

BOARD OF PORT COMMISSIONERS JULY 2, 2025



Call to Order

Pledge of Allegiance

Roll Call

ADMIN AGENDA

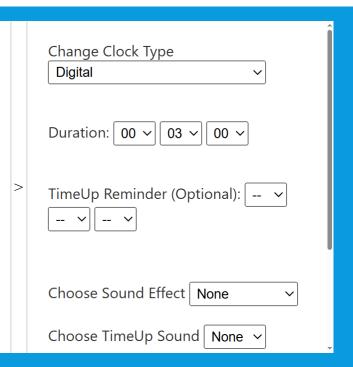
ADMIN AGENDA

Adoption of the July 2, 2025 Agenda

Approval of Minutes
June 18, 2025
Regular Meetings

PUBLIC COMMUNICATION ADMIN AGENDA ITEMS NOT ON THE AGENDA

00:03:00



Closed Session Report

Board Communications

Staff and General ManagerReports

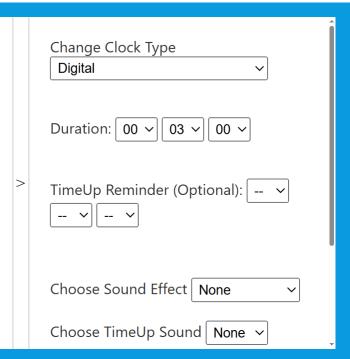
ADMIN AGENDA

CONSENT AGENDA ITEMS

- A) Approval of Out-of-Town Travel Requests
- B) Award of Bid for the FY2025-2026 Janitorial Supplies Agreement
- C) Approval of Annual Professional Services Agreements for Administrative, Advocacy, Technical, and Legal Support Services
- D) Adoption of Resolution No. 3532 Authorizing Investment of Monies in the Local Agency Investment Fund Account

PUBLIC COMMUNICATION CONSENT AGENDA

00:03:00



APPROVAL OF IMPLEMENTATION OF PHASE 2 OF THE PARKING MANAGEMENT PROGRAM

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Receive an update on the implementation of Phase 1 of the Parking Management Program.
- b) Approve the commencement of Phase 2 (Ventura Harbor Village and Beaches) of the Parking Management Plan on Friday, July 11, 2025.

STANDARD AGENDA ITEM

1

Report by: Todd Mitchell, Deputy General Manager

UPDATE ON PARKING MANAGEMENT PROGRAM







Ventura Port District

LAZ Parking

Dixon Resources
Unlimited

PARKING MANAGEMENT PROGRAM: PHASE 1: VENTURA HARBOR NORTH

Currently at:

Public Launch Ramp

By end of summer:

• 1215 Anchors Way (current dry boat storage)

Parking Component	7 Days Per Week
Paid Parking Period	24 hours per day
Hourly Fee* (up to 4 hours)	\$1.00
All Day Pass (>4 hours)	\$10.00
ADA Placard or Plates	Same as all other visitors.

^{*} Parking for up to 1 hour will be complimentary with registration of vehicle license plate for at least 2025.



PHASE 1 STATUS UPDATE PAYMENT KIOSKS

Payment Kiosks:

- Parking machine installed and active since before Memorial Day.
- Example machine here today.
- Some constructive feedback received and programming is being altered:
 - License plate screen before time selection
 - Time selection should show pricing
 - Some updates to FAQ and other information screens
- Live demo.

PHASE 1 STATUS UPDATE ONLINE PAYMENT



- LAZGo online payment portal being updated to reflect specific requirements of District.
 - All changes complete except bilingual option (roll-out in August)
- Video demonstration of multiple scenarios (next slide).







Signs:

- Primary signs and secondary installed before Memorial Day.
- QR Code payment signs produced but not installed until LAZGo ready.
- Revised parking lot rules signs designed and in production.







