



VENTURA
PORT DISTRICT

Established 1952

**BOARD OF PORT COMMISSIONERS
JUNE 19, 2024**

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK

- Call to Order
- Pledge of Allegiance
- Roll Call

ADMIN AGENDA

ADMIN AGENDA

**Adoption of the
June 19, 2024 Agenda**

**Approval of Minutes
June 5, 2024
Regular Meeting**

PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON THE AGENDA

00 : 03 : 00

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TimeUp Reminder (Optional): --

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Choose Sound Effect None

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- Closed Session Report
- Board Communications
- Staff and General Manager Reports
- Presentation Honoring Commissioner Brennan

ADMIN AGENDA

CONSENT AGENDA ITEMS

- A) Approval of Out-of-Town Travel Requests**
- B) Award of Bid for the FY2024-2025 Janitorial Services for Ventura Harbor Village Restrooms and District Administration Office**
- C) Rejection of Bids for the FY2024-2025 Security Services for Ventura Harbor Village**
- D) Approval of Amendment No. 1 to a Professional Services Agreement with Swift Chip, Inc. for Information Technology Services**
- E) Approval of Annual Professional Services Agreements for Administrative, Advocacy, Technical and Legal Support Ser**

PUBLIC COMMUNICATION CONSENT AGENDA

00 : 03 : 00

**ADOPTION OF RESOLUTION NO. 3502 UPDATING THE
VENTURA PORT DISTRICT HUMAN RESOURCES MANUAL,
PROCLAIMING JUNE 19TH AS AN OFFICIAL DISTRICT
HOLIDAY AND RESCINDING RESOLUTION NO. 3463**

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3502:

- a) Approving updates to the Ventura Port District Human Resources Manual.
- b) Proclaiming June 19th “Juneteenth” as an official Ventura Port District Holiday.
- c) Rescinding Resolution No. 3463.

STANDARD AGENDA ITEM 1

Report by:

Brian D. Pendleton, General Manager
Oliver Yee, Libert Cassidy Whitmore

PUBLIC COMMUNICATION STANDARD ITEM 1

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STANDARD AGENDA ITEM 1

Report by:

Brian D. Pendleton, General Manager
Oliver Yee, Libert Cassidy Whitmore

ACCEPTANCE OF FISCAL YEAR 2022-2023 AUDIT

RECOMMENDATION:

That the Board of Port Commissioners accept the Basic Financial Statements and Supplementary Information with Independent Auditor's Report for the Year Ended June 30, 2023, prepared by Clifton Larson Allen, LLP.

STANDARD AGENDA ITEM 2

Report by:

Gloria Adkins, Accounting Manager
Bob Callanan, Clifton Larson Allen, LLP

PUBLIC COMMUNICATION STANDARD ITEM 2

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STANDARD AGENDA ITEM 2

Report by:

Gloria Adkins, Accounting Manager
Bob Callanan, Clifton Larson Allen, LLP

**ADOPTION OF RESOLUTION NO. 3503 APPROVING THE
FY2024-2025 FINAL BUDGET FOR THE HARBOR PATROL
DEPARTMENT**

RECOMMENDATION:

That the Board of Port Commissioners adopt Resolution No. 3503 approving the FY2024-2025 Final Budget for the Harbor Patrol Department.

**STANDARD
AGENDA
ITEM
3**

Report by:

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

HARBOR PATROL BUDGET OVERVIEW

- The General Manager has worked with the Harbormaster and administrative staff prepared a proposed Harbor Patrol final budget for consideration by the Board.
- If adopted, the Harbor Patrol budget will become part of the FY24-25 Final Budget to be subsequently considered by the Board.

HARBOR PATROL BUDGET OVERVIEW

Revenue (Unchanged):

- The Board has historically directed Staff to utilize Property Tax & Assessments Revenue towards Harbor Patrol expenses:
 - \$1,750,000 FY24-25 Budget
 - \$1,627,000 FY23-24 Budget
 - 8% Budget Increase

- \$1,750,000 FY24-25 Budget
- \$1,714,000 FY23-24 Received
- 2% Budget Increase (Actual)

