

City of Port Hueneme FY 2015-16 Budget



CITY OF PORT HUENEME

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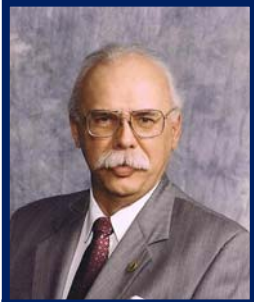
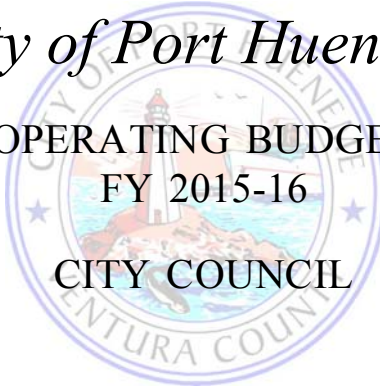
Photos on cover:
Hueneme Beach

City of Port Hueneme

OPERATING BUDGET

FY 2015-16

CITY COUNCIL



Jonathan Sharkey
Council Member



Douglas Breeze
Member Pro Tem



**Sylvia Munoz
Schnopp**
Mayor



Jim Hensley
Council Member



Tom Figg
Council Member

City Manager

Cynthia Haas

Department Directors

Carmen Nichols – Deputy City Manager

Alvin Burrell – Interim Finance Director

Greg Brown - Community Development & Housing Director

Robert Albertson – Interim Police Chief

Chris Theisen - Public Works Director

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City of Port Hueneme
“The Friendly City by the Sea”

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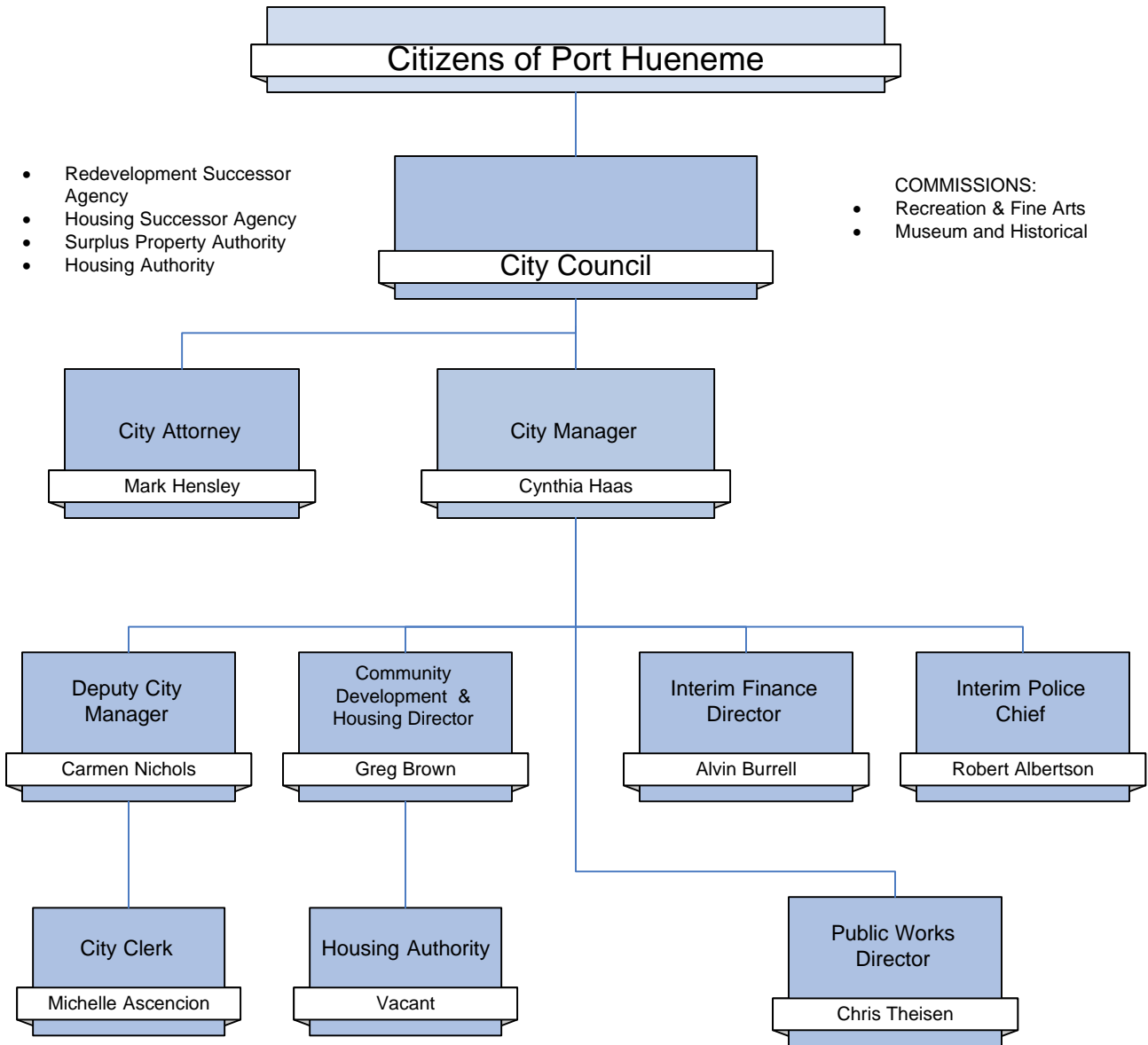
City of Port Hueneme

MISSION STATEMENT

The City of Port Hueneme is committed to enhancing the quality of life of our citizens, employees, and visitors in an environment of courtesy, integrity, respect, and safety. We recognize the critical importance of working in partnership with the citizens, employees, visitors, and business community in developing a diverse, economically stable City. We also recognize the diversity of the workplace by creating an atmosphere that respects the human dignity and spirit of all without regard to race, religion, national origin, age, gender, sexual orientation, or physical attributes.



City of Port Hueneme



Organization Chart

California Society of Municipal Finance Officers

Certificate of Award

**Excellence
Fiscal Year 2014-2015**

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For meeting the criteria established to achieve the Operating Budgeting Excellence Award.

February 8, 2015

Pamela Arends-King

**Pamela Arends-King
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Michael Gomez

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Professional Standards and
Recognition Committee**



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July 1, 2014

Executive Director



BUDGET MESSAGE

City Manager's Budget Message

November 2015

INTRODUCTION

Honorable Mayor and Members of the City Council, on behalf of City staff I am pleased to present the Fiscal Year 2015-16 Budget for the City of Port Hueneme for your review and approval. The proposed FY 2015-16 City budget totals \$50,842,546 with \$17,625,120 of that amount designated as the General Fund. General Fund Revenues for FY 2015-16 are estimated at \$16,251,452 with corresponding General Fund Expenses estimated at \$17,625,120. The projected General Fund deficit is \$1,373,668, and will be funded in total or in part from the General Fund Reserve account, depending on the outcome of labor negotiations, or by implementing other cost cutting measures. The budget is anticipated to be adopted in November 2015 with an effective date of July 1, 2015.

Like most municipal agencies in California, the City of Port Hueneme has experienced significant budgetary challenges over the past decade. These challenges have been the result of the mid-2000 economic recession, increasing employee pension and healthcare costs, the State's elimination of redevelopment agencies, continuing reductions in state funding, and unexpected increases to operating expenses. In addition, in 2013-14 the City experienced severe beach erosion and other related damages as a consequence of delayed federal funding of sand replenishment. The effect these financial setbacks have had on the City's financial position is significant, and will require a continued commitment to fiscal discipline in order to achieve long-term financial sustainability.

The City's Budget is a planning document. Developing and monitoring the Budget is an ongoing process which is subject to modifications and amendments throughout the fiscal year to respond to any changing circumstances. This Budget represents a guide to the City's priorities, financial condition, and operating plan through June 30, 2016.

The budget for FY 2015-16 reflects a continuing effort to identify operational efficiencies, review and prioritize City programs and projects, and closely monitor expenditures, revenues, and reserves. We will continue looking for new revenue opportunities and implementing economic strategies. This includes enhancement of beach areas as a way to attract visitors and generate more business activity to all parts of the City. However, the City is "built-out" from a development standpoint and opportunities to generate new or significant increases in sales and/or property taxes are unlikely. Without new sources of revenue, significant cost cutting measures, or service reductions, the City's expenses and liabilities will continue to outpace revenues, necessitating the use of reserve funds to balance this and future budgets. While using reserves once or twice may be a reasonable short-term strategy when unexpected expenditures occur, this practice, if on-going, is not sustainable. Consistent use of the City's "savings" to fund on-going expenses, as is currently forecast, jeopardizes the long-term viability of the City. Once reserve funds are depleted, there would be no way to replenish them given the City's current financial circumstances and the local economic conditions.



BUDGET MESSAGE

City Manager's Budget Message

BUDGET HIGHLIGHTS

Due to continued volatility in revenues and expenses, the City continues to utilize a one-year budget approach. Although the City utilized multi-year budgets many years ago, this approach is more difficult when financial conditions are unstable not and predictable.

The FY 2015-16 Budget assumes a General Fund deficit of \$1,373,668, which will be addressed through a combination of potential salary and benefit concessions through collective bargaining, implementing new operating efficiencies, additional departmental right-sizing efforts, and/or use of General Fund reserves. The City Council previously evaluated programs and capital expenditures and made some reductions and adjustments. However, unless other potential savings come to fruition, a General Fund deficit for FY 2015-16 will remain.

Table 1

| GF Surplus/ (Deficit) | ACTUAL 2014-15 | BUDGETED 2015-16 |
|---------------------------|-------------------|---------------------|
| General Fund Revenues | \$17,049,695 | \$16,251,452 |
| General Fund Expenditures | \$18,115,590 | \$17,625,120 |
| Net Surplus/(Deficit) | (\$1,065,895) | (\$1,373,668) |

There are no cost-of-living increases budgeted in the FY 2015-16 Budget. Only merit based increases have been included for those eligible to receive them. Any increases or concessions to salary or benefits will be addressed through the collective bargaining process and the budget will be amended accordingly.

The Budget reflects a continuing trend of right-sizing departments through evaluating appropriate staffing and service levels. Since

2013 these efforts have yielded approximately \$800,000 in personnel savings to all funds, including \$500,000 to the General Fund. Overall, the number of full-time personnel has decreased by more than fifteen percent (15%), from 123 in FY 2007-08 to 104 in FY 2015-16. Staffing levels are anticipated to decrease further through attrition, opportunistic restructuring, and contracting some services. The Budget does not anticipate new tax increases (except for inflationary adjustments). The Budget also addresses the need to begin reinvesting in the City's aging infrastructure and assets, by budgeting approximately \$4.2 million in capital improvement projects.

Table 2

| EMPLOYEES | BUDGETED 2014-15 | BUDGETED 2015-16 |
|--------------------|---------------------|---------------------|
| Full-Time | 107.00 | 104.00 |
| Part-Time/Seasonal | 16.50 | 17.50 |
| TOTAL | 123.50 | 121.50 |

*Eliminated Supervising Accountant, Building Official and Facilities Maintenance Superintendent positions

BUDGET DEVELOPMENT

Formulation of the City's Budget is the culmination of months of effort that began with Council's Strategic Planning Workshop in February 2015. After Council reviewed the City's Financial Status and General Fund Forecast, direction was given to staff on current goals and objectives, as well as new ones to be considered for funding in the 2015-16 Annual Budget.

After the Strategic Planning Workshop, staff revisited its work plans and began work on estimating the cost and schedule implications of new programs, projects and/or services. On March 4, 2015 a Budget kick-off meeting was



BUDGET MESSAGE

City Manager's Budget Message

held with all department Directors and staff to discuss the parameters of budget submittals and timelines for submitting budget requests. In developing department budgets, staff was directed to provide justification for all budget items, including all expenses, and evaluate deferred maintenance and capital improvement needs for the next 5 years.

On April 6, 2015, the City Council reviewed and approved its Strategic Goals for 2015-16. However, due to anticipated revenue shortfalls, it was decided that new projects and programs would be brought back to the City Council for deliberations during the 2015 Budget Workshop. The Council's Strategic and Priority Goals for FY 2015-16 are as follows:

- Sustainable Financial and Economic Stability
- Promotion of Coastal Amenities
- Promote a High Performing Organization
- Maintain Infrastructure at a High Level
- Enhancement of Public Relations, Information, Outreach and Engagement Efforts with the Community.

To improve the quality of life for residents and visitors to Port Hueneme, the City will focus on these Strategic Priorities.

GENERAL FUND

The General Fund Budget for FY 2015-16 will generate an operating deficit of \$1,373,668, which will be addressed through a combination of operational efficiencies, staffing changes and potential labor concessions, with any remaining deficit funded from General Fund Reserves.

Revenues

General Fund revenue estimates are based upon reasonable and conservative projections in the growth of current General Fund revenue sources. Budgeted General Fund revenues for FY 2015-16 are \$16,251,452, and represent a reduction in revenues from the FY 2014-15 Budget. This is primarily due to changes made to the recently updated Cost Allocation Plan in order to better reflect the current organizational structure and actual personnel and overhead costs associated with non-General Fund activities and support.

Property taxes continue to be a major source of the City's General Fund revenues, but overall represent only 12.3% of revenues. This is slightly above most other cities in California. According to the Department of Finance, the typical California city's property taxes equal 11% of its revenues. FY 2015-16 revenue projections show property tax revenues *remaining* relatively steady, generally remaining at FY 2014-15 levels.

Interest income in past years had represented a significant portion of General Fund revenues (as much as 15 to 20%). This was due to General Fund reserves being made available to other funds in the form of loans that generated interest earnings for the General Fund. In addition, some funds are invested in other financial instruments at commercial interest rates. However, current commercial interest rates continue at historically low levels, resulting in smaller interest earnings for the General Fund.

The rate of return on funds invested is projected to remain below 1% for FY 2015-16, based on pronouncements from the Federal Reserve that they expect to keep interest rates low through 2016. Continued federal manipulation of interest



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City Manager's Budget Message

rates makes it difficult to anticipate when the City will receive higher returns on the funds invested. While interest rate returns are kept low, the City's personnel costs, and the cost of goods and services continue to rise each year.

Expenditures

Overall, General Fund expenditures for FY 2015-16 are \$490,470 *less* than the actual expenditures for FY 2014-15. The decrease from prior fiscal year to current year is due partly to staffing changes and cost cutting efforts.

A review of General Fund expenditures by department shows that the Police Department expends approximately 42% of the General Fund budget, followed by the General Government at 12% and Public Works at 12%, reflecting the Council's priorities for responsive public safety services and well maintained streets. The Police and Public Works department have seen reductions in personnel related expenses as a result of permanent and temporary staffing reductions. One such reduction for this coming year is a delay in filling the Police Chief position, which will result in a significant one year savings in FY 2015-16, as well as some additional operational changes that result in savings. However, General Government expenses have seen a large increase, primarily driven by an increase in utility charges for water, wastewater and solid waste fees which were not budgeted in prior years.

Table 3

| Dept. | ACTUAL 2014-15 | BUDGETED 2015-16 | % of Budget |
|--------------------------|-------------------|---------------------|----------------|
| Police | \$7,504,241 | \$7,451,268 | 42% |
| General Government | \$1,696,616 | \$2,122,216 | 12% |
| Public Works | \$2,001,568 | \$2,012,470 | 12% |
| Administration | \$1,528,366 | \$1,505,823 | 9% |
| Finance | \$1,266,147 | \$1,229,962 | 7% |
| Landscape | \$1,045,158 | \$1,256,615 | 7% |
| Community Development | \$1,086,177 | \$1,285,233 | 7% |
| Rec & Comm Services | \$1,987,317 | \$761,533 | 4% |

The cost to service the City's Pension Obligation Bonds will increase through FY 2015-16, as noted in Table 4. It is anticipated that in FY 2016-17 a portion of these funds will be re-directed toward funding pension liabilities for Safety retiree health benefits and unfunded liability charges for CalPERS. The outstanding balance for the City's pension obligation bond as of June 30, 2014 is \$8.9 million. These bonds will be fully defeased in 2035. According to a study provided by Demsey, Filliger & Associates, the unfunded PEMCHA and police retiree health benefits is currently \$2.48 million in accrued liability. Furthermore a review of CalPERS Pension Liabilities completed by Bartel and Associates stands at \$18.9 million as of June 30, 2013. Once Series A1 bonds are retired, Bartel has recommended the City allocate the full annual payment of \$700,000 toward funding existing and future pension/retirement-related obligations, and to establish an irrevocable pension trust for restricted pension expenditures or retiree health costs (OPEB). Funds in the trust can also be used toward pension rate stabilization, in the event large spikes in CalPERS payments occur due to future losses.



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City Manager's Budget Message

Table 4

| Fiscal Year | POB Debt Service |
|-------------|------------------|
| FY 2014-15 | \$1,163,511 |
| FY 2015-16 | \$1,210,775 |
| FY 2016-17 | \$515,000 |
| FY 2017-18 | \$530,000 |
| FY 2018-19 | \$550,000 |
| FY 2019-20 | \$570,000 |

GENERAL FUND RESERVES

The size of reserve funds is one of the most common gauges of municipal fiscal health. Reserves are important for meeting unexpected one-time needs and emergencies such as natural disasters and other unexpected one-time expenses. Interest earnings from idle reserve funds are invested or loaned, producing new revenue in the form of interest earnings, which are then used to pay for operational expenses. When reserve funds are loaned from the General Fund Reserves to other funds, it is the City Council's practice to return any principal payments to the General Fund Reserve.

Table 5

| Fiscal Year | GF Reserves |
|-------------|----------------|
| FY 2015-16 | \$7.7 million |
| FY 2014-15 | \$9.3 million* |
| FY 2013-14 | \$15.3 million |
| FY 2012-13 | \$18.3 million |
| FY 2011-12 | \$19.3 million |
| FY 2010-11 | \$21.2 million |
| FY 2009-10 | \$18.3 million |
| FY 2008-09 | \$18.1 million |
| FY 2007-08 | \$16.8 million |
| FY 2006-07 | \$15.7 million |

*Includes transfer loan of \$5M to SPA

The City's total General Fund Reserves are projected to be \$7.7 million at the end of FY 2015-16, with \$528,850 designated for Capital Projects (excluding reserves designated as nonspendable).

CAPITAL IMPROVEMENT BUDGET

The Budget includes a five-year Capital Improvement Program (CIP) with \$4.2 million in projects for Fiscal Year 2015-16 for all funds and a total of \$19.7 million in identified projects to be completed over the next five years. Many of the projects that have been identified will be funded from other sources, such as bond proceeds that are restricted to certain uses.

The FY 2015-16 projects include the annual pavement management program, Hueneme Beach restroom rehabilitation, City Hall electrical upgrade, Moranda Park basketball and tennis court lighting and surface replacement, Storm Water line rehabilitation, and Water distribution system replacement.

A number of capital *replacement* items also appear in the Budget. As the name indicates, replacement items include the replacement of assets and equipment that are considered hazardous or unsafe, are not economically repairable, or no longer are able to function as intended due to damage, age, or changes in regulatory requirements. General Fund capital replacement items in FY 2015-16 total \$73,950 in this budget while *street maintenance* projects amount to \$760,000 with \$235,000 allocated from the General Fund and \$525,000 from Gas Tax funds. The City will see a reduction in Gas Tax in 2015-16 which was previously used to off-set the actual cost of street maintenance,



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along with some additional funding from the Surplus Property Authority.

ENTERPRISE FUNDS

The City has three enterprise funds that are funded through rates charged to customers. These funds are restricted and may not be used for general purposes.

Water Fund

Water rates have been adjusted over a multi-year period to account for rising wholesale water costs, needed capital maintenance, and debt service owed the City's General Fund. As expected, these increases have allowed the Water Fund to be fiscally self-sufficient, providing sufficient operating and cash reserves. In August 2011, the City Council adopted the Water Distribution System Master Plan. The Plan details the deficiencies of the City's aging and fragile water distribution system and prioritizes the repair of the most critical portions of the distribution system. In addition, changes to the Cost Allocation Plan and additional utility payments from the General Fund represent higher levels of revenue and lower expenses to the fund which can be used for other purposes including building capital reserves or stabilizing rates.

Table 6

| Water Operations Surplus/(Deficit) | ACTUAL 2014-15 | BUDGETED 2015-16 |
|------------------------------------|----------------|------------------|
| Revenues | \$7,352,506 | \$10,479,940 |
| Expenditures | \$6,205,954 | \$9,385,400 |
| Surplus/(Deficit) | \$1,446,552 | \$1,094,540 |
| Contribution to Reserves | \$750,000 | \$750,000 |

Wastewater Fund

Wastewater operations are projected to have a balanced budget. The Wastewater Capital Fund is anticipated to complete capital projects over this budget cycle, to be funded from accumulated capital reserves. The last increase in Wastewater rates was July 2013. Past rate increases have allowed the Wastewater Division to fund operations and bond debt for capital improvements, as well as provide operating and capital reserves. In addition, changes to the Cost Allocation Plan and additional utility payments from the General Fund represent higher levels of revenue and lower expenses to the fund which can be used for other purposes including building capital reserves or stabilizing rates.

Table 7

| Wastewater Ops Surplus/(Deficit) | ACTUAL 2014-15 | BUDGETED 2015-16 |
|----------------------------------|----------------|------------------|
| Revenues | \$3,849,397 | \$4,017,337 |
| Expenditures | \$3,303,131 | \$3,840,598 |
| Surplus/(Deficit) | \$546,266 | \$176,739 |
| Contribution to Reserves | \$529,476 | \$450,000 |

Solid Waste Fund

Solid Waste operations are projected to have a balanced budget with healthy reserves as a result of a multi-year rate adjustment approved in FY 2009-10. In addition, changes to the Cost Allocation Plan and additional utility payments from the General Fund represent higher levels of revenue and lower expenses to the fund which can be used for other purposes including building capital reserves or stabilizing rates.



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City Manager’s Budget Message

Table 8

| Solid Waste Ops Surplus/(Deficit) | ACTUAL 2014-15 | BUDGETED 2015-16 |
|--------------------------------------|-------------------|---------------------|
| Revenues | \$4,052,613 | \$4,199,900 |
| Expenditures | \$3,788,599 | \$3,967,199 |
| Surplus/(Deficit) | \$264,014 | \$232,701 |
| Contribution to Reserves | \$350,000 | \$350,000 |

OTHER CITY ENTITIES

Housing Authority

The Housing Authority’s FY 2015-16 budget is comprised of four separate budgets: the Conventional Housing/Operating Subsidy budget, \$389,438; Public Housing Federal Program, \$328,883; Section 8 Housing Choice Voucher Program budget, \$3 million; and the Modernization Grants budget. The Housing Authority is primarily funded by the United States Department of Housing and Urban Development (HUD). A total operating deficit of \$114,483 is projected for the Public Housing program, which will be funded with Housing reserves.

Successor Agencies

On February 1, 2012, the City of Port Hueneme assumed the role of the Successor Agency to the former Redevelopment Agency, taking responsibility for winding down the Redevelopment Agency’s operations and liquidating its assets. The California Supreme Court’s decision on RDAs also requires the payment of enforce-able obligations and the remittance of unencumbered balances to the County Auditor-Controller for distribution to all other taxing agencies.

In addition, AB 26 allowed cities the option of retaining the affordable housing assets and functions previously performed by its redevelopment agency. The City of Port Hueneme has long been a strong supporter of affordable housing construction, and the City Council welcomed the opportunity to become the Housing Successor Agency. The City has under its control the houses and properties purchased with former Low and Moderate Income Housing Fund monies, and will continue to receive the lease revenue generated from the rental of these housing units.

The former RDA generated \$5.6 million in tax increment revenue that was used to fund RDA projects and pay for debt service, positions and cost allocation charges. With the transition from RDA to Successor Agency, the General Fund was impacted through its loss of revenues from Cost Allocation and debt service payments, which were approximately \$1.2 million.

Surplus Property Authority

The Surplus Property Authority (SPA) budget shows a strong fiscal position. The Fund Balance as of June 30, 2015 is estimated to be approximately \$6.8 million due to one-time revenue from the sale of the NCEL properties to the Oxnard Harbor District. However, this fund balance is primarily made up of a \$5 million General Fund loan to fund capital improvement projects in the Hueneme Beach and Moranda Park area which are eligible under the SPA.

GENERAL FUND FORECAST

Looking to future years, as depicted in Table 9, the General Fund five-year forecast shows a



BUDGET MESSAGE

City Manager's Budget Message

deficit for the next five years through FY 2019-20. CalPERS and medical insurance rates are expected to increase again in FY 2015-16, thus further challenging the City's ability to balance the General Fund Budget in future years. Increases in Sales Tax, Transactions and Use Tax, Utility Users Tax, Property Tax, and Port Impact Mitigation revenues are expected to recover somewhat over the next 5 years, but not to the pre-recession highs experienced in 2006 and 2007. Without higher revenues or a significant decrease in expenditures or service levels, deficits are anticipated to continue, ultimately reducing General Fund Reserves until they reach zero.

Table 9

| Fiscal Year | Projected Deficit |
|-------------|-------------------|
| FY 2014-15 | -\$1,065,895 |
| FY 2015-16 | -\$1,373,668 |
| FY 2016-17 | -\$1,610,828 |
| FY 2017-18 | -\$1,636,827 |
| FY 2018-19 | -\$1,644,676 |
| FY 2019-20 | -\$1,663,139 |

CONTINUED EXPENDITURE REDUCTIONS

Labor negotiations will continue with all represented labor groups. If concessions are negotiated with any of the represented or un-represented groups, changes will be incorporated into the budget. In addition, staff will continue to evaluate every department and every program to determine whether it is operating in the most efficient and cost-effective manner at the most appropriate staffing levels, and implement best industry practices where appropriate.

CONTINUING BUDGET CHALLENGES

The City faces continuing budget challenges, including:

- The effects of a slow economic recovery, which has impacted revenues and eliminated funding from the State of California.
- Increasing CalPERS pension retirement contribution rates, as a result of actuarial changes that are based on revised mortality assumptions and new amortization policies. These changes will increase the City's costs from current levels by \$300,000 in FY 2015-16. Since 2008, the City's CalPERS employer rates have increased by approximately \$913,000 for both Employer and Employee costs. PERS rates have increased from 24.94% in 2009 for the Miscellaneous group to 29.10% for 2016 and from 24.67% for the Safety group in 2009 to 34.11% for 2016.
- Increasing debt service on the City's Pension Obligation Bond will continue to place pressure on all budgets, and especially the General Fund, until FY 2016-17, when a portion of the bonds will be retired. Any savings from those payments are anticipated to be reallocated to a Pension Trust account to begin paying down CalPERS pension liabilities, fund safety retiree medical obligations, or used as a CalPERS rate stabilization fund.
- Elimination of Transportation Development Act funds of approximately \$400,000 that were used to fund a portion of the City's road and bikeway pavement plan will also have an effect on the City's ability to maintain a robust street maintenance program.
- Budgeting for infrastructure replacement to



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address the replacement of the City's aging water, wastewater and storm water distribution systems, as well as, overall neglect of City's infrastructure through deferred maintenance will need to be addressed in the coming years.

- One of the biggest challenges and risks to the City is the Federal Government's continued underfunding of the sand replenishment program for Hueneme Beach. Under-funding has resulted in extensive sand erosion and loss of infrastructure, including the damage to the City's historic pier. It also required a substantial expenditure of City funds which were used for construction of shore protection measures. Late, under-funding by the Federal Government proved costly for the City in FY 2014-2015 when local loss of infrastructure and the cost to construct shoreline protection exceeded \$4 million.

Although not ideal, infrastructure maintenance, repairs and replacements over the last several years, allowed the City to build up its reserve balances. Fortunately the City had reserve funds available to respond to the emergency, and was able to obtain a grant for \$2M from the State of California to off-set the overall expense. The risk of future infrastructure loss, should under-funding of sand replenishment continue, has been reduced with the establishment of permanent shoreline protection. However, areas around the base of the pier and a portion of the shoreline south of the pier remain unreinforced. This leaves some risk of future damage or destruction to those areas not currently protected.

CONCLUSION

Creating long-term financial sustainability in order to provide important services to the community is the City's primary goal. Though the financial outlook today and into the future is not promising, the staff is committed to finding innovative ways to improve efficiencies, look for shared service opportunities, implement best practices, grow the local economy and reduce costs wherever and whenever possible. If labor negotiations and new operational efficiencies and practices do not yield the necessary deductions, or if revenue enhancement measures are not successful, the City will need to evaluate different service delivery models in order to find a way to structurally balance the City's General Fund Budget.

I thank the City Council for its leadership in the face of these fiscal challenges, and its focus and determination in moving the City forward in a fiscally responsible way in order to achieve financial sustainability. I also would like to acknowledge the hard work, creativity and "can do" approach exhibited by the City Staff in this challenging economic environment. They have worked closely as a team, taking on additional responsibilities, finding new, and more cost effective ways to operate their departments, developed plans for better maintenance of City infrastructure, and looked for ways to provide high quality services and enrichment opportunities to our residents at a reasonable cost. The City staff truly care about Port Hueneme and are doing all they can to keep the City a high quality, safe community for its citizens.

Respectfully Submitted,
CYNTHIA HAAS
City Manager

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City of Port Hueneme

"The Friendly City by the Sea"

ABOUT THE CITY

The **City of Port Hueneme** (pronounced "Why-nee-mee") is a unique community along Ventura County's Gold Coast just south of the City of Oxnard and Channel Islands Harbor. Port Hueneme is unique because of its rich history, culture, and traditions, dating back to the Chumash Indians who made their home here for centuries and because of its long-established, close relationship with the U.S. Navy's Port Hueneme and Point Mugu naval facilities.

As a *new resident or business*, or someone who may be considering a move to Port Hueneme, the City Council and Chamber of Commerce warmly welcome you to our fine community. Soon you will find that the quality of life in Port Hueneme is one-of-a-kind. Those who live or work here benefit from the City's small-town atmosphere, affordable housing, diverse economy, temperate climate, clean air, low crime, quality education, and plentiful recreation. The City takes great pride in its consumer service practices and personifies the concept of "customer as client." In this tradition, the following information is offered to better acquaint you with the community.



Geographically, Port Hueneme has a total land area of 4.5 square miles; living proof that small is beautiful. What it lacks in size, the City more than compensates in spirit and vitality. With its emphasis on quality of life, the City is widely admired for its redevelopment and revitalization efforts, the natural beauty of its beach, the largest commercial deep-water port between Los Angeles and San Francisco, the caliber of public facilities, and the unifying theme of its public streetscape. Together, these ingredients provide the recipe for one of California's most livable places.

Housing in Port Hueneme is affordable and convenient. The residents of Port Hueneme enjoy quality, coastal-community living for a remarkably reasonable cost – especially when compared to the high-priced communities both to the north and south of the City. In fact, Port Hueneme has the most affordable housing and broadest mix of dwellings in all of Ventura County. Residents have their choice of beachfront condominiums, contemporary single-family residences, and low-rise apartments. Since approximately 50% of residential property is rental, housing is readily available to buyers and renters alike.

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| Single Family Median Home Price | | | |
|---------------------------------|-----------|-----------|--------|
| | May 2015 | May 2014 | % Chng |
| Port Hueneme | \$315,000 | \$292,500 | 7.7% |
| Santa Paula | \$340,000 | \$319,000 | 6.6% |
| Fillmore | \$440,000 | \$310,000 | 41.9% |
| Moorpark | \$542,250 | \$600,000 | -9.6% |

Source: DQNews.com, May 2015 Chart

| Housing Profile: | | |
|----------------------------|-------|-------|
| Housing Type: | Units | % |
| Single Family Detached | 2,685 | 32.5% |
| Single Family Attached | 2,371 | 28.7% |
| Multi-family: 2-4 units | 946 | 11.4% |
| Multi-family: 5 units plus | 2,253 | 27.3% |
| Mobile Home | 9 | 0.11% |
| Average Household Size | 3.0 | |

Source: May 2015 So. California Assoc of Governments

The *broad based economy* of Port Hueneme has historically performed better than the average California community. Regionally, the economy is driven by five primary sectors: oil production, defense, manufacturing, agriculture, and tourism. Locally, the Naval Base Ventura County and deep water commercial Port of Hueneme dominate the economic landscape. The Naval Base Ventura County in Port Hueneme and the Port of Hueneme, owned and operated by the Oxnard Harbor District, occupy approximately 60% of the City's total land area. The Port serves as an import/export station for break-bulk, neo-bulk, and dry-bulk cargo. In addition, the Port serves as a staging area for offshore oil operations in nearby Santa Barbara Channel, provides space for local sport and commercial fishing industries, and is home to the largest dockside refrigeration storage facility on the West Coast. Among the Port's many advantages are its U.S. Customs Port of Entry and Foreign Trade Zone designations. The Port's annual economic impact of over half a billion dollars in direct economic activity and more than 4,500 direct and indirect jobs spotlights its position as one of Ventura County's premier economic engines.

The *climate* of this City is close to paradise. Mild winter temperatures and cooling midsummer sea breezes typify Port Hueneme's subtropical temperate climate. Mean monthly low temperatures range from 44 to 58 degrees and the average temperature is 74 degrees. Rainfall averages about 15 inches per year.

In the City of Port Hueneme, *public safety* is priority one. Port Hueneme has its own police force comprised of 22 sworn officers, 8 full-time support staff and 2 canines (K-9's). With a service area of less than five square miles, response time is generally within five minutes.

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The City is home to plentiful *recreation* for everyone to enjoy. Port Hueneme is home to the only City-owned and maintained beach park in Ventura County. The City's 90 acres of park land exceeds the statewide norm by more than one-third. Local facilities include a community center, library, historical museum, and Boys and Girls Club, as shown in the diagram:

Parks

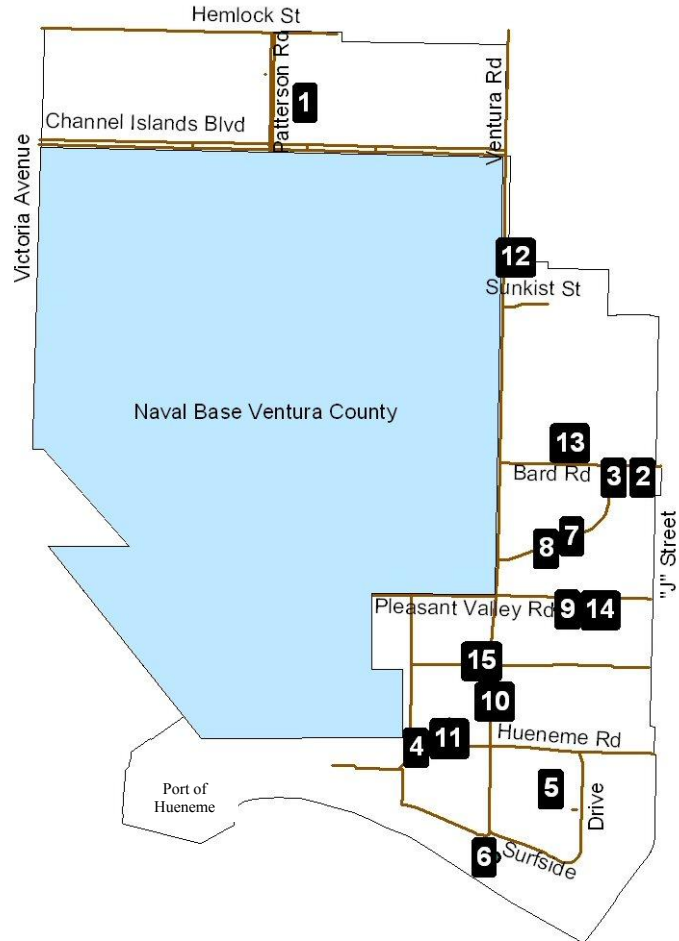
- 1 Bolker Park
- 2 Bubbling Springs
- 3 Bubbling Spring
Recreational Corridor
- 4 Dewar Park
- 5 Moranda Park
- 6 Hueneme Beach

Community Buildings

- 7 Orvene S Carpenter
Community Center
- 8 Ray D. Prueter Library
- 9 Boys and Girls Club
- 10 City Hall/Civic Center
- 11 Historical Museum

Elementary Schools

- 12 Sunkist
- 13 Parkview
- 14 Bard
- 15 Hueneme



City of Port Hueneme

"The Friendly City by the Sea"

ABOUT THE CITY

General information about Port Hueneme:

| Population Breakdown: | | |
|---|--------------|----------------|
| | Port Hueneme | Ventura County |
| Hispanic or Latino | 55.7% | 42.3% |
| White alone | 30.6% | 46.2% |
| Asian alone | 5.6% | 6.9% |
| Black alone | 4.8% | 1.7% |
| American Indian | 0.5% | 1.7% |
| Native Hawaiian/ Other Pacific Islander | 0.8% | 0.3% |
| All Other Non-Hispanic | 2.8% | 2.5% |

(May 2015 So. California Assoc of Governments)

| Population Breakdown: | |
|-----------------------|-------|
| Under 5 years | 7.4% |
| 5 to 14 years | 13.2% |
| 15 to 24 years | 16.3% |
| 25 to 34 years | 16.3% |
| 35 to 44 years | 11.9% |
| 45 to 54 years | 11.5% |
| 55 to 64 years | 11.3% |
| 65 to 74 years | 6.7% |
| 75 years and over | 5.3% |

(2009-2013, U.S. Census)

- The population of Port Hueneme is approximately 22,768 persons. *(Department of Finance, January 2015)*
- The City of Port Hueneme was incorporated in 1948 as a General Law city; 1996 as a Charter city.
- The City has a Council-Manager form of government, with the Mayor and other Council Members elected at large for four-year terms.
- School District: Hueneme School District. Schools in Hueneme (All Elementary): Sunkist, Parkview, Bard, and Hueneme.
- Community Buildings: Orvene S. Carpenter Community Center, Ray D. Prueter Library, Boys and Girls Club, City Hall/Civic Center, and Historical Museum.
- Parks: Bolker Park, Bard Park, Dewar Park, Moranda Park, Bubbling Springs Recreation Corridor, and Hueneme Beach.
- The median household income is approximately \$52,452. *(May 2015 Southern California Association of Governments)*

City of Port Hueneme

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ABOUT THE CITY

- The median age is about 32.8 years. (*May 2015 Southern California Association of Governments*)

Recent and expected developments in the City of Port Hueneme:

- **SURFSIDE APARTMENTS**
Partial demolition and conversion of a motel complex into 64 apartment units located at 615 East Hueneme Road (Phase I near completion with Phase II under construction).
- **STREET REHABILITATION.**
Renovation of various local and arterial streets citywide in 2015-16 including new Bike path and bus shelter work.
- **SCOTT STREET HOMES**
Five for-sale detached 2-story beach homes encompassing 1,800-1,900 square feet of floor area with 3 & 4 bedrooms 2.5-3 baths all with 2-car garages and covered guest carport located at 221 East Scott Street.
- **VICTORIA MIXED USE**
Mid-rise 112 elevator-served executive apartments with four unit plans ranging in size from 800-1,200 square feet situated above a specialty grocery and retail space on 4.5 acres of vacant land located near the Channel Islands Harbor. Ground breaking expected in 2016.
- **MCDONALDS/TACO BELL REBUILD**
Demolition and rebuild of two drive-through restaurants located on Channel Islands Boulevard and Ventura Road. Taco Bell completed summer 2015 and McDonalds commencing in early 2016.
- **ROSS DEPARTMENT STORE**
Completion of new Ross store expected in Fall 2015 encompassing 29,000 square feet of new retail space at the Mandalay Village Marketplace on Channel Islands Boulevard.