NO ESTACIONAR EN ESPACIOS PARA DISCAPACITADOS SIN PLACA O PERMISO. LOS ESPACIOS PARA DISCAPACITADOS REQUIEREN PAGO DURANTE LOS PERIODOS DE ESTACIONAMIENTO CON TARIFA. ESTACIONARSE DE FRENTE SOLAMENTE (PROHIBIDO ESTACIONARSE DE REVERSA EN LOS ESPACIOS)

LIMITE DE VELOCIDAD: 10 MPH

ESTACIONAMIENTO NOCTURNO NO PERMITIDO AQUÍ EL ESTACIONAMIENTO NOCTURNO SOLO ESTÁ PERMITIDO EN EL "WHALE LOT" DENTRO DE HARBOR VILLAGE

🔔 Reglamentos de Estacionamiento

LAS SIGUIENTES ORDENANZAS Y CÓDIGOS SE APLICAN EN ESTE ESTACIONAMIENTO: • ORDENANZA 44 DEL DISTRITO DEL PUERTO

DE VENTURA

CÓDIGO MUNICIPAL DE SAN BUENAVENTURA
Y CÓDIGO DE VEHÍCULOS DE CALIFORNIA
§ 22507

PARA INFORMACIÓN RELACIONADA CON VEHÍCULOS REMOLCADOS, LLAME A LA PATRULLA DEL PUERTÓ AL: (805) 642-8618

PHASE 1 STATUS UPDATE LICENSE PLATE RECOGNITION SYSTEM (LPR)

- Principle method of enforcement is through a vehicle equipped with a License Plate Recognition system.
- System has been tested and proven to integrate with the District's payment machines and permit portal.

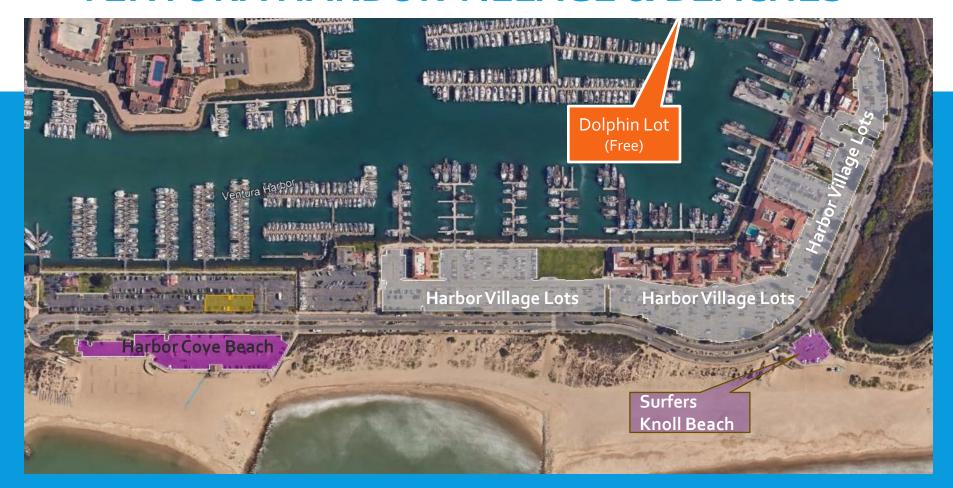
Equipment for our vehicle will be installed week of

July 13.

 For the first weekend, enforcement will be done with hand-held machines (with warnings)



VENTURA HARBOR VILLAGE & BEACHES



PHASE 2: HARBOR VILLAGE AND BEACHES

- Harbor Village
- Harbor Cove Beach
- Surfers Knoll Beach

Parking Component	Friday-Sunday & Holidays	Monday- Thursday
Paid Parking Period	10 AM – 8 PM	
Hourly Fee* (up to 4 hours)	\$1.00	5 5 1:
All Day Pass (>4 hours)	\$10.00	Free Parking
ADA Placard or Plates	Same as all other visitors.	

^{*} Parking for up to 1 hour will be complimentary with registration of vehicle license plate for at least 2025.



PHASE 2: HARBOR VILLAGE & BEACHES

- GM previously committed to return to the Board with an update on the implementation of Phase 1 including demonstrating that the following milestones would be achieved:
 - Phase 1 successfully implemented.
 - Tenant portals created and employee license plates registered.
 - All public information signs ready for installation.
 - All parking machines installed ("Paid Parking coming soon").
 - Public information campaign underway.





Ventura Harbor Parking

Everything you need to know about parking when visiting Ventura Harbor!

- LAZ has worked with the District to develop a comprehensive update to the venturaharbor.com/parking webpage to provide:
 - Link to online paid parking portal
 - Link to pay or protest a ticket
 - Submit a comment/question
 - Answers to FAQ's
 - Interactive maps to parking lots
- Webpage will go live by July 8.