HARBOR PATROL BUDGET OVERVIEW

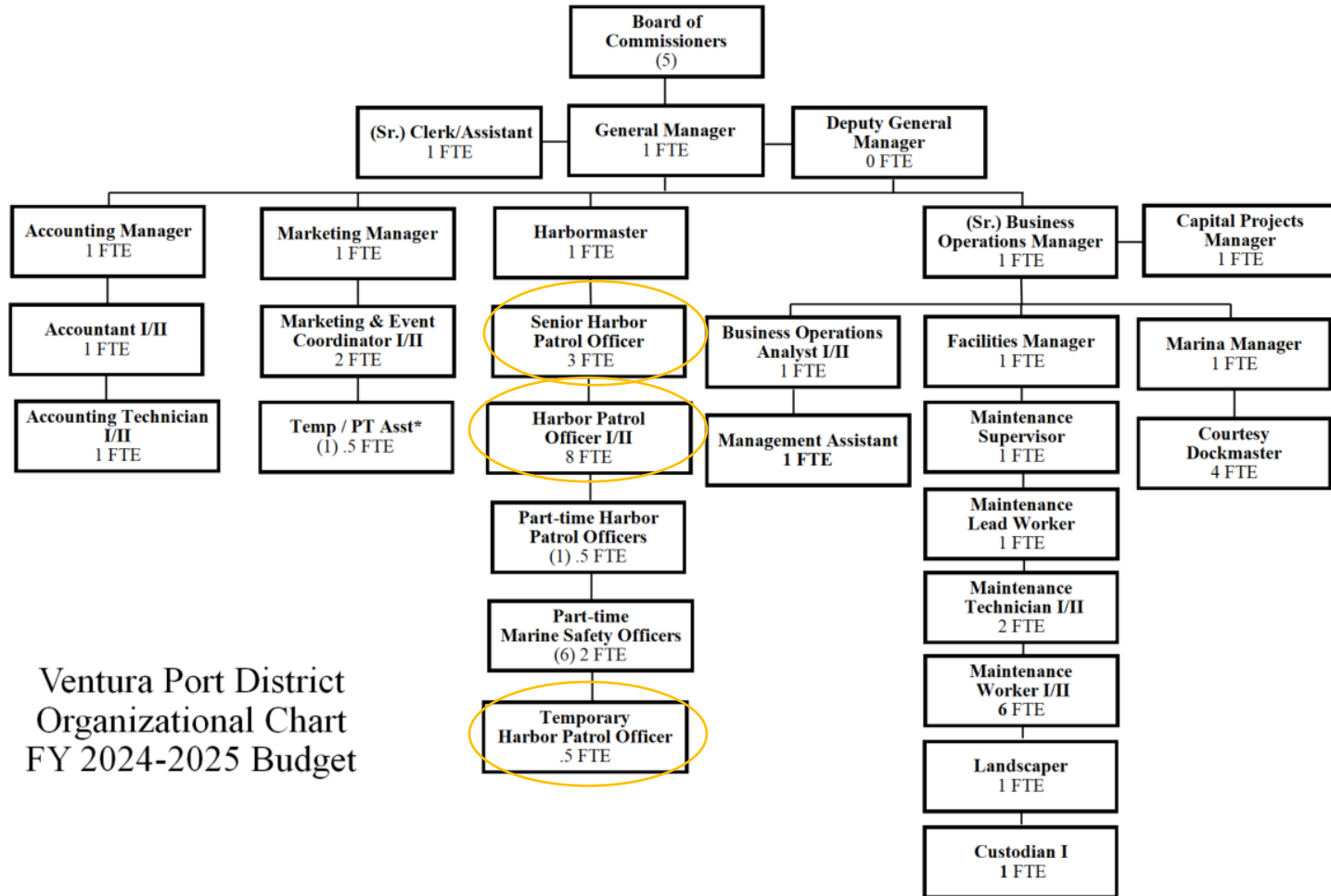
Expenses (Unchanged):

- Harbor Patrol expenses and salaries are not in the Operating Expense portion of the budget but are captured in Non-Operating and Other Expenditures.
- The proposed preliminary departmental budget:
 - \$2,514,800 FY24-25 Budget
 - \$2,098,600 FY23-24 Budget
 - 19.8% Budget Increase
- Increase due to:
 - Personnel
 - Village Security Services (moved from Marina Dept.)
 - New engines for HP Boat19

HARBOR PATROL BUDGET OVERVIEW

Staffing Considerations:

- General Manager increased Senior Harbor Patrol Officer positions from 2 to 3.
 - Reduced the number of Harbor Patrol Officer I/II positions from 9 to 8.
 - This is important for increasing the supervisory capacity of the department and further planning for staff succession
- Temporary Harbor Patrol Officer added
- Additional Personnel Expenses:
 - Cost of living adjustments (COLA)
 - Labor Agreements (SEIU)
 - Merit Program
 - Benefits
 - Pension Costs



Ventura Port District
Organizational Chart
FY 2024-2025 Budget

PUBLIC COMMUNICATION STANDARD ITEM 3

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**STANDARD
AGENDA
ITEM
3**

Report by:

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

ADOPTION OF RESOLUTION NO. 3504 AND NO. 3505
APPROVING THE FY2024-2025 ANNUAL BUDGET, FIVE-
YEAR CAPITAL IMPROVEMENT PLAN AND SALARY
SCHEDULE FOR NON-REPRESENTED EMPLOYEES

RECOMMENDATION:

That the Board of Port Commissioners adopt:

- a) Resolution No. 3504 approving the FY2024-2025 Ventura Port District Annual Budget and Five-Year Capital Improvement Plan.
- b) Resolution No. 3505 approving the FY2024-2025 Salary Schedule for Non-Represented Employees of the District.

STANDARD AGENDA ITEM 4

Report by:

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Ops Manager
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager

OVERVIEW

- FY24-25 Budget process
 - Study Session: May 15
 - Preliminary Budget: June 5
 - Final Budget: June 19
- Final Budget
 - Unchanged from Preliminary Budget

OVERVIEW

- Revenues (Unchanged):
 - Operational Revenues
 - Master Tenants
 - Outlook for Lease Income
 - Harbor Village
 - Outlook for Lease Income
 - Commercial Fishing
 - Outlook for Premises, Slips, Fuel, Landings
 - Recreational Fishing
 - Property Taxes
 - Grants

OVERVIEW

- Expenses (Unchanged):
 - Operational Expenses
 - Inflationary pressures for on-going expenses
 - Increased Village marketing events
 - Personnel
 - Staff changes/vacancies
 - Cost of Living Adjustments
 - Labor Agreements
 - Employee Compensation and Benefits
 - CalPERS contributions
 - General Liability Insurance Premiums
- Dredging (Inner Harbor)
 - Replenishment of Reserve Fund

OPERATING REVENUES

(UNCHANGED FROM PRELIMINARY BUDGET)

Fiscal Year	Revenue	% +/-
FY19-20*	\$8,413,254	<6%>
FY20-21**	\$9,491,185	13%
FY21-22***	\$10,394,853	10%
FY22-23	\$10,568,500	1.7%
FY23-24****	\$11,893,000	12.5%
FY24-25*****	\$12,098,000	1.7%

* FY19-20 actual revenues were down 6% due to COVID, a reduction in investment interest earnings, and the partial closure of Village Marina slips during the dock renovation.

** FY20-21 actual revenues were up 13% as tenants were beginning to recover from the effects of COVID and the receipt of a onetime lease assignment fee.

*** FY21-22 actual revenues were up 10% as tenants continued to recover from COVID as well as Portside occupancy increased significantly

**** FY23-24 represents the current year's mid-year budget.

***** FY24-25 preliminary budget forecast.

FY23-24: budgeted \$510,000 in one-time revenue (revenue growth is projected 6.3% when one-time revenue is excluded).

Revenue Assumptions

Revenue Source	Midyear Budget FY23-24	Forecasted FY24-25	% Change
Parcel Lease Income	\$ 5,594,000.00	\$ 5,685,000.00	1.6%
Lease Appreciation Rent	\$ 0.00	\$ 0.00	0%
Recreational Boating Income*	\$ 85,500.00	\$ 93,500.00	9.4%
Parking Revenue**	\$ 65,000.00	\$ 300,000.00	361.5%
Harbor Village: Retail	\$ 647,000.00	\$ 647,000.00	0%
Harbor Village: Restaurant	\$ 1,337,000.00	\$ 1,432,000.00	7.1%
Harbor Village: Office	\$ 831,000.00	\$ 896,500.00	7.9%
Harbor Village: Charters	\$ 476,000.00	\$ 474,500.00	-0.3%
Commercial Fishing Premises***	\$ 1,441,500.00	\$ 1,604,000.00	11.3%
Booth/vendor Income	\$ 7,000.00	\$ 10,000.00	42.9%
Sponsorships/Co-Op Advertising	\$ 16,000.00	\$ 16,000.00	0%
CAM Income	\$ 376,000.00	\$ 417,000.00	10.9%
Merchants Promotion Dues	\$ 110,000.00	\$ 129,500.00	17.7%
Miscellaneous Sales & Income****	\$ 107,000.00	\$ 93,000.00	-13.1%
Investment Income	\$ 290,000.00	\$ 300,000.00	3.4%

