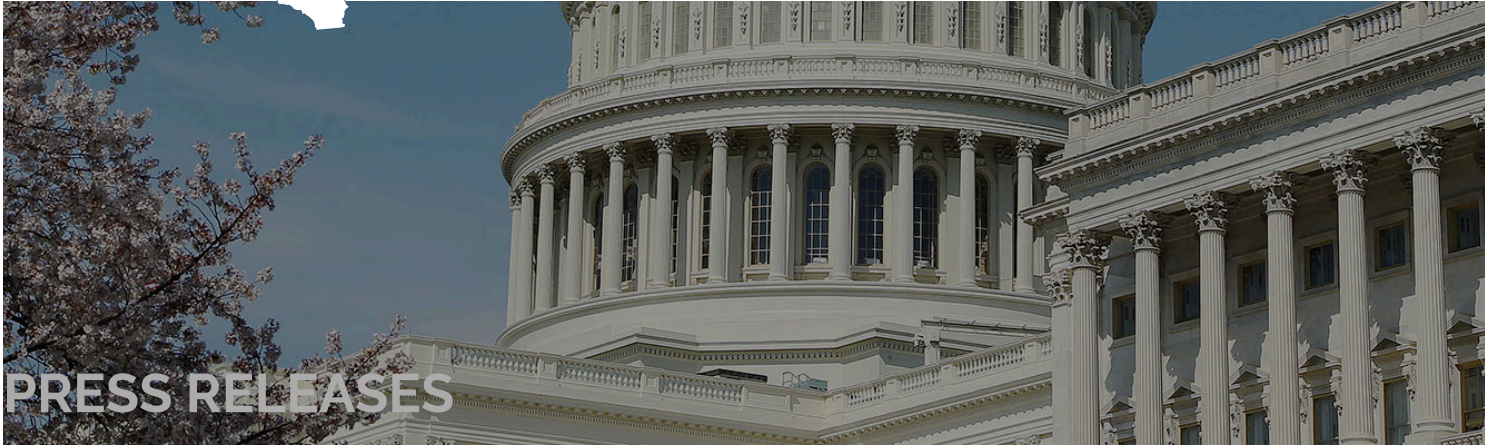
ATTACHMENT:

Attachment 1 – Congressman Carbajal Press Release

Attachment 2 – Carpi & Clay Federal Report



ATTACHMENT 1



REP. CARBAJAL SURVEYS DREDGING OPERATIONS UNDERWAY AT VENTURA HARBOR, HIGHLIGHTS \$8.4 MILLION DELIVERED IN 2024 FUNDING DEAL

Ventura, April 10, 2024

Tags: [Transportation and Infrastructure](#)



Congressman Salud Carbajal met with officials with the Ventura Port District to survey the annual dredging underway at the harbor and discuss how \$8,471,000 he secured in the 2024 federal funding deal will help ensure safe navigation for Ventura Harbor's maritime industry and recreational boaters and maintain its public beaches.

The funding signed into law last month by President Joe Biden contained more than [\\$26 million specifically for upkeep of Central Coast harbors and ports](#).

"Ventura's harbor is central to its livelihood and lifestyle. Whether it's the family enjoying a Saturday sail or a fisherman collecting their daily catch, having safe and operational channels and waterfronts are crucial to our region," said Rep. Carbajal. "I'm proud to have secured these important funds for the Central Coast in the negotiations over this year's budget agreement, and I will continue to collaborate with Ventura's hardworking officials to ensure their needs are met as we face more extreme weather patterns and other abnormal threats to the Central Coast's harbors and ports."

Michael Blumenberg, Chair of the Ventura Port District's Board of Port Commissioners, said, "Congressman Salud Carbajal continues to play a vital role in securing the federal funding necessary for our Harbor dredging project each year. His efforts have been crucial in ensuring federal recognition and support for the harbor's economic and public benefit to the region".

"The annual dredging project not only facilitates safer maritime navigation in the Ventura Harbor but is essential to maintain the economic vitality of commercial fishing, recreational boating, tourism, and all of our waterfront business partners," shared Brian Pendleton, Ventura Port District General Manager.

Recently, the Ventura Port District announced the [beginning of the annual dredging for Ventura Harbor's entrance channel](#), which ensures the harbor remains navigable and safe for the industries and boaters that rely on our harbor's working waterfront.

The dredging is a collaboration between the Ventura Port District, the U.S. Army Corps of Engineers, and their contractor, Manson Construction. Along with keeping the harbor navigable, the dredge efforts provide high-quality sand used to nourish the public beaches in the Ventura Harbor for beach goers.



ATTACHMENT 1

Dredging is anticipated to finish in late April and the Ventura Port District invites the community to come and see the renourished beaches at the conclusion of the project. In the meantime, the public is asked to be mindful of the construction activities in the water and on the beach and to respect the presence of protected species including the Western Snowy Plover and California Grunion and their essential habitat, which benefits from the responsibly managed sand placement of this project.

More information on the dredging project can be found [here](#).

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Washington, DC 20515
Phone: (202) 225-3601

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125 E. De La Guerra St., Suite 203B
Santa Barbara, CA 93101
Phone: (805) 730-1710

VENTURA OFFICE

505 Poli St., Suite 201
Ventura, CA 93001
Phone: (805) 730-1710

SAN LUIS OBISPO OFFICE

1411 Marsh St., Suite 205
San Luis Obispo, CA 93401
Phone: (805) 546-8348
Fax: (805) 439-3574

Federal Update

May 1, 2024

CONGRESS

FY25 Appropriations Update

Earlier this month, House Republican leadership announced that Rep. Tom Cole (R-OK) would be taking over as the new Chair of the Appropriations Committee. The previous Committee Chair Kay Granger (R-TX) announced last month her intent to step down from the leadership position effective immediately. With the appointment of the new Chair, the House Appropriations Committee has been in the process of putting together guidance from Members on the Fiscal Year (FY) 2025 appropriations process. The Committee has shared information with Members regarding programmatic and language requests and guidance related to community project requests. Chair Cole supports community project funding and that practice will continue in FY25. Over in the Senate, the Senate Appropriations Committee provided deadlines to Senators for community project request submissions, which are due to the respective subcommittees the second week of May.

Congress will be in session for four solid weeks, and during this time, various appropriations and authorization committees have plans to conduct numerous budget hearings. These hearings will allow the House and Senate Appropriations bills to begin drafting their FY25 appropriations bills for release and approval this summer.

Legislative Activity

consideration, and the Senate bill was referred to the Committee on Health, Education, Labor, and Pensions for consideration.

Workforce Innovation and Opportunity Act Reauthorization Passes House. On April 9th, the House passed the *A Stronger Workforce for America Act* ([H.R. 6655](#)), which would amend and reauthorize the *Workforce Innovation and Opportunity Act*. The bill would authorize \$39.1 billion in funding for FY25 through FY31 with the following amounts annually:

- \$1.8 billion for the [Job Corps Program](#).
- \$1.5 billion for [Dislocated Worker Program](#).
- \$976.6 million for [Youth Formula Program](#).
- \$912.2 million for [Adult Worker Program](#).

- \$751 million for [Adult Education and Family Literacy Act Programs](#).
- \$108.2 million for the [YouthBuild Program](#).
- \$64.5 million for the workforce and labor market information system created under the [Wagner-Peyser Act](#).

The bill was sent to the Senate and referred to the Senate Committee on Health, Education, Labor, and Pensions for consideration.

Senators Introduce FEMA Workforce Planning Act. Sens. Gary Peters (D-MI) and Bill Cassidy (R-LA) introduced the *Federal Emergency Mobilization Accountability (FEMA) Workforce Planning Act* ([S. 4181](#)). The bill directs the Federal Emergency Management Agency (FEMA) to create a plan to address workforce issues and ensure that the agency remains strong and prepared to respond to natural disasters. The bill was referred to the Senate Committee on Homeland Security and Governmental Affairs for consideration.

Representatives Request Answers on Texas Water Facility Cyber Hack. Reps. Ruben Gallego (D-NM) and Pat Fallon (R-TX) sent a [letter](#) to Homeland Security Secretary Alejandro Mayorkas requesting answers regarding the cyber hack against the city water system in Muleshoe, Texas in January 2024. The attack's culprit is believed to be Sandworm, a hacking group connected to the Russian government. In addition to information about the attack, the letter requests responses on additional steps to secure water facilities, additional tools needed to prevent attacks, and lessons learned from a similar attack on a Pennsylvania water authority in 2023.

Federal Funding Opportunities & Announcements

DOI Announces National Fish Passage Program Awards. DOI [announced](#) \$70 million for 43 projects in 29 states through the National Fish Passage Program. The grants will support projects to improve fish passage around dams, culverts, levees, and other barriers across rivers and streams.

DOT Announces Thriving Communities Program Awards. DOT [announced](#) \$23.6 million in cooperative agreements with three National Capacity Builders (TCP-N) and six Regional Capacity Builders (TCP-R). The selected TCP-N will support 52 communities in 35 states and the selected TCP-R will support a total of 60 communities in seven states.

EPA Announces National Clean Investment Fund and Clean Communities Investment Accelerator Awardees. EPA announced awardees for the \$14 billion [National Clean Investment Fund](#) and \$6 billion [Clean Communities Investment Accelerator](#) through the Greenhouse Gas Reduction Fund (GGRF). The recipients in each program will establish clean energy financing and technical assistance hubs to provide assistance and funding for low-income and disadvantaged communities to deploy distributed energy resources and develop net-zero building and zero-emission transportation projects.

FEMA Announces Preparedness Grant Allocations. FEMA announced allocations for FY24 Preparedness Grant programs that assist state, local, tribal, and territorial officials in planning, preventing, and responding to acts of terrorism and disasters. The program allocations include:

- **State Homeland Security Program** (\$373.5 million) This grant funds the implementation of risk-driven, capabilities-based state homeland security strategies to address capability targets.
- **Urban Area Security Initiative** (\$553.5 million) This grant funds regional preparedness and capabilities in 41 high-threat, high-density areas.
- **Emergency Management Performance Grant Program** (\$319 million). This grant funds state, local, tribal, and territorial emergency management agencies in obtaining the resources required to support the National Preparedness Goal's associated mission areas.
- **Operation Stonegarden** (\$81 million). This grant funds cooperation and coordination among state, local, tribal, territorial, and federal law enforcement agencies to jointly enhance security along the US borders.
- **Nonprofit Security Grant Program** (\$274.5 million). This grant funds target hardening and other physical security enhancements for nonprofit organizations that are at high risk of a terrorist attack.
- **Port Security Grant Program** (\$90 million). This grant funds projects that protect critical port infrastructure from terrorism, enhance maritime domain awareness, improve port-wide maritime security risk management, and maintain or re-establish maritime security mitigation protocols that support port recovery and resiliency capabilities.
- **Transit Security Grant Program** (\$83.7 million). This grant funds projects by owners and operators of public transit systems to protect critical surface transportation and the public from acts of terrorism and to increase the resilience of transit infrastructure.

FHWA Announces PROTECT Grant Awards. FHWA **announced** \$830 million in grant awards for 80 projects through the Promoting Resilient Operations for Transformative, Efficient, and Cost-saving Transportation (PROTECT) discretionary grant program. The funds will help with projects that improve the resilience of the surface transportation system.

Joint Office Publishes Communities Taking Charge Accelerator NOFO. The Joint Office of Energy and Transportation (Joint Office) issued a **NOFO** for \$54 million in federal funding for projects that expanding access to electrified mobility options for individuals without home charging; accelerate the transition to electrified fleets; and mature the implementation of managed charging systems to mitigate impacts and optimize usage of the grid. Eligible recipients include academic, nonprofit, for-profit, and government entities (including transit agencies) for planning, demonstration or deployment projects that drive innovation in equitable clean transportation. Before submitting a proposal for this opportunity, applicants must submit a concept paper by May 20th, and full applications are due July 16th.

NOAA Announces Coastal Zone Management and National Estuarine Research Reserve Grants. The National Oceanic and Atmospheric Administration (NOAA) [announced](#) \$59.8 million for state and territory coastal management plans and \$15 million for national marine estuarine reserve awards. The grants are supported by BIL and will provide funding for coastal habitat restoration planning, engineering, and design projects, along with implementation and conservation projects.

NREL Releases RFP for C2C In-Depth Partnerships. The National Renewable Energy Laboratory (NREL) released a [request for proposals](#) (RFP) to support between two and four communities in developing decarbonization strategies through the Clean Energy to Communities (C2C) Program. Teams comprising a local government, electric utility, and community-based organizations can apply for a multi-year partnership with NREL. Applications are due June 14th.

Federal Agency Personnel & Regulatory Announcements

White House Announces Climate and Trade Task Force. White House announced the creation of the Climate and Trade Task Force. The Task Force will focus on creating a climate-friendly trading system that prevents pollution and carbon dumping, which is the manufacture of goods with weak environmental regulations for trade elsewhere.

OMB Releases AI Guidance. The Office of Management and Budget (OMB) [released](#) new guidance on federal government use of artificial intelligence (AI). The guidelines will require agencies to verify that AI tools do not harm the rights and safety of citizens and will require annual publication of AI systems used, including risk assessments of those systems. Each agency will also be required to appointment a chief AI officer to oversee technology development.

CISA Releases CIRCIA Reporting Requirements NPRM. The Cybersecurity and Infrastructure Security Agency (CISA) released a [notice of proposed rulemaking](#) (NPRM) for Cyber Incident Reporting for Critical Infrastructure Act (CIRCIA) Reporting Requirements. CISA is requesting comments on timeframes for covered entities to report cyber incidents, ransom payments made in response to a ransomware attack, and any substantial new or different information discovered related to a previously submitted report. Comments are due June 3rd.

DOE Releases Offshore Wind Deployment Report. DOE released a [report](#) titled “Pathways to Commercial Liftoff: Offshore Wind Deployment.” The report details recent market challenges and solutions underway to deploy offshore wind to reach 100 gigawatts of deployed offshore wind by 2050.

DOE Publishes Clean Hydrogen FAQ. DOE’s Office of Hydrogen released a [frequently asked questions](#) (FAQ) for clean hydrogen. It focuses on enabling dialogue on hydrogen with answers about pollution and water usage for electrolysis.

EPA Releases New Water Reuse and Natural-based Solutions Webpage. EPA released a [new website](#) called the Water Reuse and Nature-based Solutions Webpage. The webpage identifies the multiple benefits of nature-based solutions and water reuse project examples.

EPA Announces EJ Online Clearinghouse. EPA announced the [Environmental Justice Clearinghouse](#), an online collection of environmental justice (EJ) resources. EPA is [accepting feedback](#) and the Clearinghouse will be updated on a rolling basis.

EPA Launches Permit Transparency Website. EPA launched a [new website](#) focused on providing transparency in the environmental permitting process. The new website provides centralized information about EPA permitting programs, public facing reports and resources, Fixing America's Surface Transportation Act Title 41 (FAST-41) information, and Inflation Reduction Act funding information related to streamlining the permitting process.

FEMA Seeks National Advisory Council Applicants. FEMA is [accepting applications](#) for nine discipline-specific positions and two Administrator selections to serve on the National Advisory Council (NAC). NAC advises the FEMA Administrator on all aspects of emergency management, incorporating input from and ensuring coordination with tribal, state, territorial and local governments, and non-governmental and private stakeholders. Applications are due May 12th.

FWS and NMFS Release ESA Final Rule. The Fish and Wildlife Service (FWS) and National Marine Fisheries Service (NMFS) released a [final rule](#) related to enforcement of the Endangered Species Act (ESA). The rule clarifies, interprets, and implements provisions of the ESA related to interagency cooperation. The rule is effective on May 6th.

IRS Updates Clean Vehicle Tax Credit FAQ. The Internal Revenue Service (IRS) released an [updated FAQ](#) on clean vehicle tax credits. The FAQ provides information on qualifying new, previously owned, and commercial clean vehicles.

NOAA Announces HeatRisk Tool. NOAA announced a new map-based tool called [HeatRisk](#) to forecast the risk of heat-related impacts in specific locations over a 24-hour period.

Joint Office Publishes Public EV Charging Infrastructure Playbook. The Joint Office published the [Public Electric Vehicle \(EV\) Charging Infrastructure Playbook](#). The playbook offers interactive resources for communities, planning organizations, local and state governments, Tribal Nations, and other decision makers to help navigate important considerations when planning and deploying EV charging infrastructure. Modules can be followed in order or used as standalone resources to meet a community's unique needs.

WHD Publishes Updated Prevailing Wage Resource Book. The Department of Labor's Wage and Hour Division (WHD) updated the [Prevailing Wage Resource Book](#) (PWRB). The update incorporates changes made to the final rule, Updating the Davis-

ATTACHMENT 2

Bacon and Related Regulations that took effect on October 23rd, 2023. Contractors, contracting agencies, enforcement staff, unions, associations, and workers have long relied upon the PWRB to gain a better understanding of the labor standards on certain federal and federally funded contracts including those involving the Davis-Bacon and Related Acts (DBRA), the Service Contract Act (SCA), the Walsh-Healey Public Contracts Act (PCA), the Contract Work Hours and Safety Standards Act (CWHSSA), the Copeland "Anti-Kickback" Act, and Executive Orders impacting federal contracts. The updated PWRB discusses WHD's policies in a way that is more easily accessible to all stakeholders and provides them with a better understanding of the labor standards that apply to many federal and federally funded contracts.

##

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Sergio Gonzalez, Facilities Manager
SUBJECT: April 2024 Facilities Report

MAINTENANCE ACTIVITIES

VPD PATROL DOCK BOATHOUSE REMODEL

Status: Completed

Budget: Budgeted (Capital Improvements)

In coordination with the Capital Projects Manager, the Maintenance Department initiated and completed the electrical improvements at the VPD Patrol Dock Boathouse. The Department was tasked with performing all electrical and lighting improvements. Tasks included replacing all electrical outlets, interior and exterior incandescent lighting with efficient LED lights, and outdated toggle switches with new décor switches.



Old Incandescent Boathouse exterior lights



Replaced exterior lights with new LED fixtures



Newly installed upgraded LED interior lights



Newly installed upgraded décor light switches

VHV FISH PIER ELECTRICAL ROOM DEL MAR ELECTRICAL UPGRADE FOR ICE MACHINE

Status: Completed

Budget: Budgeted (Building Maintenance)

In anticipation of the placement of the future Del Mar fisheries ice machine on the fish pier, the Maintenance Department has initiated and completed the install of 200 linear feet of PVC water line to feed the ice machine. A newly installed water line was tapped into Del Mar's existing metered water line and mounted under the fish pier to the Ice machine location. Project was coordinated and completed by Lead Worker Abel Gamino and Maintenance Tech 2 Luis Quezada.



Connection point of water line to existing metered water line



New installed water line mounted under fish pier.



New installed water line mounted under fish pier.



End point of water line core up through fish pier ready to connect

VHV PARKING LOT PLANTERS TREE PLANTING

Status: Completed

Budget: Budgeted (Grounds Maintenance)

Using guidance from our implemented landscaping master plan, we have secured the services of a vendor to plant 16 Marina Strawberry trees inside planters along the main parking lot from 1567 to 1591 at the Ventura Harbor Village.



VHV 1575 PROMENADE SIDE PATIO CONVERSION/ENHANCEMENT

Status: Completed

Budget: Budgeted (Grounds Maintenance)

The Maintenance Department, in conjunction with the Marketing Department, has completed converting the vacant promenade-side patio into a common area take out eating/sitting zone for public use. Sitting benches, tables with umbrellas, and outdoor planters with vegetation have been added to enhance the area. LED string patio lights have been added to provide ambient lighting. Further amenities will be added to continue to further enhance the patio as needed.



PARCEL 19A / ARUNDEL BARRANCA WEED ABATEMENT

Status: Completed

Budget: Budgeted (Grounds Maintenance)

A service provider was contracted to perform weed abatement along the entire service trail of the Arundel Barranca. Ice plant was trimmed next to the Harbor Blvd. sidewalk and along the block wall next to the Ventura Marina Community Mobile Home Park. Weed abatement was also performed throughout parcel 19A's ice plant area.

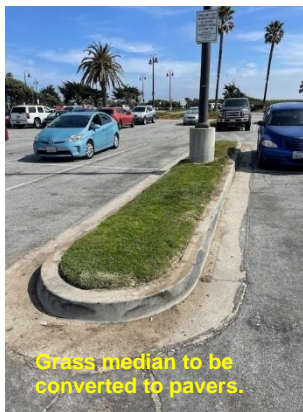


VHV PARKING LOT PAVER PROJECT

Status: Ongoing

Budget: Budgeted (Ground Maintenance)

We have secured a contractor to initiate the project and convert ten internal parking lot medians inside the Ventura Harbor Village from 1567 to 1591 from water thirsty grass landscaping to more sustainable hardscape pavers.



FACILITIES:

Staff continues to perform everyday maintenance and on the spot repairs throughout Ventura Harbor Village, other District properties, equipment, vehicles, and vessels. Also assists other Departments on special projects.

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: May 15, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
John Higgins, Harbormaster
SUBJECT: April 2024 Harbor Patrol Report

PUBLIC SAFETY

Overview:

The Harbor remains busy with existing and new construction projects. Coordinating the projects has consumed a good amount of time. We coordinated the Ventura Yacht Club docks removal and launching of new docks using a little creativity. Rather than add to the existing challenges for boaters at the launch ramp, we utilized the dirt lot at the end of Spinnaker. As the fence from the dredging operation was coming down, Bellingham was staging equipment. They also used a portion of Ventura West Marina Phase II and a crane to remove sections of the old dock.



Harbor Patrol has responded to numerous calls on land and water this past month. As we are nearing summer, Harbor Patrol has also been trying to prepare buoys and equipment for the higher traffic volume. Since cold-water swimming has increased in popularity, we have invested in new buoys and tackle so that the areas are well-marked and provide the highest level of safety to the public.

Senior Harbor Patrol Promotion:

The Harbormaster and Senior Harbor Patrol Officer (SHPO) staff have already had a group meeting to discuss the new positions and duties. Each SHPO has taken on responsibilities such as training, equipment, scheduling, maintenance, and recruitment. The added support is expected to assist in handling some of the Harbormasters' day-to-day duties.

Ventura Police Department Homeless Camp Clean-Up:

The Ventura Police coordinated a clean-up of the beach and Arundel areas south of Surfers Knoll. With special clean-up crews, they filled two and a half 40-foot roll-off dumpsters. This focused Police enforcement was greatly appreciated, and we hope that some of the nuisance thefts may lessen as several of the vagrants have had to relocate. The Harbormaster and General Manager plan to send letters of thanks to the Chief of Police and his staff on behalf of the Port District.

BOATHOUSE REMODEL

The Boathouse construction took most of April and suffered from a few weather-related delays. By the end of the month, the project was completed, and the improved look resulted in multiple compliments from the public and staff.

The Harbormaster and Harbor Patrol staff will be looking at how to tastefully decorate the inside area to provide a location for computer use, training, light storage, and meal breaks. Upon completing this second phase, we hope to have an open house for the public and staff.



Before



After

BEACHES



Harbor Patrol continues to receive complaints about the sand covering the sidewalks and other access areas. We have lost additional sand with continued strong winds on to the street and downwind parking lots.

Port District staff have already started planning on how to address the issues once we get the Coastal Commission waiver. The focus will be on Harbor Cove and public access areas and then move to clearing the levels near both beach walls and fencelines.

Summer beach bus update:

The City of Thousand Oaks, Moorpark, and Santa Clarita have all confirmed their intent to provide a Beach Bus service to Ventura Harbor this summer. Each city surveyed its residents, and their responses were all complimentary. Before the surveys, the Harbormaster shared with the Cities the other activities besides the beach, such as bird watching, photography, painting, fishing, NPS, dining, shopping, and harbor rentals.



Training:

Marine Safety Officer Nick Givens attended the California Division of Boating Marine Firefighting 5-day course. This training was hosted by LA County Fire Department and held in Marina Del Rey. Nick reported he received excellent training and has shared some updates.

The Harbormaster traveled to Lake Tahoe to participate in the California Boating Safety Officers' 3-day training. The event provided valuable training and allowed for time to speak with several different boat builders to assess the capabilities, costs, and build times. The takeaway from this event is there are fewer and fewer qualified boat builders. The costs of vessels have more than doubled in the last ten years. Entry-level to specialized Firefighting vessels with modern-day electronics and crew fatigue features like shock-absorbing seats are costing upwards of \$1.3M. This certainly creates a challenge for small agencies like ours. Past attempts to partner with Ventura County and Ventura City Fire have not resulted in interest from either agency. Ventura County has been applying for their own vessel via Federal Port Security grants and fears a partnership with the Port District could result in their application being dismissed for lack of need. The Harbormaster plans to begin discussions with the General Manager to identify our mission priorities and available funding.

SOUNDINGS

Recent dredging produced duplicate soundings, and all reported a robust channel that was clear of hazards. Harbor Patrol will resume monthly soundings in June when we start to see some of the southern swells bring sand up the coast towards the Harbor.

TO: Board of Port Commissioners
 FROM: Todd Mitchell, Sr. Business Operations Manager
 Dave Werneburg, Marina Manager / Commercial Fisheries
 SUBJECT: April 2024 Marina Report

MARINA DEPARTMENT ACTIVITIES

Ventura Harbor Village Marina

| | | |
|------------------|-----|------|
| Total Slip Count | 103 | 100% |
| Slips Assigned | 102 | 99% |
| Slips Occupied | 106 | 103% |
| Slips Available | 0 | 0% |

Port District Dry Storage

| | | |
|------------------|----|------|
| Total Spaces | 88 | 100% |
| Active Contracts | 71 | 81% |
| Available | 0* | 0% |

* During the VenturaWaterPure project, the District's Dry Storage lot is partially occupied by construction activities as part of the Temporary Construction Easements with the City.

COMMERCIAL FISHING

California Market Squid Harvest – Ventura Harbor

2024-25 Squid Season opened April 1, 2024

There have been no reported squid landings in Northern or Southern California to date. As we transition from an El Nino to a La Nina environment, we anticipate September/October will see robust fishing activities.

| California Market Squid Statistics | | |
|---|--------------|------------------|
| State-wide Seasonal Squid Limit: | 118,000 tons | 236,000,000 lbs. |
| Ventura March Squid Landings: | 0 tons | 0 lbs. |
| Ventura Season-to-date: | 0 tons | 0 lbs. |

Dry Storage

Demand remains brisk for new Dry Storage tenants with a waitlist near 100 once the VenturaWaterPure Project is complete. Dry Storage is planned to relocate to a portion of Parcel 19A, affording better access and more spaces. Design plans and entitlement work are in progress.

Ventura Harbor Marine Fuel Facility

One of the most vital and essential components of Ventura Harbor's working waterfront is the Ventura Harbor Marine Fuel Facility at 1551 Spinnaker Dr., adjacent to the main commercial fish pier. It services three (3) connected underground fuel tanks each holding 20,000 gallons of #2 Red Dye Diesel. Red Dye #2 is for off-road use, marine, agriculture equipment, some aviation, and is non-taxable compared to #4 Green Diesel you see at service stations, which is taxable. During peak periods, they will get up to two truckloads of fuel daily, each averaging 10,000 to 15,000 gallons. A typical seiner will top off 1-2 times a week with 1200-2000 gallons. Based on average cruising speeds, etc. a seiner will consume 20-25 gallons per hour. A typical crew boat, which generally has 3 engines will use 3,000-4,000 gallons per week. The current price of #2 Red Dye is \$4.69 per gallon. The three underground tanks, now 20+ years old, are scheduled to be replaced by the end of 2025. The Fuel Dock also provides oil changes, hydraulic fluids, filters, absorbent pads, foul weather gear, etc. and acts as a mail drop for out of area vessels. The Fuel Dock operates 7 days a week, 7am to 5pm and is on call 24/7. It is currently staffed with three full-time personnel, Eric, Jose, and Greg.

APRIL MARKETING REPORT - *Visitor Experience*

April 2024 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.



EVENT PROMOTIONS - *Plein Air Paint-out*

The **Buenaventura Art Association** at Harbor Village Gallery and Gifts **hosted 10 artists** to create paintings of our beautiful Ventura Harbor. **Visitors were able to see art being made in real time** of harborscapes, boats, and plants or animals that call a harbor home along the Promenade that **captured the beauty** of the Ventura Harbor.



300+

Attended the paint out event & reception.

ONSITE BOOTH - *Earth Day*

Visitors stopped by the Village Booth on April 27th to **help keep our harbor clean**. Participants were entered to win fun prizes + a **free sticker for reusable water bottles**. **SEEAG also sold seedlings!**



CONTESTING - *Stagecoach Giveaway*



The Stagecoach Giveaway with 100.7 KHAY enticed music lovers to enter to win **two free passes to the 2024 Stagecoach Music Festival** (\$400 value each). Additional programming included Bootscoot Bosses who offered free line dancing lessons to the hopeful concert goes along the Promenade. **Drew a crowd of 100+** on an otherwise cloudy cold day!