PHASE 2 PREPARATIONS: TENANT TOWNHALL MEETINGS

- On February 20, 2025, the GM and DGM met with tenants to provide an update on parking management plan.
- On June 18, 2025, GM, DGM, and LAZ team met with tenants again to provide further updates.
- At those meetings, staff discussed validation (up to 1 hour free), employee permits, answered questions, and listen to concerns. Tenants provided valuable feedback.

TENANT PARKING PERMITS (VILLAGE EMPLOYEES)



- In preparation for Phase 2, all Village businesses have been provided sufficient parking permits for all of their employees (valid at Harbor Village only).
- Portal is created and most tenants have had no issues accessing.
- Tenants with large number of employees were able to provide LAZ their staff license plate info and LAZ creating those permits.
- Data collected by LAZ on employee parking occupancy will be used to make data-driven decisions to guide reduction of employee permits (and increasing availability to the public).
- Reductions in employee permits could take place as early as Q1 2026.





- District will deploy 20 a-frame signs throughout the Village and beach lots to help draw attention to the program in effect.
- Brochures printed to help the public understand program.
- District staff and LAZ staff will be on site to assist with public questions.









Parking Ambassadors (PAs):

• LAZ will provide ambassadors during the first 3 weekends of the program as

follows:

	Harbor Cove	Surfer's Knoll	HV - Area 1	HV - Area 2	HV - Area 3	#of PAs
9:30	1	1				2
10:30	1	1				2
11:30	1	1	1	2	1	6
12:30	1	1	1	2	1	6
13:30	1	1	1	2	1	6
14:30	1	1	1	2	1	6
15:30	1	1	1	2	1	6
16:30	1	1	1	2	1	6
17:30	1	1	1	2	1	6
18:30			1	2	1	4
19:30			1	2	1	4
hours	9	9	9	18	9	54

PARKING VALIDATION



 After consultation with tenants, the program replaces previously proposed validation with

Visits for up to 1 hour are free.

This still requires visitors to enter their license plate numbers.



VIOLATIONS & CITATIONS NO CITATIONS IN PHASE 2 DURING JULY

- District and tenants have worked diligently to grow Ventura Harbor as a destination of choice.
- Violations and citations have a strong potential to hurt public perception of the District.
- Mitigation Measures include warnings, early payment discounts, and the ability for Parking Ambassadors to void tickets in the field when customers pay.

VIOLATIONS & CITATIONS: WARNINGS

- Phase 1 has been up and running for 1 month.
 - Only warnings have been issued so far.
 - Transition to citations in July
- Phase 2:
 - In July, only Warnings will be issued in VHV and beaches for "failure to pay" or "over time".
 - Starting in August, warnings will be issued for "first offense per plate" before citations.





PARKING WARNING NOTICE

The Ventura Port District's Parking Management Plan is now in effect.

This vehicle is in violation of the Ventura Port District's Ordinance 44 for:

- Failure to Pay Parking
- Overstayed your paid parking session
- Other:

This notice is being issued as a warning.
Payments must be made at a pay station or via LAZGo online payment.

Future violations will result in a citation.



If you have questions or comments, please scan QR code above or visit: venturaharbor.com/parking



AVISO DE ADVERTENCIA DE ESTACIONAMIENTO

El Plan de Cestión de Estacionamiento del Distrito Portuario de Ventura ya está en vigor.

Este vehíc<mark>ulo in</mark>fringe <mark>la Ord</mark>enanza 44 del Distrito Portuario de Ventura por:

- Falta de pago del estacionamiento
- Excedió el tiempo pagado de estacionamiento

Este aviso se emite como advertencia. Los pagos deben realizarese en una estación de pago o a través del sistema de pago en línea LAZGo.

Infracciones futuras resultarán en una citación.



Si tiene preguntas o comentarios, visite venturaharbor.com/parking





VIOLATIONS & CITATIONS: CITATIONS

- After Phase 2 roll-out phase complete (through July) and if visitor receives a warning, they will now receive a citation of \$60
- Citations can be voided by ambassador once a customer pays for their parking.
- Customers can also file a protest online at the payment portal (link also on venturaharbor.com/parking)
- Customers will have the option of paying the citation early either online (or in August, at the kiosk) reducing the fine from \$60 to \$15.

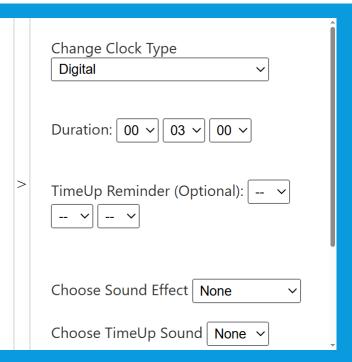
Pay Online: Venturaportca.rmcpay.com Pay by Hail: DO NOT MAIL CASH Mail Check or Honey Order payable to: Ventura Port District Attn: LAZ Parking 1609 Anchors Way Drive Ventura, CA 93001 TO CONTEST THIS TICKET You may contest this citation within 21 calendar days. Contest in writing or online at: venturaportca.rmcpay.com. If you do not respond within this timeframe you will waive the right to contest this citation per CVC 40215 (a). High-Res Image Availa	PAYMENT INSTRUCTIONS	
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FIND YOUR CITATION
IF YOU KNOW YOUR CITATION NUMBER, ENTER IT HERE:
Citation Number
Search
TO SEE ALL OPEN CITATIONS FOR YOUR VEHICLE, ENTER YOUR LICENSE PLATE NUMBER AND STATE HERE:
VEHICLE, ENTER YOUR LICENSE PLATE
VEHICLE, ENTER YOUR LICENSE PLATE NUMBER AND STATE HERE: License Plate

QUESTIONS & DISCUSSION

PUBLIC COMMUNICATION STANDARD ITEM 1

00:03:00



APPROVAL OF IMPLEMENTATION OF PHASE 2 OF THE PARKING MANAGEMENT PROGRAM

RECOMMENDATION:

That the Board of Port Commissioners:

- a) Receive an update on the implementation of Phase 1 of the Parking Management Program.
- b) Approve the commencement of Phase 2 (Ventura Harbor Village and Beaches) of the Parking Management Plan on Friday, July 11, 2025.

STANDARD AGENDA ITEM

1

Report by: Todd Mitchell, Deputy General Manager

Adoption of Resolution Nos. 3533 and No. 3534 Approving the FY2025-2026 Annual Budget, Five-Year Capital Improvement Plan and Salary Schedule for NonRepresented Employees

RECOMMENDATION:

That the Board of Port Commissioners adopt:

- a) Resolution No. 3533 approving the FY2025-2026 Ventura Port District Annual Budget and Five-Year Capital Improvement Plan.
- b) Resolution No. 3534 approving the FY2025-2026 Salary Schedule for Non-Represented Employees of the District.

STANDARD AGENDA ITEM 2

Report by:

Brian D. Pendleton, General Manager Todd Mitchell, Deputy General Manager Sarah Clancy, Administrative Services Manager

OVERVIEW

- FY25-26 Budget process
 - Study Session: June 4
 - Preliminary Budget: June 18
 - Final Budget: July 2
- Preliminary Budget
 - Board and Stakeholder Engagement
 - Departmental Meetings
 - Discussion of funding priorities
 - Guiding Principles
 - 5-Year Objectives

OPERATING REVENUES

Fiscal Year	Revenue	% +/-
FY21-22*	\$9,787,500	10%
FY22-23	\$10,568,500	8%
FY23-24**	\$11,893,000	12.5%
FY24-25***	\$12,149,000	2.2%
FY25-26****	\$13,509,000	11.2%

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

^{**} FY23-24 includes onetime income from VenturaWaterPure and appreciation rent.

^{***} FY24-25 represents the current year's mid-year budget.

^{****} FY25-26 preliminary budget forecast which includes income from parking project.