Refer to staff report for footnotes (*) on revenue groupings.

OPERATING EXPENSES

(UNCHANGED FROM PRELIMINARY BUDGET)

Fiscal Year	Expenses	% +/-
FY19-20	\$6,306,806	2%
FY20-21	\$6,276,863	<0.5%>
FY21-22*	\$5,738,258	<9%>
FY22-23	\$7,133,050	24%
FY23-24**	\$7,744,200	8.5%
FY24-25***	\$7,983,940	3.1%

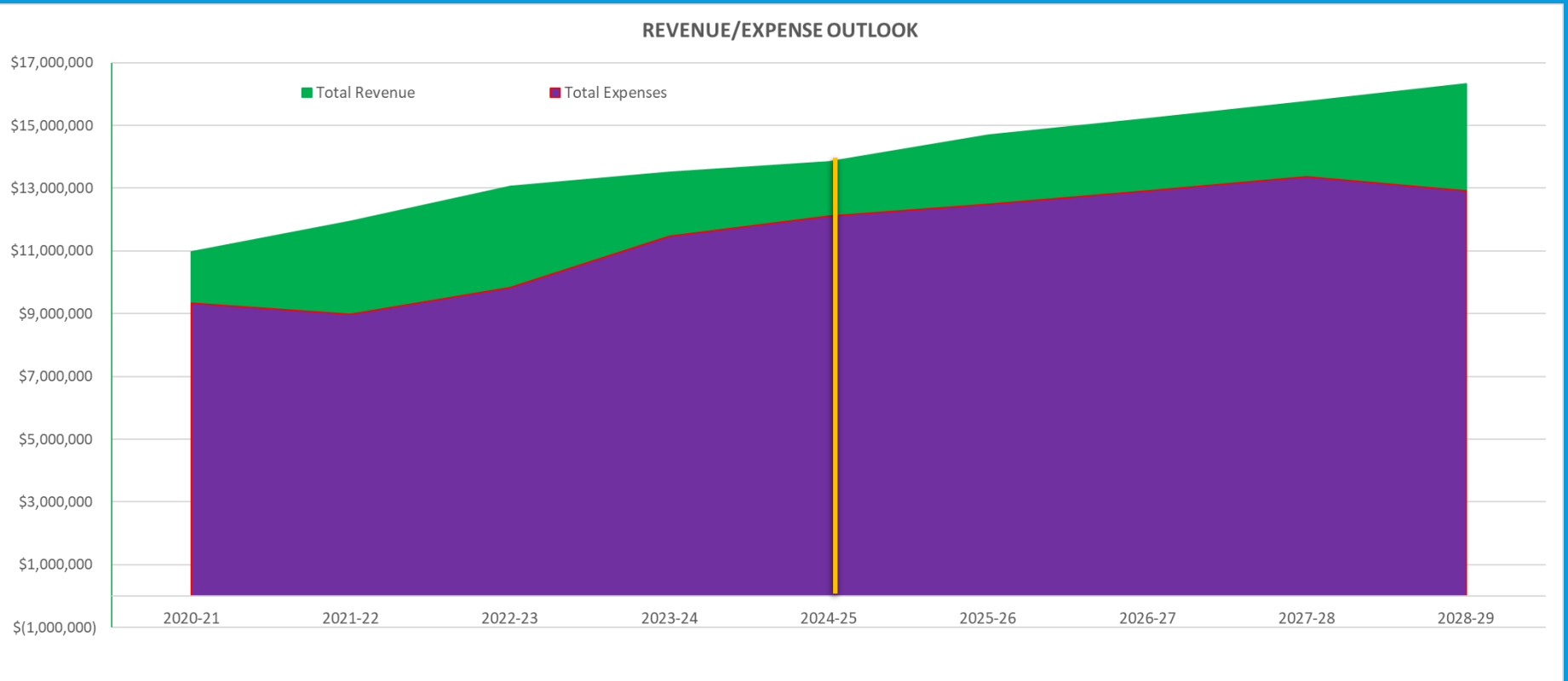
* FY21-22 reflects significant reduction in legal and professional services