City of Port Hueneme

"The Friendly City by the Sea"

FACT SHEET

| | |
|--|---|
| Date of Incorporation..... | March 24, 1948 |
| Date incorporated as Charter City..... | December 1996 |
| Type of Government..... | Charter City |
| Form of Government..... | Council/Manager |
| County..... | Ventura |
| State Assembly..... | 44 st Assembly District, Jacqui Irwin |
| State Senate..... | 19 th State Senate District, Hannah-Beth Jackson |
| U.S. Representative..... | 26 th Congressional District, Julia Brownley |
| Area..... | 4.5 square miles |
| Population..... | 22,768 |
| Police Protection..... | 22 Sworn Officers, 8 FT Support Staff |
| Fire Protection..... | Ventura County Fire Protection District |
| Recreation and Parks..... | Bolker Park, Bard Park, Dewar Park, Moranda Park, Bubbling Springs Recreation Corridor, and Hueneme Beach |
| Municipal Bus Lines..... | Gold Coast Transit/Vista |

**CITY OF PORT HUENEME
FY 2015/16 BUDGET CALENDAR**

| 2015 DATE/TIME | | | PLACE | RESPONSIBILITY | DESCRIPTION |
|-------------------|------|----------|------------------|--------------------------------|---|
| Feb 26 | Thur | 8:00 am | Holiday Inn | Council/Staff | Council/Staff Strategic Planning Mtg Mid-year Budget Review |
| Mar 4 | Wed | 10:00 am | Council Chambers | All Departments & Budget Users | Budget Kick-off meeting. Budget worksheets open for data entry. |
| Mar 20 | Fri | 5:00 pm | --- | All Departments | Deadline for departments to have budgets entered in budget system. |
| Mar 26 | Thur | 5:00 pm | --- | All Departments | Deadline for CIP Budget |
| Mar 30 - Apr 10 | --- | --- | --- | Finance | Finance review |
| Apr 13 - Apr 17 | --- | --- | Large Conf Rm | City Manager/ Directors | City Manager/Finance Director – departmental budget review meetings. |
| Apr 22 | Wed | 12:00 pm | --- | All Departments | Final deadline for proposed budget changes (requires CM approval) |
| Apr 27 | Mon | 5:00 pm | --- | Finance | Finance Dept. submits first draft of Proposed Budget to City Manager for review. |
| Apr 28 - 30 | --- | --- | Large Conf Rm | City Manager | City Manager/Finance. Director – departmental budget follow-up as required (if needed). |
| May 6 | Wed | 5:00 pm | --- | Finance | Finance Dept. submits second draft of Proposed Budget to City Manager for review. |
| Aug 21 | Fri | 5:00 pm | | City Manager | City Manager provides Draft Proposed Budget to City Council for review. |
| Aug 31 | Mon | 6:30 pm | Council Chambers | Council/Staff | City Council Workshop; review and identify any adjustments. |
| Sep 21 | Mon | 6:30 pm | Council Chambers | Council/Staff | City Council Workshop; further review and identify any adjustments. |
| Sep 28 | Mon | 6:30 pm | Council Chambers | Council/Staff | City Council Workshop; further review and identify any adjustments. |
| Nov 9 | Mon | 6:30 pm | Council Chambers | Council/Staff | Adoption of Final budget. |

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Schedules

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| CITY OF PORT HUENEME | | | | | | |
|--|--|---|------------------------------|--|---------------------------------------|--|
| SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND | | | | | | |
| FY 2015-16 BUDGET | | | | | | |
| FUNDS | Projected Unreserved Fund Balance/ Retained Earnings 7/1/2015 | Projected Revenue FY 2015-16 BUDGET | Projected Transfers In | Projected Total Revenues FY 2015-16 BUDGET | Projected Total Funds Available | |
| GENERAL FUND | (529,026) | 12,880,045 | 3,371,407 | 16,251,452 | 15,722,426 | |
| SPECIAL REVENUES FUNDS: | | | | | | |
| COMMUNITY DEVELOPMENT: | | | | | | |
| Neighborhood Preservation | 952,396 | 40,500 | 0 | 40,500 | 992,896 | |
| Community Development Block Grants (CDBG) | 5,713 | 70,000 | 0 | 70,000 | 75,713 | |
| SUB TOTAL COMMUNITY DEVELOPMENT | 958,109 | 110,500 | 0 | 110,500 | 1,068,609 | |
| PUBLIC SAFETY: | | | | | | |
| State COPS Grant | (33,333) | 100,000 | 0 | 100,000 | 66,667 | |
| Traffic Safety | 1,532 | 30,000 | 0 | 30,000 | 31,532 | |
| JAG Grant | 0 | 0 | 0 | 0 | 0 | |
| SUB TOTAL PUBLIC SAFETY | (31,801) | 130,000 | 0 | 130,000 | 98,199 | |
| RECREATION & COMMUNITY SERVICES: | | | | | | |
| Senior Nutrition Grant | (1,394) | 16,500 | 0 | 16,500 | 15,106 | |
| Community Grants | 0 | 15,000 | 0 | 15,000 | 15,000 | |
| SUB TOTAL RECREATION & COMM SVCS | (1,394) | 31,500 | 0 | 31,500 | 30,106 | |
| PUBLIC WORKS: | | | | | | |
| Transportation Development Act (TDA) | 121,467 | 70,000 | 0 | 70,000 | 191,467 | |
| Gas Tax | 549,068 | 492,698 | 0 | 492,698 | 1,041,766 | |
| Bike Path (Article 3) | 119,352 | 4,800 | 0 | 4,800 | 124,152 | |
| SUB TOTAL PUBLIC WORKS | 789,887 | 567,498 | 0 | 567,498 | 1,357,385 | |
| STORMWATER PROGRAM: | (64,129) | 13,575 | 163,425 | 177,000 | 112,871 | |
| TOTAL SPECIAL REVENUE FUNDS | 1,650,672 | 853,073 | 163,425 | 1,016,498 | 2,667,170 | |
| ENTERPRISE FUNDS | | | | | | |
| Water Operations | 2,825,525 | 10,479,940 | 0 | 10,479,940 | 13,305,465 | |
| Water Plant Operations | (47,753) | 1,251,625 | 0 | 1,251,625 | 1,203,872 | |
| Wastewater Operations | 10,131,728 | 3,977,337 | 40,000 | 4,017,337 | 14,149,065 | |
| Solid Waste Operations | 4,219,142 | 4,199,900 | 0 | 4,199,900 | 8,419,042 | |
| TOTAL ENTERPRISE FUNDS | 17,128,642 | 19,908,802 | 40,000 | 19,948,802 | 37,077,444 | |
| NBVC CONTRACT | 0 | 50,000 | 0 | 50,000 | 50,000 | |
| ASSESSMENT DISTRICTS FUNDS | | | | | | |
| Drainage | 270,890 | 185,000 | 0 | 185,000 | 455,890 | |
| Street Lights | (38,041) | 123,000 | 34,500 | 157,500 | 119,459 | |
| Median | (780) | 179,000 | 93,000 | 272,000 | 271,220 | |
| TOTAL ASSESSMENT DISTRICTS | 232,068 | 487,000 | 127,500 | 614,500 | 846,568 | |
| INTERNAL SERVICE FUNDS | | | | | | |
| Risk Administration | (1) | 0 | 1,401,541 | 1,401,541 | 1,401,540 | |
| Fleet Maintenance | 3 | 0 | 896,335 | 896,335 | 896,338 | |
| TOTAL INTERNAL SERVICE FUNDS | 2 | 0 | 2,297,876 | 2,297,876 | 2,297,878 | |
| DEBT SERVICE FUNDS | | | | | | |
| 1992A COP | 0 | 0 | 493,000 | 493,000 | 493,000 | |
| Pension Obligation Bonds | 0 | 0 | 1,214,775 | 1,214,775 | 1,214,775 | |
| TOTAL DEBT SERVICE FUNDS | 0 | 0 | 1,707,775 | 1,707,775 | 1,707,775 | |
| TOTAL CITY FUNDS | 18,482,359 | 34,178,920 | 7,707,983 | 41,886,903 | 60,369,262 | |
| HOUSING AUTHORITY | | | | | | |
| Conventional | 760,028 | 538,300 | 0 | 538,300 | 1,298,328 | |
| Public Housing Federal | (13,209) | 214,400 | 0 | 214,400 | 201,191 | |
| Section 8 Vouchers | (17,132) | 2,866,594 | 0 | 2,866,594 | 2,849,462 | |
| Modernization Grant | 0 | 120,071 | 0 | 120,071 | 120,071 | |
| TOTAL HOUSING AUTHORITY | 729,687 | 3,739,365 | 0 | 3,739,365 | 4,469,052 | |
| HOUSING SUCCESSOR AGENCY | (131,119) | 304,582 | 0 | 304,582 | 173,463 | |
| REDEVELOPMENT SUCCESSOR AGENCY | | | | | | |
| Redevelopment (Previously Debt Service) | 77,047 | 1,300 | 0 | 1,300 | 78,347 | |
| Successor Agency | 1,129,512 | 2,907,172 | 0 | 2,907,172 | 4,036,684 | |
| TOTAL REDEVELOPMENT SUCCESSOR AGENCY | 1,206,559 | 2,908,472 | 0 | 2,908,472 | 4,115,031 | |
| SURPLUS PROPERTY AUTHORITY | 5,765,614 | 199,184 | 0 | 199,184 | 5,964,798 | |
| GRAND TOTAL | 26,053,101 | 41,330,523 | 7,707,983 | 49,038,506 | 75,091,607 | |

| CITY OF PORT HUENEME | | | | | | |
|--|-----------------------------|--------------------------------|-------------------------|--|---|--|
| SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND | | | | | | |
| FY 2015-16 BUDGET | | | | | | |
| Projected Salaries & Benefits | Projected Operating Charges | Projected Capital Expenditures | Projected Transfers Out | Projected Total Appropriations FY 2015-16 BUDGET | Projected Unappropriated Reserves June 30, 2016 | |
| 11,691,979 | 3,042,614 | 528,850 | 2,361,677 | 17,625,120 | (1,902,694) | |
| 74,930 | 198,900 | 0 | 20,966 | 294,796 | 698,100 | |
| 0 | 70,000 | 0 | 0 | 70,000 | 5,713 | |
| 74,930 | 268,900 | 0 | 20,966 | 364,796 | 703,813 | |
| 0 | 0 | 0 | 100,000 | 100,000 | (33,333) | |
| 0 | 0 | 0 | 30,000 | 30,000 | 1,532 | |
| 0 | 0 | 0 | 0 | 0 | 0 | |
| 0 | 0 | 0 | 130,000 | 130,000 | (31,801) | |
| 0 | 1,500 | 0 | 15,000 | 16,500 | (1,394) | |
| 0 | 15,000 | 0 | 0 | 15,000 | 0 | |
| 0 | 16,500 | 0 | 15,000 | 31,500 | (1,394) | |
| 0 | 70,000 | 0 | 0 | 70,000 | 121,467 | |
| 0 | 210,000 | 545,000 | 112,700 | 867,700 | 174,066 | |
| 0 | 43,000 | 80,000 | 0 | 123,000 | 1,152 | |
| 0 | 323,000 | 625,000 | 112,700 | 1,060,700 | 296,685 | |
| 0 | 40,800 | 87,000 | 49,200 | 177,000 | (64,129) | |
| 74,930 | 649,200 | 712,000 | 327,866 | 1,763,996 | 903,174 | |
| 829,683 | 5,308,676 | 2,247,800 | 999,241 | 9,385,400 | 3,920,065 | |
| 422,686 | 540,560 | 0 | 288,379 | 1,251,625 | (47,753) | |
| 895,999 | 1,903,263 | 454,000 | 587,336 | 3,840,598 | 10,308,467 | |
| 940,530 | 1,587,234 | 345,600 | 1,093,835 | 3,967,199 | 4,451,843 | |
| 3,088,898 | 9,339,733 | 3,047,400 | 2,968,791 | 18,444,822 | 18,632,622 | |
| 0 | 50,000 | 0 | 0 | 50,000 | 0 | |
| 0 | 4,600 | 0 | 159,300 | 163,900 | 291,990 | |
| 0 | 157,500 | 0 | 0 | 157,500 | (38,041) | |
| 0 | 93,000 | 0 | 179,000 | 272,000 | (780) | |
| 0 | 255,100 | 0 | 338,300 | 593,400 | 253,168 | |
| | 1,401,541 | | | 1,401,541 | (1) | |
| 325,957 | 547,350 | | 23,028 | 896,335 | 3 | |
| 325,957 | 1,948,891 | 0 | 23,028 | 2,297,876 | 2 | |
| 0 | 493,000 | 0 | 0 | 493,000 | 0 | |
| 0 | 0 | 0 | 1,214,775 | 1,214,775 | 0 | |
| 0 | 493,000 | 0 | 1,214,775 | 1,707,775 | 0 | |
| 15,181,764 | 15,778,538 | 4,288,250 | 7,234,437 | 42,482,989 | 17,886,273 | |
| 167,927 | 221,511 | 0 | 0 | 389,438 | 908,890 | |
| 151,356 | 75,236 | 0 | 102,291 | 328,883 | (127,692) | |
| 282,996 | 2,607,230 | 0 | 98,291 | 2,988,517 | (139,055) | |
| 0 | 52,362 | 67,709 | 0 | 120,071 | 0 | |
| 602,279 | 2,956,339 | 67,709 | 200,582 | 3,826,909 | 642,143 | |
| 75,718 | 113,900 | 2,000 | 85,623 | 277,241 | (103,778) | |
| 0 | 0 | 649,000 | 0 | 649,000 | (570,653) | |
| 187,052 | 2,584,972 | 0 | 58,041 | 2,830,065 | 1,206,619 | |
| 187,052 | 2,584,972 | 649,000 | 58,041 | 3,479,065 | 635,966 | |
| 0 | 647,042 | 0 | 129,300 | 776,342 | 5,188,456 | |
| 16,046,813 | 22,080,791 | 5,006,959 | 7,707,983 | 50,842,546 | 24,249,061 | |



Fund Balance Summary Schedule FY 2015-16

| | General Fund | Enterprise Funds | NBVC Contract | Special Revenue Funds | Special Assess. Districts | Internal Service Funds | Debt Service Funds | Total City Funds |
|--|---------------------|----------------------|------------------|-----------------------------|---------------------------------|------------------------------|--------------------------|------------------------|
| Projected Unreserved Fund Balance 7/1/15 | \$ (387,656) | \$ 17,171,645 | \$ - | \$ 1,327,052 | \$ 244,412 | \$ - | \$ - | \$ 18,355,454 |
| Projected Revenues | 12,880,045 | 19,908,802 | 50,000 | 853,073 | 487,000 | 0 | 0 | 34,178,920 |
| Projected Transfers In | 3,371,407 | 40,000 | 0 | 163,425 | 127,500 | 2,297,876 | 1,707,775 | 7,707,983 |
| Total City Revenues | 16,251,452 | 19,948,802 | 50,000 | 1,016,498 | 614,500 | 2,297,876 | 1,707,775 | 41,886,903 |
| Total Available Funds | 15,863,796 | 37,120,447 | 50,000 | 2,343,550 | 858,912 | 2,297,876 | 1,707,775 | 60,242,357 |
| Projected Salaries/Benefits | 11,691,979 | 3,088,898 | 0 | 74,930 | 0 | 325,957 | 0 | 15,181,764 |
| Projected Operating Charges | 3,042,614 | 9,339,733 | 50,000 | 649,200 | 255,100 | 1,948,891 | 493,000 | 15,778,538 |
| Projected Capital Expenditures | 528,850 | 3,047,400 | 0 | 712,000 | 0 | 0 | 0 | 4,288,250 |
| Projected Transfers Out | 2,361,677 | 2,968,791 | 0 | 327,866 | 338,300 | 23,028 | 1,214,775 | 7,234,437 |
| Total City Expenditures | 17,625,120 | 18,444,822 | 50,000 | 1,763,996 | 593,400 | 2,297,876 | 1,707,775 | 42,482,989 |
| Net Change in Revenues/Expenditures | (1,373,668) | 1,503,980 | 0 | (747,498) | 21,100 | 0 | 0 | (596,086) |
| Projected Unreserved Available Fund Balance 6/30/16 | (1,761,324) | 18,675,625 | 0 | 579,554 | 265,512 | 0 | 0 | 17,759,368 |
| Percentage Change in Available Fund Balance | 354.4% | 8.8% | 0.0% | -56.3% | 8.6% | NA | NA | -3.2% |
| Reserves/Designations: | | | | | | | | |
| Committed | 9,514,600 | 11,773,436 | | | | | | 21,288,036 |
| Assigned | 49,500 | | | | | | | 49,500 |
| | | | | | | | | 0 |
| Total Designations ⁽¹⁾ | 9,564,100 | 11,773,436 | 0 | 0 | 0 | | 0 | 21,337,536 |
| Total Unreserved/Designated Fund Balance 6/30/15 | \$ 7,802,776 | \$ 30,449,061 | \$ - | \$ 579,554 | \$ 265,512 | \$ - | \$ - | \$ 39,096,904 |

⁽¹⁾ The General Fund fund balance excludes a reserve for advances to other funds since it is not available for spending.

Note: The General Fund fund balance also excludes a \$5 million reserve for an advance to the Surplus Property Authority for capital projects.

The Wastewater Capital fund balance excludes a reserve for an advance to Solid Waste Operations fund since it is not available for spending.

Explanations for changes in fund balances greater than 10%:

| | |
|-----------------------------------|---|
| General Fund | Deficit will be absorbed through the use of reserves |
| Special Revenue Funds | Use of fund balance from Gas Tax funds for capital street projects. |
| Special Assessment District Funds | Limited funding is available for all assessment districts. |



Revenues and Transfers from Other Funds

| GENERAL FUND Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | Estimated 2016-17 |
|-----------------------------------|-------------------|---------------------|----------------------|---------------------|----------------------|
| Revenues | | | | | |
| Taxes | | | | | |
| Current Secured | 1,150,140 | 1,215,100 | 1,305,544 | 1,331,600 | 1,358,200 |
| Unsecured Current Year | 25,239 | 35,200 | 29,552 | 30,400 | 31,300 |
| Unsecured Prior Year | 2,240 | 2,000 | 0 | 2,000 | 2,000 |
| Interest/Penalties | 1,039 | 3,000 | 295 | 3,000 | 3,000 |
| Supplemental Taxes | 14,489 | 6,000 | 42,815 | 15,000 | 15,000 |
| HOPTR Taxes | 10,181 | 10,000 | 11,775 | 10,000 | 10,000 |
| Residual Revenue | 420,439 | 401,316 | 469,873 | 531,300 | 433,352 |
| Transactions and Use Tax | 795,252 | 717,100 | 746,576 | 738,900 | 755,900 |
| Sales Tax | 693,392 | 664,200 | 735,411 | 792,300 | 810,500 |
| Prop Tax In-Lieu Sales Tax (ERAF) | 246,447 | 251,400 | 324,097 | 75,028 | 76,500 |
| Motel Tax | 393,337 | 373,200 | 455,139 | 459,700 | 464,300 |
| Housing Authority In-Lieu Tax | 3,576 | 4,000 | 3,329 | 4,000 | 0 |
| Property Transfer Tax | 64,748 | 75,000 | 76,145 | 75,000 | 75,000 |
| PSAF Prop 172 Tax | 195,656 | 189,500 | 195,589 | 199,500 | 203,500 |
| Utility Users Tax | 1,158,019 | 1,326,000 | 1,128,814 | 1,185,300 | 1,244,600 |
| Prop Tax In-Lieu VLF (ERAF) | 1,487,203 | 1,516,900 | 1,703,043 | 1,787,398 | 1,823,100 |
| Motor Vehicle In-Lieu | 9,522 | 20,400 | 22,774 | 20,800 | 21,200 |
| Developer Tax Fees | 5,400 | 0 | 2,250 | 0 | 0 |
| Subtotal | 6,676,319 | 6,810,316 | 7,253,021 | 7,261,226 | 7,327,452 |
| Franchises | | | | | |
| So. California Gas | 35,964 | 63,100 | 36,777 | 40,000 | 40,800 |
| So. California Edison | 138,647 | 183,800 | 140,509 | 143,300 | 146,200 |
| Cable | 193,756 | 210,000 | 210,531 | 210,000 | 210,000 |
| Subtotal | 368,367 | 456,900 | 387,817 | 393,300 | 397,000 |
| Licenses & Permits | | | | | |
| Business License | 359,793 | 330,000 | 412,945 | 433,700 | 442,400 |
| SB-1186 Fees | 0 | 0 | 1,678 | 0 | 0 |
| Building Permits | 96,777 | 165,000 | 124,975 | 120,000 | 120,000 |
| Plumbing Permits | 19,452 | 30,000 | 16,127 | 30,000 | 30,000 |
| Electrical Permits | 21,361 | 30,000 | 20,813 | 20,000 | 20,000 |
| Mechanical Permits | 13,941 | 15,000 | 9,236 | 15,000 | 15,000 |
| Miscellaneous Permits | 23,330 | 20,000 | 23,889 | 20,000 | 20,000 |
| Subtotal | 534,654 | 590,000 | 609,663 | 638,700 | 647,400 |
| Fees | | | | | |
| Parking Citations | 53,770 | 90,000 | 53,779 | 55,000 | 55,000 |
| Traffic/Court Fees | 427,371 | 456,000 | 346,272 | 456,100 | 465,200 |
| Return Check Fee | 150 | 500 | 75 | 500 | 500 |
| Late Rent Fee | 200 | 100 | 350 | 200 | 350 |
| Traffic Impact Dev Fees | 6,672 | 0 | 0 | 0 | 0 |
| Zoning/Planning Fees | 14,200 | 7,000 | 10,417 | 7,000 | 10,417 |
| Subdivision Fees | 0 | 1,000 | 0 | 1,000 | 1,000 |
| Engineering Fees | 7,641 | 15,000 | 21,001 | 15,000 | 15,000 |
| Cost Rec-Parking/Code Enf. | 16,810 | 25,000 | 17,015 | 25,000 | 25,000 |
| Cost Rec-Public Nuisance | 0 | 0 | 139,178 | 0 | 0 |
| Easements | 5,900 | 0 | 1,900 | 0 | 0 |
| Subtotal | 532,714 | 594,600 | 589,987 | 559,800 | 572,467 |



Revenues and Transfers from Other Funds

| GENERAL FUND Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | Estimated 2016-17 |
|-------------------------------|-------------------|---------------------|----------------------|---------------------|----------------------|
| Revenues | | | | | |
| Public Safety | | | | | |
| Street and Curb Repair | 18,884 | 10,000 | 23,605 | 15,000 | 10,000 |
| Police Services | 86,721 | 120,000 | 92,320 | 45,000 | 45,000 |
| Hueneme School/Xing Guards | 0 | 26,500 | 25,317 | 26,500 | 26,500 |
| Subtotal | 105,605 | 156,500 | 141,242 | 86,500 | 81,500 |
| Rental Income | | | | | |
| Community Center | 44,831 | 45,000 | 49,560 | 50,000 | 55,000 |
| Marine Supply | 143,998 | 147,700 | 145,549 | 150,700 | 153,700 |
| Pac Foundries | 48,000 | 48,000 | 48,000 | 48,000 | 48,000 |
| Beach/Pier Concession | 18,970 | 18,400 | 22,509 | 18,800 | 19,200 |
| PH Little League Maint | 2,075 | 1,000 | 0 | 1,000 | 1,000 |
| Jane Drive Units | 35,430 | 57,300 | 40,475 | 58,400 | 59,600 |
| Hideaway Units | 131,594 | 147,000 | 146,800 | 150,000 | 153,000 |
| Subtotal | 424,898 | 464,400 | 452,893 | 476,900 | 489,500 |
| Interest Income | | | | | |
| Water Fund Prom Note #7 | 14,137 | 13,827 | 13,827 | 13,501 | 13,158 |
| Water Fund Prom Note #8 | 12,370 | 12,099 | 12,099 | 11,813 | 11,514 |
| Water Fund Prom Note #9 | 6,059 | 5,926 | 5,926 | 5,786 | 5,639 |
| Water Fund Prom Note #03-01 | 460,041 | 449,949 | 449,949 | 439,341 | 428,190 |
| Water Fund Prom Note #06-01 | 272,652 | 266,613 | 266,613 | 260,266 | 253,593 |
| PHWA NAWS Prom Note #3B | 48,197 | 42,221 | 47,706 | 40,945 | 39,669 |
| SPA Note #15-01 | 0 | 300,000 | 300,000 | 284,112 | 0 |
| Investments | 2,489 | 25,000 | 2,665 | 3,500 | 2,665 |
| Fund Interest | 62,825 | 200,000 | 43,533 | 100,000 | 150,000 |
| Enterprise Fund Interest-CARE | 183,499 | 200,000 | 108,136 | 45,000 | 45,000 |
| Enterprise Admin-CARE | 18,350 | 20,000 | 0 | 20,000 | 4,500 |
| Subtotal | 1,080,619 | 1,535,635 | 1,250,454 | 1,224,264 | 953,928 |
| District Revenue | | | | | |
| MOU 1983 Agreement | 433,176 | 443,629 | 468,693 | 506,520 | 531,846 |
| MOU 1987 Agreement | 617,896 | 538,532 | 701,804 | 771,980 | 787,420 |
| MOU 1995 Agreement | 299,448 | 381,004 | 321,972 | 338,100 | 344,862 |
| Subtotal | 1,350,520 | 1,363,165 | 1,492,469 | 1,616,600 | 1,664,128 |
| Beach Revenue | | | | | |
| Beach Parking Machine | 334,822 | 390,000 | 331,143 | 337,722 | 344,476 |
| Grants & Reimbursements | | | | | |
| Bulletproof Vest Grant | 0 | 3,000 | 0 | 0 | 0 |
| Port Security Grant Program | 26,482 | 20,000 | 0 | 0 | 0 |
| Avoid the 14 Grant | 7,852 | 0 | 3,539 | 5,000 | 0 |
| Post Reimbursement | 3,195 | 5,500 | 8,686 | 5,500 | 5,500 |
| State of CA Tech Agency | 2,517 | 0 | 0 | 0 | 0 |
| SB90 Reimbursement | 24,449 | 60,000 | 238,703 | 60,000 | 60,000 |
| Coastal Conservancy | 0 | 0 | 622,867 | 0 | 0 |
| Workers Comp Contra Revenue | 17,814 | 20,000 | 87,528 | 20,000 | 20,000 |
| CDBG Grant | 90,337 | 120,880 | 75,325 | 70,000 | 70,000 |
| Subtotal | 172,646 | 229,380 | 1,036,648 | 160,500 | 155,500 |



Revenues and Transfers from Other Funds

| GENERAL FUND | Actual | Budgeted | Projected | Budgeted | Estimated |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|
| Description | 2013-14 | 2014-15 | 2014-15 | 2015-16 | 2016-17 |
| Revenues | | | | | |
| Parks & Recreation | | | | | |
| Moranda Park | 971 | 800 | 1,390 | 1,400 | 1,400 |
| Community Center | 7,208 | 7,700 | 7,015 | 7,900 | 8,100 |
| Jr. Lifeguard | 37,281 | 34,400 | 39,623 | 38,000 | 38,800 |
| Beach Festival | 51,638 | 58,200 | 40,611 | 21,733 | 21,733 |
| Back to the Beach | 0 | 0 | 1,505 | 0 | 0 |
| SPA Cost Recovery | 5,000 | 12,089 | 7,089 | 0 | 0 |
| Subtotal | 102,098 | 113,189 | 97,233 | 69,033 | 70,033 |
| Miscellaneous | | | | | |
| Misc. Refunds and Claims | 42,214 | 26,500 | 25,045 | 26,500 | 26,500 |
| Salvage Sales | 12,405 | 14,000 | 5,106 | 14,000 | 14,000 |
| Miscellaneous Revenues | 16,161 | 15,000 | 30,956 | 15,000 | 15,000 |
| Water Note Principal Reserves | 0 | 347,686 | 0 | 0 | 0 |
| Subtotal | 70,780 | 403,186 | 61,107 | 55,500 | 55,500 |
| Subtotal Revenues | 11,754,042 | 13,107,271 | 13,703,677 | 12,880,045 | 12,758,885 |
| Cost Allocation Revenues - Other Agencies | | | | | |
| COPH as Successor Agency | 64,126 | 54,007 | 57,574 | 54,007 | 54,000 |
| Surplus Property Authority | 91,800 | 81,461 | 81,461 | 129,300 | 129,300 |
| Housing Authority Conventional | 147,684 | 115,000 | 115,000 | 89,050 | 93,500 |
| Housing Authority Section 8 Voucher | 59,200 | 59,200 | 59,200 | 89,050 | 89,100 |
| Subtotal Revenues-Other Agencies | 362,810 | 309,668 | 313,235 | 361,407 | 365,900 |
| Total Revenues | 12,116,852 | 13,416,939 | 14,016,912 | 13,241,452 | 13,124,785 |
| Transfers In | | | | | |
| Traffic Safety | 6,420 | 30,000 | 8,801 | 30,000 | 30,000 |
| Senior Nutrition Grant | 1,554 | 15,000 | 16,199 | 15,000 | 15,000 |
| Solid Waste Infrastructure | 100,000 | 200,000 | 200,000 | 200,000 | 200,000 |
| COPS Grant | 66,667 | 100,000 | 137,780 | 100,000 | 100,000 |
| Cost Allocation Revenues - Other Funds | | | | | |
| Transportation Dev Act (TDA) | 70,665 | 0 | 0 | 0 | 0 |
| Gas Tax | 150,000 | 100,000 | 112,700 | 112,700 | 112,700 |
| Neighborhood Preservation | 36,000 | 29,107 | 12,900 | 12,900 | 13,100 |
| Water Operations | 998,700 | 946,820 | 936,900 | 936,900 | 952,800 |
| Water Plant Operations | 233,600 | 197,409 | 245,200 | 245,200 | 249,400 |
| Wastewater Operations | 998,500 | 691,501 | 453,600 | 453,600 | 461,300 |
| Stormwater Program | 11,300 | 11,300 | 9,200 | 9,200 | 9,200 |
| Solid Waste Operations | 958,300 | 501,412 | 487,100 | 487,100 | 495,400 |
| Drainage Assessment | 149,700 | 149,700 | 159,300 | 159,300 | 159,300 |
| Median Assessment | 179,000 | 179,000 | 179,000 | 179,000 | 179,000 |
| Housing Successor Agency | 250,000 | 138,885 | 69,100 | 69,100 | 69,100 |
| Prior Year Revenues/Reimb | 0 | 0 | 5,003 | 0 | 0 |
| Subtotal Transfers In | 4,210,406 | 3,290,134 | 3,032,783 | 3,010,000 | 3,046,300 |
| Total General Fund | 16,327,258 | 16,707,073 | 17,049,695 | 16,251,452 | 16,171,085 |



Summary of Expenditures by Fund and Fiscal Year

| GENERAL FUND | Actual | Budgeted | Projected | Budgeted | Estimated |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|
| Description | 2013-14 | 2014-15 | 2014-15 | 2015-16 | 2016-17 |
| Administration | | | | | |
| City Council | 122,384 | 149,198 | 170,497 | 203,282 | 188,633 |
| City Manager/City Attorney | 630,670 | 492,883 | 736,470 | 579,698 | 574,876 |
| Human Resources/City Clerk | 374,743 | 635,794 | 616,699 | 722,843 | 673,761 |
| Risk Management | 1,119,870 | 0 | 0 | 0 | 0 |
| Administration Total | 2,247,667 | 1,277,875 | 1,523,666 | 1,505,823 | 1,437,270 |
| General Government | | | | | |
| General Government | 1,606,007 | 1,516,638 | 1,559,946 | 2,122,216 | 2,922,281 |
| Finance | | | | | |
| Finance | 1,181,525 | 1,321,797 | 1,266,147 | 1,229,962 | 1,220,168 |
| Community Development | | | | | |
| Community Development Admin | 261,279 | 332,530 | 326,137 | 499,922 | 497,779 |
| Building And Safety | 204,690 | 234,201 | 218,235 | 166,466 | 167,261 |
| Code Enforcement | 206,009 | 232,705 | 245,286 | 296,333 | 294,834 |
| Parking Enforcement | 249,377 | 307,884 | 296,519 | 322,512 | 322,669 |
| Community Development Total | 921,355 | 1,107,320 | 1,086,177 | 1,285,233 | 1,282,543 |
| Police | | | | | |
| Police Admin | 547,852 | 680,779 | 681,790 | 406,647 | 400,614 |
| Patrol/Investigations | 5,065,235 | 5,603,409 | 5,720,411 | 5,831,568 | 5,612,189 |
| Police Support | 958,229 | 1,056,297 | 1,025,291 | 1,131,639 | 1,137,733 |
| Crossing Guards | 63,665 | 53,000 | 44,569 | 53,000 | 53,000 |
| Reserves Program | 15,479 | 53,415 | 32,180 | 28,414 | 39,262 |
| Police Total | 6,650,460 | 7,446,900 | 7,504,241 | 7,451,268 | 7,242,798 |
| Recreation & Community Services | | | | | |
| Recreation Administration | 256,420 | 170,317 | 47,131 | 22,524 | 125,140 |
| Community Center | 259,632 | 324,417 | 321,036 | 311,081 | 313,162 |
| Parks and Facilities | 49,786 | 85,350 | 59,068 | 43,500 | 146,244 |
| Beach and Pier | 487,360 | 1,649,606 | 1,204,398 | 0 | 0 |
| Culture and Leisure | 119,863 | 142,350 | 110,564 | 179,583 | 25,041 |
| Lifeguards | 201,231 | 252,432 | 245,120 | 204,845 | 208,591 |
| Recreation & Community Svcs Total | 1,374,292 | 2,624,472 | 1,987,317 | 761,533 | 818,178 |
| Landscape Maintenance | 838,806 | 1,256,958 | 1,045,158 | 1,256,615 | 1,350,193 |
| Public Works | | | | | |
| Facilities Maintenance | 841,218 | 945,512 | 951,124 | 876,700 | 744,274 |
| Engineering | 425,925 | 583,978 | 505,993 | 388,284 | 388,544 |
| Streets | 560,464 | 531,005 | 544,451 | 747,486 | 900,739 |
| Fleet Maintenance | 796,585 | 0 | 0 | 0 | 0 |
| Public Works Total | 2,624,192 | 2,060,495 | 2,001,568 | 2,012,470 | 2,033,557 |
| Total General Fund | 17,444,304 | 18,612,455 | 17,974,220 | 17,625,120 | 18,306,988 |



Summary of Expenditures by Fund and Fiscal Year

| SPECIAL REVENUE FUNDS | | | | | |
|---|-------------------|---------------------|----------------------|---------------------|----------------------|
| Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | Estimated 2016-17 |
| Neighborhood Preservation | 104,906 | 263,568 | 262,062 | 294,796 | 294,796 |
| CDBG Grant | 239,243 | 499,971 | 453,608 | 70,000 | 70,000 |
| State COPS Grant | 66,667 | 100,000 | 100,000 | 100,000 | 100,000 |
| Traffic Safety | 6,420 | 30,000 | 25,000 | 30,000 | 30,000 |
| JAG Grant | 471 | 0 | 0 | 0 | 0 |
| Senior Nutrition Grant | 37,006 | 16,500 | 17,362 | 16,500 | 16,500 |
| Community Grants | 0 | 0 | 0 | 15,000 | 15,000 |
| Transportation Development Act | 575,994 | 705,400 | 705,400 | 70,000 | 70,000 |
| Gas Tax | 769,522 | 1,194,877 | 471,308 | 867,700 | 867,700 |
| Bike Path (Article 3) | 0 | 0 | 0 | 123,000 | 123,000 |
| Stormwater Program | 65,174 | 203,329 | 93,623 | 177,000 | 177,000 |
| Total Special Revenues | 1,865,403 | 3,013,645 | 2,128,363 | 1,763,996 | 1,763,996 |
| ENTERPRISE FUNDS | | | | | |
| Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | Estimated 2016-17 |
| Water Operations | 5,565,410 | 9,200,432 | 6,869,822 | 9,385,400 | 9,385,400 |
| Water Plant Operations | 891,782 | 954,365 | 973,669 | 1,251,625 | 1,251,625 |
| Wastewater Operations | 3,401,773 | 3,860,828 | 3,601,864 | 3,840,598 | 3,840,598 |
| Solid Waste Operations | 3,015,471 | 3,979,259 | 4,060,362 | 3,967,199 | 3,967,199 |
| Total Enterprise Funds | 12,874,436 | 17,994,884 | 15,505,717 | 18,444,822 | 18,444,822 |
| NBVC CONTRACT | | | | | |
| Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | Estimated 2016-17 |
| NBVC Contract | 11,770 | 50,000 | 50,000 | 50,000 | 50,000 |
| Total NBVC Contract | 11,770 | 50,000 | 50,000 | 50,000 | 50,000 |
| ASSESSMENT DISTRICT FUNDS | | | | | |
| Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | Estimated 2016-17 |
| Drainage Assessment | 150,232 | 150,800 | 150,300 | 163,900 | 163,900 |
| Street Lighting Assessment | 152,833 | 157,500 | 159,410 | 157,500 | 157,500 |
| Median Assessment District | 179,000 | 179,000 | 179,000 | 272,000 | 272,000 |
| Total Assessment Districts | 482,065 | 487,300 | 488,710 | 593,400 | 593,400 |
| INTERNAL SERVICE FUNDS | | | | | |
| Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | Estimated 2016-17 |
| Risk Administration Services | 1,119,870 | 1,184,930 | 1,360,397 | 1,401,541 | 1,401,541 |
| Fleet Maintenance Services | 796,585 | 894,224 | 808,888 | 896,335 | 896,335 |
| Total Internal Service Funds | 1,916,455 | 2,079,154 | 2,169,285 | 2,297,876 | 2,297,876 |
| DEBT SERVICE FUNDS | | | | | |
| Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | Estimated 2016-17 |
| Certificates of Participation (1992A COP) | 493,910 | 493,000 | 493,210 | 493,000 | 493,000 |
| Pension Obligation Bonds | 1,098,967 | 1,167,532 | 1,167,532 | 1,214,775 | 1,214,775 |
| Total Debt Service | 1,592,877 | 1,660,532 | 1,660,742 | 1,707,775 | 1,707,775 |
| CITY GRAND TOTAL | 36,187,310 | 43,897,970 | 39,977,037 | 42,482,989 | 43,164,857 |



Summary of Expenditures by Fund and Fiscal Year

| HOUSING AUTHORITY | Actual | Budgeted | Projected | Budgeted | Estimated |
|--------------------------------|------------------|------------------|------------------|------------------|------------------|
| Description | 2013-14 | 2014-15 | 2014-15 | 2015-16 | 2016-17 |
| Conventional Program | 897,685 | 454,631 | 469,272 | 389,438 | 397,227 |
| Public Housing Federal Fund | 0 | 193,881 | 93,620 | 328,883 | 335,461 |
| Section 8 Voucher Program | 3,183,848 | 2,900,954 | 2,893,738 | 2,988,517 | 3,048,287 |
| Modernization Grants | 24,149 | 170,669 | 50,598 | 120,071 | 122,472 |
| Housing Authority Total | 4,105,682 | 3,720,135 | 3,507,228 | 3,826,909 | 3,903,447 |

| HOUSING SUCCESSOR AGENCY | Actual | Budgeted | Projected | Budgeted | Estimated |
|---------------------------------------|----------------|-----------------|------------------|-----------------|------------------|
| Description | 2013-14 | 2014-15 | 2014-15 | 2015-16 | 2016-17 |
| Housing Successor Agency | 586,250 | 539,726 | 479,256 | 277,241 | 282,786 |
| Total Housing Successor Agency | 586,250 | 539,726 | 479,256 | 277,241 | 282,786 |

| REDEVELOPMENT SUCCESSOR AGENCY | Actual | Budgeted | Projected | Budgeted | Estimated |
|---|------------------|------------------|------------------|------------------|------------------|
| Description | 2013-14 | 2014-15 | 2014-15 | 2015-16 | 2016-17 |
| Redev Agency (Previously CC Debt Service) | 11,325 | 899,852 | 58,739 | 649,000 | 661,980 |
| Redevelopment Successor Agency | 1,606,928 | 3,948,959 | 2,696,942 | 2,830,065 | 2,886,666 |
| Total Redevelopment Successor Agency | 1,618,253 | 4,848,811 | 2,755,681 | 3,479,065 | 3,548,646 |

| SURPLUS PROPERTY AUTHORITY | Actual | Budgeted | Projected | Budgeted | Estimated |
|---|------------------|------------------|------------------|-----------------|------------------|
| Description | 2013-14 | 2014-15 | 2014-15 | 2015-16 | 2016-17 |
| Surplus Property Authority | 1,656,200 | 1,650,373 | 1,736,509 | 776,342 | 791,869 |
| Total Surplus Property Authority | 1,656,200 | 1,650,373 | 1,736,509 | 776,342 | 791,869 |

| | | | | | |
|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| GRAND TOTAL | 44,153,695 | 54,657,015 | 48,455,711 | 50,842,546 | 51,691,605 |
|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|



Summary of Expenditures by Fund and Division FY 2015-16

| GENERAL FUND | Salaries & Benefits | Operations | Capital | Total | % City | % GF |
|--|---------------------|------------------|----------------|-------------------|---------------|----------------|
| Description | | | | | | |
| Administration | | | | | | |
| City Council | 133,194 | 70,088 | 0 | 203,282 | 0.48% | 1.15% |
| City Manager/City Attorney | 306,730 | 272,968 | 0 | 579,698 | 1.36% | 3.29% |
| Human Resources/City Clerk | 613,223 | 109,620 | 0 | 722,843 | 1.70% | 4.10% |
| Administration Total | 1,053,147 | 452,676 | 0 | 1,505,823 | 3.54% | 8.54% |
| General Government | | | | | | |
| General Government | 246,112 | 1,801,604 | 74,500 | 2,122,216 | 5.00% | 12.04% |
| Finance Department | 1,021,467 | 205,995 | 2,500 | 1,229,962 | 2.90% | 6.98% |
| Community Development | | | | | | |
| Community Development Admin. | 410,102 | 89,820 | 0 | 499,922 | 1.18% | 2.84% |
| Building And Safety | 47,864 | 118,602 | 0 | 166,466 | 0.39% | 0.94% |
| Code Enforcement | 138,456 | 157,877 | 0 | 296,333 | 0.70% | 1.68% |
| Parking Enforcement | 217,683 | 104,829 | 0 | 322,512 | 0.76% | 1.83% |
| Community Development Total | 814,105 | 471,128 | 0 | 1,285,233 | 3.03% | 7.29% |
| Police | | | | | | |
| Police Admin | 179,005 | 214,692 | 12,950 | 406,647 | 0.96% | 2.31% |
| Patrol/Investigations | 4,977,189 | 806,879 | 47,500 | 5,831,568 | 13.73% | 33.09% |
| Police Support | 1,047,553 | 84,086 | 0 | 1,131,639 | 2.66% | 6.42% |
| Crossing Guards | 0 | 53,000 | 0 | 53,000 | 0.12% | 0.30% |
| Reserve Program | 4,914 | 23,500 | 0 | 28,414 | 0.07% | 0.16% |
| Police Total | 6,208,661 | 1,182,157 | 60,450 | 7,451,268 | 17.54% | 42.28% |
| Recreation & Community Svcs | | | | | | |
| Recreation Administration | 0 | 22,524 | 0 | 22,524 | 0.05% | 0.13% |
| Community Center | 239,961 | 71,120 | 0 | 311,081 | 0.73% | 1.76% |
| Parks and Facilities | 0 | 31,500 | 12,000 | 43,500 | 0.10% | 0.25% |
| Culture and Leisure | 0 | 179,583 | 0 | 179,583 | 0.42% | 1.02% |
| Lifeguards/Jr. Lifeguards | 114,805 | 90,040 | 0 | 204,845 | 0.48% | 1.16% |
| Recreation & Comm Svcs. Total | 354,766 | 394,767 | 12,000 | 761,533 | 1.79% | 4.32% |
| Landscape Maintenance | 813,136 | 431,479 | 12,000 | 1,256,615 | 2.96% | 7.13% |
| Public Works | | | | | | |
| Facilities Maintenance | 504,562 | 239,738 | 132,400 | 876,700 | 2.06% | 4.97% |
| Engineering | 291,042 | 97,242 | 0 | 388,284 | 0.91% | 2.20% |
| Streets | 384,981 | 127,505 | 235,000 | 747,486 | 1.76% | 4.24% |
| Public Works Total | 1,180,585 | 464,485 | 367,400 | 2,012,470 | 4.74% | 11.42% |
| Total General Fund | 11,691,979 | 5,404,291 | 528,850 | 17,625,120 | 41.49% | 100.00% |



Summary of Expenditures by Fund and Division FY 2015-16

| SPECIAL REVENUE FUNDS | | | | | |
|---------------------------------------|---------------------|-------------------|------------------|-------------------|----------------|
| Description | Salaries & Benefits | Operations | Capital | Total | % City |
| Neighborhood Preservation | 74,930 | 219,866 | 0 | 294,796 | 0.69% |
| CDBG Grant | 0 | 70,000 | 0 | 70,000 | 0.16% |
| State COPS Grant | 0 | 100,000 | 0 | 100,000 | 0.24% |
| Traffic Safety | 0 | 30,000 | 0 | 30,000 | 0.07% |
| JAG Grant | 0 | 0 | 0 | 0 | 0.00% |
| Senior Nutrition Grant | 0 | 16,500 | 0 | 16,500 | 0.04% |
| Community Grants | 0 | 15,000 | 0 | 15,000 | 0.04% |
| Transportation Development Act | 0 | 70,000 | 0 | 70,000 | 0.16% |
| Gas Tax | 0 | 322,700 | 545,000 | 867,700 | 2.04% |
| Bike Path (Article 3) | 0 | 43,000 | 80,000 | 123,000 | 0.29% |
| Stormwater Program | 0 | 90,000 | 87,000 | 177,000 | 0.42% |
| Total Special Revenues | 74,930 | 977,066 | 712,000 | 1,763,996 | 4.15% |
| ENTERPRISE FUNDS | | | | | |
| Description | Salaries & Benefits | Operations | Capital | Total | % City |
| Water Operations | 829,683 | 6,307,917 | 2,247,800 | 9,385,400 | 22.09% |
| Water Plant Operations | 422,686 | 828,939 | 0 | 1,251,625 | 2.95% |
| Wastewater Operations | 895,999 | 2,490,599 | 454,000 | 3,840,598 | 9.04% |
| Solid Waste Operations | 940,530 | 2,681,069 | 345,600 | 3,967,199 | 9.34% |
| Total Enterprise Funds | 3,088,898 | 12,308,524 | 3,047,400 | 18,444,822 | 43.42% |
| NBVC CONTRACT | | | | | |
| Description | Salaries & Benefits | Operations | Capital | Total | % City |
| NBVC Contract | 0 | 50,000 | 0 | 50,000 | 0.12% |
| Total NBVC Contract | 0 | 50,000 | 0 | 50,000 | 0.12% |
| ASSESSMENT DISTRICT FUNDS | | | | | |
| Description | Salaries & Benefits | Operations | Capital | Total | % City |
| Drainage Assessment | 0 | 163,900 | 0 | 163,900 | 0.39% |
| Street Lighting Assessment | 0 | 157,500 | 0 | 157,500 | 0.37% |
| Median Assessment District | 0 | 272,000 | 0 | 272,000 | 0.64% |
| Total Assessment Districts | 0 | 593,400 | 0 | 593,400 | 1.40% |
| INTERNAL SERVICE FUNDS | | | | | |
| Description | Salaries & Benefits | Operations | Capital | Total | % City |
| Risk Administration Services | 0 | 1,401,541 | 0 | 1,401,541 | 3.30% |
| Fleet Maintenance Services | 325,957 | 570,378 | 0 | 896,335 | 2.11% |
| Total Internal Service Funds | 325,957 | 1,971,919 | 0 | 2,297,876 | 5.41% |
| DEBT SERVICE FUNDS | | | | | |
| Description | Salaries & Benefits | Operations | Capital | Total | % City |
| Certificates of Participation (1992A) | 0 | 493,000 | 0 | 493,000 | 1.16% |
| Pension Obligation Bonds | 0 | 1,214,775 | 0 | 1,214,775 | 2.86% |
| Total Debt Service | 0 | 1,707,775 | 0 | 1,707,775 | 4.02% |
| CITY GRAND TOTAL | 15,181,764 | 23,012,975 | 4,288,250 | 42,482,989 | 100.00% |