70
Entries

291
Engaged

272
Clicks

REVENUE - *Event Venue Rentals + Weddings*



Beautifully replenished beaches welcomed Hot Shot Volleyball Tournament, a student film shoot, and beach weddings.

Total April Onsite Revenue: \$1950

ENTERTAINMENT & *Music*



April **live music** in the Village included:

- **April 6** | Preston Smith
- **April 7** | Western Suns
- **April 20** | Jumpin' Joz
- **April 21** | The Blue Moon Boys
- **April 27** | Cuppa Joe
- **April 28** | Razzberry Jam



Unpredictable weather in late April resulted in **cancellations** for:

- **April 13** | Kenny Devoe
- **April 14** | Tony Lee

APRIL MARKETING REPORT - Content Development

April 2024 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

SOCIAL MEDIA - Cross Network Performance Metrics*

74k
Total Audience

580k+
Impressions

8k+
Engagements

2k
Post Clicks

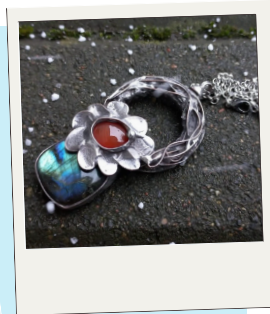


Note - Metric reporting system error continued in April - Meta network limitations resulted in select insights not captured.



VISUALS - Sampling of Content

Paid social media campaigns seen over **100k** times in April! Above average performance.



COPYWRITE - Enewsletters / Blogs

April e-newsletters featured two e-blasts on **Spring Break Seaside, Earth Day Festivities**, and **Small Business Week** highlighting retail centric promotions.

4
E-Newsletters

17k
Subscribers

25k
Opens

733
Link Clicks



REELS - Short Video Compilations

Sr. Marketing & Event Coordinator produced a series of original stories & reels, plus repurposed user generated content, with topics featuring **Stagecoach Ticket Giveaways** and **Earth Day** happenings. Plus, **two remixed reels** of **Visit Ventura's scenic views of the Village** and **Ventura Boat Rentals Swan Pedal Boat** content.

7
Reels

17k
Plays

ADVERTISING - Samples

Meta digital performance in April:

68k
Reach

2k
Engagements

1.8k
Clicks

April ads splashed out via **social**, **print** publications, and cumulus **radio** covering a variety of topics: **National Park Week**, **Earth Day**, **Stagecoach tix**, **Plein Air Paint Out** and **Spring Break**.



APRIL MARKETING REPORT -

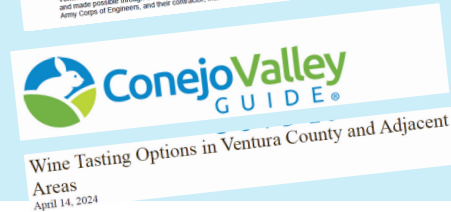
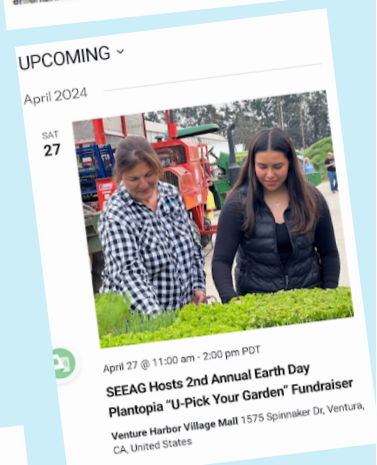
Outreach & Stewardship

April 2024 report showcases samples & highlights of the Ventura Harbor Visitor Attraction Plan.

MEDIA OUTREACH & COVERAGE - Earned Editorial

April was a focus on the great outdoors as three press releases composed and distributed to media outlets - "The Go-To Spot For Spring, Ventura Harbor Village, Announces New Lineup of Seaside Events & Live Entertainment"; "Ventura Harbor Celebrates \$8.4M in Dredging Thanks to Congressman Salud Carbajal and the U.S. Army Corps of Engineers"; "Ventura Port District Receives \$200,000 Grant From National Fish And Wildlife Foundation (NFWF)"

Spring happenings in regional round-ups for **Beach Clean Up, Earth Day, National Parks Week, SEEAG Fundraiser, Plein Air Paint Out** to live entertainment: **Valley Scene Magazine, Ventura Breeze, VC Reporter** and **Visit Ventura**. Tracked coverage on Ventura Harbor's dredging effort in **Ventura Breeze, 805 Amigos** and **the California Special Districts Newsletter**; and **805 Amigos** coverage of the \$200,000 grant award. **Conejo Valley Guide** featured Village businesses its blog posts, including Coastal Cone, Deep Sea Wine, and The Ultimate Escape Rooms.



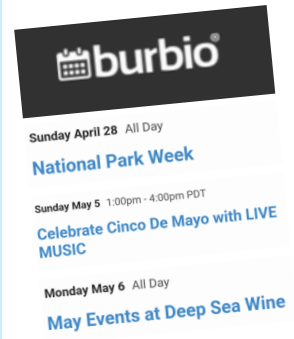
NATIONAL PARK WEEK -

Cross promoted the following Channel Islands National Park Week festivities: **Beach Clean Up, Jr. Rangers Day, Poetry in the Garden, and a photo exhibit by Tim Hauff.**



TOURISM- Central Coast Tourism

At the Central Coast Tourism Board Retreat VPD Marketing Manager sat in presentations by Lynn Carpenter, Vice President of Marketing for Visit California on the Strategic Marketing Framework FY24/25 and "The Ultimate Playground" campaign, as well as JLL Central Coast destination surveys & interview data, and Destination Innovate (DI) upcoming trends & AI.



VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: May 15, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Jessica Snipas, Business Operations Analyst II
SUBJECT: April 2024 Property and Leasing Report

LEASING HIGHLIGHTS

- 1) Tenant Engagement
 - Staff met with four tenants to discuss their lease or the fast take-away menus.
 - Staff continues to coordinate with the City and multiple tenants regarding their planning, building, and safety permits.
- 2) MRI Property Management Software
 - As of April 30, 2024, rent has been paid for fifty-three leases via the tenant portal.
- 3) Leasing Advertising, Showings, and Executions
 - Staff email outreached to restaurateurs regarding 1575 suites.
 - Staff showed available or vacant suites to three different prospects.
 - Completed one lease execution.
 - Presented at the Ventura Chamber BizConnect Lunch and attended a Ventura Chamber Lunch Mob.

CURRENT VACANCY REPORT

- 1) 1559 Spinnaker Drive #100 (Office suite)
 - Prior tenant's lease underwent early termination due to the suite experiencing a flood. The tenant leased and relocated to 1559 #205B & C. The suite will have to undergo planning and construction. Marketing efforts have begun.
- 2) 1559 Spinnaker Drive #205A (Office suite)
 - This is one of the six newly constructed suites. Marketing efforts began while the suite was under construction.
- 3) 1591 Spinnaker Drive #117B (Retail suite)
 - Previous tenant relocated to suite 1559 #103. Marketing efforts began prior to previous tenant move-out.
- 4) 1575 Spinnaker Drive #101/102/103/105A & B (Restaurant suite)
 - Lease underwent early termination. Staff prepared a marketing package for the spaces after consultation with architects and restaurant consultant and have begun marketing efforts.

CURRENT AVAILABILITY REPORT

- 1) 1591 Spinnaker Drive #207 (Office suite)
 - The previous tenant's lease expired December 31, 2023. The neighboring tenant (#205) was month-to-month and their lease ended January 5, 2024. Due to the neighboring tenant's newly constructed office completion date being extended, they requested a month-to-month lease for suite #207. Initially, the request was for three to four months, but has been updated to mid-summer. Staff are permitted to conduct showings and leasing efforts begun prior to lease expiration.
- 2) 1583 Spinnaker Drive #104A (Retail suite)
 - Staff met with tenant in June 2023 and in the beginning of January 2024. Tenant requested to continue month-to-month status until the fall.

| CATEGORY | TOTAL Square Footage | Harbor Vacancy Sq Ft | Harbor Vacancy % | Harbor Available Sq Ft | Harbor Available % | | City * Vacancy % | City * Available % |
|------------|----------------------|----------------------|------------------|------------------------|--------------------|--|------------------|--------------------|
| Office | 38,591 | 2,876 | 7% | 1,420 | 4% | | 18% | 24% |
| Retail | 20,196 | 761 | 4% | 500 | 2% | | 19% | 23% |
| Restaurant | 33,622 | 3,720 | 11% | 0 | 0% | | 0% | No Data |

> **Harbor Vacancy** --- The suite is unoccupied, and it does not have a lease.

Office: 1559 #100
1559 #205A
Retail: 1591 #117B
Restaurant: 1575 #101/102/103/105 A & B

> **Harbor Available** --- (1) MTM leases with existing Tenant in process to renew lease; or
(2) MTM lease that the suite is available to be leased.

Office: 1591 #207
Retail: 1583 #104A
Restaurant:

* **City:** Based on comparable square footage within Ventura 93001 area

** **City Restaurant vacancy/available** as reported by CoStar Group

(Note that total square footage values have been updated as of the April 2023 reporting period to reflect recategorization of some units and the addition of the GSA lease for National Park Service offices which were not previously included).

Date Source Update: Staff has returned to extracting data from the CoStar Group. CoStar has offered significant discount pricing and has agreed to work with staff to update its database on Village comparable.

SALES REPORTS

The attached summary of sales for three Harbor Village business categories: restaurants, retail, and charters. The report compares the monthly sales for 2024 and 2023. They also include year-to-date comparisons.

The year-to-date overall sales for all Harbor Village Tenants through the month of March were up 8.12% from the same time last year.

VEHICLE TRAFFIC COUNTS

Spinnaker Drive Entrance

Schooner Drive Entrance

| Month | April | March | April | March |
|--------------|-------------------|-------------------|-----------------|-----------------|
| Car Count | 96,072 | 109,656 | 52,442 | 49,257 |
| Busiest Day | Saturdays: 17,129 | Saturdays: 21,808 | Tuesdays: 9,732 | Saturday: 8,308 |
| Busiest Hour | Tuesdays: 5 PM | Saturdays: 2 PM | Mondays: 4 PM | Saturdays: 4 pm |

ATTACHMENTS:

Attachment 1 – March 2024 Sales Report

ATTACHMENT 1

**Ventura Harbor Village
Tenant Sales Summary**

| Month of March | <u>March-2024</u> | <u>March-2023</u> | <u>% Change</u> |
|-------------------|-------------------|-------------------|---------------------|
| Restaurants | \$ 1,808,088 | \$ 1,673,934 | 8.01% |
| Retail | \$ 459,044 | \$ 390,573 | 17.53% |
| Charters | \$ 665,656 | \$ 422,817 | 57.43% |
| Total | \$ 2,932,788 | \$ 2,487,324 | 17.91% |

| Year-to-date through March | <u>Jan - Mar 2024</u> | <u>Jan - Mar 2023</u> | <u>% Change</u> |
|----------------------------|-----------------------|-----------------------|---------------------|
| Restaurants | \$ 4,514,742 | \$ 4,353,728 | 3.70% |
| Retail | \$ 1,057,798 | \$ 1,003,045 | 5.46% |
| Charters | \$ 1,249,207 | \$ 952,767 | 31.11% |
| Total | \$ 6,821,747 | \$ 6,309,540 | 8.12% |



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
MAY 15, 2024

CONSENT AGENDA ITEM A
APPROVAL OF OUT-OF-TOWN
TRAVEL REQUEST

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM A
Meeting Date: May 15, 2023

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
SUBJECT: Approval of Out-of-Town Travel Request

RECOMMENDATION:

That the Board of Port Commissioners approve the out-of-town travel request for Brian D. Pendleton, General Manager to attend the CSDA Annual Conference & Exhibitor Showcase from September 9 – 12, 2024 in Indian Wells, CA.

SUMMARY:

Employees and Commissioners are encouraged to attend conferences, meetings, seminars, and other activities that provide an opportunity to be informed concerning matters of interest to the District and their position. The General Manager is recommending staff participate in the events listed herein.

GUIDING PRINCIPLES:

6) Provide exceptional public service and organizational transparency.

5-YEAR OBJECTIVE:

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.

BACKGROUND:

CALIFORNIA SPECIAL DISTRICTS ASSOCIATION (CSDA) ANNUAL CONFERENCE

This conference is a premier event bringing together professionals from various special districts across California. Attendees gather to exchange insights, best practices and innovative solutions for effective governance and service delivery. With engaging workshops, informative sessions, and networking opportunities, the conference facilitates collaboration and knowledge-sharing among attendees. The event serves as a platform for special district leaders to stay updated on industry trends and address common challenges.

FISCAL IMPACTS:

Travel costs related to these activities are included in the upcoming FY24-25 budget.

| PENDLETON | CSDA |
|------------------------------------|-------------------|
| Registration | \$775.00 |
| Lodging | \$597.00 |
| Meals | \$380.00 |
| Mileage | \$237.18 |
| Miscellaneous (Transit/Parking) | \$100.00 |
| TOTAL | \$2,089.18 |

ATTACHMENTS:

None.



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
MAY 15, 2024

CONSENT AGENDA ITEM B
ADOPTION OF RESOLUTION No. 3497
ACCEPTING THE WORK OF F.C.T.
CONSTRUCTION LLC FOR THE 1559
SPINNAKER DRIVE TENANT
IMPROVEMENT PROJECT

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

CONSENT AGENDA ITEM B
Meeting Date: May 15, 2024

TO: Board of Port Commissioners
FROM: Todd Mitchell, Sr. Business Operations Manager
Joe Gonzalez, Capital Projects Manager
SUBJECT: Adoption of Resolution No. 3497 Accepting the Work of F.C.T Construction LLC
for the 1559 Spinnaker Drive Tenant Improvement Modernization

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3497:

- a) Accepting the work of F.C.T Construction LLC for the Tenant Improvement Project at 1559 Spinnaker Drive.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

SUMMARY:

On June 1, 2023, the Board awarded a bid to F.C.T Construction LLC (FCT) in the amount of \$750,000 for the Tenant Improvement Modernization Project of approximately 4,000 square feet of office space at 1559 Spinnaker Drive. The work is now complete to the satisfaction of the District. The final contract cost for the project is \$823,459.90.

GUIDING PRINCIPLES:

- 7) Provide high-quality Harbor and coastal visiting-serving amenities, services, facilities, and infrastructure.

5-YEAR OBJECTIVES:

- V) Maintain and improve Harbor Village facilities, infrastructure, and amenities.
 - 1) Ongoing investment in Harbor Village Infrastructure

BACKGROUND:

Staff worked with consulting architect Rasmussen & Associates to develop the plans for the modernization of an approximately 4,000 square foot existing suite at 1559 Spinnaker Drive to divide into five separate office spaces.

The District's request for bids for the project was published on May 19, 2023. A mandatory on-site pre-construction meeting was held on May 24, 2023. The public bid opening was held on June 7, 2023, per District policy. The three bids received ranged from \$750,000 to \$1,064,000.

During construction of the project, staff requested change orders to address unforeseen electrical additions, data panel installation for each suite, removal of old window tint from interior windows, two interior windows were added, additional lay-in ceiling tiles for two offices, additional interior lighting, new aluminum store front glass partition walls added to one suite, removal of existing ceiling drywall, for existing wiring access, additional 6x6 quarry tile and cove base were added to one office. The total to perform the change orders was \$173,459.00, which is within 10% of the contract value and therefore did not require Board approval.

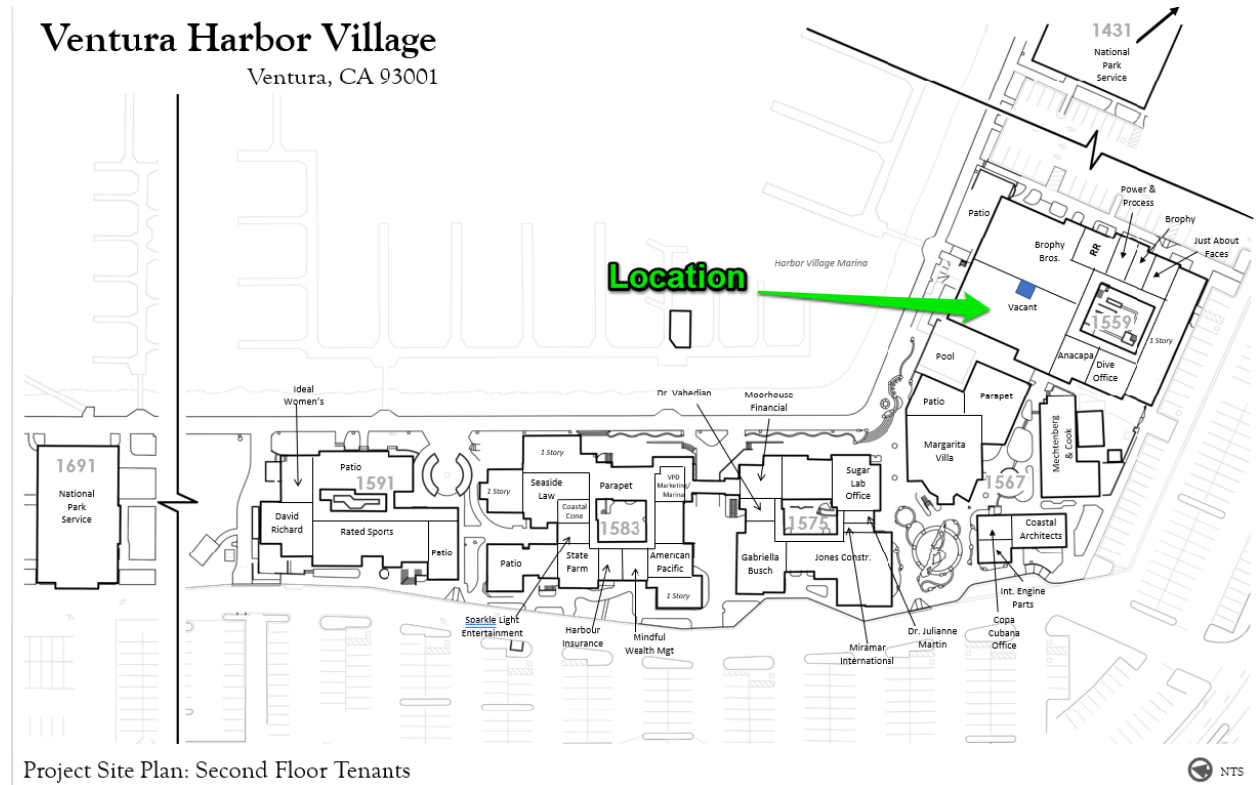
FISCAL IMPACT:

The cost for this project was adopted in the FY2023-2024 budget.

ATTACHMENTS:

- Attachment 1 – Location Map
- Attachment 2 – Resolution No. 3497
- Attachment 3 – Notice of Completion

ATTACHMENT 1 – LOCATION MAP



Project Site Plan: Second Floor Tenants





RESOLUTION NO. 3497

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF F.C.T. CONSTRUCTION LLC FOR THE
VENTURA HARBOR VILLAGE 1559 SPINNAKER DRIVE TENANT IMPROVEMENT
PROJECT**

WHEREAS, Brian D. Pendleton, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of F.C.T. Construction LLC on the project entitled "1559 Spinnaker Drive Tenant Improvement Project" described in the Agreement between F.C.T Construction LLC and the Ventura Port District, hereinafter referred to as "District", dated June 22, 2023, has been completed and recommends that said work be accepted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners DETERMINES, and ORDERS as follows:

1. Said work is hereby accepted.
2. Pursuant to the conditions and specifications of the Agreement and upon the recommendation of the General Manager, F.C.T. Construction LLC is released from the obligations under said contract, except as to the conditions of the performance bond, required guarantees and correction of faulty work after payment.
3. The General Manager of the District is hereby directed to execute on behalf of the District or cause to be executed on behalf of the District and be recorded in the office of the Ventura County Recorder a Notice of Completion of said work.
4. The General Manager is hereby directed to send a copy of this Resolution to F.C.T Construction LLC as the District's Notice of Acceptance of said work.

PASSED, APPROVED and ADOPTED this 15th day of May 2024.

Michael Blumenberg, Chair

Attest:

Anthony Rainey, Secretary

ATTACHMENT 2

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, Anthony Rainey, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3497 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 15th day of May 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 15th day of May 2024.

Anthony Rainey, Secretary

RECORDING REQUESTED BY:
Ventura Port District

AND WHEN RECORDED MAIL TO:
Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001-4229

NOTICE OF COMPLETION

(Notice pursuant to Civil Code Section 3093, must be recorded within 10 days after completion)

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed on May 6, 2024.
7. The work accomplished consisted of dividing an approximately 4,000 square foot existing suite into five separate office spaces at 1559 Spinnaker Drive.
8. The name of the contractor for the project is F.C.T. Construction LLC pursuant to the Agreement, dated June 22, 2023.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as Ventura Harbor Village.

Ventura Port District

Date: _____

By: _____
Brian D. Pendleton, General Manager

VERIFICATION

I, the undersigned, say that I am the General Manager of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, at Ventura, California.

Brian D. Pendleton, General Manager



VENTURA
PORT DISTRICT
Established 1952

BOARD OF PORT COMMISSIONERS
MAY 15, 2024

CONSENT AGENDA ITEM C

ADOPTION OF RESOLUTION No. 3498
ACCEPTING THE WORK OF MANSON
CONSTRUCTION, INC. FOR THE
VENTURA INNER HARBOR DREDGING
PROJECT: TWO LOCATIONS

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: Adoption of Resolution No. 3498 Accepting the Work of Manson Construction, Inc. for the Ventura Inner Harbor Dredging Project: Two Locations

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3498:

- a) Accepting the work of Mason Construction, Inc. for the Ventura Inner Harbor Dredging Project: Two Locations.
- b) Authorize staff to prepare and record a Notice of Completion with the Ventura County Recorder.

SUMMARY:

On March 29th, Manson Construction completed the inner harbor dredging of the Stub Channel and the conditions of the channel have now been restored to provide safe passage for vessels and personal watercraft from Ventura Harbor into the Ventura Keys.

GUIDING PRINCIPLES:

- 1) Maintain a safe, navigable, and resilient harbor.
- 7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

5-YEAR OBJECTIVE:

- D) Ensure dredging occurs annually at the federal Harbor entrance and as needed in the inner Harbor.
 - 1) Support and advocate for congressional funding to the Army Corps of Engineers in support of the Harbor's annual dredging program.
 - 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.

BACKGROUND:

The Ventura Port District and the City share responsibility for maintaining access to the Ventura Keys through maintenance dredging of the Ventura Keys Stub Channel.

In January 2023, the District's Inner Harbor was affected by the Atmospheric River storm events resulting in significant sediment deposition. Bathymetric surveys in the northern portion of the Pierpont Basin and the Stub Channel providing vessel access to the Ventura Keys indicate that it would be prudent to perform maintenance dredging in those areas to maintain navigational safety.

This has accelerated the requirement for the District to perform dredging by several years to remedy the impacts. Due to environmental and permit limitations, the dredging could not be performed until 2024.

On February 7, 2024, the Board approved a contract with Manson Construction Company pursuant to Section 20751.2 of the California Public Contract Code pursuant to Section 20751 to complete the inner harbor dredging for the amount of up to \$1,330,000.

Inner harbor dredging commenced on March 25th and was completed on March 29th and was completed for the contracted amount. Independent hydrographic surveys were performed by the survey company eTrac and Rincon Consultants verified the quantities of material moved met the requirements of the contract.

FISCAL IMPACT:

The inner harbor/stub channel dredging contract with Manson Construction was completed at a cost of \$1,330,000 plus additional costs for a change order being fully reimbursed by the City of Ventura. A portion of the funds for the project were available in the District's Dredging Operating budget and the remainder is coming from the District's Dredging Reserve. It is estimated that about 65-75% of the total project cost could be reimbursed by FEMA and CalOES. However, nothing will be guaranteed until the project is completed, and reimbursement is likely to take a year or more to receive. Staff are presently working with FEMA on the next steps related to funding assistance.

ATTACHMENTS:

Attachment 1 – Resolution No. 3498
Attachment 2 – Notice of Completion



RESOLUTION NO. 3498

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS
OF THE VENTURA PORT DISTRICT
ACCEPTING THE WORK OF MANSON CONSTRUCTION, INC. FOR THE
VENTURA INNER HARBOR DREDGING PROJECT: TWO LOCATIONS**

WHEREAS, Brian D. Pendleton, General Manager of the Ventura Port District, advised the Board of Port Commissioners of said District that the work of Manson Construction, Inc. on the project entitled "Ventura Inner Harbor Dredging Project: Two Locations" described in the Agreement between Manson Construction, Inc. and the Ventura Port District, hereinafter referred to as "District", dated March 15, 2024, has been completed and recommends that said work be accepted.

NOW, THEREFORE, BE IT RESOLVED that the Board of Port Commissioners DETERMINES, and ORDERS as follows:

1. Said work is hereby accepted.
2. Pursuant to the conditions and specifications of the Agreement and upon the recommendation of the General Manager, Manson Construction, Inc. is released from the obligations under said contract, except as to the conditions of the performance bond, required guarantees and correction of faulty work after payment.
3. The General Manager of the District is hereby directed to execute on behalf of the District or cause to be executed on behalf of the District and be recorded in the office of the Ventura County Recorder a Notice of Completion of said work.
4. The General Manager is hereby directed to send a copy of this Resolution to Manson Construction, Inc. as the District's Notice of Acceptance of said work.

PASSED, APPROVED and ADOPTED this 15th day of May 2024.

Michael Blumenberg, Chair

Attest:

Anthony Rainey, Secretary

ATTACHMENT 1

STATE OF CALIFORNIA)
COUNTY OF VENTURA) ss.
CITY OF SAN BUENAVENTURA)

I, Anthony Rainey, Secretary of the Ventura Port District, a public corporation, do hereby certify that the above and foregoing Resolution No. 3498 was duly passed and adopted by the Board of Port Commissioners of said District at a regular meeting thereof held on the 15th day of May 2024, by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAINED:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of said District this 15th day of May 2024.

Anthony Rainey, Secretary

RECORDING REQUESTED BY:
Ventura Port District

AND WHEN RECORDED MAIL TO:
Ventura Port District
1603 Anchors Way Drive
Ventura, CA 93001-4229

NOTICE OF COMPLETION

(Notice pursuant to Civil Code Section 3093, must be recorded within 10 days after completion)

NOTICE IS HEREBY GIVEN THAT:

1. The undersigned is an agent of the owner of the interest stated below.
2. The full name of the owner is Ventura Port District, a public benefit corporation and independent special district organized and existing under the laws of the State of California.
3. The full address of the owner is 1603 Anchors Way Drive, Ventura, CA 93001-4229.
4. The nature of the interest or estate is: fee simple.
5. The full name and full addresses of all co-owners who hold any title or interest with the above-named owner in the property are: Not applicable; there are no co-owners.
6. A work of improvement on the property hereinafter described was completed on March 29, 2024.
7. The work accomplished consisted of dredging the inner harbor in two locations.
8. The name of the contractor for the project is Manson Construction, Inc. pursuant to the Agreement, dated March 15, 2024.
9. The property on which said work of improvement was completed is in the City of San Buenaventura, County of Ventura, State of California, and is described as Ventura Harbor Village.

Ventura Port District

Date: _____

By: _____
Brian D. Pendleton, General Manager

VERIFICATION

I, the undersigned, say that I am the General Manager of the declarant of the foregoing completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, at Ventura, California.

Brian D. Pendleton, General Manager



**BOARD OF PORT COMMISSIONERS
MAY 15, 2024**

**STANDARD AGENDA ITEM 1
APPROVAL OF UPDATED VENTURA
HARBOR PARKING MANAGEMENT PLAN**

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
SUBJECT: Approval of Updated Ventura Harbor Parking Management Plan

RECOMMENDATIONS:

That the Board of Port Commissioners approve the updated Ventura Harbor Parking Management Plan as follows:

- a) Removal of Spinnaker Drive from the District's Parking Management Plan.
- b) Change in the use of the current dry boat storage lot to be a public paid parking lot.
- c) Change in the use of Parcel 19A (northwest corner of Harbor Blvd. and Schooner Dr.) to be approximately 2/3 dry boat storage and 1/3 free public parking lot.
- d) Changes to the cost of a daily parking permit to \$10/day.

SUMMARY:

The Ventura Harbor Parking Management Plan (PMP) includes Harbor Village, beach parking lots, the public launch ramp parking lot, and satellite parking lots. It does not include paid parking on any City streets. The goals of the PMP are consistent with the District's Guiding Principles and 5-Year Objectives and in response to feedback from its tenants, stakeholders, and City:

- To increase 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.
- To implement the mid-term strategies of the 2017 Parking Management Study.
- To generate and reinvest recurring revenues in support of Harbor active transportation & transportation planning and operations, and public safety.

GUIDING PRINCIPLES

7) Provide high-quality Harbor and coastal visitor-serving amenities, services, facilities and infrastructure.

FIVE-YEAR OBJECTIVES

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

- 3) Pursue and implement parking management solutions to increase vehicle circulation.

BACKGROUND

Associated Transportation Engineers (ATE) developed the Port District's Parking Management Study, which was approved by the Board in January 2017, which included short-, mid-, and long-term parking management recommendations. Over the past several years, the Port District has implemented the short-term recommendations and has continued to gather traffic and parking demand data. One of the mid-term parking strategies recommended was the implementation of a parking management plan that includes paid parking.

Many cities, the state, and harbors along the California coast charge for public parking to effect parking management. In Ventura, the City and State of California charge for parking at several public beach areas and the District charges for parking at the public boat launch ramp. The PMP would expand paid parking at the Harbor with a primary goal to increase vehicle turnover, which

is the key driver for businesses. Of major significance, it is projected to pay for itself over the initial three-year period and provide recurring revenue that can be reinvested to help support Harbor active transportation & transportation planning and operations and public safety, such as beach lifeguarding contracted with the State.

Optimal Peak Parking Occupancy: 85%

Agencies throughout California are implementing paid parking with the goal establishing an overall peak parking occupancy rate of 85%. This metric, first introduced by Donald Shoup, a research professor in the Department of Urban Planning at UCLA, guarantees that one out of every seven parking spaces is available during peak periods and limits the number of vehicles unsuccessfully circulating busy parking lots. In general, when parking facilities experience occupancies greater than 85%, users begin to perceive parking as “full” and are likely to spend more time circling to find a space.

The 85% occupancy design standard is also consistent with goals established by the City of Ventura for the Downtown area through the Ventura Downtown Mobility and Parking Plan. This plan indicated that an ideal parking occupancy rate is approximately 85% at even the busiest hour, a rate which leaves about one out of every seven spaces available. This provides enough vacancies that visitors can easily find a spot near their destination when they first arrive.

2021 Parking Demand Analysis for Ventura Harbor

In 2021, ATE completed a third parking survey of Ventura Harbor parking lots. The study showed that weekend parking demand in Harbor Village reaches 93+% and the beach lots 99%. On Fridays, these numbers are 86% and 95% respectively. The District regularly receives feedback that this is a major point of frustration for visitors (and therefore tenants) and seeks to remedy that through parking management to increase turnover.

The parking study also evaluated Spinnaker Drive (with 211 spaces) and the satellite lots “Dolphin” (152 spaces) and “Turtle” (39 spaces). In particular, both satellite lots were significantly underutilized during peak periods due to their location outside of Harbor Village. The peak parking occupancy for Harbor Village lots and beach lots (excluding satellite lots as well as Spinnaker) are listed below:

| Day of the Week | 2021 Summer Occupancy % |
|-------------------------------|--------------------------------|
| Harbor Village Lots Friday: | 86% |
| Harbor Village Lots Saturday: | 93% |
| Harbor Village Lots Sunday: | 95% |
| Beach Lots Friday: | 95% |
| Beach Lots Saturday: | 99% |
| Beach Lots Sunday: | 99% |

As shown above, the peak parking occupancy rates are exceptionally high on these days in these areas and exceed the target of 85% or lower occupancy.

Further, as the District tracks vehicles visiting the harbor using a camera counting system, it is known that visitation during peak months has continued to increase since 2021. In July of 2023, vehicle visitation to Ventura Harbor set a new record of 186,382 cars recorded turning onto Spinnaker Drive in July (up 23% year over year for the same month) and recording 8,709 cars turning onto Spinnaker Drive in a single day in July (up 8% over previous record and up 19%

over the timeframe of the ATE study). Although these vehicle counts include visitors to the Holiday Inn Express, Plimsoll Mark Plaza, Ventura Isle Marina, the Boatyard, Ventura Harbor Storage, the Yacht Club, and Marina West Phase 2 (all of which have their own parking lots), there are only 1,732 parking spaces between Harbor Village, both beach lots, and Spinnaker Drive.

THE PARKING MANAGEMENT PLAN (PMP)

In November of 2022, ATE prepared a revision to the PMP, which was presented to the Board for consideration. At that time, the Board authorized the General Manager to prepare a Coastal Development Permit application for submission and directed him to work with the City on the possibility of incorporating Spinnaker Drive into the plan (subsequently removed). In the preparation of a Coastal Development Permit, staff have made further modifications to the PMP based on advice from consultant Dixon Resources, as a result of the VenturaWaterPure project, discussions with Master Tenants in the north side of the harbor, and through discussions with City staff.

Details of the PMP

The PMP will utilize a pay-by-license plate (PBL) system monitoring similar to the system used at Surfer's Point in downtown Ventura as well as other areas of California. The program would require implementation of a pay-station, pay-by-phone, and pay-by-app system, deploying third-party enforcement crews with license plate recognition (LPR) equipment, and retaining a citation processing service firm. The use of an LPR system would allow users to be able to pay for their vehicle to park at any harbor parking lot and move their vehicle to any other lot at no extra cost (allowing beach goers to visit Harbor Village or vice versa at no additional cost).

The technical components of the PMP are further discussed in the narrative that has been submitted as part of the District's PMP Coastal Development Permit (Attachment 1).

An informational flyer is also attached that staff will distribute to tenants and interested stakeholders (Attachment 2).

PAID PARKING

Where:

- Harbor Cove Beach*
- Surfers Knoll Beach
- Harbor Village
- 1215 Anchors Way (currently the dry boat storage parking lot)
- Public Boat Launch Ramp (currently paid parking)

* Harbor Cove Beach's parking lot is partially within the California Coastal Commission's Retained Jurisdiction and requires a separate, second Coastal Development Permit from the Coastal Commission. That application will be submitted to the Coastal Commission by mid-May.

When:

- Harbor Village/Beaches: Free Parking: Monday - Thursday
- Harbor Village/Beaches Paid Parking: 10:00 AM to 8:00 PM on Fridays, Saturdays, Sundays, and Holidays
- Public Launch Ramp and 1215 Anchors Way: 7 Days per week, 24-hours per day
- Rates (all paid parking locations):

- \$1/hour up to 4 hours
- \$10/day (greater than 4 hours)
- ADA Placard/Plates will be free or paid (TBD)

How to Pay:

- Physical pay stations
- Pay by Text (text message to a phone number)
- Paid parking app (download app w/ QR code and pay via app)

Parking Permits: Shall be issued to business tenants to allow for longer term parking. The potential users would be the following:

- Harbor Village Business Tenant & Employee Permits
- Boat Owner/Captain Permits
- Island Packers overnight campers (Turtle Lot)

Given the assumption that there are over 300 employee vehicles in Harbor Village parking lots during peak days, parking permits for tenants/employees as well as commercial vessel owners/captains at the Harbor Village Marina will be limited based on need to ensure parking availability for customers.

Relocation of Dry Boat Storage

The PMP also moves dry boat storage from its current location at 1215 Anchors Way to a portion of the parking lot at the corner of Harbor Blvd. and Schooner Dr, which is currently being used for dry boat storage and as a work area for the VenturaWaterPure project. 1215 Anchors Way will become a public paid parking lot. Both lots will accommodate overflow parking for the Launch Ramp parking lot. The parking lot at Harbor Blvd. and Schooner Dr. will also continue to serve the Four Points by Sheraton overflow parking needs.

Mitigating PMP Implementation Impacts

Staff is aware of the potential for impacts to the visitor experience as the plan first rolls out. There is the potential for visitors to fail to realize that paid parking has been implemented, to misunderstand which days paid parking is in effect, or to be dissuaded from coming to the Harbor if there is a perception that the paid parking is going to be expensive or difficult. Therefore, staff has contemplated a number of mitigation measures to address these impacts.

The LPR systems can provide a method for minimizing the potential for visitors who inadvertently receive a parking ticket through issuing warning tickets. LPR systems can track which license plate numbers have received a citation previously. Therefore, the plan includes the first time any license plate is found in violation of the parking, instead of issuing a citation, visitors would be issued an educational warning. Subsequent violations would result in a citation of \$60, consistent with the current citation amount. Staff anticipates this will result in a significant reduction in citations, a greater level of program compliance, and generally fewer negative experiences for the public, which is the ideal outcome.

To mitigate potential perception that the VH Parking Management Plan will be expensive or difficult, Staff plans to budget for a public outreach and educational campaign in the FY24-25 budget. Staff will work with consultant(s) on the most effective methods of outreach.

Satellite Parking

The District has agreements with two of its marina tenants to provide free satellite parking for employees and/or visitors. 152 spaces are available at the Dolphin Lot at Ventura Isle Marina and 39 spaces are available at Ventura West Marina II (with free overnight permits issued by Island Packers). As discussed, the PMP also provides for 61 free spaces at the parking lot at the corner of Harbor Blvd. and Schooner Dr., across the street from the Four Points by Sheraton Hotel, which has been used for boat storage since August 2023 to accommodate the City's VenturaWaterPure pipeline project.

Alternative Transportation

Staff has researched land-based (shuttle bus) and water-based (water taxi) systems for intra-harbor transportation services to reduce vehicle trips, improve parking and remote lot utilization, and increase connectivity throughout the Harbor. A shuttle bus solution is the most cost-effective solution. Staff estimates the cost of a shuttle solution using electric vehicles to be in the order of \$225,000 in upfront costs (3 vehicles including 1 ADA) and an operating cost of approximately \$100,000 per year to operate 2 vehicles at a time during the months of May through September. Staff also intend to research cost efficiencies utilizing private shuttle services (where the operator owns the vehicles).

A water taxi solution would have a significantly higher upfront cost (estimated \$650,000 per vessel – higher with a hybrid or zero-emissions engine). Operating costs would likely be higher per vehicle due to the requirement for two operators (Captain and First Mate) both with Coast Guard Captain licenses. Again, Staff intends to research cost efficiencies utilizing private water taxi services (where the operator owns the vessel). A water taxi would require a longer travel time to cover the harbor and therefore longer intervals between stops. However, Staff believe it would be popular as a Harbor amenity. Therefore, staff will continue to look for opportunities to bring back to the Board for further discussion.

Either solution would not be self-supporting in terms of revenue generated versus cost. However, net revenues generated by the VH Parking Management Plan could be used to help subsidize the costs of providing these transportation services as part of the larger parking management strategy.

Processing a Coastal Development Permit

In June 2023, the District retained the professional services of Dixon Resources to assist the District in the preparation and submittal of a Coastal Development Permit (CDP) application to the City of Ventura and to provide technical expertise in the preparation of all of the supporting information. The City of Ventura received the District's CDP application on October 24, 2023. The original version of the plan included Spinnaker Drive in the application, however the City has not yet taken action to update its municipal code to allow for paid parking outside of downtown. Therefore, Spinnaker Drive has been removed from the PMP.

Next Steps

The City initially intended to bring the CDP application to a City Director's Hearing in April, but that was continued until May 23rd at 6PM. If approved, staff will include equipment and professional services procurements to take place in the second half of 2024 with the intention to commence the program no sooner than Q1 2025.

FISCAL IMPACT:

Previously, ATE worked with staff to develop revenue and cost projections with third-party enforcement. Those estimates have been revised by Staff and have been reviewed by Dixon.

Based on information provided by the District's parking consultants, the revised estimate of gross revenue for the PMP is \$1,000,000 per year. The revised cost estimate for the PMP is a cost of approximately \$600,000 over the first 12 months of operation and approximately \$350,000 in subsequent years (costs are subject to entering into contracts with vendors and service providers).

Therefore, the FY24-25 budget is anticipated to include \$30,000 in net revenue (based on an assumption of February 2025 to June 2025) with an ongoing net revenue of \$640,000 for subsequent fiscal years.

These figures are preliminary estimates, and do not include use of net revenue to subsidize alternative transportation and fund public safety services.

ATTACHMENT:

Attachment 1 – District's Parking Management Plan Coastal Development Permit Narrative

Attachment 2 – Informational Brochure on Parking Management Plan



CDP Project Description

To: Taylor Hernvall, Senior Planner, City of Ventura
 From: Ventura Port District
 Date: May 10th, 2024
 Re: Ventura Port District Parking Management Plan - Updated May 10, 2024

The Ventura Port District (“District”)’s Board of Port Commissioners has approved the development of a Parking Management Plan (“Plan”) with the goals of increasing parking turnover, maximizing access to the harbor and beaches, and minimizing negative experiences its visitors face when unable to find parking (potentially leaving as a result). As visitation to Ventura Harbor continues to increase, particularly during busy periods, the Plan would implement a pay-by-license plate system in off-street parking lots, as has been implemented in Ventura and other coastal California cities. The Plan would require purchase and implementation of pay-stations, pay-by-phone, and pay-by-app systems, implementing limited employee and marina permit parking, securing a vendor for enforcement utilizing LPR capabilities, and retaining a citation processing service.

1) WHY PARKING MANAGEMENT IS NEEDED

Ventura Harbor Village and Beach Lots

Ventura Harbor Village and the two adjacent beaches continue to grow in visitation. During the summer of 2023, vehicles entering the Harbor along Spinnaker reached a record 8,709 vehicles during a single day. However, the parking inventory is just 1,732 spaces.

Based on parking demand data provided by consultancy firm Associated Transportation Engineers (ATE) in the summer of 2021 (when peak visitation was 8,036 cars per day), Harbor Village lots experienced high parking occupancy ranging from 86% to 95%, and beach parking lots experienced higher occupancy ranging from 95% to 99% Friday through Sunday. At that time, the lack of available parking spaces was already limiting access for beach, retail, service, and restaurant visitors – and with an 8% increase in demand on the busiest days in 2023, the challenge for stakeholders is worsening.

Table 1 Off-street Parking Occupancy Summer 2021

| Day of the Week | 2021 Summer Occupancy % |
|--------------------------------------|-------------------------|
| Harbor Village Lots Friday: | 86% |
| Harbor Village Lots Saturday: | 93% |
| Harbor Village Lots Sunday: | 95% |
| Beach Lots Friday: | 95% |
| Beach Lots Saturday: | 99% |
| Beach Lots Sunday: | 99% |



In order to improve parking efficiency in the Harbor Village and beach parking lots, the District is proposing to implement paid parking, which is an effective management tool, and when properly enforced, will provide increased access to visitors, patrons, and businesses.

Spinnaker Drive

Spinnaker Drive is not being proposed to have paid parking and be a part of the District's PMP. Although paid parking was originally proposed for Spinnaker Drive, it has been removed from the PMP since it is the City's property and requires additional City action (including implementing changes to the City's municipal code). Spinnaker Drive may be evaluated for paid parking at a later date by the City, which would be subject to the City pursuing its own Coastal Development Permit.

Due to Spinnaker's exclusion from the PMP, 211 beachside parking spaces (16% of the available inventory) will remain free meaning there is free parking as close as 130' from the beach.

Ventura Harbor North Lots

The Ventura Port District also directly manages three parking lots in the north portion of the harbor: the Public Launch Ramp, the lot currently used for dry boat storage, and the lot at the northwest corner of Harbor Blvd. and Schooner Dr. The discussion for these lots is covered in Section 4 below.

Optimal Peak Parking Occupancy: 85%

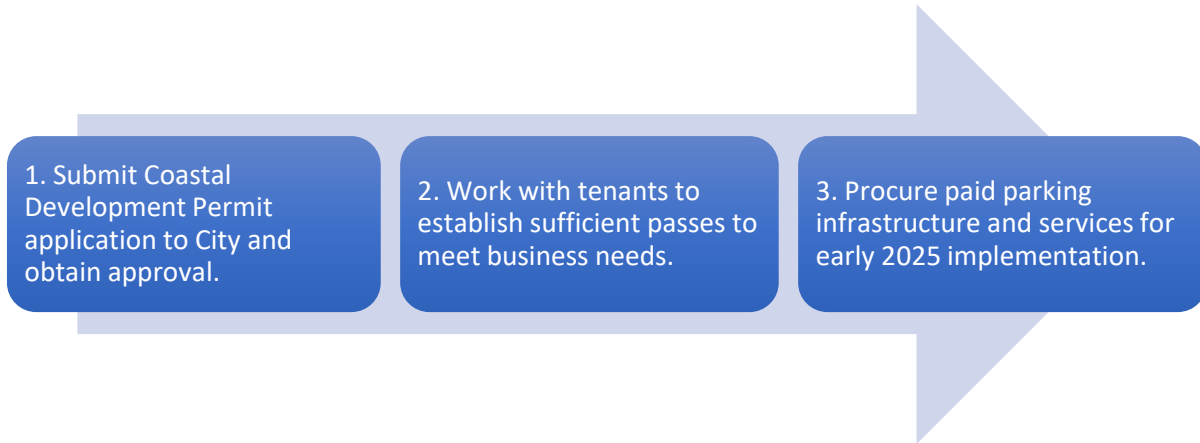
Agencies throughout California are implementing paid parking with the goal of establishing an overall peak parking occupancy rate of 85%. This metric, first introduced by Donald Shoup, a research professor in the Department of Urban Planning at UCLA, guarantees that one out of every seven parking spaces is available during peak periods and limits the number of vehicles unsuccessfully circulating busy parking lots.

2) THE PARKING MANAGEMENT PLAN

This comprehensive strategy aims to address the challenges associated with the extremely high parking demand by providing parking management solutions to improve the visitor, customer, and employee experience. With the addition of affordable paid parking, a tenant permit system, compliance through enforcement, and thoughtful citation management, Ventura Harbor will have a viable program that will be publicly accessible, self-sustaining, and will complement the City of Ventura's parking management expansion. Elements of the Parking Management Plan are provided through the descriptions and maps included below which detail the paid parking components.



Figure 1 - Implementation Steps



Paid Parking Hours and Pricing

Based on direction provided by the District’s Board of Port Commissioners, stakeholder feedback, and Coastal Commission staff comments, the current proposal is to implement paid parking at Ventura Harbor Village and beaches from 10:00 AM to 8:00 PM on Fridays, Saturdays, Sundays, and Holidays with a \$1.00 per hour fee, and all-day passes (over four hours) would be offered at \$10.00.

Today the highest demand (and resulting impacts) is more prevalent on weekends and holidays, and there are rarely negative impacts to visitors on Mondays through Thursdays. Therefore, there is no need for paid parking on these days currently. However, as the Harbor grows in popularity, this would likely change.

As needed, the District will perform additional parking demand studies to evaluate the need for implementing future changes to the PMP. Any changes to hours, days of paid parking, or rates would require VPD to obtain a CDP amendment from City.

Table 1 summarizes the paid components of the parking management plan:

Table 2 - Updated Ventura Harbor Village & Beaches Parking Management Plan Hours and Pricing

| Paid Parking Component | Friday - Saturday Sunday & Holidays | Monday - Thursday |
|-------------------------------|--|--------------------------|
| Paid Parking Period | 10 AM - 8 PM | Free Parking |
| Hourly Fee | \$1.00 | |
| All Day Pass (> 4 Hours) | \$10.00 | |
| ADA Placard or Plates | Free or Pay | |



Table 3 - Updated Ventura Public Launch Ramp & Launch Ramp Overflow Parking Management Plan Hours and Pricing

| Paid Parking Component | 365 Days per Year |
|-------------------------------|--------------------------|
| Paid Parking Period | 24 hours per day |
| Hourly Fee | \$1.00 |
| All Day Pass (> 4 Hours) | \$10.00 |
| ADA Placard or Plates | Free or Pay |

The proposed \$1.00 per hour fee matches the City of Ventura’s current parking rates at on-street locations in the downtown core, and at the lone off-street beach lot at Surfers Point Park, located on Shoreline Drive to the north of the harbor. The proposed rate structure is lower than that charged by adjacent State Parks beaches and other comparable beach cities:

Table 4 - Comparable Coastal Rates

| Jurisdiction | Location | Operating Hours | Year-round Rates |
|--------------------------|---------------------------------|-----------------|-----------------------------------|
| | | | Hourly |
| City of Ventura | Harbor Blvd Parking Structure | 10:00am-10:00pm | \$2.00/hr |
| | On-street | 10:00am-9:00pm | \$1.00/hr |
| City of Oxnard | Beach Parking Lots | Dawn-Dusk | \$1.00/hr |
| Buenaventura State Beach | Main Lot and Pier Lot | Dawn-Dusk | \$10/Day peak or \$5/Day non-peak |
| City Port Hueneme | Beach Parking Lots (A, B, C, E) | 6:00am-10:00pm | \$2.00/hr or \$8.00/day |
| | On-street | 6:00am-10:00pm | \$2.00/hr or \$8.00/day |
| Point Mugu State Park | Beach Lots | 8:00am - Sunset | \$3.00/hr or \$12/day |
| City of Laguna Beach | On-street Meters | 8:00am-9:00pm | \$2.75-\$4.95/hr (3hr max) |
| City of Seal Beach | Beach Lots | 6:00am-10:00pm | \$2.00/hr |
| City of Santa Barbara | Off-Street | 8:00am-10:00pm | \$3.00/hr |
| City of Pismo Beach | On-street Parking | 10:00am-6:00pm | \$2.00-\$5.00/hr |
| City of San Luis Obispo | Parking Lots | 5:00am-12:00am | \$1.50/hr |
| | On-street parking | 9:00am-9:00pm | \$1.25-\$2.00/hr |
| City of Del Mar | On-stret Parking | 8:00am-10:00pm | \$3.00/hr |
| City of Manhattan Beach | On-street Parking | 8:00am-9:00pm | \$2.00/hr |



3) PARKING PERMITS, ENFORCEMENT, AND CITATION PROCESSING

Parking Permits

Parking permits are one of the management components of this Plan. Special parking permits issued to harbor tenants would allow for longer-term parking without having to pay daily and up to 200 permits are anticipated to be issued. The potential users would be the following:

- Harbor Village Business Tenant & Employee Permit
- Boat Owner/Captain Permit

Enforcement

While the goal of the Plan is not to make enforcement revenue a driver for the Plan, consistent, and predictable enforcement is essential in achieving compliance.

The District will contract with a parking operator that will enforce parking regulations on-street and off-street. Enforcement will be applied by utilizing LPR hardware and software, where the license plate number is scanned, the number is then sent to a database, and the database will verify if the plate has paid for parking. If the scan determines that a plate has not paid for parking, a citation is issued. Currently, the City of Ventura's Surfers Point lot utilizes pay-by-plate for payment and LPR for enforcement. Ventura Harbor will utilize this same methodology, as it provides improved flexibility for the public to visit multiple locations within the harbor without paying multiple times on the same day.

Citations, Citation Processing, and Warnings

The District will contract with a citation processing vendor that will process all citations through a web-based solution that will enable the District to effectively manage compliance throughout the harbor. The citation processing vendor will log citations, collect fines, and mail out notices.

When the public receives a citation, it also creates a negative experience. As this is counter to the reasoning for implementing paid parking, it is the District's goal to mitigate this. To do so, warning notices will be used instead of citations for first-time offenders indefinitely (first-time for each plate number). The District believes issuing warnings for first-time offenders is the best for the public and less likely to result in a negative experience for visitors who may be confused by the transition to paid parking. This will be supplemented with a public education campaign to ensure that visitors and tenants are aware of the Plan and informed as to how it works (such as which days, hours, and locations).

4) HARBOR VILLAGE & BEACHES PARKING PLAN MAP

The Parking Plan map for Ventura Harbor Village and Beaches outlines the type and locations of the proposed paid parking components. It will be a mix of free parking, on-street parking, employee/marina tenant permit parking, short-term parking, and all-day paid parking.

Figure 2 - Harbor Village Proposed Parking Map



LEGEND

-  HV LOTS: PAY
 -  BEACH LOTS: PAY
 -  MW: PERMITS
 -  VIM: FREE/EMPLOYEE
 -  SPINNAKER DRIVE: FREE*
- *Managed by City
*Not in Parking Plan

| | |
|----------------------|---------------------|
| Pay Lots | 1,130 Spaces |
| Pay Road | 211 Spaces |
| Free/Employee | 152 Spaces |
| Permit | 39 Spaces |

5) VENTURA HARBOR NORTH LOTS

Not pictured in the Harbor Village paid parking map are three parking lots that the District plans to utilize for public parking and boat and trailer storage.

Figure 3 - Existing Surface Parking Lots



The first lot, adjacent to Anchors Way, is currently operated as a dry storage lot for boats and trailers, but currently about one-third of the lot is being utilized by the City of Ventura as a staging area for the VenturaWaterPure Ocean Outfall Project, scheduled to be completed in the summer of 2024. The fence around this lot will be removed and the lot will serve as a much closer overflow lot for visitors to the public launch ramp, to the sport fishing vessels operating adjacent to the launch ramp, and to the nearby businesses (Water's Edge, Mavcco, Derektor Ventura, and additional businesses coming to the parcel), where parking is limited.

The second lot, located on the corner of Schooner Drive and E. Harbor Blvd. is currently being used for boat and trailer storage that historically has been used for launch ramp and hotel overflow public parking. This lot will be split with the north 2/3rds remaining fenced for dry boat storage and the south 1/3rd returning to be free overflow parking for the Four Points hotel, the launch ramp, and Portside.

The third lot, abutting Anchors Way at the Ventura Harbor public boat launch ramp, currently is a paid parking lot 24 hours per day, every day of the year, which has been in effect for well over 20 years. It is unclear whether a CDP was previously approved for this lot, however the District proposes to include this lot with the same pricing structure that will be implemented at Harbor Village: \$1/hour or \$10/day. The District is also proposing to continue to offer annual passes for regular users of the boat launch parking lot in order to continue to encourage on-water activity consistent with commitments made to California State Parks' Division of Boating and Waterways as part of receiving grant funding.

Figure 4 - Anchors Way Lot

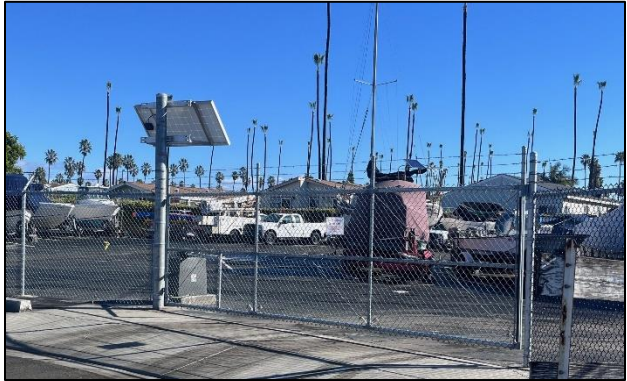


Figure 5 - Schooner Drive/E. Harbor Blvd. Lot



Figure 6 - Boat Launch Parking Lot



Currently, the Public Boat Launch Ramp parking lot is paid 24 hours per day throughout the year. Frequent boaters/water users can purchase an annual pass for this lot.

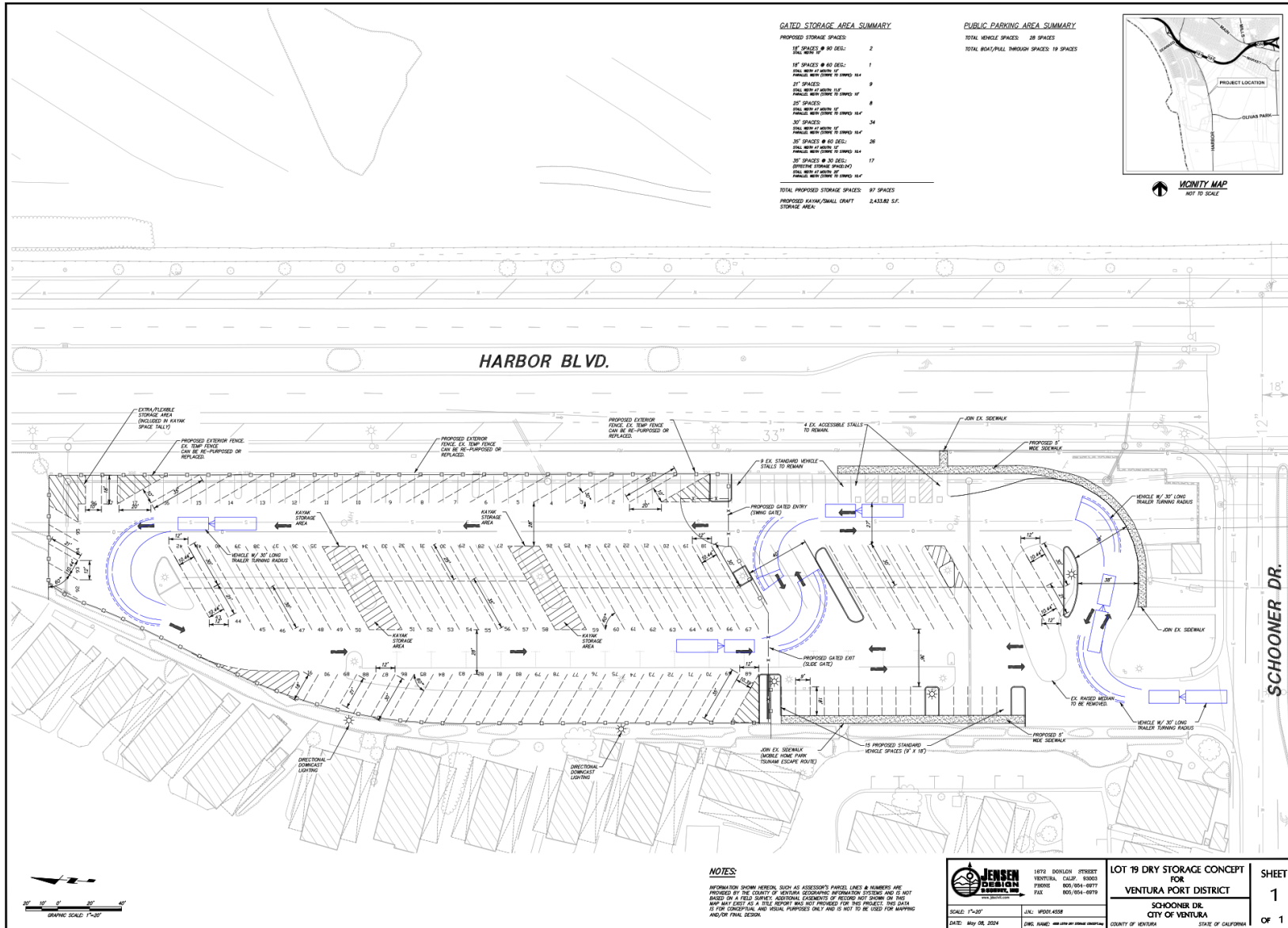
As the Ventura Port District and its tenants in the Ventura Harbor North area continue to grow and develop, this redistribution of boat storage and public parking will provide an improved solution for people commuting and visiting the area with providing more proximate parking via lot 1 to the visitor serving uses on that side of the harbor.

Figure 7 - Proposed Ventura Harbor North Lot Managed Parking Plan



Once construction of the VenturaWaterPure’s Ocean Outfall Project is completed, the District will convert the Anchors Way lot into a paid public parking lot and will convert the Schooner Drive/E. Harbor Blvd. lot into a hybrid boat/trailer and free public lot, with two-thirds of the lot reserved for boats/trailers and the remaining one-third of the lot for free public usage. Due to grant obligations with the state, the total number of car-with-trailer spaces will be preserved but they will be created with more flexibility for public use.

Figure 8 - Hybrid Boat/Trailer/Public Parking Lot Design

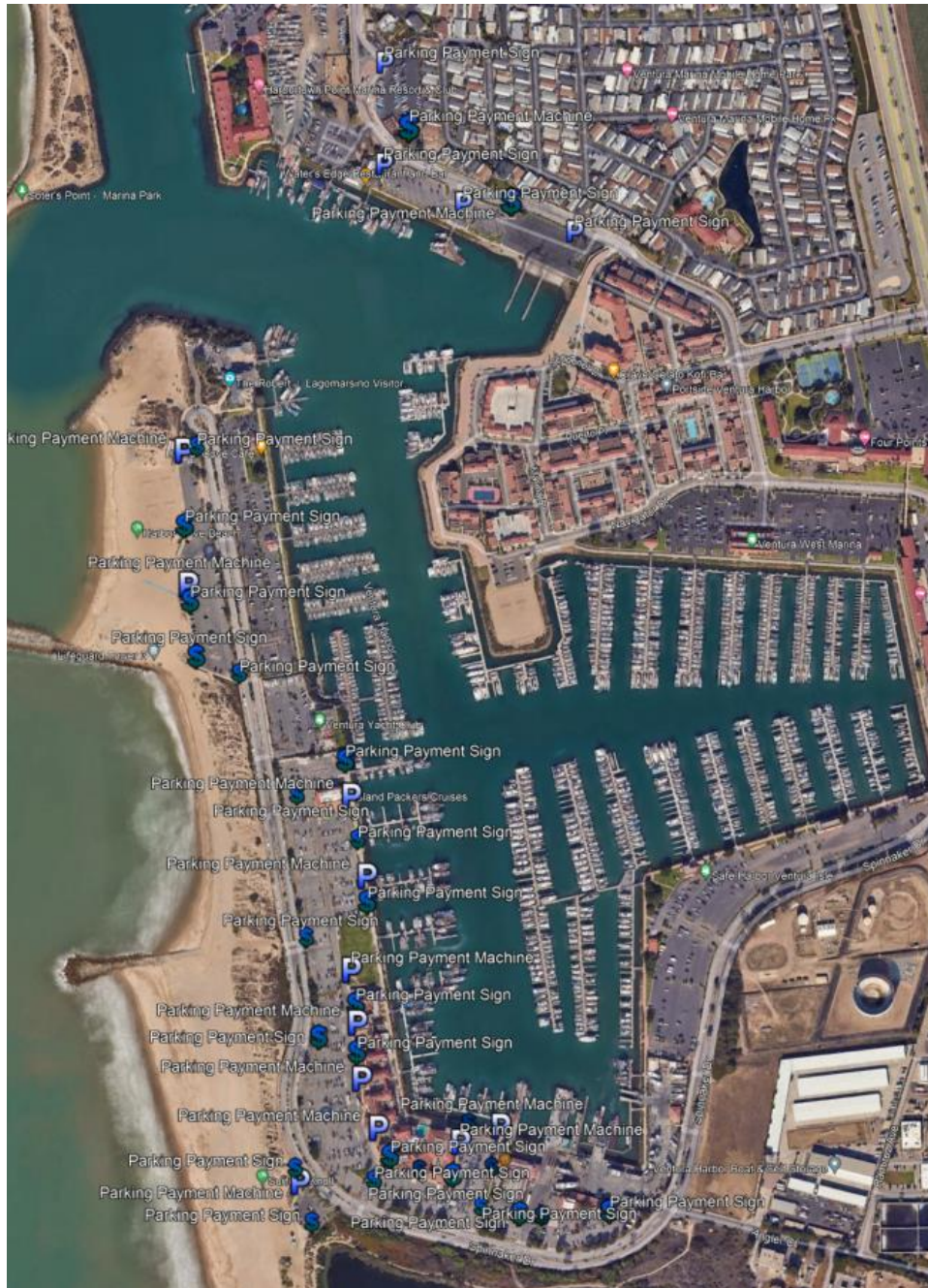


Spaces 18 through 67 can be adjusted in length from 25' to 35' as demand requires.

6) PROPOSED PAY STATION AND SIGNAGE LOCATIONS

Ventura Port District staff conducted field work to determine potential pay-station and signage locations in Harbor Village, and the beach lots. As the plan uses a combination of walk-up and mobile payment options, the 13 physical pay stations will be supplemented with at least 28 signs providing paid parking information including pay-by-text-message and pay-by-app options.

Figure 9 - Potential Pay Station and Signage Locations





What you Need to Know About Ventura Harbor’s Proposed Parking Management Plan

Why: Since 2015, the Ventura Port District has been monitoring parking demand at Harbor Village and at its beaches. As visitation to Ventura Harbor continues to increase, particularly during busy periods, parking management is now needed.

In 2021, an independent parking survey showed that parking demand in Harbor Village reaches 93+% on weekends and the beach lots are at 99%. On Fridays, these numbers are 86% and 95% respectively. The District regularly receives feedback that this is a major point of frustration for visitors and tenants and seeks to remedy that through parking management to increase turnover.

In 2017, the Ventura Port District adopted a Parking Management Study which incorporated several recommendations to address this growth in visitation. That plan included an intermediate goal of implementing paid parking.

Therefore, the Ventura Port District has approved the development of a Parking Management Plan with the goals of increasing parking turnover and maximizing access to the harbor and beaches, while minimizing negative experiences visitors face when parking is at capacity, and they are unable to find parking, potentially leaving as a result.



PAID PARKING:

Where:

- Harbor Cove & Surfers Knoll Beaches
- All of Harbor Village
- 1215 Anchors Way
(currently the dry storage parking lot)
- Public Boat Launch Ramp

Hours & Prices:

- Free Parking: Monday - Thursday
- Paid Parking:
 - 10:00 AM to 8:00 PM on Fridays, Saturdays, Sundays, and Holidays
 - \$1/hour up to 4 hours
 - \$10/day (greater than 4 hours)
- ADA Placard/Plates will be free or paid (TBD)

How to Pay:

- Physical pay stations
- Pay by Text
(text message to a phone no.)
- Paid parking app
(download app w/QR code and pay via app)

When: Early 2025

This plan first requires a Coastal Development Permit being issued by the City and Coastal Commission before soliciting and procuring for services and equipment (pay-stations and pay-by-phone/app). The Plan also includes the Port District working with its tenants regarding employee and marina permit parking. These steps are expected to take the remainder of 2024 to complete.

Parking Permits A limited number of parking permits will be available to:

- Harbor Village Business Tenant & Employee Permits
- Boat Owner/Captain Permits
- Island Packers overnight campers (Turtle Lot)

These permits will permit parking during the paid parking periods and for multi-day periods without having to pay hourly or daily fees.

These parking permits will be for designated locations at Harbor Village and be limited based on needs such as mobility and safety.

Satellite Parking: The District has agreements with two of its marina tenants to provide free satellite parking for employees and/or visitors. 152 spaces are available at the Dolphin Lot at Ventura Isle Marina and 39 spaces are available at Ventura West Marina II (with free overnight permits issued by Island Packers). The plan also provides for 61 free spaces at the parking lot at the corner of Harbor Blvd. and Schooner Dr., across the street from the Four Points by Sheraton Hotel, which has been used for boat storage since August 2023 to accommodate the City’s VenturaWaterPure pipeline project.

Dry Boat Storage: The plan also moves dry boat storage from its current location at 1215 Anchors Way to a portion of the parking lot at the corner of Harbor Blvd. and Schooner Dr. The plan will also expand overflow parking for launch ramp visitors. 1215 Anchors Way will become a public paid parking lot.



Enforcement: The District will contract with a parking operator to enforce parking regulations throughout all paid parking areas. A vehicle equipped with multiple cameras will scan license plate numbers. The number is then sent to a database to verify if the plate has paid for parking. If not, a citation is issued. This is the same system used at the City of Ventura’s Surfers Point parking lot. This will allow vehicles that have paid for parking to move throughout the District’s paid parking lots without paying twice or having to pass through a gated entry.

To avoid surprises to visitors, a public education campaign will be developed prior to implementation including warning notices to be used instead of citations for first-time offenders (first-time for each plate number). The District believes issuing warnings for first-time offenders is the best for the public and less likely to result in a negative experience for visitors who may be confused by the transition to paid parking.

This comprehensive strategy aims to address the challenges associated with the extremely high parking demand during peak times by providing parking management solutions to improve the visitor, customer, and employee experience. With the addition of affordable paid parking, a tenant permit system, compliance through enforcement, and thoughtful citation management, Ventura Harbor will have a viable program that will be publicly accessible, and self-sustaining.



**BOARD OF PORT COMMISSIONERS
MAY 15, 2024**

**STANDARD AGENDA ITEM 2
ADOPTION OF RESOLUTION No. 3499
APPROVING THE FINANCIAL
STATEMENTS AND CHECKS FOR
JANUARY THROUGH MARCH 2024**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 2
Meeting Date: May 15, 2024

TO: Board of Port Commissioners
FROM: Brian D. Pendleton, General Manager
Gloria Adkins, Accounting Manager
SUBJECT: Adoption of Resolution No. 3499 Approving the Financial Statements and Checks
for January through March 2024

RECOMMENDATION:

That the Board of Port Commissioners adopts Resolution No. 3499 to:

- a) Accept the financial statements for the Quarter ending March 31, 2024.
- b) Review the payroll and regular checks for January through March 2024.

SUMMARY:

Attached for the Board's review are the financial statements for the quarter ended March 31, 2024, and the check registers for January through March 2024.

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.
- 6) Provide exceptional public service and organizational transparency.

FIVE-YEAR OBJECTIVES:

- 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.
 - 1) Collaborate with business partners and stakeholders through increased engagement, communication, and participation.
- R) Seek opportunities to grow revenues and secure grants; continue to improve the quality, efficiency, and transparency of financial reporting, monitoring, and property management.
 - 5) Financial reporting

BACKGROUND:

The financial statements for the quarter ending March 31, 2024, shown as Attachment 2, consist of the Statement of Income and Expenses, Supplementary Notes, Balance Sheet, Distribution of Cash, Comparison of Lease Rents, and a Three-Year Comparative Statement of Revenue and Expenses.

Operational Disbursements

The accounts payable check registers for January through March can be found following the financial statement documents as Attachment 3. The registers include a brief description of the purpose for each check.

Staff is providing supplemental information for check expenditures exceeding \$20,000 that are non-routine below to correspond with the District's check signing policy.

January 2024 –

- Alliant Insurance Services was paid \$115,863 on 01/08/2024 for the annual marina insurance premiums for docks, vessels and liability relating to the docks and marinas.

- Rincon Consultants, Inc. was paid \$23,802 on 01/08/2024 for sand management and dredge support.
- The Holly Workshop was paid \$24,500 on 01/08/2024 for the final payment on the Harbor entrance and Harbor Village Christmas décor removal and storage.

February 2024 –

- F.C.T. Construction was paid \$259,218 on 02/01/2024 as a progress payment for the 1559 Spinnaker Drive #205 tenant improvement project.
- Department of Parks and Recreation was paid \$56,569 on 02/01/2024 toward the summer 2023 Lifeguard services program with the State.
- Rasmussen & Associates Inc. was paid \$22,858 on 02/28/2024 as a progress payment for services pertaining to oversight on several capital improvement projects in process in the Village.

March 2024 –

- Ventura County APCD was paid \$21,721 on 03/14/2024 for the annual air pollution permit as required for dredging.
- Aarmark Beer Gardens was paid \$67,101 on 03/20/2024 towards improvements to the Loose Cannon suite buildout as per Exhibit C of their lease agreement.
- F.C.T. Construction was paid \$50,625 on 03/28/24 as a progress payment for the 1559/1583 Spinnaker restroom project at the Village.

Details reflecting purchases made using the District's Wells Fargo Commercial credit cards for January through March 2024 are included as Attachment 4.

The Quarterly Treasurer's Report for the period ending March 31, 2024, has been included as Attachment 5. The District has all reserve funds invested with the Local Agency Investment Fund (LAIF) pooled money investment account through the State of California, Office of the Treasurer. The LAIF investments were correctly presented in the original reports.

Payroll Disbursements

The District has 26 bi-weekly pay periods per year; ten months of the year will have two regular payroll periods and two months will have three regular pay periods. For this quarter, January, February, and March contain two regular pay periods each. March also includes the quarterly accrued compensation pay-off run for all departments.

FISCAL IMPACT:

The Statement of Income and Expenses reflects a positive 'Change in Net Position' of \$717,808 for the period ended March 31, 2024. This change is a result of normal operations.

ATTACHMENTS:

Attachment 1 – Resolution No. 3499

Attachment 2 – Statement of Income and Expenses – Quarter Ended March 31, 2024

Attachment 3 – Accounts Payable Check Registers – January through March 2024

Attachment 4 – Wells Fargo Bank Credit Card Charges – January through March 2024

Attachment 5 – Quarterly Treasurers Report – March 31, 2024



RESOLUTION NO. 3499

**RESOLUTION OF THE BOARD OF PORT COMMISSIONERS OF THE
VENTURA PORT DISTRICT CONSENTING TO THE ACCEPTANCE OF THE
FINANCIAL STATEMENT AND APPROVAL OF CHECKS**

BE IT RESOLVED by the Board of Port Commissioners of the Ventura Port District, that:

- A. Accept the Financial Statements for the Quarter ended March 31, 2024.
- B. The following Checks are hereby reviewed:
 - 1) Payroll checks and direct deposits #51941-52241 in the amounts of \$192,455 for January 2024 salaries, \$178,834 for February 2024 salaries, and \$226,052 for March 2024 salaries.
 - 2) Regular Checks #57536-57935 in the amounts of \$427,380 for January 2024 expenditures, \$823,822 for February 2024 expenditures, and \$447,380 for March 2024 expenditures.

PASSED, APPROVED, AND ADOPTED at a Regular Meeting of the Board of Port Commissioners of the Ventura Port District held on May 15, 2024, Resolution No. 3499 was adopted by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Michael Blumenberg, Chair

Anthony Rainey, Secretary

ATTACHMENT 2

Ventura Port District

Income Statement-Board

Current Period Includes 3 Months

Std. Budget (STD)

Consolidated all Departments

Accrual

Comparative Income Statement

| | Actual | Budget | | | YTD Actual | YTD Budget | | |
|---|------------------|------------------|----------------|-----------|--------------------|--------------------|----------------|-----------|
| | Jan-Mar 2024 | Jan-Mar 2024 | Variance | | July 2023-Mar 2024 | July 2023-Mar 2024 | Variance | |
| OPERATING REVENUES | | | | | | | | |
| Parcel Lease Income | 1,674,321 | 1,585,000 | 89,321 | 6% | 4,472,045 | 4,345,000 | 127,045 | 3% |
| Dry Storage Income | 18,501 | 16,500 | 2,001 | 12% | 57,889 | 53,500 | 4,389 | 8% |
| Fisherman's Storage | 22,736 | 22,800 | (64) | 0% | 68,209 | 68,700 | (491) | -1% |
| Parking Income | 3,915 | 16,248 | (12,333) | -76% | 39,653 | 48,744 | (9,091) | -19% |
| Harbor Event Fees | 5,867 | 7,000 | (1,133) | -16% | 31,229 | 28,500 | 2,729 | 10% |
| Miscellaneous Income/Rentals | 1,326 | 4,449 | (3,123) | -70% | 19,158 | 27,197 | (8,039) | -30% |
| Village Income: | | | | | | | | |
| Harbor Village Lease Income | 719,813 | 767,500 | (47,687) | -6% | 2,502,676 | 2,478,000 | 24,676 | 1% |
| Commercial Fishing | 91,330 | 85,750 | 5,580 | 7% | 216,828 | 212,700 | 4,128 | 2% |
| Slip Rentals | 417,552 | 258,000 | 159,552 | 62% | 945,504 | 794,000 | 151,504 | 19% |
| Dock Electrical Income | 17,771 | 12,450 | 5,321 | 43% | 44,409 | 37,550 | 6,859 | 18% |
| Late Fees | 10,304 | 250 | 10,054 | 4021% | 41,148 | 750 | 40,398 | 5386% |
| Marketing Booth/Vendor/Sponsorship Income | 144 | 3,250 | (3,106) | -96% | 22,883 | 21,750 | 1,133 | 5% |
| Merchants Promo Fund Dues | 28,720 | 24,900 | 3,820 | 15% | 89,025 | 85,300 | 3,725 | 4% |
| Common Area Maintenance Income | 91,847 | 93,700 | (1,853) | -2% | 282,801 | 281,800 | 1,001 | 0% |
| TOTAL OPERATING REVENUES | 3,104,147 | 2,897,797 | 206,350 | 7% | 8,833,456 | 8,483,491 | 349,965 | 4% |
| OPERATING EXPENSES | | | | | | | | |
| Personnel Expenses: | | | | | | | | |
| Salaries and Wages | | | | | | | | |
| Regular Salaries | 715,523 | 740,649 | 25,126 | 3% | 2,236,612 | 2,306,924 | 70,312 | 3% |
| Part-time Help | 14,104 | 14,208 | 104 | 1% | 48,591 | 53,958 | 5,367 | 10% |
| Overtime Pay | 29,405 | 41,375 | 11,970 | 29% | 69,647 | 94,125 | 24,478 | 26% |
| Holiday Pay | 29,346 | 17,150 | (12,196) | -71% | 54,404 | 51,450 | (2,954) | -6% |
| Total Salaries and Wages | 788,377 | 813,382 | 25,005 | 3% | 2,409,254 | 2,506,457 | 97,203 | 4% |
| Other Personnel Expenses | | | | | | | | |
| Retirement Contributions | 167,886 | 170,382 | 2,496 | 1% | 513,864 | 519,728 | 5,864 | 1% |
| Payroll Taxes | 12,105 | 15,328 | 3,223 | 21% | 38,115 | 47,491 | 9,376 | 20% |
| Worker's Compensation Insurance | 43,251 | 43,251 | 0 | 0% | 129,753 | 129,753 | 0 | 0% |

ATTACHMENT 2

Ventura Port District

Income Statement-Board

Current Period Includes 3 Months

Std. Budget (STD)

Consolidated all Departments

Accrual

Comparative Income Statement

| | Actual | Budget | Variance | | YTD Actual | YTD Budget | Variance | |
|---|------------------|------------------|---------------|-----------|--------------------|--------------------|----------------|-----------|
| | Jan-Mar 2024 | Jan-Mar 2024 | | | July 2023-Mar 2024 | July 2023-Mar 2024 | | |
| OPEB Liability | 2,693 | 3,750 | 1,057 | 28% | 9,941 | 11,250 | 1,309 | 12% |
| Medical and Life Insurance | 78,823 | 81,753 | 2,930 | 4% | 232,682 | 245,259 | 12,577 | 5% |
| Optional Benefit Plan | 70,953 | 73,614 | 2,661 | 4% | 224,409 | 233,114 | 8,705 | 4% |
| Uniform Expenses and Tool Allowances | 6,773 | 8,650 | 1,877 | 22% | 20,004 | 26,150 | 6,146 | 24% |
| Total Other Personnel Expenses | 382,485 | 396,728 | 14,243 | 4% | 1,168,768 | 1,212,745 | 43,977 | 4% |
| Total Personnel Expenses | 1,170,862 | 1,210,110 | 39,248 | 3% | 3,578,022 | 3,719,202 | 141,180 | 4% |
| GENERAL EXPENSES | | | | | | | | |
| Advertising | 12,820 | 4,500 | (8,320) | -185% | 18,700 | 13,500 | (5,200) | -39% |
| Auto/Boat Equipment Maintnace | 21,317 | 43,975 | 22,658 | 52% | 92,700 | 131,300 | 38,600 | 29% |
| Bank Fees & Other Miscellaneous Expenses | 770 | 1,500 | 730 | 49% | 1,594 | 4,500 | 2,907 | 65% |
| Building Maintenance | 43,357 | 34,005 | (9,352) | -28% | 119,116 | 102,015 | (17,101) | -17% |
| Building Maint.-Tenant Improvements | 400,491 | 400,000 | (491) | 0% | 979,195 | 976,000 | (3,195) | 0% |
| Communications & WiFi Services | 12,324 | 10,275 | (2,049) | -20% | 35,834 | 30,825 | (5,009) | -16% |
| Conferences, Meetings & Trainings | 17,410 | 33,700 | 16,290 | 48% | 48,526 | 86,125 | 37,599 | 44% |
| Dock Maintenance & Repairs | 15,077 | 131,252 | 116,175 | 89% | 43,308 | 163,748 | 120,440 | 74% |
| Equipment Rental | 3,282 | 5,600 | 2,318 | 41% | 15,125 | 15,900 | 775 | 5% |
| General Insurance | 101,001 | 101,001 | 0 | 0% | 303,003 | 303,003 | 0 | 0% |
| Grounds Maintenance | 44,740 | 94,495 | 49,755 | 53% | 88,404 | 154,995 | 66,591 | 43% |
| Sand Management | (3,408) | 16,000 | 19,408 | 121% | 0 | 16,000 | 16,000 | 100% |
| Maintenance Contingency | 21,964 | 20,001 | (1,963) | -10% | 37,481 | 60,003 | 22,522 | 38% |
| Janitorial Supplies | 15,701 | 18,000 | 2,299 | 13% | 49,547 | 54,000 | 4,453 | 8% |
| Land/Building Rental Expense | 22,736 | 22,800 | 64 | 0% | 68,209 | 68,700 | 491 | 1% |
| Marketing & Promotions | 73,448 | 93,200 | 19,752 | 21% | 283,779 | 344,100 | 60,321 | 18% |
| Memberships, Cloud Based Subscriptions | 17,928 | 20,999 | 3,071 | 15% | 66,691 | 79,597 | 12,906 | 16% |
| Office/Computer Equipment & Supplies | 13,082 | 6,600 | (6,482) | -98% | 32,791 | 26,400 | (6,391) | -24% |
| Operating Supplies | 7,609 | 18,174 | 10,565 | 58% | 38,235 | 57,322 | 19,087 | 33% |
| Other Equipment & Repairs | 7,889 | 12,625 | 4,736 | 38% | 25,860 | 34,875 | 9,015 | 26% |
| Prof. Services-Legal, Judgements, Settlements | 85,503 | 105,000 | 19,497 | 19% | 260,383 | 255,000 | (5,383) | -2% |
| Prof. Services/Outside Services | 236,369 | 299,977 | 63,608 | 21% | 727,941 | 910,723 | 182,782 | 20% |

ATTACHMENT 2

Ventura Port District

Income Statement-Board

Current Period Includes 3 Months

Std. Budget (STD)

Consolidated all Departments

Accrual

Comparative Income Statement

| | Actual Jan-Mar 2024 | Budget Jan-Mar 2024 | Variance | | YTD Actual July 2023-Mar 2024 | YTD Budget July 2023-Mar 2024 | Variance | |
|---|------------------------|------------------------|----------------|------------|----------------------------------|----------------------------------|------------------|-------------|
| Prof. Services-Comm. Fishing & Aquaculture Advo | 7,439 | 22,500 | 15,061 | 67% | 27,502 | 67,500 | 39,998 | 59% |
| Utilities | 114,835 | 125,151 | 10,316 | 8% | 347,445 | 375,373 | 27,928 | 7% |
| Dredging Related Expense | 1,483,537 | 1,487,750 | 4,213 | 0% | 1,634,109 | 1,599,250 | (34,859) | -2% |
| Total General Expenses | 2,777,223 | 3,129,080 | 351,857 | 11% | 5,345,477 | 5,930,754 | 585,277 | 10% |
| Total Operating Expenses | 3,948,085 | 4,339,190 | 391,105 | 9% | 8,923,499 | 9,649,956 | 726,457 | 8% |
| Operating Income (Loss) | (843,939) | (1,441,393) | 597,454 | 41% | (90,043) | (1,166,465) | 1,076,422 | 92% |
| NONOPERATING REVENUES | | | | | | | | |
| General | | | | | | | | |
| Investment Income (Loss) | 184,650 | 0 | 184,650 | 0% | 614,767 | 290,000 | 324,767 | 112% |
| Tax Income | 56,419 | 20,000 | 36,419 | 182% | 1,035,810 | 965,000 | 70,810 | 7% |
| Other Nonoperating Income | 2,000 | 0 | 2,000 | 0% | 6,000 | 0 | 6,000 | 0% |
| Inter-government Income | 590,581 | 590,000 | 581 | 0% | 604,771 | 590,000 | 14,771 | 3% |
| Natl Fish & Wildlife Grant | (93,301) | 0 | (93,301) | 0% | 0 | 0 | 0 | 0% |
| TOTAL NONOPERATING REVENUES | 740,349 | 610,000 | 130,349 | 21% | 2,261,348 | 1,845,000 | 416,348 | 23% |
| NONOPERATING EXPENSES | | | | | | | | |
| Interest Expenses | 191,077 | 197,152 | 6,075 | 3% | 402,320 | 412,582 | 10,262 | 2% |
| Depreciation Expense | 401,777 | 397,000 | (4,777) | -1% | 1,051,177 | 1,057,000 | 5,823 | 1% |
| Total Non-operating Expenses | 592,854 | 594,152 | 1,298 | 0% | 1,453,497 | 1,469,582 | 16,085 | 1% |
| Non-operating Income (Loss) | 147,495 | 15,848 | 131,647 | 831% | 807,851 | 375,418 | 432,433 | 115% |
| CHANGES IN NET POSITION | (696,443) | (1,425,545) | 729,102 | 51% | 717,808 | (791,047) | 1,508,855 | 191% |

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending March 31, 2024 – Budget to Actual Analysis

Many budget line items are not equally distributed over the course of a given year. In these circumstances, staff attempt to specify the period for planned expenditures when distributing the annual. However, where timing of expenses are uncertain, those line items are divided equally through the year, which can result in variances by quarter. This quarter reflects the year-to-date and monthly adjustments as approved in the mid-year budget adjustment report.

The revenue budget for fiscal year 2023-2024 remains on the conservative side given the uncertainties of the current economy.

Operating Income:

Parcel Lease Income – (exceeds budget \$127,045) This category reflects the cumulative balance for master tenant's rents. This variance reflects a 3% increase over budgeted revenue. The variance is largely reflected through Ventura Isle Marina's and Portside's sales exceeding our projections for the first two quarters. Four Points occupancy increased in the current quarter, contributing to the increase in this category for January thru March.

Harbor Village Lease Income – (exceeds budget \$24,676) This category reflects retail, restaurants, offices, and charters. Fiscal Year to date, this is an increase of 1% over the budget. The current quarter, January - March, is under budget by 6%. Inclement weather conditions in this quarter negatively impacted many of the businesses in the Village.

Slip Rentals – (exceed budget \$151,504) The majority of this variance is in the current quarter. Several boaters paid their rent in advance for the next year in January. This created an unusually large increase in the slip rentals for the quarter.

Operating Expenses:

Personnel Expenses – (under budget \$141,180) This variance is the net effect of salaries and wages being under budget \$97,203 and other personnel expenses being under budget \$43,977.

- Regular wages are under budget by \$70,312. This category is distributed evenly throughout the year based on 2 or 3 paychecks per month, as appropriate. The main cause for this variance continues to be in the Marketing and Marina departments. Marketing began recruiting for their vacant fulltime position in November and successfully filled the position in mid-January. This position was budgeted for the full year but it was not adjusted at mid-year to reflect the six months of vacancy. Marina's wages were adjusted at mid-year to allow for the unplanned retirement of a Dockmaster.
- The overtime category is under budget by \$24,478. This category is budgeted evenly by quarter (divided by 4).
- Holiday pay (quarterly buy-out) exceeds the budget by \$2,954. This category is budgeted evenly by quarter (divided by 4).
- Other personnel expenses are under budget \$43,977. A portion of this variance is directly affected by the timing for the hiring of the new Marketing recruit and the unplanned retirement of a Dockmaster.

Dock Maintenance & Repairs – (under budget \$120,440) This variance reflects almost exclusively the current quarter. A significant dock repair project was budgeted and is contracted to be performed in the coming quarter.

Grounds Maintenance – (under budget \$66,591) this variance is primarily in the current quarter. The landscaping for the tree planting in the Village was budgeted for March. The actual work was completed in April.

ATTACHMENT 2

Supplementary Notes to Statement of Income and Expenses Continued for the quarter ending March 31, 2024 – Budget to Actual Analysis

Marketing and Promotions – (under budget \$60,321) The Marketing Manager attempts to distribute their budget based on scheduled events and advertising promotions. This variance is spread over all categories for this department. It was anticipated that event production expenses for the current quarter would increase but inclement weather resulted in cancellation and/or postponement of planned events.

Other Professional/Outside Services - (under budget \$182,782) Except for State Lifeguard Services, this category is distributed evenly throughout the year. Not all services are administered evenly each month but given the disparity of services needed through the various departments, it is not possible to know exactly when all the different services will be needed. This variance continues to be the net effect of the Marina department being over budget due to increased harbor security service needs and all other departments being under budget.

- The Maintenance budget includes \$50,000 in miscellaneous architectural and engineering services that were moved to the Admin budget. These expenses were inadvertently left in the Maintenance budget.
- The financial audit is still in progress leaving approximately 35,000 remaining to be billed.
- Leases accounting assistance was budgeted at \$25,000. We have only needed to utilize approximately \$10,000 of this service to date.
- Real estate and land use services of \$50,000 have not been implemented to date.
- Document scanning of \$5,000 was budgeted which has not been implemented to date.
- The Marina outside services is over budget due to janitorial services and security services.

Non-operating Revenue and Expenses:

Investment Income (exceeds budget \$324,767) This variance continues to be a direct result of the income earned from LAIF investments for the first, second and third quarters of the current year being offset by the fair market value loss on the LAIF investment funds.

Inter-governmental Income – (exceeds budget \$14,189) The City of Ventura used FEMA funds to reimburse the District for Harbor Patrol expense for safety and debris clean up in the Ventura Keys waterways during the January 2023 storm conditions. This income was not confirmed at the time of the final budget. It is anticipated that additional grant funding from FEMA will be received later in the fiscal year to reimburse costs associated with the atmospheric river storm impacts.

Natl Fish & Wildlife Grant – (exceeds budget \$0) – Receipt of the first round of grant funding was accrued as revenue in FY22-23 as a result of the year end closing entries. Consequently, it no longer shows as revenue in the current year.

ATTACHMENT 2

Ventura Port District
Balance Sheet
For the Period Ended March 31, 2024

| | | | |
|--|----------------------------|--|----------------------------|
| CURRENT ASSETS | | CURRENT LIABILITIES | |
| Cash in Banks | 5,057,029 | Accounts Payable | 1,393,002 |
| Accounts Receivable | 1,273,899 | Accrued Interest Payable | 161,924 |
| Taxes Receivable | 91,367 | Current Portion of Long Term Debt | 1,198,882 |
| Interest Receivable | 241,671 | Accrued Liabilities | 20,308 |
| Prepaid Expenses | 279,448 | Current Portion of Compensated Absences | 259,781 |
| Lease Receivable-Tenant Leases | 3,518,425 | Accounts Payable-Vendor Leases | 572,266 |
| Inventory of supplies | 61,413 | | |
| TOTAL CURRENT ASSETS | <u>\$10,523,252</u> | TOTAL CURRENT LIABILITIES | <u>\$3,606,163</u> |
| NONCURRENT ASSETS | | LONG TERM DEBT | |
| Long Term Leasae Receivable-Tenant Leases | 44,620,051 | ltd - Notes Payable | 9,213,636 |
| | <u>\$44,620,051</u> | TOTAL LONG TERM DEBT | <u>\$9,213,636</u> |
| RESTRICTED ASSETS | | OTHER LIABILITIES | |
| Cash - Dredging | 3,051,281 | OPEB Liability-Long Term | 1,449,909 |
| Cash - Improvement | 8,483,492 | Compensated Absences-Long Term | 93,695 |
| Cash - Fisheries Complex | 208,729 | Accounts Payable Equipment Lease-Long Term | 462,813 |
| Cash - Grant Fund | 42,105 | Net Pension Liability | 1,943,751 |
| TOTAL RESTRICTED ASSETS | <u>\$11,785,607</u> | Unearned Revenue | 61,172 |
| FIXED ASSETS | | Security Deposits | 284,171 |
| Land | 2,342,629 | TOTAL OTHER LIABILITIES | <u>\$4,295,511</u> |
| Harbor Improvements | 47,320,883 | | |
| Equipment | 2,336,428 | TOTAL LIABILITIES | <u>\$17,115,310</u> |
| Leased Equipment being Amortized | 772,444 | | |
| | 52,772,384 | EQUITY | |
| Accumulated depreciation | (21,930,558) | Contributed Capital | 4,632,128 |
| NET FIXED ASSETS | <u>\$30,841,826</u> | Retained Earnings-Reserved | 645,536 |
| | | Retained Earnings- Unreserved | 26,475,454 |
| | | Current Year Retained Earnings | 717,808 |
| TOTAL ASSETS | <u>\$97,770,736</u> | TOTAL EQUITY | <u>\$32,470,926</u> |
| DEFERRED OUTFLOWS OF RESOURCES | | DEFERRED INFLOW OF RESOURCES | |
| Deferred amount on refundings | 112,245 | Deferred amount on OPEB | 187,498 |
| Deferred amount on OPEB | 236,021 | Deferred amount from pension plan | 1,787,507 |
| Deferred amount on pension plan | 940,740 | Deferred amount from Leases | 47,498,501 |
| TOTAL DEFERRED OUTFLOWS OF RESOURCES | <u>\$1,289,006</u> | TOTAL DEFERRED INFLOW OF RESOURCES | <u>\$49,473,506</u> |
| TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES | | TOTAL LIABILITIES, EQUITY, AND DEFERRED INFLOW OF RESOURCES | |
| | <u>\$99,059,742</u> | | <u>\$99,059,742</u> |

Quarterly Report
(Unaudited)

ATTACHMENT 2

Ventura Port District Distribution of Cash as of March 31, 2024

| | Current Balance |
|--|--------------------|
| Cash | |
| Cash on Hand (undeposited) | 2,485 |
| Cash in Checking (Wells Fargo) | 318,460 |
| Merchant Fund (Wells Fargo) | 6,595 |
| Cash in County Treasury | 19,811 |
| Grant Checking Account (Wells Fargo) | - |
| Total Cash Available for Normal Operations | \$ 347,351 |
| | |
| Investments Unrestricted Reserves | |
| Local Agency Investment Fund (LAIF) | 4,709,678 |
| Total Investments Unrestricted Reserves | \$ 4,709,678 |
| | |
| Capital Improvement Reserves | |
| Local Agency Investment Fund (LAIF) | 8,492,816 |
| Total Capital Improvement Reserves | \$ 8,492,816 |
| | |
| Dredging Reserves | |
| Local Agency Investment Fund (LAIF) | 3,081,962 |
| Total Dredging Reserves | \$ 3,081,962 |
| | |
| Fisheries Complex Reserves | |
| Local Agency Investment Fund (LAIF) | 210,828 |
| Total Fisheries Complex Reserves | \$ 210,828 |
| | |
| TOTAL CASH AND INVESTMENTS | \$ 16,842,635 |

ATTACHMENT 2

Ventura Port District
Comparison of Lease Rent

| | Year to Date Ended <u>3/31/2024</u> | Year to Date Ended <u>3/31/2023</u> | Increase (Decrease) | |
|----------------------------------|---|---|------------------------|-----------|
| Parcel Leases | | | | |
| VHMA/Derecktor Marine | 217,470 | 208,509 | 8,961 | 4% |
| Sheraton 4 Points-Harbortown | 496,867 | 433,291 | 63,576 | 15% |
| Harbortown Point | 85,508 | 84,953 | 555 | 1% |
| Oceans West Marina | 311,466 | 288,495 | 22,971 | 8% |
| Ventura Isle Marina | 838,541 | 765,769 | 72,772 | 10% |
| Ventura Marina Mobile Park | 480,128 | 438,521 | 41,607 | 9% |
| Ventura West Marina | 508,655 | 483,049 | 25,606 | 5% |
| Ventura Yacht Club | 115,521 | 112,085 | 3,436 | 3% |
| Vta Harbor Boatyard | 308,292 | 320,448 | (12,156) | -4% |
| Portside Partners Ventura Harbor | 1,009,598 | 887,452 | 122,146 | 14% |
| Total Parcel Lease | <u>4,372,045</u> | <u>4,022,572</u> | <u>349,473</u> | 9% |
| Appreciation rent & Option Fee | 100,000 | - | 100,000 | 0% |
| Total Parcel Leases | 4,472,045 | 4,022,572 | 449,473 | 11% |
| Ventura Harbor Village | | | | |
| Retail Rents | 469,613 | 540,936 | (71,323) | -13% |
| Restaurant Rents | 1,058,560 | 1,020,955 | 37,605 | 4% |
| Office Rents | 619,123 | 584,273 | 34,850 | 6% |
| Charters | 352,379 | 343,162 | 9,217 | 3% |
| Assignment Fees | 3,000 | - | 3,000 | 0% |
| Total Village | 2,502,676 | 2,489,326 | 13,350 | 1% |
| Commercial Fishing | 216,828 | 326,079 | (109,251) | -34% |
| TOTAL | 7,191,549 | 6,837,977 | 353,572 | 5% |

Quarterly Report
(Unaudited)

ATTACHMENT 2

**Ventura Port District
Three Year Comparative
For the Current Quarter and Year to Date**

| | <u>Quarter Ending March 31st</u> | | | <u>Year-To-Date March 31st</u> | | | <u>% change FY22-23 to Current</u> |
|---|----------------------------------|------------------|------------------|--------------------------------|------------------|------------------|--|
| | <u>2021-22</u> | <u>2022-23</u> | <u>Current</u> | <u>2021-22</u> | <u>2022-23</u> | <u>Current</u> | |
| <u>Operating Income</u> | | | | | | | |
| Parcel Leases | 1,387,315 | 1,440,057 | 1,674,321 | 3,638,197 | 4,022,572 | 4,472,045 | 11% |
| Dry Storage | 21,182 | 20,314 | 18,501 | 64,673 | 59,650 | 57,889 | -3% |
| Other Operating | 44,046 | 26,320 | 33,844 | 211,043 | 174,388 | 158,248 | -9% |
| Harbor Village Leases | 725,242 | 723,348 | 719,813 | 2,447,742 | 2,489,326 | 2,502,676 | 1% |
| Commercial Fishing | 153,908 | 98,085 | 91,330 | 287,459 | 326,079 | 216,828 | -34% |
| Slips | 253,784 | 366,188 | 417,552 | 750,107 | 896,040 | 945,504 | 6% |
| CAM | 98,633 | 95,501 | 91,847 | 283,772 | 282,004 | 282,801 | 0% |
| Marketing | 31,512 | 29,944 | 28,864 | 93,519 | 88,120 | 111,908 | 27% |
| Electrical Slips | 14,439 | 19,601 | 17,771 | 36,694 | 40,402 | 44,409 | 10% |
| Other Operating | 8,321 | 7,293 | 10,304 | 16,747 | 29,612 | 41,148 | 39% |
| Total Operating Income | 2,738,382 | 2,826,651 | 3,104,147 | 7,829,953 | 8,408,193 | 8,833,456 | 5% |
| <u>Operating Expenses</u> | | | | | | | |
| Harbor Patrol | 350,981 | 417,057 | 460,746 | 1,214,725 | 1,369,855 | 1,425,759 | 4% |
| Maintenance | 341,024 | 393,914 | 348,288 | 1,093,730 | 1,175,785 | 999,375 | -15% |
| Administration | 428,472 | 603,053 | 1,009,583 | 1,462,266 | 1,811,422 | 2,862,327 | 58% |
| Marina | 202,341 | 201,733 | 263,151 | 650,588 | 659,658 | 784,649 | 19% |
| C A M | 193,670 | 222,040 | 218,483 | 601,220 | 661,532 | 678,106 | 3% |
| Marketing | 114,084 | 124,504 | 155,348 | 415,704 | 459,557 | 503,606 | 10% |
| Dredging | 29,013 | 67,709 | 83,165 | 103,312 | 136,370 | 260,356 | 91% |
| Special Inner Harbor Dredging | - | - | 1,409,321 | - | - | 1,409,321 | 100% |
| Total Operating Expenses | 1,659,585 | 2,030,010 | 3,948,085 | 5,541,545 | 6,274,179 | 8,923,499 | 42% |
| NET OPERATING INCOME | 1,078,797 | 796,641 | (843,938) | 2,288,408 | 2,134,014 | (90,043) | -104% |
| <u>Non-operating Income</u> | | | | | | | |
| Interest | (132,995) | 206,025 | 184,650 | (122,501) | 214,780 | 614,767 | 186% |
| Taxes | 24,493 | 55,268 | 56,419 | 927,081 | 978,275 | 1,035,810 | 6% |
| Other-JPIA Insurance Recovery, FEMA & City dredging | - | - | 499,280 | 1,060,484 | 355,200 | 610,771 | 72% |
| Total Non-operating Income | (108,502) | 261,293 | 740,349 | 1,865,064 | 1,548,255 | 2,261,348 | 46% |
| <u>Non-Operating Expenses</u> | | | | | | | |
| Depreciation | 298,084 | 294,132 | 401,777 | 886,758 | 891,732 | 1,051,177 | 18% |
| Debt Service | 8,418 | 206,628 | 191,077 | 435,831 | 433,101 | 402,320 | -7% |
| Other | - | - | - | - | - | - | 0% |
| Total Non-operating Expenses | 306,502 | 500,760 | 592,854 | 1,322,589 | 1,324,833 | 1,453,497 | 10% |
| NET NON-OPER. INCOME | (415,004) | (239,467) | 147,495 | 542,475 | 223,422 | 807,851 | 262% |
| NET CHANGE IN POSITION | 663,793 | 557,174 | (696,443) | 2,830,883 | 2,357,436 | 717,808 | -70% |

Quarterly Report
(Unaudited)

ATTACHMENT 3

Accounts Payable Check Register - January 2024

| <u>Check</u> | <u>Date</u> | <u>Name</u> | <u>Description</u> | <u>Amount</u> | <u>Void Amount</u> |
|--------------|-------------|--|---|---------------|------------------------|
| 57536 | 01/05/24 | Lowe's Business Accts/SYNCB | VPD shop stock, VHV landscape supplies | 763.00 | |
| 57537 | 01/05/24 | Standard Insurance Company | Group Term Life/Long-term Disability | 3,688.40 | |
| 57538 | 01/05/24 | Sun Life Financial | Dental insurance premiums | 1,522.70 | |
| 57539 | 01/05/24 | Vision Service Plan-(CA) | Employee vision plan | 842.69 | |
| 57540 | 01/08/24 | Accurate First Aid Services | Replenish first aid stations | 385.87 | |
| 57541 | 01/08/24 | Acorn Newspapers | Marketing - advertising | 2,649.00 | |
| 57542 | 01/08/24 | Adams Printing & Graphic | Maps, banners, promo | 2,576.33 | |
| 57543 | 01/08/24 | Alliant Insurance Services | Floating docks, hull machinery, marina operators, excess P & I moll | 115,863.00 | |
| 57544 | 01/08/24 | Aramco, Inc | VPD/VHV janitorial suppl | 1,771.62 | |
| 57545 | 01/08/24 | C E D | Gangway lighting | 1,335.48 | |
| 57546 | 01/08/24 | Cintas Corp #684 | Uniforms, rugs, towels | 1,005.26 | |
| 57547 | 01/08/24 | Clifton Larson Allen LLP | SBITA accounting | 2,509.50 | |
| 57548 | 01/08/24 | Cumulus Broadcasting Inc. | Marketing - advertising | 2,235.00 | |
| 57549 | 01/08/24 | CyberCopy Inc. | Event production, maps, banners, promo | 586.16 | |
| 57550 | 01/08/24 | E.J. Harrison & Sons Inc. | Trash service | 9,333.67 | |
| 57551 | 01/08/24 | Eishun Fukui | Entertainment/music | 250.00 | |
| 57552 | 01/08/24 | Grainger Inc. | Event production, rain gear | 152.49 | |
| 57553 | 01/08/24 | JaniTek Cleaning Solutions | NPS janitorial | 64.79 | |
| 57554 | 01/08/24 | John Higgins | Reimburse-travel | 1,259.95 | |
| 57555 | 01/08/24 | Liebert Cassidy Whitmore | HR services | 12,653.00 | |
| 57556 | 01/08/24 | Los Angeles Tourism & Convention Board | Membership 2024 | 1,000.00 | |
| 57557 | 01/08/24 | Matilija Water | Reverse osmosis/cool | 64.86 | |
| 57558 | 01/08/24 | McCormix Corp. | VPD vehicle fuel | 455.53 | |
| 57559 | 01/08/24 | McMaster-Carr | VHV dock lighting | 227.24 | |
| 57560 | 01/08/24 | Ricoh USA, Inc. | Additional paper usage | 76.88 | |
| 57561 | 01/08/24 | Rincon Consultants, Inc. | Dredge support, sand management | 23,802.15 | |
| 57562 | 01/08/24 | Searle Creative Group | Marketing - advertising, content development | 2,935.00 | |
| 57563 | 01/08/24 | Seaworthy Marine Products | Vessel B19 oil coolers | 797.43 | |
| 57564 | 01/08/24 | Service-Pro Fire Protection | Quarterly fire extinguisher inspection | 805.00 | |
| 57565 | 01/08/24 | Smith Pipe & Supply Inc. | 1691 backflow repair, VHV landscaping, VPD landscaping | 557.46 | |
| 57566 | 01/08/24 | SWRCB/AFRS | Annual dredging permit | 2,985.00 | |
| 57567 | 01/08/24 | The Greek Mediterranean Steak | Parade of Lights boater awards breakfast | 90.00 | |
| 57568 | 01/08/24 | The Holly Workshop | Balance of holiday décor take down and storage | 24,500.00 | |
| 57569 | 01/08/24 | The Home Depot Pro | VHV door stop | 32.39 | |
| 57570 | 01/08/24 | The Home Depot Pro Institution | VPD safety supplies | 176.30 | |
| 57571 | 01/08/24 | The Signal | Marketing - advertising | 1,180.00 | |
| 57572 | 01/08/24 | Time To Shine | VHV window cleaning | 6,142.50 | |
| 57573 | 01/08/24 | Todd Mitchell | Reimburse-medical | 760.46 | |
| 57574 | 01/08/24 | Ventura Breeze | Marketing - advertising | 285.00 | |
| 57575 | 01/08/24 | Ventura County Reporter | Marketing - advertising | 570.00 | |
| 57576 | 01/08/24 | Ventura Harbor Storage | Fisherman Storage rental fees | 7,578.74 | |
| 57577 | 01/08/24 | Ventura Rental Party Center | Event production | 313.95 | |
| 57578 | 01/08/24 | West Coast Air Conditioning | VPD HVAC inspection | 207.50 | |

ATTACHMENT 3

Accounts Payable Check Register - January 2024

| <u>Check</u> | <u>Date</u> | <u>Name</u> | <u>Description</u> | <u>Amount</u> | <u>Void Amount</u> |
|--------------|-------------|--------------------------------------|--|---------------|------------------------|
| 57579 | 01/08/24 | West Marine Pro | Boat supplies | 189.57 | |
| 57580 | 01/08/24 | Mavcco Fuel | Boat fuel-Dec 2024 | 2,822.19 | |
| 57581 | 01/08/24 | Bennett Schmid | Entertainment/Music | 400.00 | |
| 57582 | 01/08/24 | Mr. Tire & Service | HP truck tires | 1,645.84 | |
| 57583 | 01/08/24 | Garret Winter | Reimburse-Training | 285.91 | |
| 57584 | 01/08/24 | Coastal Copy, Inc | Marina printer/copier lease | 90.87 | |
| 57585 | 01/08/24 | Capital One Trade Credit | Pressure washer part | 211.09 | |
| 57586 | 01/08/24 | National Graphics | Maps, banners, brochures | 210.90 | |
| 57587 | 01/08/24 | Landscape Development Inc | Landscape architects | 900.00 | |
| 57588 | 01/08/24 | Kirt Eckmann | POL winner 2023 | 500.00 | |
| 57589 | 01/08/24 | Kenneth Austin | POL winner 2023 | 300.00 | |
| 57590 | 01/08/24 | Richard Knuppel | POL winner 2023 | 300.00 | |
| 57591 | 01/08/24 | David Merrick | POL winner 2023 | 200.00 | |
| 57592 | 01/08/24 | Rated Sports | Tenant security deposit refund | 2,542.00 | |
| 57593 | 01/12/24 | Lagerlof LLP *** VOID *** | Used to list invoices | | - |
| 57594 | 01/12/24 | Lagerlof LLP | Legal services | 72,487.41 | |
| 57595 | 01/12/24 | Petty Cash Fund | Pressure washer part, notary service, 1449 Spinnaker electrical & roof repair, propane | 691.44 | |
| 57596 | 01/18/24 | AFLAC | Salary reduction benefit | 1,197.34 | |
| 57597 | 01/18/24 | Alertline Communications | VPD elevator phones | 702.00 | |
| 57598 | 01/18/24 | AramSCO, Inc | VHV janitorial supplies | 1,046.01 | |
| 57599 | 01/18/24 | Beacon Marine Chandlery Inc | Miscellaneous boat supplies, M59 decal, misc. building supplies | 80.97 | |
| 57600 | 01/18/24 | C E D | 1559 Spinnaker building fiber optics, 1591 Spinnaker #205 TI's | 1,222.35 | |
| 57601 | 01/18/24 | California Electrical Supply | 1591 Spinnaker #205 TI's, 1567 Spinnaker bulding repair | 492.46 | |
| 57602 | 01/18/24 | California Travel Association | Annual membership | 1,800.00 | |
| 57603 | 01/18/24 | Carpi & Clay | Washington lobbyist | 5,000.00 | |
| 57604 | 01/18/24 | Cintas Corp #684 | Uniforms, rugs, towels | 1,636.50 | |
| 57605 | 01/18/24 | The City of Ventura | Trash service | 100.00 | |
| 57606 | 01/18/24 | City of Ventura | Event production | 1,464.28 | |
| 57607 | 01/18/24 | Cumulus Broadcasting Inc. | Marketing - advertising | 3,265.00 | |
| 57608 | 01/18/24 | Custom Awards & Engraving | Event production | 20.00 | |
| 57609 | 01/18/24 | CyberCopy Inc. | Dredge posting notices, bid posting | 497.76 | |
| 57610 | 01/18/24 | Dial Security Inc | NPS 1431 Spinnaker building fire/security monitoring | 299.00 | |
| 57611 | 01/18/24 | Downtown Ventura Partners | Marketing - advertising | 300.00 | |
| 57612 | 01/18/24 | E.J. Harrison & Sons Inc. | Trash service | 971.60 | |
| 57613 | 01/18/24 | Ferguson Enterprises Inc. | 1691 Spinnaker building repair | 303.31 | |
| 57614 | 01/18/24 | Grainger Inc. | Rain gear, boat spot light | 985.99 | |
| 57615 | 01/18/24 | Green Thumb International | VHV landscaping | 86.63 | |
| 57616 | 01/18/24 | Hansen's Plumbing, Inc. *** VOID *** | Reissue-vendor did not receive original check | 2,217.46 | |
| 57617 | 01/18/24 | HDS White Cap Const. Supply | 1449 Spinnaker building supplies | 99.09 | |
| 57618 | 01/18/24 | Jani-King of CA Inc. | VHV Janitorial services | 6,832.85 | |
| 57619 | 01/18/24 | JaniTek Cleaning Solutions | NPS janitorial, Marketing office janitorial | 1,896.00 | |
| 57620 | 01/18/24 | Jensen Design & Survey Inc. | Restroom improvement, lot 19A signage, boat washdown | 3,966.25 | |
| 57621 | 01/18/24 | Matilija Water | Reverse osmosis/cool | 64.86 | |

ATTACHMENT 3

Accounts Payable Check Register - January 2024

| <u>Check</u> | <u>Date</u> | <u>Name</u> | <u>Description</u> | <u>Amount</u> | <u>Void Amount</u> |
|---|-------------|----------------------------------|--|------------------------------------|------------------------|
| 57622 | 01/18/24 | McCormix Corp. | VPD vehicle fuel | 268.00 | |
| 57623 | 01/18/24 | Meredith Operations Corporation | Marketing - advertising | 6,630.00 | |
| 57624 | 01/18/24 | Muzicraft Inc. | VHV public music | 348.06 | |
| 57625 | 01/18/24 | Passport Labs Inc | Parking citation processing service | 317.68 | |
| 57626 | 01/18/24 | Photo-Scan of Los Angeles | Key card monthly support | 957.95 | |
| 57627 | 01/18/24 | Porta-Stor | 1559 Spinnaker #104 TI's (Harbor Market) | 285.00 | |
| 57628 | 01/18/24 | Rasmussen & Associates Inc | 1559 Spinnaker TI project, Margarita Villa deck, 1583/1559 Spinnaker restrooms | 6,053.14 | |
| 57629 | 01/18/24 | Searle Creative Group | Website maintenance | 656.25 | |
| 57630 | 01/18/24 | Service-Pro Fire Protection | 1575 Spinnaker women's restroom | 3,995.00 | |
| 57631 | 01/18/24 | Sunridge Landscape Maint., Inc | Monthly mowing contract | 1,800.00 | |
| 57632 | 01/18/24 | Sunrise Music | Entertainment/music | 2,000.00 | |
| 57633 | 01/18/24 | Superior Awning, Inc. | VHV awnings | 2,921.61 | |
| 57634 | 01/18/24 | Susan Bejeckian Public Relations | Marketing - advertising | 1,600.00 | |
| 57635 | 01/18/24 | Swift Chip, Inc | IT Service, Back up Server, Microsoft Office | 10,337.00 | |
| 57636 | 01/18/24 | The Home Depot Pro | VPD administration faucet | 136.72 | |
| 57637 | 01/18/24 | Ventura County Reporter | Marketing - advertising | 695.00 | |
| 57638 | 01/18/24 | Ventura County Star *** VOID *** | Vendor name changed | | - |
| 57639 | 01/18/24 | West Marine Pro | Jet ski parts, radio supplies, boat repairs | 1,806.12 | |
| 57640 | 01/18/24 | Zero Waste USA | Dog waste disposal mitts | 930.64 | |
| 57641 | 01/18/24 | Pacific Builders | 1559 Spinnaker building repair | 3,106.00 | |
| 57642 | 01/18/24 | WSP USA Inc | Business plan for Fisheries area at 1449 Spinnaker | 7,327.45 | |
| 57643 | 01/18/24 | RRM Design Group | Parcel 5 design | 10,900.00 | |
| 57644 | 01/18/24 | Jake David | Marketing - advertising | 552.00 | |
| 57645 | 01/18/24 | Paige Schouten | Advertising production | 227.00 | |
| 57646 | 01/18/24 | Max Power Technology LLC | Content development | 319.99 | |
| 57647 | 01/18/24 | Shaw Law Group PC | Legal services | 4,858.50 | |
| 57648 | 01/18/24 | Gregory Ewart | POL winner 2023 | 500.00 | |
| 57649 | 01/18/24 | Maritime Publishing | Marketing - advertising | 535.00 | |
| Total Enterprise Account Check Register | | | | \$ 427,380.34 | \$ - |
| <u>Wells Fargo Grant Account</u> | | | | | |
| no activity-account closed 01/31/2024 | | | | Total Grant Account Check Register | \$ - \$ - |
| Total All Check Registers | | | | \$ 427,380.34 | \$ - |

ATTACHMENT 3

Accounts Payable Check Register - February 2024

| <u>Check</u> | <u>Date</u> | <u>Name</u> | <u>Description</u> | <u>Amount</u> | <u>Void Amount</u> |
|--------------|-------------|-------------------------------|---|---------------|------------------------|
| 57650 | 02/01/24 | Accurate First Aid Services | Replenish first aid stations | 175.09 | |
| 57651 | 02/01/24 | AFLAC | Salary reduction benefit | 1,197.34 | |
| 57652 | 02/01/24 | Alliant Insurance Services | Marketing-event fees, event production | 525.00 | |
| 57653 | 02/01/24 | AramSCO, Inc | VHV janitorial supplies | 4,729.87 | |
| 57654 | 02/01/24 | ASCAP | Entertainment/music | 2,071.00 | |
| 57655 | 02/01/24 | C E D | Launch ramp light | 839.86 | |
| 57656 | 02/01/24 | Cintas Corp #684 | Uniforms, rugs, towels | 1,003.84 | |
| 57657 | 02/01/24 | Clifton Larson Allen LLP | SBITA accounting | 4,142.25 | |
| 57658 | 02/01/24 | CyberCopy Inc. | Bid posting | 32.00 | |
| 57659 | 02/01/24 | Dept. of Parks and Recreation | Lifeguard contract | 56,538.86 | |
| 57660 | 02/01/24 | E.J. Harrison & Sons Inc. | Trash service | 9,946.51 | |
| 57661 | 02/01/24 | Farmer Bros. Co | Coffee supplies | 341.97 | |
| 57662 | 02/01/24 | Federal Express Corporation | Launch ramp/boat washdown renovation project bid-postage fee | 56.67 | |
| 57663 | 02/01/24 | Grainger Inc. | VHV restroom lights, Rain gear | 215.56 | |
| 57664 | 02/01/24 | Impact Sciences, Inc | Fishing business plan | 11,568.50 | |
| 57665 | 02/01/24 | Jensen Design & Survey Inc. | 19A signage, Boat wash project | 6,597.50 | |
| 57666 | 02/01/24 | Jessica Rauch | Reimburse-Travel | 257.95 | |
| 57667 | 02/01/24 | K & L Gates LLP | Aquaculture advocacy | 3,234.00 | |
| 57668 | 02/01/24 | LegalShield | Prepaid legal-Feb 2024 | 68.75 | |
| 57669 | 02/01/24 | Liebert Cassidy Whitmore | HR services | 6,043.50 | |
| 57670 | 02/01/24 | Lowe's Business Accts/SYNCB | Operating supplies | 1,036.07 | |
| 57671 | 02/01/24 | McCormix Corp. | Maintenance vehicle fuel | 591.95 | |
| 57672 | 02/01/24 | Mr. Painting, Inc. | 1591 Spinnaker #205 office TI's | 12,400.00 | |
| 57673 | 02/01/24 | Noble Consultants Inc. | Miscellaneous project consulting | 1,521.00 | |
| 57674 | 02/01/24 | Pacific Parking Systems | Thermal paper | 275.78 | |
| 57675 | 02/01/24 | Porta-Stor | 1559 Spinnaker #104 TI's (Harbor Market) | 105.00 | |
| 57676 | 02/01/24 | Quadient Finance USA Inc | Postage machine lease | 372.99 | |
| 57677 | 02/01/24 | R P Barricade | Event production | 328.64 | |
| 57678 | 02/01/24 | Rasmussen & Associates Inc | 1575/1567 ADA restroom, 1559 Comedy Club, 1559/1583 restroom, 1575 concept plan | 14,417.50 | |
| 57679 | 02/01/24 | Rincon Consultants, Inc. | Dredge support | 16,151.50 | |
| 57680 | 02/01/24 | Ring Central Inc | Monthly phone service | 990.55 | |
| 57681 | 02/01/24 | Searle Creative Group | Advertising, content development | 1,586.72 | |
| 57682 | 02/01/24 | Sema Connect Inc. | Annual network fee | 1,200.00 | |
| 57683 | 02/01/24 | Southern Calif. Edison | Utilities | 86.93 | |
| 57684 | 02/01/24 | Standard Insurance Company | Group Term Life/Long-term Disability | 3,688.40 | |
| 57685 | 02/01/24 | Sun Life Financial | Dental insurance premiums | 1,522.70 | |
| 57686 | 02/01/24 | Sunbelt Rentals, Inc. | Sweeper rental, scrubber rental, propane tank | 1,611.78 | |
| 57687 | 02/01/24 | Sunrise Music | Entertainment/music | 400.00 | |
| 57688 | 02/01/24 | The Gas Company | Utilities | 79.41 | |
| 57689 | 02/01/24 | Ventura Harbor Storage | Fisherman Storage rental fees | 7,578.74 | |
| 57690 | 02/01/24 | Ventura Locksmiths | Re-key 1591 Spinnaker #207 | 159.70 | |
| 57691 | 02/01/24 | Vision Service Plan-(CA) | Employee vision plan | 842.69 | |
| 57692 | 02/01/24 | Zero Waste USA | Dog waste disposal mitts | 930.64 | |

ATTACHMENT 3

Accounts Payable Check Register - February 2024

| <u>Check</u> | <u>Date</u> | <u>Name</u> | <u>Description</u> | <u>Amount</u> | <u>Void Amount</u> |
|--------------|-------------|---------------------------------|---|---------------|------------------------|
| 57693 | 02/01/24 | F.C.T. Construction | 1591 Spinnaker #205 office TI's | 259,218.00 | |
| 57694 | 02/01/24 | Castle & Gray International Inc | Boat wash project | 5,000.00 | |
| 57695 | 02/01/24 | WSP USA Inc | Business plan for Fisheries area at 1449 Spinnaker | 9,396.50 | |
| 57696 | 02/01/24 | RRM Design Group | Parcel 5 design | 2,355.00 | |
| 57697 | 02/01/24 | Coastal Copy, Inc | Admin, Marketing and Marina copier leases | 716.26 | |
| 57698 | 02/01/24 | Dixon Resources Unlimited | Paid parking infrastructure | 2,695.00 | |
| 57699 | 02/01/24 | Advance Auto Parts Professional | Vessel H1 battery, miscellaneous vehicle supplies | 269.92 | |
| 57700 | 02/01/24 | Landscape Development Inc | VHV landscape design | 600.00 | |
| 57701 | 02/01/24 | Gannett California LocaliQ | Bid posting | 2,565.72 | |
| 57702 | 02/01/24 | David Richard, Attorney | Tenant security deposit refund | 2,016.00 | |
| 57703 | 02/01/24 | Allcable | 1591 Spinnaker # 205 office suite tenant improvements | 255.65 | |
| 57704 | 02/01/24 | TK Elevator Corporation | 1603 Anchors way elevator test, elevator service | 5,141.86 | |
| 57705 | 02/07/24 | Michael Blumenberg | Reimburse-Travel | 551.20 | |
| 57706 | 02/15/24 | Alexandria Danielson | Advertising production | 2,081.25 | |
| 57707 | 02/15/24 | AramSCO, Inc | VHV/VPD janitorial supplies | 994.60 | |
| 57708 | 02/15/24 | Beacon Marine Chandlery Inc | Miscellaneous boat maintenance | 92.51 | |
| 57709 | 02/15/24 | C E D | 1591 Spinnaker #205 office TI's | 458.05 | |
| 57710 | 02/15/24 | Carpi & Clay | Washington lobbyist | 5,000.00 | |
| 57711 | 02/15/24 | Cintas Corp #684 | Uniforms, rugs, towels | 1,644.24 | |
| 57712 | 02/15/24 | The City of Ventura | Trash service | 100.00 | |
| 57713 | 02/15/24 | Clifton Larson Allen LLP | Lease accounting | 149.63 | |
| 57714 | 02/15/24 | Coastal Occupational Medical | Pre employment exams | 125.00 | |
| 57715 | 02/15/24 | CoStar Realty Information, Inc | Leasing analytics | 954.84 | |
| 57716 | 02/15/24 | CyberCopy Inc. | Bid posting | 29.00 | |
| 57717 | 02/15/24 | DATACHECK | Pre employment exams | 48.00 | |
| 57718 | 02/15/24 | Dept. of Industrial Relations | VHV elevator conveyance | 675.00 | |
| 57719 | 02/15/24 | Dial Security Inc | NPS 1431 Spinnaker building fire/security monitoring | 299.00 | |
| 57720 | 02/15/24 | E.J. Harrison & Sons Inc. | Trash service | 93.00 | |
| 57721 | 02/15/24 | Farmer Bros. Co | Coffee supplies | 445.76 | |
| 57722 | 02/15/24 | Fast Undercar | Training-automotive class | 183.16 | |
| 57723 | 02/15/24 | Ferguson Enterprises Inc. | VHV restroom parts | 867.62 | |
| 57724 | 02/15/24 | Grainger Inc. | 1591 Spinnaker #205 office TI's | 1,186.85 | |
| 57725 | 02/15/24 | Green Thumb International | VHV landscaping | 26.17 | |
| 57726 | 02/15/24 | Jani-King of CA Inc. | VHV Janitorial services | 6,622.85 | |
| 57727 | 02/15/24 | JaniTek Cleaning Solutions | NPS janitorial, Marketing office janitorial | 1,896.00 | |
| 57728 | 02/15/24 | JPL Construction Inc | 1559 sign repair | 625.00 | |
| 57729 | 02/15/24 | K & L Gates LLP | Aquaculture advocacy | 9,429.76 | |
| 57730 | 02/15/24 | McCormix Corp. | Maintenance vehicle fuel | 345.76 | |
| 57731 | 02/15/24 | McMaster-Carr | VPD shop stock | 71.93 | |
| 57732 | 02/15/24 | Muzicraft Inc. | VHV public music | 348.06 | |
| 57733 | 02/15/24 | Photo-Scan of Los Angeles | Monthly key card support | 957.95 | |
| 57734 | 02/15/24 | ReadyRefresh | Bottled water service | 570.89 | |
| 57735 | 02/15/24 | Ring Central Inc | Monthly phone service | 990.55 | |

ATTACHMENT 3

Accounts Payable Check Register - February 2024

| <u>Check</u> | <u>Date</u> | <u>Name</u> | <u>Description</u> | <u>Amount</u> | <u>Void Amount</u> |
|--------------|-------------|-----------------------------------|---|---------------|------------------------|
| 57736 | 02/15/24 | Sunridge Landscape Maint., Inc | Monthly mowing contract | 1,800.00 | |
| 57737 | 02/15/24 | Sunrise Music | Entertainment/music | 950.00 | |
| 57738 | 02/15/24 | Susan Bejeckian Public Relations | Marketing - advertising | 1,600.00 | |
| 57739 | 02/15/24 | Suzan Matsukawa | Tenant appreciation | 600.00 | |
| 57740 | 02/15/24 | Swift Chip, Inc | IT Service, Back up Server, Microsoft Office | 10,574.61 | |
| 57741 | 02/15/24 | Ventura Chamber Of Commerce | Leasing marketing | 620.00 | |
| 57742 | 02/15/24 | Ventura Harbor Boat Yard | Boat haul out | 1,750.00 | |
| 57743 | 02/15/24 | Ventura Harbor Storage | Fisherman Storage rental fees | 7,578.74 | |
| 57744 | 02/15/24 | Ventura Locksmiths | Key tool rental | 80.00 | |
| 57745 | 02/15/24 | West Coast Air Conditioning | VPD HVAC maintenance | 735.00 | |
| 57746 | 02/15/24 | West Marine Pro | VPD shop stock | 186.38 | |
| 57747 | 02/15/24 | Mavcco Fuel | Boat fuel-Jan 2024 | 644.00 | |
| 57748 | 02/15/24 | F.C.T. Construction | 1591 Spinnaker #205 office TI's | 2,500.00 | |
| 57749 | 02/15/24 | Channel Watch Marine Services Inc | Save Grant-vessel disposal | 14,210.00 | |
| 57750 | 02/15/24 | RRM Design Group | Parcel 5 design | 582.50 | |
| 57751 | 02/15/24 | Coastal Copy, Inc | Admin and Marketing copier lease | 625.39 | |
| 57752 | 02/15/24 | Medallion Protective Services Inc | Village security patrol | 11,586.00 | |
| 57753 | 02/15/24 | Advance Auto Parts Professional | Vehicle M49 battery, miscellaneous vehicle supplies | 215.49 | |
| 57754 | 02/15/24 | Landscape Development Inc | VHV landscape design | 1,200.00 | |
| 57755 | 02/15/24 | Max Power Technology LLC | Content development | 39.98 | |
| 57756 | 02/15/24 | TK Elevator Corporation | VPD elevator service, 1431 Spinnaker elevator service | 5,961.96 | |
| 57757 | 02/15/24 | Brophy Bros. Restaurant (Office) | Tenant security refund | 664.82 | |
| 57758 | 02/28/24 | Accurate First Aid Services | Replenish first aid stations | 286.63 | |
| 57759 | 02/28/24 | Acorn Newspapers | Advertising | 1,183.00 | |
| 57760 | 02/28/24 | Aerial and Crane Experts Inc | West/East callabration certificate | 1,430.00 | |
| 57761 | 02/28/24 | Alejandra's Nursery | VHV landscape improvements | 1,180.41 | |
| 57762 | 02/28/24 | AramSCO, Inc | VHV janitorial supplies | 3,364.46 | |
| 57763 | 02/28/24 | Beacon Marine Chandlery Inc | E dock repair, dock maintenance, vessel B19 zinc parts | 66.89 | |
| 57764 | 02/28/24 | C E D | 1591 Spinnaker #205 office TI's;1575 Spinnaker electrical repairs | 284.54 | |
| 57765 | 02/28/24 | Cintas Corp #684 | Uniforms, rugs, towels | 1,340.24 | |
| 57766 | 02/28/24 | Custom Awards & Engraving | Tenant appreciation, badges | 421.30 | |
| 57767 | 02/28/24 | Custom Embroidery | Courtesy Dockmasters uniforms | 934.58 | |
| 57768 | 02/28/24 | CyberCopy Inc. | Bid posting | 22.63 | |
| 57769 | 02/28/24 | Destination Innovate, LLC | Advertising | 2,500.00 | |
| 57770 | 02/28/24 | Downtown Ventura Partners | Marketing - advertising | 600.00 | |
| 57771 | 02/28/24 | E.J. Harrison & Sons Inc. | Trash service | 9,946.51 | |
| 57772 | 02/28/24 | Flooring 101 | 1591 Spinnaker #205 office TI's | 10,087.50 | |
| 57773 | 02/28/24 | Fourest Tree Service, Inc | Tree trimming | 15,399.00 | |
| 57774 | 02/28/24 | Grainger Inc. | VHV restroom sensors, Rain gear | 222.80 | |
| 57775 | 02/28/24 | Health & Human Resource Center | Employee Assistance Program (EAP) | 244.87 | |
| 57776 | 02/28/24 | Image Source | Marketing - advertising | 503.41 | |
| 57777 | 02/28/24 | Impact Sciences, Inc | On-call professional services-CEQA-Ventura Marina West | 590.00 | |
| 57778 | 02/28/24 | JaniTek Cleaning Solutions | NPS janitorial services | 80.47 | |

ATTACHMENT 3

Accounts Payable Check Register - February 2024

| <u>Check</u> | <u>Date</u> | <u>Name</u> | <u>Description</u> | <u>Amount</u> | <u>Void Amount</u> |
|---|-------------|-----------------------------------|---|---------------|------------------------|
| 57779 | 02/28/24 | Jensen Design & Survey Inc. | Professional services | 8,885.00 | |
| 57780 | 02/28/24 | Lagerlof LLP | Legal services | 77,210.43 | |
| 57781 | 02/28/24 | LegalShield | Prepaid legal-Mar 2024 | 68.75 | |
| 57782 | 02/28/24 | Liebert Cassidy Whitmore | HR services | 7,023.00 | |
| 57783 | 02/28/24 | Matilija Water | Reverse osmosis/cooler | 64.86 | |
| 57784 | 02/28/24 | McMaster-Carr | VPD shop stock | 488.77 | |
| 57785 | 02/28/24 | Noble Consultants Inc. | Miscellaneous project consulting | 936.00 | |
| 57786 | 02/28/24 | Porta-Stor | Maintenance storage | 99.00 | |
| 57787 | 02/28/24 | Rasmussen & Associates Inc | 1559 Comedy Club, 1559/1583 restroom, 1575 concept plan, Margarita Villa deck | 22,857.50 | |
| 57788 | 02/28/24 | Rincon Consultants, Inc. | Dredge support, sand management | 17,081.25 | |
| 57789 | 02/28/24 | Service-Pro Fire Protection | Fire sprinkler inspection, 1559 Spinnaker sprinkler replacement | 7,082.90 | |
| 57790 | 02/28/24 | Sheroes Entertainment | Event production | 1,450.00 | |
| 57791 | 02/28/24 | Smith Pipe & Supply Inc. | VHV landscaping | 70.92 | |
| 57792 | 02/28/24 | Standard Insurance Company | Group Term Life/Long-term Disability | 3,659.39 | |
| 57793 | 02/28/24 | Sun Life Financial | Dental insurance premiums | 1,498.94 | |
| 57794 | 02/28/24 | Sunbelt Rentals, Inc. | Scrubber rental | 505.36 | |
| 57795 | 02/28/24 | Teresa Russell | Tenant appreciation | 250.00 | |
| 57796 | 02/28/24 | Time To Shine | Window washing, 1691 Spinnaker building window screens | 5,355.00 | |
| 57797 | 02/28/24 | Ventura Locksmiths | 1559 Re key | 301.36 | |
| 57798 | 02/28/24 | Vision Service Plan-(CA) | Employee vision plan | 806.54 | |
| 57799 | 02/28/24 | West Marine Pro | Miscellaneous boat supplies, dock receptacle, boat zinc anodes | 1,647.22 | |
| 57800 | 02/28/24 | F.C.T. Construction | 1591 Spinnaker #205 office TI's | 2,880.00 | |
| 57801 | 02/28/24 | Castle & Gray International Inc | Boat wash project, Launch ramp | 15,000.00 | |
| 57802 | 02/28/24 | Coastal Copy, Inc | Marina printer/copier lease | 90.87 | |
| 57803 | 02/28/24 | AG Designs 805 Inc | VPD logo jackets | 1,109.83 | |
| 57804 | 02/28/24 | Dixon Resources Unlimited | Paid parking infrastructure | 981.25 | |
| 57805 | 02/28/24 | Medallion Protective Services Inc | Village security patrol | 17,964.60 | |
| 57806 | 02/28/24 | Deep Sea Wine Tasting Room | Tenant appreciation | 40.00 | |
| 57807 | 02/28/24 | Paradise Pantry | Tenant appreciation | 1,616.00 | |
| 57808 | 02/28/24 | Meghan Clark | Entertainment/music | 1,950.00 | |
| 57809 | 02/28/24 | Sheroes Entertainment | Event production | 1,450.00 | |
| 57810 | 02/28/24 | C&C Designs *** VOID *** | Event production cancelled due to weather conditions | | - |
| 57811 | 02/28/24 | C&C Designs | Event production | 2,445.12 | |
| Total Enterprise Account Check Register | | | | \$ 823,822.22 | \$ - |

ATTACHMENT 3

Accounts Payable Check Register - March 2024

| <u>Check</u> | <u>Date</u> | <u>Name</u> | <u>Description</u> | <u>Amount</u> | <u>Void Amount</u> |
|--------------|-------------|--------------------------------|--|---------------|------------------------|
| 57812 | 03/04/24 | Hansen's Plumbing, Inc. | 1691 Spinnaker building water pressure repair | 2,217.46 | |
| 57813 | 03/14/24 | 3Digit Media | Marketing - advertising | 2,836.00 | |
| 57814 | 03/14/24 | Acorn Newspapers | Marketing - advertising | 1,906.70 | |
| 57815 | 03/14/24 | AFLAC | Salary reduction benefit | 1,197.34 | |
| 57816 | 03/14/24 | Alejandra's Nursery | 1575 patio plants | 1,180.00 | |
| 57817 | 03/14/24 | Alexandria Danielson | Advertising production | 1,612.50 | |
| 57818 | 03/14/24 | All That's Fit to Print | Advertising production | 323.00 | |
| 57819 | 03/14/24 | AramSCO, Inc | VHV/VPD janitorial supplies | 1,842.26 | |
| 57820 | 03/14/24 | Beacon Marine Chandlery Inc | Boat supplies, 1449 restroom hardware | 100.65 | |
| 57821 | 03/14/24 | Brendan Daly | Marketing - advertising | 525.00 | |
| 57822 | 03/14/24 | C E D | Fish pier electrical, VHV electrical, 1559 #205 Tis | 2,308.41 | |
| 57823 | 03/14/24 | Carpi & Clay | Washington lobbyist | 5,000.00 | |
| 57824 | 03/14/24 | Cintas Corp #684 | Uniforms, rugs, towels | 1,303.94 | |
| 57825 | 03/14/24 | The City of Ventura | Trash service | 100.00 | |
| 57826 | 03/14/24 | Coastal Architects | Monument design, signage | 6,320.00 | |
| 57827 | 03/14/24 | CyberCopy Inc. | Bid posting - boat washdown project | 8.00 | |
| 57828 | 03/14/24 | DATACHECK | Tenant screening | 35.00 | |
| 57829 | 03/14/24 | Dept. of Parks and Recreation | Lifeguard contract | 17,779.84 | |
| 57830 | 03/14/24 | Dial Security Inc | NPS 1691 security, NPS 1431 fire/security | 962.00 | |
| 57831 | 03/14/24 | E.J. Harrison & Sons Inc. | Trash service | 87.00 | |
| 57832 | 03/14/24 | Fast Signs | 1559 signage | 704.68 | |
| 57833 | 03/14/24 | Ferguson Enterprises Inc. | VHV restroom repair | 424.47 | |
| 57834 | 03/14/24 | Green Thumb International | VHV landscaping, 1575 patio plants, 1591 hose bibb | 2,322.96 | |
| 57835 | 03/14/24 | HDS White Cap Const. Supply | Gangway trash cans | 582.34 | |
| 57836 | 03/14/24 | Health & Human Resource Center | Employee Assistance Program (EAP) | 244.87 | |
| 57837 | 03/14/24 | HP Media, LLC | Marketing - advertising | 3,000.00 | |
| 57838 | 03/14/24 | Industrial Bolt and Supply | Boathouse dock, marina dock maintenance | 87.27 | |
| 57839 | 03/14/24 | Jani-King of CA Inc. | VHV Janitorial services | 6,622.85 | |
| 57840 | 03/14/24 | JaniTek Cleaning Solutions | NPS janitorial, Marketing office janitorial | 1,957.44 | |
| 57841 | 03/14/24 | Jensen Design & Survey Inc. | Surfers Knoll ADA, Boat wash project, 19A parking lot | 3,672.50 | |
| 57842 | 03/14/24 | JPL Construction Inc | VPD generator | 5,896.70 | |
| 57843 | 03/14/24 | Lysa Ashley | Entertainment/music | 600.00 | |
| 57844 | 03/14/24 | Matilija Water | Reverse osmosis/cooler | 64.86 | |
| 57845 | 03/14/24 | McCormix Corp. | Maintenance vehicle fuel | 734.77 | |
| 57846 | 03/14/24 | McMaster-Carr | VHV building hardware | 237.61 | |
| 57847 | 03/14/24 | Muzicraft Inc. | VHV public music | 348.06 | |
| 57848 | 03/14/24 | Pacific Oil Company | Waste oil disposal | 95.00 | |
| 57849 | 03/14/24 | Photo-Scan of Los Angeles | Monthly key card support | 957.95 | |
| 57850 | 03/14/24 | Quadiant Finance USA Inc | Postage refill | 705.87 | |
| 57851 | 03/14/24 | ReadyRefresh | Bottled water service | 391.12 | |
| 57852 | 03/14/24 | Service-Pro Fire Protection | Fire sprinkler inspection | 805.00 | |
| 57853 | 03/14/24 | Servpro of Ventura | 1559 Spinnaker #101 (Coastal Marine Biolabs) water leak mitigation | 6,913.65 | |
| 57854 | 03/14/24 | Smith Pipe & Supply Inc. | VPD landscaping | 114.22 | |
| 57855 | 03/14/24 | Sunridge Landscape Maint., Inc | Monthly mowing contract | 1,800.00 | |

ATTACHMENT 3

Accounts Payable Check Register - March 2024

| <u>Check</u> | <u>Date</u> | <u>Name</u> | <u>Description</u> | <u>Amount</u> | <u>Void Amount</u> |
|--------------|-------------|---|---|---------------|------------------------|
| 57856 | 03/14/24 | Sunrise Music | Entertainment/music | 2,250.00 | |
| 57857 | 03/14/24 | Susan Bejeckian Public Relations | Marketing - advertising | 1,600.00 | |
| 57858 | 03/14/24 | Swift Chip, Inc | IT services, Back up server, Micro soft | 10,359.00 | |
| 57859 | 03/14/24 | Time To Shine | VHV window washing, VHV window screen | 3,535.00 | |
| 57860 | 03/14/24 | Valley Scene Magazine | Marketing - advertising | 1,230.00 | |
| 57861 | 03/14/24 | Ventura Breeze | Marketing - advertising | 285.00 | |
| 57862 | 03/14/24 | Ventura County APCD | Annual air pollution permit required for dredging | 21,720.79 | |
| 57863 | 03/14/24 | Ventura County Reporter | Marketing - advertising | 675.00 | |
| 57864 | 03/14/24 | Ventura Harbor Storage | Fisherman Storage rental fees | 7,578.74 | |
| 57865 | 03/14/24 | Yama Lawn Mower Service | VHV landscaping | 268.63 | |
| 57866 | 03/14/24 | Mavcco Fuel | Boat fuel-Feb 2024 | 696.41 | |
| 57867 | 03/14/24 | Creative Coast Productions | Event production | 600.00 | |
| 57868 | 03/14/24 | Michael Blumenberg | Reimburse-Travel | 23.49 | |
| 57869 | 03/14/24 | Darla Bea Modugno | Entertainment/music | 350.00 | |
| 57870 | 03/14/24 | Anacapa Ukulele | Event production | 300.00 | |
| 57871 | 03/14/24 | R & R Enterprises | Event production | 800.00 | |
| 57872 | 03/14/24 | WSP USA Inc | Fishing business plan | 2,819.80 | |
| 57873 | 03/14/24 | Coastal Copy, Inc | Admin and Marketing copier lease | 675.24 | |
| 57874 | 03/14/24 | Topper Industries | Aluminum light rails | 4,185.00 | |
| 57875 | 03/14/24 | Dixon Resources Unlimited | Paid parking infrastructure | 1,925.00 | |
| 57876 | 03/14/24 | Medallion Protective Services Inc | Village patrol service | 8,427.40 | |
| 57877 | 03/14/24 | Advance Auto Parts Professional | Maintenance vehicle supplies | 88.40 | |
| 57878 | 03/14/24 | Gannett California LocaliQ | Bid posting - boat washdown project | 1,261.68 | |
| 57879 | 03/14/24 | Coastal Marine Biolabs | Tenant security deposit refund | 1,611.54 | |
| 57880 | 03/14/24 | IDI US Inc | Consulting services | 1,000.00 | |
| 57881 | 03/14/24 | Kcruts Photography | Leasing Marketing-photos | 350.00 | |
| 57882 | 03/14/24 | Sunrise Music | Entertainment/music | 500.00 | |
| 57883 | 03/14/24 | F.C.T. Construction | 1559 Spinnaker #101 (Coastal Marine Biolabs) water mitigation | 15,050.00 | |
| 57884 | 03/14/24 | Creative Coast Productions *** VOID *** | Event cancelled due to inclement weather conditions | | - |
| 57885 | 03/14/24 | Darla Bea Modugno | Entertainment/music | 350.00 | |
| 57886 | 03/14/24 | Erik Bear | Replace lost pay check | 45.77 | |
| 57887 | 03/20/24 | Aamark Beer Gardens | Loose Cannon-Lease Agreement | 67,100.53 | |
| 57888 | 03/28/24 | Accurate First Aid Services | Replenish first aid stations | 508.31 | |
| 57889 | 03/28/24 | Acorn Newspapers *** VOID *** | Duplicate invoice | | - |
| 57890 | 03/28/24 | Alliant Insurance Services | Event production | 784.00 | |
| 57891 | 03/28/24 | AramSCO, Inc | VHV janitorial supplies | 1,566.15 | |
| 57892 | 03/28/24 | Beacon Marine Chandlery Inc | Miscellaneous hardware | 17.01 | |
| 57893 | 03/28/24 | C E D | Fish pier electrical, VHV electrical, 1559 #205 Tis | 1,280.33 | |
| 57894 | 03/28/24 | Cal Termite & Pest Control | VHV termite treatment | 700.00 | |
| 57895 | 03/28/24 | California Electrical Supply | 1591 Spinnaker #205 office TI's | 7.59 | |
| 57896 | 03/28/24 | Central Coast Tourism Council | Annual board retreat | 250.00 | |
| 57897 | 03/28/24 | Cintas Corp #684 | Uniforms, rugs, towels | 1,336.49 | |
| 57898 | 03/28/24 | Clifton Larson Allen LLP | SBITA accounting | 1,790.26 | |
| 57899 | 03/28/24 | CyberCopy Inc. | Maps, banners, promo | 268.58 | |

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Accounts Payable Check Register - March 2024

| <u>Check</u> | <u>Date</u> | <u>Name</u> | <u>Description</u> | <u>Amount</u> | <u>Void Amount</u> |
|---|-------------|-----------------------------------|---|---------------|------------------------|
| 57900 | 03/28/24 | Destination Innovate, LLC | Marketing - advertising | 2,500.00 | |
| 57901 | 03/28/24 | Downtown Ventura Partners | Marketing - advertising | 1,200.00 | |
| 57902 | 03/28/24 | E.J. Harrison & Sons Inc. | Trash service | 9,946.51 | |
| 57903 | 03/28/24 | Fast Signs | Signs-gangway repair | 326.70 | |
| 57904 | 03/28/24 | Fausset Printing | Event production | 605.00 | |
| 57905 | 03/28/24 | Federal Express Corporation | Postage fee | 11.85 | |
| 57906 | 03/28/24 | Grainger Inc. | VHV building bulbs, pressure washer repair | 343.91 | |
| 57907 | 03/28/24 | Kenneth DeVoe | Entertainment/music | 600.00 | |
| 57908 | 03/28/24 | LegalShield | Prepaid legal | 68.75 | |
| 57909 | 03/28/24 | McCormix Corp. | Maintenance vehicle fuel | 242.85 | |
| 57910 | 03/28/24 | McMaster-Carr | Vehicle M46 box lock repair, miscellaneous hardware | 148.69 | |
| 57911 | 03/28/24 | Mendez Roofing Inc | VHV gutter replacement | 8,255.00 | |
| 57912 | 03/28/24 | Pacific Coast Congress of | Membership | 365.00 | |
| 57913 | 03/28/24 | Photo-Scan of Los Angeles | VPD camera services, key card tech | 290.00 | |
| 57914 | 03/28/24 | Rasmussen & Associates Inc | 1559 TI project, 1567 deck resurface, 1575 concept plan | 8,007.50 | |
| 57915 | 03/28/24 | Rincon Consultants, Inc. | Dredge support, sand management | 10,935.20 | |
| 57916 | 03/28/24 | Ring Central Inc | VPD monthly phones | 1,015.22 | |
| 57917 | 03/28/24 | Smith Pipe & Supply Inc. | Launch ramp irrigation, VHV/VPD landscaping | 1,747.10 | |
| 57918 | 03/28/24 | Standard Insurance Company | Group Term Life/Long-term Disability | 3,709.57 | |
| 57919 | 03/28/24 | Sun Life Financial | Dental insurance premiums | 1,510.82 | |
| 57920 | 03/28/24 | Sunbelt Rentals, Inc. | Scrubber rental | 252.68 | |
| 57921 | 03/28/24 | Ventana Monthly | Marketing - advertising | 615.00 | |
| 57922 | 03/28/24 | Ventura Breeze | Marketing - advertising | 285.00 | |
| 57923 | 03/28/24 | Ventura County Reporter | Marketing - advertising | 1,320.00 | |
| 57924 | 03/28/24 | Vision Service Plan-(CA) | Employee vision plan | 866.79 | |
| 57925 | 03/28/24 | Channel Watch Marine Services Inc | Vessel disposal | 11,055.00 | |
| 57926 | 03/28/24 | Pacific Builders | 1559 Building plumbing repair | 3,967.50 | |
| 57927 | 03/28/24 | R & R Enterprises | Event production | 800.00 | |
| 57928 | 03/28/24 | RRM Design Group | Parcel 5 design | 3,317.16 | |
| 57929 | 03/28/24 | Coastal Copy, Inc | Marina printer/copier lease | 90.87 | |
| 57930 | 03/28/24 | Advance Auto Parts Professional | Boat maintenance | 218.94 | |
| 57931 | 03/28/24 | Gannett California LocalIQ | Job posting | 918.00 | |
| 57932 | 03/28/24 | WhizCom Marketing LLC | Content development | 225.00 | |
| 57933 | 03/28/24 | F.C.T. Construction | 1559/1583 restroom project | 50,625.00 | |
| 57934 | 03/28/24 | Lagerlof LLP | Legal services | 64,323.00 | |
| 57935 | 03/28/24 | Liebert Cassidy Whitmore | HR Services | 3,569.50 | |
| Total Enterprise Account Check Register | | | | \$ 447,379.54 | \$ - |

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
January 2024

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Administrative Assistant/Clerk
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

| <u>Staff Member</u> | <u>Trans Date</u> | <u>Vendor</u> | <u>Category</u> | <u>Detailed Descriptions</u> | <u>Amount</u> |
|---|-------------------|-----------------------------|--------------------|---|---------------|
| Brian Pendleton | No activity | | | | |
| Total General Manager's Expenses | | | | | - |
| Todd Mitchell | 01/02/24 | Ventura Chamber Of Commerce | Conference | Chamber Connection Breakfast - Todd Mitchell & Jessica Snipas | 80.00 |
| Todd Mitchell | 01/08/24 | Baja Bay Surf N Taco | Conference | Business lunch with Fugro regional manager | 53.92 |
| Todd Mitchell | 01/23/24 | Eb Washington Week 20 | Conference | CMANC DC registration - Mitchell Blumenberg | 990.00 |
| Todd Mitchell | 01/24/24 | Alaska Air | Conference | CMANC DC return flight | 333.10 |
| Total Senior Business Operations Manager's Expenses | | | | | 1,457.02 |
| Jessica Rauch | 01/29/24 | Zoom.U.S | Communication | Virtual communications | 108.64 |
| Jessica Rauch | 01/04/24 | Harbor Mart | Conference | 01.03.24 Commission dinner | 86.52 |
| Jessica Rauch | 01/19/24 | Deep Sea Wines | Conference | 01.17.24 Commissioner dinner | 84.83 |
| Jessica Rauch | 01/23/24 | JPIA Academy | Conference | JPIA Academy - dinner - Rauch | 16.15 |
| Jessica Rauch | 01/23/24 | Iron Mountain | Operating supplies | Iron Mountain shred bin | 352.07 |
| Jessica Rauch | 01/22/24 | Juicer.io / Saas.Group | Subscriptions | Twitter Feed software for VH.com website | 19.00 |
| Total Administrative Assistant's Expenses | | | | | 667.21 |
| Gloria Adkins | No activity | | | | |
| Total Accounting Manager's Expenses | | | | | - |
| Joe Gonzalez | 01/23/24 | Apple.Com/Bill | Operating supplies | Monthly cell phone back up/storage | 2.99 |
| Total Capital Projects Manager's Expenses | | | | | 2.99 |
| Sergio Gonzalez | 01/02/24 | Apple.Com/Bill | Operating supplies | Monthly cell phone back up/storage | 0.99 |
| Total Maintenance Supervisor's Expenses | | | | | 0.99 |

ATTACHMENT 4

| <u>Staff Member</u> | <u>Trans Date</u> | <u>Vendor</u> | <u>Category</u> | <u>Detailed Descriptions</u> | <u>Amount</u> |
|--|-------------------|-------------------------|------------------------|---|--------------------|
| Jennifer Talt-Lundin | 01/02/24 | Facebook | Advertising | Social media boosts & paid ads | 149.18 |
| Jennifer Talt-Lundin | 01/10/24 | World Market Ecomm | Advertising | Lunar New Year scavenger hunt supplies | 19.70 |
| Jennifer Talt-Lundin | 01/23/24 | Harbor Village Gallery | Advertising | Welcome card for new hire | 6.46 |
| Jennifer Talt-Lundin | 01/23/24 | Top This Chocolate | Conferences | Welcome gift for new hire | 16.20 |
| Jennifer Talt-Lundin | 01/05/24 | Sp Branch Furniture | Office supplies | Desk for Marketing office | 904.03 |
| Jennifer Talt-Lundin | 01/24/24 | Target 00002980 | Office supplies | Misc. office supplies | 83.77 |
| Jennifer Talt-Lundin | 01/24/24 | Amazon Marketplace | Office supplies | Computer accessories for Marketing office | 100.96 |
| Jennifer Talt-Lundin | 01/22/24 | Mailchimp | Web site content | Enewsletter subscription | 276.00 |
| Total Marketing Manager's Expenses | | | | | 1,556.30 |
| Dave Werneburg | 01/09/24 | On Demand /Mail Quick | Office supplies | Pitney Bowes - print cartridge for Marketing mail machine | 115.99 |
| Dave Werneburg | 01/04/24 | Office Depot #931 | Office supplies | Wall calendar, misc. supplies for Dockmasters | 26.27 |
| Total Marina Manager's Expenses | | | | | 142.26 |
| John Higgins | 01/15/24 | DTV | Communication | Communications/news and information | 87.99 |
| John Higgins | 01/02/24 | Firehouse Subs | Conference | Storm watch-food for day shift staff | 136.98 |
| John Higgins | 01/02/24 | Brophy Bros Restaurant | Conference | Storm watch-food night shift | 35.08 |
| John Higgins | 01/10/24 | CBSOA.org | Conference | CBSOA Conference in April - registration - Higgins | 200.00 |
| John Higgins | 01/11/24 | Margaritaville Lake Ta | Conference | CBSOA Conference in April - lodging - Higgins | 167.30 |
| John Higgins | 01/25/24 | Tickets-2024 California | Conference | California Water Safety Coalition Conference registration Higgins | 150.00 |
| John Higgins | 01/25/24 | Live Scan | Conference/Training | Live Scan EMT recertification for Winter | 69.00 |
| John Higgins | 01/08/24 | Apple.Com/Bill | Operating supplies | Monthly cell phone/iPad back up/storage | 2.99 |
| John Higgins | 01/17/24 | Telcom, Inc | Operating supplies | Radio rental for Parade of Lights event | 330.00 |
| John Higgins | 01/18/24 | Costco.com | Operating supplies | Electric display Harbor Patrol | 301.69 |
| John Higgins | 01/25/24 | Apple.com/Bill | Operating supplies | Monthly cell phone/iPad back up/storage | 2.99 |
| John Higgins | 01/15/24 | Renogy.com | Vehicle maintenance | Patrol Truck electrical system | 811.08 |
| John Higgins | 01/02/24 | Advance Auto Parts | Watercraft maintenance | RWC spark plugs | 60.23 |
| John Higgins | 01/04/24 | Samsclub.com | Watercraft maintenance | Two waterproof bluetooth headsets for RWC | 256.45 |
| John Higgins | 01/04/24 | Wahoo/Solarez/Lifesled | Watercraft maintenance | Jet Ski supplies | 428.51 |
| Total Harbormaster's Expenses | | | | | 3,040.29 |
| Total Wells Fargo Credit Card Expenses | | | | | <u>\$ 6,867.06</u> |

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
February 2024

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Administrative Assistant/Clerk
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

| <u>Staff Member</u> | <u>Trans Date</u> | <u>Vendor</u> | <u>Category</u> | <u>Detailed Descriptions</u> | <u>Amount</u> |
|---|-------------------|--|--------------------|---|---------------|
| Brian Pendleton | 02/19/24 | Sprouts Farmers Market | Conference | Treats for CSUCI presentation | 35.38 |
| Brian Pendleton | 02/19/24 | California Special Districts Association | Conference | CSDA GM Leadership Summit registration | 775.00 |
| Brian Pendleton | 02/19/24 | Southwest Airlines | Conference | LCW Conference -Flight | 191.97 |
| Brian Pendleton | 02/12/24 | Hyatt Regency San Francisco | Conference | LCW Conference - Hotel | 731.19 |
| Brian Pendleton | 02/12/24 | Uber | Conference | LCW Conference - Friday Uber to Airport | 38.97 |
| Brian Pendleton | 02/12/24 | Bob Hope Airport | Conference | LCW Conference - Airport Parking | 81.00 |
| Brian Pendleton | 02/12/24 | Lark Creek Grill | Conference | LCW Conference - Dinner | 36.70 |
| Brian Pendleton | 02/09/24 | Uber | Conference | LCW Conference - Wednesday Uber to Hotel | 49.95 |
| Total General Manager's Expenses | | | | | 1,940.16 |
| Todd Mitchell | 02/01/24 | Ventura Chamber Of Commerce | Conference | Ventura Chamber of Commerce Connection Breakfast | 40.00 |
| Todd Mitchell | 02/14/24 | Theparkingspot-Tips | Conference | CMANC DC - Gratuity for shuttle bus driver | 2.00 |
| Todd Mitchell | 02/14/24 | Jersey Mikes | Conference | CMANC DC - Lunch | 14.21 |
| Todd Mitchell | 02/15/24 | Stoglina - Downtown | Conference | CMANC DC - Dinner: Mitchell, Blumenberg, Julie Minerva (Carpi & Clay) | 152.10 |
| Todd Mitchell | 02/16/24 | The Dubliner | Conference | CMANC DC - Dinner | 22.10 |
| Todd Mitchell | 02/16/24 | Longworth FC | Conference | CMANC DC - Breakfast - Mitchell & Blumenberg | 16.85 |
| Todd Mitchell | 02/16/24 | Longworth FC | Conference | CMANC DC - Lunch | 9.25 |
| Todd Mitchell | 02/19/24 | Yotel Washington DC | Conference | CMANC DC - Hotel - Blumenberg | 781.30 |
| Todd Mitchell | 02/19/24 | Uber Trip | Conference | CMANC DC - Uber to Airport | 21.92 |
| Todd Mitchell | 02/19/24 | Yotel Washington DC | Conference | CMANC DC - Hotel - Mitchell | 770.54 |
| Total Senior Business Operations Manager's Expenses | | | | | 1,830.27 |
| Jessica Rauch | 02/12/24 | Gan-Ca Localiq Adv | Advertising | Ventura County Star Payment | 2,722.78 |
| Jessica Rauch | 02/28/24 | Zoom.U.S | Communications | Virtual Communications | 108.64 |
| Jessica Rauch | 02/14/24 | Swift Chip, Inc. | Computer equipment | New Senior Harbor Patrol workstation | 1,161.27 |
| Jessica Rauch | 02/07/24 | Swift Chip, Inc. | Computer equipment | Additional wifi equipment | 2,521.35 |
| Jessica Rauch | 02/05/24 | Swift Chip, Inc. | Computer equipment | Wifi equipment | 2,364.07 |
| Jessica Rauch | 02/01/24 | LIMC | Conference | Rauch - International Institute of Municipal Clerks annual membership | 225.00 |
| Jessica Rauch | 02/22/24 | Margarita Villa | Conference | 02.21.24 Commission dinner | 144.64 |
| Jessica Rauch | 02/08/24 | California Special Districts Association | Conference | Pendleton Registration for CSDA Legislative Days | 345.00 |
| Jessica Rauch | 02/08/24 | Brophy Bros. Restaurant | Conference | 02.07.24 Commission dinner | 118.15 |
| Jessica Rauch | 02/22/24 | Iron Mountain | Operating supplies | Iron Mountain shred bin | 180.14 |
| Jessica Rauch | 02/20/24 | Juicer.io / Saas.Group | Subscriptions | Twitter Feed software for VH.com website | 19.00 |
| Total Administrative Assistant's Expenses | | | | | 9,910.04 |

ATTACHMENT 4

| <u>Staff Member</u> | <u>Trans Date</u> | <u>Vendor</u> | <u>Category</u> | <u>Detailed Descriptions</u> | <u>Amount</u> |
|---|-------------------|---------------------------------|---------------------|--|---------------|
| Gloria Adkins | 02/08/24 | Travel Guard Group Inc. | Conference | Govt. Finance Officers Assoc.-training conference-travel-Perkins | 34.36 |
| Gloria Adkins | 02/08/24 | Lax SmartParking | Conference | Govt. Finance Officers Assoc.-training-airport parking-Perkins | 89.99 |
| Gloria Adkins | 02/09/24 | United Airlines | Conference | Govt. Finance Officers Assoc.-training conference-travel-Perkins | 528.68 |
| Gloria Adkins | 02/09/24 | Hyatt Place Chicago River North | Conference | Govt. Finance Officers Assoc.-training conference-hotel-Perkins | 1,051.30 |
| Gloria Adkins | 02/09/24 | CSMFO | Conference | CA Society of Municipal Finance Officers-training-Perkins | 100.00 |
| Total Accounting Manager's Expenses | | | | | 1,804.33 |
| Joe Gonzalez | 02/23/24 | Apple.Com/Bill | Operating supplies | Monthly cell phone back up/storage | 2.99 |
| Total Capital Projects Manager's Expenses | | | | | 2.99 |
| Sergio Gonzalez | 02/15/24 | International Code Council Inc. | Conference | Training - Building inspector test fee | 305.00 |
| Sergio Gonzalez | 02/15/24 | International Code Council Inc. | Conference | Training - Building inspector test fee | 305.00 |
| Sergio Gonzalez | 02/28/24 | International Code Council Inc. | Conference | Training - Building inspector test fee | (305.00) |
| Sergio Gonzalez | 02/09/24 | Belson Outdoors | Grounds maintenance | Outdoor tables for VHV 1575 Spinnaker Dr. promenade patio | 3,830.52 |
| Sergio Gonzalez | 02/27/24 | Belson Outdoors | Grounds maintenance | Outdoor table & benches for VHV 1575 Spinnaker Dr. promenade patio | 2,735.78 |
| Sergio Gonzalez | 02/01/24 | Apple.Com/Bill | Operating supplies | Monthly cell phone back up/storage | 0.99 |
| Total Maintenance Supervisor's Expenses | | | | | 6,872.29 |
| Jennifer Talt-Lundin | 02/01/24 | Facebook | Advertising | Social media boosts & paid ads | 342.69 |
| Jennifer Talt-Lundin | 02/05/24 | Le Petit Cafe & Bakery | Advertising | Lunar new year scavenger hunt gift cards | 10.30 |
| Jennifer Talt-Lundin | 02/05/24 | Boatyard Pub | Advertising | Lunar new year scavenger hunt gift cards | 10.00 |
| Jennifer Talt-Lundin | 02/05/24 | Coastal Cone & Parlor | Advertising | Lunar new year scavenger hunt gift cards | 10.00 |
| Jennifer Talt-Lundin | 02/05/24 | Coastal Cone & Parlor | Advertising | Lunar new year scavenger hunt gift cards | 10.00 |
| Jennifer Talt-Lundin | 02/05/24 | Margarita Villa | Advertising | Lunar new year scavenger hunt gift cards | 10.00 |
| Jennifer Talt-Lundin | 02/05/24 | Just 4 Dreamers, Inc | Advertising | Lunar new year -year of the dragon giveaway gift card | 45.00 |
| Jennifer Talt-Lundin | 02/05/24 | Brophy Bros. Restaurant | Advertising | Lunar new year scavenger hunt 2 gift cards | 20.00 |
| Jennifer Talt-Lundin | 02/05/24 | Top This Chocolate | Advertising | Lunar new year scavenger hunt | 10.00 |
| Jennifer Talt-Lundin | 02/12/24 | The Greek Mediterranean | Advertising | Lunar new year scavenger hunt gift cards | 10.00 |
| Jennifer Talt-Lundin | 02/26/24 | Facebook | Advertising | Paid social media ads | 900.00 |
| Jennifer Talt-Lundin | 02/12/24 | Big Sur Lodge | Conference | Central coast tourism annual board retreat -conference rate hotel | 268.60 |
| Jennifer Talt-Lundin | 02/29/24 | Amazon Marketplace | Event production | Fillable sand bags to hold down displays | 24.77 |
| Jennifer Talt-Lundin | 02/23/24 | Paypal | Event production | Chalk artists for black history month | 250.00 |
| Jennifer Talt-Lundin | 02/01/24 | Office Depot #931 | Office supplies | Office supplies-USB cable for iphone, wall file for inbox | 206.17 |
| Jennifer Talt-Lundin | 02/28/24 | Office Depot #931 | Office supplies | Heavy paper for office use | 24.23 |
| Jennifer Talt-Lundin | 02/12/24 | Deep Sea Wines | Tenant recognition | Raffle prizes from the host restaurant for the event | 121.80 |
| Jennifer Talt-Lundin | 02/22/24 | Channel Islands Juice | Tenant recognition | Gift of fresh pressed juice for tenants | 582.00 |
| Jennifer Talt-Lundin | 02/22/24 | Kalorama Coffee Cart | Tenant recognition | Coffee cart for tenant reception | 600.00 |
| Jennifer Talt-Lundin | 02/23/24 | Weddingstar Inc. | Tenant recognition | Gift for the village tenants - coral wine stopper | 201.39 |
| Jennifer Talt-Lundin | 02/23/24 | Currency Conversion Fee | Tenant recognition | Credit card fee charge for item for tenant reception | 2.01 |
| Jennifer Talt-Lundin | 02/27/24 | Amazon Marketplace | Tenant recognition | Name badges and stickers for tenant reception | 13.98 |
| Jennifer Talt-Lundin | 02/29/24 | Ross Stores #91 | Tenant recognition | Raffle prize baskets (2) for the tenant reception | 10.75 |
| Jennifer Talt-Lundin | 02/22/24 | Mailchimp | Web site content | Enewsletter subscription | 276.00 |
| Jennifer Talt-Lundin | 02/06/24 | Canva | Web site content | Enewsletter subscription | 119.40 |
| Total Marketing Manager's Expenses | | | | | 4,079.09 |

ATTACHMENT 4

| <u>Staff Member</u> | <u>Trans Date</u> | <u>Vendor</u> | <u>Category</u> | <u>Detailed Descriptions</u> | <u>Amount</u> |
|--|-------------------|-------------------------|-----------------------|--|---------------------|
| Dave Werneburg | 02/28/24 | Amazon Marketplace | Office supplies | Magnets for whiteboard in Dockmasters' office | 7.53 |
| Dave Werneburg | 02/28/24 | Amazon Marketplace | Office supplies | Magnets for whiteboard in Dockmasters' office | 11.40 |
| Dave Werneburg | 02/23/24 | Office Depot #931 | Office supplies | Envelopes for Marina and Dry Storage monthly billing | 86.73 |
| Total Marina Manager's Expenses | | | | | 105.66 |
| John Higgins | 02/15/24 | DTV | Communications | Communications/news and information | 94.46 |
| John Higgins | 02/27/24 | Dell Bus Online | Computer equipment | Dell Laptop for vessel engine troubleshooting software | 663.26 |
| John Higgins | 02/21/24 | Brophy Bros. Restaurant | Conference | Post boat fire meal (unable to take lunch due to commitment to call) | 70.19 |
| John Higgins | 02/14/24 | Ventura County Ems | Conference | EMT Certification Renewal-Winter | 136.00 |
| John Higgins | 02/13/24 | Ventura County Ems | Conference | EMT Certification Renewal-Kabris | 95.00 |
| John Higgins | 02/08/24 | Safety Unlimited Inc. | Conference | EMT Continuing Education-Plasch | 25.00 |
| John Higgins | 02/22/24 | Ventura County Ems | Conference | EMT License-Plasch | 136.00 |
| John Higgins | 02/08/24 | Doubletree Hotels | Conference | Dept Boating & Waterways-accident training-hotel-Plasch | 246.82 |
| John Higgins | 02/08/24 | Doubletree Hotels | Conference | Dept Boating & Waterways-accident training-hotel-Donohue | 246.82 |
| John Higgins | 02/07/24 | Livescan Express Inc. | Conference | Live Scan EMT Recertification-Plasch | 71.00 |
| John Higgins | 02/27/24 | Dell Bus Online | Operating supplies | Laptop bag | 15.92 |
| John Higgins | 02/26/24 | Apple.Com/Bill | Operating supplies | Monthly cell phone/iPad back up/storage | 2.99 |
| John Higgins | 02/15/24 | Windy.com | Operating supplies | Online weather forecast annual subscription | 18.99 |
| John Higgins | 02/07/24 | Apple.Com/Bill | Operating supplies | Monthly cell phone/iPad back up/storage | 2.99 |
| John Higgins | 02/21/24 | Safety Tek Inc. | Professional services | SCBA Fit Testing - Givens & Pickett | 430.00 |
| John Higgins | 02/15/24 | WGD | Uniforms | Uniform Jackets-Plasch | 221.91 |
| Total Harbormaster's Expenses | | | | | 2,477.35 |
| Total Wells Fargo Credit Card Expenses | | | | | <u>\$ 29,022.18</u> |

ATTACHMENT 4

Ventura Port District
Wells Fargo Business Credit Card Charges
March 2024

Chase Credit Card holders

Brian Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Jessica Rauch, Administrative Assistant/Clerk
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager
Sergio Gonzalez, Maintenance Supervisor
Jennifer Talt-Lundin, Marketing Manager
Dave Werneburg, Marina Manager
John Higgins, Harbormaster

| <u>Staff Member</u> | <u>Trans Date</u> | <u>Vendor</u> | <u>Category</u> | <u>Detailed Descriptions</u> | <u>Amount</u> |
|---|-------------------|--|-----------------------|--|---------------|
| Brian Pendleton | No activity | | | | |
| Total General Manager's Expenses | | | | | - |
| Todd Mitchell | 03/28/24 | CMANC Spring Meeting | Conference | CMANC Spring 2024 meeting registration | 500.00 |
| Todd Mitchell | 03/21/24 | County of Ventura | Professional services | Ventura County environmental document filing fee-sand management | 52.50 |
| Total Senior Business Operations Manager's Expenses | | | | | 552.50 |
| Jessica Rauch | 03/28/24 | Zoom.Ux | Communications | Virtual Communications | 108.64 |
| Jessica Rauch | 03/29/24 | California Special Districts Association | Conference | CSDA annual conference registration - Pendleton | 775.00 |
| Jessica Rauch | 03/21/24 | Harbor Mart | Conference | 03.20.24 Commission dinner | 145.66 |
| Jessica Rauch | 03/08/24 | Boatyard Pub | Conference | 03.6.24 Commission dinner | 212.78 |
| Jessica Rauch | 03/22/24 | Iron Mountain | Operating supplies | Iron Mountain shred bin | 179.51 |
| Jessica Rauch | 03/20/24 | Juicer.io / Saas.Group | Subscriptions | Twitter Feed software for VH.com website | 19.00 |
| Total Administrative Assistant's Expenses | | | | | 1,440.59 |
| Gloria Adkins | 03/21/24 | Aatrix Software | Professional services | Annual 1099-MISC filing - 2023 | 24.95 |
| Gloria Adkins | 03/21/24 | Aatrix Software | Professional services | Annual 1099-NEC filing - 2023 | 169.32 |
| Gloria Adkins | 03/25/24 | Teamviewer.com | Subscriptions | Annual subscription for Accounting Manager to work off site | 612.00 |
| Total Accounting Manager's Expenses | | | | | 806.27 |
| Joe Gonzalez | 03/14/24 | Eb Icc Ventura Region | Conference | City of Ventura training course | 20.00 |
| Joe Gonzalez | 03/25/24 | Apple.Com/Bill | Operating supplies | Monthly cell phone back up/storage | 2.99 |
| Total Capital Projects Manager's Expenses | | | | | 22.99 |
| Sergio Gonzalez | 03/14/24 | Eb Icc Ventura Region | Conference | City of Ventura training course | 40.00 |
| Sergio Gonzalez | 03/01/24 | Prime Masonry Materials | Equip. maintenance | Rental-concrete sack mixer cleaning fee refund | (100.00) |
| Sergio Gonzalez | 03/01/24 | Prime Masonry Materials | Equip. maintenance | Rental-concrete sack mixer-Promenade trash enclosures platforms | 447.71 |
| Sergio Gonzalez | 03/04/24 | The Outdoor Plus Co. | Grounds maintenance | VHV promenade fire pit replacement controller | 1,568.76 |
| Sergio Gonzalez | 03/04/24 | Apple.Com/Bill | Operating supplies | Monthly cell phone back up/storage | 0.99 |
| Total Maintenance Supervisor's Expenses | | | | | 1,957.46 |

ATTACHMENT 4

| <u>Staff Member</u> | <u>Trans Date</u> | <u>Vendor</u> | <u>Category</u> | <u>Detailed Descriptions</u> | <u>Amount</u> |
|--|-------------------|-------------------------|--------------------|--|---------------------|
| Jennifer Talt-Lundin | 03/29/24 | All Thats Fit To Print | Advertising | Business cards for two marketing team members | 108.12 |
| Jennifer Talt-Lundin | 03/25/24 | Facebook | Advertising | Paid social media ads | 900.00 |
| Jennifer Talt-Lundin | 03/19/24 | Amazon Marketplace | Advertising | New poppies for the Highway 1 sign photo opp | 172.38 |
| Jennifer Talt-Lundin | 03/11/24 | The Greek Mediterranean | Advertising | Social media contest for clam chowder giveaway | 20.00 |
| Jennifer Talt-Lundin | 03/11/24 | Le Petit Cafe & Bakery | Advertising | Gift card for clam chowder giveaway | 20.60 |
| Jennifer Talt-Lundin | 03/01/24 | Facebook | Advertising | Advertising paid social media ads | 103.85 |
| Jennifer Talt-Lundin | 03/18/24 | Westin (Westin Hotels) | Conference | Visit Outlook Forum annual conference-Marketing&Events Coordinator | 947.91 |
| Jennifer Talt-Lundin | 03/18/24 | Westin (Westin Hotels) | Conference | Visit Outlook Forum annual conference-Marketing Manager | 947.91 |
| Jennifer Talt-Lundin | 03/15/24 | Westin Mission F And B | Conference | Visit Outlook Forum annual conference meals-M&E Coordinator | 13.00 |
| Jennifer Talt-Lundin | 03/15/24 | Westin Mission F And B | Conference | Visit Outlook Forum annual conference meals for Marketing Manager | 13.00 |
| Jennifer Talt-Lundin | 03/29/24 | VC Balloons | Event production | Mermaid display for event activation days | 435.00 |
| Jennifer Talt-Lundin | 03/25/24 | Big Lots Stores - #4030 | Event production | Mermaid month bubble wands for activation days | 64.51 |
| Jennifer Talt-Lundin | 03/22/24 | Michaels Stores 4800 | Event production | Blue stones for mermaid kisses/mermaid meet & greet/signage | 19.38 |
| Jennifer Talt-Lundin | 03/18/24 | Officemax/Depot 6336 | Event production | Golf pencils for mermaid scavenger hunt | 10.21 |
| Jennifer Talt-Lundin | 03/18/24 | Amazon Marketplace | Event production | Props for mermaid month activation days | 77.53 |
| Jennifer Talt-Lundin | 03/18/24 | Amazon Marketplace | Event production | Materials for mermaid month activation days | 40.58 |
| Jennifer Talt-Lundin | 03/18/24 | Target 00028720 | Event production | Mermaid month bubble wands for activation days as hand outs | 87.00 |
| Jennifer Talt-Lundin | 03/04/24 | Vistaprint | Rack cards | Mermaid Month rack cards | 200.39 |
| Jennifer Talt-Lundin | 03/22/24 | Mailchimp | Web site content | Enewsletter software monthly rate | 276.00 |
| Jennifer Talt-Lundin | 03/21/24 | Survey Monkey | Web site content | Survey monkey annual software use | 468.00 |
| Jennifer Talt-Lundin | 03/11/24 | QR-Code-Generator.com | Web site content | QR code generator software fee | 164.75 |
| Jennifer Talt-Lundin | 03/11/24 | Currency Conversion Fee | Web site content | QR code generator software fee | 1.65 |
| Total Marketing Manager's Expenses | | | | | 5,091.77 |
| Dave Werneburg | 03/07/24 | Allegretto Vineyard | Conference | JPIA Management Academy - meals | 88.84 |
| Dave Werneburg | 03/06/24 | Allegretto Vineyard | Conference | JPIA Management Academy - meals | 61.20 |
| Dave Werneburg | 03/01/24 | Office Depot #931 | Office supplies | Miscellaneous office supplies, receipt book for Courtesy Dockmasters | 61.67 |
| Total Marina Manager's Expenses | | | | | 211.71 |
| John Higgins | 03/21/24 | Samsclub.com | Auto supplies | Auto tools storage cabinet | 1,507.42 |
| John Higgins | 03/21/24 | Go2Marine | Boat maintenance | Gaskets for boat hatch | 119.49 |
| John Higgins | 03/15/24 | DTV | Communications | Communications/news and information | 92.99 |
| John Higgins | 03/29/24 | Brophy Bros. Restaurant | Conference | Staff in-house training food | 76.13 |
| John Higgins | 03/18/24 | Doubletree Hotels | Conference | Boating Accident Investigation Training - Plasch | 1,097.30 |
| John Higgins | 03/18/24 | Doubletree Hotels | Conference | Boating Accident Investigation Training - Donohue | 987.30 |
| John Higgins | 03/12/24 | Mariners Learning | Conference | US Coast Guard Online Course - MSO Givens & Pickett | 1,305.00 |
| John Higgins | 03/11/24 | Macheist | Operating supplies | Computer software for Dell laptop | 113.96 |
| John Higgins | 03/28/24 | Costco Wholesale #0420 | Operating supplies | Moving supplies Boat House storage containers | 34.94 |
| John Higgins | 03/28/24 | Costco Wholesale #0420 | Operating supplies | Moving supplies Boat House storage containers | 352.88 |
| John Higgins | 03/25/24 | Apple.Com/Bill | Operating supplies | Monthly cell phone/iPad back up/storage | 2.99 |
| John Higgins | 03/15/24 | Ventura Dive & Sport | Operating supplies | Medical oxygen bottle refill | 56.03 |
| John Higgins | 03/14/24 | Sweet Peas Flowers | Operating supplies | Memorial flower HPO Korber's LOD anniversary | 242.44 |
| John Higgins | 03/06/24 | Apple.Com/Bill | Operating supplies | Monthly cell phone/iPad back up/storage | 2.99 |
| Total Harbormaster's Expenses | | | | | 5,991.86 |
| Total Wells Fargo Credit Card Expenses | | | | | <u>\$ 16,075.15</u> |

VENTURA PORT DISTRICT
DEPARTMENTAL STAFF REPORT

Meeting Date: May 15, 2024

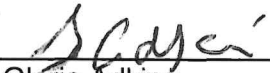
TO: Board of Port Commissioners
CC: Brian D. Pendleton, General Manager
FROM: Gloria Adkins, Accounting Manager
SUBJECT: Quarterly Treasurers Report – March 31, 2024

As of March 31, 2024, the District held cash and investments with a market value of \$16,842,635. Funds held in investments represent those not needed for general operating activities.

Local Agency Investment Fund (LAIF) holds 98% of the March 31, 2024 total fund balance:

| | |
|--------------------------------------|----------------|
| Enterprise (Operating) Fund | \$4,709,678 |
| Dredging Reserve Fund | 3,081,962 |
| Capital Improvement Fund | 8,492,816 |
| Capital Improvement – Fisheries Fund | <u>210,828</u> |
| Total Funds | \$16,495,284 |

The Investment Portfolio Report for March 31, 2024 attached herewith includes all of the District's Funds.

Submitted by:  Date: May 7, 2024
Gloria Adkins
Accounting Manager

ATTACHMENTS:

- Attachment 1 - Investment Portfolio Report for March 31, 2024
- Attachment 2 - LAIF Performance Report for March 31, 2024

ATTACHMENT 5

ATTACHMENT 1

Ventura Port District
Investment Portfolio Report
Quarter Ending 03/31/2024

| <u>Security Type</u> | <u>Issuer</u> | <u>CUSIP Number</u> | <u>Maturity Date</u> | <u>Interest Rate</u> | <u>Par Value</u> | <u>Book Value</u> | <u>Percent of Portfolio</u> | <u>Market Value</u> | <u>Market Value Source</u> |
|---|-------------------------|---------------------|----------------------|----------------------|------------------|----------------------|-----------------------------|----------------------|----------------------------|
| Cash Investments | | | | | | | | | |
| State Pool (LAIF) | LAIF-State Treasury | | On Demand | 4.30% | 16,591,661 | 16,591,661 | 98% | 16,495,284 | LAIF |
| Total Cash Investments LAIF | | | | | | \$ 16,591,661 | 98% | \$ 16,495,284 | |
| Cash Deposits | | | | | | | | | |
| Demand Deposits- | | | | | | | | | |
| Main checking | Wells Fargo | | On Demand | N/A | N/A | 318,460 | 2% | 381,460 | Wells Fargo |
| Merchant Services Account | Wells Fargo | | On Demand | N/A | N/A | 6,595 | 0.0% | 6,595 | Wells Fargo |
| SLC Grant Fund checking | Wells Fargo | | On Demand | N/A | N/A | - | 0.0% | - | Wells Fargo |
| Petty Cash | Ventura Port District | | On Demand | N/A | N/A | 2,485 | 0.01% | 2,485 | Ventura Port District |
| Total Cash Deposits | | | | | | \$ 327,540 | 2% | \$ 390,540 | |
| Cash in County Treasurer's Pooled Investment Program | | | | | | | | | |
| County Treasurer's Pool | Ventura County Treasury | | On Demand | 4.03% | 19,811 | 19,811 | 0.1% | 19,811 | Ventura County Treasury |
| Total Cash in County Treasury | | | | | | \$ 19,811 | 0.1% | \$ 19,811 | |
| TOTAL ALL FUNDS | | | | | | \$ 16,939,012 | 100% | \$ 16,905,635 | |

Notes:

I certify that this report accurately reflects all of the Districts investments, and is in conformance with the adopted District Investment Policy. Furthermore, I certify to the best of my knowledge, sufficient investment liquidity and anticipated revenues are available to the meet the District's budgeted expenditure requirements for the next six months.

5/7/2024

Submitted by: *JADMan*



PMIA/LAIF Performance Report as of 4/17/24



Quarterly Performance Quarter Ended 03/31/24

| | |
|--|---------------------|
| LAIF Apportionment Rate ⁽²⁾ : | 4.30 |
| LAIF Earnings Ratio ⁽²⁾ : | 0.00011755619077389 |
| LAIF Administrative Cost ^{(1)*} : | 0.27 |
| LAIF Fair Value Factor ⁽¹⁾ : | 0.994191267 |
| PMIA Daily ⁽¹⁾ : | 4.22 |
| PMIA Quarter to Date ⁽¹⁾ : | 4.12 |
| PMIA Average Life ⁽¹⁾ : | 226 |

PMIA Average Monthly Effective Yields⁽¹⁾

| | |
|----------|-------|
| March | 4.232 |
| February | 4.122 |
| January | 4.012 |
| December | 3.929 |
| November | 3.843 |
| October | 3.670 |

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 3/31/24 \$156.5 billion

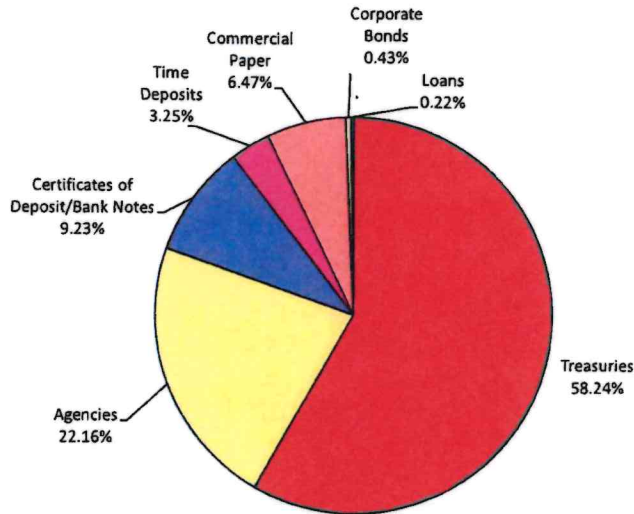


Chart does not include \$2,005,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller



**BOARD OF PORT COMMISSIONERS
MAY 15, 2024**

**STANDARD AGENDA ITEM 3
FISCAL YEAR 2024-2025 BUDGET
STUDY SESSION**

**VENTURA PORT DISTRICT
BOARD COMMUNICATION**

STANDARD AGENDA ITEM 3
Meeting Date: May 15, 2024

To: Board of Port Commissioners
From: Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Operations Manager
Gloria Adkins, Accounting Manager
Subject: Fiscal Year 2024–2025 Budget Study Session

RECOMMENDATION:

That the Board of Port Commissioners conduct a Fiscal Year 2024–2025 (FY24-25) Budget Study Session and provide direction to the General Manager in preparation of the Preliminary Budget and Five-Year Capital Improvement Plan.

SUMMARY:

The District implemented the study session as a new step in the budget adoption process three years ago. This provides the opportunity for Board and stakeholder engagement in the discussion of funding priorities as the budget is being developed. The study session this year will benefit from consideration of Guiding Principles and Five-year Objectives adopted by the Board, before presenting the Preliminary Budget on June 5.

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.

FIVE-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.

BACKGROUND:

The current budget process began in April after the conclusion of the Midyear Budget. At the direction of the General Manager, the management team began evaluating expenses which will be presented in detail as part of the Preliminary Budget at the next Board Meeting.

Operating Revenues:

The management team has begun discussing revenue projections with master tenants, and forecasting Village, Village Marina, charters, dry storage, and commercial fishing revenues. This process is on-going, and the revenue and expense projections will be presented as part of the Preliminary Budget presentation to the Board on June 5.

Master Tenants

District staff has been communicating with Master Tenants while developing the Budget Study Session. Most of the Master Tenants have expressed an expectation for similar or modest increases in revenue for the coming fiscal year, however the VenturaWaterPure construction project (which will likely last through this summer) continues to be a concern in the north Harbor.

Harbor Village

For two years in a row, the region has experienced longer and more extreme winter weather than has been normal. This has translated into weakened visitation and therefore spending at the Village in the first quarter in both years for restaurant, retail/entertainment, and charter businesses. In addition, macroeconomic forces and spending trends have reduced consumer spending with some of the greatest impacts to the retail sector. Added to this, businesses are experiencing the impacts of inflation on staffing costs and increased cost of goods.

These challenging circumstances continue to exert pressure on Harbor Village businesses and as a result there are likely to be vacancies in the retail sector next fiscal year. The Loose Cannon, a new arcade and restaurant/beer garden, is expected to open by late summer, which should have a beneficial impact on Village visitation. Both leasing and marketing strategies will place an emphasis on retaining and attracting Village tenants. It should be noted that the staff has been particularly successful in maintaining a low office vacancy rate, even as new space was brought online at the former Comedy Club.

Across from the Loose Cannon, at 1575 Spinnaker Drive, the District has submitted plans to the City for building façade improvements. This building, where the former Sugar Lab, Copa Cubana, and 805 Bar and Grilled Cheese were located, will greatly benefit from modernization for new tenanting. A new outdoor patio with improved seating is also in the planning stages. While this project planning is underway, staff has made improvements to the patio for common area seating and entertainment.

Commercial Fishing

The commercial fishing industry rebounded in FY22-23 but that was followed by a very weak FY23-24. Industry members anticipate FY24-25 to improve over FY23-24. However, commercial fishing landings are not a very significant contributor to Commercial Fishing revenue, which is more significantly driven by leases for their premises, slip revenue, fuel sales, vessel repairs, and other activities related to commercial fishing.

Recreational Fishing

Recreational fishing, including dry boat storage and public launch ramp parking, has been impacted by the VenturaWaterPure project, which is anticipated to be completed by late summer. With greater visibility and capacity, dry boat storage revenue is expected to increase once the lot at Harbor and Schooner is fully ready for business.

Operating Expenses:

An increase in overall operating expenses is anticipated due to inflationary pressures for on-going expenses, increased Village marketing events, proposed staffing merit and cost of living adjustments, labor agreements, employee compensation and benefits, and pension costs. Department managers are being prudent in projecting budgetary needs. Details on expense projections will be presented as part of the Preliminary Budget presentation to the Board on June 5.

Dredging

Due to the sediment deposition in the Harbor during the atmospheric rain events in 2023, the District needed to perform inner harbor dredging in March of 2024. Staff is pursuing FEMA/CalOES grant funding for a portion of the work (estimated ~65%) to be received by FY25-26. Staff budgeted a portion of the total costs to come from operating revenue in FY23-24 and a large portion to come from the Dredging Reserve Fund, which must now be replenished in the coming FY24-25 budget.

Staffing Considerations

As part of the FY24-25 budget process, the General Manager and the management team are evaluating the staffing needs for each department. A formal recommendation, if necessary, will come before the Board as part of the budget approval process in subsequent meetings. Recruitments are also ongoing to fill existing vacancies. The General Manager is evaluating staff compensation for the coming fiscal year, including cost of living adjustments, merit increases, and benefits for both represented and unrepresented employees.

California Public Employee Retirement System (CalPERS)

The District will receive a report and presentation by Drew Ballard of Foster & Foster Consulting Actuaries regarding the CalPERS actuarial obligations, the Districts plan benefits, and future payment outlook for the District employees' retirement plans. The Unfunded Annual Liability (UAL) due for FY24-25 is \$413,358. This is an increase of \$78,304 (23%) over the FY23-24 UAL of \$335,054. Foster & Foster anticipated an increase in their model that was presented to the Board last year. The normal cost rate percentage increased slightly by 0.55%. The normal cost rate is a percentage of bi-weekly payroll. Drew will discuss these increases as part of his presentation.

General Insurance

Recent years have shown significant cost increases in property and liability insurance, for general policies and the marine policies, from 7% to 20% depending on the category. Staff are budgeting for a continued significant increase in the cost of insurance for the District in the coming fiscal year.

GRANT REVENUE

Staff continue to both pursue and spend grant revenue largely towards various capital improvement projects.

In recent years, the District has successfully applied for several grants, including:

- Six grants for electric vehicle charging at three locations at the harbor.
- One grant from California State Parks Division of Boating and Waterways.
- Two grants from the National Fish and Wildlife Fund.

One additional grant remains under consideration in partnership with the Port of Hueneme to modernize the commercial fish offloading area. A grant opportunity Staff is planning to pursue in 2025 is a federal Department of Transportation Port Infrastructure Development Program (PIDP) grant to replace the commercial fish pier in 6-8 years' time.

Successful grant awards are considered by staff when proposing future projects. However, where the grant outcome is uncertain, the associated projects are typically not considered within the Capital Improvement Plan.

CAPITAL IMPROVEMENTS:

Implementing and executing a robust Capital Improvement Plan (CIP) over five years has been a consistent priority to the District. Some of the priorities over recent years have included:

- Ongoing accessibility improvements throughout Harbor Village.
- Various roof replacements at Harbor Village.
- Commercial fishing infrastructure upgrades.
- Building improvements to increase lease value and to continue to attract tenants.

Priorities for FY24-25 continue to take into account updates to the District's Guiding Principles and 5-Year Objectives.

FY24-25 Proposed Capital Improvements:

Staff has identified the following Capital Improvement Projects that are being recommended to the Board for consideration in FY24-25.

| Capital Improvement Projects | Budgeted Cost |
|---|----------------------|
| 1575 Spinnaker Building Exterior Façade Improvements (New project – 2 phases) | \$ 1,000,000 |
| Launch Ramp Floating Dock Replacement, Washdown Station ADA Improvement, Restroom Upgrades (This project has been partially delayed) | \$ 540,000 |
| Harbor Village Buildings – Roof Replacement (Modification to previous plan – partial deferment & distribution over longer period) | \$ 350,000 |
| Promenade Curved Wall & Patio Upgrades (Deferred to coincide with 1575 Spinnaker Improvements) | \$ 250,000 |
| Paid Parking Infrastructure (Procurement upon issuance of permits) | \$ 175,000 |
| Fish Pier – Procurement & Installation of Fender Camels (Modification to previous plan – partial deferment) | \$ 175,000 |
| Parcel 19: Parking lot lights, poles, & asphalt (New Project) | \$ 150,000 |
| Harbor Entrance Feature: Schooner Drive | \$ 75,000 |
| EV Charging Stations in Harbor Village (21) (Continued deferment of installation due to SCE schedule) | \$ 65,000 |
| 1575/1583 Pass-Through Repaving (Deferred to coincide with Boatyard Pub patio construction) | \$ 60,000 |
| Harbor Cove & Surfers Knoll – Restroom & Shower Area Improvements (Entitlements underway – phase 1 construction in FY24-25) | \$ 75,000 |
| Resurface Parking Lots (Harbor Village & Beach Lots) (Distributed over multiple years) | \$ 55,000 |
| 1567 B Building Patio Wall Replacement | \$ 55,000 |

| | |
|---|-----------|
| National Park Service Building (1691 Building) HVAC System Replacement (Phase 2) | \$ 40,000 |
| Harbor Village Wayfinding Signage, Entry Awnings (Distributed over multiple years) | \$ 25,000 |

| ADA Improvement Projects | Budgeted Cost |
|---|----------------------|
| Harbor Cove & Surfers Knoll – Retaining Wall & Shower Area Improvements (Partially grant funded) | \$ 300,000 |
| Handrails Update/Replacement | \$ 80,000 |

FY24-25 Proposed Tenant Improvements:

Staff use lease expiration dates, probabilities, and anticipated costs for suite remodeling to estimate a comprehensive budget for District costs associated with addressing tenant turnover. During the previous fiscal year, the Board-approved leasing strategy included focus on tenant retention which has been successful in reducing turnover and thus the need to spend funds on preparing suites for new tenants. Staff, where possible, continue to secure multi-year terms for new leases and lease renewals, as this provides security and reduces risk for both tenants and District.

For FY24-25, Staff is planning for a significant Tenant Improvement investment associated with the modernization of the restaurant space at 1575 Spinnaker Dr. (former Sugar Lab/Copa Cubana/805 Bar) as well as in-kind investments in two restaurant spaces as part of recent leases. That work is subject to prevailing wages. Staff is also planning to alter the former Coastal Marine Biolabs ground floor office (now that they have successfully transitioned to a new, upstairs office). This alteration would make the former suite better suited to providing customer-facing retail services.

FISCAL IMPACT:

Staff is presenting this Budget Study Session for the Board to provide direction on spending priorities. The most significant spending variations occur in Capital Improvement Projects and Tenant Improvement Projects, which have a combined estimated net cost of \$3.5 million (includes grant reimbursement offsets). Direction from the Board will be reflected in the Preliminary Budget presented to the Board on June 5.

ATTACHMENTS:

Attachment 1 – DRAFT 5-Year Capital Project and ADA Project Improvement Plan

**Capital Improvements and ADA Improvements Plan
Summary of Five Year Projection**

| Item # | Dept. | Project Location/Description | Fiscal Yr 24-25 | Fiscal Yr 25-26 | Fiscal Yr 26-27 | Fiscal Yr 27-28 | Fiscal Yr 28-29 | Fiscal Yr 29-30 |
|--------|-------------|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 1 | Capital | 1575 Spinnaker Building Exterior Façade Improvements | 1,000,000 | 750,000 | | | | |
| 2 | HP | Launch Ramp Floating Dock Replacement, Washdown Station ADA Improvement, Restroom Upgrades (Grant funded) | 540,000 | | | | | |
| 3 | Capital | Harbor Village Bldgs.-replace/repair roofs/tiles/gutters - (FY24-25:1583, FY25-26: 1575, FY26-27: 1431) | 350,000 | 700,000 | 900,000 | 250,000 | | |
| 4 | Capital | Promenade Curved Wall & Patio Upgrades: 1575 and 1583 | 250,000 | | | | | 250,000 |
| 5 | Admin | Paid Parking Infrastructure (Procurement of infrastructure expected after all approvals received) | 175,000 | | | | | |
| 6 | Marina | Fish Pier - fender camels | 175,000 | | | | | |
| 7 | Capital | Parcel 19A: Parking Lot Lights & Poles & Asphalt | 150,000 | | | | | |
| 8 | Capital | Harbor Entrance Feature Revitalization & Wayfinding (Schooner FY23-24, Spinnaker FY24-25) | 75,000 | 75,000 | | | | |
| 9 | Admin | Ventura Harbor Village - WiFi or Mobile Phone Repeater Infrastructure | 75,000 | | | | | |
| 10 | Capital | EV Charging Stations (VHV)(Deferred due to SCE schedule) | 65,000 | | 30,000 | | | |
| 11 | Capital | 1575/1583 Pass-Through Repaving | 60,000 | | | | | |
| 12 | Maintenance | Resurface Parking Lots (Harbor Village & Beach Lots - distributed over multiple years) | 55,000 | 200,000 | 200,000 | 250,000 | 250,000 | 500,000 |
| 13 | Capital | 1567 B Building Patio Wall Replacement | 55,000 | | | | | |
| 14 | Capital | National Park Service Bldg. - 1691 Bldg. - HVAC systems | 40,000 | | | | | |
| 15 | Capital | Harbor Village Wayfinding Signage: Entry Awnings, Parking Lot Entrance Signs, Map Directories | 25,000 | 50,000 | 75,000 | | | |
| 16 | Capital | Harbor Village Elevator Upgrade - 1591 Spinnaker (last of the 5 elevators in the Village to be refurbished) | | 125,000 | | | | |
| 17 | Maintenance | Vehicle Replacement - Maintenance Dept. (2 EV or Plug-in Hybrid in FY23-24) | | 100,000 | | 120,000 | | |
| 18 | HP | Harbor Patrol Long Dock & Harbor Patrol Dock | | 50,000 | 350,000 | 250,000 | | |
| 19 | Capital | Coastal Trail Program - phased (includes Promenade paving, benches/street furniture, lights & poles) | | 50,000 | 250,000 | 750,000 | 750,000 | |
| 20 | Marina | Fish Pier - resurfacing & replacement | | 50,000 | | | 1,000,000 | 14,000,000 |
| 21 | Marina | Vehicle Replacement - Courtesy Patrol (EV) | | 45,000 | | | | |
| 22 | HP | Boat Replacement - Harbor Patrol Dept. (Supplement to Insurance Money, deferred to FY23-24) | | | | 1,000,000 | | |
| 23 | HP | Vehicle Replacement - Harbor Patrol Dept. (EV or Hybrid) | | | 100,000 | | | |
| 24 | HP | Resurface Launch Ramp Parking Lot | | | 75,000 | | | |
| 25 | Capital | Harbor Village Trash Enclosures (1591 Upgrade) | | | 60,000 | | | |
| 26 | Capital | Parcel 5 Park | | | | 1,000,000 | 2,000,000 | 6,000,000 |
| 27 | Capital | Village Paseo Improvement Project (1559/1567) | | | | | 75,000 | 275,000 |
| | | | | | | | | |
| | | | | | | | | |
| 28 | ADA | Harbor Cove & Surfers Knoll - Retaining Wall & Shower Area Improvements (Grant funded) | 300,000 | | | 200,000 | | |
| 29 | ADA | Handrails Update/Replacements | 80,000 | | | | | |
| 30 | ADA | ADA Restroom Upgrade - 1691 (Boater's Restroom/Showers) | | | 750,000 | | | |
| 31 | ADA | 1583/1591 ADA Path of Travel Ramps | | | 50,000 | | | |
| | | Total Capital Improvement Plan | 3,090,000 | 2,195,000 | 2,040,000 | 3,620,000 | 4,075,000 | 21,025,000 |
| | | Total ADA Improvement Plan | 380,000 | - | 800,000 | 200,000 | - | - |
| | | TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS | 3,470,000 | 2,195,000 | 2,840,000 | 3,820,000 | 4,075,000 | 21,025,000 |
| | | | | | | | | |
| | | Special Funding from Division of Boating and Waterways Launch Ramp Dock Grant | (500,000) | | | | | |
| | | Special Funding from National Fish and Wildlife Fund | (200,000) | | | | | |
| | | Special Funding for EV Charging Stations (CALeVIP & SCE) (deferred due to SCE construction schedule) | (73,500) | | | | | |
| | | TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING | 2,696,500 | 2,195,000 | 2,840,000 | 3,820,000 | 4,075,000 | 21,025,000 |