** FY23-24 represents the current year mid-year budget.

*** FY24-25 preliminary forecast.

Revenue & Expense: 5-year Outlook

(unchanged from Preliminary Budget)



DREDGING RESERVE FUND

- District retains \$3M reserve for dredging.
- \$1,330,000 was spent in FY23-24 with \$1,000,000 expended from the dredging reserve.
- District is obligated to replenish the reserve within 1 fiscal year.
- Reserve fund is being replenished using \$1M of District's Capital Improvement Reserve Fund.
- District is applying for ~\$850,000 in FEMA reimbursements (likely not received until FY25-26).

5-Year Capital Improvements and ADA Improvements Plan

Item #	Dept.	GP	Objective	Project Location/Description	Fiscal Yr 24-25
1	Capital	7	V1	1575 Spinnaker Building Exterior Façade Improvements	1,000,000
2	HP	2, 3	R1,2	Launch Ramp Floating Dock Replacement, Washdown Station ADA Improvement, Restroom Upgrades (Grant funded)	540,000
3	Capital	7	V1	Harbor Village Bldgs Replace/repair roofs/tiles/gutters - (1575, 1583, 1431 distributed over multiple years)	350,000
4	Capital	7	V1	Promenade Curved Wall & Patio Upgrades: 1575 Spinnaker	250,000
5	Admin	6, 7	P1,2,3	Paid Parking Infrastructure (Procurement of infrastructure expected after all approvals received)	175,000
6	Marina	2	F2	Fish Pier - fender camels	175,000
7	Capital	2,7	V1	Parcel 19A: Parking Lot Lights & Poles & Asphalt	150,000
8	Capital	7	V1	Harbor Entrance Feature Revitalization & Wayfinding (Schooner FY23-24, Spinnaker FY24-25)	75,000
9	Admin	6, 7	P3, V1	Ventura Harbor Village - WiFi or Mobile Phone Repeater Infrastructure	75,000
10	Capital	3,4,6,7	R1,2; V1	EV Charging Stations (VHV)(Deferred due to SCE schedule)	65,000
11	Capital	7	V1	1575/1583 Pass-Through Repaving	60,000
12	Maint	7	V1	Resurface Parking Lots (Harbor Village & Beach Lots - (distributed over multiple years)	55,000
13	Capital	7	V1	1567 B Building Patio Wall Replacement	55,000
14	Capital	7, 8	N2; V1	National Park Service Bldg. - 1691 Bldg. - HVAC systems	40,000
15	Capital	7	V1	Harbor Village Wayfinding Signage: Entry Awnings, Parking Lot Entrance Signs, Map Directories	30,000
16	Maint	6, 7	E; V1	Maintenance/Landscape Trailer Replacement	15,000

5-Year Capital Improvements and ADA Improvements Plan

Item #	Dept.	GP	Objective	Project Location/Description	Fiscal Yr 24-25
29	ADA	7	V1	Harbor Cove & Surfers Knoll - Retaining Wall & Shower Area Improvements (Partially grant funded)	300,000
Total Capital Improvement Plan					3,110,000
Total ADA Improvement Plan					300,000
TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS					3,410,000
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					2,636,500