Summary of Expenditures by Fund and Division FY 2015-16

| HOUSING AUTHORITY | | | | | |
|--------------------------------|---------------------|------------------|---------------|------------------|----------------|
| Description | Salaries & Benefits | Operations | Capital | Total | %Total |
| Conventional Program | 167,927 | 221,511 | 0 | 389,438 | 10.18% |
| Public Housing Federal Funds | 151,356 | 177,527 | 0 | 328,883 | 8.59% |
| Section 8 Voucher Program | 282,996 | 2,705,521 | 0 | 2,988,517 | 78.09% |
| Modernization Grants | 0 | 52,362 | 67,709 | 120,071 | 3.14% |
| Total Housing Authority | 602,279 | 3,156,921 | 67,709 | 3,826,909 | 100.00% |

| HOUSING SUCCESSOR AGENCY | | | | | |
|---------------------------------------|---------------------|----------------|--------------|----------------|----------------|
| Description | Salaries & Benefits | Operations | Capital | Total | %Total |
| Drainage Assessment | | | | | |
| Housing Successor Agency | 75,718 | 199,523 | 2,000 | 277,241 | 100.00% |
| Total Housing Successor Agency | 75,718 | 199,523 | 2,000 | 277,241 | 100.00% |

| REDEVELOPMENT SUCCESSOR AGENCY | | | | | |
|---|---------------------|------------------|----------------|------------------|-------------|
| Description | Salaries & Benefits | Operations | Capital | Total | %Total |
| Redev Agency (Previously CC Debt Service) | 0 | 0 | 649,000 | 649,000 | 18.65% |
| Redevelopment Successor Agency | 187,052 | 2,643,013 | 0 | 2,830,065 | 81.35% |
| Total Redevelopment Successor Agency | 187,052 | 2,643,013 | 649,000 | 3,479,065 | 100% |

| SURPLUS PROPERTY AUTHORITY | | | | | |
|-----------------------------------|---------------------|----------------|----------|----------------|----------------|
| Description | Salaries & Benefits | Operations | Capital | Total | %Total |
| Surplus Property Authority | 0 | 776,342 | 0 | 776,342 | 100.00% |
| Total Surplus Property | 0 | 776,342 | 0 | 776,342 | 100.00% |

| | | | | | |
|--------------------|-------------------|-------------------|------------------|-------------------|----------------|
| GRAND TOTAL | 16,046,813 | 29,788,774 | 5,006,959 | 50,842,546 | 100.00% |
|--------------------|-------------------|-------------------|------------------|-------------------|----------------|



Schedule of Operating Transfers In/Out FY 2015-16

| Fund/Description | Operating Transfer In | Operating Transfer Out |
|--|--------------------------|---------------------------|
| General Fund | | |
| Transfer In - Traffic Safety | 30,000 | |
| Transfer In - Senior Nutrition Grant | 15,000 | |
| Transfer In - Solid Waste Infrastructure Fee | 200,000 | |
| Transfer In - COPS Grant | 100,000 | |
| Cost Allocation Gas Tax | 112,700 | |
| Cost Allocation Neighborhood Preservation | 12,900 | |
| Cost Allocation Water Operations | 936,900 | |
| Cost Allocation Water Plant Operations | 245,200 | |
| Cost Allocation Wastewater Operations | 453,600 | |
| Cost Allocation Stormwater Program | 9,200 | |
| Cost Allocation Solid Waste Operations | 487,100 | |
| Cost Allocation Drainage Assessment | 159,300 | |
| Cost Allocation Median Assessment | 179,000 | |
| Cost Allocation Housing Authority | 178,100 | |
| Cost Allocation Surplus Property Authority | 129,300 | |
| Cost Allocation Housing Successor Agency | 69,100 | |
| Cost Allocation Redevelopment Successor Agency | 54,007 | |
| Transfer Out - Internal Service Funds | | 1,577,752 |
| Transfer Out - 1992A COP Fund | | 493,000 |
| Transfer Out - Storm Drain Fund | | 163,425 |
| Transfer Out - Street Light Assessment | | 34,500 |
| Transfer Out - Median Assessment | | 93,000 |
| Total General Fund Transfers In/Out | 3,371,407 | 2,361,677 |
| Neighborhood Preservation Fund | | |
| Transfer Out - General Fund | | 12,900 |
| Transfer Out - Internal Service Funds | | 8,066 |
| COPS Grant | | |
| Transfer Out - General Fund | | 100,000 |
| Traffic Safety Fund | | |
| Transfer Out - General Fund | | 30,000 |
| Senior Nutrition Grant | | |
| Transfer Out - General Fund | | 15,000 |
| Gas Tax Fund | | |
| Transfer Out - General Fund | | 112,700 |
| Stormwater Program | | |
| Transfer In - General Fund | 163,425 | |
| Transfer Out - General Fund | | 9,200 |
| Transfer Out - Wastewater Operations | | 40,000 |
| Water Operations Fund | | |
| Transfer Out - General Fund | | 936,900 |



Schedule of Operating Transfers In/Out FY 2015-16

| Fund/Description | Operating Transfer In | Operating Transfer Out |
|--|--------------------------|---------------------------|
| Transfer Out - Internal Service Funds | | 62,341 |
| Water Plant Operations Fund | | |
| Transfer Out - General Fund | | 245,200 |
| Transfer Out - Internal Service Funds | | 43,179 |
| Wastewater Operations Fund | | |
| Transfer In - Stormdrain Program | 40,000 | |
| Transfer Out - General Fund | | 453,600 |
| Transfer Out - Internal Service Funds | | 133,736 |
| Solid Waste Operations Fund | | |
| Transfer Out - General Fund | | 687,100 |
| Transfer Out - Internal Service Funds | | 406,735 |
| Drainage Assessment District | | |
| Transfer Out - General Fund | | 159,300 |
| Lighting Assessment District | | |
| Transfer In - General Fund | 34,500 | |
| Median Assessment District | | |
| Transfer In - General Fund | 93,000 | |
| Transfer Out - General Fund | | 179,000 |
| Internal Service Funds | | |
| Transfer In - General Fund | 1,577,752 | |
| Transfer In - Neighborhood Preservation | 8,066 | |
| Transfer In - Water Operations | 62,341 | |
| Transfer In - Water Plant | 43,179 | |
| Transfer In - Wastewater Operations | 133,736 | |
| Transfer In - Solid Waste Operations | 406,735 | |
| Transfer In - Housing Successor Agency | 16,523 | |
| Transfer In - Redevelopment Successor Agency | 4,034 | |
| Transfer In - Housing Authority | 22,482 | |
| Transfer In - Fleet ISF | 23,028 | |
| Transfer Out - Risk Administration ISF | | 23,028 |
| Pension Obligation Bond | | |
| Transfer In - General Fund | 1,214,775 | |
| Transfer Out - General Fund | | 1,214,775 |
| 1992A COP Fund | | |
| Transfer In - General Fund | 493,000 | |
| Total City Transfers In/Out | 7,707,983 | 7,234,437 |



Schedule of Operating Transfers In/Out FY 2015-16

| Fund/Description | Operating Transfer In | Operating Transfer Out |
|--|--------------------------|---------------------------|
| Housing Authority | | |
| Transfer Out - General Fund | | 178,100 |
| Transfer Out - Internal Service Funds | | 22,482 |
| Total Housing Authority Transfers In/Out | 0 | 200,582 |
| Housing Successor Agency | | |
| Transfer Out - General Fund | | 69,100 |
| Transfer Out - Internal Service Funds | | 16,523 |
| Total Housing Successor Agency Transfers In/Out | 0 | 85,623 |
| Redevelopment Successor Agency | | |
| Transfer Out - General Fund | | 54,007 |
| Transfer Out - Internal Service Funds | | 4,034 |
| Total RDA Successor Agency Transfers In/Out | 0 | 58,041 |
| Surplus Property Authority | | |
| Transfer Out - General Fund | | 129,300 |
| Total Surplus Property Authority Transfers In/Out | 0 | 129,300 |
| Grand Total Transfers In/Out | 7,707,983 | 7,707,983 |

CITY OF PORT HUENEME

City Administration

General Fund

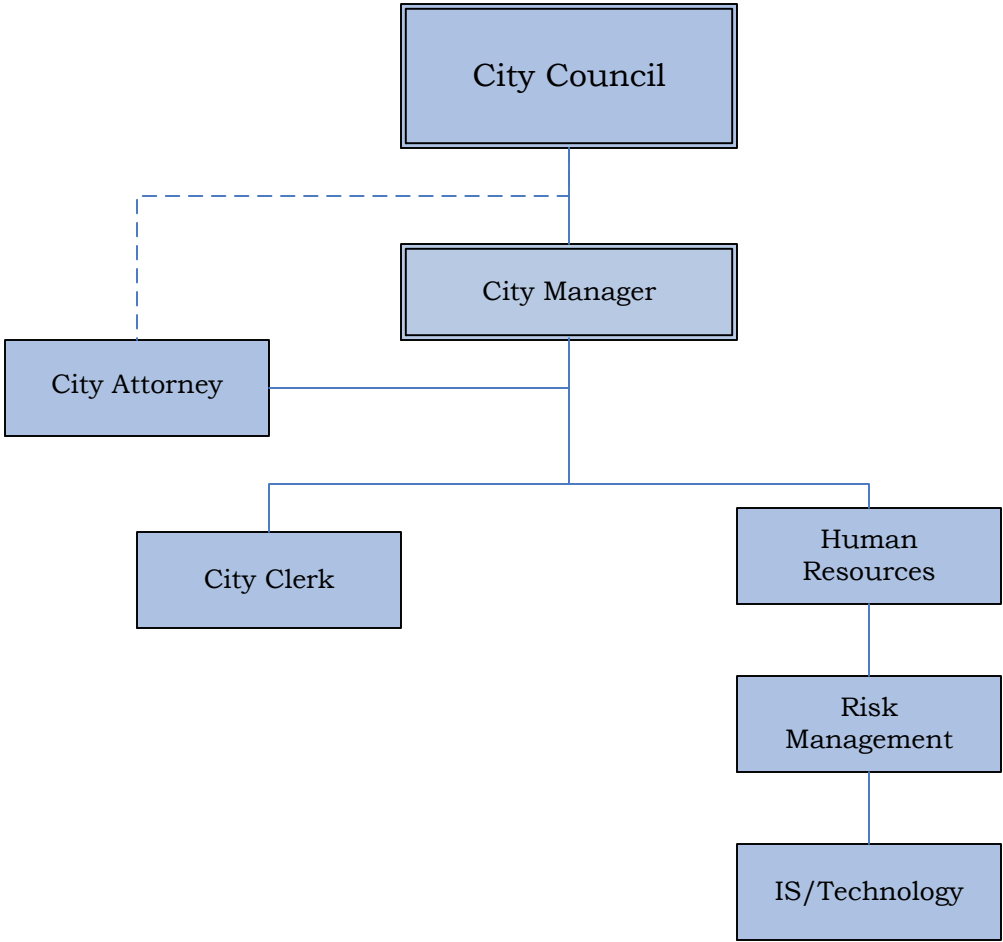


The Mission of the City Administration Department is to provide strong community leadership through policy direction and public information, and to provide professional administrative and legal oversight and support to the City organization.

“The Friendly City by the Sea”

City of Port Hueneme

City Administration



Organization Chart



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| | | | | |
|---------------------|---------------------------------------|--|--|--|
| General Fund | City Administration Department | | | |
| | Department Overview | | | |

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------------|-------------------|---------------------|----------------------|---------------------|
| Workers Comp Contra Revenue | 17,814 | 20,000 | 87,528 | 20,000 |
| Total Revenues | 17,814 | 20,000 | 87,528 | 20,000 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 742,076 | 928,832 | 941,550 | 1,053,147 |
| Operational Charges | 1,505,591 | 297,719 | 527,889 | 383,080 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Allocation Charges | 0 | 51,324 | 58,927 | 69,596 |
| Total Expenditures | 2,247,667 | 1,277,875 | 1,528,366 | 1,505,823 |

| | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|
| Net Appropriations | -2,229,853 | -1,257,875 | -1,440,838 | -1,485,823 |
|---------------------------|-------------------|-------------------|-------------------|-------------------|

Authorized Positions:

| | | | | |
|---------------------------------|-------------|-------------|-------------|-------------|
| City Council Member - PT (5) | 5.00 | 5.00 | 5.00 | 5.00 |
| City Manager | 0.85 | 0.85 | 0.85 | 0.95 |
| Deputy City Manager | 0.85 | 1.00 | 1.00 | 1.00 |
| City Clerk | 0.75 | 0.75 | 0.75 | 1.00 |
| Human Resources Analyst | 0.00 | 1.00 | 1.00 | 1.00 |
| Admin Svcs Coordinator - PT (1) | 0.50 | 0.00 | 0.00 | 0.00 |
| Management Intern - PT (1) | 0.25 | 0.50 | 0.50 | 0.50 |
| Total | 8.20 | 9.10 | 9.10 | 9.45 |

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**City Council
General Fund**

MISSION

The Mission of the City Council is to provide strong community leadership as the decision-making body for the enactment of local laws and policies, the evaluation of public service needs, and the establishment and funding of programs and projects to provide the citizenry with a balanced, sustainable, and livable community.

PRIMARY ACTIVITIES

- Evaluates public service needs and determines proper course of action.
- Enacts local laws and establishes policies for the health, welfare, and economic benefit of the citizenry.
- Provides policy direction to the City Manager for the initiation, establishment, and completion of programs and projects; and appropriates funding therefore.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Provided policy direction and directed the implementation of the many projects and programs found in the Major Accomplishments sections in each Division Budget.
- Lobbied at the local, state, and national level for resolution of the beach emergency and approved funding for sand replenishment, revetment construction, and pier/sand wall/bike path repairs.
- Approved Special Use Permits for Hueneme Beach Farmers Market, The Beach is Back, Subaru Summer Solstice, Hueneme Beach Sunset Supper events.
- Approved designs for Taco Bell and McDonalds rebuild projects.
- Authorized change in City Hall/Housing Authority by expanding the customer service hours Monday through Thursday, and closing alternate Fridays.
- Adopted Memoranda of Agreement with the Port Hueneme POA for 2013-15, and SEIU for 2014-15.
- Achieved TreeCityUSA status from the National Arbor Day Foundation.

- Created Cost-Sharing Agreement with Hueneme School District for Crossing Guard Program.
- Joined the California Home Energy Renovation Opportunity (HERO) Program.
- Approved funding for the Athletic Center Renovations.
- Declared a Level 2 Water Supply Shortage in the City, pursuant to Ordinance No. 698.
- Authorized establishment of the REACH 501(c)3 organization.
- Revamped Council meeting order by moving Open Forum period to the beginning in order to better serve residents.
- Adopted the Urban Camping Ordinance.
- Joined Ventura County West Tourism Business Improvement District (TBID).

MAJOR INITIATIVES 2015-16

Fulfill 2015-16 Strategic Goals:

- Promotion of Coastal Amenities
- Sustainable Financial and Economic Stability
- Promote a High Performing Organization
- Maintain Infrastructure at a High Level
- Enhancement of Public Relations, Information, Outreach and Engagement Efforts with the Community



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-1111

**City Council
Division Summary**

| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| Direct Revenue | | | | |
| General Fund | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 109,465 | 107,162 | 124,829 | 133,194 |
| Operational Charges | 12,919 | 18,700 | 18,875 | 31,900 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Allocation Charges | 0 | 23,336 | 26,793 | 38,188 |
| Total Expenditures | 122,384 | 149,198 | 170,497 | 203,282 |

| | | | | |
|---------------------------|-----------------|-----------------|-----------------|-----------------|
| Net Appropriations | -122,384 | -149,198 | -170,497 | -203,282 |
|---------------------------|-----------------|-----------------|-----------------|-----------------|

Authorized Positions:

| | | | | |
|------------------------------|------|------|------|------|
| City Council Member - PT (5) | 5.00 | 5.00 | 5.00 | 5.00 |
|------------------------------|------|------|------|------|

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**City Manager/City Attorney
General Fund**

MISSION

The Mission of the City Manager is to provide the highest level of services to the residents and businesses, based on Council direction and funding, and to provide direction and resources to staff to complete the Council's approved policies and funded programs.

The Mission of the City Attorney, the activities of which are included in this Division, is to provide general legal advice and assistance to the City Council, City Manager, Staff, Commissions, and Boards; and to represent the City in legal actions, and provide opinions when necessary.

PRIMARY ACTIVITIES

The City Manager is the administrative head of the City Government under the direction and control of the City Council, and is responsible for the efficient administration of City affairs.

- Serves as the Executive Director of the Port Hueneme Housing Authority, the Surplus Property Authority, and the Port Hueneme Water Agency.
- Prepares and submits to the City Council the City budget, and administers the budget after its adoption.
- Prepares administrative rules and regulations necessary for the general conduct of the administrative offices and all departments of the City.
- Appoints competent, qualified officers and department heads.
- Responsible for public relations and the dissemination of information to the citizens of the City.

The City Attorney provides legal advice to the City Council, the City Manager, and City Staff to eliminate or reduce liability, casualty, and tort claims against the City, prosecutes Municipal Code violations, and is General Counsel of the Port Hueneme Housing Authority, the Surplus Property Authority, and the Port Hueneme Water Agency.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Provided administrative oversight for the projects and programs found in the Major Accomplishments sections in each Division Budget.
- Reorganized Departments to provide more efficient services.

MAJOR INITIATIVES 2015-16

- Complete the projects identified in the FY 2015-16 Strategic Goals.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-1113

**City Manager/City Attorney
Division Summary**

| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| Direct Revenue | | | | |
| General Fund | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 288,934 | 265,547 | 261,727 | 306,730 |
| Operational Charges | 341,736 | 220,229 | 466,583 | 265,330 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Allocation Charges | 0 | 7,107 | 8,160 | 7,638 |
| Total Expenditures | 630,670 | 492,883 | 736,470 | 579,698 |

| | | | | |
|---------------------------|-----------------|-----------------|-----------------|-----------------|
| Net Appropriations | -630,670 | -492,883 | -736,470 | -579,698 |
|---------------------------|-----------------|-----------------|-----------------|-----------------|

Authorized Positions:

| | | | | |
|---------------------|------|------|------|------|
| City Manager | 0.85 | 0.85 | 0.85 | 0.95 |
| Deputy City Manager | 0.15 | 0.00 | 0.00 | 0.00 |
| City Clerk | 0.25 | 0.00 | 0.00 | 0.00 |
| Deputy City Clerk | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 1.25 | 0.85 | 0.85 | 0.95 |

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Human Resources/City Clerk
General Fund**

MISSION

The Mission of Human Resources is to provide excellent service to the citizens of Port Hueneme by attracting, developing, and retaining the most highly qualified, proficient and service-oriented workforce; provide overall guidance and assistance to the organization on all personnel issues, risk management, and employee benefits; ensure compliance with all applicable personnel rules and regulations; and coordinate citywide training programs.

The Mission of the City Clerk is to provide exceptional service to the City Council, Departments, and the public by ensuring that agenda packets are disseminated with efficient and effective technology; ensure that public records are made available to the public in a timely manner; ensure that elections are properly conducted; and ensure that all mandatory filings are completed.

PRIMARY ACTIVITIES

Primary activities of the Human Resources office include: Employee recruitment and training; benefits coordination; risk management; workers compensation; personnel investigations; updating of personnel rules and regulations; and labor relations.

Primary activities of the City Clerk's Office include: preparation and publication of agendas and minutes for City Council, Housing Authority, Surplus Property Authority, Water Agency, and advisory commissions; administering the City's records management program; handling records requests and bid openings; processing claims against the City and filing claims against citizens; acting as the City's election officer, conducting City Council elections and other special elections when necessary, including Prop. 218 elections; acting as the City's filing officer for Campaign Statements and Statements of Economic Interest; and ensuring timely submission of required filings.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Received \$23,500 from the State for Public Records Act Claim reimbursement.
- Launched Facebook, Twitter, and Nextdoor social media accounts.
- Coordinated the "Save Hueneme Beach" community action campaign.
- Coordinated the City Council Chamber Rehabilitation Project.
- Successful completion of the 2014 Municipal General Election.
- Coordinated the Pier Grand Reopening event in January 2015.
- Coordinated the City's first Arbor Day Event in March 2015.

MAJOR INITIATIVES 2015-2016

- Continue to provide job-specific training for staff and effective management training for supervisors to avoid costly personnel actions and investigations.
- Improve employees' skills and competencies through continued training and development.
- Overhaul of the citywide Records Management Program.
- Research and implementation of the Council Meeting Video project.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-1115

**Human Resources/City Clerk
Division Summary**

| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------------|-------------------|---------------------|----------------------|---------------------|
| Direct Revenue | | | | |
| Workers Comp Contra Revenue | 17,814 | 20,000 | 87,528 | 20,000 |
| Total Revenues | 17,814 | 20,000 | 87,528 | 20,000 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 343,677 | 556,123 | 554,994 | 613,223 |
| Operational Charges | 31,066 | 58,790 | 37,731 | 85,850 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Allocation Charges | 0 | 20,881 | 23,974 | 23,770 |
| Total Expenditures | 374,743 | 635,794 | 616,699 | 722,843 |

| | | | | |
|---------------------------|-----------------|-----------------|-----------------|-----------------|
| Net Appropriations | -356,929 | -615,794 | -529,171 | -702,843 |
|---------------------------|-----------------|-----------------|-----------------|-----------------|

Authorized Positions:

| | | | | |
|---------------------------------|-------------|-------------|-------------|-------------|
| Deputy City Manager | 0.70 | 1.00 | 1.00 | 1.00 |
| City Clerk | 0.50 | 0.75 | 0.75 | 1.00 |
| Human Resources Analyst | 0.00 | 1.00 | 1.00 | 1.00 |
| Admin Svcs Coordinator - PT (1) | 0.50 | 0.00 | 0.00 | 0.00 |
| Management Intern - PT (1) | 0.25 | 0.50 | 0.50 | 0.50 |
| Total | 1.95 | 3.25 | 3.25 | 3.50 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| General Fund 001-1264 | | Risk Management Division Summary | | |
|------------------------------|-------------------|---|----------------------|---------------------|
| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Direct Revenue | | | | |
| General Fund | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 |
| | | | | |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 1,119,870 | 0 | 0 | 0 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 1,119,870 | 0 | 0 | 0 |
| Net Appropriations | -1,119,870 | 0 | 0 | 0 |

Authorized Positions:
None

Purpose of Account:
Risk Management integrates recognition of risk, risk assessment, developing strategies to manage it, and mitigation of risk using managerial resources. The Risk Management account includes Environment, General Liability, Property, Workers Compensation and miscellaneous insurances.

Note: Risk Management division has been transferred to an Internal Service Fund effective July 1, 2014.

CITY OF PORT HUENEME

General Government

General Fund



“The Friendly City by the Sea”

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**General Government
General Fund**

PRIMARY ACTIVITIES

The Information Technology Manager is responsible for in-house support of computer and network systems. The Division implements the next generation of computing systems and maintains current systems to meet the daily needs of staff. The IT Manager coordinates upgrades and maintenance of installed specialized applications within departments. The IT Manager assists with the non-business computer systems such as the Port Hueneme Water Agency, the City's fuel systems, and the beach parking machines.

The Maintenance Technician is responsible for the operation and maintenance of the City's telecommunication systems.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Forklift upgrade of network backup system.
- Internal network infrastructure upgrade, including Next-Generation firewall/web filtering devices.
- Upgrade/replacement of network file sharing/storage with target storage of 6TB.
- Replacement of 28 desktop computers throughout the City and Police Department.

MAJOR INITIATIVES 2015-16

- Replacement of Police Department network backup system, including limited redundant functionality of critical servers.
- Replacement of 24 desktop and laptop computers throughout the City and Police Department.
- Replacement of Utility server that provides continued updates and services for all City network computers.
- Continued vigilance to protect City network resources from unauthorized access, including analysis and possible remediation of network content.
- Replacement of existing internet connection T-1 service with FiOS, if available in area and within reasonable budgetary constraints.
- Utilize new firewall capabilities to expand network connectivity for field and remote staff.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| General Fund 001-1903 | | General Government Account Summary | | |
|------------------------------|-------------------|---|----------------------|---------------------|
| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Direct Revenue | | | | |
| General Fund | 14,595,662 | 14,709,884 | 14,869,902 | 14,399,397 |
| Total Revenues | 14,595,662 | 14,709,884 | 14,869,902 | 14,399,397 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 250,011 | 230,551 | 233,299 | 246,112 |
| Operational Charges | 775,688 | 556,955 | 566,637 | 1,005,641 |
| Capital Expenditures | 30,187 | 66,500 | 66,245 | 74,500 |
| Other/Transfers | 550,121 | 651,125 | 671,053 | 783,925 |
| Allocation Charges | 0 | 11,507 | 22,712 | 12,038 |
| Total Expenditures | 1,606,007 | 1,516,638 | 1,559,946 | 2,122,216 |

| | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|
| Net Appropriations | 12,989,655 | 13,193,246 | 13,309,956 | 12,277,181 |
|---------------------------|-------------------|-------------------|-------------------|-------------------|

Authorized Positions:

| | | | | |
|-------------------------------|-------------|-------------|-------------|-------------|
| Deputy City Manager | 0.15 | 0.00 | 0.00 | 0.00 |
| Assistant to the City Manager | 0.00 | 0.00 | 0.00 | 0.00 |
| IS/Technology Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Info Systems Assistant PT (1) | 0.00 | 0.00 | 0.00 | 0.50 |
| Facilities Maintenance Tech | 0.20 | 0.20 | 0.20 | 0.20 |
| Housing Director | 0.05 | 0.05 | 0.05 | 0.00 |
| Total | 1.40 | 1.25 | 1.25 | 1.70 |

Purpose of Account:

The purpose of the General Government division is to consolidate expenditures made and services used by the whole organization, such as information services, telephone, and dues for state and regional organizations.

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Finance

General Fund



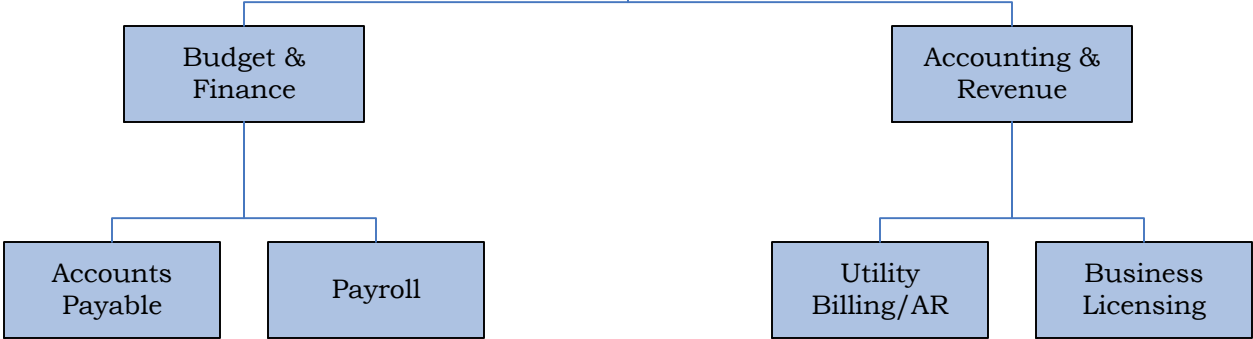
The Mission of the Finance Department, as both an internal and external support and service unit of the City of Port Hueneme, is to provide financial management and reporting, budgeting, accounting, payroll, utility billing, business tax collections, mail processing and cash management to the citizens of Port Hueneme, elected officials, fellow employees, business community, and the City's numerous vendors.

"The Friendly City by the Sea"

City of Port Hueneme

Finance

Finance Director



Organization Chart

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Finance Department
General Fund**

MISSION

The Finance Department provides reliable and accurate financial management and reporting, budgeting, accounting, payroll, utility billing, business tax collections, mail processing and cash management to the citizens of Port Hueneme, elected officials, fellow employees, business community, and the City's numerous vendors.

PRIMARY ACTIVITIES

Services provided by the Finance Department include maintaining reliable accounting records, payment of approved warrants and payroll, purchasing, mailroom, financial statement reporting, preparation of the budget, prudent fiscal planning, and debt administration. Internal controls are established and maintained to ensure that the assets of the City are protected from loss, theft, misuse, and to ensure that adequate accounting data allows for the preparation of financial statements in conformity with generally accepted accounting principles. Financial reports are used as a tool to measure the results of operations for a variety of purposes, both internal and external.

The cash management function is responsible for the prudent investment of surplus funds. The City's Investment Policy directs the investment of City monies with the following priorities established: 1) safety of invested funds, 2) compliance with all laws governing investments of monies, 3) liquidity to meet cash flow needs, and 4) attain a market average rate of return consistent with the objectives of safety and liquidity. The Investment Policy is reviewed annually, and is submitted to the City Council for approval. The Finance Department also administers the business license, transient occupancy tax and utility billing programs.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Updated the Five Year Financial Forecast to evaluate each fiscal related issue and its respective impact on the City's budget.
- Submitted FY 2012-13 Financial Statements for review and received an award for Outstanding Financial Reporting from the California Society of Municipal Financial Officers and the Certificate of Recognition from the Government Finance Officers Association.
- Received unqualified opinions on all City entity audits for FY 2013-14
- Updated the City's Cost Allocation Plan and the City's Reserve and Investment policies.

MAJOR INITIATIVES 2015-16

- Prepare annual financial statements and submit for the Comprehensive Annual Financial Report (CAFR) Awards and the Government Financial Officer's Association.
- Submit FY 2015-16 Budget to the California Municipal Society of Finance Officers and the Government Financial Officer's Association.
- Receive unqualified opinions for all City entity audits.
- Evaluate Priority and Outcome Based Budgeting approaches for implementation in future budgets.
- Audit Business License fees and recommend any appropriate adjustments.
- Establish and Implement a Community Activity Grants Program.
- Evaluate the Utility CARE program (low income assistance) and recommend improvements.
- Review Grant programs and evaluate need for professional assistance.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund

**Finance Department
Department Overview**

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| Business License Fees | 359,793 | 330,000 | 412,945 | 433,700 |
| SB-1186 Fees | 0 | 0 | 1,678 | 0 |
| Other Fees | 350 | 600 | 425 | 700 |
| Total Revenues | 360,143 | 330,600 | 415,048 | 434,400 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 1,130,642 | 1,125,395 | 1,033,585 | 1,021,467 |
| Operational Charges | 50,883 | 131,655 | 161,094 | 133,825 |
| Capital Expenditures | 0 | 2,500 | 0 | 2,500 |
| Allocated Charges | 0 | 62,247 | 71,468 | 72,170 |
| Total Expenditures | 1,181,525 | 1,321,797 | 1,266,147 | 1,229,962 |

| | | | | |
|---------------------------|-----------------|-----------------|-----------------|-----------------|
| Net Appropriations | -821,382 | -991,197 | -851,099 | -795,562 |
|---------------------------|-----------------|-----------------|-----------------|-----------------|

Authorized Positions:

| | | | | |
|------------------------------|-------------|-------------|-------------|-------------|
| Finance Director | 0.70 | 0.55 | 0.55 | 0.50 |
| Accounting & Revenue Manager | 0.85 | 0.85 | 0.85 | 1.00 |
| Budget & Finance Manager | 0.75 | 0.55 | 0.55 | 1.00 |
| Supervising Accountant | 0.90 | 0.90 | 0.90 | 0.00 |
| Accountant | 0.80 | 0.75 | 0.75 | 0.50 |
| Payroll Services Specialist | 1.00 | 1.00 | 1.00 | 1.00 |
| Fiscal Assistant | 3.00 | 3.00 | 3.00 | 2.00 |
| Fiscal Aide | 0.00 | 1.00 | 1.00 | 2.00 |
| Fiscal Aide PT - (1) | 1.00 | 0.00 | 0.00 | 0.50 |
| Total | 9.00 | 8.60 | 8.60 | 8.50 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| Fund 511 | | | | |
|--------------------------------------|-------------------|---------------------|----------------------|---------------------|
| Certificates of Participation | | | | |
| Account Summary | | | | |
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Transfer In - General Fund | 493,910 | 493,000 | 493,210 | 493,000 |
| Total Revenues | 493,910 | 493,000 | 493,210 | 493,000 |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Fiscal Agent Fees | 5,210 | 5,000 | 5,210 | 5,000 |
| Debt Service | 488,700 | 488,000 | 488,000 | 488,000 |
| Total Expenditures | 493,910 | 493,000 | 493,210 | 493,000 |
| Net Appropriations | 0 | 0 | 0 | 0 |

Authorized Positions:
None

Purpose of Account:

On July 3, 1992, the City issued \$5,605,000 in Certificates of Participation (COP). The proceeds of the sale of the COP, together with other available monies, were used to provide for the funding of a security deposit with respect to a portion of certain base rental payments to be made by the City under and pursuant to a sublease. This COP will fully defease in 2019.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| Fund 512 | | Pension Obligation Bonds | | |
|----------------------------|-------------------|---------------------------------|----------------------|---------------------|
| Account Summary | | | | |
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Transfer In - General Fund | 1,098,966 | 1,167,532 | 1,167,532 | 1,214,775 |
| Total Revenues | 1,098,966 | 1,167,532 | 1,167,532 | 1,214,775 |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Fiscal Agent Fees | 1,132 | 4,000 | 4,000 | 4,000 |
| Debt Service | 1,097,835 | 1,163,532 | 1,163,532 | 1,210,775 |
| Total Expenditures | 1,098,967 | 1,167,532 | 1,167,532 | 1,214,775 |
| Net Appropriations | -1 | 0 | 0 | 0 |

Authorized Positions:
None

Purpose of Account:

On April 17, 2007, the City issued \$10,679,956 in Pension Obligation Bonds (POB). The proceeds of the sale, together with available monies, were used for the funding of the City's Unfunded Liability, which is the gap between the amount of available funds and necessary funds to pay City pension benefits earned by eligible current and former City employees.

Community Development

General Fund

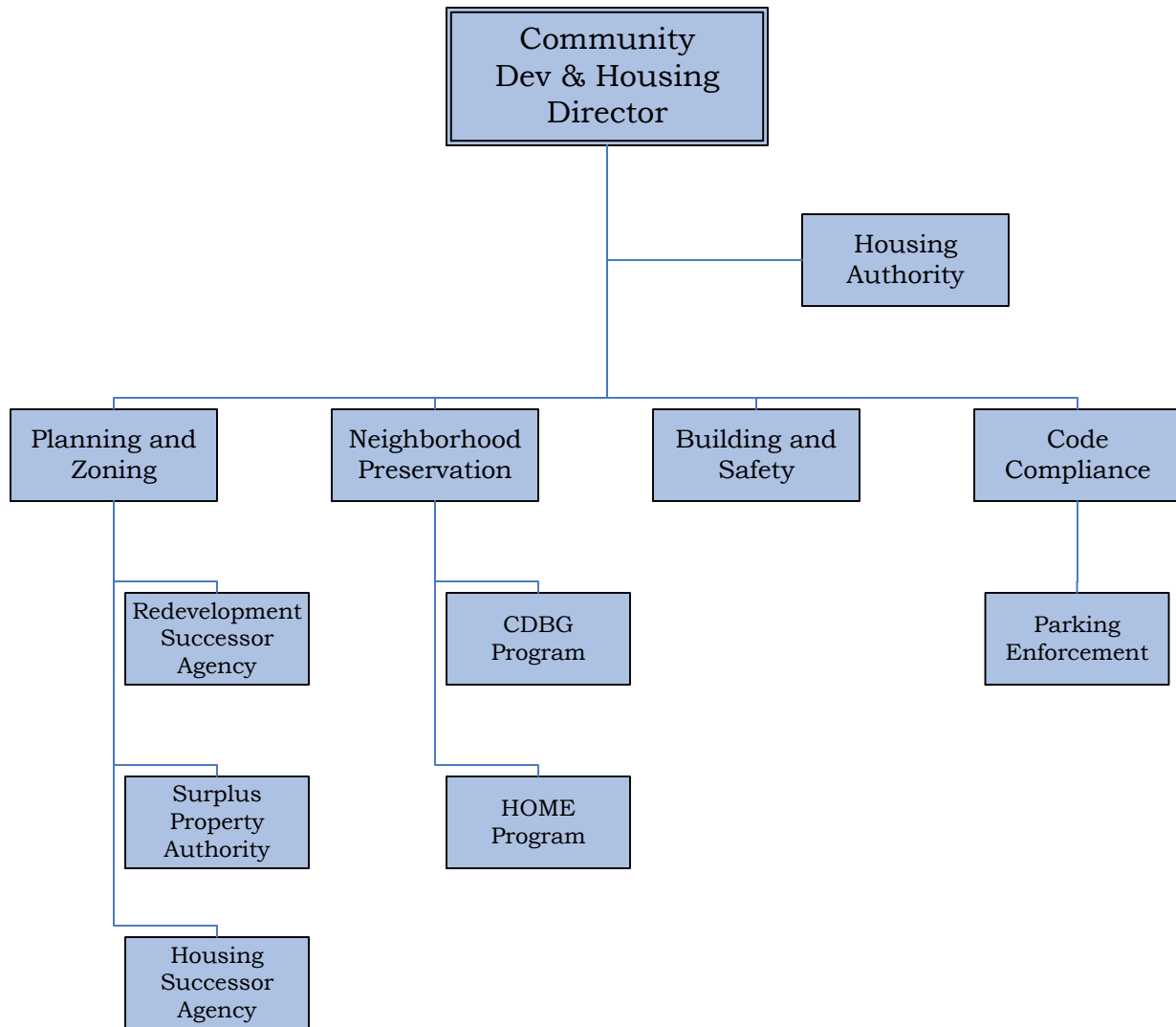


The Mission of the Community Development Department is to provide efficient service and support in a fair and responsive manner and to plan, coordinate, and implement various enforcement, regulatory, environmental, housing, building, and land use policies, laws, and programs while seeking to promote the public interest, economic vitality, health, safety, education, positive image, and general welfare for the City and its residents.

“The Friendly City by the Sea”

City of Port Hueneme

Community Development



Organization Chart



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

| | | | | |
|---------------------|---|--|--|--|
| General Fund | Community Development Department Department Overview | | | |
|---------------------|---|--|--|--|

| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| Direct Revenue | | | | |
| General Fund | 693,684 | 839,000 | 761,701 | 749,100 |
| Total Revenues | 693,684 | 839,000 | 761,701 | 749,100 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 692,873 | 761,538 | 748,638 | 814,105 |
| Operational Charges | 223,030 | 261,286 | 229,257 | 383,816 |
| Capital Expenditures | 5,452 | 14,500 | 11,431 | 0 |
| Allocation Charges | 0 | 69,996 | 96,851 | 87,312 |
| Total Expenditures | 921,355 | 1,107,320 | 1,086,177 | 1,285,233 |

| | | | | |
|---------------------------|-----------------|-----------------|-----------------|-----------------|
| Net Appropriations | -227,671 | -268,320 | -324,476 | -536,133 |
|---------------------------|-----------------|-----------------|-----------------|-----------------|

Authorized Positions:

| | | | | |
|--------------------------|-------------|-------------|-------------|-------------|
| Comm Dev Director | 0.55 | 0.55 | 0.55 | 0.95 |
| Comm Dev Specialist | 0.30 | 0.50 | 0.50 | 1.00 |
| Comm Dev Technician | 1.00 | 1.00 | 1.00 | 1.00 |
| Building Official | 0.90 | 0.90 | 0.90 | 0.00 |
| Code Compliance Manager | 1.00 | 1.00 | 1.00 | 1.00 |
| Parking Officer | 1.00 | 1.00 | 1.00 | 1.00 |
| Parking Officer - PT (3) | 1.00 | 1.50 | 1.50 | 1.50 |
| | 5.75 | 6.45 | 6.45 | 6.45 |

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Administration/Planning & Zoning
General Fund**

MISSION

It is the Mission of the Administration and Planning & Zoning Division of the Department of Community Development and Housing to provide general oversight, internal controls, administration, and general leadership for the Department's five Divisions; to manage the City's physical layout and development including environmental, land use, design review, redevelopment, and property management/maintenance functions; to help ensure compliance with various Federal, State and local regulations; and to coordinate its activities with other City Departments and governmental agencies.

PRIMARY ACTIVITIES

- Provides oversight of Department budget, strategies, and projects.
- Manages Department's customer service and City Hall reception and community-related information.
- Manages the City's Planning and Zoning function including the General Plan, Zoning Ordinance, Subdivision Regulations, Local Coastal Program, and CEQA review.
- Manages the City's Surplus Property Authority including property leasing and management for the Hueneme Aquacultural Business Park.
- Manages various City franchises and commercial leasing activities for the City.
- Manages statistical data and economic development functions as well as special projects.
- Acts as liaison and committee member to many outside agencies and organizations including EDC-VC, SCAG, and CCPA.
- Provides public relations including the oversight of over 50 commercial, industrial and residential Planned Unit Developments and over 30 homeowners associations.
- Acts as ex-officio member to the Port Hueneme Chamber of Commerce and City's Business Ombudsman.
- Provides oversight of the Housing Authority which manages 90 units of Public Housing, administers 279 Housing Choice Vouchers,

and manages 39 other non-HUD City owned affordable units.

- Oversees special projects as assigned.

MAJOR ACCOMPLISHMENTS IN 2014-15

- \$2.25 million Scott Street Project completed (PHPD-822) and sales commencing involving 5 new S/F homes.
- \$1.1 million drive-thru restaurant project construction completed and restaurant opened (PHPD-823) involving complete site rebuild for a new Taco Bell.
- \$1.5 million Phase I - Surfside Motel conversion commenced construction involving 64 apartment units.
- \$2 million rebuild of McDonalds approved with plan check underway
- Commenced construction for Mandalay Village Marketplace including new Ross store scheduled for opening in September 2015.
- Remained high performer under HCV program with a 94% score in the HUD Section Eight Management Assessment Program (SEMAP).
- Remained a high Public Housing performer with a HUD Public Housing Assessment System score of 93%.
- Adopted small solar system ordinance
- Adopt Tree City USA Program/Ordinance.
- Closed out \$2 million Coastal Conservancy Grant, Long Term Coastal Permit, and Engineering contract for shoreline stabilization.
- Issue entitlements and License Agreement and commence Hueneme Beach Farmers Market, Chamber's Summer Sunset Supper, Subaru Summer Solstice, and patio enclosure for Surfside Seafood.
- Contracted out Building & Safety inspection counter services.

MAJOR INITIATIVES 2015-16

- Commence plan check on \$25 million Victoria Mixed-Use Project entitlements approved (LCP/Development Permit PHCU-819) involving 112 apartments over 20,000

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Administration/Planning & Zoning
General Fund**

SF of retail space including specialty grocery.

- Commence Strategic Plan projects revolving around promotion of coastal amenities and sustaining financial and economic stability.
- Complete construction on \$2 million McDonalds scrape and rebuild project.
- Complete entitlements on proposed \$2 million rebuild of Carl's Jr drive-through.
- Complete SA transfer of Market Street Property to City ownership.
- Attain HUD approval for the Annual and Five-Year Action Plan.
- Implement the "Yardi" software system for Housing Authority unit inspection reports.
- Participate in development of City's new purchasing guidelines
- Complete NBVC JLUS program
- Adopt Animal Control Ordinance update.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-5101

**Community Development Administration
Division Summary**

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 20,872 | 8,000 | 10,417 | 8,000 |
| Total Revenues | 20,872 | 8,000 | 10,417 | 8,000 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 212,068 | 253,415 | 248,480 | 410,102 |
| Operational Charges | 49,211 | 65,116 | 61,584 | 62,016 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Allocation Charges | 0 | 13,999 | 16,073 | 27,804 |
| Total Expenditures | 261,279 | 332,530 | 326,137 | 499,922 |

| | | | | |
|---------------------------|-----------------|-----------------|-----------------|-----------------|
| Net Appropriations | -240,407 | -324,530 | -315,720 | -491,922 |
|---------------------------|-----------------|-----------------|-----------------|-----------------|

Authorized Positions:

| | | | | |
|---------------------|-------------|-------------|-------------|-------------|
| Comm Dev Director | 0.55 | 0.55 | 0.55 | 0.95 |
| Comm Dev Specialist | 0.30 | 0.50 | 0.50 | 1.00 |
| Comm Dev Technician | 0.50 | 0.50 | 0.50 | 0.50 |
| Total | 1.35 | 1.55 | 1.55 | 2.45 |

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Building & Safety
General Fund**

MISSION

It is the Mission of the Building & Safety Division to provide minimum standards to safeguard life, limb, health, economy, property, and welfare by regulating and controlling the design, construction, quality of materials, occupancy, location, relocation, and maintenance of all buildings and structures and certain equipment within the City.

PRIMARY ACTIVITIES

- Enforces the California Building Code, California Electrical Code, California Plumbing Code, California Mechanical Code, California Energy Code, California Disabled Access Code, Uniform Code for the Abatement of Dangerous Buildings, Uniform Housing Code, and Uniform Administrative Code.
- Provides and maintains residential, commercial, and industrial building records.
- Provides plan check, inspection, and permit issuance services for building, plumbing, electrical, and mechanical construction including issuance of certificates of occupancy, stop work orders, occupancy violations, and reports of building records.
- Provides consultation to homeowners, contractors, property managers, and leasing/realty agents on the requirements for plan submittal, construction and inspection procedures and historical code advice.
- Manages Board of Building Code Appeals.
- Manages City's California Code Check contract.
- Provides services relative to keeping a permanent account of all fees and other funds collected and received under the City's Building Regulations and permit files with the location of the building or premises to which they relate.
- Manages enforcement of the California Fire Code.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-5123

**Building & Safety
Division Summary**

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 174,861 | 260,000 | 195,040 | 205,000 |
| Total Revenues | 174,861 | 260,000 | 195,040 | 205,000 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 187,333 | 195,432 | 181,488 | 47,864 |
| Operational Charges | 17,357 | 27,870 | 13,522 | 106,850 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Allocation Charges | 0 | 10,899 | 23,225 | 11,752 |
| Total Expenditures | 204,690 | 234,201 | 218,235 | 166,466 |

| | | | | |
|---------------------------|----------------|---------------|----------------|---------------|
| Net Appropriations | -29,829 | 25,799 | -23,195 | 38,534 |
|---------------------------|----------------|---------------|----------------|---------------|

Authorized Positions:

| | | | | |
|----------------------|-------------|-------------|-------------|-------------|
| Building Official | 0.90 | 0.90 | 0.90 | 0.00 |
| Com. Dev. Technician | 0.50 | 0.50 | 0.50 | 0.50 |
| Total | 1.40 | 1.40 | 1.40 | 0.50 |

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Code Compliance/Parking Enforcement
General Fund**

MISSION

It is the Mission of the Code Compliance and Parking Code Enforcement Divisions to protect public health, safety, and welfare through a continuous, proactive, systematic, and cooperative approach to educate and obtain compliance with City statutes, regulations, and conditions while respecting property rights and confidentiality and where cooperative efforts fail, to seek compliance through all lawful means along with recovery of enforcement costs.

PRIMARY ACTIVITIES

- Provides Municipal Code Enforcement including business license, parking/traffic, property maintenance, zoning, graffiti, noise control, and Housing Code violations.
- Manages the Parking Enforcement Program for permit parking, street sweeping, and vehicle code violations.
- Manages the Animal Control Contract.
- Manages the Administrative Citation and cost recovery programs.
- Manages the Public Nuisance Abatement Program.
- Manages Hearing Officer contract.
- Manages ticket processing and collection agency contracts.
- Assists with inspections related to the City's Home Maintenance Incentive Rebate Program.
- Assists with inspections and enforcement as requested by Building Official.
- Maintains enforcement procedures, case documentation, and provides statistics including citations, notices of violations, bail schedule, cost recovery, inspection/entry warrants, and notices/postings for unauthorized occupancy and construction.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-5124

**Code Compliance
Division Summary**

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 0 | 0 | 139,178 | 0 |
| Total Revenues | 0 | 0 | 139,178 | 0 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 120,018 | 122,531 | 122,884 | 138,456 |
| Operational Charges | 85,991 | 100,475 | 98,652 | 147,325 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Allocation Charges | 0 | 9,699 | 23,750 | 10,552 |
| Total Expenditures | 206,009 | 232,705 | 245,286 | 296,333 |

| | | | | |
|---------------------------|-----------------|-----------------|-----------------|-----------------|
| Net Appropriations | -206,009 | -232,705 | -106,108 | -296,333 |
|---------------------------|-----------------|-----------------|-----------------|-----------------|

Authorized Positions:

| | | | | |
|-------------------------|------|------|------|------|
| Code Compliance Manager | 0.75 | 0.75 | 0.75 | 0.75 |
| Total | 0.75 | 0.75 | 0.75 | 0.75 |



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

General Fund 001-5125

**Parking Code Enforcement
Division Summary**

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 497,951 | 571,000 | 417,066 | 536,100 |
| Total Revenues | 497,951 | 571,000 | 417,066 | 536,100 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 173,454 | 190,160 | 195,786 | 217,683 |
| Operational Charges | 70,471 | 67,825 | 55,499 | 67,625 |
| Capital Expenditures | 5,452 | 14,500 | 11,431 | 0 |
| Allocation Charges | 0 | 35,399 | 33,803 | 37,204 |
| Total Expenditures | 249,377 | 307,884 | 296,519 | 322,512 |

| | | | | |
|---------------------------|----------------|----------------|----------------|----------------|
| Net Appropriations | 248,574 | 263,116 | 120,547 | 213,588 |
|---------------------------|----------------|----------------|----------------|----------------|

Authorized Positions:

| | | | | |
|--------------------------|-------------|-------------|-------------|-------------|
| Code Compliance Manager | 0.25 | 0.25 | 0.25 | 0.25 |
| Parking Officer | 1.00 | 1.00 | 1.00 | 1.00 |
| Parking Officer - PT (3) | 1.00 | 1.50 | 1.50 | 1.50 |
| Total | <u>2.25</u> | <u>2.75</u> | <u>2.75</u> | <u>2.75</u> |

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

Neighborhood Preservation

MISSION

It is the Mission of the Neighborhood Preservation Division to arrest neighborhood decline by removing blighting influences and fostering housing conservation within designated areas of the City of Port Hueneme and promoting neighborhood stabilization citywide through home rehabilitation loans and grants, principally for the benefit of low and moderate-income persons.

PRIMARY ACTIVITIES

- Manages the Residential Rehabilitation Loan Program (RRLP) to provide loans for eradicating substandard housing conditions.
- Manages the Home Maintenance Incentive Rebate Program (HMIRP) to provide grants to encourage exterior property maintenance.
- Services unpaid Home Buyer Assistance Program (HBAP) loans following suspension of the program.
- Manages the federal Community Development Block Grant (CDBG) Program to eradicate slums and blight and undertake projects that benefit low and moderate-income persons.
- Manages various grants including the CalHome Program to promote housing affordability for low-income households.
- Oversees management of City's affordable housing units (39 units).

MAJOR ACCOMPLISHMENTS IN 2014-15

- Drafted successful FY 2014-15 CDBG project proposals that were authorized by the County Board of Supervisors.
- Completed CDBG project administration for the Athletic Center rehabilitation project.
- Administered FY 2014-15 CDBG Program allocations including the preparation and/or review of bid documents that comply with federal requirements, submittal of quarterly status reports, and drawdown reports.
- Issued 16 Residential Rebates.

MAJOR INITIATIVES 2015-16

- Fund 16-20 Residential Rehabilitation Rebates.
- Fund two Residential Rehab Loans
- Manage CDBG Program by assisting with required public hearings, evaluating and scoring of all proposals submitted to the Urban County Entitlement Program, and assisting in the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) for FY2015-16 and the Urban County Entitlement's multi-year Consolidated Plan.
- Staff Housing Successor Agency to the City's Redevelopment Agency.



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

**Neighborhood 128-5102
Preservation Fund**

**Neighborhood Preservation
Account Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|---------------------------------|-------------------|---------------------|----------------------|---------------------|
| Housing In-Lieu Fees | 79,500 | 0 | 0 | 0 |
| Loan Payoff Interest | 0 | 10,000 | 10,000 | 10,000 |
| Fund Interest | 4,462 | 40,000 | 40,000 | 5,000 |
| Miscellaneous Revenues | 600 | 500 | 600 | 500 |
| Loan Payoff Revenue | 28,319 | 25,000 | 52,800 | 25,000 |
| Transfer In - Housing Successor | 0 | 0 | 0 | 0 |
| Fund Balance | 0 | 0 | 0 | 0 |
| Total Revenues | 112,881 | 75,500 | 103,400 | 40,500 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 26,750 | 28,668 | 28,162 | 74,930 |
| Operational Charges | 42,156 | 198,900 | 197,900 | 198,900 |
| Allocation Charges | 36,000 | 36,000 | 36,000 | 20,966 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 104,906 | 263,568 | 262,062 | 294,796 |

| | | | | |
|---------------------------|--------------|-----------------|-----------------|-----------------|
| Net Appropriations | 7,975 | -188,068 | -158,662 | -254,296 |
|---------------------------|--------------|-----------------|-----------------|-----------------|

Authorized Positions:

| | | | | |
|---------------------------|------|------|------|------|
| Comm Dev Programs Manager | 0.20 | 0.20 | 0.20 | 0.50 |
| Comm Dev Specialist | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.20 | 0.20 | 0.20 | 0.50 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

CDBG 254-5300

**CDBG
Account Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| Urban County CDBG | 233,530 | 499,971 | 459,321 | 70,000 |
| CDBG Program Income | 0 | 0 | 0 | 0 |
| Total Revenues | 233,530 | 499,971 | 459,321 | 70,000 |

| Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|---------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 239,243 | 499,971 | 453,608 | 70,000 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 239,243 | 499,971 | 453,608 | 70,000 |

| | | | | |
|---------------------------|---------------|----------|--------------|----------|
| Net Appropriations | -5,713 | 0 | 5,713 | 0 |
|---------------------------|---------------|----------|--------------|----------|

Authorized Positions:
None

Purpose of Account:

The Community Development Block Grant is a Federal grant to promote community development (housing, community, facilities, and economic opportunity) for low and moderate income residents.

Police

General Fund

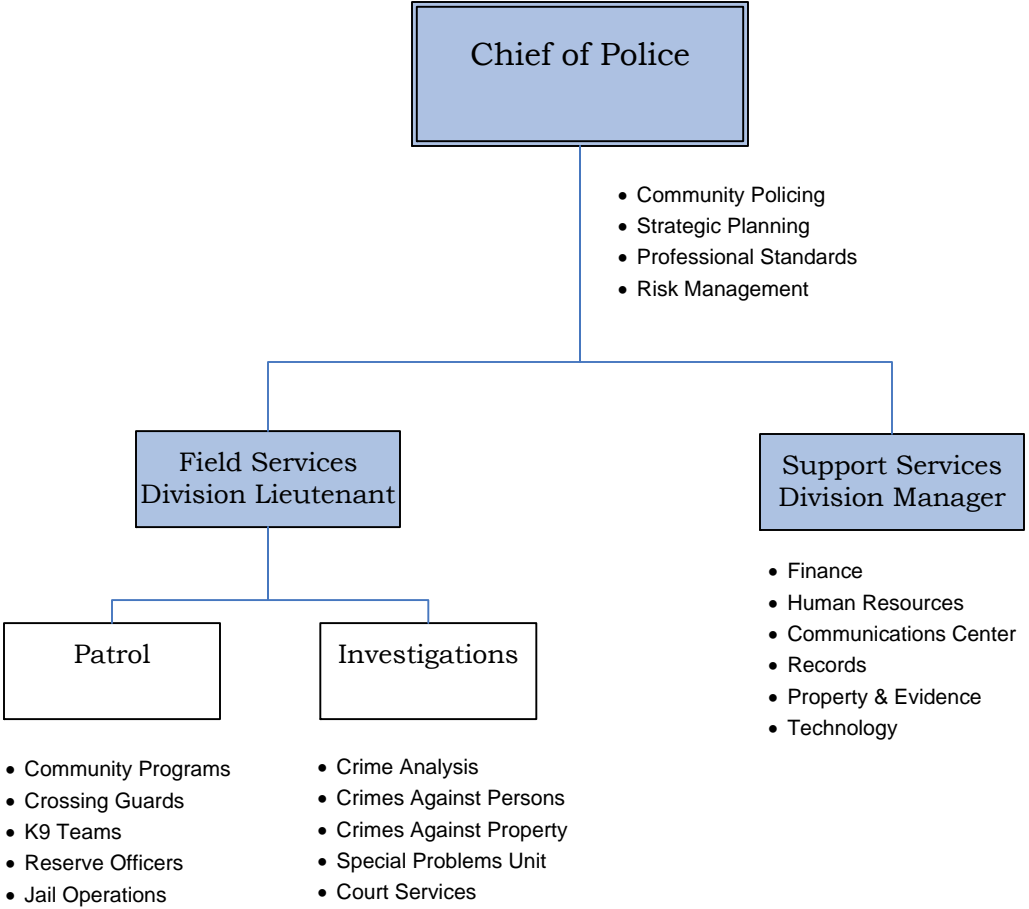


The Mission of the Port Hueneme Police Department is to provide dedicated police service at the highest level to all persons within our community, utilizing fairness, equality, justice, and honor.

“The Friendly City by the Sea”

City of Port Hueneme

Police



Organization Chart

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Police Department
General Fund**

MISSION

The Port Hueneme Police Department's Mission is to provide quality service and protection to the community while encouraging innovative, proactive policing strategies and maintaining a commitment to the Problem Policing Model.

Additionally, we will provide investigative and technical support by providing prompt, efficient, courteous and professional service, using every resource available to achieve effective prosecutions.

PRIMARY ACTIVITIES

- Plans, coordinates, supervises and evaluates police department operations; reviews department performance and efficiencies, and, formulates programs or policies to alleviate deficiencies.
- Develops departmental policies and procedures for the smooth and orderly implementation of the goals and directives of the City Council and/or City Manager.
- Patrols the City to preserve the peace and enforce the law; controls traffic; prevents, detects, and investigates misconduct involving Federal, State, County, and City laws and ordinances; serves and protects.
- Coordinates activities and exchanges information with other Agencies or City Departments regarding cases, policies and procedures.
- Conducts follow-up investigations of crimes committed.
- Obtains evidence and compiles information regarding crimes and crime trends.
- Prepares a variety of reports and records including officers' reports, field interrogation reports, alcohol reports, and drug influence reports for criminal case prosecutions.
- Conducts liaison with the District Attorney, for effective filing and prosecution.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Implemented Beat 4 Senior Officer beat assignment, increasing responsiveness and oversight of City owned property, parks, and the beach.
- Increased the recruitment and retention of Reserve Police Officers by hiring three Level II reserves and promoting two reserves to Level I. Three additional reserve candidates are currently in background.
- Established eligibility list for lateral and academy complete officers in anticipation of succession planning. Hired two officers from the list to backfill a transfer and a retirement.
- Part-time Dispatcher candidate is currently in the final stages of the hiring process and once appointed will be used to reduce Support Services Division overtime costs.

MAJOR INITIATIVES 2015-16

- Increase organizational excellence by continuing to establish a culture of accountability and fiscal responsibility.
- Reorganize patrol teams into four (4) "three-person" teams and two (2) "two-person" teams, implementing staggered 12-hour cover shifts in an effort to mitigate minimum staffing issues and reduce overtime.
- Complete an update of Department Policy Manual and Field Training Manual.
- Hire a Part-time Support Services Technician who will be cross-trained in Property and Evidence, Records, and Court Liaison in anticipation of succession planning.
- Explore grant opportunities to supplement operational costs.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| General Fund | | Police Department Department Overview | | |
|--------------------------------|-------------------|--|----------------------|---------------------|
| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Direct Revenue | | | | |
| General Fund | 124,734 | 215,000 | 369,748 | 142,000 |
| Total Revenues | 124,734 | 215,000 | 369,748 | 142,000 |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Salaries & Benefits | 6,306,979 | 6,287,718 | 6,421,019 | 6,208,661 |
| Operational Charges | 240,683 | 405,240 | 345,040 | 363,265 |
| Capital Expenditures | 102,798 | 17,600 | 17,800 | 60,450 |
| Allocation Charges | 0 | 736,342 | 720,382 | 818,892 |
| Total Expenditures | 6,650,460 | 7,446,900 | 7,504,241 | 7,451,268 |
| Net Appropriations | -6,525,726 | -7,231,900 | -7,134,493 | -7,309,268 |
| Authorized Positions: | | | | |
| Police Chief* | 1.00 | 1.00 | 1.00 | 0.00 |
| Police Support Svcs. Div. Mgr. | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Lieutenant | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Sergeant | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Sergeant/Investigations | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Police Officer | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Officer | 8.00 | 8.00 | 8.00 | 8.00 |
| Police Officer/Investigations | 3.00 | 3.00 | 3.00 | 3.00 |
| Senior Police Comm Officer | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Comm Officer | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Comm Officer PT - (1) | 0.50 | 0.50 | 0.50 | 0.50 |
| Property & Evidence Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Supp Svcs Tech PT - (3) | 1.00 | 1.00 | 1.50 | 1.75 |
| Sr. Police Records Technician | 1.00 | 1.00 | 1.00 | 1.00 |
| Court Liaison PT (0) | 0.50 | 0.50 | 0.00 | 0.00 |
| Crossing Guard PT - (0) | 2.50 | 0.00 | 0.00 | 0.00 |
| Park Ranger PT - (4) | 0.25 | 0.50 | 0.50 | 0.50 |
| Total | 34.75 | 32.50 | 32.50 | 31.75 |

*The vacancy of the Police Chief in FY15-16 is being underfilled by the Lieutenant, as this position is required under California Code Section 36501.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-2101

**Police Administration
Division Summary**

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 86,721 | 120,000 | 92,320 | 45,000 |
| Total Revenues | 86,721 | 120,000 | 92,320 | 45,000 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 417,120 | 452,823 | 485,538 | 179,005 |
| Operational Charges | 119,684 | 134,550 | 124,155 | 131,550 |
| Capital Expenditures | 11,048 | 12,600 | 11,800 | 12,950 |
| Allocation Charges | 0 | 80,806 | 60,297 | 83,142 |
| Total Expenditures | 547,852 | 680,779 | 681,790 | 406,647 |
| Net Appropriations | -461,131 | -560,779 | -589,470 | -361,647 |

Authorized Positions:

| | | | | |
|--------------------------------|------|------|------|------|
| Police Chief | 1.00 | 1.00 | 1.00 | 0.00 |
| Police Support Svcs. Div. Mgr. | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 2.00 | 2.00 | 2.00 | 1.00 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-2102

**Police Patrol/ Investigations
Division Summary**

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 38,013 | 68,500 | 250,928 | 70,500 |
| Total Revenues | 38,013 | 68,500 | 250,928 | 70,500 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 4,890,844 | 4,842,306 | 4,977,880 | 4,977,189 |
| Operational Charges | 85,158 | 156,350 | 140,492 | 134,375 |
| Capital Expenditures | 89,233 | 5,000 | 6,000 | 47,500 |
| Allocation Charges | 0 | 599,753 | 596,039 | 672,504 |
| Total Expenditures | 5,065,235 | 5,603,409 | 5,720,411 | 5,831,568 |
| Net Appropriations | -5,027,222 | -5,534,909 | -5,469,483 | -5,761,068 |

Authorized Positions:

| | | | | |
|--------------------------------|--------------|--------------|--------------|--------------|
| Police Lieutenant | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Sergeant | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Sergeant/Investigations | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Police Officer | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Officer | 8.00 | 8.00 | 8.00 | 8.00 |
| Police Officer/Investigations | 3.00 | 3.00 | 3.00 | 3.00 |
| Park Rangers PT - (4) | 0.25 | 0.00 | 0.00 | 0.00 |
| Total | 21.25 | 21.00 | 21.00 | 21.00 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-2104

Police Support Services

Division Summary

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 935,350 | 973,574 | 948,956 | 1,047,553 |
| Operational Charges | 20,362 | 26,940 | 12,289 | 20,840 |
| Capital Expenditures | 2,517 | 0 | 0 | 0 |
| Allocation Charges | 0 | 55,783 | 64,046 | 63,246 |
| Total Expenditures | 958,229 | 1,056,297 | 1,025,291 | 1,131,639 |

| | | | | |
|---------------------------|-----------------|-------------------|-------------------|-------------------|
| Net Appropriations | -958,229 | -1,056,297 | -1,025,291 | -1,131,639 |
|---------------------------|-----------------|-------------------|-------------------|-------------------|

Authorized Positions:

| | | | | |
|-----------------------------------|-------------|-------------|-------------|-------------|
| Senior Police Comm Officer | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Comm Officer | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Comm Officer PT - (1) | 0.50 | 0.50 | 0.50 | 0.50 |
| Property & Evidence Supervisor | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Supp Svcs Officer PT - (3) | 1.00 | 1.00 | 1.50 | 1.75 |
| Sr. Police Records Technician | 1.00 | 1.00 | 1.00 | 1.00 |
| Court Liaison PT (0) | 0.50 | 0.50 | 0.00 | 0.00 |
| Total | 9.00 | 9.00 | 9.00 | 9.25 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-2105

**Crossing Guards
Division Summary**

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 0 | 26,500 | 26,500 | 26,500 |
| Total Revenues | 0 | 26,500 | 26,500 | 26,500 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 63,665 | 0 | 0 | 0 |
| Operational Charges | 0 | 53,000 | 44,569 | 53,000 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Allocation Charges | 0 | 0 | 0 | 0 |
| Total Expenditures | 63,665 | 53,000 | 44,569 | 53,000 |

| | | | | |
|---------------------------|----------------|----------------|----------------|----------------|
| Net Appropriations | -63,665 | -26,500 | -18,069 | -26,500 |
|---------------------------|----------------|----------------|----------------|----------------|

Authorized Positions:

| | | | | |
|-------------------------|-------------|-------------|-------------|-------------|
| Crossing Guard PT - (0) | 2.50 | 0.00 | 0.00 | 0.00 |
| | <u>2.50</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-2106

**Reserves Program
Division Summary**

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 0 | 19,015 | 8,645 | 4,914 |
| Operational Charges | 15,479 | 34,400 | 23,535 | 23,500 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 15,479 | 53,415 | 32,180 | 28,414 |
| Net Appropriations | -15,479 | -53,415 | -32,180 | -28,414 |

Authorized Positions:

| | | | | |
|----------------------|-------------|-------------|-------------|-------------|
| Park Ranger PT - (4) | 0.00 | 0.50 | 0.50 | 0.50 |
| | <u>0.00</u> | <u>0.50</u> | <u>0.50</u> | <u>0.50</u> |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

COPS Grant Fund 205-2110

**COPS Grant
Account Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| COPS Grant Fund | 100,000 | 100,000 | 104,447 | 100,000 |
| Fund Interest | 0 | 0 | 0 | 0 |
| Fund Balance | 0 | 0 | 0 | 0 |
| Total Revenues | 100,000 | 100,000 | 104,447 | 100,000 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 0 | 0 | 0 | 0 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Operating Transfer Out | 66,667 | 100,000 | 137,780 | 100,000 |
| Total Expenditures | 66,667 | 100,000 | 137,780 | 100,000 |

| | | | | |
|---------------------------|---------------|----------|----------------|----------|
| Net Appropriations | 33,333 | 0 | -33,333 | 0 |
|---------------------------|---------------|----------|----------------|----------|

Authorized Positions:

None

Purpose of Account:

The Citizens Option for Public Safety (COPS) Grant is a State-funded grant enacted by legislation. The central goal of COPS is to help law enforcement agencies implement and enhance community policing, and encouraging partnerships between the police and community members. There is special emphasis on prevention, problem solving and the utilization of partnerships between community members and the police.



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

Traffic Safety Fund 206-2117

**Traffic Safety
Division Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| Traffic Safety Fund | 10,722 | 30,000 | 8,801 | 30,000 |
| Total Revenues | 10,722 | 30,000 | 8,801 | 30,000 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Transfer Out - General Fund | 6,420 | 30,000 | 8,801 | 30,000 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 6,420 | 30,000 | 8,801 | 30,000 |
| Net Appropriations | 4,302 | 0 | 0 | 0 |

Authorized Positions:

None

Purpose of Account:

The Traffic Safety Fund is the City's share of fines and fees collected by the Ventura County Superior Court. All revenue collected is transferred to the General Fund to help support Police Services.



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

JAG Grant Fund 251-2118

**JAG Grant
Account Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|------------------------|-------------------|---------------------|----------------------|---------------------|
| JAG Federal Grant Fund | 471 | 0 | 0 | 0 |
| Total Revenues | 471 | 0 | 0 | 0 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 471 | 0 | 0 | 0 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 471 | 0 | 0 | 0 |
| Net Appropriations | 0 | 0 | 0 | 0 |

Authorized Positions:

None

Purpose of Account:

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is a Federal funded grant issued to the City of Oxnard and the City of Port Hueneme is a subgrantee. JAG funds support all components of the criminal justice system, from multifunctional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG-funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

CITY OF PORT HUENEME

Recreation/Community Services

General Fund

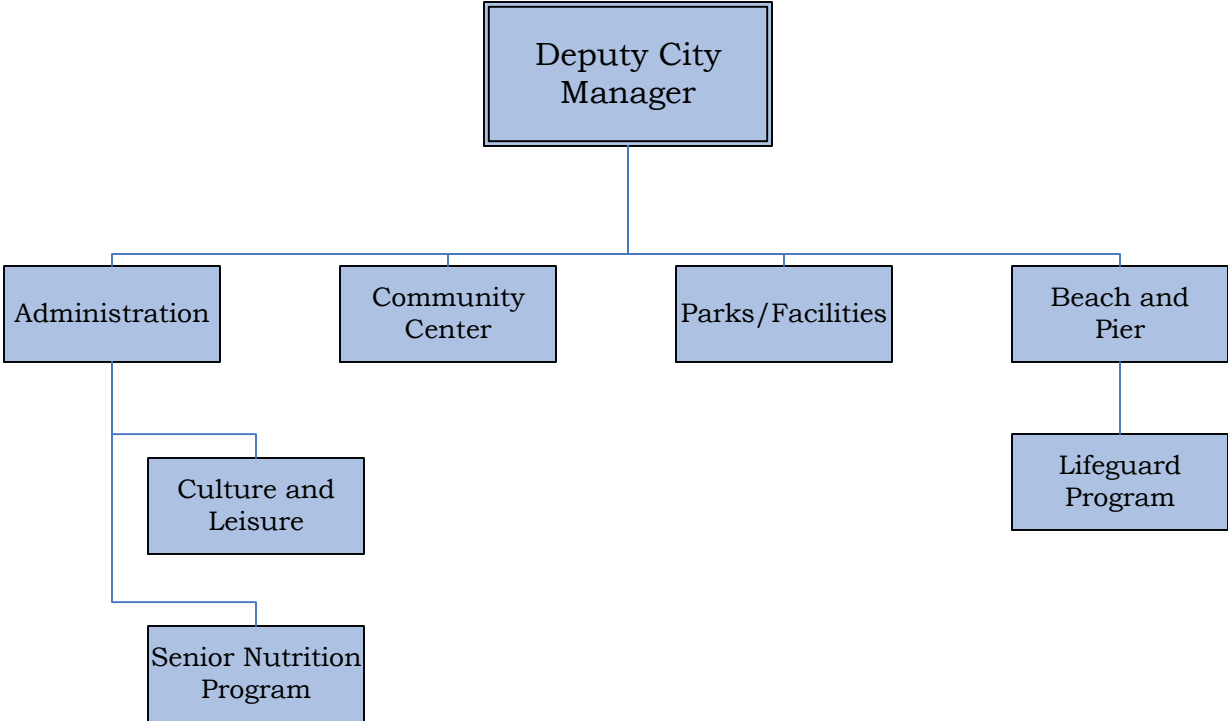


The Mission of the Recreation and Community Services Department is to foster human development, increase cultural unity, strengthen community image and sense of place, support economic development, strengthen safety and security, promote health and wellness, protect environmental resources, facilitate community problem solving, and provide recreational experiences. This Department strives to create community through people, parks and programs.

“The Friendly City by the Sea”

City of Port Hueneme

Recreation & Community Services



Organization Chart



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| | | | | |
|---------------------|---|--|--|--|
| General Fund | Recreation & Community Svcs. Department Overview | | | |
|---------------------|---|--|--|--|

| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| Direct Revenue | | | | |
| General Fund | 502,796 | 567,589 | 500,445 | 120,033 |
| Total Revenues | 502,796 | 567,589 | 500,445 | 120,033 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 625,710 | 505,318 | 394,659 | 354,766 |
| Operational Charges | 270,638 | 370,473 | 330,262 | 303,533 |
| Capital Expenditures | 477,944 | 1,671,107 | 1,173,578 | 19,724 |
| Allocation Charges | 0 | 77,574 | 88,818 | 83,510 |
| Total Expenditures | 1,374,292 | 2,624,472 | 1,987,317 | 761,533 |

| | | | | |
|---------------------------|-----------------|-------------------|-------------------|-----------------|
| Net Appropriations | -871,496 | -2,056,883 | -1,486,872 | -641,500 |
|---------------------------|-----------------|-------------------|-------------------|-----------------|

Authorized Positions:

| | | | | |
|-------------------------------|-------------|-------------|-------------|-------------|
| Recreation & Comm Svcs Dir | 1.00 | 0.00 | 0.00 | 0.00 |
| Recreation & Comm Svcs Mgr | 0.00 | 1.00 | 0.00 | 1.00 |
| Rec & Comm Svcs Specialist | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Tech | 0.80 | 0.80 | 0.80 | 0.80 |
| Recreation Attendant PT - (2) | 0.50 | 0.75 | 0.75 | 1.00 |
| Custodian PT - (1) | 0.50 | 0.50 | 0.50 | 0.50 |
| Lifeguard PT - (20) | 2.50 | 2.50 | 2.50 | 2.50 |
| Jr. Lifeguard PT - (10) | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 7.30 | 7.55 | 6.55 | 7.80 |

**CITY OF PORT HUENEME
FY 2015-2016 BUDGET**

**Recreation Administration
General Fund**

MISSION

The Mission of the Recreation Department's Administration Division is to support the vision of "we create community through people, parks and programs", and to support the priorities set by Council.

PRIMARY ACTIVITIES

Services provided by the Recreation Administration Division include:

- Support of advisory commissions (Museum/Historical Commission; Recreation & Fine Arts Commission)
- Production of Hueneme Magazine and other Community promotions.
- Organize and manage a variety of recreational programs and community events.
- Provide Senior Nutrition services to residents through a partnership with VC Area Agency on Aging.

MAJOR ACCOMPLISHMENTS IN 2014-2015

- Participated in the California Recreation & Park Society's "Parks Make Life Better" campaign, promoting healthy living.
- Committed to producing special events at the Beach and other City facilities.
- Presented options to City Council for Recreation Venues throughout Port Hueneme.
- Hosted Tween Night with Ventura County Library to educate youth about services provided by City Recreation and the VC Library.

MAJOR INITIATIVES 2015-2016

- Expand programming needs based on resident demographics.
- Explore partnerships with other
- Promote civic engagement by providing opportunities to influence and learn of City sponsored activities.
- Promote city recreation facilities and generate rental opportunities.
- Continue to participate in California Recreation & Park Society's "Parks Make Life Better" campaign.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| | | | | |
|------------------------------|----------------------------------|--|--|--|
| General Fund 001-4181 | Recreation Administration | | | |
| | Division Summary | | | |

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 241,827 | 134,983 | 8,641 | 0 |
| Operational Charges | 14,593 | 28,270 | 30,380 | 14,800 |
| Allocation Charges | 0 | 7,064 | 8,110 | 7,724 |
| Total Expenditures | 256,420 | 170,317 | 47,131 | 22,524 |

| | | | | |
|---------------------------|-----------------|-----------------|----------------|----------------|
| Net Appropriations | -256,420 | -170,317 | -47,131 | -22,524 |
|---------------------------|-----------------|-----------------|----------------|----------------|

| | | | | |
|----------------------------|------|------|------|------|
| Authorized Positions: | | | | |
| Recreation & Comm Svcs Dir | 1.00 | 0.00 | 0.00 | 0.00 |
| Recreation & Comm Svcs Mgr | 0.00 | 1.00 | 0.00 | 0.00 |
| Total | 1.00 | 1.00 | 0.00 | 0.00 |

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Community Center
General Fund**

MISSION

The Mission of the Community Center Division is to maintain a clean and inviting facility that fosters community pride. The Community Center presents recreation programs that promote a healthy, active community inclusive of all ages, ethnic origins, abilities, and income levels.

PRIMARY ACTIVITIES

Services provided by the Community Center Division include:

- Maintain the building, including security alarm and fire systems.
- Provide a variety of recreation activities for all age groups.
- Provide City sponsored special events.
- Provide informational seminars.
- Provide building rentals to the public.
- Provide home delivered meals for homebound seniors 60 years and older.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Increased weekend facility rental income to capacity of available dates.
- Increased attendance at the free Chess class for all ages.
- Developed marketing strategy to promote Community Center activities, special events, and facility rentals.

MAJOR INITIATIVES 2015-16

- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.
- Present informational seminars in partnership with the Port Hueneme Advisory Council on Aging with focus on current senior issues.
- Provide a venue and staff support for City functions, meetings and events.
- Increase center rental income over previous year.
- Implement new classes for all ages; Art, Gymnastics and Modern Dance.



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

| | | | | |
|------------------------------|--|--|--|--|
| General Fund 001-4182 | Community Center Division Summary | | | |
|------------------------------|--|--|--|--|

| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| Direct Revenue | | | | |
| General Fund | 52,039 | 52,700 | 56,575 | 57,900 |
| Total Revenues | 52,039 | 52,700 | 56,575 | 57,900 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 214,145 | 238,206 | 235,426 | 239,961 |
| Operational Charges | 45,487 | 53,020 | 49,232 | 47,950 |
| Capital Expenditures | 0 | 12,000 | 12,048 | 0 |
| Allocation Charges | 0 | 21,191 | 24,330 | 23,170 |
| Total Expenditures | 259,632 | 324,417 | 321,036 | 311,081 |

| | | | | |
|---------------------------|-----------------|-----------------|-----------------|-----------------|
| Net Appropriations | -207,593 | -271,717 | -264,461 | -253,181 |
|---------------------------|-----------------|-----------------|-----------------|-----------------|

Authorized Positions:

| | | | | |
|-------------------------------|-------------|-------------|-------------|-------------|
| Rec & Comm Svcs Specialist | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Tech | 0.80 | 0.80 | 0.80 | 0.80 |
| Recreation Attendant PT - (1) | 0.50 | 0.75 | 0.75 | 1.00 |
| Custodian PT - (1) | 0.50 | 0.50 | 0.50 | 0.50 |
| Total | 2.80 | 3.05 | 3.05 | 3.30 |

**CITY OF PORT HUENEME
FY 2015-2016 BUDGET**

**Parks and Facilities
General Fund**

MISSION

The Mission of the Parks & Facilities Division is to support the maintenance of the City's parks, tennis complex, playgrounds, Historical Museum, and sports fields.

PRIMARY ACTIVITIES

This Division supports the maintenance and operations of parks & facilities. Parks provide places for people to gather and interact to foster a sense of community. The facilities provide local access to playgrounds, sports facilities and historical museum. Maintained parks and facilities create a healthy and attractive community.

The Division oversees the activities that take place at the following parks and facilities:

- Port Hueneme Historical Museum
- Moranda Park and Tennis Complex
- Bubbling Springs Park
- Bolker Park
- Dewar Park
- Hueneme Beach Park

MAJOR ACCOMPLISHMENTS IN 2014-2015

- Increased number of community activities at Hueneme Beach Park, Moranda Park and Tennis Complex, Bubbling Springs Park, Bolker Park, and Museum.
- Bathroom upgrade for customers of Andy's Seafood.
- Continued agreement with Santa Clara High School for use of tennis courts.
- Upgrade of irrigation at Moranda Park and installed Smart Control system to monitor water use and consumption.
- Implemented a successful youth tennis program with the assistance of resident volunteer and through a program with USTA.

MAJOR INITIATIVES 2015-16

- Improve infrastructure of Hueneme Beach Park, bathrooms, and surrounding areas. Provide new/more trash cans and replace benches.
- Improve infrastructure of Moranda Park baseball fields and lights. Enter into new field use contracts.
- Upgrade of irrigation system for improved water use and consumption at Bubbling Springs Park.
- Improve citizen opportunities to live healthy and fulfilling lifestyles.
- Organize historical museum inventory of printed resources and photographs.
- Implement a gradual plan for resurfacing of tennis courts, basketball courts, baseball fields and lighting at Moranda Park.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| General Fund 001-4183 | | Parks and Facilities Division Summary | | |
|------------------------------|-------------------|--|----------------------|---------------------|
| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Direct Revenue | | | | |
| General Fund | 3,046 | 1,800 | 1,390 | 2,400 |
| Total Revenues | 3,046 | 1,800 | 1,390 | 2,400 |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 33,988 | 36,350 | 22,320 | 31,500 |
| Capital Expenditures | 15,798 | 49,000 | 36,748 | 12,000 |
| Total Expenditures | 49,786 | 85,350 | 59,068 | 43,500 |
| Net Appropriations | -46,740 | -83,550 | -57,678 | -41,100 |

Authorized Positions:
None

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Beach and Pier
General Fund**

MISSION

The Mission of the Beach & Pier division is to support the image and operations of Hueneme Beach Park.

PRIMARY ACTIVITIES

Services provided by the Beach & Pier Division include:

- Parking Machines
- Decorative Flags
- Recreation
- Utilities

MAJOR ACCOMPLISHMENTS IN 2014-2015

- Major repairs to Port Hueneme Beach and Pier following major erosion loss and damage to the pier.
- Bathroom upgrade for customers of Andy's Seafood.
- Created a community celebration of the "Beach is Back" to promote the image and operations of the Beach and Pier.

MAJOR INITIATIVES 2015-16

- Improve infrastructure of Hueneme Beach Park, bathrooms, and surrounding areas.
- Install four volleyball nets for open recreation play. Seek interested groups to run a community tournament.
- Replace recreational and playground equipment as necessary to support a positive recreational image.
- Seek out interested groups to run a variety of recreational and competitive events, fundraisers, and activities for the promotion of Port Hueneme Beach.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| General Fund 001-4184 | | Beach/Pier | | |
|------------------------------|-------------------|-------------------------|----------------------|---------------------|
| | | Division Summary | | |
| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Direct Revenue | | | | |
| General Fund | 353,792 | 408,400 | 353,652 | 0 |
| Total Revenues | 353,792 | 408,400 | 353,652 | 0 |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 25,214 | 87,483 | 87,726 | 0 |
| Capital Expenditures | 462,146 | 1,562,123 | 1,116,672 | 0 |
| Total Expenditures | 487,360 | 1,649,606 | 1,204,398 | 0 |
| Net Appropriations | -133,568 | -1,241,206 | -850,746 | 0 |

Authorized Positions:
None

Note: Effective 7/1/15, these revenues/expenditures have been transferred to Facilities Maintenance

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Culture and Leisure
General Fund**

MISSION

The Mission of the Culture & Leisure division is to provide recreational programs that strengthen community image, support economic development, provide cultural experiences, and promote health and wellness.

PRIMARY ACTIVITIES

Services provided by the Culture & Leisure Division include:

- Senior Exercise
- Senior Programs
- Hip Hop Dance
- Hueneme Beach Festival

MAJOR ACCOMPLISHMENTS IN 2014-15

- Increased participation in all programs
- Contracted new dance classes (i.e. gymnastics)
- Introduced new activities to promote arts and culture: Youth Sidewalk Chalk Art at the “16th Annual Hueneme Beach Festival and “Beach is Back” event.

▪
MAJOR INITIATIVES 2015-2016

- Provide savings by city staff taking 100% responsibility of task to promote and implement a successful Toni Young Hueneme Beach Festival in 2015.
- Reintroduce the Sand Sculpture Contest at the Hueneme Beach Festival.
- Attract and work with other non-profit groups to increase programming and community engagement. Emphasis on visual arts.
- Continue to promote healthy lifestyles in programs for all age groups.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| General Fund 001-4185 | | Culture and Leisure Division Summary | | |
|------------------------------------|---------------------------|---|------------------------------|-----------------------------|
| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Direct Revenue | | | | |
| General Fund | 56,638 | 70,289 | 49,205 | 21,733 |
| Total Revenues | 56,638 | 70,289 | 49,205 | 21,733 |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 119,863 | 142,350 | 110,564 | 179,583 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 119,863 | 142,350 | 110,564 | 179,583 |
| Net Appropriations | -63,225 | -72,061 | -61,359 | -157,850 |

Authorized Positions:
None

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Lifeguard/Jr. Lifeguard
General Fund**

MISSION

The Mission of the Lifeguard program is to provide a safe environment for summer visitors to Hueneme Beach. The Mission of the Junior Lifeguard program is to provide youth with a sound aquatic background and acquaint them with the hazards of open water swimming while exposing them to an environment that will teach them to act with courtesy, respect, and exhibit good sportsmanship.

PRIMARY ACTIVITIES

Services provided by the Lifeguard Program:

- Maintain staff training and equipment at United States Lifesaving Association standards.
- Rescue distressed ocean swimmers.
- Preventative actions & safety contacts.
- First aid responses to both minor and major incidences.
- Assist the US Coast Guard or other involved agency with boat rescues.
- Services provided by the Junior Lifeguard Program:
 - Provide beach orientation to youth.
 - Provide an introduction to lifeguard skills to youth.
 - Provide physical training.
 - Provide competition events with other agencies.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Participated in Public Safety Forum at Naval Base Ventura County.
- Awarded eight scholarships for low-income residents to participate in the Junior Lifeguard Program.
- Increased attendance in the Junior Lifeguard Program.
- Recertification by the U.S.L.A. (United States Lifesaving Association) as a Certified Agency for three years.

MAJOR INITIATIVES 2015-16

- Improve citizen opportunities to live healthy and fulfilling lifestyles.
- Promote anti-gang lifestyles in youth programming.
- Field a competition team to participate in a minimum of three “Junior Lifeguard Competitions”.
- Increase patron attendance at Hueneme Beach Park.
- Increase Jr. Lifeguard attendance for 2nd session.
- Assist staff with Sand Sculpture Contest and provide First Aid at the Hueneme Beach Festival.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-4186

Lifeguards/Jr. Lifeguards

Division Summary

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 37,281 | 34,400 | 39,623 | 38,000 |
| Total Revenues | 37,281 | 34,400 | 39,623 | 38,000 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 169,738 | 132,129 | 150,592 | 114,805 |
| Operational Charges | 31,493 | 23,000 | 30,040 | 29,700 |
| Capital Expenditures | 0 | 40,920 | 0 | 0 |
| Allocation Charges | 0 | 56,383 | 64,488 | 60,340 |
| Total Expenditures | 201,231 | 252,432 | 245,120 | 204,845 |

| | | | | |
|---------------------------|-----------------|-----------------|-----------------|-----------------|
| Net Appropriations | -163,950 | -218,032 | -205,497 | -166,845 |
|---------------------------|-----------------|-----------------|-----------------|-----------------|

Authorized Positions:

| | | | | |
|-------------------------|-------------|-------------|-------------|-------------|
| Lifeguard PT - (20) | 2.50 | 2.50 | 2.50 | 2.50 |
| Jr. Lifeguard PT - (10) | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 3.50 | 3.50 | 3.50 | 3.50 |

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

Senior Nutrition Program

MISSION

The Senior Nutrition Program, operated in partnership with the Ventura County Area Agency on Aging through funding from the Older Americans Act, provides nutritious meals for homebound seniors 60 years and older.

PRIMARY ACTIVITIES

Services provided by the Grant Division:

- Operation of Senior Nutrition Grant

MAJOR ACCOMPLISHMENTS IN 2014-15

- Significantly reduced general fund operating expenses by reorganizing duties and delegating work to current full time staff.
- Filed a grant application to continue to receive funding renewable through FY 2015-16.
- Successfully adjusted to an 11% decrease in meals provided by grant.

MAJOR INITIATIVES 2015-16

- Continue to promote healthy lifestyles with emphasis on the importance of good nutrition as it relates to health and supports independent living.
- Implement strategies for any further reductions in grant funding.



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

Fund 265

**Senior Nutrition Program
Account Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|------------------------------|-------------------|---------------------|----------------------|---------------------|
| Senior Nutrition Grant | 15,000 | 15,000 | 15,964 | 15,000 |
| Senior Nutrition Prog Income | 1,218 | 1,500 | 1,500 | 1,500 |
| Transfer In - General Fund | 21,711 | 0 | 0 | 0 |
| Total Revenues | 37,929 | 16,500 | 17,464 | 16,500 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 35,132 | 0 | 0 | 0 |
| Operational Charges | 320 | 1,500 | 1,163 | 1,500 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Transfer Out - General Fund | 1,554 | 15,000 | 16,199 | 15,000 |
| Total Expenditures | 37,006 | 16,500 | 17,362 | 16,500 |

| | | | | |
|---------------------------|------------|----------|------------|----------|
| Net Appropriations | 923 | 0 | 102 | 0 |
|---------------------------|------------|----------|------------|----------|

Authorized Positions:

None

Purpose of Account:

The Senior Nutrition Grant is state funded and is issued by the Ventura County Agency of Aging. The grant provides nutritional services to the senior citizens of the City of Port Hueneme.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| Fund 270 | | | | |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Community Grants | | | | |
| Account Summary | | | | |
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Community Revenues | 0 | 0 | 0 | 15,000 |
| Total Revenues | 0 | 0 | 0 | 15,000 |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Operational Charges | 0 | 0 | 0 | 15,000 |
| Total Expenditures | 0 | 0 | 0 | 15,000 |
| Net Appropriations | 0 | 0 | 0 | 0 |

Authorized Positions:
None

Purpose of Account:
The purpose of Community Grant Funding is to encourage community events, activities by funding a portion through a selective application and selection process operated by REACH.

Landscape Maintenance

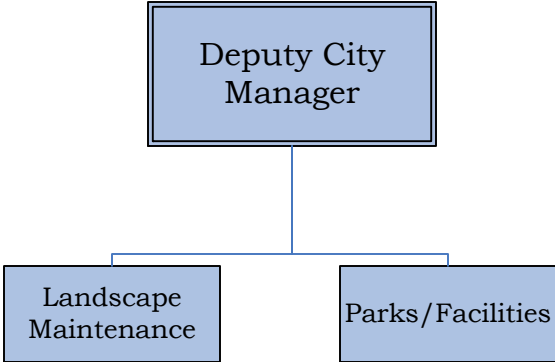


It is the Mission of the Landscape Maintenance Division to provide excellent professional and technical services in the care and maintenance of the City's landscaped properties.

"The Friendly City by the Sea"

City of Port Hueneme

Landscape Maintenance



Organization Chart

**CITY OF PORT HUENEME
FY 2015-2016 BUDGET**

**Landscape Maintenance
General Fund**

MISSION

It is the Mission of the Landscape Maintenance Division to provide excellent professional and technical services in the care and maintenance of the City's landscaped properties.

PRIMARY ACTIVITIES

Services provided by the Landscape Maintenance Division include the following:

- Proper and timely maintenance for landscaping in the parks, medians, and parkways.
- Proper and timely cleaning and maintenance of City restrooms.
- Maintenance of the City's irrigation systems and monitoring of appropriate water use.
- Removal of trash and other discarded objects from the City's parks, medians and parkways.
- Providing emergency response services as needed (i.e., beach erosion clean up, street clearing of branches, hazardous tree and limb removals).

MAJOR ACCOMPLISHMENTS IN 2014-15

- Contracted with VCP to assist with a deferred maintenance.
- Installed SMART irrigation control system at Moranda Park to support water conservation.
- Provided labor and support to a variety of community events: Sunset Supper, Farmer's Market, Hueneme Beach Festival, the Beach is Back, Movies in the Park, Holly Days, etc.

MAJOR INITIATIVES 2015-2016

- Update irrigation systems at Bubbling Springs Park and Bolker Park throughout the City right of way with SMART controllers that support water conservation.
- Install volleyball nets, benches, trash bins and provide landscape support to beach renovations.
- Major renovation and field preparation at Moranda Park.
- Provide systemic identification and evaluation of trees throughout the City's parks and the recreation corridor.
- Identify all city trees. Provide systematic inspection and regular pruning and maintenance of City trees.



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

General Fund 001-4204

**Landscape Maintenance
Division Summary**

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 721,155 | 749,623 | 774,919 | 813,136 |
| Operational Charges | 92,757 | 280,254 | 123,467 | 236,711 |
| Capital Expenditures | 24,894 | 52,000 | 11,228 | 12,000 |
| Allocation Charges | 0 | 175,081 | 135,544 | 194,768 |
| Total Expenditures | 838,806 | 1,256,958 | 1,045,158 | 1,256,615 |
| Net Appropriations | -838,806 | -1,256,958 | -1,045,158 | -1,256,615 |

Authorized Positions:

| | | | | |
|-------------------------------|-------------|-------------|-------------|-------------|
| Landscape Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Landscape Maint Worker II | 2.00 | 2.00 | 2.00 | 2.00 |
| Landscape Maint Worker I | 3.00 | 3.00 | 3.00 | 4.00 |
| Maintenance Worker I | 0.00 | 0.00 | 0.00 | 0.05 |
| Laborer | 1.00 | 1.00 | 1.00 | 0.00 |
| Laborer PT - (2) | 0.00 | 1.00 | 1.00 | 1.00 |
| Administrative Specialist III | 0.50 | 0.50 | 0.50 | 0.50 |
| Grounds Maint Aide PT - (1) | 0.50 | 0.50 | 0.50 | 0.50 |
| Annuitant PT - (1) | 0.00 | 0.00 | 0.25 | 0.25 |
| Total | 8.00 | 9.00 | 9.25 | 9.30 |

Note: Landscape Maintenance is under the direction of the Deputy City Manager.

Public Works

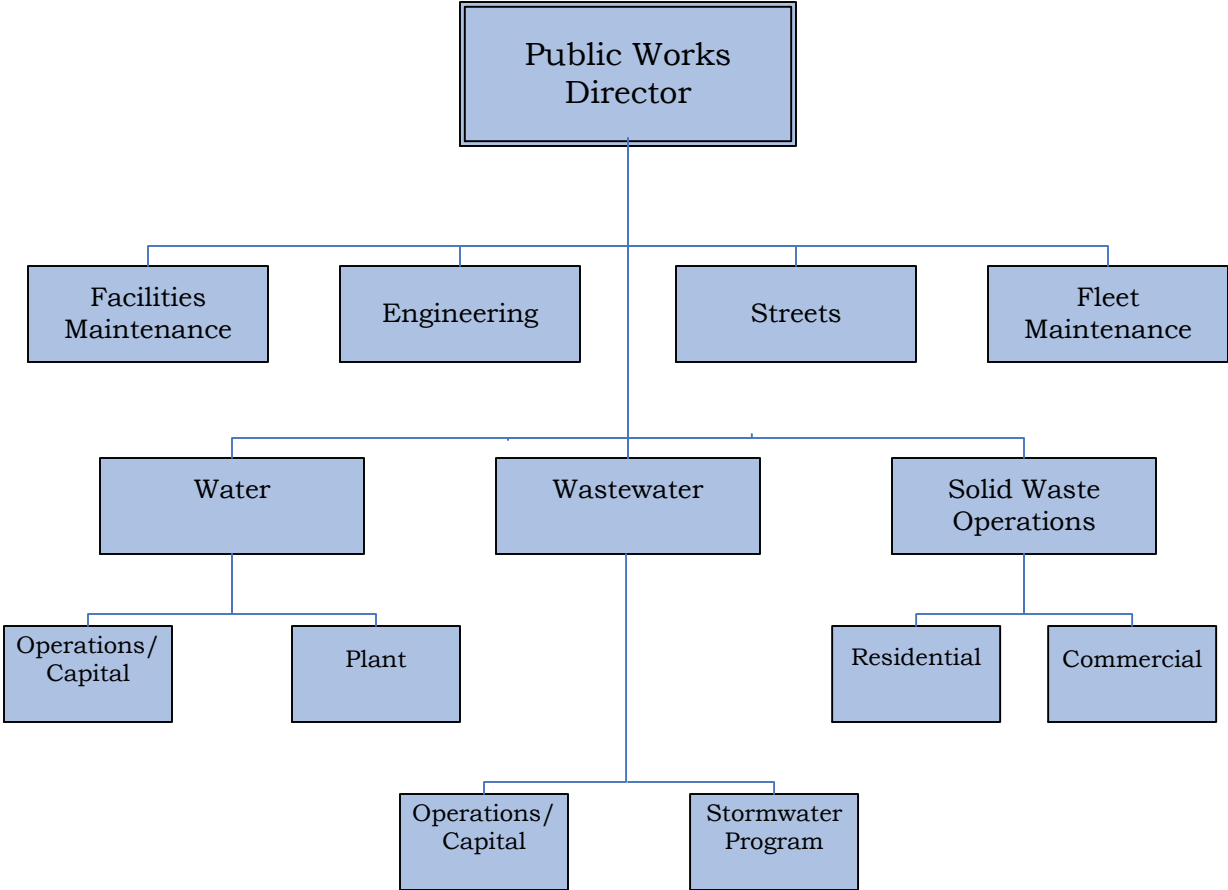


The Mission of the Public Works Department is to provide customer services to the community by delivering a high-quality, uninterrupted supply of water, efficiently managing waste materials, improving and preserving the condition of the City's beaches, streets, sidewalks, bike paths, and landscape areas, and by ensuring the safety, efficiency, and dependability of the City's vehicle fleet.

"The Friendly City by the Sea"

City of Port Hueneme

Public Works



Organization Chart



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

| General Fund/Enterprise Funds | | Public Works Department Overview | | |
|--------------------------------------|-------------------|---|----------------------|---------------------|
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Facilities Maintenance | 0 | 0 | 0 | 356,522 |
| Engineering Services | 13,541 | 15,000 | 22,901 | 15,000 |
| Streets Maintenance | 18,884 | 10,000 | 23,605 | 15,000 |
| Fleet Maintenance | 0 | 0 | 0 | 0 |
| Water Operations Revenue | 7,395,275 | 7,867,740 | 8,315,540 | 10,479,940 |
| Water Plant Revenue | 883,572 | 954,365 | 973,669 | 1,251,625 |
| Wastewater Operations Revenue | 3,708,007 | 3,632,317 | 3,750,490 | 4,017,337 |
| Solid Waste Operations Revenue | 3,864,660 | 4,122,000 | 4,414,100 | 4,199,900 |
| Retained Earnings/Reserves | 0 | 0 | 0 | 0 |
| Total Revenues | 15,883,939 | 16,601,422 | 17,500,305 | 20,335,324 |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Salaries & Benefits | 4,353,251 | 4,292,936 | 4,292,310 | 4,269,483 |
| Operational Charges | 6,642,865 | 6,208,607 | 5,934,839 | 6,414,083 |
| Allocation Charges | 3,189,100 | 3,152,676 | 3,235,253 | 3,000,533 |
| Capital Expenditures | 217,540 | 2,875,200 | 517,655 | 3,414,800 |
| Capital/Equipment Reserves | 0 | 1,629,476 | 1,629,476 | 1,550,000 |
| Debt Service | 995,872 | 1,696,484 | 1,697,752 | 1,611,793 |
| Transfers Out | 100,000 | 200,000 | 200,000 | 200,000 |
| Total Expenditures | 15,498,628 | 20,055,379 | 17,507,285 | 20,460,692 |
| Net Appropriations | 385,311 | -3,453,957 | -6,980 | -125,368 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund/Enterprise Funds

**Public Works
Department Overview**

| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|---------------------------------------|-------------------|---------------------|----------------------|---------------------|
| Authorized Positions: | | | | |
| Public Works Director | 1.00 | 1.00 | 1.00 | 1.00 |
| Housing & Facilities Director | 0.00 | 0.00 | 0.00 | 0.00 |
| Housing & Facilities Svcs Asst | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Supt | 1.00 | 1.00 | 1.00 | 0.00 |
| Facilities Maintenance Worker, Lead | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Worker II | 3.00 | 3.00 | 3.00 | 3.00 |
| Deputy Public Works Director | 0.00 | 0.00 | 0.00 | 1.00 |
| City Engineer/Streets Supt | 1.00 | 1.00 | 1.00 | 0.00 |
| Associate Engineer | 0.00 | 1.00 | 0.00 | 1.00 |
| Construction Inspector I | 1.00 | 1.00 | 1.00 | 1.00 |
| Engineering Aide | 1.00 | 0.00 | 0.00 | 0.00 |
| Streets Maint Worker Lead | 1.00 | 1.00 | 1.00 | 1.00 |
| Streets Maint Worker I | 3.00 | 3.00 | 3.00 | 3.00 |
| Mechanic II | 2.00 | 2.00 | 2.00 | 2.00 |
| Water Operations Manager | 0.00 | 0.00 | 0.00 | 1.00 |
| Water Superintendent | 1.00 | 1.00 | 1.00 | 0.00 |
| Water Operator Lead | 1.00 | 1.00 | 1.00 | 1.00 |
| Water Utility Operator I | 3.00 | 3.00 | 3.00 | 3.00 |
| Water Utility Operator II | 1.00 | 1.00 | 1.00 | 1.00 |
| Environmental Services Manager | 0.00 | 0.00 | 0.00 | 1.00 |
| Wastewater/Solid Waste/Fleet Supt | 0.00 | 1.00 | 1.00 | 0.00 |
| Wastewater Superintendent | 1.00 | 0.00 | 0.00 | 0.00 |
| Water Resource Inspector I | 1.00 | 1.00 | 1.00 | 1.00 |
| EIT/MIS Administrator | 1.00 | 1.00 | 1.00 | 1.00 |
| Electrical/Instrumentation Technician | 1.00 | 1.00 | 1.00 | 0.00 |
| Electrical/Mechanical Technician | 0.00 | 0.00 | 0.00 | 1.00 |
| Wastewater Maintenance Lead | 1.00 | 1.00 | 1.00 | 1.00 |
| Wastewater Maintenance II | 2.00 | 2.00 | 2.00 | 2.00 |
| Wastewater Maintenance I | 1.00 | 1.00 | 1.00 | 1.00 |
| Solid Waste/Fleet Supt | 1.00 | 0.00 | 0.00 | 0.00 |
| Solid Waste Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Solid Waste Equipment Operator II | 5.00 | 5.00 | 5.00 | 5.00 |
| Maintenance Worker I | 0.00 | 1.00 | 1.00 | 0.95 |
| Temp Solid Waste Operator PT - (1) | 0.25 | 0.25 | 0.00 | 0.00 |
| Admin Specialist III | 1.50 | 1.50 | 1.50 | 1.50 |
| Admin Specialist II | 2.00 | 2.00 | 2.00 | 2.00 |
| TOTAL | 40.75 | 40.75 | 39.50 | 39.45 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| General Fund | | Public Works | | |
|------------------------------|-------------------|---------------------|-------------------|-------------------|
| General Fund Overview | | | | |
| | Actual | Budgeted | Projected | Budgeted |
| Direct Revenue | 2013-14 | 2014-15 | 2014-15 | 2015-16 |
| General Fund | 32,425 | 25,000 | 46,506 | 386,522 |
| Vehicle Reserves | 0 | 0 | 0 | 0 |
| Total Revenues | 32,425 | 25,000 | 46,506 | 386,522 |
| Expenditure | Actual | Budgeted | Projected | Budgeted |
| Description | 2013-14 | 2014-15 | 2014-15 | 2015-16 |
| Salaries & Benefits | 1,785,739 | 1,563,144 | 1,501,065 | 1,180,585 |
| Operational Charges | 745,431 | 245,440 | 229,543 | 232,743 |
| Capital Expenditures | 93,022 | 44,100 | 44,100 | 367,400 |
| Allocated Charges | 0 | 207,811 | 226,860 | 231,742 |
| Total Expenditures | 2,624,192 | 2,060,495 | 2,001,568 | 2,012,470 |
| Net Appropriations | -2,591,767 | -2,035,495 | -1,955,062 | -1,625,948 |

Authorized Positions:

| | | | | |
|-------------------------------------|--------------|--------------|--------------|--------------|
| Public Works Director | 0.34 | 0.34 | 0.34 | 0.15 |
| Housing & Facilities Svcs Asst | 0.50 | 0.50 | 0.50 | 0.50 |
| Facilities Maintenance Supt | 1.00 | 1.00 | 1.00 | 0.00 |
| Facilities Maintenance Worker, Lead | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Worker II | 3.00 | 3.00 | 3.00 | 3.00 |
| Deputy Public Works Director | 0.00 | 0.00 | 0.00 | 0.50 |
| City Engineer/Streets Supt | 0.50 | 0.50 | 0.50 | 0.00 |
| Associate Engineer | 0.00 | 0.50 | 0.00 | 0.50 |
| Construction Inspector I | 0.50 | 0.50 | 0.50 | 0.50 |
| Engineering Aide | 1.00 | 0.00 | 0.00 | 0.00 |
| Administrative Specialist II | 0.34 | 0.34 | 0.34 | 0.15 |
| Streets Maint Worker Lead | 1.00 | 1.00 | 1.00 | 1.00 |
| Streets Maint Worker I | 3.00 | 3.00 | 3.00 | 3.00 |
| Maintenance Worker I | 0.00 | 0.05 | 0.05 | 0.05 |
| Solid Waste/Fleet Supt | 0.30 | 0.00 | 0.00 | 0.00 |
| Environmental Services Mgr | 0.00 | 0.00 | 0.00 | 0.15 |
| Wastewater/Solid Waste/Fleet Supt | 0.00 | 0.15 | 0.15 | 0.00 |
| Mechanic II | 2.00 | 2.00 | 2.00 | 2.00 |
| Administrative Specialist III | 0.30 | 0.30 | 0.30 | 0.30 |
| Total | 14.78 | 14.18 | 13.68 | 12.80 |

**CITY OF PORT HUENEME
FY 2015-2016 BUDGET**

**Facilities Maintenance
General Fund**

MISSION

The Mission of the Facilities Maintenance Division is to provide the citizens, employees, and visitors with building and structural maintenance services of a consistent high quality and cost effectiveness.

PRIMARY ACTIVITIES

Services provided by Facilities Maintenance include routine and preventative maintenance on all City facilities, structures and public areas. This includes, but is not limited to, the Civic Center, Community Center, Public Works facilities, Beach facilities, and Pier.

The Facilities Maintenance Division also maintains the key and access control security system for the City and has staff to respond in a timely manner to graffiti vandalism. This Division is also responsible for after-hours response in the event of an emergency.

MAJOR ACCOMPLISHMENTS 2014-2015

- Provided graffiti abatement on City property and right-of-way.
- Expanded the Division's preventive maintenance program.
- Maintained lighting systems for City facilities and parks.
- Performed ongoing repair and maintenance to City facilities.
- Complete capital structures and improvement projects according to approved funding.

MAJOR INITIATIVES 2015-2016

- Replace deteriorated railings on the east side of the pier.
- Replace hydrant valves on the pier.
- Assess the condition and replace (as required) the HVAC units at the Public Works Surfside Yard.
- Renovate wood signs along Port Hueneme Road, Ventura Road, Pleasant Valley Road, and Channel Islands Boulevard.
- Complete capital projects assigned to the Division.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

General Fund 001-1370

**Facilities Maintenance
Division Summary**

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| General Fund | 0 | 0 | 0 | 356,522 |
| Total Revenues | 0 | 0 | 0 | 356,522 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 671,989 | 716,456 | 709,652 | 504,562 |
| Operational Charges | 134,884 | 151,950 | 159,655 | 151,168 |
| Capital Expenditures | 34,345 | 0 | 0 | 132,400 |
| Allocation Charges | 0 | 77,106 | 81,817 | 88,570 |
| Total Expenditures | 841,218 | 945,512 | 951,124 | 876,700 |
| Net Appropriations | -841,218 | -945,512 | -951,124 | -520,178 |

Authorized Positions:

| | | | | |
|-------------------------------------|-------------|-------------|-------------|-------------|
| Housing & Facilities Svcs Asst | 0.50 | 0.50 | 0.50 | 0.50 |
| Facilities Maintenance Supt | 1.00 | 1.00 | 1.00 | 0.00 |
| Facilities Maintenance Worker, Lead | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Worker II | 3.00 | 3.00 | 3.00 | 3.00 |
| Total | 5.50 | 5.50 | 5.50 | 4.50 |

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Engineering
General Fund**

MISSION

The Public Works Engineering Division's mission is to carry out its primary activities in a manner designed to minimize administrative costs to the greatest degree practicable.

PRIMARY ACTIVITIES

The Engineering Division:

- Provides civil engineering design, construction management, and inspection services for public works and street maintenance projects.
- Reviews and inspects the civil portions of private developments.
- Processes encroachment and transportation permits.
- Reviews and responds to public requests for service related to public works streets infrastructure.
- Provides support to other departments in their assignments.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Completed the microsurfacing of 25 percent of the City's streets.
- Designed the Ventura Bikeway Upgrades project.
- Completed a citywide traffic speed survey and engineering study and established speed limits.
- Provided engineering and inspection support for the following developments: Tract No. 5733 (Scott Street), Taco Bell, Ross Dress for Less, Do-It-Best (relocation), and McDonalds

MAJOR INITIATIVES 2015-16

- Bid, award, and construct the Ventura Road Bikeway Upgrades Project.
- Design, bid, award, and construct the FY 15-16 Street Rehabilitation project.
- Continue with development support services.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| General Fund 001-3101 | | Engineering Division Summary | | | |
|------------------------------------|---------------------------|---|------------------------------|-----------------------------|--|
| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | |
| Direct Revenue | | | | | |
| General Fund | 13,541 | 15,000 | 22,901 | 15,000 | |
| Total Revenues | 13,541 | 15,000 | 22,901 | 15,000 | |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | |
| Salaries & Benefits | 378,374 | 472,618 | 410,586 | 291,042 | |
| Operational Charges | 45,129 | 70,640 | 37,149 | 53,225 | |
| Capital Expenditures | 2,422 | 0 | 0 | 0 | |
| Allocation Charges | 0 | 40,720 | 58,258 | 44,017 | |
| Total Expenditures | 425,925 | 583,978 | 505,993 | 388,284 | |
| Net Appropriations | -412,384 | -568,978 | -483,092 | -373,284 | |
| Authorized Positions: | | | | | |
| Public Works Director | 0.34 | 0.34 | 0.34 | 0.15 | |
| Deputy Public Works Director | 0.00 | 0.00 | 0.00 | 0.50 | |
| City Engineer/Streets Supt | 0.50 | 0.50 | 0.50 | 0.00 | |
| Associate Engineer | 0.00 | 0.50 | 0.00 | 0.50 | |
| Construction Inspector I | 0.50 | 0.50 | 0.50 | 0.50 | |
| Administrative Specialist II | 0.34 | 0.34 | 0.34 | 0.15 | |
| Total | 1.68 | 2.18 | 1.68 | 1.80 | |

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Streets
General Fund**

MISSION

The Public Works Streets Division's mission is to maintain the City's right-of-way infrastructure in a timely, cost-effective manner that minimizes inconvenience to the traveling public, insofar as is practicable.

PRIMARY ACTIVITIES

Primary services performed by the Streets Division includes the maintenance and repair of the City's right-of-way infrastructure, including:

- Streets and sidewalks.
- Traffic signals, signage, and lighting.
- Street signage.
- Pavement striping and markings.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Performed all preparatory work (crack seal and pavement repairs) in advance of the City's street microsurfacing project.
- Completed citywide sidewalk repairs not suitable for grinding.
- Repaired asphalt pavement failures citywide due to tree root and other causes.
- Completed citywide painting of all limit lines, crosswalks, and pavement markings.

MAJOR INITIATIVES 2015-16

- Crack seal and prepare pavement for the FY 2015-16 street microsurfacing project.
- Replace street signs that have been vandalized or have otherwise outlived their useful service life.
- Re-paint pavement limit lines, crosswalks, and legends (33 percent of the City).



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| General Fund 001-3102 | | Streets | | | |
|------------------------------|-----------------|-------------------------|-----------------|-----------------|--|
| | | Division Summary | | | |
| | Actual | Budgeted | Projected | Budgeted | |
| Direct Revenue | 2013-14 | 2014-15 | 2014-15 | 2015-16 | |
| General Fund | 18,884 | 10,000 | 23,605 | 15,000 | |
| Vehicle Reserves | 0 | 0 | 0 | 0 | |
| Total Revenues | 18,884 | 10,000 | 23,605 | 15,000 | |
| Expenditure | Actual | Budgeted | Projected | Budgeted | |
| Description | 2013-14 | 2014-15 | 2014-15 | 2015-16 | |
| Salaries & Benefits | 424,110 | 374,070 | 380,827 | 384,981 | |
| Operational Charges | 80,099 | 22,850 | 32,739 | 28,350 | |
| Capital Expenditures | 56,255 | 44,100 | 44,100 | 235,000 | |
| Allocation Charges | 0 | 89,985 | 86,785 | 99,155 | |
| Total Expenditures | 560,464 | 531,005 | 544,451 | 747,486 | |
| Net Appropriations | -541,580 | -521,005 | -520,846 | -732,486 | |

Authorized Positions:

| | | | | |
|---------------------------|------|------|------|------|
| Streets Maint Worker Lead | 1.00 | 1.00 | 1.00 | 1.00 |
| Streets Maint Worker I | 3.00 | 3.00 | 3.00 | 3.00 |
| Maintenance Worker I | 0.00 | 0.05 | 0.05 | 0.05 |
| Engineering Aide | 1.00 | 0.00 | 0.00 | 0.00 |
| Total | 5.00 | 4.05 | 4.05 | 4.05 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| General Fund 001-3103 | | Fleet Maintenance | | |
|----------------------------------|-----------------|--------------------------|-------------|-------------|
| | | Division Summary | | |
| | Actual | Budgeted | Projected | Budgeted |
| Direct Revenue | 2013-14 | 2014-15 | 2014-15 | 2015-16 |
| General Fund | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 0 | 0 | 0 |
| Expenditure | Actual | Budgeted | Projected | Budgeted |
| Description | 2013-14 | 2014-15 | 2014-15 | 2015-16 |
| Salaries & Benefits | 311,266 | 0 | 0 | 0 |
| Operational Charges | 485,319 | 0 | 0 | 0 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 796,585 | 0 | 0 | 0 |
| Net Appropriations | -796,585 | 0 | 0 | 0 |
| Authorized Positions: | | | | |
| Solid Waste/Fleet Superintendent | 0.30 | 0.00 | 0.00 | 0.00 |
| Mechanic II | 2.00 | 2.00 | 2.00 | 0.00 |
| Administrative Specialist III | 0.30 | 0.30 | 0.30 | 0.00 |
| Total | 2.60 | 2.30 | 2.30 | 0.00 |

Note: Fleet Maintenance division has been transferred to an Internal Service Fund effective July 1, 2014.



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

| Enterprise Funds | | Public Works Enterprise Enterprise Funds Overview | | |
|--------------------------------------|-------------------|--|----------------------|---------------------|
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Water Operations Revenue | 7,395,275 | 7,867,740 | 8,315,540 | 10,479,940 |
| Water Plant Revenue | 883,572 | 954,365 | 973,669 | 1,251,625 |
| Wastewater Operations Revenue | 3,708,007 | 3,632,317 | 3,750,490 | 4,017,337 |
| Solid Waste Operations Revenue | 3,864,660 | 4,122,000 | 4,414,100 | 4,199,900 |
| Retained Earnings/Reserves | 0 | 0 | 0 | 0 |
| Total Revenues | 15,851,514 | 16,576,422 | 17,453,799 | 19,948,802 |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Salaries & Benefits | 2,567,512 | 2,729,792 | 2,791,245 | 3,088,898 |
| Operational Charges | 5,897,434 | 5,963,167 | 5,705,296 | 6,177,940 |
| Allocation Charges | 3,189,100 | 2,944,865 | 3,008,393 | 2,768,791 |
| Capital Expenditures | 124,518 | 2,831,100 | 473,555 | 3,047,400 |
| Capital/Equipment Reserves | 0 | 1,629,476 | 1,629,476 | 1,550,000 |
| Debt Service | 995,872 | 1,696,484 | 1,697,752 | 1,611,793 |
| Transfer Outs | 100,000 | 200,000 | 200,000 | 200,000 |
| Total Expenditures | 12,874,436 | 17,994,884 | 15,505,717 | 18,444,822 |
| Net Appropriations | 2,977,078 | -1,418,462 | 1,948,082 | 1,503,980 |
| Authorized Positions: | | | | |
| Public Works Director | 0.66 | 0.66 | 0.66 | 0.85 |
| Water Operations Manager | 0.00 | 0.00 | 0.00 | 1.00 |
| Water Superintendent | 1.00 | 1.00 | 1.00 | 0.00 |
| Deputy Public Works Director | 0.00 | 0.00 | 0.00 | 0.50 |
| City Engineer/Streets Supt | 0.50 | 0.50 | 0.50 | 0.00 |
| Associate Engineer | 0.00 | 0.50 | 0.00 | 0.50 |
| Construction Inspector I | 0.50 | 0.50 | 0.50 | 0.50 |
| Housing & Facilities Svcs Asst | 0.50 | 0.50 | 0.50 | 0.50 |
| Water Resource Inspector I | 1.00 | 1.00 | 1.00 | 1.00 |
| EIT/MIS Administrator | 1.00 | 1.00 | 1.00 | 1.00 |
| Electrical/Mechanical Tech | 0.00 | 0.00 | 0.00 | 1.00 |
| Electrical/Instrumentation Tech | 1.00 | 1.00 | 1.00 | 0.00 |
| Water Utility Operator Lead | 1.00 | 1.00 | 1.00 | 1.00 |
| Water Utility Operator II | 1.00 | 1.00 | 1.00 | 1.00 |
| Water Utility Operator I | 3.00 | 3.00 | 3.00 | 3.00 |
| Environmental Services Manager | 0.00 | 0.00 | 0.00 | 0.85 |
| Wastewater/Solid Waste/Fleet Supt | 0.00 | 0.85 | 0.85 | 0.00 |
| Wastewater Superintendent | 1.00 | 0.00 | 0.00 | 0.00 |
| Wastewater Maintenance Lead | 1.00 | 1.00 | 1.00 | 1.00 |
| Wastewater Maintenance II | 2.00 | 2.00 | 2.00 | 2.00 |
| Wastewater Maintenance I | 1.00 | 1.00 | 1.00 | 1.00 |
| Solid Waste/Fleet Superintendent | 0.70 | 0.00 | 0.00 | 0.00 |
| Solid Waste Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Solid Waste Equipment Operator, Lead | 0.00 | 0.00 | 0.00 | 0.00 |
| Solid Waste Equipment Operator II | 5.00 | 5.00 | 5.00 | 5.00 |
| Maintenance Worker I | 0.00 | 0.95 | 0.95 | 0.90 |
| Temp Solid Waste Operator PT - (1) | 0.25 | 0.25 | 0.00 | 0.00 |
| Admin Specialist III | 1.20 | 1.20 | 1.20 | 1.20 |
| Admin Specialist II | 1.66 | 1.66 | 1.66 | 1.85 |
| Total | 25.97 | 26.57 | 25.82 | 26.65 |

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Water Operations
Enterprise Fund**

MISSION

It is the Mission of the Water Division to protect public health by ensuring an uninterrupted supply of water is delivered to the residents that meets or exceeds State Department of Public Health water quality standards.

PRIMARY ACTIVITIES

Services provided by the Water Division include monitoring water quality; operation and maintaining of the potable water treatment and distribution system and providing public outreach on water conservation, rebate programs and customer service.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Provided excellent customer service and responded to all services calls.
- Increased public outreach efforts relating water conservation.
- Completed current year tri-annual hydrant maintenance and painting program.

MAJOR INITIATIVES 2015-16

- Continue to provide excellent customer service.
- Increase public outreach efforts regarding water conservation.
- Begin tri-annual hydrant maintenance and painting program.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

Water Fund 441-6151

**Water Operations
Division Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------------|-------------------|---------------------|----------------------|---------------------|
| Delinquent Fee Revenue | 136,097 | 148,000 | 148,000 | 148,000 |
| COPH Variable Water Revenue | 3,154,670 | 3,480,180 | 3,883,180 | 3,883,180 |
| COPH Fixed Water Revenue | 4,124,529 | 4,284,560 | 4,284,560 | 4,284,560 |
| Fund Interest | -28,439 | -55,000 | -25,200 | -25,000 |
| Miscellaneous Revenue | 8,418 | 10,000 | 25,000 | 10,000 |
| Water Meter Install | 0 | 0 | 0 | 0 |
| Structure/Improve Reserves | 0 | 0 | 0 | 2,179,200 |
| Total Revenues | 7,395,275 | 7,867,740 | 8,315,540 | 10,479,940 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|------------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 710,427 | 797,505 | 810,729 | 829,683 |
| Operational Charges | 3,046,420 | 3,332,021 | 3,117,228 | 3,464,170 |
| Allocation Charges | 998,700 | 998,700 | 999,659 | 999,241 |
| Capital/Equipment Reserves | 0 | 750,000 | 750,000 | 750,000 |
| Capital Expenditure | 44,604 | 2,227,700 | 97,700 | 2,247,800 |
| Debt Service | 765,259 | 1,094,506 | 1,094,506 | 1,094,506 |
| Transfer Out - Water Capital | 0 | 0 | 0 | 0 |
| Total Expenditures | 5,565,410 | 9,200,432 | 6,869,822 | 9,385,400 |

| | | | | |
|---------------------------|------------------|-------------------|------------------|------------------|
| Net Appropriations | 1,829,865 | -1,332,692 | 1,445,718 | 1,094,540 |
|---------------------------|------------------|-------------------|------------------|------------------|

Authorized Positions:

| | | | | |
|---------------------------------|-------------|-------------|-------------|-------------|
| Public Works Director | 0.22 | 0.22 | 0.22 | 0.35 |
| Water Operations Manager | 0.00 | 0.00 | 0.00 | 0.50 |
| Water Superintendent | 0.50 | 0.75 | 0.75 | 0.00 |
| Deputy Public Works Director | 0.00 | 0.00 | 0.00 | 0.25 |
| City Engineer/Streets Supt | 0.25 | 0.25 | 0.25 | 0.00 |
| Associate Engineer | 0.00 | 0.25 | 0.00 | 0.25 |
| Construction Inspector I | 0.25 | 0.25 | 0.25 | 0.25 |
| Housing & Facilities Svcs Asst | 0.25 | 0.25 | 0.25 | 0.25 |
| Water Resource Inspector I | 0.30 | 0.30 | 0.30 | 0.30 |
| Electrical/Mechanical Tech | 0.00 | 0.00 | 0.00 | 1.00 |
| Electrical/Instrumentation Tech | 1.00 | 1.00 | 1.00 | 0.00 |
| Water Utility Operator Lead | 1.00 | 0.50 | 0.50 | 0.50 |
| Water Utility Operator II | 0.75 | 0.75 | 0.75 | 0.50 |
| Water Utility Operator I | 2.25 | 2.50 | 2.50 | 1.50 |
| Admin Specialist III | 0.00 | 0.00 | 0.00 | 0.00 |
| Admin Specialist II | 1.22 | 1.22 | 1.22 | 1.25 |
| Total | 7.99 | 8.24 | 7.99 | 6.90 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

Water Plant Fund 443-6152

**Water Plant Operations
Division Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|---------------------------|-------------------|---------------------|----------------------|---------------------|
| Port Hueneme Water Agency | 884,093 | 954,665 | 974,469 | 1,251,925 |
| Fund Interest | -521 | -300 | -800 | -300 |
| Total Revenues | 883,572 | 954,365 | 973,669 | 1,251,625 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 217,049 | 261,765 | 255,222 | 422,686 |
| Operational Charges | 441,133 | 459,000 | 483,888 | 540,560 |
| Allocation Charges | 233,600 | 233,600 | 234,559 | 288,379 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 891,782 | 954,365 | 973,669 | 1,251,625 |

| | | | | |
|---------------------------|--------------|----------|----------|----------|
| Net Appropriations | -8210 | 0 | 0 | 0 |
|---------------------------|--------------|----------|----------|----------|

Authorized Positions:

| | | | | |
|---------------------------------|------|------|------|------|
| Water Operations Manager | 0.00 | 0.00 | 0.00 | 0.50 |
| Water Superintendent | 0.50 | 0.25 | 0.25 | 0.00 |
| EIT/MIS Administrator | 0.50 | 0.50 | 0.50 | 0.50 |
| Electrical/Instrumentation Tech | 0.00 | 0.00 | 0.00 | 0.00 |
| Water Utility Operator Lead | 0.00 | 0.50 | 0.50 | 0.50 |
| Water Utility Operator II | 0.25 | 0.25 | 0.25 | 0.50 |
| Water Utility Operator I | 0.75 | 0.50 | 0.50 | 1.50 |
| Admin Specialist II | 0.00 | 0.00 | 0.00 | 0.10 |
| Total | 2.00 | 2.00 | 2.00 | 3.60 |

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**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Wastewater Operations
Enterprise Fund**

MISSION

It is the Mission of the Wastewater Division to protect public health by providing systems to ensure wastewater is transported from businesses and residences to the wastewater treatment plant for proper handling and disposal.

PRIMARY ACTIVITIES

Services provided by the Wastewater Division include the maintenance and repair of the wastewater collection system and storm drain system. The division also provides contract services to Channel Islands Beach Community Services District (CIBCSD) for the operation and maintenance of their collection systems.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Completion of third phase of collection system manhole rehabilitation CIP project
- Successfully performed maintenance and capital project activity in conjunction with contract terms with CIBCSD
- Collaborated with County on countywide storm drain GIS based mapping system

- Updated City wastewater web page information regarding Fats, Oil and Grease Beats Management Practices

MAJOR INITIATIVES 2014-15

- Successful completion of identified CIP in FY 15-16 budget
- Continue successful performance of contractual obligations with CIBCSD
- Perform wastewater collection system maintenance that results in zero wastewater spills



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

Wastewater Fund 444-6153

**Wastewater Operations
Division Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------------|-------------------|---------------------|----------------------|---------------------|
| Delinquent Fees | 41,805 | 35,000 | 44,812 | 40,000 |
| COPH Services | 3,549,981 | 3,450,000 | 3,555,803 | 3,460,400 |
| US Navy Commercial Services | 30,228 | 30,000 | 29,508 | 30,000 |
| CIBCSO Wheeling Agreement | 58,106 | 100,000 | 157,219 | 100,000 |
| Connection Fees/Hideaway Units | 39,000 | 6,000 | 6,090 | 6,000 |
| Refuse PN# 06-02 | 21,318 | 21,317 | 13,213 | 4,737 |
| Interest | -46,822 | -50,000 | 0 | -50,000 |
| Salvage Sales/Misc Revenue | 14,391 | 0 | 87 | 0 |
| Transfer In - Stormwater Program | 0 | 40,000 | 42,665 | 40,000 |
| Retained Earnings/Reserves | 0 | 215,000 | 0 | 386,200 |
| Total Revenues | 3,708,007 | 3,847,317 | 3,849,397 | 4,017,337 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 801,473 | 795,314 | 796,253 | 895,999 |
| Operational Charges | 1,374,325 | 1,144,321 | 1,062,020 | 1,133,710 |
| Allocation Charges | 998,500 | 812,500 | 557,132 | 587,336 |
| Capital Expenditures | 23,557 | 260,900 | 43,849 | 454,000 |
| Debt Service | 203,918 | 318,317 | 314,401 | 319,553 |
| Capital Reserves | 0 | 529,476 | 529,476 | 450,000 |
| Total Expenditures | 3,401,773 | 3,860,828 | 3,303,131 | 3,840,598 |

| | | | | |
|---------------------------|----------------|----------------|----------------|----------------|
| Net Appropriations | 306,234 | -13,511 | 546,266 | 176,739 |
|---------------------------|----------------|----------------|----------------|----------------|

Authorized Positions:

| | | | | |
|-----------------------------------|-------------|-------------|-------------|-------------|
| Public Works Director | 0.22 | 0.22 | 0.22 | 0.25 |
| Environmental Services Manager | 0.00 | 0.00 | 0.00 | 0.43 |
| Wastewater/Solid Waste/Fleet Supt | 0.00 | 0.43 | 0.43 | 0.00 |
| Wastewater Superintendent | 1.00 | 0.00 | 0.00 | 0.00 |
| Deputy Public Works Director | 0.00 | 0.00 | 0.00 | 0.25 |
| City Engineer/Streets Supt | 0.25 | 0.25 | 0.25 | 0.00 |
| Associate Engineer | 0.00 | 0.25 | 0.00 | 0.25 |
| Construction Inspector I | 0.25 | 0.25 | 0.25 | 0.25 |
| Housing & Facilities Svcs Asst | 0.25 | 0.25 | 0.25 | 0.25 |
| Water Resource Inspector I | 0.70 | 0.70 | 0.70 | 0.70 |
| EIT/MIS Administrator | 0.50 | 0.50 | 0.50 | 0.50 |
| Wastewater Maintenance Lead | 1.00 | 1.00 | 1.00 | 1.00 |
| Wastewater Maintenance II | 2.00 | 2.00 | 2.00 | 2.00 |
| Wastewater Maintenance I | 1.00 | 1.00 | 1.00 | 1.00 |
| Admin Specialist III | 0.50 | 0.50 | 0.50 | 0.50 |
| Admin Specialist II | 0.22 | 0.22 | 0.22 | 0.25 |
| Total | 7.89 | 7.57 | 7.32 | 7.63 |

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Solid Waste Operations
Enterprise Fund**

MISSION

It is the Mission of the Solid Waste Division to protect public health by safely removing solid waste materials to recycling facilities and to the solid waste transfer station for proper disposal and/or reuse.

PRIMARY ACTIVITIES

Services provided by the Solid Waste Division include picking up trash and recyclables from commercial and residential customers on set schedules throughout the City. Special services are provided for green waste products, bulky items, and construction or large clean-up activities. The Division funds the contract household hazardous waste services for City residents. This Division provides contract services to the Navy for solid waste pickup.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Exceeded state mandated AB939 recycling goals.
- In conjunction with container manufacturer, began recycling old damaged carts for credit toward future purchases. Some at 100% face value.
- Responded to all service calls within 24 hours.
- Began negotiations with NBVC Port Hueneme to take over their commercial recycling program.

MAJOR INITIATIVES 2015-16

- Exceed AB939 recycling goals.
- No time-loss injuries in 2015-16.
- No preventable vehicle accidents in 2015-16.
- Begin servicing NBVC commercial recycling program.
- Begin implementation, through identification and distribution of educational materials, of AB 1826 Organics Recycling program for commercial customers.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

Solid Waste Fund 447-6150

**Solid Waste Operations
Division Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|--------------------------------|-------------------|---------------------|----------------------|---------------------|
| Delinquent Fees | 29,299 | 20,000 | 39,700 | 30,000 |
| COPH Services | 1,379,244 | 1,281,000 | 1,658,100 | 1,408,000 |
| Rental Bins | 124,449 | 122,000 | 113,400 | 110,000 |
| US Navy - Commercial Services | 948,885 | 976,500 | 930,000 | 936,000 |
| US Navy - Residential Services | 221,581 | 230,000 | 230,500 | 230,000 |
| COPH Commercial Revenue | 1,148,503 | 1,160,000 | 1,140,000 | 1,140,000 |
| Misc Commercial Revenue | -2,042 | 0 | 0 | 0 |
| Fund Interest | -54,094 | 0 | -50,000 | -50,000 |
| Beverage Container Grant | 9,033 | 3,000 | 2,500 | 2,500 |
| Curbside Recycling Revenue | 32,695 | 45,000 | 42,000 | 42,000 |
| Workers Comp Contra Acct | 0 | 0 | 0 | 0 |
| Gain/Loss on Sale of Asset | 3,087 | 0 | 0 | 0 |
| Miscellaneous Revenue | 24,020 | 27,000 | 50,400 | 25,000 |
| Vehicle Reserves | 0 | 257,500 | 257,500 | 326,400 |
| Retained Earnings | 0 | 0 | 0 | 0 |
| Total Revenues | 3,864,660 | 4,122,000 | 4,414,100 | 4,199,900 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 838,563 | 875,208 | 918,993 | 940,530 |
| Operational Charges | 1,035,556 | 1,027,825 | 1,018,810 | 1,039,500 |
| Vehicle/Equipment Reserves | 0 | 350,000 | 350,000 | 350,000 |
| Capital Expenditures | 56,357 | 342,500 | 325,955 | 345,600 |
| Debt Service | 26,695 | 283,661 | 284,929 | 197,734 |
| Allocation Charges | 958,300 | 900,065 | 961,675 | 893,835 |
| Transfer Out - General Fund | 100,000 | 200,000 | 200,000 | 200,000 |
| Total Expenditures | 3,015,471 | 3,979,259 | 4,060,362 | 3,967,199 |

| | | | | |
|---------------------------|----------------|----------------|----------------|----------------|
| Net Appropriations | 849,189 | 142,741 | 353,738 | 232,701 |
|---------------------------|----------------|----------------|----------------|----------------|

Authorized Positions:

| | | | | |
|------------------------------------|-------------|-------------|-------------|-------------|
| Public Works Director | 0.22 | 0.22 | 0.22 | 0.25 |
| Environmental Services Manager | 0.00 | 0.00 | 0.00 | 0.42 |
| Wastewater/Solid Waste/Fleet Supt | 0.00 | 0.42 | 0.42 | 0.00 |
| Solid Waste/Fleet Superintendent | 0.70 | 0.00 | 0.00 | 0.00 |
| Solid Waste Coordinator | 1.00 | 1.00 | 1.00 | 1.00 |
| Solid Waste Equipment Operator II | 5.00 | 5.00 | 5.00 | 5.00 |
| Maintenance Worker I | 0.00 | 0.95 | 0.95 | 0.90 |
| Temp Solid Waste Operator PT - (1) | 0.25 | 0.25 | 0.00 | 0.00 |
| Admin Specialist III | 0.70 | 0.70 | 0.70 | 0.70 |
| Admin Specialist II | 0.22 | 0.22 | 0.22 | 0.25 |
| Total | 8.09 | 8.76 | 8.51 | 8.52 |

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Special Revenue Funds



The Mission of the Public Works Enterprise Department is to provide services vital to the health of the community by delivering a high-quality, uninterrupted supply of water and efficiently managing waste materials.

“The Friendly City by the Sea”



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

**Special Revenue Funds
Account Summary**

| Direct Revenue | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|--------------------------------|-------------------|---------------------|----------------------|---------------------|
| Transportation Development Act | 981,742 | 124,500 | 125,500 | 70,000 |
| Gas Tax | 710,069 | 568,871 | 647,154 | 492,698 |
| Bike Pedestrian Path | 54,774 | 55,150 | 11,531 | 4,800 |
| NBVC Wastewater Contract | 1,421 | 50,000 | 50,000 | 50,000 |
| Stormwater Program | 24,958 | 137,200 | 93,623 | 177,000 |
| Assessment Districts | 517,782 | 522,500 | 662,404 | 614,500 |
| Total Revenues | 2,290,746 | 1,458,221 | 1,590,212 | 1,408,998 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 750,772 | 588,212 | 519,630 | 668,900 |
| Cost Allocation Charges | 560,665 | 440,000 | 440,000 | 460,200 |
| Capital Expenditures | 582,554 | 1,572,694 | 849,411 | 712,000 |
| Transfer Outs | 10,534 | 0 | 0 | 0 |
| Total Expenditures | 1,904,525 | 2,600,906 | 1,809,041 | 1,841,100 |

| | | | | |
|---------------------------|----------------|-------------------|-----------------|-----------------|
| Net Appropriations | 386,221 | -1,142,685 | -218,829 | -432,102 |
|---------------------------|----------------|-------------------|-----------------|-----------------|

Authorized Positions:
None



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| TDA Fund 207-3110 | | Transportation Development Act | | | |
|----------------------------|-------------------|---------------------------------------|----------------------|---------------------|--|
| | | Account Summary | | | |
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | |
| Fund Interest | 808 | 0 | 1,000 | 0 | |
| TDA Article 8 | 880,899 | 0 | 0 | 0 | |
| TDA Article 4 | 0 | 124,500 | 124,500 | 70,000 | |
| Fund Balance | 100,035 | 0 | 0 | 0 | |
| Total Revenues | 981,742 | 124,500 | 125,500 | 70,000 | |
| | | | | | |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | |
| Salaries & Benefits | 0 | 0 | 0 | 0 | |
| Operational Charges | 380,329 | 124,500 | 124,500 | 70,000 | |
| Cost Allocation Charges | 70,665 | 0 | 0 | 0 | |
| Capital Expenditures | 125,000 | 580,900 | 580,900 | 0 | |
| Total Expenditures | 575,994 | 705,400 | 705,400 | 70,000 | |
| | | | | | |
| Net Appropriations | 405,748 | -580,900 | -579,900 | 0 | |

Authorized Positions:

None

Purpose of Account:

The Transportation Development Act (TDA) is a Federal grant administered by the State. TDA funds' first priority is to provide transportation services. If all unmet transportation needs are met, the remaining TDA funds can be used for the same purposes as Gas Tax funds.



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

| Gas Tax Fund 210-3112 | | Gas Tax | | |
|------------------------------|-------------------|---------------------|----------------------|---------------------|
| Account Summary | | | | |
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Fund Interest | 573 | 200 | 1,500 | 1,000 |
| 2103 Apportionment | 309,873 | 234,634 | 232,555 | 111,350 |
| 2105 Apportionment | 151,272 | 107,829 | 137,065 | 128,233 |
| 2106 Apportionment | 81,530 | 88,716 | 83,900 | 70,905 |
| 2107 Apportionment | 161,821 | 132,492 | 187,134 | 176,210 |
| 2107.5 Apportionment | 5,000 | 5,000 | 5,000 | 5,000 |
| Misc Revenues | 0 | 0 | 0 | 0 |
| Fund Balance | 0 | 0 | 0 | 0 |
| Total Revenues | 710,069 | 568,871 | 647,154 | 492,698 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 192,836 | 216,212 | 171,308 | 210,000 |
| Cost Allocation Charges | 150,000 | 100,000 | 100,000 | 112,700 |
| Capital Expenditures | 426,686 | 878,665 | 200,000 | 545,000 |
| Total Expenditures | 769,522 | 1,194,877 | 471,308 | 867,700 |

| | | | | |
|---------------------------|----------------|-----------------|----------------|-----------------|
| Net Appropriations | -59,453 | -626,006 | 175,846 | -375,002 |
|---------------------------|----------------|-----------------|----------------|-----------------|

Authorized Positions:

None

Purpose of Account:

The Gas Tax Fund is State funded. These funds can be used for the construction of new streets including curb, gutters and sidewalks as well as for the repair, reconstruction and maintenance of existing streets, curb, gutters and sidewalks. Gas Tax funds can also be used for the installation of traffic signs, markers and signals, bridge widening and repair, installation of guardrails for traffic safety, traffic lane striping, bikeway repair and installation and other street related work.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| Bike/Pedestrian Fund 212-3111 | | Bike/Pedestrian Path Account Summary | | |
|--------------------------------------|-------------------|---|----------------------|---------------------|
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Fund Interest | 379 | 150 | 500 | 300 |
| Article 3 Grant Revenue | 50,000 | 50,000 | 0 | 0 |
| Article 3 Maintenance Revenue | 4,395 | 5,000 | 11,031 | 4,500 |
| Fund Balance | 0 | 0 | 0 | 0 |
| Total Revenues | 54,774 | 55,150 | 11,531 | 4,800 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 0 | 0 | 0 | 43,000 |
| Capital Expenditures | 0 | 0 | 0 | 80,000 |
| Total Expenditures | 0 | 0 | 0 | 123,000 |

| | | | | |
|---------------------------|---------------|---------------|---------------|-----------------|
| Net Appropriations | 54,774 | 55,150 | 11,531 | -118,200 |
|---------------------------|---------------|---------------|---------------|-----------------|

Authorized Positions:

None

Purpose of Account:

Transportation Development Act Article 3 funds are State funded and are used for the planning and construction of bicycle and pedestrian facilities. These funds are allocated annually by the Ventura County Transportation Commission based on the type of project submitted and on the funds available.



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

NBVC Fund 005-1902

**NBVC Wastewater Contract
Account Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|------------------------|-------------------|---------------------|----------------------|---------------------|
| Firm Fixed Revenue | 0 | 0 | 0 | 0 |
| Delivery Order Revenue | 1,421 | 50,000 | 50,000 | 50,000 |
| Total Revenues | 1,421 | 50,000 | 50,000 | 50,000 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 1,236 | 50,000 | 50,000 | 50,000 |
| Cost Allocation Charges | 0 | 0 | 0 | 0 |
| Transfer Out - Operating | 0 | 0 | 0 | 0 |
| Transfer Out - Stormwater | 10,534 | 0 | 0 | 0 |
| Total Expenditures | 11,770 | 50,000 | 50,000 | 50,000 |

| | | | | |
|---------------------------|----------------|----------|----------|----------|
| Net Appropriations | -10,349 | 0 | 0 | 0 |
|---------------------------|----------------|----------|----------|----------|

Authorized Positions:
None



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| Stormwater Fund 133-6155 | | Stormwater Program Account Summary | | |
|---------------------------------|-------------------|---|----------------------|---------------------|
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Stormwater Program Revenue | 14,424 | 13,575 | 13,575 | 13,575 |
| Transfer In - General Fund | 0 | 123,625 | 80,048 | 163,425 |
| Transfer In - NBVC Contract | 10,534 | 0 | 0 | 0 |
| Total Revenues | 24,958 | 137,200 | 93,623 | 177,000 |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 23,006 | 38,900 | 13,812 | 40,800 |
| Cost Allocation | 11,300 | 11,300 | 11,300 | 9,200 |
| Capital Expenditures | 30,868 | 113,129 | 68,511 | 87,000 |
| Transfer Out - WW Operations | 0 | 40,000 | 0 | 40,000 |
| Total Expenditures | 65,174 | 203,329 | 93,623 | 177,000 |
| Net Appropriations | -40,216 | -66,129 | 0 | 0 |

Authorized Positions:
None

Purpose of Account:

The Stormwater Program is partially funded by a countywide benefit assessment program collected by the County of Ventura on behalf of the cities in Ventura County, the County and the Watershed Protection District. The benefit assessment program funds are used to purchase supplies, such as "Mutt Mitts" and storm drain stencils among other supplies, for the stormwater program.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| Drainage Assessment District 151-3246 | Drainage Assessment District Account Summary | | | |
|--|---|---------------------|----------------------|---------------------|
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Assessment Revenues | 184,345 | 185,000 | 185,000 | 185,000 |
| Total Revenues | 184,345 | 185,000 | 185,000 | 185,000 |
| | | | | |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 532 | 1,100 | 600 | 4,600 |
| Cost Allocation Charges | 149,700 | 149,700 | 149,700 | 159,300 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 150,232 | 150,800 | 150,300 | 163,900 |
| Net Appropriations | 34,113 | 34,200 | 34,700 | 21,100 |

Authorized Positions:

None

Purpose of Account:

In 1995, the City formed the Port Hueneme Park Maintenance Assessment District No. 95-3 for the purpose of maintaining City parks. In 1997, the District was renamed the Port Hueneme Drainage Maintenance Assessment District and the description of maintenance and improvements was modified to conform with the requirements of Proposition 218.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

**Lighting Assessment District
152-3248**

**Lighting Assessment District
Account Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Assessment Revenues | 121,308 | 123,000 | 123,000 | 123,000 |
| Transfer In - General Fund | 34,500 | 34,500 | 168,300 | 34,500 |
| Total Revenues | 155,808 | 157,500 | 291,300 | 157,500 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 152,833 | 157,500 | 159,410 | 157,500 |
| Cost Allocation Charges | 0 | 0 | 0 | 0 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 152,833 | 157,500 | 159,410 | 157,500 |

| | | | | |
|---------------------------|--------------|----------|----------------|----------|
| Net Appropriations | 2,975 | 0 | 131,890 | 0 |
|---------------------------|--------------|----------|----------------|----------|

Authorized Positions:

None

Purpose of Account:

The City of Port Hueneme formed its Lighting Maintenance Assessment District No. 87-1 in 1988 for the purpose of maintaining and servicing public lighting facilities owned by either the City or Southern California Edison and located within the public right-of-way boundaries of the City.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| Median Assessment District 153-3247 | Median Assessment District Account Summary | | | |
|--|---|-----------------------------|------------------------------|-----------------------------|
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Assessment Revenues | 177,629 | 180,000 | 179,000 | 179,000 |
| Transfer In - General Fund | 0 | 0 | 7,104 | 93,000 |
| Total Revenues | 177,629 | 180,000 | 186,104 | 272,000 |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 0 | 0 | 0 | 93,000 |
| Cost Allocation Charges | 179,000 | 179,000 | 179,000 | 179,000 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 179,000 | 179,000 | 179,000 | 272,000 |
| Net Appropriations | -1,371 | 1,000 | 7,104 | 0 |

Authorized Positions:

None

Purpose of Account:

The Parkway and Median Assessment District No. 91-1 was formed by the City in 1991 for the purpose of installing and maintaining public landscaping in the parkways and medians in the public rights-of-way within the City.

CITY OF PORT HUENEME

Internal Service Funds



“The Friendly City by the Sea”

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

**Fleet Maintenance
Internal Service Fund**

MISSION

It is the mission of the Fleet Division to provide excellent professional and technical services in the maintenance and repair of the City's vehicle fleet and equipment.

PRIMARY ACTIVITIES

Services provided by the Fleet Division include the following:

- Servicing all vehicles and work equipment in a timely, cost efficient manner.
- Coordinating the servicing of vehicles by others when necessary.
- Tracking maintenance schedules for all vehicles to ensure proper maintenance cycles.
- Maintaining State and County environmental and air regulation compliance as it relates to the Fuel Underground Storage Tanks and Vehicle Emissions.

MAJOR ACCOMPLISHMENTS IN 2014-15

- Performed timely repairs to City vehicles and equipment.
- Controlled the cost of routine maintenance and repairs and provided cost-effective service.
- Identified and corrected vehicle and operator problems causing excessive maintenance requirements.
- Maintained adequate fuel supplies for the City fleet.
- Maintained accurate records of fleet maintenance and fuel costs.
- Ensured compliance with all applicable guidelines, regulations, ordinances and laws concerning vehicle maintenance facility operations.

MAJOR INITIATIVES 2015-16

- Perform preventive and corrective maintenance on all equipment.
- Monitor and purchase fuel and oil for City use.
- Maintain permits and monthly monitoring for underground storage tanks.
- Maintain permit for hazardous materials in the City Yard.
- Maintain permit for Air Pollution Control District.
- Maintain records and perform testing for pollution control of all City vehicles.
- Ensure compliance with all applicable guidelines, regulations, ordinances and laws concerning vehicle maintenance facility operations.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| Internal Svc Fund 448-3103 | | Fleet Maintenance Services | | |
|-----------------------------------|----------|-----------------------------------|----------------|----------------|
| Division Summary | | | | |
| | Actual | Budgeted | Projected | Budgeted |
| Direct Revenue | 2013-14 | 2014-15 | 2014-15 | 2015-16 |
| Allocation Revenues | 0 | 894,224 | 808,888 | 896,335 |
| Total Revenues | 0 | 894,224 | 808,888 | 896,335 |

| Expenditure | Actual | Budgeted | Projected | Budgeted |
|---------------------------|----------|----------------|----------------|----------------|
| Description | 2013-14 | 2014-15 | 2014-15 | 2015-16 |
| Salaries & Benefits | 0 | 277,132 | 283,841 | 325,957 |
| Operational Charges | 0 | 598,650 | 506,605 | 547,350 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Allocation Charges | 0 | 18,442 | 18,442 | 23,028 |
| Total Expenditures | 0 | 894,224 | 808,888 | 896,335 |

| | | | | |
|---------------------------|----------|----------|----------|----------|
| Net Appropriations | 0 | 0 | 0 | 0 |
|---------------------------|----------|----------|----------|----------|

| Authorized Positions: | | | | |
|----------------------------------|-------------|-------------|-------------|-------------|
| Environmental Services Mgr | 0.00 | 0.00 | 0.00 | 0.15 |
| Wastewater/Solid Waste/Fleet Sup | 0.00 | 0.15 | 0.15 | 0.00 |
| Mechanic II | 0.00 | 0.00 | 0.00 | 2.00 |
| Administrative Specialist III | 0.00 | 0.00 | 0.00 | 0.30 |
| Total | 0.00 | 0.15 | 0.15 | 2.45 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| Internal Svc Fund 449-1264 | | Risk Management Services | | |
|-----------------------------------|-------------------|---------------------------------|----------------------|---------------------|
| Account Summary | | | | |
| | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Direct Revenue | | | | |
| Allocation Revenues | 0 | 1,184,930 | 1,360,397 | 1,401,541 |
| Total Revenues | 0 | 1,184,930 | 1,360,397 | 1,401,541 |
| <hr/> | | | | |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 0 | 1,184,930 | 1,360,397 | 1,401,541 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 1,184,930 | 1,360,397 | 1,401,541 |
| <hr/> | | | | |
| Net Appropriations | 0 | 0 | 0 | 0 |

Authorized Positions:

None

Purpose of Account:

Risk Management integrates recognition of risk, risk assessment, developing strategies to manage it, and mitigation of risk using managerial resources. The Risk Management account includes Environment, General Liability, Property, Workers Compensation and miscellaneous insurances and is cost allocated among respective departments.

Housing Authority



The Mission of the Port Hueneme Housing Authority is to effectively administer and manage the Federally-sponsored Public Housing and Housing Choice Voucher (Section 8) low-income housing programs to the satisfaction of the residents and to the standards of the Department of Housing and Urban Development in an efficient and fiscally responsible manner.

“The Friendly City by the Sea”

City of Port Hueneme

Housing Authority

Deputy Community
Dev & Housing
Director

Conventional Public
Housing Program

Section 8 Voucher
Assistance Program

Capital Fund
Program

Organization Chart

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

Housing Authority

MISSION

The Mission of the Housing Authority is to effectively administer and manage two Federally-sponsored housing programs, 39 City owned residential properties and the commercial leases to the satisfaction of the residents, business owners, Department of Housing and Urban Development and the City of Port Hueneme, while attaining certain profitability margins.

PRIMARY ACTIVITIES

The primary activities of the Housing Authority are to manage and maintain 90 units of Public Housing, administer 279 Housing Choice Vouchers, oversee the administration and management of 39 other non-HUD City owned affordable units.

Operations consist of qualifying applicants, lease and document signing, annual and interim recertification completion, rent calculation and collection, maintenance and modernization of the properties, customer service, property inspections, filing all materials to HUD per their protocol and updating lease terms annually.

MAJOR ACCOMPLISHMENTS IN 2014-15

- The HCV program remained a high performer with a 94% score in the HUD Section Eight Management Assessment Program (SEMAP).
- The Public Housing remained a high performer with a HUD Public Housing Assessment System score of 93%.
- Continued full lease-up of both programs thereby providing the maximum Housing for the community.
- Maximization of lease revenue.
- Initiated direct deposit for Housing Assistance Payments to landlords creating savings for the Finance and Housing Departments.

MAJOR INITIATIVES 2015-16

- Attain HUD approval for the Annual and Five-Year Action Plans.
- Continue to implement the Yardi software system for unit inspection reports.
- Maintain High Performer status for HCV and Public Housing programs.
- Continue the emphasis on and provide additional staff training.
- Maintain full lease-up in both programs.
- Initiate the feasibility study to participate in HUD's Rental Assistance Demonstration for Public Housing in preparation for the rebuilding of the 30 Hueneme Village units.
- Continue the process of establishing a Resident Advisory Board (RAB) in Public Housing.
- Convert PT maintenance position to Full Time position.
- Replace Washer/Dryers, complete interior painting, install new flooring, and add new emergency lights at Mar Vista.
- Provide tree trimming at Mar Vista and
- Obtain Board approval and implement smoke-free lease addendums for Mar Vista
- Issue new lease to T-Mobile Wireless at Mar Vista



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

Housing Authority

**Housing Authority
Department Overview**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-------------------------------|-------------------|---------------------|----------------------|---------------------|
| Late Rent Fees | 290 | 200 | 900 | 500 |
| Rental Income | 362,015 | 372,000 | 383,000 | 372,000 |
| Cell Site Revenues | 85,444 | 87,788 | 89,200 | 91,100 |
| Investments | 973 | 1,100 | 800 | 450 |
| Fund Interest | 0 | 0 | 0 | 0 |
| Operating Subsidy | 201,737 | 214,440 | 268,600 | 214,400 |
| RDA Operating Grant | 0 | 0 | 0 | 0 |
| RDA Capital Project Fund | 0 | 0 | 0 | 29,400 |
| Miscellaneous Revenues | 7,173 | 6,000 | 3,500 | 3,500 |
| Tenant Fraud Recoveries | 1,441 | 600 | 1,000 | 500 |
| Tenant Miscellaneous Revenues | 154 | 0 | 1,700 | 200 |
| Transfer In from Mod Grants | 4,100 | 0 | 0 | 41,400 |
| Administration Fee | 262,451 | 259,496 | 281,561 | 272,700 |
| HAP's Revenue | 2,820,688 | 2,593,144 | 2,630,821 | 2,593,144 |
| Modernization Grant Revenue | 38,159 | 170,669 | 50,598 | 120,071 |
| Fund Balance | 227,105 | 0 | 0 | 0 |
| Total Revenues | 4,011,730 | 3,705,437 | 3,711,680 | 3,739,365 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 507,526 | 482,820 | 520,154 | 602,279 |
| Operational Charges | 3,389,019 | 2,956,821 | 2,938,472 | 2,956,339 |
| Allocation Charges | 206,884 | 193,450 | 29,267 | 200,582 |
| Capital Expenditures | 2,253 | 87,044 | 19,335 | 67,709 |
| Total Expenditures | 4,105,682 | 3,720,135 | 3,507,228 | 3,826,909 |

| | | | | |
|---------------------------|----------------|----------------|----------------|----------------|
| Net Appropriations | -93,952 | -14,698 | 204,452 | -87,544 |
|---------------------------|----------------|----------------|----------------|----------------|

Authorized Positions:

| | | | | |
|---------------------------------|-------------|-------------|-------------|-------------|
| City Manager | 0.05 | 0.05 | 0.05 | 0.05 |
| Comm Dev Director | 0.00 | 0.00 | 0.00 | 0.05 |
| Deputy Comm Dev & Housing Dir | 0.90 | 0.90 | 0.90 | 1.00 |
| Housing Programs Manager Lead | 0.90 | 0.90 | 0.90 | 1.00 |
| Housing Cust Svc Assistant | 0.94 | 0.94 | 0.94 | 1.00 |
| Clerical Aide | 0.90 | 0.90 | 0.90 | 1.00 |
| Housing Maint Worker I | 0.00 | 0.00 | 0.00 | 1.00 |
| Housing Maint Worker I PT - (1) | 0.00 | 0.50 | 0.50 | 0.00 |
| Total | 3.69 | 4.19 | 4.19 | 5.10 |



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

Housing Authority 912-9101

**Conventional Housing
Division Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-------------------------------|-------------------|---------------------|----------------------|---------------------|
| Late Rent Fees | 290 | 200 | 900 | 500 |
| Rental Income | 362,015 | 372,000 | 383,000 | 372,000 |
| Cell Site Revenues | 85,444 | 87,788 | 89,200 | 91,100 |
| Investments | 605 | 600 | 500 | 200 |
| Fund Interest | 0 | 0 | 0 | 0 |
| Operating Subsidy | 201,737 | 0 | 66,400 | 0 |
| RDA Operating Grant | 0 | 0 | 0 | 0 |
| Miscellaneous Revenues | 7,173 | 6,000 | 3,500 | 3,500 |
| Management Fee Revenue | 0 | 0 | 0 | 29,400 |
| Tenant Fraud Recoveries | 0 | 100 | 0 | 0 |
| Tenant Miscellaneous Revenues | 154 | 0 | 1,700 | 200 |
| Modernization Grants | 4,100 | 0 | 0 | 41,400 |
| Fund Balance | 0 | 0 | 0 | 0 |
| Total Revenues | 661,518 | 466,688 | 545,200 | 538,300 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 281,829 | 252,420 | 278,978 | 167,927 |
| Operational Charges | 468,172 | 202,211 | 190,294 | 221,511 |
| Allocation Charges | 147,684 | 0 | 0 | 0 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 897,685 | 454,631 | 469,272 | 389,438 |

| | | | | |
|---------------------------|-----------------|---------------|---------------|----------------|
| Net Appropriations | -236,167 | 12,057 | 75,928 | 148,862 |
|---------------------------|-----------------|---------------|---------------|----------------|

Authorized Positions:

| | | | | |
|---------------------------------|-------------|-------------|-------------|-------------|
| City Manager | 0.025 | 0.025 | 0.025 | 0.025 |
| Comm Dev Director | 0.00 | 0.00 | 0.00 | 0.025 |
| Deputy Comm Dev & Housing Dir | 0.45 | 0.45 | 0.45 | 0.50 |
| Housing Programs Manager Lead | 0.45 | 0.45 | 0.45 | 0.15 |
| Housing Cust Svc Assistant | 0.47 | 0.47 | 0.47 | 0.00 |
| Clerical Aide | 0.45 | 0.45 | 0.45 | 0.15 |
| Housing Maint Worker I | 0.00 | 0.00 | 0.00 | 0.20 |
| Housing Maint Worker I PT - (1) | 0.00 | 0.50 | 0.50 | 0.00 |
| Total | 1.85 | 2.35 | 2.35 | 1.05 |



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

| Housing Authority 913-9102 | | Public Housing Federal Fund | | |
|-----------------------------------|-------------------|------------------------------------|----------------------|---------------------|
| Division Summary | | | | |
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Operating Subsidy | 0 | 214,440 | 202,200 | 214,400 |
| Fund Balance | 0 | 0 | 0 | 0 |
| Total Revenues | 0 | 214,440 | 202,200 | 214,400 |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
| Salaries & Benefits | 0 | 0 | 0 | 151,356 |
| Operational Charges | 0 | 67,256 | 71,978 | 75,236 |
| Allocation Charges | 0 | 126,625 | 21,642 | 102,291 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 0 | 193,881 | 93,620 | 328,883 |
| Net Appropriations | 0 | 20,559 | 108,580 | -114,483 |
| Authorized Positions: | | | | |
| Housing Programs Manager Lead | 0.00 | 0.00 | 0.00 | 0.40 |
| Housing Cust Svc Assistant | 0.00 | 0.00 | 0.00 | 0.30 |
| Clerical Aide | 0.00 | 0.00 | 0.00 | 0.45 |
| Housing Maint Worker I | 0.00 | 0.00 | 0.00 | 0.70 |
| | 0.00 | 0.00 | 0.00 | 1.85 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

Housing Authority 915-9103

**Section 8 Vouchers
Division Summary**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-------------------------|-------------------|---------------------|----------------------|---------------------|
| Investments | 368 | 500 | 300 | 250 |
| Fund Interest | 0 | 0 | 0 | 0 |
| Administration Fee | 262,451 | 259,496 | 281,561 | 272,700 |
| HAP's Revenue | 2,820,688 | 2,593,144 | 2,630,821 | 2,593,144 |
| Port In Revenue | 227,105 | 0 | 0 | 0 |
| Tenant Fraud Recoveries | 1,441 | 500 | 1,000 | 500 |
| Total Revenues | 3,312,053 | 2,853,640 | 2,913,682 | 2,866,594 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 225,697 | 230,400 | 241,176 | 282,996 |
| Operational Charges | 2,898,951 | 2,603,729 | 2,644,937 | 2,607,230 |
| Allocation Charges | 59,200 | 66,825 | 7,625 | 98,291 |
| Capital Expenditures | 0 | 0 | 0 | 0 |
| Total Expenditures | 3,183,848 | 2,900,954 | 2,893,738 | 2,988,517 |

| | | | | |
|---------------------------|----------------|----------------|---------------|-----------------|
| Net Appropriations | 128,205 | -47,314 | 19,944 | -121,923 |
|---------------------------|----------------|----------------|---------------|-----------------|

Authorized Positions:

| | | | | |
|-------------------------------|-------------|-------------|-------------|-------------|
| City Manager | 0.025 | 0.025 | 0.025 | 0.025 |
| Comm Dev Director | 0.00 | 0.00 | 0.00 | 0.025 |
| Deputy Comm Dev & Housing Dir | 0.45 | 0.45 | 0.45 | 0.50 |
| Housing Programs Manager Lead | 0.45 | 0.45 | 0.45 | 0.45 |
| Housing Cust Svc Assistant | 0.47 | 0.47 | 0.47 | 0.70 |
| Clerical Aide | 0.45 | 0.45 | 0.45 | 0.40 |
| Housing Maint Worker I | 0.00 | 0.00 | 0.00 | 0.10 |
| Total | 1.85 | 1.85 | 1.85 | 2.20 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

| Mod Fund 916 | | Capital Fund Programs | | | |
|------------------------------|-------------------|------------------------------|----------------------|---------------------|--|
| | | Account Summary | | | |
| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | |
| Modernization Grant Revenues | 38,159 | 170,669 | 50,598 | 120,071 | |
| Total Revenues | 38,159 | 170,669 | 50,598 | 120,071 | |
| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 | |
| Salaries & Benefits | 0 | 0 | 0 | 0 | |
| Operational Charges | 21,896 | 83,625 | 31,263 | 52,362 | |
| Capital Expenditures | 2,253 | 87,044 | 19,335 | 67,709 | |
| Total Expenditures | 24,149 | 170,669 | 50,598 | 120,071 | |
| Net Appropriations | 14,010 | 0 | 0 | 0 | |

Authorized Positions:

None

Purpose of Account:

The purpose of the Capital Fund program account is to give minor operational, administrative, and maintenance support to Public Housing while the main thrust of the program is the long term modernization and capital improvement of the conventional housing developments. This program is funded by the Department of Housing and Urban Development (HUD).

CITY OF PORT HUENEME

Redevelopment Successor Agency



The Mission of the Redevelopment Successor Agency is to expeditiously wind-down the affairs of the former Redevelopment Agency with the direction of the Successor Agency Oversight Board.

“The Friendly City by the Sea”



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

RSA **Redevelopment Successor Agency**
Account Overview

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------------|-------------------|---------------------|----------------------|---------------------|
| Tax Increment | 0 | 0 | 0 | 0 |
| Pass Through Contra Account | 0 | 0 | 0 | 0 |
| Fiscal Agent Interest | 71,842 | 71,000 | 71,000 | 71,000 |
| Investment Interest | 3,993 | 4,000 | 2,500 | 2,500 |
| Fund Interest | 0 | 0 | 0 | 0 |
| ROPS Revenue | 2,454,321 | 3,654,325 | 2,719,411 | 2,834,972 |
| Admin Cost Allowance | 0 | 250,000 | 0 | 0 |
| Extraordinary Gain/Loss | 0 | 0 | 0 | 0 |
| Fund Balance | 0 | 0 | 0 | 1,301,382 |
| Total Revenues | 2,530,156 | 3,979,325 | 2,792,911 | 4,209,854 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 120,240 | 208,362 | 214,816 | 187,052 |
| Operational Charges | 68,079 | 108,318 | 81,318 | 101,000 |
| Allocation Charges | 64,126 | 57,454 | 61,021 | 58,041 |
| Capital Expenditures | 14,825 | 903,852 | 62,739 | 649,000 |
| Debt Service | 1,350,983 | 2,807,242 | 2,302,673 | 2,450,858 |
| ERAF/20% SAS | 0 | 763,583 | 33,114 | 33,114 |
| Total Expenditures | 1,618,253 | 4,848,811 | 2,755,681 | 3,479,065 |

| | | | | |
|---------------------------|----------------|-----------------|---------------|----------------|
| Net Appropriations | 911,903 | -869,486 | 37,230 | 730,789 |
|---------------------------|----------------|-----------------|---------------|----------------|

Authorized Positions:

| | | | | |
|----------------------------|-------------|-------------|-------------|-------------|
| City Manager | 0.10 | 0.10 | 0.10 | 0.00 |
| City Clerk | 0.10 | 0.10 | 0.10 | 0.00 |
| Finance Director | 0.05 | 0.20 | 0.20 | 0.50 |
| Budget & Finance Manager | 0.00 | 0.20 | 0.20 | 0.00 |
| Accountant | 0.05 | 0.10 | 0.10 | 0.50 |
| Community Dev Director | 0.15 | 0.15 | 0.15 | 0.00 |
| Community Programs Manager | 0.20 | 0.20 | 0.20 | 0.00 |
| Total | 0.65 | 1.05 | 1.05 | 1.00 |



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

RSA 872-8703 **Redevelopment Agency (Previously CC Debt Service Fund)**
Division Summary

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------------|-------------------|---------------------|----------------------|---------------------|
| Tax Increment | 0 | 0 | 0 | 0 |
| Pass Through Contra Account | 0 | 0 | 0 | 0 |
| Investment Interest | 2,392 | 2,000 | 1,300 | 1,300 |
| Fiscal Agent Interest | 0 | 0 | 0 | 0 |
| Fund Interest | 0 | 0 | 0 | 0 |
| Fund Balance | 0 | 0 | 0 | 0 |
| Total Revenues | 2,392 | 2,000 | 1,300 | 1,300 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 0 | 0 | 0 | 0 |
| Operational Charges | 0 | 0 | 0 | 0 |
| Debt Service | 0 | 0 | 0 | 0 |
| Allocation Charges | 0 | 0 | 0 | 0 |
| Capital Expenditures | 11,325 | 899,852 | 58,739 | 649,000 |
| Total Expenditures | 11,325 | 899,852 | 58,739 | 649,000 |

| | | | | |
|---------------------------|---------------|-----------------|----------------|-----------------|
| Net Appropriations | -8,933 | -897,852 | -57,439 | -647,700 |
|---------------------------|---------------|-----------------|----------------|-----------------|

Authorized Positions:

None

Purpose of Account:

The Debt Service account is tax increment revenue allocated to paying bonded debt and promissory notes.



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

RSA 872-8703

Redevelopment Successor Agency

Division Summary

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-------------------------|-------------------|---------------------|----------------------|---------------------|
| ROPS Revenue | 2,454,321 | 3,654,325 | 2,719,411 | 2,834,972 |
| Admin Cost Allowance | 0 | 250,000 | 0 | 0 |
| Investment Interest | 1,601 | 2,000 | 1,200 | 1,200 |
| Fiscal Agent Interest | 71,842 | 71,000 | 71,000 | 71,000 |
| Extraordinary Gain/Loss | 0 | 0 | 0 | 0 |
| Total Revenues | 2,527,764 | 3,977,325 | 2,791,611 | 2,907,172 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 120,240 | 208,362 | 214,816 | 187,052 |
| Operational Charges | 68,079 | 108,318 | 81,318 | 101,000 |
| Debt Service | 1,350,983 | 2,807,242 | 2,302,673 | 2,450,858 |
| Allocation Charges | 64,126 | 57,454 | 61,021 | 58,041 |
| Capital Expenditures | 3,500 | 4,000 | 4,000 | 0 |
| ERAF/20% SAS | 0 | 763,583 | 33,114 | 33,114 |
| Total Expenditures | 1,606,928 | 3,948,959 | 2,696,942 | 2,830,065 |

| | | | | |
|---------------------------|----------------|---------------|---------------|---------------|
| Net Appropriations | 920,836 | 28,366 | 94,669 | 77,107 |
|---------------------------|----------------|---------------|---------------|---------------|

Authorized Positions:

| | | | | |
|----------------------------|-------------|-------------|-------------|-------------|
| City Manager | 0.10 | 0.10 | 0.10 | 0.00 |
| City Clerk | 0.10 | 0.10 | 0.10 | 0.00 |
| Finance Director | 0.05 | 0.20 | 0.20 | 0.50 |
| Budget & Finance Manager | 0.00 | 0.20 | 0.20 | 0.00 |
| Accountant | 0.05 | 0.10 | 0.10 | 0.50 |
| Community Dev Director | 0.15 | 0.15 | 0.15 | 0.00 |
| Community Programs Manager | 0.20 | 0.20 | 0.20 | 0.00 |
| Total | 0.65 | 1.05 | 1.05 | 1.00 |

Housing Successor Agency



The Mission of the Housing Successor Agency is to assume and perform the housing functions previously performed by the City's dissolved Redevelopment Agency.

"The Friendly City by the Sea"

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

Housing Successor Agency

MISSION

The Mission of the Housing Successor Agency is to assume and perform the housing functions previously performed by the City's dissolved Redevelopment Agency.

PRIMARY ACTIVITIES

- Continue to promote and fund housing programs principally for the benefit of low and moderate-income persons pursuant to redevelopment law and the City Council's Strategic Plan.
- Enforce affordable housing covenants on existing loans and units for 45-55 years.
- Administer existing homebuyer and rehabilitation loans previously made by the Redevelopment Agency.
- Oversee the management of affordable housing assets and units previously controlled by the Redevelopment Agency plus any additional housing assets/units that may be created by the Housing Successor.
- Support the City's Neighborhood Preservation Program to arrest neighborhood decline by removing blighting influences and fostering housing conservation principally for the benefit of low and moderate-income households.
- Promote acquisition, rehabilitation, conversion, and construction of additional housing units to help satisfy the needs of various income groups in the community and to help satisfy the requirements of the City's Housing Element.



■■■ City of Port Hueneme - FY 2015-16 Budget ■■■

**Housing Successor Fund
714-8702**

**Housing Successor Fund
Account Overview**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------|-------------------|---------------------|----------------------|---------------------|
| ERAF Reimbursement | 0 | 763,583 | 33,114 | 66,228 |
| Late Rent Fees | 25 | 200 | 300 | 200 |
| Rental Income | 225,117 | 232,654 | 245,759 | 232,654 |
| Loan Payoff Interest | 0 | 5,000 | 0 | 5,000 |
| Fund Interest | -83 | 100 | -500 | 0 |
| Gain on Sale of Asset | 135,754 | 0 | 0 | 0 |
| Misc Revenue | 974 | 500 | 800 | 500 |
| Loan Payoff Revenue | 5,446 | 25,000 | 0 | 0 |
| Total Revenues | 367,233 | 1,027,037 | 279,473 | 304,582 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 265,424 | 296,376 | 268,256 | 75,718 |
| Operational Charges | 70,826 | 88,350 | 58,000 | 113,900 |
| Allocation Charges | 250,000 | 153,000 | 153,000 | 85,623 |
| Capital Expenditures | 0 | 2,000 | 0 | 2,000 |
| Transfer Out - Neighborhood Pres. | 0 | 0 | 0 | 0 |
| Total Expenditures | 586,250 | 539,726 | 479,256 | 277,241 |

| | | | | |
|---------------------------|-----------------|----------------|-----------------|---------------|
| Net Appropriations | -219,017 | 487,311 | -199,783 | 27,341 |
|---------------------------|-----------------|----------------|-----------------|---------------|

Authorized Positions:

| | | | | |
|-------------------------------|-------------|-------------|-------------|-------------|
| City Clerk | 0.05 | 0.05 | 0.05 | 0.00 |
| Finance Director | 0.10 | 0.10 | 0.10 | 0.00 |
| Accounting and Revenue Mgr. | 0.05 | 0.05 | 0.05 | 0.00 |
| Budget and Finance Mgr. | 0.10 | 0.10 | 0.10 | 0.00 |
| Accountant | 0.05 | 0.05 | 0.05 | 0.00 |
| Community Dev Director | 0.15 | 0.15 | 0.15 | 0.00 |
| Community Programs Manager | 0.60 | 0.60 | 0.60 | 0.50 |
| Community Dev Specialist | 0.20 | 0.20 | 0.20 | 0.00 |
| Building Official | 0.10 | 0.10 | 0.10 | 0.00 |
| Building Inspector PT - (1) | 0.50 | 0.00 | 0.00 | 0.00 |
| Housing Director | 0.05 | 0.05 | 0.05 | 0.00 |
| Housing Programs Manager Lead | 0.10 | 0.10 | 0.10 | 0.00 |
| Housing Cust Svc Assistant | 0.06 | 0.06 | 0.06 | 0.00 |
| Clerical Aide | 0.10 | 0.10 | 0.10 | 0.00 |
| Total | 2.21 | 1.71 | 1.71 | 0.50 |

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Surplus Property Authority



The Mission of the Surplus Property Authority is to promote the public interest, economy, and general welfare of the City and its residents by acquiring, owning, maintaining, operating, improving, and disposing of surplus real properties of the United States which are within or contiguous to the City.

“The Friendly City by the Sea”

**CITY OF PORT HUENEME
FY 2015-16 BUDGET**

Surplus Property Authority

MISSION

The Mission of the Surplus Property Authority is to promote the public interest, economy, and general welfare of the City and its residents by acquiring, owning, maintaining, operating, improving, and disposing of surplus real properties of the United States which are within or contiguous to the City.

PRIMARY ACTIVITIES

- Manages the Hueneme Aquacultural Business Park including tenant relations and rental leases.
- Acts as liaison with the Oxnard Harbor District, U.S. Navy, and U.S. Coast Guard.
- Provides funding and services for access, security, and law enforcement along the Lighthouse Promenade and shoreline revetment.

MAJOR INITIATIVES 2015-16

- Continue to seek SPA tenants at Aquacultural Park.
- Complete Stellar and Northrop Grumman lease extensions.
- Evaluate debt capacity of SPA



■ ■ ■ City of Port Hueneme - FY 2015-16 Budget ■ ■ ■

SPA Fund 713-8113

**Surplus Property Authority
Account Overview**

| Source of Funds | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|--------------------------|-------------------|---------------------|----------------------|---------------------|
| Rental Income | 198,684 | 198,684 | 200,449 | 198,684 |
| RDA NCEL Promissory Note | 691,016 | 665,566 | 332,783 | 0 |
| Investment Income | 0 | 0 | 0 | 0 |
| Fund Interest | 1,852 | 500 | 19,200 | 500 |
| Coastal Conservancy | 0 | 0 | 1,377,133 | 0 |
| Total Revenues | 891,552 | 864,750 | 1,929,565 | 199,184 |

| Expenditure Description | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|----------------------------|-------------------|---------------------|----------------------|---------------------|
| Salaries & Benefits | 215,910 | 201,917 | 201,654 | 0 |
| Operational Charges | 197,626 | 341,840 | 328,439 | 82,241 |
| Allocation Charges | 91,800 | 91,800 | 91,800 | 129,300 |
| Capital Expenditures | 1,150,864 | 330,200 | 430,000 | 0 |
| Debt Service | 0 | 684,616 | 684,616 | 564,801 |
| Total Expenditures | 1,656,200 | 1,650,373 | 1,736,509 | 776,342 |

| | | | | |
|---------------------------|-----------------|-----------------|----------------|-----------------|
| Net Appropriations | -764,648 | -785,623 | 193,056 | -577,158 |
|---------------------------|-----------------|-----------------|----------------|-----------------|

Authorized Positions:

| | | | | |
|----------------------------|-------------|-------------|-------------|-------------|
| City Clerk | 0.10 | 0.10 | 0.10 | 0.00 |
| Finance Director | 0.15 | 0.15 | 0.15 | 0.00 |
| Accounting and Revenue Mgr | 0.10 | 0.10 | 0.10 | 0.00 |
| Budget and Finance Mgr | 0.15 | 0.15 | 0.15 | 0.00 |
| Supervising Accountant | 0.10 | 0.10 | 0.10 | 0.00 |
| Accountant | 0.10 | 0.10 | 0.10 | 0.00 |
| Community Dev Director | 0.15 | 0.15 | 0.15 | 0.00 |
| Community Dev Specialist | 0.50 | 0.30 | 0.30 | 0.00 |
| Total | 1.35 | 1.15 | 1.15 | 0.00 |

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CITY OF PORT HUENEME



CAPITAL IMPROVEMENT PROGRAM

FY 2015-16 to FY 2019-20

City of Port Hueneme - Capital Improvement Program 2016-2020

| PROJECT TITLE / DESCRIPTION | | SOURCE OF FUNDS | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | FUNDING TO COMPLETE |
|---|---|---------------------------|------------------|------------------|------------------|------------------|------------------|---------------------|
| CITY HALL | | | | | | | | |
| 1 | Police Department Network Servers Backup Appliance | General Fund | \$41,000 | | | | | \$41,000 |
| 2 | Computer Replacement Program | General Fund | \$13,500 | \$19,500 | \$12,400 | \$54,400 | | \$105,500 |
| | | Solid Waste | \$1,400 | \$1,250 | | | | |
| | | Wastewater | \$700 | \$1,250 | | | | |
| | | Water Ops | \$1,100 | | | | | |
| 3 | Replacement of Two Servers/Server Space | General Fund | \$20,000 | | \$20,000 | | | \$40,000 |
| 4 | Electronic Document Management Implementation | General Fund | \$12,000 | \$25,000 | \$25,000 | \$18,000 | | \$80,000 |
| 5 | Replace Two Servers for the Police Department | TBD | | | | \$30,000 | | \$30,000 |
| 6 | Equipment & Vehicle Purchases | General Fund | \$114,450 | | | | | \$114,450 |
| Total City HALL Projects | | | \$204,150 | \$47,000 | \$57,400 | \$102,400 | \$0 | \$410,950 |
| FACILITIES MAINTENANCE | | | | | | | | |
| 1 | Hueneme Beach Park Upgrades: Scope of work to be determined. | RDA Bond Proceeds | \$250,000 | | | | | \$250,000 |
| 2 | Light Bulb Replacements: replace dim, white-colored LED pedestrian lights with brighter amber-colored LED lights at Beach Park, City Hall, other misc locations | RDA Bond Proceeds/ TBD | \$35,000 | | | | | \$35,000 |
| 3 | Marine Supply/City/School Re-Roof: Roof replacement of the building currently occupied by the Public Works Department, Hueneme School District, and Marine Supply. | General Fund | \$122,400 | | | | | \$180,000 |
| | | Water/SW/WW* | \$57,600 | | | | | |
| 4 | City Hall Electrical Upgrade: Expand emergency power delivery at the Police Department and provide emergency power to the City Hall side of the building, including the Annex where the server room is located. | General Fund | \$10,000 | | | | | \$340,000 |
| | | TBD | | \$330,000 | | | | |
| 5 | Replace Asphalt Parking Lot at PW Industrial: This project provides for full-depth reconstruction of the asphalt-paved portion of the PW Yard at 746 Industrial Avenue. | General Fund | | \$40,000 | | | | \$40,000 |
| 6 | Council Chamber HVAC Replacement: Replace heating, ventilation, and air conditioning for the City Council Chamber. | TBD | | \$55,000 | | | | \$55,000 |
| 7 | Police Department HVAC Air Balancing and Testing: This project requires the services of a Mechanical Engineer, HVAC contractor, and an Air Balancing and Testing firm. | TBD | | \$40,000 | | | | \$40,000 |
| 8 | Annex Building HVAC Duct Replacement: Replace air distribution system at the Annex Building. | TBD | | \$15,000 | | | | \$15,000 |
| 9 | Painting of Bubbling Springs Restrooms and Buildings: Interior and exterior painting of both beach restrooms. Exterior painting of park restroom and four Little League buildings. | TBD | | \$17,000 | | | | \$17,000 |
| 10 | Community Center Furnace Replacement for Classrooms C and D: Replace furnaces | TBD | | | \$12,000 | | | \$12,000 |
| 11 | Pier Pile Strap Plate Replacement: Scope of work to be determined. | TBD | | | \$25,000 | | | \$25,000 |
| 12 | Public Works Surfside HVAC Replacement: This project includes mechanical engineering, equipment replacement, duct and air balancing work. | TBD | | | \$95,000 | | | \$95,000 |
| 13 | Community Center HVAC Replacement : Current units will reach their useful service life in 2015. Project estimate includes mechanical engineering and roof replacement beneath the units while they are removed. | TBD | | | \$350,000 | | | \$350,000 |
| 14 | Community Center Termite Fumigation: Structural Dry-Wood fumigation required to treat infestation at the Community Center. | TBD | | | | \$25,000 | | \$25,000 |
| 15 | Hueneme Beach Picnic Pad Table Replacement: Replacement of cement picnic tables. | TBD | | | | | \$15,000 | \$15,000 |
| 16 | Hueneme Beach Walkway Lighting Replacement: Replace approximately 25 light poles. | TBD | | | | | \$75,000 | \$75,000 |
| 17 | Executive Restroom Drain Line Replacement: Replace the line, re-routing it out the east side of the building and through the PD parking lot to reconnect to the main line serving the PD locker rooms. Engineering is required. | TBD | | | | | \$85,000 | \$85,000 |
| Total Facilities Maintenance Projects | | | \$475,000 | \$497,000 | \$482,000 | \$25,000 | \$175,000 | \$1,654,000 |
| * Prior year appropriation not spent. To be reappropriated in FY 15/16. | | | | | | | | |

City of Port Hueneme - Capital Improvement Program 2016-2020

| PROJECT TITLE / DESCRIPTION | | SOURCE OF FUNDS | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | FUNDING TO COMPLETE |
|---|--|---------------------------|------------------|------------------|--------------------|--------------------|--------------------|---------------------|
| Landscape Maintenance | | | | | | | | |
| 1 | Hueneme Bay Medians: Transition irrigation to serve trees | General Fund | \$7,000 | | | | | \$7,000 |
| 2 | Bolker Park Irrigation Retrofit: Replace antiquated irrigation valves, upgrade sprinkler heads, add additional valves in areas with inadequate water pressure, and install state-of-the-art time clock. | General Fund | | \$12,000 | | | | \$12,000 |
| 3 | Bubbling Springs Park Irrigation Retrofit: Replace existing 30-year old irrigation valves that are not providing adequate water flow. | General Fund* | | \$20,000 | | | | \$20,000 |
| 4 | Tree Inventory: Purchase ArborPro GPS tree inventory software. Once inventory is complete, in-house staff will maintain database. Annual Users Fee \$2,000. Software will track data and potential liabilities. | TBD | | \$21,000 | | | | \$21,000 |
| Total Landscape Maintenance Projects | | | \$7,000 | \$53,000 | \$0 | \$0 | \$0 | \$60,000 |
| RECREATION/COMMUNITY SERVICES PROJECTS | | | | | | | | |
| 1 | Moranda Park Basketball/Tennis Courts Replacement: Resurface of Tennis & Basketball Courts at Moranda Park: two tennis courts each year over four fiscal years, and resurfacing the basket ball courts in FY2015-16 | RDA Bond Proceeds | \$100,000 | | | | | \$400,000 |
| | | RDA Bond Proceeds/ TBD | | \$100,000 | \$100,000 | \$100,000 | | |
| 2 | Moranda Park Tennis Court Lights Replacement: Replacement of a portion of the tennis courts lighting system (including electrical power, poles, and fixtures). The extent of the scope of work will be based on decisions made regarding the proposed Basketball/Tennis Courts Replacement project. | RDA Bond Proceeds | \$100,000 | | | | | \$165,000 |
| | | RDA Bond Proceeds/ TBD | \$65,000 | | | | | |
| 3 | Moranda Park Softball Field Lights Replacement: Replace the entire softball lighting system, except the existing light poles are to remain. | RDA Bond Proceeds/ TBD | \$78,000 | | | | | \$78,000 |
| 4 | Moranda Park Baseball Fields: Thatch turf grass, level, and overseed (In-House Labor for \$15,000). | RDA Bond Proceeds/ TBD | \$21,000 | | | | | \$21,000 |
| 5 | Moranda Park Improvements: Tree Removal: Remove three dead trees by building and pour concrete, \$1,500. (In-house project); Addition of a water fountain, \$3,000; Replace turf/plant material with stamped concrete, \$6,000; Stripping palm trees at beach: Phase 1- 31 Palms on WE, \$9,300; Phase 2- 103 Palms small restrooms to large restrooms, \$30,900; Phase 3- 60 Palms Turf Area on east edge of Lot A, \$18,000 | TBD | | \$24,800 | \$30,900 | \$18,000 | | \$73,700 |
| 6 | Barbeque Replacements: Bubbling Springs Park: Replace 18 barbeques, \$5,000. Hueneme Beach Park: Replace approximately 55 barbeques. East Beach \$3,000. West Beach \$7,000. Moranda Park: Replace all barbeques, \$10,000 | TBD | | \$25,000 | | | | \$25,000 |
| Total Recreation/Community Services Projects | | | \$364,000 | \$149,800 | \$130,900 | \$118,000 | \$0 | \$762,700 |
| STREETS AND ENGINEERING DIVISION | | | | | | | | |
| 1 | Bikeway Upgrade - Ventura Road: Upgrade the existing pedestrian/bikeway along Ventura Road adjacent to Naval Base Ventura County from Park Avenue northward. | TDA 3 | \$80,000 | | | | | \$80,000 |
| 2 | Street Rehabilitation Program - Overlay: Citywide mill and overlay of distressed pavements (spot locations). | Gas Tax | \$0 | \$250,000 | \$250,000 | \$250,000 | \$250,000 | \$2,335,000 |
| | | General Fund | \$235,000 | \$150,000 | \$250,000 | \$300,000 | \$400,000 | |
| 3 | Street Rehabilitation Program - Microsurface: Microsurface 25% of the City's streets each year to maximize the service life of the City's street system. | General Fund | \$0 | \$515,000 | \$525,000 | \$530,000 | \$535,000 | \$2,630,000 |
| | | Gas Tax | \$525,000 | \$0 | \$0 | \$0 | \$0 | |
| 4 | Sidewalk Repair Program Sidewalk remove and replacements (spot locations citywide) in support of in-house efforts. | Gas Tax | \$20,000 | \$20,500 | \$21,000 | \$21,500 | \$22,000 | \$105,000 |
| 5 | Parking Lots Seal Coat Program: This program provides for a periodic "parking lot seal" of all City parking lots. | TBD | | | | \$80,000 | | \$80,000 |
| Total Streets and Engineering Projects | | | \$860,000 | \$935,500 | \$1,046,000 | \$1,181,500 | \$1,207,000 | \$5,230,000 |

* Prior year appropriation not spent. To be reappropriated in FY 15/16.

City of Port Hueneme - Capital Improvement Program 2016-2020

| PROJECT TITLE / DESCRIPTION | | SOURCE OF FUNDS | 2015-16 | 2016-17 | 2017-18 | 2018-19 | 2019-20 | FUNDING TO COMPLETE |
|---|---|------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| STORMWATER AND WASTEWATER DIVISION | | | | | | | | |
| 1 | Pleasant Valley Road: Correct NBVC sewer main running through City catchbasin. | NBVC* | \$0 | | | | | \$0 |
| 2 | Evergreen Lane Sewer Line: Correct sewer line running through stormdrain manhole. | Wastewater* | \$12,000 | | | | | \$12,000 |
| 3 | Evergreen Lane CIPP Liner: Install CIPP liner in 160 feet of 12-inch concrete storm drain pipe. | Stormdrain/ General Fund* | \$12,000 | | | | | \$12,000 |
| 4 | Evergreen Lane Behind Shopping Center CIPP Liner: Install CIPP liner in 195 feet of 22 x 35 inch CMP stormdrain. | Stormdrain/ General Fund* | \$35,000 | | | | | \$35,000 |
| 5 | Scott and Ponoma: Install CIPP liner in 115 feet of 18 x 24 inch CMP stormdrain. | Stormdrain/ General Fund | \$13,000 | | | | | \$13,000 |
| 6 | Anacapa Homes: Install CIPP liner in 180 feet of 18- inch CMP storm drain. | Stormdrain/ General Fund | \$15,000 | | | | | \$15,000 |
| 7 | Seaview Flood Control: Replace pump volute and check valve. | Stormdrain/ General Fund | \$12,000 | | | | | \$12,000 |
| 8 | Citywide Sewer Mainline Grouting : Chemical grout injection throughout the sewer collection system to reduce infiltration. | Wastewater | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$25,000 | \$125,000 |
| 9 | Citywide Manhole Rehab: Perform complete manhole rehabilitation of 50 manholes. | Wastewater | \$45,000 | \$45,000 | \$45,000 | \$45,000 | \$45,000 | \$225,000 |
| 10 | Citywide CIPP Sewer Lining - Install CIPP in 17 segments of sewer main with known root intrusion or other defects. | Wastewater | \$285,000 | | | | | \$285,000 |
| 11 | Pearson to Bard: Install CIPP liner in 3,200 feet of 18 and 24 - inch CMP stormdrain. | TBD | | \$95,000 | \$95,000 | \$95,000 | \$95,000 | \$380,000 |
| 12 | Pleasant Valley Road: Clean and line 750 feet of 66 - inch CMP stormdrain with centrifugally cast reinforced concrete. | TBD | | \$137,500 | \$137,500 | \$137,500 | \$137,500 | \$550,000 |
| Total Stormwater and Wastewater Projects | | | \$454,000 | \$302,500 | \$302,500 | \$302,500 | \$302,500 | \$1,664,000 |
| WATER DIVISION | | | | | | | | |
| 1 | Emergency Water Supply Capability: Generator and transfer switch necessary to provide emergency water supply. | Water Ops* | \$130,000 | | | | | \$130,000 |
| 2 | Water Distribution System Master Plan: Replacement of aging infrastructure. The project will provide the design and construction of the system to alleviate pressure and volume restrictions within the water distribution system. | Water Ops | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$2,000,000 | \$10,000,000 |
| 3 | Water Meter Relocation & Vehicle Purchase: Relocate water meters that are outside the city's Right-of-Way. | Water Ops | \$97,500 | \$30,000 | \$30,000 | \$30,000 | \$30,000 | \$217,500 |
| Total Water Division Projects | | | \$2,227,500 | \$2,030,000 | \$2,030,000 | \$2,030,000 | \$2,030,000 | \$10,347,500 |
| SOLID WASTE DIVISION | | | | | | | | |
| 1 | Equipment Purchase | Solid Waste | \$56,400 | | | | | \$56,400 |
| 2 | Structure Improvements | Solid Waste | \$19,200 | | | | | \$19,200 |
| 3 | Vehicle Purchase | Solid Waste | \$270,000 | | | | | \$270,000 |
| TOTAL SOLID WASTE DIVISION PROJECTS | | | \$345,600 | | | | | \$345,600 |
| 1 | Housing and Successor Agencies | HA/Successor | \$69,709 | | | | | \$615,600 |
| Total CIP Projects | | | \$5,006,959 | \$4,014,800 | \$4,048,800 | \$3,759,400 | \$3,714,500 | \$21,090,350 |

* Prior year appropriation not spent. To be reappropriated in FY 15/16.

CITY OF PORT HUENEME



PERSONNEL ALLOCATIONS FY 2015-16



PERSONNEL ALLOCATIONS (FTEs)

FY 2015-16

| Department/Title | Actual 2011-12 | Actual 2012-13 | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|------------------------------------|-------------------|-------------------|-------------------|---------------------|----------------------|---------------------|
| City Administration | | | | | | |
| City Council Member PT | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| City Manager | 0.85 | 0.85 | 0.85 | 0.85 | 0.85 | 0.95 |
| Deputy City Manager | 0.00 | 0.00 | 0.85 | 1.00 | 1.00 | 1.00 |
| Assistant to the City Manager | 0.85 | 0.85 | 0.00 | 0.00 | 0.00 | 0.00 |
| City Clerk | 0.00 | 0.90 | 0.75 | 0.75 | 0.75 | 1.00 |
| Deputy City Clerk | 0.90 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Human Resources Analyst | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Admin Svcs Coordinator - PT (1) | 0.50 | 0.50 | 0.50 | 0.00 | 0.00 | 0.00 |
| Management Intern - PT (1) | 0.00 | 0.00 | 0.25 | 0.50 | 0.50 | 0.50 |
| Total | 8.10 | 8.10 | 8.20 | 9.10 | 9.10 | 9.45 |
| General Government | | | | | | |
| Deputy City Manager | 0.00 | 0.00 | 0.15 | 0.00 | 0.00 | 0.00 |
| Assistant to the City Manager | 0.15 | 0.15 | 0.00 | 0.00 | 0.00 | 0.00 |
| IS/Technology Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Info Systems Assistant PT (1) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.50 |
| Facilities Maintenance Tech | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 |
| Deputy Comm Dev & Housing Director | 0.00 | 0.00 | 0.05 | 0.05 | 0.05 | 0.00 |
| Total | 1.35 | 1.35 | 1.40 | 1.25 | 1.25 | 1.70 |
| Finance | | | | | | |
| Finance Director | 0.95 | 0.95 | 0.70 | 0.55 | 0.55 | 0.50 |
| Accounting and Revenue Mgr. | 1.00 | 1.00 | 0.85 | 0.85 | 0.85 | 1.00 |
| Budget and Finance Mgr. | 1.00 | 1.00 | 0.75 | 0.55 | 0.55 | 1.00 |
| Supervising Accountant | 1.00 | 1.00 | 0.90 | 0.90 | 0.90 | 0.00 |
| Accountant | 0.95 | 0.95 | 0.80 | 0.75 | 0.75 | 0.50 |
| Payroll Services Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Fiscal Assistant | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 2.00 |
| Fiscal Aide | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 2.00 |
| Fiscal Assistant PT - (1) | 0.50 | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| Fiscal Aide PT - (1) | 0.50 | 0.50 | 1.00 | 0.00 | 0.00 | 0.50 |
| Total | 9.90 | 9.90 | 9.00 | 8.60 | 8.60 | 8.50 |
| Community Development | | | | | | |
| Comm Dev Director | 0.75 | 0.75 | 0.55 | 0.55 | 0.55 | 0.95 |
| Comm Dev Specialist | 0.50 | 0.50 | 0.30 | 0.50 | 0.50 | 1.00 |
| Comm Dev Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Building Official | 1.00 | 1.00 | 0.90 | 0.90 | 0.90 | 0.00 |
| Building Inspector - PT (1) | 0.25 | 0.25 | 0.00 | 0.00 | 0.00 | 0.00 |
| Code Compliance Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Code Compliance Officer | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Parking Officer | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Parking Officer - PT (3) | 1.00 | 1.00 | 1.00 | 1.50 | 1.50 | 1.50 |
| Total | 6.50 | 6.50 | 5.75 | 6.45 | 6.45 | 6.45 |
| Neighborhood Preservation | | | | | | |
| Comm Dev Programs Manager | 0.30 | 0.30 | 0.20 | 0.20 | 0.20 | 0.50 |
| Comm Dev Specialist | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 1.30 | 0.30 | 0.20 | 0.20 | 0.20 | 0.50 |



PERSONNEL ALLOCATIONS (FTEs)

FY 2015-16

| Department/Title | Actual 2011-12 | Actual 2012-13 | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|--|-------------------|-------------------|-------------------|---------------------|----------------------|---------------------|
| Police | | | | | | |
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Police Lieutenant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Support Svcs. Div. Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Sergeant | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Sergeant/Investigations | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Police Officer | 5.00 | 5.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Officer | 6.00 | 6.00 | 8.00 | 8.00 | 8.00 | 8.00 |
| Police Officer/Investigations | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Police Officer/SPU | 3.00 | 3.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Senior Police Comm Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Comm Officer | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 | 4.00 |
| Police Comm Officer PT - (1) | 0.50 | 1.00 | 0.50 | 0.50 | 0.50 | 0.50 |
| Property & Evidence Supervisor | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Support Svcs Officer | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Police Supp Svcs Officer PT - (3) | 0.50 | 1.00 | 1.00 | 1.00 | 1.50 | 1.75 |
| Sr. Police Records Technician | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Police Records Technician | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Court Liaison PT - (0) | 0.00 | 0.00 | 0.50 | 0.50 | 0.00 | 0.00 |
| Crossing Guard PT - (0) | 2.50 | 2.50 | 2.50 | 0.00 | 0.00 | 0.00 |
| Park Ranger PT - (4) | 0.25 | 0.50 | 0.25 | 0.50 | 0.50 | 0.50 |
| Total | 35.75 | 37.00 | 34.75 | 32.50 | 32.50 | 31.75 |
| Recreation & Community Services | | | | | | |
| Recreation & Comm Svcs Dir | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Recreation & Comm Svcs Mgmt Analyst | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 |
| Rec & Comm Svcs Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Tech | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 | 0.80 |
| Recreation Attendant PT - (2) | 0.50 | 0.50 | 0.50 | 0.75 | 0.75 | 1.00 |
| Custodian PT - (1) | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Lifeguard PT - (20)* | 2.50 | 2.50 | 2.50 | 2.50 | 2.50 | 2.50 |
| Jr. Lifeguard PT - (10)* | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 7.30 | 7.30 | 7.30 | 7.55 | 6.55 | 7.80 |
| Landscape Maintenance | | | | | | |
| Landscape Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Landscape Maint Worker II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Landscape Maint Worker I | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 4.00 |
| Maintenance Worker I | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.05 |
| Admin Specialist III | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Laborer | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Laborer PT - (2) | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 |
| Grounds Maint Aide PT - (1) | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Annuitant PT - (1) | 0.00 | 0.00 | 0.00 | 0.00 | 0.25 | 0.25 |
| Total | 9.00 | 9.00 | 8.00 | 9.00 | 9.25 | 9.30 |
| Senior Nutrition Grant | | | | | | |
| Senior Nutrition Coord PT - (1) | 0.50 | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total | 0.50 | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 |



PERSONNEL ALLOCATIONS (FTEs)

FY 2015-16

| Department/Title | Actual 2011-12 | Actual 2012-13 | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|---------------------------------------|-------------------|-------------------|-------------------|---------------------|----------------------|---------------------|
| Public Works | | | | | | |
| Public Works Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Housing & Facilities Director | 0.40 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Housing & Facilities Svcs Asst | 0.65 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Supt | 0.75 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Facilities Maintenance Worker, Lead | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Facilities Maintenance Worker I | 0.75 | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Facilities Maintenance Worker II | 2.00 | 2.20 | 3.00 | 3.00 | 3.00 | 3.00 |
| Deputy Public Works Director | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| City Engineer/Streets Supt | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Construction Coordinator | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Associate Engineer | 0.00 | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 |
| Construction Inspector I | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Engineering Aide | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Engineering Intern PT - (1) | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Streets Maint Worker Lead | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Streets Maint Worker I | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Mechanic II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Water Operations Manager | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Water Superintendent | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Water Operator Lead | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Water Utility Operator I | 4.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Water Utility Operator II | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Environmental Services Manager | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Wastewater/Solid Waste/Fleet Supt | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 0.00 |
| Wastewater Superintendent | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Water Resource Inspector I | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| EIT/MIS Administrator | 0.00 | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Electrical/Instrumentation Technician | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Electrical/Mechanical Technician | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Wastewater Maintenance Lead | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Wastewater Maintenance II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Wastewater Maintenance I | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Solid Waste/Fleet Supt | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 |
| Solid Waste Coordinator | 0.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Solid Waste Equipment Operator, Lead | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Solid Waste Equipment Operator II | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Maintenance Worker I | 0.00 | 0.00 | 0.00 | 1.00 | 1.00 | 0.95 |
| Temp Solid Waste Operator PT - (1) | 0.00 | 0.25 | 0.25 | 0.25 | 0.00 | 0.00 |
| Admin Specialist III | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 | 1.50 |
| Admin Specialist II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Total | 41.55 | 40.95 | 40.75 | 40.75 | 39.50 | 39.45 |



PERSONNEL ALLOCATIONS (FTEs)

FY 2015-16

| Department/Title | Actual 2011-12 | Actual 2012-13 | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|---------------------------------------|-------------------|-------------------|-------------------|---------------------|----------------------|---------------------|
| Housing Authority | | | | | | |
| City Manager | 0.05 | 0.05 | 0.05 | 0.05 | 0.05 | 0.05 |
| Deputy Comm Dev & Housing Director | 0.60 | 1.00 | 0.90 | 0.90 | 0.90 | 1.00 |
| Comm Dev Director | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.05 |
| Housing Property Manager | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Housing Programs Manager Lead | 0.00 | 1.00 | 0.90 | 0.90 | 0.90 | 1.00 |
| Housing Specialist | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Housing Cust Svc Assistant | 1.00 | 1.00 | 0.94 | 0.94 | 0.94 | 1.00 |
| Clerical Aide | 0.00 | 1.00 | 0.90 | 0.90 | 0.90 | 1.00 |
| Housing & Facilities Svcs Asst | 0.35 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Facilities Maint Superintendent | 0.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Facilities Maint Worker I | 1.00 | 0.80 | 0.00 | 0.00 | 0.00 | 0.00 |
| Facilities Maint Worker II | 0.25 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Housing Maint Worker I | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1.00 |
| Housing Maint Worker I PT - (1) | 0.00 | 0.00 | 0.00 | 0.50 | 0.50 | 0.00 |
| Total | 5.50 | 4.85 | 3.69 | 4.19 | 4.19 | 5.10 |
| Redevelopment Successor Agency | | | | | | |
| City Manager | 0.10 | 0.10 | 0.10 | 0.10 | 0.10 | 0.00 |
| City Clerk | 0.00 | 0.10 | 0.10 | 0.10 | 0.10 | 0.00 |
| Deputy City Clerk | 0.10 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Finance Director | 0.05 | 0.05 | 0.05 | 0.20 | 0.20 | 0.50 |
| Budget and Finance Mgr. | 0.00 | 0.00 | 0.00 | 0.20 | 0.20 | 0.00 |
| Accountant | 0.05 | 0.05 | 0.05 | 0.10 | 0.10 | 0.50 |
| Comm Dev Director | 0.15 | 0.15 | 0.15 | 0.15 | 0.15 | 0.00 |
| Comm Dev Programs Manager | 0.20 | 0.20 | 0.20 | 0.20 | 0.20 | 0.00 |
| Total | 0.65 | 0.65 | 0.65 | 1.05 | 1.05 | 1.00 |
| Housing Successor Agency | | | | | | |
| City Clerk | 0.00 | 0.00 | 0.05 | 0.05 | 0.05 | 0.00 |
| Finance Director | 0.00 | 0.00 | 0.10 | 0.10 | 0.10 | 0.00 |
| Accounting and Revenue Mgr. | 0.00 | 0.00 | 0.05 | 0.05 | 0.05 | 0.00 |
| Budget and Finance Mgr. | 0.00 | 0.00 | 0.10 | 0.10 | 0.10 | 0.00 |
| Accountant | 0.00 | 0.00 | 0.05 | 0.05 | 0.05 | 0.00 |
| Community Dev Director | 0.10 | 0.10 | 0.15 | 0.15 | 0.15 | 0.00 |
| Community Programs Manager | 0.50 | 0.50 | 0.60 | 0.60 | 0.60 | 0.50 |
| Community Dev Specialist | 0.00 | 0.00 | 0.20 | 0.20 | 0.20 | 0.00 |
| Building Official | 0.00 | 0.00 | 0.10 | 0.10 | 0.10 | 0.00 |
| Building Inspector PT - (1) | 0.00 | 0.00 | 0.50 | 0.00 | 0.00 | 0.00 |
| Deputy Comm Dev & Housing Director | 0.00 | 0.00 | 0.05 | 0.05 | 0.05 | 0.00 |
| Housing Programs Manager Lead | 0.00 | 0.00 | 0.10 | 0.10 | 0.10 | 0.00 |
| Housing Cust Svc Assistant | 0.00 | 0.00 | 0.06 | 0.06 | 0.06 | 0.00 |
| Clerical Aide | 0.00 | 0.00 | 0.10 | 0.10 | 0.10 | 0.00 |
| Total | 0.60 | 0.60 | 2.21 | 1.71 | 1.71 | 0.50 |



PERSONNEL ALLOCATIONS (FTEs)

FY 2015-16

| Department/Title | Actual 2011-12 | Actual 2012-13 | Actual 2013-14 | Budgeted 2014-15 | Projected 2014-15 | Budgeted 2015-16 |
|-----------------------------------|-------------------|-------------------|-------------------|---------------------|----------------------|---------------------|
| Surplus Property Authority | | | | | | |
| City Clerk | 0.00 | 0.00 | 0.10 | 0.10 | 0.10 | 0.00 |
| Finance Director | 0.00 | 0.00 | 0.15 | 0.15 | 0.15 | 0.00 |
| Accounting and Revenue Mgr. | 0.00 | 0.00 | 0.10 | 0.10 | 0.10 | 0.00 |
| Budget and Finance Mgr. | 0.00 | 0.00 | 0.15 | 0.15 | 0.15 | 0.00 |
| Supervising Accountant | 0.00 | 0.00 | 0.10 | 0.10 | 0.10 | 0.00 |
| Accountant | 0.00 | 0.00 | 0.10 | 0.10 | 0.10 | 0.00 |
| Community Dev Director | 0.00 | 0.00 | 0.15 | 0.15 | 0.15 | 0.00 |
| Comm Dev Specialist | 0.50 | 0.50 | 0.50 | 0.30 | 0.30 | 0.00 |
| Total | 0.50 | 0.50 | 1.35 | 1.15 | 1.15 | 0.00 |

DEPARTMENT RECAP

| | | | | | | |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| City Administration | 8.10 | 8.10 | 8.20 | 9.10 | 9.10 | 9.45 |
| General Government | 1.35 | 1.35 | 1.40 | 1.25 | 1.25 | 1.70 |
| Finance | 9.90 | 9.90 | 9.00 | 8.60 | 8.60 | 8.50 |
| Community Development | 6.50 | 6.50 | 5.75 | 6.45 | 6.45 | 6.45 |
| Neighborhood Preservation | 1.30 | 0.30 | 0.20 | 0.20 | 0.20 | 0.50 |
| Police | 35.75 | 37.00 | 34.75 | 32.50 | 32.50 | 31.75 |
| Recreation & Community Services | 7.30 | 7.30 | 7.30 | 7.55 | 6.55 | 7.80 |
| Landscape Maintenance | 9.00 | 9.00 | 8.00 | 9.00 | 9.25 | 9.30 |
| Senior Nutrition Grant | 0.50 | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| Public Works | 41.55 | 40.95 | 40.75 | 40.75 | 39.50 | 39.45 |
| Housing Authority | 5.50 | 4.85 | 3.69 | 4.19 | 4.19 | 5.10 |
| Housing Successor Agency | 0.60 | 0.60 | 2.21 | 1.71 | 1.71 | 0.50 |
| Redevelopment Successor Agency | 0.65 | 0.65 | 0.65 | 1.05 | 1.05 | 1.00 |
| Surplus Property Authority | 0.50 | 0.50 | 1.35 | 1.15 | 1.15 | 0.00 |
| Grand Total | 128.50 | 127.50 | 123.25 | 123.50 | 121.50 | 121.50 |
| Full Time | 111.00 | 109.00 | 105.00 | 107.00 | 105.00 | 104.00 |
| Part Time/Seasonal | 17.50 | 18.50 | 18.25 | 16.50 | 16.50 | 17.50 |
| Total | 128.50 | 127.50 | 123.25 | 123.50 | 121.50 | 121.50 |

Changes in Projected FY 2014-15 : • *Unfilled* : Associate Engineer (-1.0); Recreation Management Analyst (-1.0), PT Court Liaison (-.50)

• *Unfilled* : PT Temp Solid Waste Operator (-0.25) • *Added* : PT Annuitant (+0.25)

• *Eliminated* : Engineering Aide (-1.0) • *Upgraded* : Engineering Aide to Construction Inspector I (+1.0)

Changes in Budgeted FY 2015-16 : • *Eliminated* : Supervising Accountant (-1.0); Facilities Maint Superintendent (-1.0), Building Official (-1.00)

• *Eliminated* : PT Temp Solid Waste Operator (-0.25) PT Court Liaison (-0.50) • *Added* : PT Fiscal Aide (+0.50)

• *Added* : PT Info Systems Assistant (+0.50); PT Annuitant (+0.25) • *Increased hours* : PT Police Support Svcs, (+0.75), PT Rec Attendant (+0.25)

• *Unfilled/Funded* : Finance Director • *Out of class* : Accountant, Lieutenant (Interim Police Chief), Sergeant (Interim Lieutenant)

• *Underfilled/Non-funded* : Police Chief (-1.0); Police Chief is being underfilled by Lieutenant as required per California Code Section 36501.

• *Upgraded* : PT Housing Maint Worker I (-0.50) to FT Housing Maint Worker I (+1.0), City Engineer/Streets Supt to Deputy Public Works Dir.

• *Upgraded* : Wastewater/Solidwaste/Fleet Supt to Environmental Svcs Manager and Water Supt to Water Operations Manager

• *Fund Reallocations* : Finance, Housing Authority, Housing Successor and Surplus Property Authority divisions

• *Position Changes* : EIT to EMT position (y-rated); Laborer to Landscape Maintenance I position

*Adjusted/corrected all lifeguard full-time equivalents

EMPLOYEE COMPENSATION AND BENEFITS

The City of Port Hueneme is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, religion, national origin, race, color or disability. The City is pleased to provide all its full-time and designated part-time employees a comprehensive benefits package. Employee benefits include a cafeteria plan allowance; paid Social Security and Medicare tax (7.65%) for all Police Officers' Association (POA) employees hired before 8/15/11, Management employees hired before 4/6/08, and General employees hired before 10/1/09. An education incentive based on certification and/or level of education, and experience differential based on longevity is awarded for some classifications. Additional benefits include paid PERS retirement for certain Units, life insurance, retiree paid medical, long term disability, tuition reimbursement, annual leave, holidays, compensatory time, etc.

Cafeteria Plan: To be applied to medical, dental, vision insurance premiums for self and family. Unused monies are added to pay.

Medical Plan: PERS Health Plans
HMO/PPO Options

Retiree Medical: Management Unit
\$100 per month – 5-10 years of service
\$150 per month – 11-15 years of service
\$175 per month – 16-20 years of service
\$200 per month – 21-25 years of service
\$225 per month – 26+ years of service
(payable for 3 years following the term of retirement-but not after 65 years)

Police Officers' Association Unit
Retirees after 7/1/2011 and 15+ years of PHPD service –
Lifetime medical up to \$668/mo.

Dental: Assurant Dental - HMO, Delta Dental - PPO

Vision: Blue Shield

EMPLOYEE COMPENSATION AND BENEFITS

Annual Leave:

Management Unit

180 hrs per year – 1-4 years
212 hrs per year – 5th year
220 hrs per year – 6th year
228 hrs per year – 7th year
236 hrs per year – 8th year
244 hrs per year – 9th year
252 hrs per year – 10th year
260 hrs per year – 11-15 years
280 hrs per year – 16-20 years
320 hrs per year – 21–25 years
340 hrs per year – 26+ years
18 hours Admin Leave each July 1

General Unit

164 hrs per year – 1-4 years
196 hrs per year – 5th year
204 hrs per year – 6th year
212 hrs per year – 7th year
220 hrs per year – 8th year
228 hrs per year – 9th year
236 hrs per year – 10th year
244 hrs per year – 11+ years
16 hours floating added each July 1st, must be used or forfeited

Police Officers' Association Unit

148 hrs per year – 1-4 years
180 hrs per year – 5th year
(8 additional hours each year, until 19th year)
292 hours per year – 20+ years

Education Incentive:

Police Officers' Association Unit

POA employees hired before 7/21/2014
10% - BA/BS or Intermediate POST
12% - BA/BS and Intermediate POST
15% - Advanced POST
17% - MA/MS and Advanced POST

EMPLOYEE COMPENSATION AND BENEFITS

Experience Differential:
(% of employee's annual salary)

General/Management Unit

General Unit employees hired prior to 11/1/2014
Management employees hired prior to 9/29/2014
2% - 10+ years of service
3.5% - 15+ years of service

Police Officers' Association Unit

POA employees hired before 7/21/2014
4%- 5-9 years of combined agency service
6%-10+ years of combined agency service

Holidays:

11½ days

**Social Security &
Medicare Tax:**

City paid – 7.65% for POA unit hired before 8/15/11,
Management unit hired before 4/6/08 and General unit hired
before 10/19/09.

Bilingual pay:

General Unit - \$23.00 per pay period
POA: \$45.00 per pay period

PERS Retirement:

For Classic PERS Members

General/Mgmt – 2.7% @ 55 – paid employee portion – 8%
Police – 3% @ 55 – paid employee portion – 9% + EPMC
Single Highest Year

POA employees contribute 6% employer cost sharing.

For New PERS Members

General/Mgmt – 2% @ 62 – paid employee portion 1.75%
POA Non-Sworn – 2% @ 62, must pay 50% of total normal
cost on top of 6% cost sharing, No EPMC
POA Sworn – 2.7% @ 57, must pay 50% of total normal cost
on top of 6% cost sharing, No EPMC

Work Schedule:

9/80, 3/12, 4/10 Work Schedules

Life Insurance:

\$50,000 to \$100,000 employer paid

Tuition Reimbursement:

Management Unit: \$2,000 maximum per fiscal year

General Unit: \$1,200 maximum per fiscal year

POA Unit: \$1,500 maximum per fiscal year

EMPLOYEE COMPENSATION AND BENEFITS

| | |
|---------------------------|---|
| STD/LTD: | City-paid short term and long term disability insurance |
| Other: | Payroll Direct Deposit, Workers' Compensation, Employee Assistance Program, Wellness Benefit |
| Optional Benefits: | Computer Purchase Program AFLAC – Supplemental Cancer/Critical Care Insurance Personal Lines of Insurance Program Flexible Spending Account Deferred Compensation Programs – 457 Programs (2) – ICMA and CalPERS 401 K Plan – Lord/Abbett, Roth IRA |

CITY OF PORT HUENEME



APPENDIX

FY 2015-16

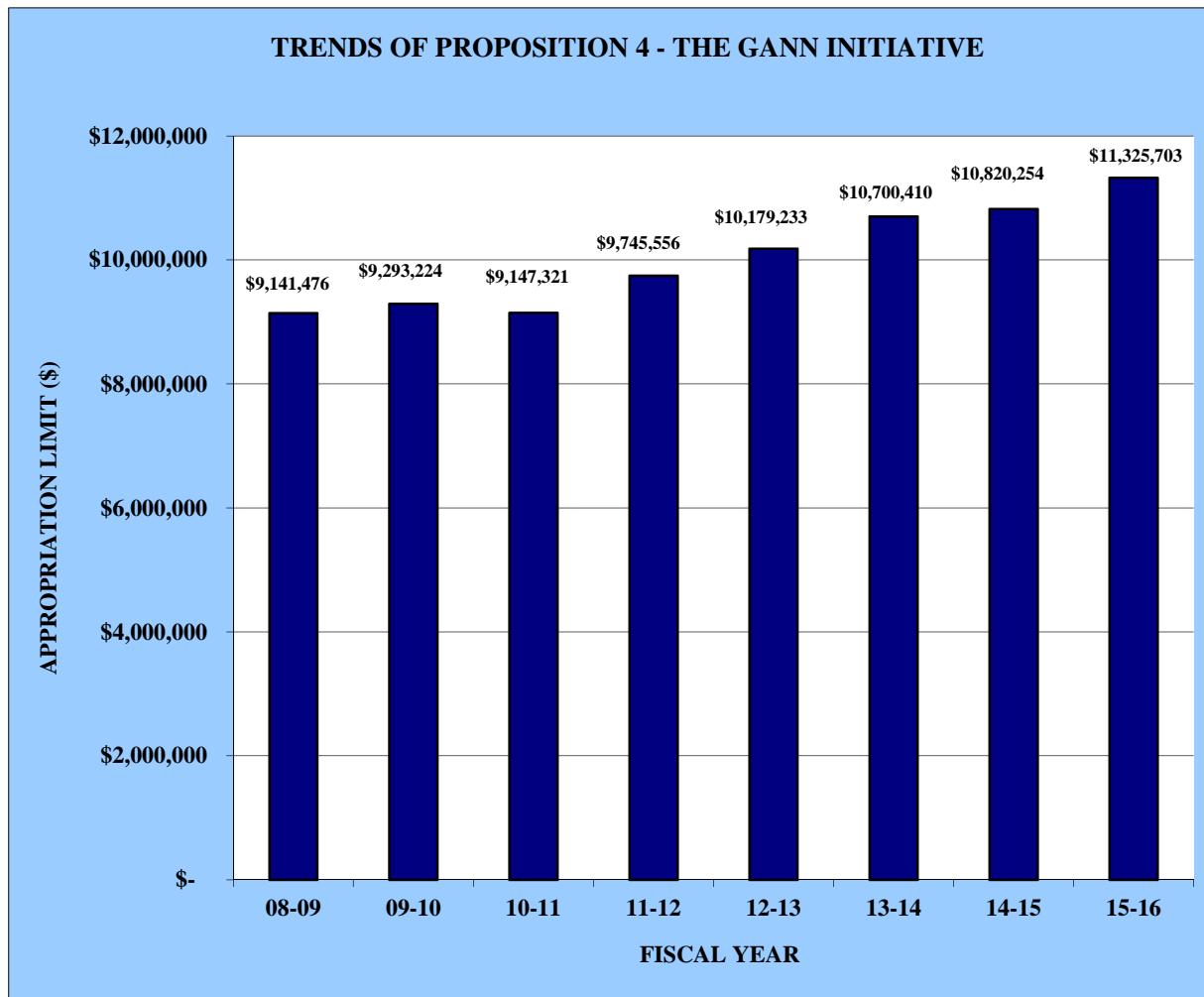
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PROPOSITION 4

THE GANN INITIATIVE

Based on an evaluation of past and projected future limitation and proceeds of tax values, the probability of the City exceeding its Gann appropriation limit does not appear to be likely in the foreseeable future. This conclusion is reflective of the fact that the City’s available appropriation margin in excess of “proceeds of taxes” has steadily and consistently increased over the past ten years. The increase is from \$9.1 million in Fiscal Year 2008-09 to \$11.3 million for Fiscal Year 2015-16. Additionally, it is anticipated that the established trends will not change appreciably inasmuch as tax values are projected to remain constant and the economy (per capita income) and population values are anticipated to remain stable.



BASIS OF ACCOUNTING

The accounting of governmental funds (General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds) are prepared on a modified accrual basis where revenues are recognized when they become measurable and available and expenditures are recorded when the related liability is incurred; except that principal and interest payments on general long-term debt are recognized when due. Revenue availability criteria are defined as collectible within the current period or soon enough thereafter to be used to pay liabilities of the current period (i.e., sixty days after fiscal year-end).

BASIS OF BUDGETING

Budgets for proprietary funds (Enterprise Funds) are prepared on a full accrual basis where revenues are recognized when earned and expenses are recognized when they are incurred.

The fund types used by the City of Port Hueneme are as follows:

Governmental Funds

General Fund

The General Fund (Major Fund*) accounts for all general government activity not accounted for in other funds and is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenses and capital costs, which are not paid through other funds.

Special Revenue Funds

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for particular purposes.

Debt Service Funds

Debt Service Funds are used to account for the accumulation of resources and payment of principal and interest on general long-term debt.

BASIS OF BUDGETING

Fiduciary Funds

Trust or agency funds are used to account for assets held by a governmental unit in a trustee capacity or as an agent for individuals, private organizations, other government units, or other funds. Agency funds are purely custodial (assets equal liabilities) and thus do not involve measurement of results of operation.

Proprietary Funds

Enterprise Funds

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to a private business enterprise, where the intent of the governing body is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

*Major funds represent the significant activities of the City and include any fund whose revenues or expenditures, excluding other financing sources and uses, constitute more than 10% of the revenues or expenditures of the appropriated budget.

BUDGET/EXPENDITURE CONTROLS

In as much as budgets are financial plans based on anticipated and unanticipated requirements, the ability to make adjustments, from time to time, is necessary to deal with changing needs.

Accordingly, and in order to maintain budget integrity, the following budgetary controls have been established:

Finance Director – may authorize budget transfers not exceeding \$1,000 between line items within major categories of department budgets.

City Manager – in addition to Finance Director authority, may authorize budget transfers between major categories within the same department in the same fund and between departments within the same fund. For Financial Services Director and City Manager authorized transfers, the legal funding source for the line item from which appropriation is being transferred, must be a legal funding source for the new anticipated use.

City Council – has authority over the adopted budget for the City as a whole and any transfer(s) between distinct City funds or any additional/supplemental appropriation that will change the budget in total, shall be subject to approval of the City Council.

Budget Carryovers

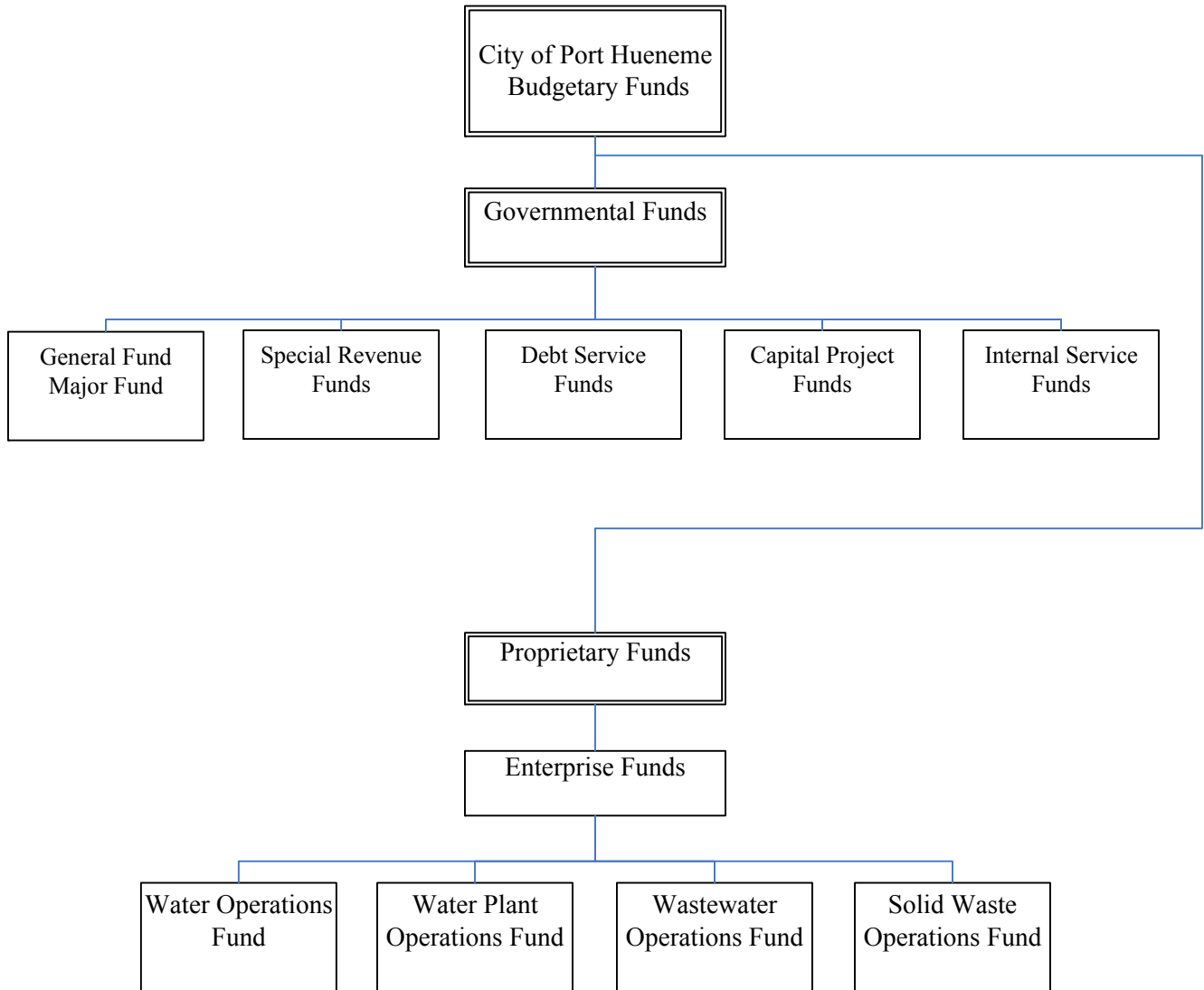
In general, all prior year appropriations shall lapse at the end of each fiscal year with any remaining amounts credited against their respective fund balances with the exception of:

Any unexpended, but encumbered amounts, for specific orders outstanding at fiscal year end, and

Unexpended appropriations for major capital projects recommended for carryover by the City Manager.

With City Council approval, these exceptions may be carried over to a succeeding fiscal year and shall be offset by a change to their respective fund balances.

City of Port Hueneme Fund Structure



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FISCAL POLICIES

Reserve Fund Policy

Investment Policy

Purchasing Policy

Budget Policy

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FISCAL POLICIES

RESERVE FUND POLICY

1. POLICY STATEMENT AND PURPOSE

It is the policy of the City of Port Hueneme (“City”) to establish sound financial policies that will serve as guidelines to the City Council and staff for responsible and prudent decision making related to financial matters, and maintaining minimum and targeted reserves. The purpose of this policy is to establish a formal process by which one-time revenues and surpluses are to be allocated and used for funding one-time needs in support of overall City goals and priorities.

2. SCOPE

The scope of this policy is limited to annual budget surpluses, and one-time source of non-recurring revenue. The Policy does not include one-time grants, which by their nature are designated for specific purposes.

GENERAL FUND

1. DEFINITIONS

General Fund Surplus – The City’s budget is a financial plan based on the best information available at the time it is developed. Budgeted revenue and expenditure projections are therefore not exact and may change over time. Through strict monitoring and prudent financial management, the City periodically realizes a General Fund Surplus. A General Fund Surplus, under this Policy occurs within actual General Fund revenues exceed expenditures, after fulfilling all annual auditing and financial reporting requirements.

One-Time Revenues – Non-recurring resources generated by one-time events, which may include, but are not limited to the following:

- Sale of City-owned assets or property
- Litigation Settlements
- Development Agreements

FISCAL POLICIES

One-Time Expenses – Non-recurring and non-operational expenses, typically related to short duration activities or one-time projects, which may include, but are not limited to the following:

- Unmet needs in the City’s Capital Budget, such as Right of Way Projects(streets, sidewalks, curb and gutters, storm drains; major facility maintenance, upgrades or renovations; acquisition, design and construction of new facilities)
- Equipment replacements
- Technology replacements or upgrades
- Emergency repairs of City infrastructure

General Fund Balance Reserve Categories – The City Council has committed to maintaining General Fund reserve balances at appropriate levels to protect City assets, assure availability of cash to meet short-term obligations, address unforeseen events and avoid future debt. The City may establish reserves into a number of categories to address unforeseen emergencies or disasters, legal claims, workers compensation, and significant changes in the economic environment. Pursuant to Government Accounting and Standards Board (GASB) Statement No. 54, the City’s existing fund balances are organized within five classifications:

| <u>CLASSIFICATION</u> | <u>NATURE OF RESTRICTION</u> |
|-----------------------|--|
| • Non-spendable | Cannot be readily converted to cash |
| • Restricted | Externally imposed restriction |
| • Committed | City Council imposed commitment |
| • Assigned | City Manager assigned purpose/intent |
| • Unassigned | Residual balance not otherwise restricted. |
| • | |

Per GASB 54, when the City has the ability to expend various resources in different Fund Balance classifications, the order of use has to be specified. The City’s order of use will be as follows: Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and lastly, Unassigned Fund Balance.

Interest Earnings – The reserves discussed in this document provide guidelines for establishing adequate reserve levels and policies. An important consideration when determining the adequacy of reserve levels and policies is that the City’s reserves are

FISCAL POLICIES

invested, thereby generating interest revenue that contributes to operating revenues. This interest earned on reserve funds can be viewed as an endowment providing additional operating revenues that fund important services to residents. Conversely, as reserves are spent and not replaced, the endowment disappears along with the reserves, further depleting the availability to fund operations.

2. RESPONSIBILITY

Implementation of the Policy is the responsibility of the Finance Department.

3. BACKGROUND

Determining minimum and targeted General Fund reserves is a mechanism that governments can implement to insure adequate levels of fund balance are available to help mitigate current and future risks. A minimum General Fund reserve is generally considered a prudent and conservative fiscal policy to deal with unforeseen situations. The Government Finance Officers of America (GFOA), an international organization that promotes professional management of governments for the public interest, recommends that reserve levels be directly related to the degree of uncertainty a local government faces; the greater the uncertainty, the greater the financial resources necessary. Past experience should be used as a guide, with particular attention being paid to the following:

- Diversity of revenue base
- Dependency on other funds
- Volatility of revenue structure
- Inflationary environment
- Natural or man-made disasters
- Unfunded state, federal or judicial mandates
- Consistent operating surpluses/occasional or frequent operation deficits
- Uneven cash flows, requiring short-term borrowing
- Capital and infrastructure needs

There are additional benefits to establishing a minimum General Fund reserve. Credit rating agencies carefully monitor level of fund balance and unreserved fund balance in government's General Fund to evaluate government's continued credit worthiness. In addition, fund balance levels are a crucial consideration in long-term financial planning. Finally, by their nature, one-time revenues cannot be relied on to support future on-going programs. Use of one-time revenues to fund ongoing programs jeopardizes the City's

FISCAL POLICIES

ability to meet continued service demands and undermines the organization's commitment to fiscal discipline. As a policy and practice, one-time revenues, whether derived from year-end budget surpluses or one-time events, should only be used for the purpose of paying one-time expenses.

Using General Fund Operating Expenditures as the basis for establishing a reserve is one of the most common methods used in cities today. Typically there is less fluctuation and risk in forecasting future expenditures than future revenues. Using General Fund Operating Expenditures is also considered a more conservative basis for establishing General Fund reserves.

NON-SPENDABLE RESERVES:

The portion of the fund balance that includes amounts that are either not in a spendable form or legally or contractually required to be maintained intact.

NOTES RECEIVABLE

The Non-Spendable fund is set aside equal to the amount of the Notes Receivable maintained and the principal payments received for Note Receivable will be reserved and shall be considered restricted.

RESTRICTED RESERVES:

The portion of fund balance that reflects constraints placed on the use of resources (other than non-spendable items) that are either externally imposed by creditors, grantors, contributors, or laws or regulations of other governments; or imposed by law through constitutional provisions or enabling legislation.

COMMITTED RESERVES:

That portion of a fund balance that includes amounts that can only be used for specific purposes pursuant to constraints imposed by formal action by the government's highest level of decision making authority, and remain binding unless removed in the same manner. The City considers a resolution to constitute a formal action for the purposes of establishing committed fund balance. The action to constrain resources must occur within the fiscal reporting period; however the amount can be determined subsequently. City Council imposed Commitments are as follows:

FISCAL POLICIES

1. ECONOMIC UNCERTAINTY

A reserve set aside for future uncertainties such as economic downturns, unanticipated changes in tax and spending policies of the State and County governments, imposition of Federal or State mandates, limitations on the City's taxing and spending levels as the result of voter initiatives, financial impacts of labor agreements, and other unforeseen changes in the economic environment.

Policy and Practice

The policy is to set aside a minimum reserve amount equal to six (6) months of General Fund expenditures, with a target reserve amount equal to eight (8) months of General Fund expenditures from current fiscal year adopted budget. The minimum and target General Fund balances are intended to be a prudent and conservative fiscal policy, which should contribute to the fiscal security of the City. The reserve levels can be changed or used for specific purposes at the discretion of the City Council. There is no maximum unreserved General Fund balance and any reasonable additional reserve above the minimum reserve would provide a greater level of fiscal security for the City.

The minimum reserve may be used for cash flow needs necessitated by unforeseen emergencies, while reserves in excess of the minimum will only be used for one-time uses associated with unexpected events such as economic downturns or temporary reductions in revenues. In general, General Fund Reserve funds will be used for one-time uses only. Once established, appropriations from the General Fund Reserve funds commitment can only be made by formal City Council action.

The reserve level will be calculated using the prior fiscal year's Adopted General Fund Budgeted expenditures. General Fund Reserve funds will be evaluated annually in conjunction with the development of the City's 5-year Financial Forecast and Annual Operating Budget process. Staff recommendations will be made to the City Council annually on the available funds and appropriate reserve levels. Should the General Fund Reserve commitment be used, and its level fall below the minimum amount of six (6) months of General Fund expenditures, the goal is to replenish the fund to the minimum amount within two fiscal years or a plan developed to return the General Fund Reserve back to the minimum level.

FISCAL POLICIES

2. CATASTROPHIC EMERGENCY

The Catastrophic Emergency fund is available for use in the event of actual or threatened existence of conditions of disaster or of extreme peril to the safety of person and property within this City caused by such conditions as fire, flood, epidemic, riot, earthquake, tsunami, nuclear disaster, tornado, or terrorism.

Policy and Practice

The minimum and targeted budgeted reserve should be equal to 10% of annual General Fund budgeted operating expenditures.

3. COMPENSATED ABSENCES

The primary purpose of paid leave is to provide for compensated time off for personal, vacation or sickness as appropriate and approved. However, under certain circumstances, typically at separation from service, some employees have the option of receiving cash-out payments for some accumulated leave balances. The Compensated Absences Fund is utilized primarily as a budget smoothing technique for such leave bank liquidation.

Policy and Practice

The contribution rate will be set to cover estimated annual cash flows based on a three-year trailing average. The minimum cash reserve should not fall below that three-year average. The maximum cash reserve should not exceed fifty percent (50%) of the long-term liability. Each department will make contributions to the Compensated Absence based on a percentage of salary with the goal to reach the minimum over 3 years.

4. PERS LIABILITY/HEALTHCARE

The PERS liability and Healthcare fund is utilized to set aside funds for PERS and healthcare costs either to pay down future liabilities or smooth large increases anticipated for the next budget cycle, whichever is the most fiscally advantageous.

Policy and Practice

Policy is at minimum to set aside prior two years of PERS pension and healthcare costs. Each department will make contributions to the PERS Liability and healthcare reserve based on a percentage of PERS and healthcare costs with the goal of reaching the minimum over 5 years.

FISCAL POLICIES

5. RISK MANAGEMENT

The Risk Management fund is utilized to set aside funds to cover unanticipated insurance costs that exceed the regularly budgeted amount.

Policy and Practice

Policy is to set aside an amount equal to 50% of annual property, liability and worker's compensation insurance expenses from current fiscal year adopted budget, but with a minimum target of no less than \$500,000.

6. CAPITAL IMPROVEMENTS

The Capital Improvements fund is utilized to set aside funds to cover capital and infrastructure improvements throughout the City.

Policy and Practice

Policy is to set aside a minimum of the total of next three years of capital improvement projects identified in the Capital Improvement Plan from the current year's adopted budget, with the target of five years of capital improvement projects.

7. VEHICLE AND EQUIPMENT REPLACEMENT

The Vehicle and Equipment Replacement fund is utilized to set aside funds to cover vehicle and equipment replacement used by City employees.

Policy and Practice

Policy is to set aside a minimum of the total of next three years of vehicles and equipment identified for replacement, with the target of five years of replacement.

8. TECHNOLOGY IMPROVEMENTS

The Technology Improvements fund is utilized to set aside funds to cover upcoming technologic needs throughout the City.

Policy and Practice

Policy is to set aside a minimum of \$100,000 to fund technologic improvements and a target amount of \$500,000.

FISCAL POLICIES

ASSIGNED:

That portion of a fund balance that includes amounts that are constrained by the City's intent to be used for specific purposes but that are not restricted or committed. This policy hereby delegates the authority to the City Manager or designee to modify or create new assignments of fund balance. Constraints imposed on the use of assigned amounts may be changed by the City Manager or his designee. Appropriations of balances are subject to budget adoption and administration.

When the City Manager or designee authorizes a change in General Fund, Assigned Fund Balance, City Council shall be notified quarterly.

1. OPERATING CONTINGENCY

This provides the use funds for one-time unanticipated operational needs not otherwise anticipated or included in budget, within limits of the City Manager's discretionary authority without needing prior Council approval.

Policy and Practice

Policy is to set aside \$100,000.

2. CITY COUNCIL CONTINGENCY

This provides the Council a use of funds to take advantage of one-time unforeseen opportunities or problems that may occur during the budget cycle.

Policy and Practice

Policy is to set aside \$50,000.

UNASSIGNED FUND BALANCE:

The residual portion of available fund balance that is not otherwise restricted, committed or assigned.

Policy and Practice

Policy is to transfer any surplus/deficit fund balance on an annual basis to the Committed Reserve fund as designated by the City Manager.

FISCAL POLICIES

ENTERPRISE FUNDS

DESIGNATED OPERATING RESERVES:

Enterprise Funds (Water, Wastewater, and Solid Waste) shall be operated in a manner similar to private business enterprises. As such, all costs including direct and indirect personnel costs, and depreciation will be supported by their own rates and/or grants and shall not be subsidized by the General Fund. The City's Enterprise Funds will strive to maintain reserves equal to three months of operating expenses.

EQUIPMENT/FURNISHINGS/VEHICLES REPLACEMENT DESIGNATED RESERVE:

A reserve for replacement of equipment, computers, furnishings, and vehicles equal to 100% of accumulated depreciation, to fund replacement of these items when they reach the end of their useful lives, is to be maintained.

FACILITY REPLACEMENT DESIGNATED RESERVE:

A reserve for the rehabilitation and replacement of facilities equal to 60% of accumulated depreciation, to fund the rehabilitation or replacement costs of existing buildings, recreational facilities, and parks/sports fields, and other fixtures when they reach the end of their useful lives, is to be maintained.

CAPITAL PROJECTS (INFRASTRUCTURE):

Capital projects (infrastructure) may consist of expensive, but non-recurring, improvements. Capital financing (long term debt) and/or cash will be evaluated as to which would be in the best long-term interests of the City. If projects are financed, the term of the debt service shall not exceed the expected useful life of the project.

FISCAL POLICIES

SPECIAL REVENUE FUNDS

DESIGNATED OPERATING RESERVES:

Special Revenue Funds are used to account for revenue derived from specific taxes or other earmarked revenue sources (other than for major projects) that are restricted by law or administrative action to expenditures for specified purposes. Where possible, reserves for Special Revenue Funds (e.g. Gas Tax Fund) will be adopted at the same levels as the General Fund, as long as they do not conflict with legal or grantor requirements.

DEBT SERVICE FUNDS

Reserve levels for Debt Service Funds will be established as prescribed by the bond covenants adopted at the time of the issuance of debt.

FISCAL POLICIES

INVESTMENT POLICY

POLICY

It is the policy of the City to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the City and conforming to all state and local statutes governing the investment of public funds.

This Investment Policy is set forth by the City of Port Hueneme (the City) for the following purposes:

1. To establish a clear understanding for the City Council, City Management, responsible employees, citizens and third parties of the City's objectives, policies and guidelines for the investment of idle and surplus funds.
2. To offer guidance to investment staff and any external investment advisors on the investment of City funds. Any bank, savings association, federal financial association, or federally insured industrial loan company receiving City money must have an overall rating of not less than "satisfactory" in its most recent evaluation by the appropriate federal financial supervisory agency of its record of meeting the credit needs of California's communities, including low-and moderate-income neighborhoods, pursuant to Section 2906 of Title 12 of the United States Code (Government Code 53635). The City Council has delegated, by resolution, the authority to invest to the City Treasurer subject to the limitations set forth in the Investment Policy and Investment Guidelines.
3. To establish a basis for evaluating investment results.

OBJECTIVES

The objectives of this investment policy are, in order of priority:

1. To ensure safety of invested funds.
2. To assure ongoing compliance with all Federal, State and local laws governing the investment of moneys under the control of the City Treasurer.to maintain sufficient liquidity to meet cash flow needs.
3. To attain a "market average rate of return" consistent with the primary objectives of safety and liquidity.

FISCAL POLICIES

PRUDENCE

1. The Prudent Person Standard shall be used by investment officials, and shall be applied in the context of managing an overall portfolio.
2. **The Prudent Person Standard:** Governing bodies of local agencies or persons authorized to make investment decisions on behalf of those local agencies investing public funds pursuant to this chapter are trustees and therefore fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the Agency that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency. Within the limitations of this section and considering individual investments as part to an overall strategy, a trustee is authorized to acquire investments as authorized by law.

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the primary objective of a trustee shall be to safeguard the principal of the funds under its control. The secondary objective shall be to meet the liquidity needs of the depositor. The third objective shall be to achieve a return on the funds under its control.

ETHICS AND CONFLICTS OF INTEREST

All bond issue providers including but not limited to underwriters, bond counsel, financial advisors, brokers and dealers, will disclose any fee sharing arrangements or fee splitting to the City Manager prior to the execution of any transactions. The providers must disclose the percentage share and approximate dollar amount share to the City prior to the execution of any transactions.

FISCAL POLICIES

OPERATIONS AND PROCEDURAL MATTERS

SCOPE

This investment policy applies to all financial assets and investment activities of the City. These funds are accounted for in ALL City entity's Annual Financial Reports and include:

1. General Fund
2. Special Revenue Funds
3. Enterprise Funds
4. Capital Projects Fund
5. Debt Service Funds
6. Redevelopment Successor Agency
7. Housing Successor Agency
8. Housing Authority
9. Surplus Property Authority

The following are exceptions:

1. The City's Deferred Compensation Plan is excluded because it is managed by a third party administrator and invested by individual plan participants.
2. Proceeds of debt issuance shall be invested in accordance with the investment objectives of the City as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures. All deviations from investments authorized in this policy for other City funds shall be disclosed to the City Council at the time bond documents are considered for approval. Proceeds of debt issuance shall be subject to the operational and reporting requirements of this policy.

DELEGATION OF AUTHORITY

1. Authority to manage the City's investment program is derived from the California Government Code Sections 53600 *et seq.*
2. The City of Port Hueneme Municipal Code, Chapter 4, Section 2301 and Chapter 6, Section 2502, authorizes the City Treasurer to invest funds in accordance with California Government Code Section 53600 *et seq.* The Treasurer shall be responsible for all transactions undertaken by the City's internal staff, and shall establish a system of controls to regulate the activities of internal staff and external investment advisers.

FISCAL POLICIES

3. In the absence of the City Treasurer, investment responsibilities are hereby delegated to the Acting Treasurer who shall be (a) the Budget and Finance Manager, and in his/her absence (b) the City Manager.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

1. The Treasurer will maintain a list of financial institutions authorized to provide investment services to the City pursuant to Government Code Section 53601.5. Within this Government Code authority, institutions eligible to transact investment business with the City include:
 - a. Primary government dealers as designated by the Federal Reserve Bank.
 - b. Nationally or state-chartered banks
 - c. The Federal Reserve Bank, and
 - d. Direct issuers of securities eligible for purchase by the City.
2. Selection of financial institutions and broker/dealers authorized to engage in transactions with the City shall be at the sole discretion of the City.
3. The Treasurer shall obtain information from qualified financial institutions to determine if the institution makes markets in securities appropriate for the City's needs, can assign qualified sales representatives and can provide written agreements to abide by the conditions set forth in the City of Port Hueneme Investment Policy. Investment accounts with all financial institutions shall be standard non-discretionary accounts and may not be margin accounts.
4. All financial institutions which desire to become qualified bidders for investment transactions must supply the Treasurer with the following:
 - a. Audited financial statements for the institution's three most recent fiscal years.
 - b. At least three references from California local agencies whose portfolio size, investment objectives and risk preferences are similar to the City's.
 - c. A statement certifying that the institution has reviewed the California Government Code Section 53600 *et seq.* and the City's Investment Policy and that all securities offered to the City shall comply fully and in every instance with all provisions of the Code and with this Investment Policy.

FISCAL POLICIES

5. The signatures of two individuals shall be required for the opening and closing of any bank account and broker account (the Treasurer or City Manager, and the Mayor or Mayor Pro Tem). The Accounting and Revenue Manager, who is independent of the investment function, shall keep a record of all opened and closed accounts. On an annual basis, the Accounting and Revenue Manager shall provide this list of accounts to the City's independent auditor.
6. Public deposits shall be made only in qualified public depositories within the State of California as established by State law. Deposits shall be insured by the Federal Deposit Insurance Corporation, or, to the extent the amount exceeds the insured maximum, shall be collateralized with securities in accordance with State law.
7. Selection of broker/dealers used by external investment advisers retained by the City shall be at the sole discretion of the investment advisers.

DELIVERY VS. PAYMENT

All investment transactions of the City shall be conducted using standard delivery-vs.-payment procedures.

SAFEKEEPING OF SECURITIES

To protect against potential losses by collapse of individual securities dealers, and to enhance access to securities, interest payments and maturity proceeds, all securities owned by the City shall be held in safekeeping by a third party bank trust department, acting as agent for the City under the terms of a custody agreement executed by the bank and by the City. However, as to the minimum legal requirement per Government Code Sections 53601 and 53608, as long as the securities for safekeeping are in the name of or under the control of the agency and kept in a legally separate trust department, they can be held by the same firm from which they were purchased.

PERMITTED INVESTMENTS AND PORTFOLIO RISK MANAGEMENT

All investments shall be made in accordance with the restriction of Sections 53600 *et seq.* of the Government Code of California and as described within this Investment Policy. Permitted investments under this policy shall include the following investments pursuant to the limitations set forth in Government Code Section 53601.

1. Savings accounts and other time accounts of Commercial Banks or Savings and Loans, Commercial Banks insured by the Federal Deposit Insurance Corporation.

FISCAL POLICIES

2. Money Market Mutual Funds that invest in shares of beneficial interest (mutual funds) issued by diversified management companies investing in securities/obligation authorized by California Government Code Section 53600 *et. seq.*, and complying with Section 53630, are permitted investments.
3. Certificates of Deposit of Commercial Banks or Savings and Loans insured by Federal Deposit Insurance Corporation.
4. Treasury Bills, Treasury Notes, and Treasury Bonds which are guaranteed by the full faith and credit of the United States of America with a maturity of less than four years. All securities must be purchased on a full delivery vs. payment basis where the securities are delivered at the time the City releases funds for their purchase.
5. U.S. Agencies including, but not limited to, the Federal Farm Credit Bank System (FFCB), the Federal Home Loan Bank (FHLB), the Federal Home Loan Mortgage Corporation (FHLMC), the Student Loan Mortgage Administration (SLMA), and the Federal National Mortgage Association (FNMA) and those insured by the Federal Housing Administration (FHA). The purchase of instruments of, or issued by a federal agency or a United States government sponsored enterprise will be limited to a maximum maturity of five years.
6. Local Agency Investment Fund (L.A.I.F.) Pool.
7. County of Ventura Investment Pool.
8. Negotiable Certificates of Deposit (NCDs). NCD's must be issued by institutions which have long term debt rated "A" or higher by Standard & Poor's or "A2" by Moody's; and/or have short term debt rated at least A1 by Standard & Poor's or P1 by Moody's. Maturity shall not exceed 180 days and no more than 20 percent of the total portfolio may be invested in NCDs.
9. Banker's Acceptances, provided they are issued by institutions, the short term obligation of which, are rated a minimum of P1 by Moody's Investor Services (Moody's) or A1 by Standard & Poor's (S & P). Banker's Acceptances must be eligible for purchase by the Federal Reserve System, maturity shall not exceed 180 days and no more than 20 percent of the total portfolio may be invested in Banker's Acceptances.
10. Commercial Paper, provided the issuer is a corporation organized and operating in the United States with assets in excess of \$500 million, the paper is rated a minimum of P1 by Moody's and A1 by S & P, the maturity does not exceed 180 days from the date of purchase, and no more than 15 percent of the portfolio is invested in Commercial Paper.

FISCAL POLICIES

11. Mutual Funds that invest solely in United States Treasury instruments with an average maturity of less than two years, provided they have triple “A” ratings by Moody’s and S & P, their fund shall have an Advisor who is registered with the Securities and Exchange Commission, or which is exempt from such registration and any such fund shall be registered with the Securities and Exchange Commission. Additionally, any mutual fund considered for investment shall have a minimum of \$500 million in total portfolio value with no more than 10 percent of the portfolio invested in any one fund and the City’s investment in all mutual funds shall not exceed 15 percent of the City’s total portfolio.

PROHIBITED INVESTMENTS AND PRACTICES

1. Any investment not authorized by Government Code Section 53600 et seq.
2. Investment in mortgage-backed bonds and collateralized mortgage obligations (CMO’s) is prohibited, even if such bonds are issued by agencies of the United States Government.
3. State law notwithstanding, any investments not specifically described herein including, but not limited to, medium term corporate notes, mutual funds (other than government money market funds as described in the proceeding section (#11), unregulated and/or unrated investment pools or trusts, except as specified above, futures and options, strips, variable rate securities and securities with embedded options.
4. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
5. Purchasing or selling securities on margin is prohibited.
6. The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.
7. Borrowing for investment purposes is prohibited.
8. Any investment that could result in zero interest accrual if held to maturity.

MONTHLY REPORTING

A comprehensive investment report shall be submitted by the Treasurer to the City Manager and the City Council within 30 days of the last day of the month, to be agendized for official action at the first regular Council meeting thereafter. The monthly Treasurer’s report shall disclose, at a minimum, the following information:

FISCAL POLICIES

- A list of all investments owned by the City,
- The type or kind of each investment
- The issuer of each investment,
- The date of each investment's maturity,
- The par and dollar amount invested for each security,
- The credit quality, as determined by one or more nationally recognized credit rating services, of each investment,
- Standard & Poors or Dunn & Bradstreet Rating,
- Cash held by the City,
- A statement as to whether the City's investments comply with this Policy, and if not, why not,
- A statement of the City's ability to meet its expenditure requirements for the next six months.

LIMIT ON TERM OF MATURITY

The City Finance Director or his/her representative is not to invest any City monies in investments allowed under this policy, which have a term remaining to maturity in excess of five years from the term of investment, unless the City Council has granted express authority to make such investment. The City Finance Director must request authority from the legislative body prior to the date of investment.

INTERNAL CONTROLS

The Treasurer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the entity are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. Internal controls shall be designed to provide reasonable assurance that these objectives are met. Internal controls shall be in writing and shall address the following points: control of collusion, separation of transaction authority from accounting and record keeping, safekeeping of assets and written confirmation of telephone transactions for investments and wire transfers.

ANNUAL AUDIT

The Treasurer shall establish an annual process of independent review by an external auditor to assure compliance with internal controls.

ANNUAL REPORTING

The investment policy may be reviewed and adopted annually to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

FISCAL POLICIES

PURCHASING POLICY

PURPOSE: This Purchasing Policy has been prepared to translate purchasing information from the Municipal Code into everyday practices and procedures. On April 7, 1999, a Revised Purchasing and Bidding Ordinance (NO. 627) was enacted to establish efficient procedures for the purchases of supplies, services, and equipment at the lowest possible cost commensurate with quality needed; to exercise financial control over purchases; and to clearly define authority for the purchasing function. The Purchasing Officer or his/her designee shall be responsible and have general supervision of the purchasing functions.

FORM: Whenever any department requires the purchase or acquisition of materials, supplies, or services for the proper functioning of such department, it shall order the purchases from among currently approved vendors, subject to budgeted dollar constraints, in either written or verbal form. Upon invoicing from the vendor, the department shall clearly mark the budget account number(s) to be charged upon payment.

AUTHORIZATION

The director of the department and/or his/her designee ordering the materials or services shall sign written invoices. The department director may designate department personnel with authorization limits, as he/she deems necessary.

AUTHORIZATION SIGNATURE LIST

The authorized Signature List certifies those departmental personnel who are authorized to sign departmental purchase orders, receiving reports, invoices, and requests for payment. The list is maintained within the Finance Department. The following items relate to this list.

One copy of the list should be retained by the Finance Department and one copy by the issuing department.

The list shall be reviewed semi-annually by the department with any changes promptly submitted to the Finance Department.

Whenever any changes are made to the list, the signature of the Department Director is required.

PURCHASING AUTHORITY AND RESPONSIBILITIES

There are three (3) levels of authority for normal purchases: Department Award, City Manager Award and City Council Award. Authority is established by the dollar amount of the purchase.

FISCAL POLICIES

Except as permitted by the exceptions listed in “Use of Procedures not Required” section, a formal purchase order, approved by the Department Director is required for all purchases exceeding Two Thousand Five Hundred and no/100 Dollars (\$2,500). For purchases fewer than Two thousand Five Hundred and no/100 Dollars (\$2,500) a formal purchase order is not required. However, purchase orders may be issued, regardless of amount, when required by the vendor, or when the complexity of the contract demands a formal document for clarity.

No purchase will be approved or undertaken unless an appropriation has been established, through either the adopted bi-annual budget or City Council approval of additional appropriations.

Departments need to anticipate their needs well in advance, in order in minimize the need for emergency purchases.

The dollar limits for purchases and bids are established by ordinance. Purchases shall not be split to avoid the required procedures or certain dollar amounts.

Compleitive quotations will be sought based on established dollar limits.

Approval of purchases of supplies, materials, equipment, or services are made according to the following schedule:

LIMITS (\$2,501 - \$10,000)

Written purchase orders shall not be required for purchases or acquisitions under the amount of Two Thousand Five Hundred One and no/100 Dollars (\$2,501). Such purchases may be made from petty cash (maximum purchase \$20.00) or via the normal accounts payable process.

For expenditures over Two Thousand Five Hundred One and no/100 Dollars (\$2,501) and under Ten Thousand and no/100 Dollars (\$10,000), the department shall first solicit at least three (3) informal bids diligently attempting in good faith to obtain the best value for the City. The department shall prepare a written purchase order. The user department director or his/her designee shall record all informal bids (Attachment B) and submit copies with the purchase order. Purchase orders are not valid until all required signatures have been obtained.

LIMITS (\$10,001 - \$25,000)

For expenditures over Ten Thousand One and no/100 Dollars (\$10,001) and under Twenty Five Thousand and no/100 Dollars (\$25,000), the department director or his/her designee shall record all informal bids (attachment B) and submit copies with the Purchase Order. City employees shall not be authorized to sign, issue or deliver any purchase order, or accept any delivery of

FISCAL POLICIES

goods or services, in excess of the sum of Ten Thousand One Dollars (\$10,001) in value until such time as the City Manager has authorized same in writing and any such purchase orders or acceptance of goods in excess of Ten Thousand One Dollars (\$10,001) in value without the prior written approval of a purchase order by the City Manager shall be void (Section 2560, Revised Purchasing and Bidding Ordinance).

LIMITS (\$25,001 & ABOVE)

The City Manager and department directors shall not be authorized to sign, issue, or deliver any purchase order or accept any delivery of goods or services, in excess of the sum of Twenty Five Thousand One Dollars (\$25,001) in value until such time as the City Council shall have authorized the purchase. The same applies on any purchase orders or acceptance of goods in excess of Twenty Five Thousand One Dollars (\$25,001) in value without the prior approval of the City Council shall be void (Section 2561, Revised Purchasing and Bidding Ordinance).

USE OF PROCEDURES NOT REQUIRED

The procedures and provisions set forth may be dispensed with, at the discretion and judgment of the City Manager as to the best interests of the City, as follows:

1. When an emergency requires that an order be placed with the nearest available source of supply;
2. When the item(s) to be purchased can be obtained from only one vendor or supplier;
3. When the purchase will be made cooperatively with one or more other units of government, or by use of another agency's bid procurement procedure, provided it meets the standards established by this chapter;
4. When reasonably necessary for the preservation or protection of public peace, health, safety or welfare of persons or property; or
5. When, given the indeterminate nature of the City's need, a request for proposal will result in a more favorable and efficient comparison of materials, supplies or services.

CONFLICT OF INTEREST/THIRD PARTY TRANSACTIONS

It is important to maintain public trust and confidence in the integrity of purchasing transactions. Any City employee who has a real or perceived conflict of interest should refrain from participation in the transaction.

FISCAL POLICIES

BUDGET POLICY

PURPOSE

To provide guidelines for all City departments in preparation of budget requests, to assist Council in making informed decisions about the provision of services and capital assets, and to involve and promote effective communication with the community during the process.

A. Budget Objectives

The objectives of this budget policy are:

1. To identify community needs for essential services.
2. To organize the resources required to provide these essential services.
3. To establish policies and goals which define the nature and level of services required.
4. To identify activities performed in delivering services.
5. To propose objectives for improving the delivery of services.
6. To identify and appropriate the resources required to perform activities and accomplish objectives.
7. To set standards to measure and evaluate:
 - a. Revenues.
 - b. Expenditures.
 - c. Fund Balances.

B. The City Council shall adopt an annual budget for the ensuing fiscal year no later than June 30 of each year.

1. City Council will conduct a strategic planning session that will include:
 - a. Identify budget priorities for the ensuing fiscal year (e.g., public safety, safe and affordable housing, etc.)
 - b. Aligning the Strategic Plan with the budget and identifying funding to deliver additional services.

FISCAL POLICIES

2. The City Council will conduct a budget study session outlining the recommended budget for the ensuing fiscal year.
3. The City Council will adopt a resolution appropriating and approving the budget for the ensuing fiscal year.

C. Budget Carryovers

In general, all prior year appropriations shall lapse at the end of each fiscal year with any remaining amounts credited against their respective fund balances with the exception of:

1. Any unexpended, but encumbered amounts, for specific orders outstanding at the fiscal year end.
2. Unexpended appropriations for major capital projects recommended for carryover by the City Manager.

With City Council approval, these exceptions may be carried over to a succeeding fiscal year and shall be offset by a change to their respective fund balances.

D. Budget Appropriations/Transfers

Department Directors are expected to control the budget by program level within each fund. Directors also have discretion to exceed the budget of individual accounts within a program as long as the program budget is not exceeded. Flexibility is granted to facilitate management's ability to fulfill a department's operational mission and reduce the number of budget adjustments that would be required to control by individual account number.

Within the framework of the budget policy, there are a number of additional restrictions on certain expenditure classifications and specific accounts. These restrictions are as follows:

1. All budget appropriations must be approved by City Council before expenditures are incurred. The Financial Services Director may authorize budget transfers not exceeding \$1,000 between line items within major categories of department budgets. Transfer requests exceeding \$1,000 must be approved by the City Manager before expenditures are incurred. The only exception is a bonafide emergency, as approved by the City Manager.
2. Salaries and fringe benefits budget savings cannot be used to augment any other type of expenditure classification (e.g. capital outlay).

FISCAL POLICIES

3. Maintenance and operations savings may not be used to fund capital outlay or capital improvements.
4. Individual capital improvement projects, which are accounted for by capital project number, must remain within the project budget and cannot be offset by another capital project number.
5. Travel and training budgets may not be over budget in any program regardless of savings in other maintenance and operations accounts.
6. The Financial Services Director may authorize transfer requests between divisions not exceeding \$1,000. Transfer requests between divisions above \$1,000 can be approved by the City Manager. Transfer requests between divisions must contain adequate justification and must be submitted similar to other budget adjustments (except for the need to schedule on a City Council agenda).

D. Goal Status Reports

The status of major objectives will be reported to the City Council on an ongoing, periodic basis, but not limited to the midyear review and the annual budget study session.

E. Mid-Year Budget Reviews

The City Council will formally review the City's financial condition no later than March of each year and amend the budget, as necessary.

F. Balanced Budget

The City will strive to maintain a balanced budget. This means that, generally speaking:

1. Operating revenues must fully cover operating expenditures, including debt service.
2. Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, under this circumstance, the following will occur to cover the deficit: 1) a transfer will be made from Redevelopment Agency Notes principal owed to the General Fund; or 2) Fund balance will be used.
3. Beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time" nonrecurring expenditures.

FISCAL POLICIES

4. Ending fund balance (or working capital in the enterprise funds) must meet minimum policy levels as defined in the Reserve Policy.

FINANCIAL REPORTING

A. Annual Reporting

The City will prepare annual financial statements as follows:

1. The City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an auditor's unqualified opinion.
2. The City will use Generally Accepted Accounting Principles (GAAP) in preparing its annual financial statements, and will strive to meet the requirements of the California Society of Municipal Finance Officers Excellence in Operating Budget Award in Financial Reporting program.
3. The City will issue audited financial statements within 180 days after year-end.
 - a. If a management letter is received by the auditors, the Financial Services Director will distribute it to the City Manager within one week of receiving the final management letter along with written responses to the items included in the letter.
 - b. If a management letter is not remitted by the auditors, the auditors will provide a written acknowledgement that no management letter is forthcoming and, within one week, the Financial Services Director will forward a copy of that acknowledgement to the City Manager.

B. Interim Reporting

The Financial Services Director will prepare and issue timely interim reports on the City's financial status to the City Council and staff. This includes:

1. Monthly revenue and expenditure report to the City Manager and Department Directors, either electronically or hard copy.
2. Mid-year budget reviews.
3. Status reports during budget review process.

C. Budget Administration

FISCAL POLICIES

The City Council may, by majority vote of the City Council members, amend or supplement the budget at any time after its adoption. The City Manager has the authority to make administrative adjustments to appropriations as long as there is no funding source incompatibility and provided those changes do not increase overall appropriations.

GENERAL REVENUE MANAGEMENT

A. Diversified and Stable Revenue Base

The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any single revenue source.

C. Long-Range Focus

The City Council will emphasize and facilitate long-range financial planning through the development of a one-year budget and a five-year capital improvement plan.

GLOSSARY OF BUDGET TERMS

Appropriation - An authorization by the City Council to expend money and incur obligations for specific purposes.

Assessed Valuation - A dollar value placed upon real estate or other property by the County Assessor's Office, as a basis for levying property taxes.

Audit - A review of the City's accounts by an independent accounting firm to verify that the City's financial statements accurately reflect the City's financial position.

Beginning/Ending Fund Balance (Unappropriated) - Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal years expenditures/expenses. This is not necessarily cash on hand.

Bond - A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate.

Budget - A financial plan consisting of an estimate of proposed expenditures and their purposes for a given period, and the proposed means of financing.

Capital Improvement - A permanent major addition to the City's real property assets, including the design, construction, or purchase of land, buildings or facilities, or major renovations of same.

Capital Improvement Plan - A financial plan of proposed capital improvement projects and the means of financing them for a given period of time, normally five years.

Capital Outlay - A budget category, which includes equipment having a unit cost of more than \$5,000 and an estimated useful life of more than five years.

Debt Service - Payment of interest and principal on an obligation resulting from the issuance of bonds, notes, or certificates of indebtedness.

Department - An organizational unit composed of one or more divisions.

Designated Reserve - Funds specifically appropriated and set aside for anticipated expenditure requirements.

Encumbrance - A commitment of funds for goods or services on order.

Enterprise Fund - A fund established to account for the total costs of those governmental facilities and services, which are operated in a manner similar to private enterprises. These programs are entirely or predominantly self-supporting.

GLOSSARY OF BUDGET TERMS

Entitlement - Grant or subvention funds available to the City on the basis of population or other established criteria, rather than based on competition or unique factors among agencies.

Fiduciary Funds - Trust or agency funds used to account for assets held by a governmental unit in a trustee capacity, or as an agent for individuals, private organizations, or other government units and/or other funds. Agency funds are purely custodial (assets = liabilities) and thus do not involve measurement results of operation.

Fiscal Year - A twelve-month period of time. The City of Port Hueneme's fiscal year begins July 1 and ends June 30 of each year.

Full-Time Equivalent - The amount of time a regular full or part-time position has been budgeted for in terms of the amount of time an employee works in a year.

Fund - An independent fiscal and accounting entity used to set forth the financial position and results of operations related to the specific purpose for which the fund was created.

Fund Balance - The amount of financial resources available for use. Generally, this represents the detail of the entire annual operating surpluses and deficits since the fund's inception.

General Fund - The City's principal operating fund, which is supported by taxes and fees, that can be used for any legal government purpose.

General Obligation Bond - Bonds used for various purposes and repaid by the regular (usually the General Fund) revenue raising powers of the City.

Grants - Contributions or gifts of cash or other assets from another governmental entity to be used or expended for a specific purpose, activity or facility. An example is the Community Development Block Grant given by the Federal government.

Infrastructure - Facilities on which the continuance and growth of a community depend on; such as roads, water lines, sewers, public buildings, parks, and so forth.

Interfund Transfers - Money transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

Levy - To impose taxes, special assessments or service charges for the support of governmental activities (verb); the total amount of taxes, and/or special assessments and/or service charges imposed by a governmental agency (noun).

GLOSSARY OF BUDGET TERMS

Long-Term Debt - Debt with a maturity of more than one year after the date of issuance.

Maintenance and Operation - A budget category that includes all expenses except personnel and capital outlay costs. Examples include office supplies, minor equipment, motor vehicle expense, and professional and contractual services.

Net Assets – The difference between assets and liabilities.

General Government - Program costs that do not relate to any one department but represent costs of a general Citywide nature, such as debt service and appropriated reserve.

Nondiscretionary - Resources that are legally restricted to expenditures for specific purposes.

Operating Budget - Appropriation of funds for ongoing program costs, including personnel services, supplies, equipment and debt service.

Proprietary Fund - Funds used to account for the City's ongoing activities, which are similar to those found in the private sector. The proprietary fund measurement focus is *capital maintenance* (as in the private industry), with emphasis on net income determination.

Reserve - An account used to earmark a portion of the fund balance as legally segregated for a specific use.

Revenues - Amounts received from taxes, fees, permits, licenses, interest and intergovernmental sources during the fiscal year.

Special Revenue Funds - This fund type collects revenues that are restricted by the City, State or Federal Government as to how the City might spend them.

Subventions - Revenues collected by the State (or other level of government) that are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu and gasoline taxes.

Tax and Revenue Anticipation Notes (TRANS) - Notes (sometimes called warrants) issued in anticipation of collection of taxes. Money from this source is used to provide adequate *cash flow* for ongoing expenses until taxes are collected.

Unappropriated Fund Balance - The part of undesignated fund balance consisting of the excess of current year revenues over appropriations.

ACRONYMS

| | |
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| ADDI | American Dream Downpayment Initiative |
| ARRA | American Recovery and Reinvestment Act |
| BJA | Bureau of Justice Assistance |
| CC | Central Community |
| CC&R | Covenants, Conditions and Restrictions |
| CD | Certificate of Deposit |
| CDBD/CDBG | Community Development Block Grant |
| CEQA | California Environmental Quality Act |
| CIBCSO | Channel Islands Beach Community Service District |
| CIP | Capital Improvement Program |
| CJPIA | California Joint Powers Insurance Authority |
| COP | Certificates of Participation |
| COPH | City of Port Hueneme |
| COPS | Citizens Option Public Safety |
| CPI | Consumer Price Index |
| CSMFO | California Society of Municipal Finance Officers |
| CUP | Conditional Use Permit |
| EDA | Economic Development Administration |
| EECBG | Energy Efficient and Conservative Block Grant |
| EOC | Emergency Operations Center |
| ERAF | Educational Revenue Augmentation Fund |
| FEMA | Federal Emergency Management Agency |
| FHLB | Federal Home Loan Bank |

ACRONYMS

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|-------|--|
| GAAP | Generally Accepted Accounting Principals |
| GASB | Governmental Accounting Standards Board |
| GCT | Gold Coast Transit |
| HAP | Housing Assistance Program |
| HCV | Section 8 |
| HOPTR | Homeowner's Property Tax Reimbursement |
| HSG | Homeland Security Grant |
| HUD | U.S. Department of Housing and Urban Development |
| IDA | Individual Development Account |
| LAIF | Local Agency Investment Fund |
| MOU | Memorandum of Understanding |
| NBVC | Naval Base Ventura County |
| NCEL | Naval Civil Engineering Laboratory |
| NIJ | National Institute of Justice |
| PERS | Public Employees Retirement System |
| PHAS | Public Housing Assessment System |
| PHWA | Port Hueneme Water Agency |
| POB | Pension Obligation Bonds |
| POST | Peace Officer Standards and Training |
| PSAF | Public Safety Augmentation Fund |
| RAB | Resident Advisory Board |
| RDA | Redevelopment Agency |
| REAC | Real Estate Assessment Center |

ACRONYMS

| | |
|-------|--|
| RFP | Request For Proposal |
| ROPS | Recognized Obligation Payment Schedules |
| RRLP | Residential Rehabilitation Loan Program |
| SB90 | California Senate Bill 90 of 1972 |
| SEIU | Service Employees International Union |
| SEMAP | Section Eight Management Assessment Program |
| SPA | Surplus Property Authority |
| SPU | Special Problems Unit (Police) |
| TBD | To Be Determined |
| TDA | State of California Transportation Development Act |
| VCTC | Ventura County Transportation Commission |
| VIP | Volunteers in Policing (Police) |
| VLF | Vehicle License Fee |

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