Revenue Assumptions

Revenue Source	Midyear Budget FY24-25	Forecasted FY25-26	% Change
Parcel Lease Income	\$ 5,685,000	\$ 5,907,000	3.9%
<u>Lease</u> Appreciation Rent	\$ 0	\$ 0	0.0%
Recreational Boating Income*	\$ 93,500	\$ 139,000	49.4%
Parking Revenue**	\$ 65,000	\$ 972,000	1520.0%
Harbor Village: Retail	\$ 574,000	\$ 497,000	-13.4%
Harbor Village: Restaurant	\$ 1,458,000	\$ 1,593,000	9.3%
Harbor Village: Office	\$ 920,500	\$ 893,000	-3.0%
Harbor Village: Charters	\$ 488,500	\$ 568,000	16.3%
Commercial Fishing Premises***	\$ 1,604,000	\$ 1,652,300	3.0%
Booth/vendor Income	\$ 10,000	\$ 10,000	0.0%
Sponsorships/Co-Op Advertising	\$ 16,000	\$ 16,000	0.0%
CAM Income	\$ 417,000	\$ 438,000	5.0%
Merchants Promotion Dues	\$ 129,000	\$ 130,000	0.4%
Miscellaneous Sales & Income****	\$ 93,000	\$ 93,000	0.0%
Investment Income	\$ 600,000	\$ 600,000	0.0%

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

OPERATING EXPENSES

Fiscal Year	Expenses	% +/-
FY21-22*	\$5,738,258	<9%>
FY22-23	\$7,133,050	24%
FY23-24	\$7,744,200	8.5%
FY24-25**	\$8,293,940	7.1%
FY25-26***	\$9,043,750	9%

^{*} FY21-22 reflects significant reduction in legal and professional services.

^{**} FY24-25 represents the current year mid-year budget.

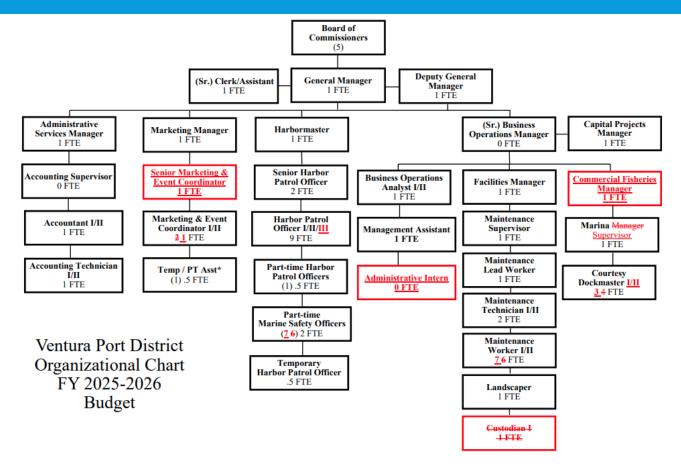
^{***} FY25-26 preliminary budget forecast.

SALARY & BENEFIT OUTLOOK

- Overall increase of 9%
- Cost of Living Adjustment of 3.5%, July 2025
- Merit increases of 3.0%, March 2026*
- Optional Benefit increase \$595 to \$775, January 2026
- In-Lieu increase to 50% of medical contribution, \$216 to \$362.50, January 2026
- CalPERS Contributions, UAL 18% increase
 - Foster & Foster discussed in more detail
- Worker's Compensation increase 18.5%
- * Subject to Board approval at mid-year budget

ORGANIZATIONAL CHANGES

- Marina Department
 - Commercial Fisheries Manger
 - Marina Supervisor
 - Courtesy Dockmaster I/II
 - Total # Employees Unchanged
- Marketing Department
 - Senior Marketing & Event Coordinator
 - Total # Employees Unchanged
- Harbor Patrol
 - Harbor Patrol Officer III
 - Total # Employees Unchanged



NEW ORGANIZATIONAL CHART

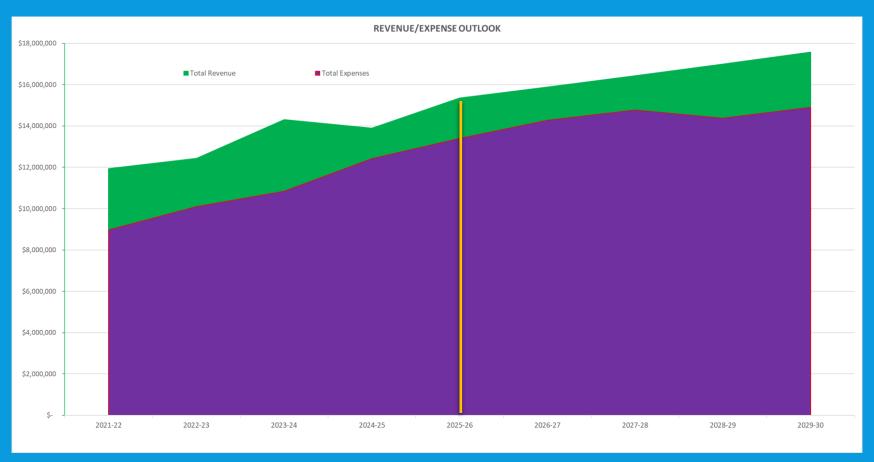
OTHER OPERATING EXPENSES

- Office/Computer Supplies & Equipment increase 53.7%, \$41k
 to \$63k
- Beach Management increase 219%, \$23,500 to \$75,000
- General Insurances increase 20.1%
 - Liability increase
 - Property increase
 - Misc (Crime & pollution) increase
- Professional Services include \$400k Parking expenses
- Reduced Dredging Expenses, decrease 43%, \$263k to \$150k
- Village Landscaping Enhancements

NON-OPERATING EXPENSES

- Debt Services
 - Debt service unchanged
 - On par for 2027 payoff of 2021 Installment Sales Agreement
 - · Oppenheimer discussed in more detail
- Harbor Patrol Salaries & Benefits increase 10%
- Other Harbor Patrol Expenses increase 10%
 - Summer Lifeguard Services increase 30%, \$158k to \$206k
 - Vessel Salvage Expense reduced to \$0
 - Security increase of 37.5%, \$160k to \$220k

Revenue & Expense: 5-year Outlook



5-Year Capital Improvements and ADA Improvements Plan

FINAL BUDGET

Capital Improvements and ADA Improvements Plan Summary of Five Year Projection

Item #	Dept.	GP	Objective	Project Location/Description	25-26
1	Capital	7	V1	1575 Spinnaker Building Exterior Façade Improvements	2,550,000
2	Capital	7	V1	1559 (Former CMB) Remodel (Insurance covered) + Storefront	750,000
+ 3	Capital	2	F2, E4	Commercial Fish Modernization Project	700,000
4	HP	1, 6	N/A	Boat Replacement - Harbor Patrol Dept.	400,000
5	Capital	2, 7	V1	Parcel 19A: Parking Lot Lights & Poles & Asphalt	350,000
6	Capital	7	V1	Parcel 5 Park	250,000
7	HP	1, 6	N/A	HP Vessel B-19 / B-1 Engine Replacement (B-1 Engines to be grant funded)	240,000
8	Maint	7	V1	Resurface District Operated Parking Lots (FY25-26: Old Dry Storage & Surfers Knoll, Out years phased)	225,000
9	Capital	7	V1	Harbor Entrance Feature Revitalization & Wayfinding (FY25-26:Schooner (finish) + Spinnaker, FY26-27: Spinnaker (finish))	130,000
10	Maint	4, 6, 7	E	Vehicle Replacement - Maintenance Dept. (2 EV or Hybrid in FY25-26 and FY27-28)	100,000
11	Marina	2	F2, E4	Commercial Fish Pier - maintenance & long-term replacement	100,000
12	Capital	7, 8	N2; V1	National Park Service Bldg 1691 Bldg HVAC systems	65,000
13	Capital	7	N/A	HVAC 1603 Anchors Way (Zoned System)	65,000
14	Admin	6, 7	P1,2,3	Paid Parking Infrastructure (Procurement of infrastructure expected after all approvals received)	50,000
15	Admin	1, 6, 7	E3, R3, 4, 5	IT Hardware - Servers & Switches	40,000
16	HP	1, 6	N/A	Lifeguard UTV (Side-by-side)Vehicle	40,000
17	HP	1, 6	N/A	3-Axle Boat Trailer (Vessel transportation)	22,000
18	Capital	7	V1	Harbor Village Wayfinding Signage: Parking Lot Entrance Signs, Map Directories	15,000

Excerpt includes only FY25-26

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

5-Year Capital Improvements and ADA Improvements Plan

31	ADA	7	V1, E4	Surfers Knoll & Harbor Cove - Retaining Wall & Shower Area Improvements (Partially grant funded)	75,000
32	ADA	7	V1, E4	1583/1591 ADA Path of Travel	
33	ADA	7	V1, E4	ADA Restroom Upgrade - 1691 (Boater's Restroom/Showers)	
34	ADA	2, 7	V1	Handrails Update/Replacements	
				Total Capital Improvement Plan	6,092,000
				Total ADA Improvement Plan	75,000
				TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS	6,167,000
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6,167,000	TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS	
	Special Funding: Combination of Grants, Sponsorships, and Donations to fund all structures, including band shell, playground, picnic area, and wind wall)	
(40,000)	Special Funding from National Fish and Wildlife Fund	
(700,000)	Special Funding: Grant Funding from CalSTA for Commercial Fish Modernization Project	
	Special Funding for Replacement of Harbor Patrol Dock & Long Dock through FEMA Port Security Grant Progran	
(110,000)	Special Funding for Engines for B-1 from Division of Boating and Waterways Grant	
(600,000)	Insurance reimbursement for 1559 (CMB) Interior remodel	

TOTAL CAPITAL IMPROVEMENTS & ADA IMPROVEMENTS WITH FUNDING

4,717,000

Excerpt includes only FY25-26

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

FY25-26 Tenant Improvement Budget

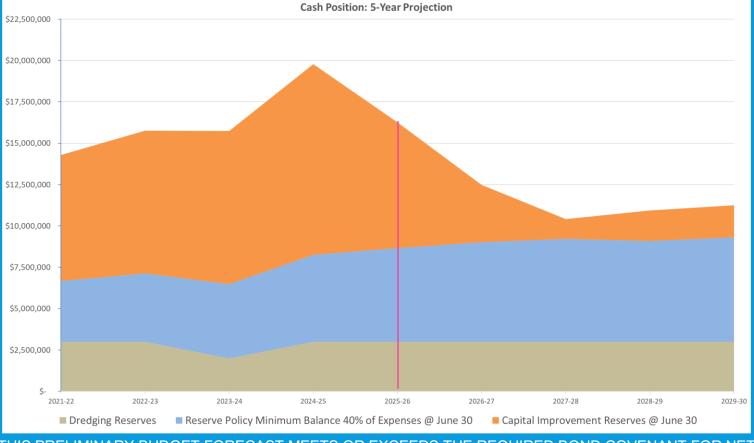
Ventura Port District: Harbor Village

FY25-26 Building Tenant Improvements

Budgeted Items		
Scheduled Improvements	Budgeted District Contribution to Building Tenant Improvements	\$ 190,000
Unscheduled Improvements	Renovations due to possible Tenant turnover at lease expiration	\$ 450,000
Contingency	Renovations due to unscheduled Tenant turnover (early termination)	\$ 100,000
		\$ 740,000

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 was replenished from interest earnings and \$781k of District's Capital Improvement Reserve Fund.
- District has applied for \$1.1 million in FEMA reimbursements (awaiting final determination).

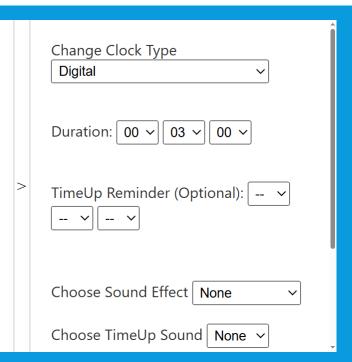


THIS PRELIMINARY BUDGET FORECAST MEETS OR EXCEEDS THE REQUIRED BOND COVENANT FOR NET REVENUES TO MEET OR EXCEED 115% OF THE CURRENT YEAR DEBT SERVICE.

5-YEAR CASH POSITION OUTLOOK

PUBLIC COMMUNICATION STANDARD ITEM 2

00:03:00



Adoption of Resolution Nos. 3533 and No. 3534 Approving the FY2025-2026 Annual Budget, Five-Year Capital Improvement Plan and Salary Schedule for NonRepresented Employees

RECOMMENDATION:

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STANDARD AGENDA ITEM 2

Report by:

Brian D. Pendleton, General Manager Todd Mitchell, Deputy General Manager Sarah Clancy, Administrative Services Manager



ADJOURNMENT NEXT MEETING JULY 16, 2025

Ventura Harbor GATEWAY TO THE CHANNEL ISLANDS NATIONAL PARK