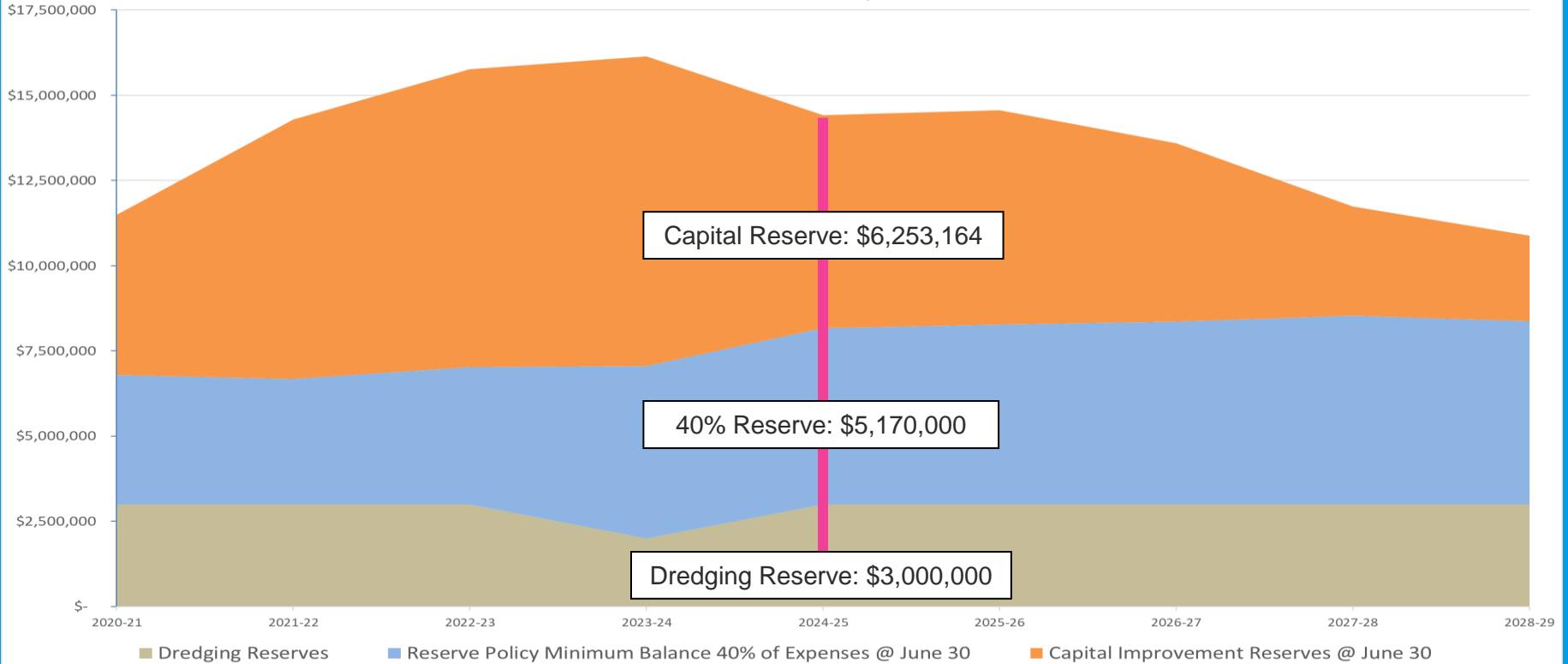
Refer to Attachment 4 of staff report for complete plan for all 5 years.

FY23-24 Tenant Improvement Budget

FY24-25 Building Tenant Improvements

Budgeted Items		
Scheduled Improvements	Budgeted District Contribution to Building Tenant Improvements	\$ 545,250
Unscheduled Improvements	Renovations due to possible Tenant turnover at lease expiration	\$ 102,050
Contingency	Renovations due to unscheduled Tenant turnover (early termination)	\$ 180,200
		\$ 827,500

Cash Position: 5-Year Projection



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

5-YEAR CASH POSITION OUTLOOK

ADOPTION OF RESOLUTION NO. 3504 AND NO. 3505
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STANDARD AGENDA ITEM 4

Report by:

Brian D. Pendleton, General Manager
Todd Mitchell, Sr. Business Ops Manager
Gloria Adkins, Accounting Manager
Joe Gonzalez, Capital Projects Manager

**APPROVAL OF CANCELLATION OF JULY 3, 2024 REGULAR
PORT COMMISSION MEETING**

RECOMMENDATION:

That the Board of Port Commissioners approve the cancellation of the July 3, 2024 meeting.

**STANDARD
AGENDA
ITEM
5**

**Report by:
Jessica Rauch, Clerk of the Board**

PUBLIC COMMUNICATION STANDARD ITEM 5

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**STANDARD
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ITEM
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**Report by:
Jessica Rauch, Clerk of the Board**



VENTURA
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Established 1952

ADJOURNMENT
NEXT MEETING JULY 17, 2024

Ventura Harbor

GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK