

City of Port Hueneme

FY 2019-21 Operating Budget



"The Friendly City by the Sea"

CITY OF PORT HUENEME

250 N. Ventura Road
Port Hueneme, CA 93041
(805) 986-6500

www.ci.port-hueneme.ca.us



City of Port Hueneme

OPERATING BUDGET
FY 2019/20 and FY 2020/21

CITY COUNCIL



Sylvia Muñoz
Schnopp
Council Member



Laura D.
Hernandez
Member Pro



Will Berg
Mayor



Richard W.
Rollins
Council Member



Steven Gama
Council
Member

City Manager

Rod B. Butler

Department Directors

Joe Tanner – Interim Deputy City Manager

Kenneth McDonald – Finance Director

Robert Stewart - Community Development Director

Andrew Salinas – Police Chief

Donald Villafana - Public Works Director

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

'The Friendly City by the Sea'

BUDGET CALENDAR

FY 2019/20 and FY 2020/21

2019 DATE/TIME			LOCATION	RESPONSIBILITY	TASK
Nov 26, 2018	Mon	---		All Departments	Email budget guidelines with fiscal direction from City and Deputy City Manager. Budget workbooks/worksheets open for data entry.
Mar 25	Mon	12:00pm		All Departments	"Budget explanation sheets" and Employee Allocation Sheets emailed to Finance Dept.
Mar 28	Thur	5:00pm	---	All Departments	Update Preliminary Budget numbers from departments and notes in Accounting System
April 15	Mon	6:00pm	Council Chamber	Finance	CAFR Review
April 22	Mon	6:00pm	---	All Departments	Preliminary Decision Packages emailed to Finance
April 29	Mon	---		Finance	Preliminary Budget worksheets submitted to the City Manager
May 13	Mon	7:30am	---	All Departments	Budget is Locked – NO MORE CHANGES given to Finance at Department Level
May 6 thru May 14	Mon /Tue		Large Conference Room	All Departments	City Manager and Finance Review with each Department
May 15	Wed	5:00pm		All Departments	Goals and Objectives for the Budget emailed back to Finance with corrections from Departments.
May 22 and May 29	Wed	2:00pm	Large Conference Room	City Manager/Finance	Follow-up meeting to discuss changes and presentations
May 29	Mon	5:00pm		Finance	Preliminary Budget to Council
May 30	Tue	4:00pm	Council Chamber	All Departments	Budget Workshop

City of Port Hueneme

'The Friendly City by the Sea'

BUDGET CALENDAR

FY 2019/20 and FY 2020/21

Jun 11	Tue	5:00pm	Council Chamber	All Departments	Budget Workshop
Jun 24	Mon	5:00pm	Port Hueneme Community Center	All Departments	City Council Adopts Operating Budget

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.

City of Port Hueneme

"The Friendly City by the Sea"

ABOUT THE CITY

Median Home Price Single Family Homes	
Port Hueneme	\$431,400
Santa Paula	\$461,100
Fillmore	\$426,800
Moorpark	\$645,600

Source: www.bestplaces.net/housing/city/california

Housing Profile:	
Year-Round Dwellings	8,486 units
Occupied Housing Units	7,127 units
Owner Occupied Units	3,045 units
Average Household Size	3.09
Homeowner Vacancy Rate	4.2%

Source: U.S. Bureau of Census, 2017

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 more than half 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 of 35 full-time employees, including 22 sworn officers, 12 support staff, and the Chief of Police. With a service area of less than five square miles, response time is generally within five minutes.

City of Port Hueneme

"The Friendly City by the Sea"

ABOUT THE CITY

General information about Port Hueneme:

Population Breakdown:	
White	29.3%
Hispanic	53.9%
Asian	6.2%
Black	4.7%
Other	5.9%

Source: U.S. Bureau of the Census, 2017

Population Breakdown:	
Under 5 years	8.3%
5 to 14 years	12.10%
15 to 24 years	16.4%
25 to 34 years	21.1%
35 to 44 years	10.7%
45 to 54 years	10.1%
55 to 64 years	10.9%
65 to 74 years	5.2%
75 years and over	5.2%

- The population of Port Hueneme is approximately 24,487 persons.
Source: U.S. Bureau of Census, 2017
- 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 \$42,246.
- The median age is about 30.4 years.
- Port Hueneme is positioned 34.16 degrees north of the equator and 119.20 degrees west of the prime meridian.

City of Port Hueneme

"The Friendly City by the Sea"

ABOUT THE CITY

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

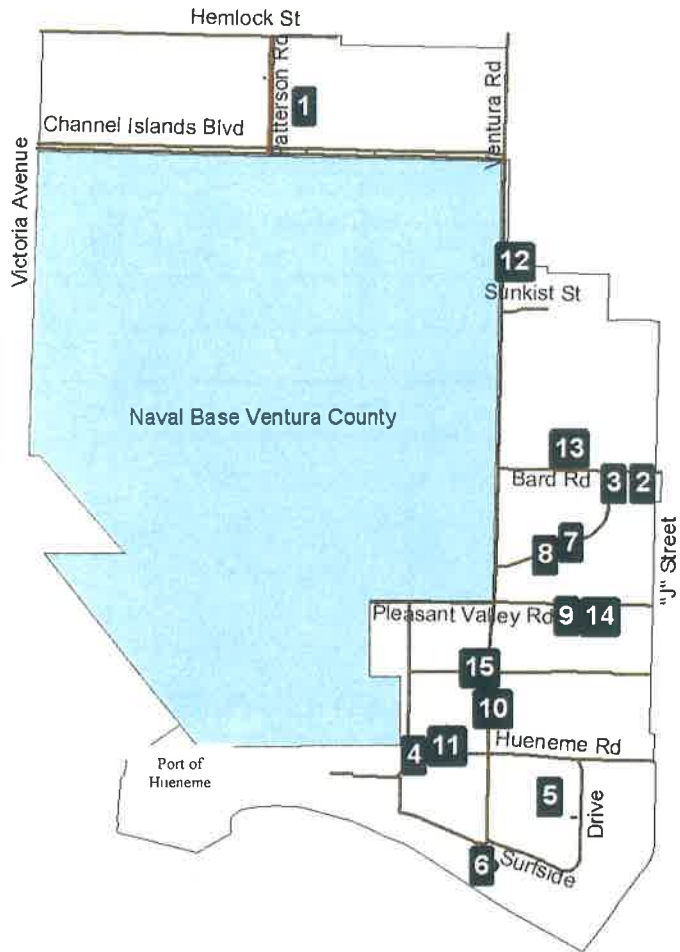
- 1 Bolker Park
- 2 Bard Park
- 3 Bubbling Springs
- 4 Dewar Park
- 5 Moranda Park
- 6 Hueneme Beach

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'

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 44th Assembly District,
Jacqui Irwin

State Senate..... 19th State Senate District,
Hannah-Beth Jackson

U.S. Representative 26th Congressional District, Julia Brownley

Area 4.5 square miles

Population..... 24,487

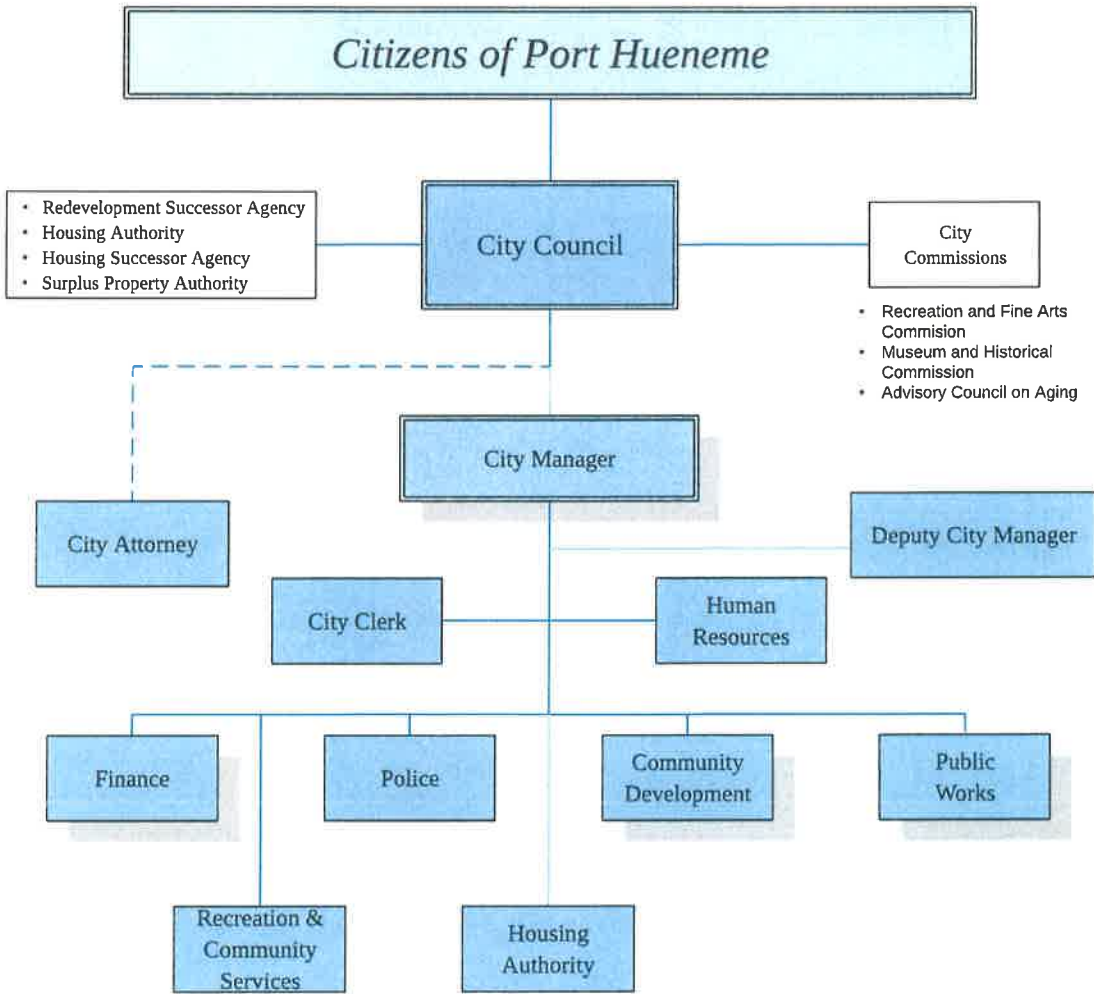
Police Protection..... 22 Sworn Officers, 12 Support, 1 Chief

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



Organization Chart



BUDGET MESSAGE

City Manager's Budget Message

July 2019

Honorable Members of the City Council:

INTRODUCTION

We are pleased to present a balanced operational budget for the upcoming Fiscal Years (FY) 2019-20 and 2020-2021. A budget is balanced when available planned revenues equal or exceed planned expenditures for the year. Port Hueneme continues to budget conservatively, since economic events outside of our control can adversely impact the budget.

This Budget document represents the second time the Budget was prepared using the two-year budget format and continues the long-standing use of conservative budgeting practices and priorities established by the City Council for operations.

The budget is the culmination of months of effort by the City staff to balance available resources with the actual and desired services required by our residents, businesses, and visitors as determined by the City Council and goals and strategies in the Strategic Plan.

Developing and monitoring the budget is an ongoing process, and the budget that is developed from this process is subject to minor modification throughout the fiscal year to respond to unanticipated events. Financial reports are prepared monthly to monitor the City's fiscal condition, and more formal reports will be issued to the Council on a quarterly basis.

This budget continues our progress toward aligning how the City spends its resources with what matters most, while building on the successful effort over the last couple of years to increase revenues.

BUDGET HIGHLIGHTS

The Adopted Budget is presented with an operating surplus to the General Fund. The City is anticipating a surplus of \$205,812 for FY 2019-20 and a surplus of \$896,067 for FY 2020-21. The General Fund 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 improvement costs which are not paid through other funds.

An Unreserved General Fund balance of \$12.1 million is projected at the end of FY 2019-20. By Council policy, all interest earnings from the Unreserved Fund Balance and Other Designated Reserves are to be used for operations.

The City has continued with a two-year budget that focuses on FY 2019-20 and FY 2020-21 and continues to serve as a means of continuing the General Fund's structural budget balance.

There are no cost-of-living increases budgeted in the FY 2019-20 and FY 2020-21 Budget. Only merit-based increases have been included for those eligible to receive them. If there are any modifications



BUDGET MESSAGE

City Manager's Budget Message

to MOU's due to bargaining decisions, the budget will be amended accordingly.

includes the projected cannabis revenues of \$1.7 million.

BUDGET DEVELOPMENT

The FY 2019-21 budget process was initiated on April 15, 2019 through a Council Meeting to discuss FY 2017-18 audited actuals and FY 2018-19 projected results, and adjustments were made at that time.

Staff is recommending increases of personnel and increases of operating expenses from prior year levels to fulfill on Measure U promises and to return to previous levels of services to the community.

As in the past, the FY 2019-21 Budgets were prepared in accordance with the City Council's philosophy of being fiscally conservative while providing the highest level of service to the community, given available revenues. Based on the Council's direction, the Budget strives to maintain high levels of service while living within the General Fund's financial constraints.

EMPLOYEES	ADOPTED 2019-20	ADOPTED 2020-21
Full-Time	119.00	119.00
Part-Time/Seasonal	19.99	19.99
TOTAL	138.99	138.99

A few areas of concern for Port Hueneme include the continuing rise in pension costs, costs associated with Other Post-Employment Benefits (OPEB), costs associated with ongoing state mandated storm water programs and projects, and major capital projects that have been deferred for years that are reaching critical status. The Capital Budget will be presented to the Council at a Capital Budget Workshop in September 2019.

GF Surplus/ (Deficit)	ADOPTED 2019-20	ADOPTED 2020-21
General Fund Revenues	\$20,232,338	\$20,777,723
General Fund Expenditures	\$20,026,526	\$19,881,656
Operating Surplus/ (Deficit)	\$205,812	\$896,067
Use of Reserves	-0-	-0-
Contribution to Reserves	\$205,812	\$896,067

The budget includes Measure U revenues of \$2.0 million for Fiscal Year 2019-20 and Measure U expenditures in the form of one new position for graffiti removal, three new positions in the Police Department, and a new Recreation and Ocean Safety Supervisor position. The budget also

The FY 2019-21 Budget continues with an award-winning format. This budget format produces an easy to read, easy to understand guide to the City's financial condition and operating plan through June 30, 2021. As a result, this format has earned awards for GFOA and CSMFO in previous years. The Performance Measurement program has continued with each Department and Division focusing on the



BUDGET MESSAGE

City Manager's Budget Message

services provided and results of those services.

The City Council will consider a Capital Budget, using one-time revenues, on September 3rd and September 16th. After the plan is adopted, a Capital Budget document will be produced. The CIP centralizes capital project information in a single location, thereby assisting the reader in identifying the range and potential cost of the City's efforts to maintain and improve its infrastructure. By consolidating capital project information, the Council can more easily provide direction to staff on citywide infrastructure priorities.

STRATEGIC PLAN

In 2017, the City Council of Port Hueneme set its strategic goals for Fiscal Year 2017-19. We continue to follow those goals in the preparation of the Fiscal Years (FY) 2019-20 and 2020-21 budget. As a reminder they are as follows:

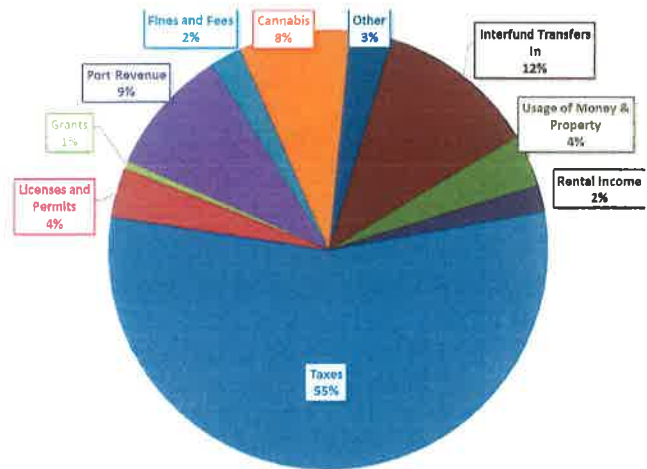
1. Promote Coastal Amenities
2. Above Average City Organization
3. Maintain Infrastructure at an Elevated Level
4. Enhance Community Involvement
5. Create a Sustainable Financial Future

To the extent possible, all aspects of the adopted budget for FY 2019-20 and 2020-21 are designed to address these goals. The FY 2019-20 includes funding for a new

strategic plan to be developed before the next budget document.

GENERAL FUND

The General Fund Budget for FY 2019-20 will generate an operating surplus of \$205,812 and a surplus of \$896,067 for FY 2020-21. The General Fund's Unreserved Fund Balance for June 30, 2020 is projected to be approximately \$12.1 million. This \$12.1 million Unreserved Fund Balance represents approximately 60.6% of the General Fund Operating budget. The Council adopted Reserve Policy set a goal of 25%, which will be significantly more than that during this budget cycle.



General Fund revenue estimates are based upon reasonable and conservative projections in the growth of current General Fund revenue sources. Adopted General Fund revenues of \$20.2 million for FY 2018-19 are expected to increase by \$2.6 million over the current fiscal year's projected revenues, due primarily to projected increases in cannabis revenue,



BUDGET MESSAGE

City Manager's Budget Message

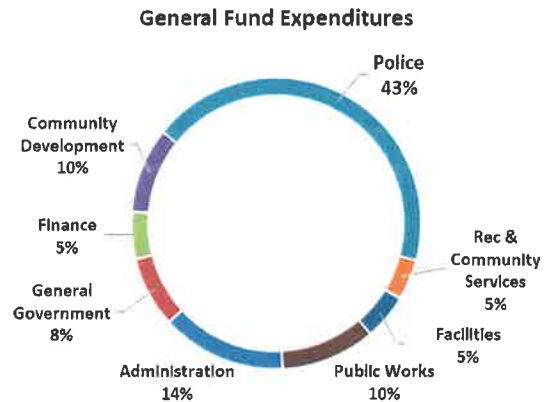
sales tax revenues, sales tax increase because of Measure U, and an increase in revenues from the Harbor District.

Cannabis revenue projections are increasing to \$1,650,000 for FY 2019-20, and \$2,000,000 for FY 2020-21, from the FY 2018-19 budget level of \$961,500. The current estimate for FY 2018-2019 is that ending revenue will be over \$1.1 million.

Sales Tax revenue is projected to increase by 22.5% for 2019-20 fiscal year based on past sales tax receipts and anticipated continual growth in the economy due to low employment and rising consumer incomes. The FY 2019-20 budget assumes that there will be an influx of Measure U use tax revenue, resulting in a projected \$2.0 million revenues, and \$2.1 million in fiscal year 2020-21.

The Harbor District has established an expected level of General Fund revenue for the City of Port Hueneme for FY 2019-20, from past Memos of Understanding (MOUs), which is \$1,898,294. This does not include revenue for the Community Benefit Fund, as it is not in the General Fund, which is a Special Revenue Fund.

Property Taxes for FY 2019-20 are conservatively budgeted at \$2,163,570, which is \$255,778 less than FY 2018-19 budget level at \$2,419,348, and the FY 2020-21 property tax revenue budget is \$2,199,300.



In terms of expenditures by General Fund departments, the Police Department's budget continues to dominate the overall General Fund budget. The Police Department's budget, which is comprised of 94% salary and benefit costs, will consume 43% of the City's General Fund operating budget.

General Fund Operating Expenditures

Administration	\$ 2,490,992	14%
General Government	1,401,161	8%
Finance	944,179	5%
Community Development	1,698,888	10%
Police	7,739,582	43%
Rec & Community Services	812,627	5%
Facilities	899,138	5%
Public Works	1,867,661	10%

Total	\$17,854,228	100%
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General Fund Non-Operating Expenditures

Transfers Out	\$2,172,298
Grand Total	\$20,026,526



BUDGET MESSAGE

City Manager's Budget Message

GENERAL FUND RESERVES

The size of reserve funds and the Unassigned Fund Balance are two of the most common gauges of municipal fiscal health. Reserves are important for meeting unexpected one-time needs and emergencies such as natural disasters. The General Fund's FY 2017-18 audited unassigned fund balance was \$11,150,785 and is up \$612,840 from the ending balance of \$10,537,945 at the end of FY 2016-17. The expected increase in the General Fund's 2018-19 unassigned fund balance is estimated at \$775,962. The projected unassigned fund balance for FY 2019-20 and FY 2020-21 is projected to be \$12,132,559 and \$13,028,626 respectively - without anticipated one-time revenues.

Unused appropriations and/or revenue exceeding expenses, at the end of every year, revert back to fund balance. Each Funds' balance can then be used for one-time expenses (non-operating) or put aside as a reserve for future purposes.

Fiscal Year	Unassigned Fund Balance
2020-21	\$13,028,626
2019-20	\$12,132,559
2018-19	\$11,926,747
2017-18	\$11,150,785
2016-17	\$10,537,945
2015-16	\$9,947,138

It should be noted that the level of reserves has continued to rise from a low of \$9.9 million in FY 2015-16 to a projected \$13

million in FY 2020-21. It is also anticipated that the unappropriated fund balance will be even larger at that time, due to one-time repayment of a loan back to the General Fund that was made between the General Fund and the Surplus Property Authority. There are also additional one-time monies that will be added when the planned sale of City and Successor Agency properties happen in the near future.

SPECIAL REVENUE FUNDS

Special revenue funds are detailed in the schedule section of the budget. They include gas tax, enterprise funds, internal service funds and debt service receipts. These are all restricted in what programs and activities they can fund and are not available for General Fund use. They do, however, contribute to the General Fund through charges for services supplied by General Fund departments and divisions.

ENTERPRISE FUNDS

Business-type activities, which are called Enterprise Funds, consists of the Water Operations Fund, Water Plant Operations Fund, Wastewater Operations Fund, and Solid Waste Operations Fund where the intent of the City Council is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The financial goal of the City's business-type activities is to operate on a more or less "break-even" basis, without needing General Fund subsidies.



BUDGET MESSAGE

City Manager's Budget Message

The City has three enterprise funds that are funded through rates charged to customers. The City General Fund also derives approximately \$1 million in revenues from these funds through loans made from the General Fund and from the various charges that are allocated to these funds based on City services used, such as administration, utility billing, insurance and fleet services.

Ideally the rates charged to customers will fund all operating expenses including cost allocation charges; however, when these funds run deficits, either available cash or reserves from these funds or the City's General Fund must subsidize these funds.

For FY 2019-20, the Wastewater fund is projected to have a \$145,783 operating deficit, which will be absorbed using the fund's available cash balance. The Water Fund is projected to have a surplus of \$50,025. The Solid Waste Fund is projected to have a surplus of \$340,156.

Wastewater Fund

Wastewater operations are projected to have a deficit of \$145,783 in FY 2019-20. This deficit was anticipated and when rates are studied and increased, the fund is anticipated to end with a surplus starting the end of FY 2020-21. Rate increases allow Wastewater to fund operations and bond debt for capital improvements as well as provide operating and capital reserves.

Wastewater Operations Surplus/(Deficit)	BUDGET 2019-20	BUDGETED 2020-21
Revenues	\$ 3,801,165	\$ 3,801,165
Expenditures	\$ 3,946,948	\$ 3,811,723
Surplus/(Deficit)	\$ (145,783)	\$ (10,558)
Available Retained Earnings	\$11,945,768	\$11,799,985

Water Fund

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

Water operations are projected to have a surplus of only \$50,025 in FY 2019-20. Included in the water budget for this year are the funds to conduct a rate study.

Water Operations Surplus/(Deficit)	BUDGET 2019-20	BUDGETED 2020-21
Revenues	\$ 7,912,000	\$ 8,192,000
Expenditures	\$ 7,861,975	\$ 7,762,935
Surplus/(Deficit)	\$ 50,025	\$ 429,065
Available Retained Earnings	\$10,956,495	\$11,006,520

Solid Waste Fund

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.

This Fund's operating revenues will exceed expenditures by \$340,156 in FY 2019-20.

Solid Waste Operations Surplus/(Deficit)	BUDGET 2019-20	BUDGETED 2020-21
Revenues	\$4,400,153	\$ 4,400,153
Expenditures	\$4,059,997	\$ 3,982,486
Surplus/(Deficit)	\$ 340,156	\$ 417,667
Available Retained Earnings	\$7,698,894	\$ 8,089,050



BUDGET MESSAGE

City Manager's Budget Message

OTHER CITY ENTITIES

Housing Authority

The Housing Authority's FY 2019-20 budget is comprised of three separate budgets: The Conventional Housing/Operating Subsidy budget, \$1,072,038; Section 8 Housing Choice Voucher Program budget, \$3.3 million; and the Modernization Grants budget, \$163,000. The Housing Authority is primarily funded by the United States Department of Housing and Urban Development (HUD). All Housing budgets (excluding grants) are projected to have positive fund balances as of June 30, 2021.

Successor Agency

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 City currently owns 37 rental units.

Surplus Property Authority

The Surplus Property Authority budget continues to show an increasingly strong fiscal position. The projected fund balance as of June 30, 2019, is estimated to be \$3.8 million. This balance is primarily made up of a \$5 million General Fund. This loan is to be repaid to the General Fund in 2019-20.

ECONOMIC DEVELOPMENT ISSUES

Since the City of Port Hueneme's development is limited to infill activity, special focus will be directed to maximizing the fiscal benefit of land uses for the balance of any available land. It is important for the community to continue any development with an eye towards balance, ensuring that the resources needed for a mature community are put into place to meet future service demands.



BUDGET MESSAGE

City Manager's Budget Message

CONCLUSION

This budget, with its clear and objective view of the City's fiscal reality, is the continuation of many steps toward the goal of not only balancing the budget, but now sustaining a balanced budget. In the coming fiscal year, with Council's direction, we will continue to take the additional necessary steps to maintain this balanced budget, and improve the City's capacity to improve services.

On behalf of the City staff, I would like to thank the City Council for its leadership in moving our City forward in a positive direction. In addition, I would like to express my sincere appreciation to all the many employees throughout our organization who contributed towards the compilation and production of this document.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Rod B. Butler". The signature is written in a cursive style.

Rod Butler
CITY MANAGER

Schedules

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“The Friendly City by the Sea”

CITY OF PORT HUENEME
SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND
FY 2019-20 BUDGET

FUNDS	Projected Unreserved Fund Balance/ Retained Earnings July 1, 2019 (Unaudited)	Projected Revenue FY 2019-20 BUDGET	Projected Transfers In	Projected Total Revenues BUDGET	Projected Total Funds Available
GENERAL FUND BALANCE	4,263,698.00	17,986,227.00	2,246,111.00	20,232,338.00	24,496,036.00
SPECIAL REVENUES FUNDS:					
COMMUNITY DEVELOPMENT					
Neighborhood Preservation	606,774.00	6,500.00		6,500.00	613,274.00
Community Development Block Grants (CDBG)	-	70,000.00		70,000.00	70,000.00
CALHOME Program	1,834.00	350.00	-	350.00	2,184.00
Community Benefit Fund	-	111,678.00	-	111,678.00	111,678.00
SUB TOTAL COMMUNITY DEVELOPMENT	608,608.00	188,528.00	-	188,528.00	797,136.00
PUBLIC SAFETY					
State COPS Grant	-	100,000.00		100,000.00	100,000.00
Traffic Safety	-	20,000.00		20,000.00	20,000.00
Homeland Security Grant	-	11,000.00	-	11,000.00	11,000.00
SUB TOTAL PUBLIC SAFETY	-	131,000.00	-	131,000.00	131,000.00
RECREATION & COMMUNITY SERVICES					
Senior Nutrition Grant	-	23,000.00		23,000.00	23,000.00
SUB TOTAL RECREATION & COMM SVCS	-	23,000.00	-	23,000.00	23,000.00
PUBLIC WORKS					
Transportation Development Act (TDA)	18,161.00	-		-	18,161.00
Gas Tax	1,594,961.00	1,046,241.00		1,046,241.00	2,641,202.00
Bike Path (Article 3)	18,102.00	12,419.00		12,419.00	30,521.00
SUB TOTAL PUBLIC WORKS	1,631,224.00	1,058,660.00	-	1,058,660.00	2,689,884.00
STORMWATER PROGRAM	-	3,500.00	98,335.00	101,835.00	101,835.00
TOTAL SPECIAL REVENUE FUNDS	2,239,832.00	1,404,688.00	98,335.00	1,503,023.00	3,742,855.00
ENTERPRISE FUNDS					
Water Operations	10,744,057.00	7,912,000.00		7,912,000.00	18,656,057.00
Water Plant Operations	-	1,418,675.00		1,418,675.00	1,418,675.00
Wastewater Operations	11,048,987.00	3,761,165.00	40,000.00	3,801,165.00	14,850,152.00
Solid Waste Operations	7,489,698.00	4,400,153.00		4,400,153.00	11,889,851.00
TOTAL ENTERPRISE FUNDS	29,282,742.00	17,491,993.00	40,000.00	17,531,993.00	46,814,735.00
ASSESSMENT DISTRICT FUNDS					
Drainage	767,843.00	185,000.00		185,000.00	952,843.00
Street Lights	-	122,511.00	47,509.00	170,020.00	170,020.00
Median	-	180,000.00	250,883.00	430,883.00	430,883.00
TOTAL ASSESSMENT DISTRICTS	767,843.00	487,511.00	298,392.00	785,903.00	1,553,746.00
INTERNAL SERVICES FUNDS					
Risk Administration	-	-	2,767,371.00	2,767,371.00	2,767,371.00
Fleet Maintenance	-	-	864,187.00	864,187.00	864,187.00
TOTAL INTERNAL SERVICES FUNDS	-	-	3,631,558.00	3,631,558.00	3,631,558.00
DEBT SERVICE FUNDS					
1992A COP	-	-	-	-	-
Pension Obligation Bonds	-	-	4,000.00	4,000.00	4,000.00
TOTAL DEBT SERVICES FUNDS	-	-	4,000.00	4,000.00	4,000.00
TOTAL CITY FUNDS	36,554,115.00	37,370,419.00	6,318,396.00	43,688,815.00	80,242,930.00
HOUSING AUTHORITY					
Conventional	2,829,647.00	858,718.00	163,000.00	1,021,718.00	3,851,365.00
Section 8 Vouchers	283,035.00	3,290,591.00		3,290,591.00	3,573,626.00
Modernization Grant	-	163,000.00		163,000.00	163,000.00
TOTAL HOUSING AUTHORITY	3,112,682.00	4,312,309.00	163,000.00	4,475,309.00	7,587,991.00
HOUSING SUCCESSOR AGENCY	445,034.00	324,930.00		324,930.00	769,964.00
REDEVELOPMENT SUCCESSOR AGENCY					
Redevelopment (previously Debt Service)	-	-		-	-
Successor Agency	-	1,602,722.00		1,602,722.00	1,602,722.00
TOTAL REDEVELOPMENT SUCCESSOR AGENCY	-	1,602,722.00	-	1,602,722.00	1,602,722.00
SURPLUS PROPERTY AUTHORITY	4,105,218.00	71,450.00		71,450.00	4,176,668.00
GRAND TOTAL	44,217,049.00	43,681,830.00	6,481,396.00	50,163,226.00	94,380,275.00

CITY OF PORT HUENEME
SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND
FY 2019-20 BUDGET

FUNDS	Projected Salaries and Benefits	Projected Operating Charges	Projected Capital Expenditures	Projected Transfers Out	Projected Total Appropriations BUDGET	Projected Unreserved Fund Balance/ Retained Earnings June 30, 2020
GENERAL FUND BALANCE	13,485,477.00	3,976,885.00	391,866.00	2,172,298.00	20,026,526.00	4,469,510.00
SPECIAL REVENUES FUNDS:						
COMMUNITY DEVELOPMENT						
Neighborhood Preservation	53,346.00	122,450.00	-	24,752.00	200,548.00	412,726.00
Community Development Block Grants (CDBG)	-	70,000.00	-	-	70,000.00	-
CALHOME Program	-	-	-	-	-	2,184.00
Community Benefit Fund	-	111,678.00	-	-	111,678.00	-
SUB TOTAL COMMUNITY DEVELOPMENT	53,346.00	304,128.00	-	24,752.00	382,226.00	412,726.00
PUBLIC SAFETY:						
State COPS Grant	-	-	-	100,000.00	100,000.00	-
Traffic Safety	-	-	-	20,000.00	20,000.00	-
Homeland Security Grant	-	11,000.00	-	-	11,000.00	-
SUB TOTAL PUBLIC SAFETY	-	11,000.00	-	120,000.00	131,000.00	-
RECREATION & COMMUNITY SERVICES						
Senior Nutrition Grant	-	4,400.00	-	18,600.00	23,000.00	-
SUB TOTAL RECREATION & COMM SVCS	-	4,400.00	-	18,600.00	23,000.00	-
PUBLIC WORKS						
Transportation Development Act (TDA)	-	-	-	-	-	18,161.00
Gas Tax	42,208.00	191,500.00	216,000.00	72,854.00	522,562.00	2,118,640.00
Bike Path (Article 3)	-	12,419.00	-	-	12,419.00	18,102.00
SUB TOTAL PUBLIC WORKS	42,208.00	203,919.00	216,000.00	72,854.00	534,981.00	2,154,903.00
STORMWATER PROGRAM:	-	35,300.00	-	66,535.00	101,835.00	-
TOTAL SPECIAL REVENUE FUNDS	95,554.00	558,747.00	216,000.00	302,741.00	1,173,042.00	2,567,629.00
ENTERPRISE FUNDS						
Water Operations	958,902.00	5,880,791.00	4,896.00	1,017,386.00	7,861,975.00	10,794,082.00
Water Plant Operations	486,989.00	679,817.00	-	251,869.00	1,418,675.00	-
Wastewater Operations	981,762.00	2,368,292.00	48,600.00	548,294.00	3,946,948.00	10,903,204.00
Solid Waste Operations	1,309,641.00	1,411,915.00	235,000.00	1,103,441.00	4,059,997.00	7,829,854.00
TOTAL ENTERPRISE FUNDS	3,737,294.00	10,340,815.00	288,496.00	2,920,990.00	17,287,595.00	29,527,140.00
ASSESSMENT DISTRICT FUNDS						
Drainage	-	190,249.00	-	55,455.00	245,704.00	707,139.00
Street Lights	-	155,000.00	-	15,020.00	170,020.00	-
Median	-	66,000.00	-	364,883.00	430,883.00	-
TOTAL ASSESSMENT DISTRICTS	-	411,249.00	-	435,358.00	846,607.00	707,139.00
INTERNAL SERVICES FUNDS						
Risk Administration	-	2,706,223.00	-	61,148.00	2,767,371.00	-
Fleet Maintenance	274,694.00	449,700.00	-	139,793.00	864,187.00	-
TOTAL INTERNAL SERVICES FUNDS	274,694.00	3,155,923.00	-	200,941.00	3,631,558.00	-
DEBT SERVICE FUNDS						
1992A COP	-	-	-	-	-	-
Pension Obligation Bonds	-	4,000.00	-	-	4,000.00	-
TOTAL DEBT SERVICES FUNDS	-	4,000.00	-	-	4,000.00	-
TOTAL CITY FUNDS	17,593,019.00	18,447,619.00	896,362.00	6,032,328.00	42,969,328.00	37,271,418.00
HOUSING AUTHORITY						
Conventional	445,674.00	526,820.00	-	99,544.00	1,072,038.00	2,779,327.00
Section 8 Vouchers	216,806.00	3,021,612.00	-	27,279.00	3,265,697.00	307,929.00
Modernization Grant	-	-	-	163,000.00	163,000.00	-
TOTAL HOUSING AUTHORITY	662,480.00	3,548,432.00	-	289,823.00	4,500,735.00	3,087,256.00
HOUSING SUCCESSOR AGENCY	-	152,500.00	-	113,590.00	266,090.00	503,874.00
REDEVELOPMENT SUCCESSOR AGENCY						
Redevelopment (previously Debt Service)	-	-	-	-	-	-
Successor Agency	213,844.00	1,362,848.00	-	26,030.00	1,602,722.00	-
TOTAL REDEVELOPMENT SUCCESSOR AGENCY	213,844.00	1,362,848.00	-	26,030.00	1,602,722.00	-
SURPLUS PROPERTY AUTHORITY	-	32,600.00	-	19,624.00	52,224.00	4,124,444.00
GRAND TOTAL	18,469,343.00	23,543,999.00	896,362.00	6,481,396.00	49,391,099.00	44,986,992.00

CITY OF PORT HUENEME
SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND
FY 2020-21 BUDGET

FUNDS	Projected Unreserved Fund Balance/ Retained Earnings July 1, 2020	Projected Revenue FY 2020-21 BUDGET	Projected Transfers In	Projected Total Revenues BUDGET	Projected Total Funds Available
GENERAL FUND BALANCE	4,469,510.00	18,531,552.00	2,246,171.00	20,777,723.00	25,247,233.00
SPECIAL REVENUES FUNDS					
COMMUNITY DEVELOPMENT					
Neighborhood Preservation	412,726.00	211,000.00		211,000.00	623,726.00
Community Development Block Grants (CDBG)	-	70,000.00		70,000.00	70,000.00
CALHOME Program	2,184.00	350.00	-	350.00	2,534.00
Community Benefit Fund	-	115,029.00	-	115,029.00	115,029.00
SUB TOTAL COMMUNITY DEVELOPMENT	414,910.00	396,379.00	-	396,379.00	811,289.00
PUBLIC SAFETY					
State COPS Grant	-	100,000.00		100,000.00	100,000.00
Traffic Safety	-	20,000.00		20,000.00	20,000.00
Homeland Security Grant	-	11,000.00		11,000.00	11,000.00
SUB TOTAL PUBLIC SAFETY	-	131,000.00	-	131,000.00	131,000.00
RECREATION & COMMUNITY SERVICES					
Senior Nutrition Grant	-	23,000.00		23,000.00	23,000.00
SUB TOTAL RECREATION & COMM SVCS	-	23,000.00	-	23,000.00	23,000.00
PUBLIC WORKS					
Transportation Development Act (TDA)	18,161.00	-		-	18,161.00
Gas Tax	2,118,640.00	1,046,241.00		1,046,241.00	3,164,881.00
Bike Path (Article 3)	18,102.00	10,500.00		10,500.00	28,602.00
SUB TOTAL PUBLIC WORKS	2,154,903.00	1,056,741.00	-	1,056,741.00	3,211,644.00
STORMWATER PROGRAM	-	3,500.00	98,335.00	101,835.00	101,835.00
TOTAL SPECIAL REVENUE FUNDS	2,567,629.00	1,610,620.00	98,335.00	1,708,955.00	4,278,768.00
ENTERPRISE FUNDS					
Water Operations	10,794,082.00	8,192,000.00		8,192,000.00	18,986,082.00
Water Plant Operations	-	1,379,070.00		1,379,070.00	1,379,070.00
Wastewater Operations	10,903,204.00	3,761,165.00	40,000.00	3,801,165.00	14,704,369.00
Solid Waste Operations	7,829,854.00	4,400,153.00		4,400,153.00	12,230,007.00
TOTAL ENTERPRISE FUNDS	29,527,140.00	17,732,388.00	40,000.00	17,772,388.00	47,299,528.00
ASSESSMENT DISTRICT FUNDS					
Drainage	707,139.00	185,000.00		185,000.00	892,139.00
Street Lights	-	122,511.00	47,509.00	170,020.00	170,020.00
Median	-	178,813.00	252,070.00	430,883.00	430,883.00
TOTAL ASSESSMENT DISTRICTS	707,139.00	486,324.00	299,579.00	785,903.00	1,493,042.00
INTERNAL SERVICES FUNDS					
Risk Administration	-	-	2,767,371.00	2,767,371.00	2,767,371.00
Fleet Maintenance	-	-	877,759.00	877,759.00	877,759.00
TOTAL INTERNAL SERVICES FUNDS	-	-	3,645,130.00	3,645,130.00	3,645,130.00
DEBT SERVICE FUNDS					
1992A COP	-	-		-	-
Pension Obligation Bonds	-	-	4,000.00	4,000.00	4,000.00
TOTAL DEBT SERVICES FUNDS	-	-	4,000.00	4,000.00	4,000.00
TOTAL CITY FUNDS	37,271,418.00	38,360,884.00	6,333,215.00	44,694,099.00	81,967,701.00
HOUSING AUTHORITY					
Conventional	2,779,327.00	862,442.00		862,442.00	3,641,769.00
Section 8 Vouchers	307,929.00	3,290,591.00		3,290,591.00	3,598,520.00
Modernization Grant	-	-		-	-
TOTAL HOUSING AUTHORITY	3,087,256.00	4,153,033.00	-	4,153,033.00	7,240,289.00
HOUSING SUCCESSOR AGENCY	503,874.00	325,630.00		325,630.00	829,504.00
REDEVELOPMENT SUCCESSOR AGENCY					
Redevelopment (previously Debt Service)	-	-		-	-
Successor Agency	-	1,601,720.00		1,601,720.00	1,601,720.00
TOTAL REDEVELOPMENT SUCCESSOR AGENCY	-	1,601,720.00	-	1,601,720.00	1,601,720.00
SURPLUS PROPERTY AUTHORITY	4,124,444.00	73,150.00		73,150.00	4,197,594.00
GRAND TOTAL	44,986,992.00	44,514,417.00	6,333,215.00	50,847,632.00	95,836,808.00

CITY OF PORT HUENEME
SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND
FY 2020-21 BUDGET

FUNDS	Projected Salaries and Benefits	Projected Operating Charges	Projected Capital Expenditures	Projected Transfers Out	Projected Total Appropriations BUDGET	Projected Unreserved Fund Balance/ Retained Earnings June 30, 2021
GENERAL FUND BALANCE	13,717,047.00	3,624,387.00	359,816.00	2,180,406.00	19,881,656.00	5,365,577.00
SPECIAL REVENUES FUNDS:						
COMMUNITY DEVELOPMENT						
Neighborhood Preservation	53,975.00	143,050.00	-	24,752.00	221,777.00	401,949.00
Community Development Block Grants (CDBG)	-	70,000.00	-	-	70,000.00	-
CALHOME Program	-	-	-	-	-	2,534.00
Community Benefit Fund	-	115,029.00	-	-	115,029.00	-
SUB TOTAL COMMUNITY DEVELOPMENT	53,975.00	328,079.00	-	24,752.00	406,806.00	404,483.00
PUBLIC SAFETY:						
State COPS Grant	-	-	-	100,000.00	100,000.00	-
Traffic Safety	-	-	-	20,000.00	20,000.00	-
Homeland Security Grant	-	11,000.00	-	-	11,000.00	-
SUB TOTAL PUBLIC SAFETY	-	11,000.00	-	120,000.00	131,000.00	-
RECREATION & COMMUNITY SERVICES						
Senior Nutrition Grant	-	4,340.00	-	18,660.00	23,000.00	-
SUB TOTAL RECREATION & COMM SVCS	-	4,340.00	-	18,660.00	23,000.00	-
PUBLIC WORKS						
Transportation Development Act (TDA)	-	-	-	-	-	18,161.00
Gas Tax	45,081.00	207,425.00	216,000.00	72,854.00	541,360.00	2,623,521.00
Bike Path (Article 3)	-	10,500.00	-	-	10,500.00	18,102.00
SUB TOTAL PUBLIC WORKS	45,081.00	217,925.00	216,000.00	72,854.00	551,860.00	2,659,784.00
STORMWATER PROGRAM:	-	35,300.00	-	66,535.00	101,835.00	-
TOTAL SPECIAL REVENUE FUNDS	99,056.00	596,644.00	216,000.00	302,801.00	1,214,501.00	3,064,267.00
ENTERPRISE FUNDS						
Water Operations	966,116.00	5,773,911.00	4,896.00	1,018,012.00	7,762,935.00	11,223,147.00
Water Plant Operations	489,484.00	637,717.00	-	251,869.00	1,379,070.00	-
Wastewater Operations	979,798.00	2,282,692.00	-	549,233.00	3,811,723.00	10,892,646.00
Solid Waste Operations	1,310,920.00	1,328,315.00	235,000.00	1,108,251.00	3,982,486.00	8,247,521.00
TOTAL ENTERPRISE FUNDS	3,746,318.00	10,022,635.00	239,896.00	2,927,365.00	16,936,214.00	30,363,314.00
ASSESSMENT DISTRICT FUNDS						
Drainage	-	190,249.00	-	55,455.00	245,704.00	646,435.00
Street Lights	-	155,000.00	-	15,020.00	170,020.00	-
Median	-	66,000.00	-	364,883.00	430,883.00	-
TOTAL ASSESSMENT DISTRICTS	-	411,249.00	-	435,358.00	846,607.00	646,435.00
INTERNAL SERVICES FUNDS						
Risk Administration	-	2,706,223.00	-	61,148.00	2,767,371.00	-
Fleet Maintenance	288,266.00	449,700.00	-	139,793.00	877,759.00	-
TOTAL INTERNAL SERVICES FUNDS	288,266.00	3,155,923.00	-	200,941.00	3,645,130.00	-
DEBT SERVICE FUNDS						
1992A COP	-	-	-	-	-	-
Pension Obligation Bonds	-	4,000.00	-	-	4,000.00	-
TOTAL DEBT SERVICES FUNDS	-	4,000.00	-	-	4,000.00	-
TOTAL CITY FUNDS	17,850,687.00	17,814,838.00	815,712.00	6,046,871.00	42,528,108.00	39,439,593.00
HOUSING AUTHORITY						
Conventional	451,884.00	559,080.00	-	99,818.00	1,110,782.00	2,530,987.00
Section 8 Vouchers	225,637.00	3,019,160.00	-	27,279.00	3,272,076.00	326,444.00
Modernization Grant	-	-	-	-	-	-
TOTAL HOUSING AUTHORITY	677,521.00	3,578,240.00	-	127,097.00	4,382,858.00	2,857,431.00
HOUSING SUCCESSOR AGENCY	-	140,500.00	-	113,590.00	254,090.00	575,414.00
REDEVELOPMENT SUCCESSOR AGENCY						
Redevelopment (previously Debt Service)	-	-	-	-	-	-
Successor Agency	213,703.00	1,361,987.00	-	26,030.00	1,601,720.00	-
TOTAL REDEVELOPMENT SUCCESSOR AGENCY	213,703.00	1,361,987.00	-	26,030.00	1,601,720.00	-
SURPLUS PROPERTY AUTHORITY	-	20,100.00	-	19,624.00	39,724.00	4,157,870.00
GRAND TOTAL	18,741,911.00	22,915,665.00	815,712.00	6,333,215.00	48,806,500.00	47,030,308.00



Revenues and Transfers from Other Funds

GENERAL FUND	Actual	Projected	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Revenues				
Taxes				
Current Secured	1,539,165	1,730,869	1,525,000	1,550,000
Unsecured Current Year	31,758	35,093	35,000	35,500
Unsecured Prior Year	1,991	1,454	1,480	1,500
Interest/Penalties	4,436	4,000	4,200	4,200
Supplemental Taxes	49,830	36,000	36,000	36,000
HOPTR Taxes	12,370	11,932	11,890	12,100
Residual Revenue	581,302	600,000	550,000	560,000
Transactions and Use Tax	967,206	1,034,000	1,123,000	1,149,000
Sales Tax	1,177,867	1,266,544	1,551,416	1,583,103
Cannabis	-	-	2,000,000	2,100,000
Motel Tax	579,251	580,000	550,000	550,000
1% of 2% Tourism VCWTBID	1,329	1,500	1,000	1,000
Housing Authority In-Lieu Tax	4,425	4,425	4,425	4,425
Property Transfer Tax	72,751	85,000	79,000	79,000
PSAF Prop 172 Tax	226,255	230,000	159,694	163,700
Utility Users Tax	1,102,649	1,129,000	1,100,000	1,200,000
Port	118	-	100	100
Prop Tax In-Lieu VLF (ERAF)	1,968,880	2,053,590	2,050,000	2,100,000
Motor Vehicle In-Lieu	12,006	12,000	12,000	12,000
Subtotal	8,333,589	8,815,407	10,794,205	11,141,628
Franchises				
So. California Gas	29,147	30,753	30,000	30,000
So. California Edison	140,757	143,000	143,000	143,000
Cable	195,351	200,000	205,000	205,000
PEG Fee	2,559	1,500	1,500	1,500
Mobile Telephony Surcharge	2,880	1,400	1,400	1,400
Subtotal	370,694	376,653	380,900	380,900
Licenses & Permits				
Business License	274,765	500,000	550,000	550,000
SB-1186 Fees	1,359	1,400	1,400	1,400
Building Permits	189,754	111,910	110,550	110,550
Plumbing Permits	25,555	20,370	18,000	18,000
Electrical Permits	24,581	20,100	20,100	20,100
Mechanical Permits	13,182	9,200	10,050	10,050
Miscellaneous Permits	28,274	25,000	26,000	27,000
Subtotal	557,470	687,980	736,100	737,100
Fees				
Parking Citations	68,138	60,000	60,000	60,000
Traffic/Court Fees	340,438	326,200	350,000	350,000
Return Check Fee	50	100	100	100
Late Rent Fee	250	100	100	100
VCAS Admin Citation	428	400	400	400
Zoning/Planning Fees	40,920	20,000	30,000	20,000
Engineering Fees	-	500	500	500
Cost Rec-Parking/Code Enf.	28,433	20,000	20,000	20,000
PW Plan Check Fees	3,397	5,000	5,000	5,000
Subtotal	482,054	432,300	466,100	456,100



Revenues and Transfers from Other Funds

GENERAL FUND	Actual	Projected	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Revenues				
Public Safety				
Street and Curb Repair	37,268	20,000	20,000	20,000
Bldg & Inspection/Plan Ck	285	-	-	-
Police Services	34,566	70,000	50,000	25,000
Hueneme School/Xing Guards	51,195	50,000	32,000	32,000
Hue Patient Consumer Coop	22,450	446	-	-
Yilo	6,680	-	-	-
Cannabis Healing Center	7,118	-	-	-
Freedom 1st Accosiation	17,398	-	-	-
DBO Investments	17,304	-	-	-
Safe Port	7,029	1,337	-	-
Emerald Perspective	4,058	-	-	-
PH Green Group LLC	1,864	-	-	-
Tradecraft Ventures	3,801	-	-	-
Port Retail	3,919	1,782	-	-
Subtotal	214,935	143,565	102,000	77,000
Rental Income				
Community Center	77,485	70,000	70,000	70,000
Marine Supply	48,882	95,854	12,000	-
Pac Foundries	48,000	48,000	48,000	48,000
Beach/Pier Concession	38,079	38,000	38,000	38,000
PH Little League Maint	3,254	1,000	3,500	3,500
Red Mule Group	-	-	12,000	-
Jane Drive Units	28,128	29,500	29,500	29,500
Hideaway Units	175,450	177,499	181,313	184,939
209 S. Ventura Road	18,433	18,000	-	-
Subtotal	437,711	477,853	394,313	373,939
Interest Income				
Water Fund Prom Note #7	12,798	12,420	12,022	11,603
Water Fund Prom Note #8	11,198	10,867	10,519	10,153
Water Fund Prom Note #9	5,485	5,323	5,152	4,973
Water Fund Prom Note #03-01	416,468	404,147	391,196	377,582
NBVC PM Note 3B Interest	46,939	46,000	46,000	46,000
Water Fund Prom Note #06-01	246,579	239,207	231,457	223,311
SPA Note #15-01	249,419	230,496	-	-
Investments	14,337	36,000	15,000	15,000
Fund Interest	48,257	70,700	75,000	75,000
Subtotal	1,051,480	1,055,160	786,346	763,622
District Revenue				
MOU 1983 Agreement	517,611	559,725	583,380	583,380
MOU 1987 Agreement	786,237	700,000	877,414	827,414
MOU 1995 Agreement	386,904	430,716	437,500	437,500
Subtotal	1,690,752	1,690,441	1,898,294	1,848,294
Beach Revenue				
Beach Parking Machine	364,548	365,000	365,000	365,000
Grants & Reimbursements				
Post Reimbursement	7,882	3,000	3,000	3,000
SB90 Reimbursement	12,879	28,119	30,000	30,000



Revenues and Transfers from Other Funds

GENERAL FUND Description	Actual 2017-18	Projected 2018-19	Adopted 2019-20	Adopted 2020-21
Revenues				
Thomas Fire Assistance	2,938	-	-	-
CDBG Grant	62,958	60,000	80,000	80,000
Subtotal	86,657	91,119	113,000	113,000
Parks & Recreation				
Moranda Park	40	165	100	100
Community Center	1,013	1,000	2,200	2,200
Jr. Lifeguard	49,909	11,300	10,000	10,000
Subtotal	50,962	12,465	12,300	12,300
Miscellaneous				
Misc. Refunds and Claims	9,085	6,899	7,000	7,000
Salvage Sales	1,737	1,500	1,500	1,500
Miscellaneous Revenues	11,079	25,000	25,000	25,000
Cannabis	73,731	961,500	1,650,000	2,000,000
Workers Comp Contra Acct	150,838	100,000	100,000	100,000
Police Services Cost Recovery	-	740	750	750
Dispensary Cost Recovery	24,967	-	25,000	-
Subtotal	271,437	1,095,639	1,809,250	2,134,250
Total Revenues	13,912,289	15,243,582	17,857,808	18,403,133
Transfers In				
Traffic Safety	24,246	9,500	20,000	20,000
Senior Nutrition Grant	20,889	18,600	18,600	18,660
Solid Waste Infrastructure	300,000	300,000	300,000	300,000
COPS Grant	199,303	100,000	100,000	100,000
Cost Allocation Revenues - Other Funds				
Gas Tax	51,727	51,727	51,727	51,727
Neighborhood Preservation	10,057	10,057	10,057	10,057
Water Operations	357,628	357,628	357,628	357,628
Water Plant Operations	156,898	156,898	156,898	156,898
Wastewater Operations	222,724	222,724	222,724	222,724
Stormwater Program	26,535	26,535	26,535	26,535
Solid Waste Operations	269,794	269,794	269,794	269,794
Drainage Assessment	55,455	55,455	55,455	55,455
Lighting Assessment	15,020	15,020	15,020	15,020
Median Assessment	364,883	364,883	364,883	364,883
Housing Successor Agency	113,590	113,590	113,590	113,590
COPH as Successor Agency	70,154	7,652	7,652	7,652
Surplus Property Authority	19,624	19,624	19,624	19,624
Housing Authority Conventional	39,810	39,810	39,810	39,810
Housing Authority Section 8 Voucher	88,609	88,609	88,609	88,609
ISF Risk Management	61,148	61,148	61,148	61,148
ISF Fleet Maintenance	74,776	74,776	74,776	74,776
Subtotal Transfers In	2,542,870	2,364,030	2,374,530	2,374,590
Total General Fund	16,455,159	17,607,612	20,232,338	20,777,723



Revenues and Transfers from Other Funds

SPECIAL REVENUE FUNDS Description	Actual 2017-18	Projected 2018-19	Adopted 2019-20	Adopted 2020-21
Neighborhood Preservation				
Housing In-Lieu Fees	-	-	-	200,000
Loan Payoff Interest	-	5,000	5,000	5,000
Fund Interest	4,695	5,000	500	5,000
Miscellaneous Revenues	375	1,000	1,000	1,000
Loan Payoff Revenue	37,214	-	-	-
Total Neighborhood Preservation	42,284	11,000	6,500	211,000
Community Development Block Grants (CDBG)				
Urban County CDBG	46,555	130,000	70,000	70,000
Total CDBG Grant	46,555	130,000	70,000	70,000
Home Program				
Interest	336	600	350	350
Total Home Program	336	600	350	350
Community Benefit Fund				
Donations	-	23,500	-	-
Community Benefit Fund	-	200,000	111,678	115,029
Total CBF Program	-	223,500	111,678	115,029
Citizens Option Public Safety (COPS)				
COPS Grant Fund	196,914	100,000	100,000	100,000
Total COPS Grant	196,914	100,000	100,000	100,000
Traffic Safety				
Traffic Safety Fund	19,735	8,400	20,000	20,000
Total Traffic Safety	19,735	8,400	20,000	20,000
Homeland Security Grant				
EMPG Grant	-	12,522	11,000	11,000
Homeland Security Grant	-	10,454	-	-
Total Homeland Security Grant	-	22,976	11,000	11,000
Senior Nutrition Grant				
Senior Nutrition Grant	18,600	18,600	21,000	21,000
Senior Nutrition Prog Income	2,952	1,500	2,000	2,000
Total Senior Nutrition Grant	21,552	20,100	23,000	23,000
Transportation Development Act (TDA)				
Interest	884	1,600	-	-
TDA Article 4	21,429	26,039	-	-
Transfer In	-	26,000	-	-
Total TDA	22,313	53,639	-	-



Revenues and Transfers from Other Funds

SPECIAL REVENUE FUNDS	Actual	Projected	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Gas Tax				
Fund Interest	4,947	14,000	14,000	14,000
2103 Apportionment	89,612	96,000	204,083	204,083
2105 Apportionment	121,905	130,000	133,122	133,122
2106 Apportionment	84,267	88,000	90,678	90,678
2107 Apportionment	161,962	160,000	174,809	174,809
2107.5 Apportionment	5,000	5,000	5,000	5,000
Traffic Congestion Relief	25,929	-	26,985	26,985
(SB) 1 RMMA	105,137	420,000	396,064	396,064
Misc Revenues	-	1,500	1,500	1,500
Total Gas Tax	598,759	914,500	1,046,241	1,046,241
Special Bike Path (Article 3)				
Fund Interest	313	600	2,254	335
Article 3 Grant Revenue	9,851	10,165	10,165	10,165
Total Bike Path (Article 3)	10,164	10,765	12,419	10,500
Stormwater Program				
Stormwater Program Revenue	3,572	3,500	3,500	3,500
Transfer In - General Fund	124,200	86,035	98,335	98,335
RDA Successor Agency	-	-	-	-
Budget Carry Over	-	-	-	-
Total Stormwater Program	127,772	89,535	101,835	101,835
Total Special Revenues	1,086,384	1,585,015	1,503,023	1,708,955
ENTERPRISE FUNDS				
Description	Actual	Projected	Adopted	Adopted
	2017-18	2018-19	2019-20	2020-21
Water Operations				
Delinquent Fees	125,420	110,635	120,000	120,000
COPH Services	4,720	2,720	5,000	5,000
Single-Unit Residential	1,449,045	1,405,000	1,450,000	1,460,000
Multi-Unit Residential	596,461	636,000	640,000	645,000
Commercial/Irrigation	1,149,759	1,100,000	1,200,000	1,300,000
COPH Fixed Charges	-	-	-	-
Fixed Single-Unit Resident	2,308,087	2,250,000	2,310,000	2,400,000
Fixed Multi-Unit Resident	1,127,080	1,110,000	1,130,000	1,200,000
Fixed Commercial/Irrigation	838,587	805,000	805,000	810,000
Interest	115,960	250,000	250,000	250,000
Misc Refunds & Claims	66,225	-	-	-
Miscellaneous Revenues	5,650	1,000	2,000	2,000
Structure/Improv Reserves	-	-	-	-
Total Water Operations	7,786,994	7,670,355	7,912,000	8,192,000



Revenues and Transfers from Other Funds

ENTERPRISE FUNDS Description	Actual 2017-18	Projected 2018-19	Adopted 2019-20	Adopted 2020-21
Water Plant Operations				
Interest	-	-	-	-
Port Hueneme Water Agency	930,616	1,143,111	1,418,675	1,379,070
Miscellaneous	-	-	-	-
Total Water Plant Operations	930,616	1,143,111	1,418,675	1,379,070
Wastewater Operations				
Delinquent Fees	39,381	41,616	41,616	41,616
COPH Services	3,577,215	3,500,000	3,600,200	3,600,200
US Navy Commercial Services	30,339	30,000	-	-
CIBCSO Wheeling Agreement	41,249	50,000	52,020	52,020
Connection Fees/Hideaway Units	-	-	3,329	3,329
Investments	-	61	-	-
Interest	58,524	116,000	60,000	60,000
Salvage Sales	2,475	-	-	-
Miscellaneous	1,509	1,000	4,000	4,000
Transfer In - Storwater Program	-	40,000	40,000	40,000
Total Wastewater Operations	3,750,691	3,778,677	3,801,165	3,801,165
Solid Waste Operations				
Delinquent Fees	50,797	45,500	31,212	31,212
COPH Services	1,625,565	1,607,000	1,464,883	1,464,883
Rental Bins	41,396	35,000	31,212	31,212
Rental Bin Tonnage	16,784	16,350	83,232	83,232
US Navy - Commercial Services	1,206,903	1,339,000	1,157,700	1,157,700
COPH Commercial Revenue	1,156,971	1,262,300	1,248,480	1,248,480
US Navy - Residential Services	230,468	249,673	244,494	244,494
Interest	34,846	74,000	40,000	40,000
Curbside Recycling Revenue	4,199	-	-	-
Gain on Sale of Asset	-	-	-	-
Miscellaneous Revenues	53,473	40,300	98,940	98,940
Total Solid Waste Operations	4,421,402	4,669,123	4,400,153	4,400,153
Total Enterprise Funds	16,889,703	17,261,266	17,531,993	17,772,388



Revenues and Transfers from Other Funds

ASSESSMENT DISTRICT FUNDS	Actual	Projected	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Drainage Assessment District				
Assessment Revenues	184,989	185,000	185,000	185,000
Street Lighting Assessment District				
Assessment Revenues	121,622	122,511	122,511	122,511
Transfer In - General Fund	47,510	42,509	47,509	47,509
Median Assessment District				
Assessment Revenues	178,072	179,000	180,000	178,813
Transfer In - General Fund	189,461	210,583	250,883	252,070
Total Assessment District Funds	721,654	739,603	785,903	785,903
INTERNAL SERVICE FUNDS				
Description	Actual	Projected	Adopted	Adopted
	2017-18	2018-19	2019-20	2020-21
Risk Administration Service Fund				
Transfer In - Allocation Revenues	1,712,371	1,827,915	2,767,371	2,767,371
Total Risk Admin ISF	1,712,371	1,827,915	2,767,371	2,767,371
Fleet Maintenance Service Fund				
Transfer In - Allocation Revenues	729,445	851,240	864,187	877,759
Total Fleet Maint ISF	729,445	851,240	864,187	877,759
Total Internal Service Funds	2,441,816	2,679,155	3,631,558	3,645,130
DEBT SERVICE FUNDS				
Description	Actual	Projected	Adopted	Adopted
	2017-18	2018-19	2019-20	2020-21
Certificates of Participation (1992A COP)				
Transfer In - General Fund	487,231	20,000	-	-
Total 1992A COP	487,231	20,000	-	-
Pension Obligation Bonds				
Transfer In - General Fund	3,689	3,681	4,000	4,000
Total Pension Obligation Bonds	3,689	3,681	4,000	4,000
Total Debt Service Funds	490,920	23,681	4,000	4,000
CITY GRAND TOTAL	38,085,636	39,896,332	43,688,815	44,694,099



Revenues and Transfers from Other Funds

HOUSING AUTHORITY	Actual	Projected	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Conventional Program				
Late Rent Fees	475	500	500	500
Rental Income	453,116	453,377	460,000	460,000
Cell Site Revenues	143,381	147,292	150,234	153,242
Investments	2,421	4,200	4,200	4,200
Accrued Interest	1,222	1,222	-	-
Operating Subsidy	193,366	190,000	190,000	190,000
Miscellaneous Revenues	4,441	4,284	4,284	5,000
Management Fee Revenue	43,445	44,418	46,500	46,500
Tenant Miscellaneous Revenues	750	500	3,000	3,000
Modernization Grants	133,303	-	163,000	-
Total Conventional Revenues	975,919	845,793	1,021,718	862,442
Section 8 Voucher Program				
Investments	2,212	5,000	5,000	5,000
Administration Fee	301,340	300,635	300,635	300,635
HAP's Revenue	2,974,833	2,982,456	2,982,456	2,982,456
Port in Revenues	36,643	-	-	-
Tenant Fraud Recoveries	2,353	3,326	2,500	2,500
Total Section 8 Revenues	3,317,381	3,291,417	3,290,591	3,290,591
Modernization Grant Revenue				
Modernization Grant Revenues	133,303	-	163,000	-
Total Mod Grant Revenues	133,303	-	163,000	-
Total Housing Authority	4,426,603	4,137,210	4,475,309	4,153,033
HOUSING SUCCESSOR AGENCY				
Description	Actual	Projected	Adopted	Adopted
	2017-18	2018-19	2019-20	2020-21
Housing Successory Agency				
Late Rent Fees	100	100	100	100
Rental Income	278,236	287,245	306,830	307,530
Fund Interest	2,046	5,000	2,000	2,000
Misc Revenue	8,032	5,500	6,000	6,000
Loan Payoff Revenue	173,390	38,187	10,000	10,000
Total Housing Successor Agency	461,804	336,032	324,930	325,630



Revenues and Transfers from Other Funds

REDEVELOPMENT SUCCESSOR AGENCY Description	Actual 2017-18	Projected 2018-19	Adopted 2019-20	Adopted 2020-21
Redevelopment Agency (Previously CC Debt Service Fund)				
ROPS Revenue	2,524,646	2,273,855	1,575,322	1,601,720
Investments	4,756	15,000	15,000	-
Accrued Interest	10,398	12,500	2,400	-
Fiscal Agent Interest	14,126	-	10,000	-
Total Revenues	2,553,926	2,301,355	1,602,722	1,601,720
Total Redevelopment Successor Agency	2,553,926	2,301,355	1,602,722	1,601,720
SURPLUS PROPERTY AUTHORITY				
Description	Actual 2017-18	Projected 2018-19	Adopted 2019-20	Adopted 2020-21
Surplus Property Authority				
Rental Income	42,870	42,730	61,350	63,050
RDA NCEL Promissory Note	2,442	-	-	-
Interest	44,848	89,500	10,000	10,000
Misc Revenues	-	100	100	100
Total Surplus Property Authority	90,160	132,330	71,450	73,150
GRAND TOTAL (ALL ENTITIES)	45,618,129	46,803,259	50,163,226	50,847,632



Summary of Expenditures by Fund and Fiscal Year

GENERAL FUND Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Administration				
City Council	108,386	118,277	160,196	87,449
City Manager/City Attorney	959,128	875,193	832,314	841,768
City Clerk	-	-	292,832	252,223
Human Resources/Personnel	583,804	968,967	1,411,611	1,115,273
Administration Total	1,651,318	1,962,437	2,696,953	2,296,713
General Government				
General Government	2,242,727	1,650,782	1,940,795	1,929,445
Finance				
Finance	938,651	777,793	1,020,804	1,073,621
Community Development				
Community Development Admin	438,820	600,324	493,707	435,024
Building and Safety	167,026	222,712	459,519	464,153
Code Enforcement	270,787	454,219	457,090	463,200
Parking Enforcement	286,590	360,097	498,000	514,193
Community Development Total	1,163,223	1,637,352	1,908,316	1,876,570
Police				
Police Admin	988,067	1,030,365	1,140,895	1,155,796
Patrol/Investigations	5,564,098	5,817,331	5,668,264	5,793,249
Police Support	962,203	1,135,139	1,489,523	1,545,152
Crossing Guards	58,001	72,168	64,000	64,000
Reserves Program	10,863	55,978	69,998	73,333
Police Total	7,583,232	8,110,981	8,432,680	8,631,530
Recreation & Community Services				
Recreation Administration	70,155	80,207	131,455	131,178
Community Center	208,844	227,770	254,919	277,160
Parks and Facilities	26,820	30,940	38,600	38,600
Culture and Leisure	7,156	9,400	11,450	11,450
Lifeguards	320,661	670,613	472,279	474,076
Recreation & Community Svcs Total	637,007	1,018,930	908,703	932,464
Facilities Maintenance	696,488	828,811	995,680	993,572
Public Works				
Engineering	252,423	296,468	327,646	333,201
Streets	498,026	761,980	766,603	771,906
Landscape Maintenance	859,163	967,250	1,028,346	1,042,634
Public Works Total	859,163	2,025,698	2,122,595	2,147,741
Total General Fund	15,771,809	18,012,784	20,026,526	19,881,656



Summary of Expenditures by Fund and Fiscal Year

SPECIAL REVENUE FUNDS				
Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Neighborhood Preservation	149,452	151,693	200,548	221,777
CDBG Grant	62,958	130,000	70,000	70,000
Community Benefit Fund	72,755	223,500	111,678	115,029
State COPS Grant	199,303	100,000	100,000	100,000
Traffic Safety	24,246	8,400	20,000	20,000
Homeland Security Grant	665	12,522	11,000	11,000
Senior Nutrition Grant	21,805	20,100	23,000	23,000
Transportation Development Act	-	52,039	-	-
Gas Tax	199,417	232,436	522,562	541,360
Bike Path (Article 3)	495	10,000	12,419	10,500
Stormwater Program	45,983	89,535	101,835	101,835
Total Special Revenues	777,079	1,030,225	1,173,042	1,214,501
ENTERPRISE FUNDS				
Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Water Operations	5,338,595	6,131,003	7,861,975	7,762,935
Water Plant Operations	941,078	1,143,111	1,418,675	1,379,070
Wastewater Operations	3,568,467	4,185,114	3,946,948	3,811,723
Solid Waste Operations	3,559,329	4,274,194	4,059,997	3,982,486
Total Enterprise Funds	13,407,469	15,733,422	17,287,595	16,936,214
ASSESSMENT DISTRICT FUNDS				
Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Drainage Assessment	61,405	207,124	245,704	245,704
Street Lighting Assessment	169,132	165,020	170,020	170,020
Median Assessment District	367,533	389,583	430,883	430,883
Total Assessment Districts	598,070	761,727	846,607	846,607
INTERNAL SERVICE FUNDS				
Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Risk Administration Services	1,712,371	1,827,915	2,767,371	2,767,371
Fleet Maintenance Services	729,445	851,240	864,187	877,759
Total Internal Service Funds	2,441,816	2,679,155	3,631,558	3,645,130
DEBT SERVICE FUNDS				
Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Certificates of Participation (1992A COP)	487,304	497,900	-	-
Pension Obligation Bonds	3,689	3,681	4,000	4,000
Total Debt Service	490,993	501,581	4,000	4,000
CITY GRAND TOTAL	33,487,236	38,718,894	42,969,328	42,528,108



Summary of Expenditures by Fund and Fiscal Year

HOUSING AUTHORITY	Actual	Budget	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Conventional Program	889,253	1,191,523	1,072,038	1,110,782
Section 8 Voucher Program	3,320,018	3,317,543	3,265,697	3,272,076
Modernization Grants	133,303	-	163,000	-
Housing Authority Total	4,342,574	4,509,066	4,500,735	4,382,858

HOUSING SUCCESSOR AGENCY	Actual	Budget	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Housing Successor Agency	338,661	255,785	266,090	254,090
Total Housing Successor Agency	338,661	255,785	266,090	254,090

REDEVELOPMENT SUCCESSOR AGENCY	Actual	Budget	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Redev Agency (Previously CC Debt Svc)	285,971	332,000	-	-
Redevelopment Successor Agency	1,837,575	2,288,855	1,602,722	1,601,720
Total Redevelopment Successor Agency	2,123,546	2,620,855	1,602,722	1,601,720

SURPLUS PROPERTY AUTHORITY	Actual	Budget	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Surplus Property Authority	316,397	265,738	52,224	39,724
Total Surplus Property Authority	316,397	265,738	52,224	39,724

GRAND TOTAL	40,608,414	46,370,338	49,391,099	48,806,500
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Summary of Expenditures by Fund and Division FY 2019-20

GENERAL FUND Description	Salaries & Benefits			Operations	Capital	Total	% City	% GF
Administration								
City Council	53,389		106,807		0	160,196	0.37%	0.80%
City Manager/City Attorney	363,910		468,404		0	832,314	1.94%	4.16%
City Clerk	150,781		142,051		0	292,832	0.68%	1.46%
Human Resources/Personnel	767,412		644,199		0	1,411,611	3.29%	7.05%
Administration Total	1,335,492		1,361,461		0	2,696,953	6.28%	13.47%
General Government								
General Government	423,951		1,467,144		49,700	1,940,795	4.52%	9.69%
Finance Department	796,479		220,325		4,000	1,020,804	2.38%	5.10%
Community Development								
Community Development Admin.	385,452		108,255		0	493,707	1.15%	2.47%
Building and Safety	241,790		217,729		0	459,519	1.07%	2.29%
Code Enforcement	182,324		274,766		0	457,090	1.06%	2.28%
Parking Enforcement	362,612		135,388		0	498,000	1.16%	2.49%
Community Development Total	1,172,178		736,138		0	1,908,316	4.44%	9.53%
Police								
Police Admin	831,856		292,539		16,500	1,140,895	2.66%	5.70%
Patrol/Investigations	5,080,895		587,369		0	5,668,264	13.19%	28.30%
Police Support	1,343,725		145,798		0	1,489,523	3.47%	7.44%
Crossing Guards	0		64,000		0	64,000	0.15%	0.32%
Reserve Program	44,606		25,392		0	69,998	0.16%	0.35%
Police Total	7,301,082		1,115,098		16,500	8,432,680	19.62%	42.11%
Recreation & Community Svcs								
Recreation Administration	114,113		17,342		0	131,455	0.31%	0.66%
Community Center	175,509		79,410		0	254,919	0.59%	1.27%
Parks and Facilities	0		38,600		0	38,600	0.09%	0.19%
Culture and Leisure	0		11,450		0	11,450	0.03%	0.06%
Lifeguards/Jr. Lifeguards	339,739		110,874		21,666	472,279	1.10%	2.36%
Recreation & Comm Svcs. Total	629,361		257,676		21,666	908,703	2.11%	4.54%
Facilities Maintenance	649,798		345,882		0	995,680	2.32%	4.97%
Public Works								
Engineering	151,412		176,234		0	327,646	0.76%	1.64%
Streets	362,335		104,268		300,000	766,603	1.78%	3.83%
Land Maintenance	663,389		364,957		0	1,028,346	2.39%	5.13%
Public Works Total	1,177,136		645,459		300,000	2,122,595	4.94%	10.60%
Total General Fund	13,485,477		6,149,183		391,866	20,026,526	46.61%	100.00%



Summary of Expenditures by Fund and Division FY 2019-20

SPECIAL REVENUE FUNDS					
Description	Salaries &		Capital	Total	% City
	Benefits	Operations			
Neighborhood Preservation	53,346	147,202	0	200,548	0.47%
CDBG Grant	0	70,000	0	70,000	0.16%
CALHOME Program	0	0	0	0	0.00%
Community Benefit Fund	0	111,678	0	111,678	0.26%
State COPS Grant	0	100,000	0	100,000	0.23%
Traffic Safety	0	20,000	0	20,000	0.05%
Homeland Security Fund	0	11,000	0	11,000	0.03%
Senior Nutrition Grant	0	23,000	0	23,000	0.05%
Transportation Development Act	0	0	0	0	0.00%
Gas Tax	42,208	264,354	216,000	522,562	1.22%
Bike Path (Article 3)	0	12,419	0	12,419	0.03%
Stormwater Program	0	101,835	0	101,835	0.24%
Total Special Revenue Funds	95,554	861,488	216,000	1,173,042	2.73%
ENTERPRISE FUNDS					
Description	Salaries &		Capital	Total	% City
	Benefits	Operations			
Water Operations	958,902	6,898,177	4,896	7,861,975	18.30%
Water Plant Operations	486,989	931,686	0	1,418,675	3.30%
Wastewater Operations	981,762	2,916,586	48,600	3,946,948	9.19%
Solid Waste Operations	1,309,641	2,515,356	235,000	4,059,997	9.45%
Total Enterprise Funds	3,737,294	13,261,805	288,496	17,287,595	40.23%
ASSESSMENT DISTRICT FUNDS					
Description	Salaries &		Capital	Total	% City
	Benefits	Operations			
Drainage Assessment	0	245,704	0	245,704	0.57%
Street Lighting Assessment	0	170,020	0	170,020	0.40%
Median Assessment District	0	430,883	0	430,883	1.00%
Total Assessment District Funds	0	846,607	0	846,607	1.97%
INTERNAL SERVICE FUNDS					
Description	Salaries &		Capital	Total	% City
	Benefits	Operations			
Risk Administration Services	0	2,767,371	0	2,767,371	6.44%
Fleet Maintenance Services	274,694	589,493	0	864,187	2.01%
Total Internal Service Funds	274,694	3,356,864	0	3,631,558	8.45%
DEBT SERVICE FUNDS					
Description	Salaries &		Capital	Total	% City
	Benefits	Operations			
Certificates of Participation (1992A)	0	0	0	0	0.00%
Pension Obligation Bonds	0	4,000	0	4,000	0.01%
Total Debt Service Funds	0	4,000	0	4,000	0.01%
CITY GRAND TOTAL	17,593,019	24,479,947	896,362	42,969,328	100.00%



Summary of Expenditures by Fund and Division FY 2019-20

HOUSING AUTHORITY		Salaries &			
Description	Benefits	Operations	Capital	Total	%Total
Conventional Program	445,674	626,364	0	1,072,038	23.82%
Section 8 Voucher Program	216,806	3,048,891	0	3,265,697	72.56%
Modernization Grants	0	163,000	0	163,000	3.62%
Total Housing Authority	662,480	3,838,255	0	4,500,735	100.00%

HOUSING SUCCESSOR AGENCY		Salaries &			
Description	Benefits	Operations	Capital	Total	%Total
Housing Successor Agency	0	266,090	0	266,090	100.00%
Total Housing Successor Agency	0	266,090	0	266,090	100.00%

REDEVELOPMENT SUCCESSOR AGENCY		Salaries &			
Description	Benefits	Operations	Capital	Total	%Total
Redev Agency (Prev CC Debt Svc)	0	0	0	0	0.00%
Redevelopment Successor Agency	213,844	1,388,878	0	1,602,722	100.00%
Total Redevelopment Successor Agency	213,844	1,388,878	0	1,602,722	100.00%

SURPLUS PROPERTY AUTHORITY		Salaries &			
Description	Benefits	Operations	Capital	Total	%Total
Surplus Property Authority	0	52,224	0	52,224	100.00%
Total Surplus Property Authority	0	52,224	0	52,224	100.00%

GRAND TOTAL	18,469,343	30,025,394	896,362	49,391,099	100.00%
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Summary of Expenditures by Fund and Division FY 2020-21

GENERAL FUND Description	Salaries & Benefits	Operations	Capital	Total	% City	% GF
Administration						
City Council	53,142	34,307	0	87,449	0.20%	0.44%
City Manager/City Attorney	365,364	476,404	0	841,768	1.96%	4.23%
City Clerk	160,172	92,051	0	252,223	0.59%	1.27%
Human Resources/Personnel	701,074	414,199	0	1,115,273	2.60%	5.61%
Administration Total	1,279,752	1,016,961	0	2,296,713	5.35%	11.55%
General Government						
General Government	437,505	1,476,290	15,650	1,929,445	4.49%	9.70%
Finance Department	848,796	222,325	2,500	1,073,621	2.50%	5.40%
Community Development						
Community Development Admin.	388,109	46,915	0	435,024	1.01%	2.19%
Building and Safety	242,994	221,159	0	464,153	1.08%	2.33%
Code Enforcement	183,593	279,607	0	463,200	1.08%	2.33%
Parking Enforcement	378,781	135,412	0	514,193	1.20%	2.59%
Community Development Total	1,193,477	683,093	0	1,876,570	4.37%	9.44%
Police						
Police Admin	839,463	296,333	20,000	1,155,796	2.69%	5.81%
Patrol/Investigations	5,200,825	592,424	0	5,793,249	13.48%	29.14%
Police Support	1,397,060	148,092	0	1,545,152	3.60%	7.77%
Crossing Guards	0	64,000	0	64,000	0.15%	0.32%
Reserve Program	44,441	28,892	0	73,333	0.17%	0.37%
Police Total	7,481,789	1,129,741	20,000	8,631,530	20.09%	43.41%
Recreation & Community Svcs						
Recreation Administration	113,836	17,342	0	131,178	0.31%	0.66%
Community Center	180,150	97,010	0	277,160	0.65%	1.39%
Parks and Facilities	0	38,600	0	38,600	0.09%	0.19%
Culture and Leisure	0	11,450	0	11,450	0.03%	0.06%
Lifeguards/Jr. Lifeguards	338,747	113,663	21,666	474,076	1.10%	2.38%
Recreation & Comm Svcs. Total	632,733	278,065	21,666	932,464	2.17%	4.69%
Facilities Maintenance	647,293	346,279	0	993,572	2.31%	5.00%
Public Works						
Engineering	156,601	176,600	0	333,201	0.78%	1.68%
Streets	366,258	105,648	300,000	771,906	1.80%	3.88%
Landscape Maintenance	672,843	369,791	0	1,042,634	2.43%	5.24%
Public Works Total	1,195,702	652,039	300,000	2,147,741	5.00%	10.80%
Total General Fund	13,717,047	5,804,793	359,816	19,881,656	46.27%	100.00%



Summary of Expenditures by Fund and Division FY 2020-21

SPECIAL REVENUE FUNDS					
Description	Salaries &		Capital	Total	% City
	Benefits	Operations			
Neighborhood Preservation	53,975	167,802	0	221,777	0.52%
CDBG Grant	0	70,000	0	70,000	0.16%
CALHOME Program	0	0	0	0	0.00%
Community Benefit Fund	0	115,029	0	115,029	0.27%
State COPS Grant	0	100,000	0	100,000	0.23%
Traffic Safety	0	20,000	0	20,000	0.05%
Homeland Security Grant	0	11,000	0	11,000	0.03%
Senior Nutrition Grant	0	23,000	0	23,000	0.05%
Transportation Development Act	0	0	0	0	0.00%
Gas Tax	45,081	280,279	216,000	541,360	1.26%
Bike Path (Article 3)	0	10,500	0	10,500	0.02%
Stormwater Program	0	101,835	0	101,835	0.24%
Total Special Revenues	99,056	899,445	216,000	1,214,501	2.83%
ENTERPRISE FUNDS					
Description	Salaries &		Capital	Total	% City
	Benefits	Operations			
Water Operations	966,116	6,791,923	4,896	7,762,935	18.07%
Water Plant Operations	489,484	889,586	0	1,379,069	3.21%
Wastewater Operations	979,798	2,831,925	0	3,811,723	8.87%
Solid Waste Operations	1,310,920	2,436,566	235,000	3,982,487	9.27%
Total Enterprise Funds	3,746,318	12,950,000	239,896	16,936,214	39.41%
ASSESSMENT DISTRICT FUNDS					
Description	Salaries &		Capital	Total	% City
	Benefits	Operations			
Drainage Assessment	0	245,704	0	245,704	0.58%
Street Lighting Assessment	0	170,020	0	170,020	0.40%
Median Assessment District	0	430,883	0	430,883	1.01%
Total Assessment Districts	0	846,607	0	846,607	1.99%
INTERNAL SERVICE FUNDS					
Description	Salaries &		Capital	Total	% City
	Benefits	Operations			
Risk Administration Services	0	2,767,371	0	2,767,371	6.51%
Fleet Maintenance Services	288,266	589,493	0	877,759	2.06%
Total Internal Service Funds	288,266	3,356,864	0	3,645,130	8.57%
DEBT SERVICE FUNDS					
Description	Salaries &		Capital	Total	% City
	Benefits	Operations			
Certificates of Participation (1992A)	0	0	0	0	0.00%
Pension Obligation Bonds	0	4,000	0	4,000	0.01%
Total Debt Service	0	4,000	0	4,000	0.01%
CITY GRAND TOTAL	17,850,687	23,861,709	815,712	42,528,108	100.00%



Summary of Expenditures by Fund and Division FY 2020-21

HOUSING AUTHORITY		Salaries &				
Description	Benefits	Operations	Capital	Total	%Total	
Conventional Program	451,884	658,898	0	1,110,782	25.34%	
Section 8 Voucher Program	225,637	3,046,439	0	3,272,076	74.66%	
Modernization Grants	0	0	0	0	0.00%	
Total Housing Authority	677,521	3,705,337	0	4,382,858	100.00%	

HOUSING SUCCESSOR AGENCY		Salaries &				
Description	Benefits	Operations	Capital	Total	%Total	
Housing Successor Agency	0	254,090	0	254,090	100.00%	
Total Housing Successor Agency	0	254,090	0	254,090	100.00%	

REDEVELOPMENT SUCCESSOR AGENCY		Salaries &				
Description	Benefits	Operations	Capital	Total	%Total	
Redev Agency (Previously CC Debt Svc)	0	0	0	0	0.00%	
Redevelopment Successor Agency	213,703	1,388,017	0	1,601,720	100.00%	
Total Redevelopment Successor Agency	213,703	1,388,017	0	1,601,720	100%	

SURPLUS PROPERTY AUTHORITY		Salaries &				
Description	Benefits	Operations	Capital	Total	%Total	
Surplus Property Authority	0	39,724	0	39,724	100.00%	
Total Surplus Property Authority	0	39,724	0	39,724	100.00%	

GRAND TOTAL	18,741,911	29,248,877	815,712	48,806,500	100.00%	
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Schedule of Operating Transfers In/Out FY 2019-20

Fund/Description	Operating Transfer In	Operating Transfer Out
General Fund		
Transfer In - Traffic Safety	20,000	
Transfer In - Senior Nutrition Grant	18,600	
Transfer In - Solid Waste Infrastructure Fee	300,000	
Transfer In - COPS Grant	100,000	
Cost Allocation - Gas Tax	51,727	
Cost Allocation - Neighborhood Preservation	10,057	
Cost Allocation - Water Operations	357,628	
Cost Allocation - Water Plant Operations	156,898	
Cost Allocation - Wastewater Operations	222,724	
Cost Allocation - Stormwater Program	26,535	
Cost Allocation - Solid Waste Operations	269,794	
Cost Allocation - Drainage Assessment	55,455	
Cost Allocation - Lighting Assessment	15,020	
Cost Allocation - Median Assessment	364,883	
Cost Allocation - Housing Successor Agency	113,590	
Cost Allocation - Surplus Property Authority	19,624	
Cost Allocation - ISF Fleet Maintenance	74,776	
Cost Allocation - ISF Risk Management	61,148	
Cost Allocation - RDA Successor Agency	7,652	
Transfer Out - ISF Risk Management		1,330,739
Transfer Out - ISF Fleet		440,833
Transfer Out - Pension Obligation Fund		4,000
Transfer Out - Stormwater Program		98,335
Transfer Out - Street Light Assessment		47,509
Transfer Out - Median Assessment		250,883
Total General Fund Transfers In/Out	2,246,111	2,172,299
Neighborhood Preservation Fund		
Transfer Out - Cost Allocation		10,057
Transfer Out - ISF Risk Management		14,695
COPS Grant		
Transfer Out - General Fund		100,000
Traffic Safety Fund		
Transfer Out - General Fund		20,000
Senior Nutrition Grant		
Transfer Out - General Fund		18,600
Gas Tax Fund		
Transfer Out - Cost Allocation		51,727
Transfer Out - ISF Risk Management		21,127
Stormwater Program		
Transfer In - General Fund	98,335	
Transfer Out - Cost Allocation		26,535
Transfer Out - Wastewater Fund		40,000



Schedule of Operating Transfers In/Out FY 2019-20

Fund/Description	Operating Transfer In	Operating Transfer Out
Water Operations Fund		
Transfer Out - Cost Allocation		357,628
Transfer Out - ISF Risk Management		619,903
Transfer Out - ISF Fleet		39,855
Water Plant Operations Fund		
Transfer Out - Cost Allocation		156,898
Transfer Out - ISF Risk Management		94,971
Wastewater Operations Fund		
Transfer In - Stormwater Program	40,000	
Transfer Out - Cost Allocation		222,724
Transfer Out - ISF Risk Management		265,817
Transfer Out - ISF Fleet		59,753
Solid Waste Operations Fund		
Transfer Out - Cost Allocation		269,794
Transfer Out - Infrastructure Fee		300,000
Transfer Out - ISF Risk Management		227,361
Transfer Out - ISF Fleet		306,286
Drainage Assessment District		
Transfer Out - Cost Allocation		55,455
Lighting Assessment District		
Transfer In - General Fund	47,509	
Transfer Out - Cost Allocation		15,020
Median Assessment District		
Transfer In - General Fund	250,883	
Transfer Out - Cost Allocation		364,883
Internal Service Funds - Risk Management		
Transfer In - General Fund/ISF Risk	1,330,739	
Transfer In - Gas Tax	21,127	
Transfer In - Neighborhood Preservation	14,695	
Transfer In - Water Operations	619,903	
Transfer In - Water Plant	94,971	
Transfer In - Wastewater Operations	265,817	
Transfer In - Solid Waste Operations	227,361	
Transfer In - Redevelopment Successor Agency	18,378	
Transfer In - Housing Authority	109,363	
Transfer In - Fleet ISF	65,017	
Transfer Out - Cost Allocation		61,148
Internal Service Funds - Fleet		
Transfer In - General Fund/ISF Risk	440,833	
Transfer In - Water Operations	39,855	
Transfer In - Wastewater Operations	59,753	
Transfer In - Solid Waste Operations	306,286	
Transfer In - Housing Authority	17,460	
Transfer Out - Cost Allocation		74,776
Transfer Out - ISF Risk Management		65,017
Pension Obligation Bond		
Transfer In - General Fund	4,000	
Total City Transfers In/Out	6,318,396	6,032,329



Schedule of Operating Transfers In/Out FY 2019-20

Fund/Description	Operating Transfer In	Operating Transfer Out
Housing Authority		
Transfer Out - ISF Risk Management		109,363
Transfer Out - ISF Fleet		17,460
Total Housing Authority Transfers In/Out	-	126,823
Housing Successor Agency		
Transfer Out - Cost Allocation		113,590
Total Housing Successor Agency Transfers In/Out	-	113,590
Redevelopment Successor Agency		
Transfer Out - Cost Allocation		7,652
Transfer Out - ISF Risk Management		18,378
Total RDA Successor Agency Transfers In/Out	-	26,030
Surplus Property Authority		
Transfer Out - Cost Allocation		19,624
Total Surplus Property Authority Transfers In/Out	-	19,624
Grand Total Transfers In/Out	6,318,396	6,318,396



Schedule of Operating Transfers In/Out FY 2020-21

Fund/Description	Operating Transfer In	Operating Transfer Out
General Fund		
Transfer In - Traffic Safety	20,000	
Transfer In - Senior Nutrition Grant	18,660	
Transfer In - Solid Waste Infrastructure Fee	300,000	
Transfer In - COPS Grant	100,000	
Cost Allocation - Gas Tax	51,727	
Cost Allocation - Neighborhood Preservation	10,057	
Cost Allocation - Water Operations	357,628	
Cost Allocation - Water Plant Operations	156,898	
Cost Allocation - Wastewater Operations	222,724	
Cost Allocation - Stormwater Program	26,535	
Cost Allocation - Solid Waste Operations	269,794	
Cost Allocation - Drainage Assessment	55,455	
Cost Allocation - Lighting Assessment	15,020	
Cost Allocation - Median Assessment	364,883	
Cost Allocation - Housing Successor Agency	113,590	
Cost Allocation - Surplus Property Authority	19,624	
Cost Allocation - ISF Fleet Maintenance	74,776	
Cost Allocation - ISF Risk Management	61,148	
Cost Allocation - RDA Successor Agency	7,652	
Transfer Out - ISF Risk Management		1,330,739
Transfer Out - ISF Fleet		447,756
Transfer Out - Pension Obligation Fund		4,000
Transfer Out - Stormwater Program		98,335
Transfer Out - Street Light Assessment		47,509
Transfer Out - Median Assessment		252,070
Total General Fund Transfers In/Out	2,246,171	2,180,409
Neighborhood Preservation Fund		
Transfer Out - Cost Allocation		10,057
Transfer Out - ISF Risk Management		14,695
COPS Grant		
Transfer Out - General Fund		100,000
Traffic Safety Fund		
Transfer Out - General Fund		20,000
Senior Nutrition Grant		
Transfer Out - General Fund		18,660
Gas Tax Fund		
Transfer Out - Cost Allocation		51,727
Transfer Out - ISF Risk Management		21,127
Stormwater Program		
Transfer In - General Fund	98,335	
Transfer Out - Cost Allocation		26,535
Transfer Out - Wastewater Fund		40,000



Schedule of Operating Transfers In/Out FY 2020-21

Fund/Description	Operating Transfer In	Operating Transfer Out
Water Operations Fund		
Transfer Out - Cost Allocation		357,628
Transfer Out - ISF Risk Management		619,903
Transfer Out - ISF Fleet		40,481
Water Plant Operations Fund		
Transfer Out - Cost Allocation		156,898
Transfer Out - ISF Risk Management		94,971
Wastewater Operations Fund		
Transfer In - Stormwater Program	40,000	
Transfer Out - Cost Allocation		222,724
Transfer Out - ISF Risk Management		265,817
Transfer Out - ISF Fleet		60,692
Solid Waste Operations Fund		
Transfer Out - Cost Allocation		269,794
Transfer Out - Infrastructure Fee		300,000
Transfer Out - ISF Risk Management		227,361
Transfer Out - ISF Fleet		311,096
Drainage Assessment District		
Transfer Out - Cost Allocation		55,455
Lighting Assessment District		
Transfer In - General Fund	47,509	
Transfer Out - Cost Allocation		15,020
Median Assessment District		
Transfer In - General Fund	252,070	
Transfer Out - Cost Allocation		364,883
Internal Service Funds - Risk Management		
Transfer In - General Fund/ISF Risk	1,330,739	
Transfer In - Gas Tax	21,127	
Transfer In - Neighborhood Preservation	14,695	
Transfer In - Water Operations	619,903	
Transfer In - Water Plant	94,971	
Transfer In - Wastewater Operations	265,817	
Transfer In - Solid Waste Operations	227,361	
Transfer In - Redevelopment Successor Agency	18,378	
Transfer In - Housing Authority	109,363	
Transfer In - Fleet ISF	65,017	
Transfer Out - Cost Allocation		61,148
Internal Service Funds - Fleet		
Transfer In - General Fund/ISF Risk	447,756	
Transfer In - Water Operations	40,481	
Transfer In - Wastewater Operations	60,692	
Transfer In - Solid Waste Operations	311,096	
Transfer In - Housing Authority	17,734	
Transfer Out - Cost Allocation		74,776
Transfer Out - ISF Risk Management		65,017
Pension Obligation Bond		
Transfer In - General Fund	4,000	
Total City Transfers In/Out	6,333,215	6,046,874



Schedule of Operating Transfers In/Out FY 2020-21

Fund/Description	Operating Transfer In	Operating Transfer Out
Housing Authority		
Transfer Out - ISF Risk Management		109,363
Transfer Out - ISF Fleet		17,734
Total Housing Authority Transfers In/Out	-	127,097
Housing Successor Agency		
Transfer Out - Cost Allocation		113,590
Total Housing Successor Agency Transfers In/Out	-	113,590
Redevelopment Successor Agency		
Transfer Out - Cost Allocation		7,652
Transfer Out - ISF Risk Management		18,378
Total RDA Successor Agency Transfers In/Out	-	26,030
Surplus Property Authority		
Transfer Out - Cost Allocation		19,624
Total Surplus Property Authority Transfers In/Out	-	19,624
Grand Total Transfers In/Out	6,333,215	6,333,215

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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.

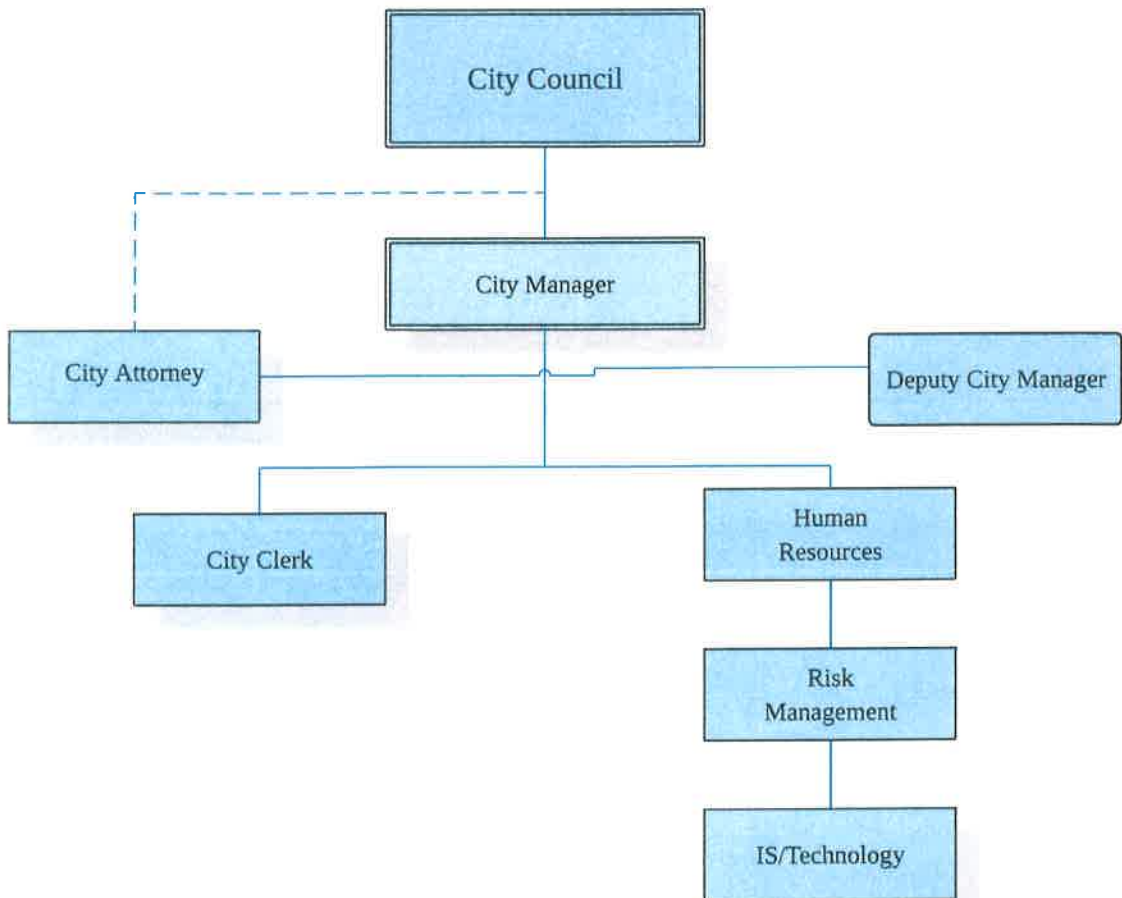
“The Friendly City by the Sea”

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City of Port Hueneme

City Administration



Organization Chart



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund		City Administration Department Department Overview		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	871,689	1,026,841	1,184,711	1,119,580
Operational Charges	725,030	873,957	1,036,150	741,650
Capital Expenditures	-	-	-	-
ISF Charges	54,599	61,639	183,260	183,260
Total Expenditures	1,705,918	1,962,437	2,404,121	2,044,490
Net Appropriations	(1,705,918)	(1,962,437)	(2,404,121)	(2,044,490)
Authorized Positions:				
City Council Member	5.00	5.00	5.00	5.00
City Manager	0.85	0.85	0.80	0.80
Deputy City Manager	0.85	0.85	0.85	0.85
City Clerk	0.90	0.90	0.90	0.90
Human Resources Manager	0.00	0.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Admin Services Coordinator (PT)	0.50	0.50	0.50	0.50
Intern (PT)	0.50	0.50	0.50	0.50
Admin Specialist (PT)	0.50	0.50	0.50	0.50
Total	10.10	10.10	11.05	11.05

**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 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
2018-19**

- Enhanced public relations, information, outreach and engagement efforts with the community.
- Sustained financial and economic stability by reviewing existing and new sources of revenues and cost savings.
- Promoted coastal amenities by upgrading and maintaining coastal amenities.
- Approved and adopted the FY 2019/20 and FY 2020/21 operating budget in a timely manner.

**MAJOR CHANGES FROM PRIOR
YEAR**

- One-time expenditure of \$72,500 for Strategic Planning.
- Modification of travel, meeting expenditures to \$2,500 per Council member.

MAJOR INITIATIVES 19-20 AND 20-21

- Maintain General Fund and Enterprise Funds budgets with adequate operating and capital reserves.
- Evaluate current and future infrastructure/maintenance needs.
- Promote a high performing organization by making sure that the organization is fully staffed with well-trained, high performing, and innovative workforce.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-1111		City Council Division Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	64,558	68,743	53,389	53,142
Operational Charges	13,967	15,823	93,800	21,300
Capital Expenditures	-	-	-	-
ISF Charges	29,861	33,711	13,007	13,007
Total Expenditures	108,386	118,277	160,196	87,449
Net Appropriations	(108,386)	(118,277)	(160,196)	(87,449)
Authorized Positions:				
City Council Member - PT	5.00	5.00	5.00	5.00
Total	5.00	5.00	5.00	5.00



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

CITY COUNCIL		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-1111-611.10-02	Part Time	45,221	45,207	45,330	45,207
001-1111-611.20-01	Taxes FICA-Employer	3,039	2,803	2,810	2,803
001-1111-611.20-03	Taxes Medicare-Employer	699	656	657	656
001-1111-611.21-01	PERS	13,133	1,686	1,686	1,686
001-1111-611.21-04	POB PERS Debt Svc Alloc	2,362	2,290	614	560
001-1111-611.21-05	PERS - Unfunded Liability	-	16,000	2,292	2,230
001-1111-611.25-03	Vision Insurance	104	101	-	-
* Salary and Benefits		<u>64,558</u>	<u>68,743</u>	<u>53,389</u>	<u>53,142</u>
001-1111-611.36-08	Cont Svcs-Miscellaneous	-	-	72,500	-
001-1111-611.51-04	Conf/Travel-Sharkey	1,500	1,586	-	-
001-1111-611.51-09	Workshop Expenses	376	100	200	200
001-1111-611.51-10	Conf/Travel-Berg	89	1,399	2,500	2,500
001-1111-611.51-11	RDP-21 Travel Expenses	2,000	-	2,500	2,500
001-1111-611.51-12	Conf/Travel-Schnopp	1,175	1,500	2,500	2,500
001-1111-611.51-14	Conf/Travel-Figg	1,380	-	-	-
001-1111-611.51-15	Conf/Travel-Hensley	1,035	275	-	-
001-1111-611.51-16	Conf/Travel-Berg	1,155	778	-	-
001-1111-611.51-17	Conf/Travel - Hernandez	-	1,500	2,500	2,500
001-1111-611.51-18	Conf/Travel - Gama	-	1,285	2,500	2,500
001-1111-611.51-19	Conf/Travel - Rollins	-	1,500	2,500	2,500
001-1111-611.52-01	Office Supplies	-	800	800	800
001-1111-611.61-11	Misc Supplies	257	100	300	300
001-1111-611.65-01	Dues/Memberships	5,000	5,000	5,000	5,000
* Operating		<u>13,967</u>	<u>15,823</u>	<u>93,800</u>	<u>21,300</u>
001-1111-611.90-03	ISF Allocation Expenses - Risk Mgmt	29,861	33,711	13,007	13,007
Total City Council Budget		<u>108,386</u>	<u>118,277</u>	<u>160,196</u>	<u>87,449</u>

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**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

**City Manager
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 dis-semination 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
2017-2019:**

- Complete turn-around of the financial situation of the City. The City is now operating in a Surplus.
- Initiated Measure U – a 1% increase in Sales Tax which was approved by the voters.
- Successful implementation of Cannabis program to increase the City's revenue.

**MAJOR INITIATIVES 2019-20 And
2020-21**

- Complete budget for capital improvement projects for the next two fiscal years (FY 2019-20 and 2020-21).
- Successfully hire Deputy City Manager and Human Resources Manager and Analyst.
- Form a Citizens' Oversight Committee to oversee the administration of Measure U.

CHANGES FROM PRIOR YEAR

- No major changes from the prior year.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-1113		City Manager Division Summary			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
General Fund	-	-	-	-	
Total Revenues	-	-	-	-	
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
Salaries & Benefits	290,522	330,496	363,910	365,364	
Operational Charges	662,590	537,905	392,750	400,750	
Capital Expenditures	-	-	-	-	
ISF Charges	6,016	6,792	75,654	75,654	
Total Expenditures	959,128	875,193	832,314	841,768	
Net Appropriations	(959,128)	(875,193)	(832,314)	(841,768)	
Authorized Positions:					
City Manager	0.85	0.85	0.80	0.80	
Deputy City Manager	0.15	0.15	0.15	0.15	
City Clerk	0.25	0.25	0.25	0.25	
Total	1.25	1.25	1.20	1.20	



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

CITY MANAGER		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-1113-611.10-01	Full Time	178,729	188,091	203,684	206,600
001-1113-611.10-04	Standby	-	-	-	-
001-1113-611.11-02	Cafeteria Earnings	260	903	905	-
001-1113-611.11-03	Longevity Pay	-	-	-	-
001-1113-611.11-05	Car Allowance	104	361	362	361
001-1113-611.11-09	Annual Leave Buyout	2,736	605	3,000	3,000
001-1113-611.20-01	Taxes FICA-Employer	8,665	9,150	9,734	9,729
001-1113-611.20-03	Taxes Medicare-Employer	2,663	2,787	3,003	3,047
001-1113-611.21-01	PERS	72,320	40,686	43,858	44,493
001-1113-611.21-04	POB PERS Debt Svc Alloc	12,697	16,135	14,823	13,820
001-1113-611.21-05	PERS - Unfunded Liability	-	54,052	55,312	54,993
001-1113-611.21-07	OPEB - Unfunded Liability	-	7,421	6,674	6,674
001-1113-611.22-01	LTD/Life Insurance	1,142	1,171	1,502	1,502
001-1113-611.23-02	City Contr Def Comp-457	4,605	4,333	4,520	4,612
001-1113-611.25-01	Medical Insurance	5,912	4,319	15,282	15,282
001-1113-611.25-02	Dental Insurance	574	396	1,053	1,053
001-1113-611.25-03	Vision Insurance	115	86	198	198
* Salary and Benefits		<u>290,522</u>	<u>330,496</u>	<u>363,910</u>	<u>365,364</u>
001-1113-611.36-01	Cont Svcs-Legal Services	429,405	400,000	240,000	240,000
001-1113-611.36-08	Cont Svcs-Miscellaneous	157,393	70,000	75,000	83,000
001-1113-611.40-02	Cell Phones	721	1,000	1,000	1,000
001-1113-611.51-01	Conference/Travel	223	200	2,500	2,500
001-1113-611.52-01	Office Supplies	263	205	300	300
001-1113-611.58-37	Cannabis Expenses-General	31,127	30,000	30,000	30,000
001-1113-611.61-11	Misc Supplies	-	-	100	100
001-1113-611.65-01	Dues/Memberships	42,873	35,000	38,850	38,850
001-1113-611.65-02	Publications	585	1,500	5,000	5,000
* Operating		<u>662,590</u>	<u>537,905</u>	<u>392,750</u>	<u>400,750</u>
001-1113-611.90-03	ISF Allocation Expenses - Risk Mgmt	<u>6,016</u>	<u>6,792</u>	<u>75,654</u>	<u>75,654</u>
Total City Manager Budget		<u>959,128</u>	<u>875,193</u>	<u>832,314</u>	<u>841,768</u>

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**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

**City Clerk
General Fund**

MISSION

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 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
2017-2019:**

- Successfully executed the 2018 Municipal General Election.
- Successfully completed Records Management and updated Records Retention Policy.

**MAJOR INITIATIVES 2019-20 And
2020-21**

- Acquire and install Agenda Management software for preparing agendas in a timely and efficient manner.
- Acquire and install Data Management software to store data and transform that data into information for better management making decisions.

**MAJOR CHANGES FROM PRIOR
YEAR**

- Separate Division from Human Resources/Personnel Division.
- One-time expenditure of \$40,000 for Agenda Management Program.
- One-Time expenditure of \$50,000 for Records Document Management Program.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-1114		City Clerk Division Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	150,781	160,172
Operational Charges	-	-	119,350	69,350
Capital Expenditures	-	-	-	-
ISF Charges	-	-	22,701	22,701
Total Expenditures	-	-	292,832	252,223
Net Appropriations	-	-	(292,832)	(252,223)
Authorized Positions: City Clerk	0.65	0.65	0.65	0.65



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

CITY CLERK		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
001-1114-611.10-01	Full Time	-	-	79,744	79,526
001-1114-611.20-01	Taxes FICA-Employer	-	-	4,956	4,943
001-1114-611.20-03	Taxes Medicare-Employer	-	-	1,159	1,156
001-1114-611.21-01	PERS	-	-	17,228	17,180
001-1114-611.21-04	POB PERS Debt Svc Alloc	-	-	5,396	7,070
001-1114-611.21-05	PERS - Unfunded Liability	-	-	20,135	28,134
001-1114-611.21-07	OPEB - Unfunded Liability	-	-	2,372	2,372
001-1114-611.22-01	LTD/Life Insurance	-	-	725	725
001-1114-611.25-01	Medical Insurance	-	-	17,816	17,816
001-1114-611.25-02	Dental Insurance	-	-	1,069	1,069
001-1114-611.25-03	Vision Insurance	-	-	181	181
* Salary and Benefits		-	-	150,781	160,172
001-1114-611.36-08	Cont Svcs-Miscellaneous	-	-	100,000	20,000
001-1114-611.51-01	Conference/Travel	-	-	5,000	5,000
001-1114-611.52-01	Office Supplies	-	-	2,000	2,000
001-1114-611.52-03	Printing/Publications	-	-	2,000	2,000
001-1114-611.52-04	Advertising	-	-	8,000	8,000
001-1114-611.58-07	Election Expenses	-	-	-	30,000
001-1114-611.58-12	Misc Expenditures	-	-	1,000	1,000
001-1114-611.61-11	Misc Supplies	-	-	500	500
001-1114-611.65-01	Dues/Memberships	-	-	850	850
* Operating		-	-	119,350	69,350
001-1114-611.90-03	ISF Allocation Expenses - Risk Mgmt	-	-	22,701	22,701
Total City Clerk Budget		-	-	292,832	252,223

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**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

**Human Resources
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.

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.

**MAJOR INITIATIVES 2019-20 And
2020-21**

- Successfully hire Human Resources Manager and Human Resources Analyst.
- Complete Compensation Study for the entire City.
- Update Personnel Handbook.

CHANGES FROM PRIOR YEAR

- Separate City Clerk Division from Human Resources/Personnel Division.
- Added Human Resources Manager.
- One-time expenditure of \$65,000 for compensation study.
- One-time expenditure of \$5,000 to update Personnel Handbook.
- Obtain the services of RSG Consultants to help with the personnel issues and recruitments.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

HUMAN RESOURCES/PERSONNEL		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-1115-611.10-01	Full Time	227,733	222,911	316,538	315,799
001-1115-611.10-02	Part Time	40,606	151,736	107,092	29,248
001-1115-611.10-03	Overtime	-	200	-	-
001-1115-611.11-02	Cafeteria Earnings	10,544	4,213	4,225	-
001-1115-611.11-05	Car Allowance	800	1,685	1,690	1,685
001-1115-611.11-09	Annual Leave Buyout	41,079	4,326	-	-
001-1115-611.20-01	Taxes FICA-Employer	17,809	22,417	25,432	20,576
001-1115-611.20-03	Taxes Medicare-Employer	4,571	5,496	6,141	5,001
001-1115-611.21-01	PERS	78,711	49,361	57,718	57,605
001-1115-611.21-02	PERS-Retirees	46,634	27,800	89,745	89,745
001-1115-611.21-03	PERS Ins Admin Fee	3,165	1,440	1,700	1,700
001-1115-611.21-04	POB PERS Debt Svc Alloc	14,449	20,000	12,587	16,497
001-1115-611.21-05	PERS - Unfunded Liability	-	66,802	46,970	65,644
001-1115-611.21-07	OPEB - Unfunded Liability	-	8,794	5,536	5,536
001-1115-611.22-01	LTD/Life Insurance	1,122	1,339	2,542	2,542
001-1115-611.23-02	City Contr Def Comp-457	2,628	450	-	-
001-1115-611.25-01	Medical Insurance	5,903	27,409	74,003	74,003
001-1115-611.25-02	Dental Insurance	531	1,644	4,439	4,439
001-1115-611.25-03	Vision Insurance	112	279	754	754
001-1115-611.25-04	Employee Insurance Trust	-	-	1,000	1,000
001-1115-611.26-03	Tuition Reimbursement	7,612	1,500	1,500	1,500
001-1115-611.27-01	Post Retire RHS Health Pl	12,600	7,800	7,800	7,800
* Salary and Benefits		<u>516,609</u>	<u>627,602</u>	<u>767,412</u>	<u>701,074</u>
001-1115-611.36-01	Cont Svcs-Legal Services	-	-	135,000	135,000
001-1115-611.36-08	Cont Svcs-Miscellaneous	19,052	300,000	354,000	124,000
001-1115-611.50-07	Unemployment Insurance	-	-	1,000	1,000
001-1115-611.51-01	Conference/Travel	6,907	2,000	7,500	7,500
001-1115-611.51-02	Organizational Development	-	-	30,000	30,000
001-1115-611.52-01	Office Supplies	1,906	1,500	5,000	5,000
001-1115-611.52-03	Printing/Publications	982	1,000	300	300
001-1115-611.52-04	Advertising	8,230	2,000	1,000	1,000
001-1115-611.58-12	Misc Expenditures	693	1,000	1,000	1,000
001-1115-611.58-19	Employee Recognition	257	1,000	-	-
001-1115-611.58-25	Anti-Drug Program	2,499	3,200	2,500	2,500
001-1115-611.61-04	Clothing Expense/Reimb	5,701	6,000	6,000	6,000
001-1115-611.65-01	Dues/Memberships	1,730	2,429	6,300	6,300
001-1115-611.65-02	Publications	516	100	-	-
* Operating		<u>48,473</u>	<u>320,229</u>	<u>549,600</u>	<u>319,600</u>
001-1115-611.90-03	ISF Allocation Expenses - Risk Mgmt	18,722	21,136	94,599	94,599
TOTAL PERSONNEL BUDGET		<u>583,804</u>	<u>968,967</u>	<u>1,411,611</u>	<u>1,115,273</u>

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CITY OF PORT HUENEME

General Government

General Fund



“The Friendly City by the Sea”

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**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

**General Government
General Fund**

MISSION

The Information Technology section of the City Manager's Office is responsible for maintaining, researching, and installing new applications for all City's technological equipment. It includes computers, network systems, security cameras and upgrades to the City's technological systems.

PRIMARY ACTIVITIES

- The Information Technology Manager is responsible for in-house support of computer and network systems.
- Implements the next generation of computer systems and maintains current systems to meet the daily needs of staff.
- Coordination of computer upgrades and maintenance of installed specialized applications within departments.
- Maintenance Technician is responsible for the operation and maintenance of the City's telecommunication systems.

**MAJOR ACCOMPLISHMENTS IN
2017-2019:**

- Major upgrade of City Website, including support for multiple viewing devices (smartphones, tablets, PCs).
- Replacement of 17 desktop computers throughout the City and Police Department.
- Deployment of 28 Police-managed smartphones, including protected Station Wi-Fi.
- Protection of network resources from malware/virus infection.

**MAJOR INITIATIVES 2019-20 And
2020-21**

- Replacement of Finance Management Software.
- Records Management System.
- Agenda Management.
- Police Computer Aided Dispatch (CAD) upgrade.
- Police Call Logger replacement.
- Police Records Management upgrade.
- PHWA Control System upgrade.
- Replacement of 53 computers (29 General Fund, 18 Police, 6 Enterprise).
- Implement self-service portal and employee "intranet" resources.

CHANGES FROM PRIOR YEAR

- Promotion of IT technician to FT status, with additional PT recruitment.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-1903	General Government Division Summary			
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Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-

Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	250,695	293,944	423,951	437,505
Operational Charges	1,103,570	903,814	927,510	935,142
Capital Expenditures	5,160	47,900	49,700	15,650
Other/Transfers	852,092	388,808	400,727	401,914
ISF Charges	31,210	16,316	138,907	139,234
Total Expenditures	2,242,727	1,650,782	1,940,795	1,929,445
Net Appropriations	(2,242,727)	(1,650,782)	(1,940,795)	(1,929,445)

Authorized Positions:

Deputy City Manager	0.15	0.15	0.15	0.15
I/S Technology Manager	1.00	1.00	1.00	1.00
Information System Technician	0.50	0.50	1.50	1.50
Total	1.65	1.65	2.65	2.65



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

GENERAL GOVERNMENT		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-1903-619.10-01	Full Time	113,492	129,658	200,118	200,118
001-1903-619.10-02	Part Time	21,771	23,871	23,936	23,871
001-1903-619.10-03	Overtime	10,729	10,200	10,000	10,000
001-1903-619.10-04	Standby	8,177	9,548	9,000	9,000
001-1903-619.11-02	Cafeteria Earnings	9,591	10,230	9,355	9,328
001-1903-619.11-03	Longevity Pay	2,140	2,140	3,895	3,920
001-1903-619.11-05	Car Allowance	104	361	362	361
001-1903-619.11-09	Annual Leave Buyout	5,463	4,259	5,500	5,500
001-1903-619.20-01	Taxes FICA-Employer	10,402	9,803	14,415	14,415
001-1903-619.20-03	Taxes Medicare-Employer	3,930	2,347	3,413	3,412
001-1903-619.21-01	PERS	51,797	33,595	43,162	43,170
001-1903-619.21-04	POB PERS Debt Svc Alloc	9,465	11,345	12,239	14,364
001-1903-619.21-05	PERS - Unfunded Liability	0	37,768	45,672	57,157
001-1903-619.21-07	OPEB - Unfunded Liability	0	5,115	4,600	4,600
001-1903-619.22-01	LTD/Life Insurance	950	1,021	1,753	1,753
001-1903-619.23-01	City Contr Def Comp-401K	2,684	2,683	2,799	2,804
001-1903-619.25-01	Medical Insurance	0	0	31,520	31,520
001-1903-619.25-02	Dental Insurance	0	0	1,891	1,891
001-1903-619.25-03	Vision Insurance	0	0	321	321
* Salary and Benefits		250,695	293,944	423,951	437,505
001-1903-619.35-05	Cont Svcs-Radio Services	8,287	9,164	15,000	15,000
001-1903-619.36-03	Cont Svcs-Comp Maint	126,363	140,000	165,750	177,100
001-1903-619.36-08	Cont Svcs-Miscellaneous	72,976	100,000	80,000	80,000
001-1903-619.36-18	Cont Svcs-Car Wash	10,203	12,500	0	0
001-1903-619.40-01	Utilities	488,624	430,000	430,000	430,000
001-1903-619.40-02	Cell Phones	324	700	192	192
001-1903-619.40-06	Care Program Expense	94,044	91,000	91,000	91,000
001-1903-619.51-08	Training In-House	0	1,500	0	0
001-1903-619.52-01	Office Supplies	12,512	10,000	10,000	10,000
001-1903-619.52-02	Postage	15,164	18,000	18,000	18,000
001-1903-619.53-04	Program 2-1-1 Support	2,000	2,000	2,000	2,000
001-1903-619.58-01	Bank Fees	30	0	0	0
001-1903-619.58-06	Offsite Storage	15,433	24,592	0	0
001-1903-619.58-17	Library Advance	32,500	32,500	80,500	80,500
001-1903-619.58-20	Management Fee	17,761	18,000	18,000	18,000
001-1903-619.58-40	Operational Contingencies	200,000	0	0	0
001-1903-619.61-11	Misc Supplies	4,817	8,800	11,900	8,000
001-1903-619.65-02	Publications	36	404	500	500
001-1903-619.68-01	Cable	2,096	2,000	2,000	2,000
* Operating		1,103,570	903,814	927,510	935,142



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

GENERAL GOVERNMENT		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-1903-619.70-03	Office Equip/Furniture	5,160	47,900	49,700	15,650
*	Capital	5,160	47,900	49,700	15,650
001-1903-619.90-03	ISF Allocation Expenses - Risk Mgmt	31,210	16,316	138,907	139,234
001-1903-619.90-20	Operating Transfer Out	852,092	388,808	400,727	401,914
*	Other	883,302	405,124	539,634	541,148
TOTAL GENERAL GOV'T BUDGET		2,242,727	1,650,782	1,940,795	1,929,445

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



Organization Chart

**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 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 Finance Department also administers the business license, transient occupancy tax and utility billing programs.

**MAJOR ACCOMPLISHMENTS IN
2017-2019:**

- Successfully hired a Finance Director.
- Successfully hired two Fiscal Aide-Customer Service employees to ease the customers waiting in line.
- Produced FY 2017-18 and 2018-19 Comprehensive Annual Financial (CAFR) Reports.
- Produced 2019-21 Operational Budget that was adopted before end of the FY 2018-19.

**MAJOR INITIATIVES FOR 2019-20
And 2020-21**

- Replace Accounting Software to better serve internal and external customers by providing a timely, accurate, and well-presented reports.
- Successfully hire Deputy Finance Director and Senior Accountant to provide much needed help in future projects such as conversion to a new accounting software and monthly utility billing.
- Move to monthly utility billing cycle.
- Complete Cost Allocation study for FY 2019-20 and 2020-21.
- Review fiscal policies and procedures.

CHANGES FROM PRIOR YEAR

- Add Accounting Manager for Succession planning
- Added one Fiscal Aide-Customer Service.
- Funded Deputy Finance Director position.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-1262

**Finance Department
Department Overview**

Source of Funds	Actual 2017-18	Curr Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Revenues	-	-	-	-
Total Revenues	-	-	-	-

Expenditure Description	Actual 2017-18	Curr Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	704,932	539,920	796,479	848,796
Operational Charges	173,816	171,200	143,700	145,700
Capital Expenditures	3,059	2,500	4,000	2,500
ISF Charges	56,844	64,173	76,625	76,625
Total Expenditures	938,651	777,793	1,020,804	1,073,621

Net Appropriations	(938,651)	(777,793)	(1,020,804)	(1,073,621)
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Authorized Positions:

Finance Director	0.50	0.50	0.50	0.50
Deputy Finance Director	1.00	1.00	1.00	1.00
Accounting Manager	-	-	0.40	0.40
Senior Accountant	0.40	0.40	0.40	0.40
Accountant	0.95	0.95	0.95	0.95
Payroll Services Specialist	1.00	1.00	1.00	1.00
Fiscal Assistant	1.10	1.10	1.10	1.10
Fiscal Aide - Customer Svc	0.20	0.20	0.20	0.20
Total	5.15	5.15	5.55	5.55



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

FINANCE ADMINISTRATION		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-1262-612.10-01	Full Time	375,480	289,499	440,978	443,908
001-1262-612.10-02	Part Time	16,080	-	-	-
001-1262-612.10-03	Overtime	280	100	-	-
001-1262-612.11-02	Cafeteria Earnings	7,600	3,072	3,081	3,072
001-1262-612.11-03	Longevity Pay	4,473	2,479	3,597	3,597
001-1262-612.11-05	Car Allowance	1,120	1,204	1,207	1,204
001-1262-612.11-06	Bilingual Premium	60	60	60	60
001-1262-612.11-09	Annual Leave Buyout	56,133	2,379	17,000	30,000
001-1262-612.20-01	Taxes FICA-Employer	26,545	17,211	26,646	26,816
001-1262-612.20-03	Taxes Medicare-Employer	6,475	4,135	6,387	6,429
001-1262-612.21-01	PERS	143,154	53,955	85,376	85,844
001-1262-612.21-04	POB PERS Debt Svc Alloc	28,452	20,278	19,657	25,853
001-1262-612.21-05	PERS - Unfunded Liability	-	67,912	73,351	102,872
001-1262-612.21-07	OPEB - Unfunded Liability	-	11,422	10,272	10,272
001-1262-612.22-01	LTD/Life Insurance	1,662	2,311	3,796	3,816
001-1262-612.23-01	City Contr Def Comp-401K	873	820	907	905
001-1262-612.23-02	City Contr Def Comp-457	3,149	5,503	5,519	5,503
001-1262-612.25-01	Medical Insurance	31,331	53,074	91,446	91,446
001-1262-612.25-02	Dental Insurance	1,802	3,850	6,152	6,152
001-1262-612.25-03	Vision Insurance	263	656	1,047	1,047
* Salary and Benefits		<u>704,932</u>	<u>539,920</u>	<u>796,479</u>	<u>848,796</u>
001-1262-612.36-02	Cont Svcs-Outside Auditor	38,815	39,000	40,000	41,000
001-1262-612.36-08	Cont Svcs-Miscellaneous	50,242	65,000	34,000	34,000
001-1262-612.50-07	Unemployment Insurance	-	-	-	-
001-1262-612.51-01	Conference/Travel	1,816	1,000	3,000	3,000
001-1262-612.52-01	Office Supplies	3,941	6,100	5,000	6,000
001-1262-612.58-01	Bank Fees	78,638	60,000	60,000	60,000
001-1262-612.58-04	Over/Short Cash Account	70	100	100	100
001-1262-612.65-01	Dues/Memberships	195	-	1,500	1,500
001-1262-612.65-02	Publications	99	-	100	100
* Operating		<u>173,816</u>	<u>171,200</u>	<u>143,700</u>	<u>145,700</u>
001-1262-612.70-03	Office Equip/Furniture	3,059	2,500	4,000	2,500
* Capital		<u>3,059</u>	<u>2,500</u>	<u>4,000</u>	<u>2,500</u>
001-1262-612.90-03	ISF Allocation Expenses - Risk Mgmt	56,844	64,173	76,625	76,625
TOTAL FINANCE DEPT BUDGET		<u>938,651</u>	<u>777,793</u>	<u>1,020,804</u>	<u>1,073,621</u>



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Fund 511		Certificate of Participation Account Summary			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
Transfer In- General Fund	487,231	20,000	-	-	
Total Revenues	487,231	20,000	-	-	
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
Fiscal Agent Fees	3,604	5,000	-	-	
Debt Services	483,700	492,900	-	-	
Total Expenditures	487,304	497,900	-	-	
Net Appropriations	(73)	(477,900)	-	-	

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 fully defeased in 2019.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

92 CERTS OF PARTICIPATION		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
511-0000-552.22-00	Fiscal Agent Interest	-	-	-	-
511-0000-591.01-00	General Fund	487,231	20,000	-	-
	TOTAL REVENUE	487,231	20,000	-	-
511-1904-619.80-04	Fiscal Agent Fees	3,604	5,000	-	-
511-1904-619.80-05	Certs of Deposit-Retired	430,000	465,000	-	-
511-1904-619.80-46	Bond Interest Payments	53,700	27,900	-	-
* Debt Service		487,304	497,900	-	-
	TOTAL EXPENDITURES	487,304	497,900	-	-
	FUND BALANCE/(DEFICIT)	(73)	(477,900)	-	-



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Fund 512		Pension Obligation Bonds			
		Account Summary			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
Transfer In- General Fund	3,689	3,681	4,000	4,000	
Total Revenues	3,689	3,681	4,000	4,000	
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
Fiscal Agent Fees	3,689	3,681	4,000	4,000	
Debt Services	-	-	-	-	
Total Expenditures	3,689	3,681	4,000	4,000	
Net Appropriations	-	-	-	-	

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.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

PENSION OBLIGATION BONDS FUND		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
512-0000-591.01-00	General Fund	3,689	3,681	4,000	4,000
TOTAL REVENUE		3,689	3,681	4,000	4,000
512-1906-619.80-04	Fiscal Agent Fees	3,689	3,681	4,000	4,000
* Debt Service		3,689	3,681	4,000	4,000
TOTAL EXPENDITURES		3,689	3,681	4,000	4,000
FUND BALANCE/(DEFICIT)		-	-	-	-

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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"

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City of Port Hueneme

Community Development

**Community Development
Director**

**Planning and
Zoning**

**Parking
Enforcement**

**Building
and Safety**

**Neighborhood
Preservation**

**Code
Compliance**

**Redevelopment
Successor Agency**

**Surplus Property
Authority**

CDBG Program

HOME Program

Organization Chart



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund		Community Development Department Department Overview			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
General Fund	-	-	-	-	
Total Revenues	-	-	-	-	
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
Salaries & Benefits	698,860	975,908	1,172,178	1,193,477	
Operational Charges	344,908	574,616	526,710	472,580	
Capital Expenditures	-	-	-	-	
Cost Allocation Charges	-	-	-	-	
ISF Charges	119,455	86,828	209,428	210,513	
Total Expenditures	1,163,223	1,637,352	1,908,316	1,876,570	
Net Appropriations	(1,163,223)	(1,637,352)	(1,908,316)	(1,876,570)	

Authorized Positions:

Community Development Director	1.00	1.00	1.00	1.00
Building Official	1.00	1.00	1.00	1.00
Comm Dev Programs Manager	1.75	1.75	1.75	1.75
Sr Parking Enforcement Officer	-	-	1.00	1.00
Code Compliance Officer	1.00	1.00	1.50	1.50
Parking Enforcement Officer	1.50	1.50	1.50	1.50
Comm Dev Technician	1.00	1.00	1.00	1.00
Intern - PT	0.92	0.92	0.92	0.92
TOTAL	8.17	8.17	9.67	9.67

**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

**Administration/Planning & Zoning
General Fund**

MISSION

It is the Mission of the Administration and Planning & Zoning Division of the Community Development Department to provide general oversight, internal controls, administration, and general leadership for the Department's six divisions; to manage the City's physical layout and development, including environmental, land use and design review; to ensure compliance with various federal, state and local regulations; and to coordinate activities with other City Departments and governmental agencies.

PRIMARY ACTIVITIES

- Manages the Department's customer service and City Hall reception, and provides community-related information.
- Manages the City's Planning & Zoning Division, including implementation of the General Plan, Zoning Ordinance, Subdivision Ordinance, Local Coastal Program, and performing CEQA review.
- Coordinates entitling businesses per the City's cannabis business program.
- 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.

**MAJOR ACCOMPLISHMENTS IN
2017-2019:**

- Coordinated the establishment and implementation of the City's cannabis business program.
- Entitled nine cannabis businesses (six of which are open), which are each generating a significant amount of revenue for the City's General Fund.
- Began processing applications to entitle seven additional cannabis businesses.
- Managed several projects within the Mandalay Village shopping center, including the Habit, Starbucks, and new sign program.
- Coordinated the efforts for the City to join the Ventura County Housing Trust Fund.
- Successfully had a new Accessory Dwelling Unit ordinance adopted.
- Commenced work on updating the Zoning, Property Maintenance and Cannabis Ordinances, including holding two public workshops.
- Prepared annual General Plan/Housing Element/Successor Agency reports per state-mandated regulations.
- Assisted Economic Development consultant with disposition of City- and Agency-Owned properties.
- Completed the first steps in the Census 2020 project and the Southern California Association of Government's Regional Transportation Plan.
- Commenced work on the next round of the Regional Housing Needs Assessment.
- Coordinated the agreements with three additional Property Assessed Clean Energy (PACE) programs.
- Updated the City's website, added Planning forms and applications, including a comprehensive set of documents for potential applicants of cannabis-related businesses to use.

**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

**Administration/Planning & Zoning
General Fund**

**MAJOR INITIATIVES 2019-20 And
2020-21**

- Update the Zoning, Property Maintenance/Nuisance and Cannabis Ordinances, to streamline development processes, as well as Code Enforcement processes, to enable the limited number of staff to be more efficient and improve customer service.
- Review and update the Master Fee Schedule as it pertains to Planning & Zoning, Building & Safety, Code Compliance and Parking Enforcement fees, to ensure the City is collecting appropriate fees and recovering costs of providing services.
- Update the Housing Element, as is required by the state Department of Housing and Community Development.
- Review and potentially commence work on a comprehensive update of the entire General Plan, including the environmental impact report, a climate action plan and the Local Coastal Plan.
- Continue to update the Department's website to ensure more information, along with application forms, submittal checklists and documents related to the various functions of the Community Development Department are provided for the public's use.
- Assume a larger role in economic development activities.
- Update the Planning Division's filing system, including implementing a new enterprise permitting system.

CHANGES FROM PRIOR YEARS

- Removed the Community Development Department from under the purview of the Deputy City Manager, making it a stand-alone department, and promoted the Deputy Director/City Planner to the position of Community Development Director. Left the Deputy Director/City Planner position unfilled.
- Removed the Housing Authority from under the purview of the Community Development Department and made it a stand-alone entity.
- Elevated the Community Development Assistant position to Community Development Technician.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

GENERAL FUND 001-5101

**Community Development Administration
Division Summary**

Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	358,257	482,298	385,452	388,109
Operational Charges	58,663	93,303	75,730	14,390
Capital Expenditures	-	-	-	-
Cost Allocation Charges	-	-	-	-
ISF Charges	21,900	24,723	32,525	32,525
Total Expenditures	438,820	600,324	493,707	435,024
Net Appropriations	(438,820)	(600,324)	(493,707)	(435,024)

Authorized Positions:

Community Development Director	1.00	1.00	1.00	1.00
Comm Dev Programs Manager	0.20	0.20	0.20	0.20
Comm Dev Technician	0.50	0.50	0.50	0.50
Intern - PT	0.92	0.92	0.92	0.92
Total	2.62	2.62	2.62	2.62



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

COMMUNITY DVLP ADMIN		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-5101-651.10-01	Full Time	227,075	253,637	179,388	183,004
001-5101-651.10-02	Part Time	1,854	14,142	14,181	14,142
001-5101-651.11-02	Cafeteria Earnings	5,012	1,018	1,021	1,018
001-5101-651.11-03	Longevity Pay	1,831	519	540	562
001-5101-651.11-05	Car Allowance	1,482	2,407	2,414	2,407
001-5101-651.11-06	Bilingual Premium	396	120	120	120
001-5101-651.11-09	Annual Leave Buyout	-	9,828	10,000	10,000
001-5101-651.20-01	Taxes FICA-Employer	14,220	16,383	11,450	11,479
001-5101-651.20-03	Taxes Medicare-Employer	3,279	3,909	2,841	2,894
001-5101-651.21-01	PERS	74,158	53,645	38,549	39,341
001-5101-651.21-04	POB PERS Debt Svc Alloc	14,052	14,529	19,544	18,207
001-5101-651.21-05	PERS - Unfunded Liability	-	48,678	72,930	72,448
001-5101-651.21-07	OPEB - Unfunded Liability	-	10,007	8,999	8,999
001-5101-651.22-01	LTD/Life Insurance	1,286	1,976	1,292	1,292
001-5101-651.23-02	City Contr Def Comp-457	877	372	388	401
001-5101-651.25-01	Medical Insurance	11,631	47,521	20,112	20,112
001-5101-651.25-02	Dental Insurance	913	3,059	1,415	1,415
001-5101-651.25-03	Vision Insurance	191	548	268	268
* Salary and Benefits		<u>358,257</u>	<u>482,298</u>	<u>385,452</u>	<u>388,109</u>
001-5101-651.36-08	Cont Svcs-Miscellaneous	8,741	8,000	70,000	9,000
001-5101-651.40-02	Cell Phones	-	-	480	540
001-5101-651.41-04	Property Maintenance	46,345	80,598	-	-
001-5101-651.51-01	Conference/Travel	962	1,200	2,000	2,000
001-5101-651.52-01	Office Supplies	676	1,000	1,500	1,000
001-5101-651.52-02	Postage	53	205	200	200
001-5101-651.52-03	Printing	670	1,000	100	100
001-5101-651.61-11	Misc Supplies	42	250	250	250
001-5101-651.65-01	Dues/Memberships	759	800	900	1,000
001-5101-651.65-02	Publications	415	250	300	300
* Operating		<u>58,663</u>	<u>93,303</u>	<u>75,730</u>	<u>14,390</u>
001-5101-651.90-03	ISF Allocation Expenses - Risk Mgmt	21,900	24,723	32,525	32,525
* Other		<u>21,900</u>	<u>24,723</u>	<u>32,525</u>	<u>32,525</u>
TOTAL COMM DEV ADMIN BUDGET		<u>438,820</u>	<u>600,324</u>	<u>493,707</u>	<u>435,024</u>

**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 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 various building codes for new and existing structures.
- Provides and maintains residential, commercial and industrial building records.
- Provides all aspects of plan checking, permitting and inspecting construction activities.
- Provides consultation to customers regarding regulations for building construction.
- Manages the Board of Building Code Appeals.
- Manages City's contracts with Annealta, Charles Abbott Associates, and CSG.
- Manages enforcement of the California Fire Code.

**MAJOR ACCOMPLISHMENTS IN
2017-2019:**

- Provided final Certificates of Occupancy for several new businesses in the Mandalay Village shopping center, including: Habit, Starbucks, Menchie's Body Fuel Bistro, Pee Bee & Jay's and 9-Round Fitness. Also provided final Certificates of Occupancy for the Hueneme Patient Consumer, Freedom 1st Association, DBO, Safeport, Wheelhouse and Emerald Perspective cannabis

dispensaries and the Stellar Technologies' expansion at the Port of Hueneme.

- Completed plan check for the CVS store proposed within the previous Mary's Market location at Port City Plaza.
- Coordinated plan checking for the following cannabis-related businesses: Tradecraft Farms microbusiness and Port Retail dispensary, as well as the Kung-Foo Noodles tenant improvements, Century 21 tenant improvements, and Ralphs remodel, all within the Mandalay Village shopping center, the Rite-Aid remodel and the Victoria Mixed-Use project.
- Hired an in-house building official and increased the Building & Safety Division's hours from half days on Mondays-Wednesdays to all hours City Hall is open, thus greatly enhancing customer service.
- Updated and uploaded to the City's website application forms and handouts.
- Issued 1,667 residential building permits with a total valuation of \$7,324,697.
- Issued 104 non-residential building permits with a total valuation of \$3,694,186.

**MAJOR INITIATIVES 2019-20 And
2020-21**

- Update and digitize Division's filing system, including digitizing existing rolls of plans.
- Select and implement new permitting system.
- Complete updates of remaining Building & Safety forms and handouts and upload them to the City's website.
- Complete and implement user fee study to simplify permit fee calculation process and ensure the City is accurately collecting all fees associated with plan checking, permitting and inspecting of development projects.
- Adopt the next editions of the Building, Plumbing and Electric Codes.

**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

**Building & Safety
General Fund**

CHANGES FROM PRIOR YEARS

- Obtained approval to bring the Building & Safety Division's staffing back in-house through the creation of a Building Official position and ended use of contract building inspector and building official, resulting in a cost-savings over that of using the consultants, and to ensure coverage of this division during all hours City Hall is open.
- Ended contract with California Code Check, which had become unresponsive to the City's Building & Safety-related needs.
- Entered into contracts with Annealta, Charles Abbott and Associates and CSG for contract on-call Building & Safety services, which provides a cost-savings as well as ensures the constant availability of contract staff to perform plan check services and other services on as-needed basis (i.e. inspection services when the Building Official is not available).



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-5123		Building & Safety Division Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	55,047	98,022	241,790	242,994
Operational Charges	85,033	104,160	163,800	166,950
Capital Expenditures	-	-	-	-
Cost Allocation Charges	-	-	-	-
ISF Charges	26,946	20,530	53,929	54,209
Total Expenditures	167,026	222,712	459,519	464,153
Net Appropriations	(167,026)	(222,712)	(459,519)	(464,153)
Authorized Positions:				
Building Official	1.00	1.00	1.00	1.00
Comm Dev Programs Manager	0.40	0.40	0.40	0.40
Comm Dev Technician	0.50	0.50	0.50	0.50
Total	1.90	1.90	1.90	1.90



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

BUILDING/SAFETY	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-5123-623.10-01 Full Time	27,321	49,909	132,306	133,084
001-5123-623.11-02 Cafeteria Earnings	2,592	2,037	2,043	2,037
001-5123-623.11-03 Longevity Pay	494	1,038	1,080	1,123
001-5123-623.11-06 Bilingual Pay	124	240	241	240
001-5123-623.20-01 Taxes FICA-Employer	1,831	3,257	8,435	8,488
001-5123-623.20-03 Taxes Medicare-Employer	428	762	1,973	1,985
001-5123-623.21-01 PERS	17,460	10,447	27,661	27,843
001-5123-623.21-04 POB PERS Debt Svc Alloc	2,623	2,362	3,806	3,640
001-5123-623.21-05 PERS - Unfunded Liability	-	7,914	14,203	14,486
001-5123-623.21-07 OPEB - Unfunded Liability	-	1,969	1,771	1,771
001-5123-623.22-01 LTD/Life Insurance	243	416	1,236	1,236
001-5123-623.23-02 City Contr Def Comp-457	350	744	776	802
001-5123-623.25-01 Medical Insurance	1,456	15,724	43,133	43,133
001-5123-623.25-02 Dental Insurance	104	1,020	2,664	2,664
001-5123-623.25-03 Vision Insurance	21	183	462	462
* Salary and Benefits	<u>55,047</u>	<u>98,022</u>	<u>241,790</u>	<u>242,994</u>
001-5123-623.36-08 Cont Svcs-Miscellaneous	82,855	100,000	155,000	160,000
001-5123-623.40-02 Cell Phones	134	600	800	850
001-5123-623.51-01 Conference/Travel	1,533	1,600	3,000	3,200
001-5123-623.52-01 Office Supplies	161	300	300	300
001-5123-623.52-03 Printing/Publications	100	160	300	300
001-5123-623.62-04 Small Tools	-	100	200	100
001-5123-623.65-01 Dues/Memberships	-	1,000	1,800	2,000
001-5123-623.65-02 Publications	250	400	2,400	200
* Operating	<u>85,033</u>	<u>104,160</u>	<u>163,800</u>	<u>166,950</u>
001-5123-623.90-03 ISF Allocation Expenses	26,946	20,530	53,929	54,209
* Other	<u>26,946</u>	<u>20,530</u>	<u>53,929</u>	<u>54,209</u>
TOTAL BDLG/SAFETY BUDGET	<u>167,026</u>	<u>222,712</u>	<u>459,519</u>	<u>464,153</u>

**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

**Code Compliance
General Fund**

MISSION

It is the Mission of the Code Compliance Division to protect the public health, safety and welfare through a proactive, systematic and cooperative approach; to educate, obtain and maintain 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, property maintenance, zoning, graffiti abatement, and noise control on a proactive basis.
- Assists with inspections related to the City's Home Maintenance Incentive Rebate Program and as requested by the Building & Safety Division.
- Manages City's Animal Control Services contract.
- Maintains enforcement procedures and case documentation for illegal activities related to City codes.

**MAJOR ACCOMPLISHMENTS IN
2017-2019:**

- Promoted Community Development Specialist to Community Development Programs Manager and assigned employee to supervise the Code Compliance Division as one of their primary responsibilities.
- Coordinated the reactivation of Code Compliance enforcement against the Surfside Motel property due to an on-going lack of action by the property owner to abate numerous violations existing at the property.
- Opened 1,826 new Code Compliance cases and abated or closed 1,696 cases.

**MAJOR INITIATIVES 2019-20 And
2020-21**

- Update and streamline the Property Maintenance and Property Nuisance Ordinances to provide clearer requirements and procedures for staff and the public alike to follow.
- Establish a part-time Code Compliance Officer position to provide Code Compliance enforcement during weekends and holidays, when the full-time Code Compliance Officer is not on duty.
- Purchase a new vehicle for Code Compliance to replace the existing 2006 vehicle.

CHANGES FROM PRIOR YEARS

- Promoted former Community Development Assistant to Code Compliance Officer upon the resignation of the previous Code Compliance Officer.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-5124		Code Enforcement Division Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	101,573	137,424	182,324	183,593
Operational Charges	133,897	295,863	212,280	216,690
Capital Expenditures	-	-	-	-
Cost Allocation Charges	-	-	-	-
ISF Charges	35,317	20,932	62,486	62,917
Total Expenditures	270,787	454,219	457,090	463,200
Net Appropriations	(270,787)	(454,219)	(457,090)	(463,200)

Authorized Positions:

Comm Dev Programs Manager	0.40	0.40	0.40	0.40
Code Compliance Officer	1.00	1.00	1.50	1.50
Total	1.40	1.40	1.90	1.90



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

CODE ENFORCEMENT	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-5124-623.10-01 Full Time	59,973	87,233	90,969	91,860
001-5124-623.10-02 Part Time	-	-	36,156	36,057
001-5124-623.11-02 Cafeteria Earnings	868	8,055	8,079	8,055
001-5124-623.11-03 Longevity Pay	247	1,038	1,080	1,123
001-5124-623.11-06 Bilingual Pay	80	240	241	240
001-5124-623.11-09 Annual Leave Buyout	1,837	-	-	-
001-5124-623.20-01 Taxes FICA-Employer	3,607	5,654	8,189	8,242
001-5124-623.20-03 Taxes Medicare-Employer	840	1,322	1,915	1,927
001-5124-623.21-01 PERS	23,295	10,388	11,069	11,296
001-5124-623.21-04 POB PERS Debt Svc Alloc	3,851	3,787	3,785	3,625
001-5124-623.21-05 PERS - Unfunded Liability	-	12,687	14,122	14,423
001-5124-623.21-07 OPEB - Unfunded Liability	-	3,441	3,094	3,094
001-5124-623.22-01 LTD/Life Insurance	185	574	588	588
001-5124-623.23-02 City Contr Def Comp-457	233	744	776	802
001-5124-623.25-01 Medical Insurance	6,331	2,020	2,020	2,020
001-5124-623.25-02 Dental Insurance	150	198	198	198
001-5124-623.25-03 Vision Insurance	76	43	43	43
* Salary and Benefits	<u>101,573</u>	<u>137,424</u>	<u>182,324</u>	<u>183,593</u>
001-5124-623.35-01 Cont Svcs-Co Animal Contr	131,384	292,710	205,500	210,000
001-5124-623.36-06 Cont Svcs-Uniform Svcs	113	153	150	150
001-5124-623.36-08 Cont Svcs-Miscellaneous	1,218	1,300	1,000	1,100
001-5124-623.40-02 Cell Phones	131	200	480	540
001-5124-623.51-01 Conference/Travel	919	1,000	4,200	4,000
001-5124-623.52-01 Office Supplies	35	200	400	300
001-5124-623.52-03 Printing/Publications	97	100	100	100
001-5124-623.61-04 Clothing Expense/Reimb	-	-	200	200
001-5124-623.65-01 Dues/Memberships	-	200	250	300
* Operating	<u>133,897</u>	<u>295,863</u>	<u>212,280</u>	<u>216,690</u>
001-5124-623.90-03 ISF Allocation Expenses	35,317	20,932	62,486	62,917
* Other	<u>35,317</u>	<u>20,932</u>	<u>62,486</u>	<u>62,917</u>
TOTAL CODE ENFORCEMENT BUDGET	<u>270,787</u>	<u>454,219</u>	<u>457,090</u>	<u>463,200</u>

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**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

**Parking Enforcement
General Fund**

MISSION

It is the Mission of the Parking Enforcement Division to protect public health, safety and welfare through a continuous and proactive, systematic and cooperative approach; to educate and obtain compliance with state and local regulations; where cooperative efforts fail, to seek compliance through all lawful means along with recovery of enforcement costs; and to ensure public safety and well-being at the City's parks and recreation areas.

PRIMARY ACTIVITIES

- Provides municipal parking enforcement, including illegal parking on public streets and private property and during street sweeping.
- Provides assistance to the Port Hueneme Police Department, as needed.
- Ensures parking regulations at Port Hueneme Beach Park, and on adjacent streets, are adhered to.
- Assists the Public Works Department in securing the small beach restroom in the evenings when parking enforcement staff is available.
- Assists Public Works Department and Housing Authority by proactively identifying and reporting items in the City requiring maintenance.
- Assists Code Compliance Officer by proactively identifying and reporting Municipal Code violations when they are observed by Parking Enforcement Officers during their daily routine duties.
- Maintains enforcement procedures and case documentation related to City codes.

**MAJOR ACCOMPLISHMENTS IN
2017-2019:**

- Assigned one of the Community Development Department's Program Manager to supervise the Parking

Enforcement Division as one of their primary responsibilities.

- Continued to coordinate paid parking waivers at events at Hueneme Beach Park, such as the Chamber of Commerce's Tuesday night food truck events and charitable events at the Oceanview Pavilion.
- Issued 14,069 parking citations and processed 530 vehicle tows (for issues such as outstanding citations and unpaid registrations).

**MAJOR INITIATIVES 2019-20 and
2020-21**

- Convert two part-time Parking Enforcement Officer (PEO) positions to one full-time PEO position.
- Create a Senior PEO position to allow a promotional opportunity for the existing full-time PEO, who has been at the top of the pay range for several years (note, this will still result in the existing equivalent of 2.5 full-time PEO positions, as follows: one Senior PEO, one full-time PEO and one part-time PEO).
- Purchase a new, smaller vehicle to replace the existing full-size Ford pickup used by Parking Enforcement staff (a smaller vehicle has been requested by the PEOs, as it will be easier to maneuver during their routes). The existing pickup will be transferred to the Building & Safety Division, to replace their existing 2004 pickup.
- Review parking fees as part of the larger comprehensive fee survey, to align with fees charged by other cities and ensure the City is accurately collecting all parking-related fees.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-5125		Parking Enforcement Division Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	183,983	258,164	362,612	378,781
Operational Charges	67,315	81,290	74,900	74,550
Capital Expenditures	-	-	-	-
Cost Allocation Charges	-	-	-	-
ISF Charges	35,292	20,643	60,488	60,862
Total Expenditures	286,590	360,097	498,000	514,193
Net Appropriations	(286,590)	(360,097)	(498,000)	(514,193)
Authorized Positions:				
Comm Dev Programs Manager	0.75	0.75	0.75	0.75
Sr Parking Enforcement Officer	-	-	1.00	1.00
Parking Enforcement Officer	1.50	1.50	1.50	1.50
Total	2.25	2.25	3.25	3.25



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

PARKING ENFORCEMENT		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-5125-623.10-01	Full Time	62,326	99,718	170,164	170,632
001-5125-623.10-02	Part Time	61,580	60,336	23,591	24,393
001-5125-623.10-03	Overtime	636	1,500	-	-
001-5125-623.11-02	Cafeteria Earnings	8,749	11,067	3,830	3,819
001-5125-623.11-03	Longevity Pay	-	1,390	2,345	2,410
001-5125-623.11-09	Annual Leave Buyout	1,200	1,182	2,500	2,500
001-5125-623.11-10	Compensatory Leave Buyout	236	-	-	-
001-5125-623.20-01	Taxes FICA-Employer	8,204	10,578	12,393	12,473
001-5125-623.20-03	Taxes Medicare-Employer	1,892	2,474	2,898	2,917
001-5125-623.21-01	PERS	32,067	22,161	37,073	37,250
001-5125-623.21-04	POB PERS Debt Svc Alloc	5,703	8,915	8,074	10,595
001-5125-623.21-05	PERS - Unfunded Liability	-	30,192	30,128	42,158
001-5125-623.21-07	OPEB - Unfunded Liability	-	3,934	3,538	3,538
001-5125-623.22-01	LTD/Life Insurance	562	814	1,491	1,491
001-5125-623.23-02	City Contr Def Comp-457	163	1,077	1,685	1,703
001-5125-623.25-01	Medical Insurance	613	2,525	58,604	58,604
001-5125-623.25-02	Dental Insurance	43	247	3,659	3,659
001-5125-623.25-03	Vision Insurance	9	54	639	639
* Salary and Benefits		<u>183,983</u>	<u>258,164</u>	<u>362,612</u>	<u>378,781</u>
001-5125-623.36-06	Cont Svcs-Uniform Svcs	183	200	250	300
001-5125-623.36-08	Cont Svcs-Miscellaneous	64,214	76,275	70,000	70,000
001-5125-623.40-02	Cell Phones	835	1,000	800	850
001-5125-623.52-01	Office Supplies	370	280	500	500
001-5125-623.52-03	Printing/Publications	1,713	3,400	3,000	2,500
001-5125-623.65-01	Dues/Memberships	-	135	350	400
* Operating		<u>67,315</u>	<u>81,290</u>	<u>74,900</u>	<u>74,550</u>
001-5125-623.70-03	Office Equipment	-	-	-	-
* Capital		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
001-5125-623.90-03	ISF Allocation Expenses	35,292	20,643	60,488	60,862
* Other		<u>35,292</u>	<u>20,643</u>	<u>60,488</u>	<u>60,862</u>
TOTAL PARKING ENFORCEMENT BUDGET		<u>286,590</u>	<u>360,097</u>	<u>498,000</u>	<u>514,193</u>

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**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

Neighborhood Preservation

MISSION

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

PRIMARY ACTIVITIES

- Encourages exterior property maintenance through the Home Maintenance Incentive Rebate Program through cash rebates of 10% - 35% of expenses to owners of eligible properties for exterior improvements which enhance the appearance of the property.
- Supports the eradication of substandard housing conditions and the elimination of blighting influences under the Residential Rehabilitation Loan Program by offering 30-year, deferred loans to owners of eligible properties.
- Services outstanding Home Buyer Assistance Program loans following suspension of the program. Receives and processes loan subordination requests, provides demands for payment and reconveyances, verifies owner-occupancy status, and ensures homeowners' insurance policies are current.
- Prepares and submits proposals for federal Community Development Block Grant funding for reimbursement of the City's Code Compliance Division expenses

related to the eradication of slums and blight.

**MAJOR ACCOMPLISHMENTS IN
2017-2019:**

- Drafted successful FY 2017-18 and FY 2018-19 CDBG project proposals that were approved by the County Board of Supervisors; implemented program allocations.
- Processed Home Maintenance Incentive Rebate Program refunds totaling \$18,413.
- Processed two Residential Rehabilitation Program loan repayments for the amount of \$86,340.
- Processed seven First-Time Homebuyer Program loan repayments for the amount of \$224,047.

**MAJOR INITIATIVES 2019-20 And
2020-21**

- Increase the number of Home Maintenance Incentive Rebate Program participants through public outreach and program marketing. Increase the maximum eligible rebate due to increased home improvement project costs. The last increase was in 2005 in the amount of \$10,000.
- Amend the Neighborhood Preservation Program guidelines to limit eligible improvements under the Residential Rehabilitation Loan Program.

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§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

FUND 128				
Neighborhood Preservation				
Account Summary				
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Loan Payoff Interest	-	5,000	5,000	5,000
Interest	4,695	5,000	500	5,000
Miscellaneous Revenues	375	1,000	1,000	1,000
Loan Payoff Revenue	37,214	-	-	-
Housing in Lieu Fees	-	-	-	200,000
Total Revenues	42,284	11,000	6,500	211,000
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	73,614	83,214	53,346	53,975
Operational Charges	65,975	51,250	122,450	143,050
Cost Allocation Charges	3,510	10,057	10,057	10,057
ISF Charges	6,353	7,172	14,695	14,695
Total Expenditures	149,452	151,693	200,548	221,777
Net Appropriations	(107,168)	(140,693)	(194,048)	(10,777)
Authorized Positions:				
Comm Dev Programs Manager	0.25	0.25	0.25	0.25
Intern - PT	0.08	0.08	0.08	0.08
TOTAL	0.33	0.33	0.33	0.33



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

NEIGHBORHOOD PRESERVATION/IN LIEU FEES		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
128-0000-552.23-00	Loan Payoff Interest	-	5,000	5,000	5,000
128-0000-552.24-00	Interest	4,695	5,000	500	5,000
128-0000-584.00-00	Miscellaneous Revenues	375	1,000	1,000	1,000
128-0000-586.00-00	Loan Payoff Revenue	37,214	-	-	-
TOTAL REVENUE		42,284	11,000	6,500	11,000
128-5102-651.10-01	Full Time	40,620	43,070	22,457	22,706
128-5102-651.10-02	Part Time	161	1,230	1,233	1,230
128-5102-651.11-02	Cafeteria Earnings	1,433	2,546	1,277	1,273
128-5102-651.11-03	Longevity Pay	1,390	1,390	782	803
128-5102-651.11-09	Annual Leave Buyout	2,460	1,182	900	900
128-5102-651.20-01	Taxes FICA-Employer	2,941	2,961	1,626	1,643
128-5102-651.20-03	Taxes Medicare-Employer	678	692	380	384
128-5102-651.21-01	PERS	15,643	9,282	5,011	5,070
128-5102-651.21-04	POB PERS Debt Svc Alloc	2,997	3,428	3,382	3,270
128-5102-651.21-05	PERS - Unfunded Liability	-	11,486	12,619	13,011
128-5102-651.21-07	OPEB - Unfunded Liability	-	1,699	1,528	1,528
128-5102-651.22-01	LTD/Life Insurance	364	345	176	176
128-5102-651.23-02	City Contr Def Comp-457	996	1,077	562	568
128-5102-651.25-01	Medical Insurance	3,618	2,525	1,262	1,262
128-5102-651.25-02	Dental Insurance	261	247	124	124
128-5102-651.25-03	Vision Insurance	52	54	27	27
* Salary and	Benefits	73,614	83,214	53,346	53,975
128-5102-651.36-08	Cont Svcs-Miscellaneous	-	1,000	1,000	1,000
128-5102-651.52-01	Office Supplies	58	250	500	500
128-5102-651.52-02	Postage	-	-	200	300
128-5102-651.52-03	Printing	-	-	500	750
128-5102-651.52-04	Advertising	-	-	250	500
128-5102-651.58-20	Rehab Loans	-	25,000	100,000	100,000
128-5102-651.58-21	Rehab Rebate Payments	15,917	25,000	20,000	40,000
128-5102-651.58-24	VCHTF Contribution	50,000	-	-	-
* Operating		65,975	51,250	122,450	143,050
128-5102-651.90-01	Cost Allocation	3,510	10,057	10,057	10,057
128-5102-651.90-03	ISF Allocation Expenses - Risk Mgmt	6,353	7,172	14,695	14,695
* Other		9,863	17,229	24,752	24,752
TOTAL EXPENDITURES		149,452	151,693	200,548	221,777
FUND BALANCE/(DEFICIT)		(107,168)	(140,693)	(194,048)	(210,777)



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

HOUSING IN-LIEU FEES		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
129-0000-541.14-00	Housing in-lieu Fees	-	-	-	200,000
TOTAL REVENUE		-	-	-	200,000



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

FUND 254		CDBG		
Account Summary				
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Urban County CDBG	46,555	130,000	70,000	70,000
Total Revenues	46,555	130,000	70,000	70,000
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	62,958	130,000	70,000	70,000
Capital Expenditures	-	-	-	-
Total Expenditures	62,958	130,000	70,000	70,000
Net Appropriations	(16,403)	-	-	-

Authorized Positions:
None

Purpose of Account:
The Community Development Black Grant is a Federal grant to promote community development for low and moderate-income residents.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

CDBG FEDERAL GRANT	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
254-0000-561.12-20 Urban County CDBG	46,555	130,000	70,000	70,000
TOTAL REVENUE	46,555	130,000	70,000	70,000
CDBG Program				
254-5300-653.59-06 Code Enforcement Exp-CDBG	52,191	80,000	50,000	50,000
254-5300-653.59-07 Senior Activity Exp-CDBG	10,767	50,000	20,000	20,000
* Operating	62,958	130,000	70,000	70,000
TOTAL EXPENDITURES	62,958	130,000	70,000	70,000
FUND BALANCE/(DEFICIT)	(16,403)	-	-	-



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

FUND 263		Cal-Home Program Account Summary			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
Interest	336	600	350	350	
Total Revenues	336	600	350	350	
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
Salaries & Benefits	-	-	-	-	
Operational Charges	-	-	-	-	
Capital Expenditures	-	-	-	-	
Total Expenditures	-	-	-	-	
Net Appropriations	336	600	350	350	

Authorized Positions:
None

Purpose of Account:
CALHOME program is a Federal grant to enable low and very low-income households to become or remain homeowners.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

CAL-HOME PROGRAM	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
263-0000-552.24-00 Interest	336	600	350	350
TOTAL REVENUE	336	600	350	350



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

FUND 270		Community Benefit Fund		
		Account Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Donations	-	23,500	-	-
Community Benefit Fund	-	200,000	111,678	115,029
Total Revenues	-	223,500	111,678	115,029
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	72,755	223,500	111,678	115,029
Capital Expenditures	-	-	-	-
Total Expenditures	72,755	223,500	111,678	115,029
Net Appropriations	(72,755)	-	-	-

Authorized Positions:

None

Purpose of Account:

An agreement between the Harbor District and the City of Port Hueneme to create a Community Benefit Fund, that is a separate and distinct fund, which may only be spent on approved projects that benefit both the City and District, and the communities they serve.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

COMMUNITY BENEFIT FUND	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
270-0000-562.12-02 Donations	-	23,500	-	-
270-0000-563.12-01 Community Benefit Fund	-	200,000	111,678	115,029
TOTAL REVENUE	-	223,500	111,678	115,029
270-4189-641.53-02 Community Promotions	72,755	188,350	111,678	115,029
270-4189-641.53-12 Beds for Homeless	-	35,150	-	-
* Operating	72,755	223,500	111,678	115,029
270-4189-641.70-05 Vehicles	-	-	-	-
* Capital	-	-	-	-
TOTAL EXPENDITURES	72,755	223,500	111,678	115,029
FUND BALANCE/(DEFICIT)	(72,755)	-	-	-

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CITY OF PORT HUENEME

Police

General Fund

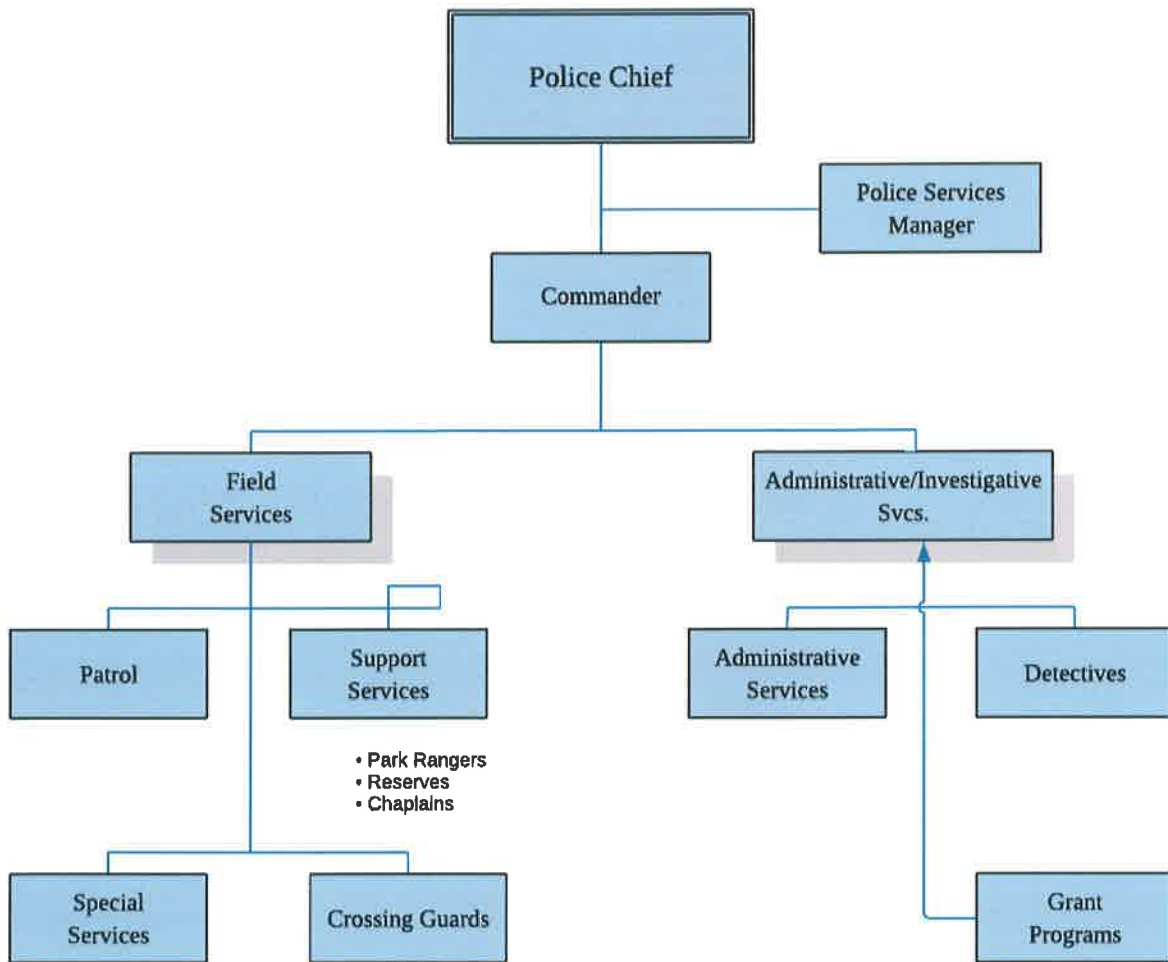


The Mission of the Port Hueneme Police Department is to provide dedicated police service at the highest level to all persons within our community; utilizing fairness, equality, justice, and honor.

"The Friendly City by the Sea"

City of Port Hueneme

Police



Organization Chart



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund	Police Department Department Overview			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	6,379,881	6,824,014	7,301,082	7,481,789
Operational Charges	397,372	399,765	422,000	434,100
Capital Expenditures	102,671	120,432	16,500	20,000
ISF Charges	703,308	766,770	693,098	695,641
Total Expenditures	7,583,232	8,110,981	8,432,680	8,631,530
Net Appropriations	(7,583,232)	(8,110,981)	(8,432,680)	(8,631,530)
Authorized Positions:				
Police Chief	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00
Police Support Services Manager	1.00	1.00	1.00	1.00
Police Sergeant	5.00	5.00	5.00	5.00
Senior Police Officer	4.00	4.00	4.00	4.00
Police Officer	10.00	10.00	10.00	10.00
Police Officer/Detective	2.00	2.00	2.00	2.00
Police Officer - Trainee	0.00	0.00	1.00	1.00
Senior Police Comm Officer	1.00	1.00	1.00	1.00
Police Comm Officer	4.00	4.00	5.00	5.00
Police Comm Officer PT - (1)	0.50	0.50	0.00	0.00
Property & Evidence Supervisor	1.00	1.00	1.00	1.00
Police Support Svcs Tech PT - (2)	1.00	1.00	1.00	1.00
Sr. Police Records Technician	2.00	2.00	2.00	2.00
Community Services Officer	0.00	0.00	2.00	2.00
Park Rangers PT - (6)	1.20	1.20	1.20	1.20
Total	34.70	34.70	38.20	38.20

**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

**Police Department
General Fund**

MISSION

The Port Hueneme Police Department's Mission Statement is *Serving the Community with Pride and Professionalism*. We will continue to provide quality service and protection to the community while encouraging innovative and proactive problem solving.

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

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 enforces the law; controls traffic; prevents, detects, and investigates misconduct involving Federal, State, County, and City laws and ordinances.
- 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.

**MAJOR ACCOMPLISHMENTS IN
2017-2019:**

- Community Engagement through various social media platforms including Facebook, Instagram, YouTube, Twitter, and Neighbors by RING.
- Completed revision and update of Department Policy Manual and Training Plan.
- Remodeled customer service window in Police Department lobby.
- Transitioned to a "paperless" reporting system and electronic subpoena system.
- Electronic State reporting of Uniform Crime Report and Monthly Arrest and Citation Register.
- Online availability of traffic collision reports.
- Created and distributed Emergency Preparedness booklets in both English and Spanish. The development and distribution of emergency preparedness booklets.
- Financial and organizational re-investment into Police Explorer along with acquiring non-profit status.
- Adoption of policies, procedures, and protocols for medicinal and recreational marijuana regulation and enforcement.
- The creation and implementation of a DUI Cost Recovery Ordinance which will allow the city to recover emergency response expenses per the Government Code.
- Modification to the Social Host Ordinance to include Cannabis.
- Implementation of a Crime Mapping online based software which can be utilized by the community and the police department to obtain up-to-date crime information.
- Training and deployment of Naloxone in the field to all officers to help save lives during opioid overdoses.

CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET

Police Department
General Fund

- Created a Public Service Announcement regarding the illegal use of fireworks in Port Hueneme.
- Created a domestic violence video in English and Spanish, bringing awareness to domestic violence.
- Online citizens complaint form created in both English and Spanish.
- Implementation of new digital recorder system which will have an evidence based downloading system - temporary suspension of body worn cameras.
- Worked with BMW of North America to acquire five new and fully outfitted police bicycles valued at \$5,000 each. Also acquired a 2018 BMW for DRAGG Program.
- Presented an Educational Cannabis Forum to update the community on cannabis retailers in Port Hueneme.
- Purchase new police equipment including ballistic helmets, pursuit intervention devices, TASERS, message board trailer, and Smart phones.
- Police hosted community events such as Cops for Tots, National Night Out, Drug Prescription Take Back Day, Paper Shredding Event, and Coffee with the Chief.
- Collaborated and participated with the Oxnard Harbor District in port security exercises that aimed at increasing the interagency cooperation and communication when responding to a terrorist threat at the Port and Naval Base.
- Ventura County Homeless Shelter partnership which leveraged cannabis community contributions to purchase 100 beds for the regional homeless shelter.
- Received a \$25,000 grant from the Woods Claeysens Foundation to purchase a new Police K-9.
- Expanded live scan service hours to the public.
- Ability to accept credit cards for payment.

MAJOR INITIATIVES 2019-20 And 2020-21

- Launching of new Police Website.
- Implementation of a new Community Service Officer program.
- Replacement and Purchase of outdated CAD/RMS system.
- Hiring of eight police officers (5 vacancies and 3 new hires), two (Community Service Officers, and one full-time police dispatcher.
- Replacement of 911 system.
- Text to 911 deployment.
- New Dispatcher Recording system and console.
- Police Department Renovation including locker rooms, break room and dispatch center furniture.
- Re-establishment of Police Officer Trainee classification.
- Port Security partnership to secure additional funding.
- Emergency Operations Plan update
- Increase Reserve Officer pool.

CHANGES FROM PRIOR YEAR

- Addition of one Sr. Police Records Technician.
- Upgraded Part-Time Police Communication position to full-time.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-2101	Police Administration Division Summary			
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Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-

Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	688,766	799,630	831,856	839,463
Operational Charges	208,302	154,197	169,200	172,200
Capital Expenditures	13,879	18,000	16,500	20,000
ISF Charges	77,120	58,538	123,339	124,133
Total Expenditures	988,067	1,030,365	1,140,895	1,155,796

Net Appropriations	(988,067)	(1,030,365)	(1,140,895)	(1,155,796)
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Authorized Positions:

Police Chief	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00
Police Support Services Manager	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

POLICE ADMINISTRATION		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-2101-621.10-01	Full Time	398,894	408,800	409,920	408,800
001-2101-621.11-02	Cafeteria Earnings	1,560	-	-	-
001-2101-621.11-03	Longevity Pay	5,140	4,854	4,854	4,854
001-2101-621.11-04	Mgmt Benefit	100	-	-	-
001-2101-621.11-05	Car Allowance	100	-	-	-
001-2101-621.11-09	Annual Leave Buyout	3,638	8,652	15,000	17,000
001-2101-621.20-01	Taxes FICA-Employer	23,708	22,823	22,870	22,853
001-2101-621.20-03	Taxes Medicare-Employer	5,706	5,701	5,787	5,771
001-2101-621.21-01	PERS	172,553	121,374	123,171	122,838
001-2101-621.21-04	POB PERS Debt Svc Alloc	31,902	49,257	44,219	40,945
001-2101-621.21-05	PERS - Unfunded Liability	-	114,417	144,140	154,527
001-2101-621.21-06	PD Retiree Health Reimb	6,450	6,700	6,400	6,400
001-2101-621.21-07	OPEB - Unfunded Liability	-	16,128	14,504	14,504
001-2101-621.22-01	LTD/Life Insurance	1,686	3,157	3,204	3,204
001-2101-621.23-01	City Contr Def Comp-401K	3,792	3,478	3,488	3,478
001-2101-621.23-02	City Contr Def Comp-457	3,130	3,293	3,303	3,293
001-2101-621.25-01	Medical Insurance	28,317	28,831	28,831	28,831
001-2101-621.25-02	Dental Insurance	1,538	1,562	1,562	1,562
001-2101-621.25-03	Vision Insurance	552	603	603	603
* Salary and Benefits		688,766	799,630	831,856	839,463
001-2101-621.35-05	Cont Svcs-Radio Services	697	-	-	-
001-2101-621.36-08	Cont Svcs-Miscellaneous	124,050	130,000	140,000	142,000
001-2101-621.40-02	Cell Phones	289	1,500	1,500	2,000
001-2101-621.51-01	Conference/Travel	3,253	6,000	10,000	10,000
001-2101-621.51-10	Training-POST	2,187	2,000	4,500	4,500
001-2101-621.52-01	Office Supplies	1,653	1,600	2,500	3,000
001-2101-621.52-03	Printing/Publications	861	1,000	4,000	4,000
001-2101-621.58-12	Misc Expenditures	3,023	3,000	3,500	3,500
001-2101-621.61-04	Clothing Expense/Reimb	376	300	500	500
001-2101-621.64-03	Prisoner Care Expenses	22	-	-	-
001-2101-621.64-05	Investigation Expenses	10	-	-	-
001-2101-621.64-07	Police Equipment	-	400	1,000	1,000
001-2101-621.65-01	Dues/Memberships	1,334	1,625	1,700	1,700
001-2101-621.66-01	HUE Patient Consumer COOP	22,450	392	-	-
001-2101-621.66-03	Cannabis Healing Center	8,942	49	-	-
001-2101-621.66-04	Freedom 1st Association	17,398	98	-	-
001-2101-621.66-05	DBO Investments	17,304	245	-	-
001-2101-621.66-06	Safe Port	3,772	686	-	-
001-2101-621.66-07	Emerald Perspective	195	-	-	-
001-2101-621.66-08	PH Green Group, LLC	195	-	-	-
001-2101-621.66-09	Tradecraft Ventures	291	5,302	-	-
* Operating		208,302	154,197	169,200	172,200



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

POLICE ADMINISTRATION		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-2101-621.70-02	Equipment	7,047	-	-	-
001-2101-621.70-03	Office Equip/Furniture	6,832	18,000	16,500	20,000
* Capital		<u>13,879</u>	<u>18,000</u>	<u>16,500</u>	<u>20,000</u>
001-2101-621.90-03	ISF Allocation Expenses	77,120	58,538	123,339	124,133
* Other		<u>77,120</u>	<u>58,538</u>	<u>123,339</u>	<u>124,133</u>
TOTAL POLICE ADMIN BUDGET		<u>988,067</u>	<u>1,030,365</u>	<u>1,140,895</u>	<u>1,155,796</u>



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-2102		Police Patrol/ Investigations Division Summary			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
General Fund	-	-	-	-	
Total Revenues	-	-	-	-	
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
Salaries & Benefits	4,812,830	4,930,405	5,080,895	5,200,825	
Operational Charges	96,523	132,500	140,500	144,000	
Capital Expenditures	88,792	102,432	-	-	
ISF Charges	565,953	651,994	446,869	448,424	
Total Expenditures	5,564,098	5,817,331	5,668,264	5,793,249	
Net Appropriations	(5,564,098)	(5,817,331)	(5,668,264)	(5,793,249)	
Police Sergeant	5.00	5.00	5.00	5.00	
Senior Police Officer	4.00	4.00	4.00	4.00	
Police Officer	10.00	10.00	10.00	10.00	
Police Officer - Detective	2.00	2.00	2.00	2.00	
Police Officer - Trainee	-	-	1.00	1.00	
Total	21.00	21.00	22.00	22.00	



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

PATROL/INVESTIGATIONS		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-2102-621.10-01	Full Time	2,026,946	2,005,896	2,088,706	2,093,102
001-2102-621.10-02	Part Time	736	3,690	3,700	-
001-2102-621.10-03	Overtime	725,571	650,000	500,000	500,000
001-2102-621.10-04	Standby	18,950	20,000	22,000	24,000
001-2102-621.11-01	Education Incentive	203,645	185,619	186,678	186,299
001-2102-621.11-02	Cafeteria Earnings	40,240	31,000	31,092	31,000
001-2102-621.11-03	Longevity Pay	95,502	92,990	90,344	92,333
001-2102-621.11-06	Bilingual Premium	4,694	7,091	7,712	7,691
001-2102-621.11-07	Detective Premium	42,967	44,663	44,786	44,663
001-2102-621.11-09	Annual Leave Buyout	78,996	72,651	80,000	90,000
001-2102-621.11-10	Compensatory Leave Buyout	46,509	46,130	50,000	55,000
001-2102-621.20-01	Taxes FICA-Employer	148,776	132,674	140,944	141,469
001-2102-621.20-03	Taxes Medicare-Employer	42,678	31,461	33,942	34,037
001-2102-621.21-01	PERS	906,105	516,181	555,797	556,805
001-2102-621.21-04	POB PERS Debt Svc Alloc	178,682	193,676	188,056	185,040
001-2102-621.21-05	PERS - Unfunded Liability	-	446,081	583,421	685,685
001-2102-621.21-06	PD Retiree Health Reimb	16,605	7,115	7,200	7,200
001-2102-621.21-07	OPEB - Unfunded Liability	-	79,138	71,169	71,169
001-2102-621.22-01	LTD/Life Insurance	18,646	55,114	56,204	56,222
001-2102-621.25-01	Medical Insurance	181,767	267,733	295,142	295,142
001-2102-621.25-02	Dental Insurance	19,581	24,740	26,384	26,384
001-2102-621.25-03	Vision Insurance	3,840	4,789	5,069	5,069
001-2102-621.26-01	Uniform Allowance	11,394	11,973	12,549	12,515
* Salary and Benefits		<u>4,812,830</u>	<u>4,930,405</u>	<u>5,080,895</u>	<u>5,200,825</u>
001-2102-621.35-05	Cont Svcs-Radio Services	20,870	22,000	25,000	25,000
001-2102-621.36-08	Cont Svcs-Miscellaneous	21,523	20,000	23,000	25,000
001-2102-621.36-18	Cont Svcs-Car Wash	1,437	-	1,500	1,500
001-2102-621.40-02	Cell Phones	8,572	11,000	10,000	11,000
001-2102-621.51-01	Conference/Travel	6,157	7,500	5,000	6,000
001-2102-621.51-10	Training-POST	110	6,000	6,000	6,000
001-2102-621.52-01	Office Supplies	4,360	5,000	5,000	5,500
001-2102-621.52-03	Printing/Publications	436	1,500	2,500	2,500
001-2102-621.61-04	Clothing Expense/Reimb	4,453	7,500	9,000	7,500
001-2102-621.64-01	Firearms/Weapons	14,801	18,000	20,000	20,000
001-2102-621.64-02	K-9 Program Supplies	2,636	5,000	-	-
001-2102-621.64-05	Investigation Expenses	3,582	5,000	8,000	9,000
001-2102-621.64-07	Police Equipment	7,586	24,000	25,500	25,000
* Operating		<u>96,523</u>	<u>132,500</u>	<u>140,500</u>	<u>144,000</u>



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

PATROL/INVESTIGATIONS	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-2102-621.70-05 Vehicles	88,792	102,432	-	-
001-2102-621.90-03 ISF Allocation Expenses - Risk Mgmt	565,953	651,994	446,869	448,424
* Other	565,953	651,994	446,869	448,424
TOTAL POLICE PATROL BUDGET	5,564,098	5,817,331	5,668,264	5,793,249



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-2104	Police Support Services Division Summary			
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Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
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General Fund	-	-	-	-
Total Revenues	-	-	-	-

Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	875,100	1,054,701	1,343,725	1,397,060
Operational Charges	26,868	24,200	28,800	30,900
Capital Expenditures	-	-	-	-
ISF Charges	60,235	56,238	116,998	117,192
Total Expenditures	962,203	1,135,139	1,489,523	1,545,152

Net Appropriations	(962,203)	(1,135,139)	(1,489,523)	(1,545,152)
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Authorized Positions:

Senior Police Comm Officer	1.00	1.00	1.00	1.00
Police Comm Officer	4.00	4.00	5.00	5.00
Police Comm Officer PT - (1)	0.50	0.50	-	-
Property & Evidence Supervisor	1.00	1.00	1.00	1.00
Police Support Svcs Tech PT - (2)	1.00	1.00	1.00	1.00
Sr. Police Records Technician	2.00	2.00	2.00	2.00
Community Services Officer	-	-	2.00	2.00
Total	9.50	9.50	12.00	12.00



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

POLICE SUPPORT		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-2104-621.10-01	Full Time	418,497	484,160	632,993	634,526
001-2104-621.10-02	Part Time	43,422	60,799	43,742	44,063
001-2104-621.10-03	Overtime	70,738	85,000	80,000	80,000
001-2104-621.10-04	Standby	147	100	300	300
001-2104-621.11-01	Education Incentive	24,612	24,919	24,987	24,919
001-2104-621.11-02	Cafeteria Earnings	13,601	15,201	15,246	15,201
001-2104-621.11-03	Longevity Pay	14,138	14,548	16,002	16,002
001-2104-621.11-06	Bilingual Premium	2,149	4,119	5,934	5,918
001-2104-621.11-09	Annual Leave Buyout	7,468	4,814	10,000	11,000
001-2104-621.11-10	Compensatory Leave Buyout	6,072	11,204	12,000	13,000
001-2104-621.20-01	Taxes FICA-Employer	35,944	34,255	43,852	43,957
001-2104-621.20-03	Taxes Medicare-Employer	8,302	8,011	10,256	10,281
001-2104-621.21-01	PERS	138,521	76,589	110,032	110,032
001-2104-621.21-04	POB PERS Debt Svc Alloc	25,218	25,448	27,903	36,457
001-2104-621.21-05	PERS - Unfunded Liability	0	87,148	104,122	145,067
001-2104-621.21-06	PD Retiree Health Reimb	1,796	1,180	0	0
001-2104-621.21-07	OPEB - Unfunded Liability	0	19,102	17,178	17,178
001-2104-621.22-01	LTD/Life Insurance	2,879	3,955	5,391	5,391
001-2104-621.25-01	Medical Insurance	55,060	83,475	165,700	165,700
001-2104-621.25-02	Dental Insurance	1,564	4,550	9,482	9,482
001-2104-621.25-03	Vision Insurance	485	709	1,546	1,546
001-2104-621.26-01	Uniform Allowance	4,487	5,415	7,059	7,040
* Salary and Benefits		<u>875,100</u>	<u>1,054,701</u>	<u>1,343,725</u>	<u>1,397,060</u>
001-2104-621.36-08	Cont Svcs-Miscellaneous	7,506	4,000	5,000	5,000
001-2104-621.40-02	Cell Phones	77	500	500	600
001-2104-621.51-01	Conference/Travel	1,398	3,500	4,000	4,000
001-2104-621.51-10	Training-POST	2,158	3,000	3,500	4,000
001-2104-621.52-01	Office Supplies	4,783	2,500	4,000	4,000
001-2104-621.52-03	Printing/Publications	3,688	1,500	1,500	2,000
001-2104-621.61-04	Clothing Expense/Reimb	4,368	3,500	4,500	3,500
001-2104-621.64-06	Explorer Program Expenses	536	2,500	2,500	2,500
001-2104-621.64-07	Police Equipment	2,209	3,000	3,000	5,000
001-2104-621.65-01	Dues/Memberships	145	200	300	300
* Operating		<u>26,868</u>	<u>24,200</u>	<u>28,800</u>	<u>30,900</u>
001-2104-621.90-03	ISF Allocation Expenses	60,235	56,238	116,998	117,192
* Other		<u>60,235</u>	<u>56,238</u>	<u>116,998</u>	<u>117,192</u>
TOTAL POLICE SUPPORT BUDGET		<u>962,203</u>	<u>1,135,139</u>	<u>1,489,523</u>	<u>1,545,152</u>



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-2105		Crossing Guards Division Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	58,001	72,168	64,000	64,000
Capital Expenditures	-	-	-	-
ISF Charges	-	-	-	-
Total Expenditures	58,001	72,168	64,000	64,000
Net Appropriations	(58,001)	(72,168)	(64,000)	(64,000)

Authorized Positions:

None

Purpose of Account:

The purpose of this account is to provide safety and protection for children crossing the streets and to control and direct all vehicular traffic at crossing locations.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

CROSSING GUARDS	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-2105-621.36-08 Cont Svcs-Miscellaneous	58,001	72,168	64,000	64,000
* Operating	58,001	72,168	64,000	64,000
TOTAL CROSSING GUARD BUDGET	58,001	72,168	64,000	64,000



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-2106		Reserves Program Division Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	3,185	39,278	44,606	44,441
Operational Charges	7,678	16,700	19,500	23,000
Capital Expenditures	-	-	-	-
ISF Charges	-	-	5,892	5,892
Total Expenditures	10,863	55,978	69,998	73,333
Net Appropriations	(10,863)	(55,978)	(69,998)	(73,333)

Authorized Positions:

Park Ranger PT - (6)	1.20	1.20	1.20	1.20
	1.20	1.20	1.20	1.20



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

RESERVES PROGRAM		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-2106-621.10-02	Part Time	1,964	35,868	39,667	39,558
001-2106-621.20-01	Taxes FICA-Employer	121	2,183	2,419	2,412
001-2106-621.20-03	Taxes Medicare-Employer	27	510	565	564
001-2106-621.21-01	PERS	892	717	719	717
001-2106-621.21-04	POB PERS Debt Svc Alloc	181	-	261	239
001-2106-621.21-05	PERS - Unfunded Liability	-	-	975	951
* Salary and Benefits		<u>3,185</u>	<u>39,278</u>	<u>44,606</u>	<u>44,441</u>
001-2106-621.36-08	Cont Svcs-Miscellaneous	3,415	6,000	6,500	7,000
001-2106-621.51-01	Conference/Travel	512	3,200	4,000	4,500
001-2106-621.61-04	Clothing Expense/Reimb	3,611	5,000	6,000	7,000
001-2106-621.64-07	Police Equipment	140	2,500	3,000	4,500
* Operating		<u>7,678</u>	<u>16,700</u>	<u>19,500</u>	<u>23,000</u>
001-2106-621.90-03	ISF Allocation Expenses - Risk Mgmt	-	-	5,892	5,892
TOTAL POLICE RESERVE BUDGET		<u>10,863</u>	<u>55,978</u>	<u>69,998</u>	<u>73,333</u>



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

COPS Grant Fund 205-2110		COPS Grant Account Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Cops Grant	196,914	100,000	100,000	100,000
Total Revenues	196,914	100,000	100,000	100,000
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	-	-	-	-
Operating Transfer Out	199,303	100,000	100,000	100,000
Total Expenditures	199,303	100,000	100,000	100,000
Net Appropriations	(2,389)	-	-	-

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 encourage 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 2019-20 and FY 2020-21 Budget §§§

COPS Grant		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
205-0000-562.21-11	Cops Grant	196,914	100,000	100,000	100,000
TOTAL REVENUE		196,914	100,000	100,000	100,000
205-2110-621.90-20	Operating Transfer Out	199,303	100,000	100,000	100,000
* Other		199,303	100,000	100,000	100,000
TOTAL EXPENDITURES		199,303	100,000	100,000	100,000
FUND BALANCE/(DEFICIT)		(2,389)	-	-	-



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Traffic Safety Fund 206-2117		Traffic Safety Account Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Court Fines	19,735	8,400	20,000	20,000
Total Revenues	19,735	8,400	20,000	20,000
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	-	-	-	-
Operating Transfer Out	24,246	8,400	20,000	20,000
Total Expenditures	24,246	8,400	20,000	20,000
Net Appropriations	(4,511)	-	-	-

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 2019-20 and FY 2020-21 Budget ■ ■ ■

TRAFFIC SAFETY FUND	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
206-0000-531.10-00 Court Fines	19,735	8,400	20,000	20,000
TOTAL REVENUE	19,735	8,400	20,000	20,000
206-2117-621.90-20 Operating Transfer Out	24,246	8,400	20,000	20,000
* Other	24,246	8,400	20,000	20,000
TOTAL EXPENDITURES	24,246	8,400	20,000	20,000
FUND BALANCE/(DEFICIT)	(4,511)	-	-	-



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Homeland Security/EMPG Grant Fund 252-2116	Homeland Security/EMPG Grant Account Summary			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
EMPG Grant	-	12,522	11,000	11,000
Homeland Security Grant	-	10,454	-	-
Total Revenues	-	22,976	11,000	11,000
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	-	12,522	11,000	11,000
Capital Expenditures	665	-	-	-
Operating Transfer Out	-	-	-	-
Total Expenditures	665	12,522	11,000	11,000
Net Appropriations	(665)	10,454	-	-

Authorized Positions:

None

Purpose of Account:

Emergency Management Performance Grant (EMPG) Program is a reimbursement-based grant program with a goal to assist local emergency management departments in building and maintaining an all-hazards emergency preparedness system. Its funds are used towards planning, organizational support, equipment, training, and exercises.

Homeland Security Grant is a Federal funded grant issued to the County of Ventura in which the City is a sub-grantee. The goal of this grant is to present collective vision for national preparedness and establish national priorities that will help guide the realization of that vision.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

HOMELAND SECURITY/EMPG GRANT		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
252-0000-561.11-01	EMPG Grant	-	12,522	11,000	11,000
252-0000-561.11-11	Homeland Security Grant	-	10,454	-	-
TOTAL REVENUE		-	22,976	11,000	11,000
252-2116-621.59-30	2011 EMPG Expenses	-	-	11,000	-
252-2116-621.59-40	2019 EMPG Grant	-	12,522	-	11,000
* Operating		-	12,522	11,000	11,000
252-2116-621.70-02	Equipment	-	-	-	-
252-2116-621.70-05	Vehicles	665	-	-	-
* Capital		665	-	-	-
TOTAL EXPENDITURES		665	12,522	11,000	11,000
FUND BALANCE/(DEFICIT)		(665)	10,454	-	-

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CITY OF PORT HUENEME

Recreation/Community Services

General Fund

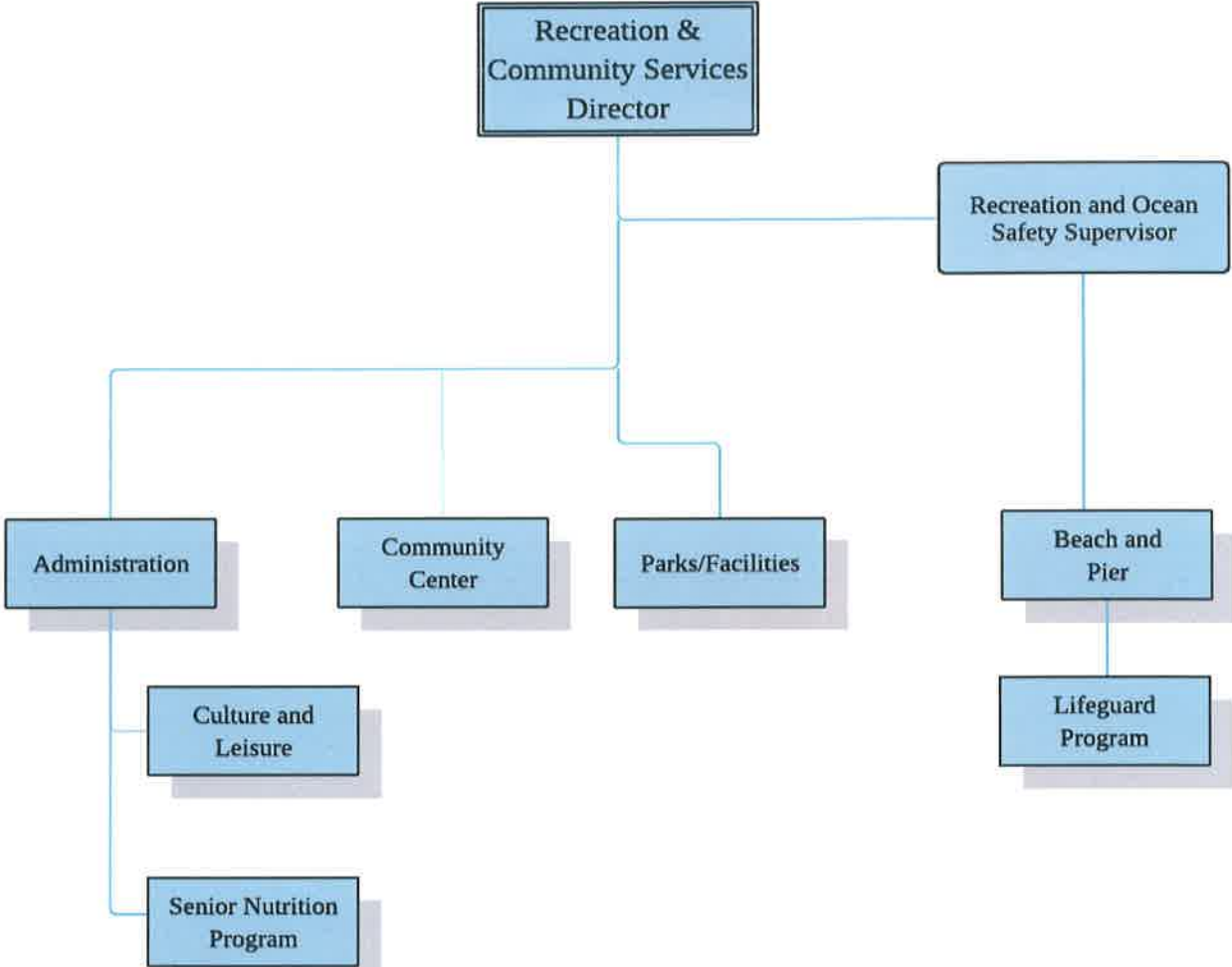


The Mission of the Recreation and Community Services Department is to foster human development, increase cultural unity, strengthen community image and sense of place, support economic development, strengthen safety and security, promote health and wellness, protect environmental resources, facilitate 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 2019-20 and FY 2020-21 Budget §§§

General Fund	Recreation & Community Svcs.			
	Department Overview			
	Actual	Budget	Adopted	Adopted
Direct Revenue	2017-18	2018-19	2019-20	2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure	Actual	Budget	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Salaries & Benefits	449,449	746,513	629,361	632,733
Operational Charges	93,085	112,293	161,600	181,650
Capital Expenditures	1,495	66,666	21,666	21,666
ISF Charges	89,607	93,458	96,076	96,415
Total Expenditures	633,636	1,018,930	908,703	932,464
Net Appropriations	633,636	1,018,930	908,703	932,464

Authorized Positions:

Recreation Programs Manager	1.00	1.00	1.00	1.00
Recreation and Ocean Safety Sup	-	-	1.00	1.00
Recreation Attendant PT (3)	1.00	1.00	1.50	1.50
Custodian PT (1)	0.50	0.50	0.50	0.50
Head Lifeguard PT (1)	0.50	0.50	-	-
Lifeguard PT (20)	4.00	4.00	-	-
Jr Lifeguard PT (1)	0.50	0.50	-	-
Assistant Lead Lifeguard PT (3)	-	-	0.75	0.75
Senior/Lead Lifeguard PT (1)	-	-	0.25	0.25
Ocean Lifeguard PT (36)	-	-	8.28	8.28
Jr Lifeguard Prog Coord PT (1)	-	-	0.25	0.25
Asst Jr LG Coordinator PT (1)	-	-	0.16	0.16
Jr LG Prog Instructor PT (10)	-	-	1.10	1.10
Total	7.50	7.50	14.79	14.79

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CITY OF PORT HUENEME
FY 2019-2020 and FY 2020-2021 BUDGET

Recreation Programs
General Fund

MISSION

The Mission of the Recreation Department Division is to support the vision of “we create community through people, parks and programs.” Our customers include youth, seniors, beach-goers, sports programs and museum patrons.

PRIMARY ACTIVITIES

Services provided by the Recreation Department include:

- Support of advisory commissions, organize and manage a variety of recreational programs and community events.
- Provide Senior Nutrition and a variety of exercise services.
- Oversight of parks maintenance and programming.
- Provide building rentals to the public and maintain a welcoming facility.
- Provide oversight of museum operations.
- Management of lifeguard operations.
- Provide a facility and resources for informational seminars.

MAJOR ACCOMPLISHMENTS IN 2017-2019:

- Through support of Historical Society Museum volunteer efforts, organized the inaugural “Hueneme Spirit Award,” “People Making A Difference Award,” “Circle of Service Exemplar Award,” continuation of the Memorial Day and Veteran Day Distinguished Speaker Series; Lighthouse and Port of Hueneme tours.
- Implemented the Community Garden.
- Doubled Senior Nutrition Program client base.
- Restructured Lifeguard Program.
- 70th Anniversary Event oversight, including Mayor’s Bike Ride.

- Support of successful beach and community events: Drive-In Movie and Movie in the Park Series, Cops for Tots, 2nd Annual Youth Involvement Fair, Ojai Valley Tennis Tournament, Senior Holiday Luncheon, Candidate and Cannabis Forums, Chamber of Commerce Holly Day Tree Lighting Ceremony, Chamber of Commerce Breakfasts, Cyber Security Seminar, Annual Eggstravaganza.
- Maintained existing program service level with reduced staffing level.

MAJOR INITIATIVES 2019-20 And 2020-21

- Complete Implementation of Lifeguard Program Changes.
- Fee Study Completion.
- Reinstitute the Hueneme Magazine.
- Create Parks Master Plan.
- Community Center Building Upgrades.
- Increase Community Event and Program Offerings.

CHANGES FROM PRIOR YEAR

- Add Recreation and Ocean Safety Supervisor position.
- Additional Part-Time Recreation Attendant position.
- Eliminate Head Lifeguard, Lifeguards, and Jr. Lifeguard positions and reclass to: Senior Lead Lifeguard (1); Assistant Lead Lifeguards (3); Jr. Lifeguard Program Coordinator (1); Assistant Jr. Lifeguard Program Instructor (1); Ocean Lifeguards (36); and Jr. Lifeguard Program Instructors (10). These are all part-time positions.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-4181		Recreation Administration		
Division Summary				
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	61,527	70,366	114,113	113,836
Operational Charges	2,544	2,973	7,500	7,500
Capital Expenditures	-	-	-	-
ISF Charges	6,084	6,868	9,842	9,842
Total Expenditures	70,155	80,207	131,455	131,178
Net Appropriations	(70,155)	(80,207)	(131,455)	(131,178)

Authorized Positions:

Recreation Programs Manager	0.40	0.40	0.40	0.40
Recreation and Ocean Safety Sup	-	-	0.40	0.40
Total	0.40	0.40	0.80	0.80



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

RECREATION ADMINISTRATION		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-4181-641.10-01	Full Time	34,724	36,825	61,070	60,903
001-4181-641.11-02	Cafeteria Earnings	3,300	3,619	3,630	3,619
001-4181-641.11-03	Longevity Pay	695	1,285	1,285	1,285
001-4181-641.11-09	Annual Leave Buyout	1,045	1,585	1,600	1,600
001-4181-641.20-01	Taxes FICA-Employer	2,439	2,478	4,062	4,051
001-4181-641.20-03	Taxes Medicare-Employer	570	580	950	947
001-4181-641.21-01	PERS	14,878	7,941	13,198	13,163
001-4181-641.21-04	POB PERS Debt Svc Alloc	2,683	3,051	2,893	2,740
001-4181-641.21-05	PERS - Unfunded Liability	-	10,223	10,796	10,902
001-4181-641.21-07	OPEB - Unfunded Liability	-	1,453	1,307	1,307
001-4181-641.22-01	LTD/Life Insurance	263	293	554	554
001-4181-641.23-01	City Contr Def Comp-401K	839	921	924	921
001-4181-641.25-01	Medical Insurance	-	-	10,963	10,963
001-4181-641.25-02	Dental Insurance	-	-	658	658
001-4181-641.25-03	Vision Insurance	91	112	223	223
* Salary and Benefits		<u>61,527</u>	<u>70,366</u>	<u>114,113</u>	<u>113,836</u>
001-4181-641.36-08	Cont Svcs-Miscellaneous	2,244	2,973	5,000	5,000
001-4181-641.51-01	Conference/Travel	300	-	2,500	2,500
* Operating		<u>2,544</u>	<u>2,973</u>	<u>7,500</u>	<u>7,500</u>
001-4181-641.90-03	ISF Allocation Expenses - Risk Mgmt	6,084	6,868	9,842	9,842
* Other		<u>6,084</u>	<u>6,868</u>	<u>9,842</u>	<u>9,842</u>
TOTAL RECREATION ADMIN BUDGET		<u>70,155</u>	<u>80,207</u>	<u>131,455</u>	<u>131,178</u>



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-4182

**Community Center
Division Summary**

	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Direct Revenue				
General Fund	-	-	-	-
Total Revenues	-	-	-	-

Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	148,552	167,938	175,509	180,150
Operational Charges	42,042	39,230	60,400	78,000
Capital Expenditures	-	-	-	-
ISF Charges	18,250	20,602	19,010	19,010
Total Expenditures	208,844	227,770	254,919	277,160
Net Appropriations	(208,844)	(227,770)	(254,919)	(277,160)

Authorized Positions:

Recreation Programs Manager	0.60	0.60	0.60	0.60
Recreation Attendant - PT (3)	1.00	1.00	1.50	1.50
Custodian - PT (1)	0.50	0.50	0.50	0.50
Total	2.10	2.10	2.60	2.60



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

COMMUNITY CENTER		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-4182-641.10-01	Full Time	54,844	55,238	55,389	55,238
001-4182-641.10-02	Part Time	31,902	49,018	50,582	51,198
001-4182-641.10-03	Overtime	265	-	-	-
001-4182-641.11-02	Cafeteria Earnings	4,949	5,429	5,445	5,429
001-4182-641.11-03	Longevity Pay	1,102	1,928	1,928	1,928
001-4182-641.11-04	Mgmt Benefit	(60)	-	-	-
001-4182-641.11-09	Annual Leave Buyout	15,198	2,377	2,400	2,400
001-4182-641.20-01	Taxes FICA-Employer	6,642	6,676	6,899	6,926
001-4182-641.20-03	Taxes Medicare-Employer	1,524	1,561	1,614	1,620
001-4182-641.21-01	PERS	24,682	16,184	19,393	19,459
001-4182-641.21-04	POB PERS Debt Svc Alloc	4,664	6,150	5,896	6,426
001-4182-641.21-05	PERS - Unfunded Liability	-	19,210	22,002	25,569
001-4182-641.21-07	OPEB - Unfunded Liability	-	2,179	1,960	1,960
001-4182-641.22-01	LTD/Life Insurance	436	440	449	449
001-4182-641.23-01	City Contr Def Comp-401K	1,259	1,381	1,385	1,381
001-4182-641.25-01	Medical Insurance	971	-	-	-
001-4182-641.25-02	Dental Insurance	21	-	-	-
001-4182-641.25-03	Vision Insurance	153	167	167	167
* Salary and Benefits		<u>148,552</u>	<u>167,938</u>	<u>175,509</u>	<u>180,150</u>
001-4182-641.36-08	Cont Svcs-Miscellaneous	9,969	6,000	13,900	16,500
001-4182-641.36-10	Cont Svcs-Alarm Services	2,801	2,500	2,500	2,500
001-4182-641.40-01	Utilities	14,847	15,000	15,000	15,000
001-4182-641.51-01	Conference/Travel	1,625	2,500	2,500	2,500
001-4182-641.53-03	Special Events	1,851	2,000	15,000	30,000
001-4182-641.61-02	Building Maint Supplies	5,669	5,500	5,500	5,500
001-4182-641.61-04	Clothing Expense/Reimb	571	500	500	500
001-4182-641.61-11	Misc Supplies	4,679	5,000	5,000	5,000
001-4182-641.65-01	Dues/Memberships	30	230	500	500
* Operating		<u>42,042</u>	<u>39,230</u>	<u>60,400</u>	<u>78,000</u>
001-4182-641.90-03	ISF Allocation Expenses - Risk Mgmt	18,250	20,602	19,010	19,010
* Other		<u>18,250</u>	<u>20,602</u>	<u>19,010</u>	<u>19,010</u>
TOTAL COMMUNITY CENTER BUDGET		<u>208,844</u>	<u>227,770</u>	<u>254,919</u>	<u>277,160</u>



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-4183	Parks and Facilities Division Summary			
	Actual	Budget	Adopted	Adopted
Direct Revenue	2017-18	2018-19	2019-20	2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	25,325	30,940	38,600	38,600
Capital Expenditures	1,495	-	-	-
Total Expenditures	26,820	30,940	38,600	38,600
Net Appropriations	(26,820)	(30,940)	(38,600)	(38,600)

Authorized Positions:

None



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

PARKS/FACILITIES		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-4183-641.36-08	Cont Svcs-Miscellaneous	1,049	4,280	5,000	5,000
001-4183-641.36-10	Cont Svcs-Alarm Services	710	1,300	1,300	1,300
001-4183-641.40-01	Utilities	17,361	18,360	20,000	20,000
001-4183-641.53-04	Museum Expenses	2,274	3,000	3,000	3,000
001-4183-641.61-11	Misc Supplies	3,931	4,000	9,300	9,300
* Operating		<u>25,325</u>	<u>30,940</u>	<u>38,600</u>	<u>38,600</u>
001-4183-641.70-04	Structures/Improvements	1,495	-	-	-
* Capital		<u>1,495</u>	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL PARKS/FACILITIES BUDGET		<u>26,820</u>	<u>30,940</u>	<u>38,600</u>	<u>38,600</u>



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-4185		Culture and Leisure Division Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	7,156	9,400	11,450	11,450
Capital Expenditures	-	-	-	-
Total Expenditures	7,156	9,400	11,450	11,450
Net Appropriations	(7,156)	(9,400)	(11,450)	(11,450)

Authorized Positions:
None



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

BEACH AND PIER & CULTURE/LEISURE		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-4184-641.40.01	Utilities	2,116	2,000	2,700	2,700
*	Operating	2,116	2,000	2,700	2,700
Culture/Leisure					
001-4185-641.36-08	Cont Svcs-Miscellaneous	-	2,000	2,000	2,000
001-4185-641.36-12	Cont Svcs-Senior	5,040	5,400	6,750	6,750
*	Operating	5,040	7,400	8,750	8,750
TOTAL BEACH/PIER & CULTURE/LEISURE BUDGET		7,156	9,400	11,450	11,450



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-4186		Lifeguards/Jr. Lifeguards Division Summary		
	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Direct Revenue				
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	239,370	508,209	339,739	338,747
Operational Charges	16,018	29,750	43,650	46,100
Capital Expenditures	-	66,666	21,666	21,666
ISF Charges	65,273	65,988	67,224	67,563
Total Expenditures	320,661	670,613	472,279	474,076
Net Appropriations	(320,661)	(670,613)	(472,279)	(474,076)

Authorized Positions:

Recreation and Ocean Safety Sup	-	-	0.60	0.60
Head Lifeguard PT (1)	0.50	0.50	-	-
Lifeguards PT (20)	4.00	4.00	-	-
Jr Lifeguards PT (1)	0.50	0.50	-	-
Assistant Lead Lifeguard PT (3)	-	-	0.75	0.75
Senior/Lead Lifeguard PT (1)	-	-	0.25	0.25
Ocean Lifeguard PT (36)	-	-	8.28	8.28
Jr Lifeguard Prog Coord PT (1)	-	-	0.25	0.25
Asst Jr LG Coordinator PT (1)	-	-	0.16	0.16
Jr LG Prog Instructor PT (10)	-	-	1.10	1.10
Total	5.00	5.00	11.39	11.39



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

LIFEGUARDS/JR. LIFEGUARDS		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
001-4186-622.10-01	Full Time	8,144	60,194	36,215	36,116
001-4186-622.10-02	Part Time	198,002	343,043	225,000	225,000
001-4186-622.20-01	Taxes FICA-Employer	12,860	25,002	24,045	23,979
001-4186-622.20-03	Taxes Medicare-Employer	2,979	5,850	5,626	5,611
001-4186-622.21-01	PERS	14,119	12,358	7,435	7,415
001-4186-622.21-04	POB PERS Debt Svc Alloc	3,266	10,189	4,502	4,119
001-4186-622.21-05	PERS - Unfunded Liability	-	19,289	16,801	16,392
001-4186-622.21-07	OPEB - Unfunded Liability	-	2,375	2,136	2,136
001-4186-622.22-01	LTD/Life Insurance	-	577	381	381
001-4186-622.25-01	Medical Insurance	-	27,409	16,445	16,445
001-4186-622.25-02	Dental Insurance	-	1,644	986	986
001-4186-622.25-03	Vision Insurance	-	279	167	167
* Salary and Benefits		<u>239,370</u>	<u>508,209</u>	<u>339,739</u>	<u>338,747</u>
001-4186-622.36-08	Cont Svcs-Miscellaneous	3,387	15,000	15,800	20,800
001-4186-622.40-02	Cell Phones	190	1,200	1,500	1,000
001-4186-622.50-07	Unemployment Insurance	-	-	5,000	5,000
001-4186-622.51-01	Conference/Travel	-	-	2,000	2,000
001-4186-622.53-03	Special Events	259	1,000	1,000	1,000
001-4186-622.53-11	Merchandise	3,238	2,050	2,050	3,000
001-4186-622.53-12	Jr Lifeguard Expenses	3,603	3,000	4,000	4,000
001-4186-622.61-04	Clothing Expense/Reimb	833	4,000	8,000	5,000
001-4186-622.61-11	Misc Supplies	4,508	3,500	4,000	4,000
001-4186-622.65-01	Dues/Memberships	-	-	300	300
* Operating		<u>16,018</u>	<u>29,750</u>	<u>43,650</u>	<u>46,100</u>
001-4186-622.70-02	Equipment	-	5,000	-	-
001-4186-622.70-04	Structures/Improvements	-	61,666	21,666	21,666
* Capital		<u>-</u>	<u>66,666</u>	<u>21,666</u>	<u>21,666</u>
001-4186-622.90-03	ISF Allocation Expenses	<u>65,273</u>	<u>65,988</u>	<u>67,224</u>	<u>67,563</u>
* Other		<u>65,273</u>	<u>65,988</u>	<u>67,224</u>	<u>67,563</u>
TOTAL LIFEGUARDS BUDGET		<u>320,661</u>	<u>670,613</u>	<u>472,279</u>	<u>474,076</u>



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Fund 265		Senior Nutrition Program		
		Account Summary		
	Actual	Budget	Adopted	Adopted
Direct Revenue	2017-18	2018-19	2019-20	2020-21
General Fund	21,552	20,100	23,000	23,000
Total Revenues	21,552	20,100	23,000	23,000
Expenditure	Actual	Budget	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	916	1,500	4,400	4,340
Capital Expenditures	-	-	-	-
Transfer Out - General Fund	20,889	18,600	18,600	18,660
Total Expenditures	21,805	20,100	23,000	23,000
Net Appropriations	(253)	-	-	-

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 2019-20 and FY 2020-21 Budget §§§

SENIOR NUTRITION PROGRAM		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
265-0000-561.12-22	Senior Nutrition Grant	18,600	18,600	21,000	21,000
265-0000-571.20-00	Senior Nutr Prog Income	2,952	1,500	2,000	2,000
TOTAL REVENUE		21,552	20,100	23,000	23,000
265-4188-641.53-10	Sr Nutrition Program Exp	916	1,500	4,400	4,340
* Operating		916	1,500	4,400	4,340
265-4188-641.90-20	Operating Transfer Out	20,889	18,600	18,600	18,660
* Other		20,889	18,600	18,600	18,660
TOTAL EXPENDITURES		21,805	20,100	23,000	23,000
FUND BALANCE/(DEFICIT)		(253)	-	-	-

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Public Works General Fund

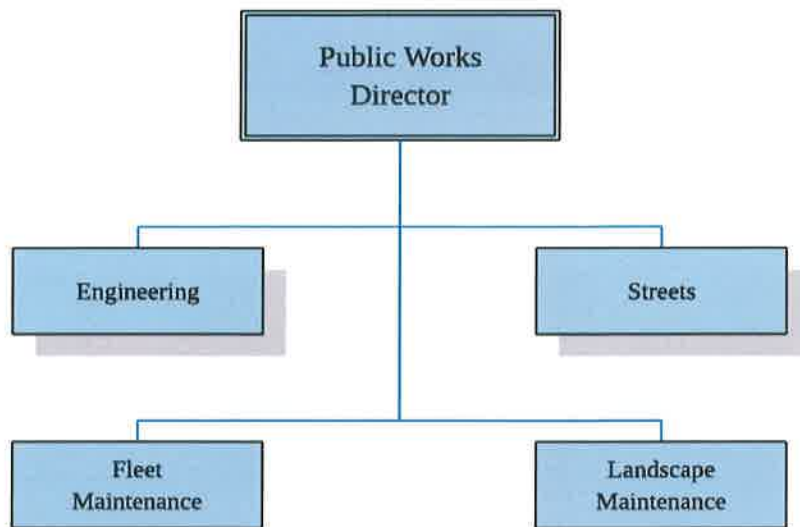


The Mission of the Public Works Department is to provide customer service to the community by delivering a high-quality, uninterrupted supply of water, efficiently managing waste materials, improving and preserving the condition of the City's beaches, streets, sidewalks, bike paths, and landscape areas, 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 2019-20 and FY 2020-21 Budget §§§

General Fund	Public Works			
	General Fund Overview			

Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-

Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	1,166,481	1,042,443	1,177,136	1,195,702
Operational Charges	85,587	299,791	390,525	394,875
Capital Expenditures	-	300,000	300,000	300,000
ISF Charges	357,544	383,464	254,934	257,164
Total Expenditures	1,609,612	2,025,698	2,122,595	2,147,741
Net Appropriations	(1,609,612)	(2,025,698)	(2,122,595)	(2,147,741)

Authorized Positions:

Public Works Director	0.25	0.25	0.25	0.25
Principal Engineer	0.15	0.15	0.15	0.15
Construction Inspector I	1.00	1.00	1.00	1.00
Admin Specialist II	1.00	1.00	1.00	1.00
Engineering Aide	-	-	0.25	0.25
Annuitant PT - (1)	0.50	0.50	0.50	0.50
Streets Maint Worker Lead	0.75	0.75	0.75	0.75
Street Maintenance Worker I - (3)	2.25	2.25	2.25	2.25
Landscape Maint Worker Lead	-	-	1.00	1.00
Landscape Maint Worker II	2.00	2.00	2.00	2.00
Landscape Maint Worker I	4.00	4.00	4.00	4.00
Laborer PT - (2)	1.00	1.00	1.00	1.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
Total	13.40	13.40	14.65	14.65

**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 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, film, 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
2017-2019:**

- Completed planning and design of Moranda Park proposed amenities.
- Completed Upgrades to Moranda Park court surface replacements and repair.
- Provided engineering and inspection support for Bolker Park Playground.
- Completed assessment of streets for r
- repair and replacement.
- Completed update to various city standard plates.
- Streamlined the permitting process with new forms and online availability.

**MAJOR INITIATIVES FOR 2019-20
And 2020-2021**

- Complete pavement management program.
- Complete Hueneme Beach Park Amenities.
- Bid, Award and construct the Ventura Road Pavement Projects.
- Continue with support Services for several departments.
- Continue development of Public Works Capital Improvement Program.

CHANGES FROM PRIOR YEAR

- Add Part Time Engineering Aide position.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-3101	Engineering Division Summary			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	188,060	109,806	151,412	156,601
Operational Charges	8,170	137,975	137,575	137,575
Capital Expenditures	-	-	-	-
ISF Charges	56,193	48,687	38,659	39,025
Total Expenditures	252,423	296,468	327,646	333,201
Net Appropriations	(252,423)	(296,468)	(327,646)	(333,201)

Authorized Positions:

Public Works Director	0.25	0.25	0.25	0.25
Principal Engineer	0.15	0.15	0.15	0.15
Construction Inspector I	1.00	1.00	1.00	1.00
Admin Specialist II	0.17	0.17	0.17	0.17
Engineering Aide	-	-	0.25	0.25
Annuitant PT (1)	0.50	0.50	0.50	0.50
Total	2.07	2.07	2.32	2.32



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

ENGINEERING		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-3101-631.10-01	Full Time	110,164	57,835	77,221	77,320
001-3101-631.10-02	Part Time	1,050	14,454	14,494	14,454
001-3101-631.10-03	Overtime	-	-	3,060	3,060
001-3101-631.11-02	Cafeteria Earnings	3,560	2,407	2,414	2,407
001-3101-631.11-05	Car Allowance	1,247	602	604	602
001-3101-631.20-01	Taxes FICA-Employer	7,408	4,086	5,183	5,188
001-3101-631.20-03	Taxes Medicare-Employer	1,680	1,079	1,360	1,360
001-3101-631.21-01	PERS	50,506	9,780	13,549	13,544
001-3101-631.21-04	POB PERS Debt Svc Alloc	10,632	3,492	3,563	4,418
001-3101-631.21-05	PERS - Unfunded Liability	-	11,699	13,296	17,581
001-3101-631.21-07	OPEB - Unfunded Liability	-	2,282	2,052	2,052
001-3101-631.22-01	LTD/Life Insurance	451	405	577	577
001-3101-631.23-01	City Contr Def Comp-401K	1,287	788	822	821
001-3101-631.25-01	Medical Insurance	69	823	12,335	12,335
001-3101-631.25-02	Dental Insurance	6	74	765	765
001-3101-631.25-03	Vision Insurance	-	-	117	117
* Salary and Benefits		<u>188,060</u>	<u>109,806</u>	<u>151,412</u>	<u>156,601</u>
001-3101-631.36-05	Cont Svcs-Outside Labor	(114)	100	-	-
001-3101-631.36-08	Cont Svcs-Miscellaneous	1,915	125,000	125,000	125,000
001-3101-631.40-01	Utilities	2,179	3,000	4,000	4,000
001-3101-631.40-02	Cell Phones	1,259	1,300	2,000	2,000
001-3101-631.51-01	Conference/Travel	309	750	750	750
001-3101-631.52-01	Office Supplies	648	700	700	700
001-3101-631.52-02	Postage	6	100	100	100
001-3101-631.52-03	Printing/Publications	207	4,500	2,500	2,500
001-3101-631.58-12	Misc Expenditures	375	375	375	375
001-3101-631.61-11	Misc Supplies	811	800	800	800
001-3101-631.61-15	Safety Supplies	335	350	350	350
001-3101-631.65-01	Dues/Memberships	17	700	700	700
001-3101-631.65-02	Publications	223	300	300	300
* Operating		<u>8,170</u>	<u>137,975</u>	<u>137,575</u>	<u>137,575</u>
001-3101-631.90-03	ISF Allocation Expenses	56,193	48,687	38,659	39,025
* Other		<u>56,193</u>	<u>48,687</u>	<u>38,659</u>	<u>39,025</u>
TOTAL ENGINEERING BUDGET		<u>252,423</u>	<u>296,468</u>	<u>327,646</u>	<u>333,201</u>

**CITY OF PORT HUENEME
FY 2019-20 AND FY 2020-21 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.

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.
- Contract management for all vendor activities.

MAJOR ACCOMPLISHMENTS IN 2017-2019:

- Crack sealed streets in the Bolker Park Neighborhood and Northbound Ventura Road ahead of the Slurry Seal Project.
- Installed of four radar signs.
- Installed of new Gold Coast bus stop signage.
- Pot holes at various locations along City streets.
- Installed a flashing crosswalk at the intersection of Hueneme and Market Street.
- Constructed concrete pads for City Parks.

MAJOR INITIATIVES FOR 2019-20 And 2020-21

- Continue to institute the Pavement Management program.
- Develop a sidewalk maintenance plan.
- Crack seal major arterials including Ventura Road Southbound and Pleasant Valley.
- Study traffic-calming measures for select City streets.
- Construct or install traffic-calming measures.
- Upgrade pedestrian crosswalks to acceptable accessibility standards.
- Upgrade illuminated streets along major arterials to highly reflective signs.

CHANGES FROM PRIOR YEAR

- None



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-3102		Streets Division Summary			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
General Fund	-	-	-	-	
Total Revenues	-	-	-	-	
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
Salaries & Benefits	369,119	323,998	362,335	366,258	
Operational Charges	12,563	19,800	24,650	25,150	
Capital Expenditures	-	300,000	300,000	300,000	
ISF Charges	116,344	118,182	79,618	80,498	
Total Expenditures	498,026	761,980	766,603	771,906	
Net Appropriations	(498,026)	(761,980)	(766,603)	(771,906)	

Authorized Positions:

Streets Maint Worker Lead	0.75	0.75	0.75	0.75
Street Maintenance Worker I (3)	2.25	2.25	2.25	2.25
Admin Specialist II	0.41	0.41	0.41	0.41
Total	3.41	3.41	3.41	3.41



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

STREETS		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-3102-631.10-01	Full Time	192,210	162,520	168,643	168,182
001-3102-631.10-03	Overtime	2,703	9,000	10,000	10,000
001-3102-631.10-04	Standby	590	2,000	3,500	4,000
001-3102-631.11-02	Cafeteria Earnings	17,424	15,244	6,954	6,933
001-3102-631.11-03	Longevity Pay	7,210	4,410	3,748	3,748
001-3102-631.11-06	Bilingual Premium	594	450	451	450
001-3102-631.11-09	Annual Leave Buyout	13,299	3,416	3,500	3,500
001-3102-631.20-01	Taxes FICA-Employer	14,089	10,678	10,775	10,747
001-3102-631.20-03	Taxes Medicare-Employer	3,244	2,497	2,520	2,513
001-3102-631.21-01	PERS	74,146	32,434	34,476	34,384
001-3102-631.21-04	POB PERS Debt Svc Alloc	14,577	12,121	11,816	12,039
001-3102-631.21-05	PERS - Unfunded Liability	-	40,609	44,094	47,904
001-3102-631.21-07	OPEB - Unfunded Liability	-	6,412	5,766	5,766
001-3102-631.22-01	LTD/Life Insurance	1,801	1,386	1,455	1,455
001-3102-631.25-01	Medical Insurance	24,856	18,570	50,364	50,364
001-3102-631.25-02	Dental Insurance	1,537	1,428	3,335	3,335
001-3102-631.25-03	Vision Insurance	839	823	938	938
* Salary and Benefits		<u>369,119</u>	<u>323,998</u>	<u>362,335</u>	<u>366,258</u>
001-3102-631.36-06	Cont Svcs-Uniform Svcs	1,870	3,000	3,000	3,000
001-3102-631.36-08	Cont Svcs-Miscellaneous	52	1,000	1,000	1,500
001-3102-631.40-01	Utilities	781	500	750	750
001-3102-631.40-02	Cell Phones	542	500	600	600
001-3102-631.51-01	Conference/Travel	-	400	400	400
001-3102-631.61-11	Misc Supplies	5,214	5,000	5,000	5,000
001-3102-631.61-15	Safety Supplies	1,532	2,000	2,000	2,000
001-3102-631.62-02	Repair Parts	-	600	600	600
001-3102-631.62-04	Small Tools	533	4,000	4,000	4,000
001-3102-631.63-03	Street Signs	41	1,000	5,000	5,000
001-3102-631.63-05	Traffic Control Supplies	1,908	1,500	2,000	2,000
001-3102-631.65-01	Dues/Memberships	90	300	300	300
* Operating		<u>12,563</u>	<u>19,800</u>	<u>24,650</u>	<u>25,150</u>
001-3102-631.70-04	Structures/Improvements	-	300,000	300,000	300,000
* Capital		<u>-</u>	<u>300,000</u>	<u>300,000</u>	<u>300,000</u>
001-3102-631.90-03	ISF Allocation Expenses	116,344	118,182	79,618	80,498
* Other		<u>116,344</u>	<u>118,182</u>	<u>79,618</u>	<u>80,498</u>
TOTAL STREETS BUDGET		<u>498,026</u>	<u>761,980</u>	<u>766,603</u>	<u>771,906</u>

**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

**Landscape Maintenance
General Fund**

MISSION

To maintain the City's parks and landscaping assets to the highest possible standards.

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).
- Inspection of City park playground facilities.
- Trimming of the City's trees on plant the palette in the public right of way.
- Sand removal and sand maintenance along Hueneme Beach Park.
- Maintenance of Bubbling Springs Creek and the recreation corridor.

MAJOR ACCOMPLISHMENTS IN 2017-2019:

- Palm Trim trimming along Surfside Drive and within Hueneme Beach Park.

- Reed removal along Bubbling Springs Creek.
- Ivy removal along the walls fronting Bubbling Springs bike path.
- Re-planting of the barren areas caused by drought restrictions along Hueneme Beach frontage and Surfside Drive.
- Re-grading of Hueneme Beach landscape areas.
- Restoration of the irrigation system at Bolker Park and Hueneme Beach frontage.

MAJOR INITIATIVES FOR 2019-2020 and 2020-21

- Continue palm tree trimming along Market Street and Surfside Drive.
- Bid, award and execute maintenance of reeds in Bubbling Springs Creek and along the recreation corridor.
- Restore dunes with planting and irrigation along Hueneme Beach walking path.
- Restore planting along Ventura Road.
- Continue with Routine Landscape Maintenance.

MAJOR CHANGES FROM PRIOR YEAR

- Add Lead Landscape Maintenance Worker position.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-3104		Landscape Maintenance Division Summary			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
General Fund	-	-	-	-	
Total Revenues	-	-	-	-	
Expenditure Description	Actual 2017-18	Curr Budget 2018-19	Adopted 2019-20	Adopted 2020-21	
Salaries & Benefits	609,302	608,639	663,389	672,843	
Operational Charges	64,854	142,016	228,300	232,150	
Capital Expenditures	-	-	-	-	
ISF Charges	185,007	216,595	136,657	137,641	
Total Expenditures	859,163	967,250	1,028,346	1,042,634	
Net Appropriations	(859,163)	(967,250)	(1,028,346)	(1,042,634)	

Authorized Positions:

Landscape Maint Worker Lead	-	-	1.00	1.00
Landscape Maint Worker II	2.00	2.00	2.00	2.00
Landscape Maint Worker I	4.00	4.00	4.00	4.00
Laborer PT - (2)	1.00	1.00	1.00	1.00
Administrative Specialist II	0.42	0.42	0.42	0.42
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
Total	7.92	7.92	8.92	8.92



■■■ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget ■■■

LANDSCAPE MAINTENANCE		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-3104-631.10-01	Full Time	297,283	266,339	281,788	282,005
001-3104-631.10-02	Part Time	34,081	50,380	51,135	51,631
001-3104-631.10-03	Overtime	21,966	25,000	25,000	25,000
001-3104-631.10-04	Standby	8,162	10,150	10,950	10,950
001-3104-631.11-02	Cafeteria Earnings	5,931	8,148	6,036	6,018
001-3104-631.11-03	Longevity Pay	7,858	4,158	3,289	3,289
001-3104-631.11-09	Annual Leave Buyout	13,911	5,028	5,000	5,000
001-3104-631.20-01	Taxes FICA-Employer	23,197	19,075	20,137	20,177
001-3104-631.20-03	Taxes Medicare-Employer	5,371	4,461	4,709	4,719
001-3104-631.21-01	PERS	101,434	46,646	50,086	50,062
001-3104-631.21-04	POB PERS Debt Svc Alloc	20,669	11,099	16,994	17,903
001-3104-631.21-05	PERS - Unfunded Liability	-	38,904	63,415	71,239
001-3104-631.21-07	OPEB - Unfunded Liability	-	10,508	9,450	9,450
001-3104-631.22-01	LTD/Life Insurance	2,847	2,365	2,569	2,569
001-3104-631.25-01	Medical Insurance	63,148	101,196	107,225	107,225
001-3104-631.25-02	Dental Insurance	2,434	4,136	4,498	4,498
001-3104-631.25-03	Vision Insurance	1,010	1,046	1,108	1,108
* Salary and Benefits		609,302	608,639	663,389	672,843
001-3104-631.36-05	Cont Svcs-Outside Labor	374	40,000	30,000	30,000
001-3104-631.36-06	Cont Svcs-Uniform Svcs	3,662	5,610	4,500	5,000
001-3104-631.36-08	Cont Svcs-Miscellaneous	16,890	60,000	131,000	131,000
001-3104-631.40-02	Cell Phones	646	700	1,000	1,000
001-3104-631.51-01	Conference/Travel	250	430	2,000	2,000
001-3104-631.52-01	Office Supplies	185	200	300	300
001-3104-631.61-08	Janitorial Supplies	9,435	10,000	20,000	20,000
001-3104-631.61-09	Landscape Supplies	15,185	3,400	15,000	16,500
001-3104-631.61-11	Misc Supplies	1,641	4,000	3,000	3,000
001-3104-631.61-15	Safety Supplies	4,631	4,000	4,400	4,840
001-3104-631.61-20	Plant Material	4,051	4,000	4,400	4,840
001-3104-631.62-01	Mower Parts	476	1,200	1,700	1,870
001-3104-631.62-02	Repair Parts	264	1,000	2,000	2,000
001-3104-631.62-04	Small Tools	-	3,000	3,500	4,000
001-3104-631.62-06	Equipment Maint Matl	1,564	1,000	1,200	1,200
001-3104-631.62-07	Irrigation Maint Repair	5,056	2,000	3,000	3,000
001-3104-631.65-01	Dues/Memberships	544	1,326	1,200	1,500
001-3104-631.65-02	Publications	-	150	100	100
* Operating		64,854	142,016	228,300	232,150
001-3104-631.90-03	ISF Allocation Expenses	185,007	216,595	136,657	137,641
* Other		185,007	216,595	136,657	137,641
TOTAL LANDSCAPE MAINT BUDGET		859,163	967,250	1,028,346	1,042,634

Assessment Districts and Special Revenue Funds



"The Friendly City by the Sea"

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§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Assessment District Funds	Assessment Districts Account Overview			
	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Direct Revenue				
Assessment Revenues	484,683	486,511	487,511	486,324
General Fund	236,971	253,092	298,392	299,579
Total Revenues	721,654	739,603	785,903	785,903
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	162,712	326,369	411,249	411,249
Capital Expenditures	-	-	-	-
Cost Allocation Charges	435,358	435,358	435,358	435,358
Total Expenditures	598,070	761,727	846,607	846,607
Net Appropriations	123,584	(22,124)	(60,704)	(60,704)

Authorized Positions:
None



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

**Drainage Assessment District
151-246**

**Drainage Assessment District
Account Summary**

Direct Revenue	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Assessment Revenues	184,989	185,000	185,000	185,000
Total Revenues	184,989	185,000	185,000	185,000

Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	5,950	151,669	190,249	190,249
Capital Expenditures	-	-	-	-
Cost Allocation Charges	55,455	55,455	55,455	55,455
Total Expenditures	61,405	207,124	245,704	245,704

Net Appropriations	123,584	(22,124)	(60,704)	(60,704)
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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 2019-20 and FY 2020-21 Budget §§§

DRAINAGE ASSESSMENT		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
151-0000-511.16-00	Assessment Revenues	184,989	185,000	185,000	185,000
***	REVENUE				
	TOTAL REVENUE	184,989	185,000	185,000	185,000
151-3246-632.36-08	Cont Svcs-Miscellaneous	5,950	139,019	190,249	190,249
151-3246-632.40-01	Utilities	-	12,650	-	-
*	Operating	5,950	151,669	190,249	190,249
151-3246-632.90-01	Cost Allocation	55,455	55,455	55,455	55,455
*	Other	55,455	55,455	55,455	55,455
	TOTAL EXPENDITURES	61,405	207,124	245,704	245,704
	FUND BALANCE/(DEFICIT)	123,584	(22,124)	(60,704)	(60,704)



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Lighting Assessment District 152-3248	Lighting Assessment District Account Summary			
	Actual	Budget	Adopted	Adopted
Direct Revenue	2017-18	2018-19	2019-20	2020-21
Assessment Revenues	121,622	122,511	122,511	122,511
General Fund	47,510	42,509	47,509	47,509
Total Revenues	169,132	165,020	170,020	170,020
Expenditure Description	Actual	Budget	Adopted	Adopted
	2017-18	2018-19	2019-20	2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	154,112	150,000	155,000	155,000
Capital Expenditures	-	-	-	-
Cost Allocation Charges	15,020	15,020	15,020	15,020
Total Expenditures	169,132	165,020	170,020	170,020
Net Appropriations	-	-	-	-

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 2019-20 and FY 2020-21 Budget §§§

STREET LIGHTS ASSESSMENTS		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
152-0000-511.16-00	Assessment Revenues	121,622	122,511	122,511	122,511
152-0000-591.01-00	General Fund	47,510	42,509	47,509	47,509
***	REVENUE	169,132	165,020	170,020	170,020
TOTAL REVENUE		169,132	165,020	170,020	170,020
152-3248-632.40-01	Utilities	154,112	150,000	155,000	155,000
*	Operating	154,112	150,000	155,000	155,000
152-3248-632.90-01	Cost Allocation	15,020	15,020	15,020	15,020
*	Other	15,020	15,020	15,020	15,020
TOTAL EXPENDITURES		169,132	165,020	170,020	170,020
FUND BALANCE/(DEFICIT)		-	-	-	-



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Median Assessment District 153-3247	Median Assessment District Account Summary			
	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Direct Revenue				
Assessment Revenues	178,072	179,000	180,000	178,813
General Fund	189,461	210,583	250,883	252,070
Total Revenues	367,533	389,583	430,883	430,883
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	2,650	24,700	66,000	66,000
Capital Expenditures	-	-	-	-
Cost Allocation Charges	364,883	364,883	364,883	364,883
Total Expenditures	367,533	389,583	430,883	430,883
Net Appropriations	-	-	-	-

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 right-of-way within the City.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

MEDIAN ASSESSMENT DISTRCT		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
153-0000-511.16-00	Assessment Revenues	178,072	179,000	180,000	178,813
153-0000-591.01-00	General Fund	189,461	210,583	250,883	252,070
*** REVENUE	TOTAL REVENUE	367,533	389,583	430,883	430,883
153-3247-632.36-08	Cont Svcs-Miscellaneous	-	22,000	60,000	60,000
153-3247-632.40-01	Utilities	2,650	2,700	6,000	6,000
153-3247-632.61-11	Misc Supplies	-	-	-	-
* Operating		2,650	24,700	66,000	66,000
153-3247-632.90-01	Cost Allocation	364,883	364,883	364,883	364,883
* Other		364,883	364,883	364,883	364,883
	TOTAL EXPENDITURES	367,533	389,583	430,883	430,883
	FUND BALANCE/(DEFICIT)	-	-	-	-

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**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET**

**Stormwater Operations
General Fund**

MISSION

To provide a safe and reliable storm drain collection and flood control system that will provide maximum benefit in preventing flooding and protecting public and private property.

PRIMARY ACTIVITIES

Maintenance and repair of the storm drain system. Administer capital improvement projects, as needed. Administer the City's compliance with the NPDES MS4 permit through the County.

MAJOR ACCOMPLISHMENTS IN 2017-2019:

- Submitted annual report, as required by NPDES permit.
- Attended Los Angeles Regional Water Quality Control Board meetings to discuss new NPDES permit language.
- Attended Ventura Countywide Stormwater Management Program meetings.
- Presented annual Benefit Assessment resolution for Council approval
- Developed nexus for certain activities to be financed through solid waste operations.

**MAJOR INITIATIVES FOR 2019-20
And 2020-21**

- In conjunction with all county agencies, negotiate a new NPDES permit with LARWQCB.
- Work with Watershed Protection District and all other local agencies to create a new storm water program cost sharing agreement.
- Seek funding opportunities that will help offset costs of stormwater management and operations costs.
- Implement system repairs to prevent structural failures of aging assets.

CHANGES FROM PRIOR YEAR

- None



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Stormwater Fund 133-6155	Stormwater Program Account Summary			
	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Direct Revenue				
Stormwater Program	3,572	3,500	3,500	3,500
General Fund	124,200	86,035	98,335	98,335
Total Revenues	127,772	89,535	101,835	101,835
Expenditure				
Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	12,901	23,000	35,300	35,300
Capital Expenditures	-	-	-	-
Cost Allocation Charges	33,082	26,535	26,535	26,535
Transfer Out - WW Operations	-	40,000	40,000	40,000
Total Expenditures	45,983	89,535	101,835	101,835
Net Appropriations	81,789	-	-	-

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.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

STORMWATER PROGRAM		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
133-0000-573.00-00	Stormwater Program	3,572	3,500	3,500	3,500
133-0000-591.01-00	General Fund	124,200	86,035	98,335	98,335
TOTAL REVENUE		127,772	89,535	101,835	101,835
133-6155-661.40-01	Utilities	2,783	3,000	3,200	3,200
133-6155-661.51-01	Conference/Travel	-	-	2,000	2,000
133-6155-661.52-01	Office Supplies	-	-	100	100
133-6155-661.61-07	General System Maint	10,118	20,000	30,000	30,000
* Operating		12,901	23,000	35,300	35,300
133-6155-661.90-01	Cost Allocation	33,082	26,535	26,535	26,535
133-6155-661.90-72	Wastewater Operations	-	40,000	40,000	40,000
* Other		33,082	66,535	66,535	66,535
TOTAL EXPENDITURES		45,983	89,535	101,835	101,835
FUND BALANCE/(DEFICIT)		81,789	-	-	-



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

TDA Fund 207-3110		Transportation Development Act		
Account Summary				
	Actual	Budget	Adopted	Adopted
Direct Revenue	2017-18	2018-19	2019-20	2020-21
Interest	884	1,600	-	-
TDA Article 4	21,429	26,039	-	-
Transfer In	-	26,000	-	-
Total Revenues	22,313	53,639	-	-
Expenditure	Actual	Budget	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	-	26,000	-	-
Capital Expenditures	-	26,039	-	-
Total Expenditures	-	52,039	-	-
Net Appropriations	22,313	1,600	-	-

Authorized Positions:

None

Purpose of Account:

The Transportation Development Act (TDA) was enacted by the State Legislature in 1971 to make funds available for transit, pedestrian way and bikeway projects, transportation planning, ridesharing, and street and road improvements. Funds for the TDA come from 1/4 cent of the retail sales tax and from sales taxes on diesel fuel.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

TRANSPORTATION DVLP FUND		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
207-0000-552.24-00	Interest	884	1,600	-	-
207-0000-562.35-00	TDA Article 4	21,429	26,039	-	-
207-0000-591.00-00	Transfer In	-	26,000	-	-
TOTAL REVENUE		22,313	53,639	-	-
207-3110-631.63-12	Bus Stop Maintenance	-	26,000	-	-
* Operating		-	26,000	-	-
207-3110-631.70-04	Structures/Improvements	-	26,039	-	-
* Capital		-	26,039	-	-
TOTAL EXPENDITURES		-	52,039	-	-
FUND BALANCE/(DEFICIT)		22,313	1,600	-	-



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Gas Tax Fund 210-3112		Gas Tax Account Summary		
	Actual	Budget	Adopted	Adopted
Direct Revenue	2017-18	2018-19	2019-20	2020-21
Interest	4,947	14,000	14,000	14,000
Gas Tax	462,746	479,000	607,692	607,692
Traffic Congestion Relief (SB) 1 RMMA	25,929	-	26,985	26,985
Miscellaneous Revenues	105,137	420,000	396,064	396,064
	-	1,500	1,500	1,500
Total Revenues	598,759	914,500	1,046,241	1,046,241
Expenditure	Actual	Budget	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Salaries & Benefits	3,868	23,209	42,208	45,081
Operational Charges	143,822	157,500	191,500	207,425
Capital Expenditures	-	-	216,000	216,000
Cost Allocation Charges	51,727	51,727	51,727	51,727
ISF Charges	-	-	21,127	21,127
Total Expenditures	199,417	232,436	522,562	541,360
Net Appropriations	399,342	682,064	523,679	504,881
Authorized Positions:				
Principal Engineer	0.10	0.10	0.10	0.10
Engineering Aide	-	-	0.25	0.25
Total	0.10	0.10	0.35	0.35



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

GAS TAX		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
210-0000-552.24-00	Interest	4,947	14,000	14,000	14,000
210-0000-562.23-29	2103	89,612	96,000	204,083	204,083
210-0000-562.23-30	2105	121,905	130,000	133,122	133,122
210-0000-562.23-31	2106	84,267	88,000	90,678	90,678
210-0000-562.23-32	2107	161,962	160,000	174,809	174,809
210-0000-562.23-33	2107.5	5,000	5,000	5,000	5,000
210-0000-562.31-00	Traffic Congestion Relief	25,929	-	26,985	26,985
210-0000-562.36-00	(SB) I RMMA	105,137	420,000	396,064	396,064
210-0000-584.00-00	Miscellaneous Revenues	-	1,500	1,500	1,500
TOTAL REVENUE		598,759	914,500	1,046,241	1,046,241
210-3112-631.10-01	Full Time	3,350	12,308	21,410	21,510
210-3112-631.10-03	Overtime	-	3,000	3,000	3,000
210-3112-631.10-04	Standby	-	3,000	3,000	3,000
210-3112-631.11-02	Cafeteria Earnings	-	602	604	602
210-3112-631.20-01	Taxes FICA-Employer	193	753	1,316	1,321
210-3112-631.20-03	Taxes Medicare-Employer	45	176	308	309
210-3112-631.21-01	PERS	220	842	2,571	2,575
210-3112-631.21-04	POB PERS Debt Svc Alloc	-	311	307	847
210-3112-631.21-05	PERS - Unfunded Liability	-	1,043	1,145	3,370
210-3112-631.21-07	OPEB - Unfunded Liability	-	485	436	436
210-3112-631.22-01	LTD/Life Insurance	10	91	180	180
210-3112-631.25-01	Medical Insurance	46	549	7,401	7,401
210-3112-631.25-02	Dental Insurance	4	49	460	460
210-3112-631.25-03	Vision Insurance	-	-	70	70
* Salary and Benefits		3,868	23,209	42,208	45,081
210-3112-631.36-08	Cont Svcs-Miscellaneous	79,331	81,000	95,000	110,000
210-3112-631.36-15	Cont Svcs-Traffic	30,006	18,000	30,000	30,000
210-3112-631.58-12	Misc Expenditures	2,725	9,000	10,000	10,000
210-3112-631.61-13	Paint Supplies	4,825	10,000	10,500	11,025
210-3112-631.63-01	Road Materials	1,893	3,600	4,000	4,400
210-3112-631.63-03	Street Signs	14,494	20,000	30,000	30,000
210-3112-631.63-06	Curb/Gutter/Sidewalk	2,718	400	2,000	2,000
210-3112-631.63-07	Misc Repairs	3,384	500	3,000	3,000
210-3112-631.63-08	Street Repair Equipment	4,446	15,000	7,000	7,000
* Operating		143,822	157,500	191,500	207,425



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

GAS TAX		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
210-3112-631.70-04	Structures/Improvements	-	-	216,000	216,000
*	Capital	-	-	216,000	216,000
210-3112-631.90-01	Cost Allocation	51,727	51,727	51,727	51,727
210-3112-631.90-03	ISF Allocation Expenses - Risk Mgmt	-	-	21,127	21,127
*	Other	51,727	51,727	72,854	72,854
TOTAL EXPENDITURES		199,417	232,436	522,562	541,360
FUND BALANCE/(DEFICIT)		399,342	682,064	523,679	504,881



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Bike/Pedestrian Fund 212-3111		Bike/Pedestrian Path Account Summary		
	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Direct Revenue				
Interest	313	600	2,254	335
Bike Path Maintenance	9,851	10,165	10,165	10,165
Total Revenues	10,164	10,765	12,419	10,500
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	495	10,000	12,419	10,500
Capital Expenditures	-	-	-	-
Total Expenditures	495	10,000	12,419	10,500
Net Appropriations	9,669	765	-	-

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 projects submitted and on the availability of funds.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Art 3 Bike/Ped Path Fund		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
212-0000-552.24-00	Interest	313	600	2,254	335
212-0000-562.24-10	Bike Path Maintenance	9,851	10,165	10,165	10,165
TOTAL REVENUE		10,164	10,765	12,419	10,500
212-3111-631.36-08	Cont Svcs-Miscellaneous	495	10,000	12,419	10,500
* Operating		495	10,000	12,419	10,500
TOTAL EXPENDITURES		495	10,000	12,419	10,500
FUND BALANCE/(DEFICIT)		9,669	765	-	-

Public Works Enterprise Funds



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, and safely removing solid waste materials for proper disposal and/or reuse.

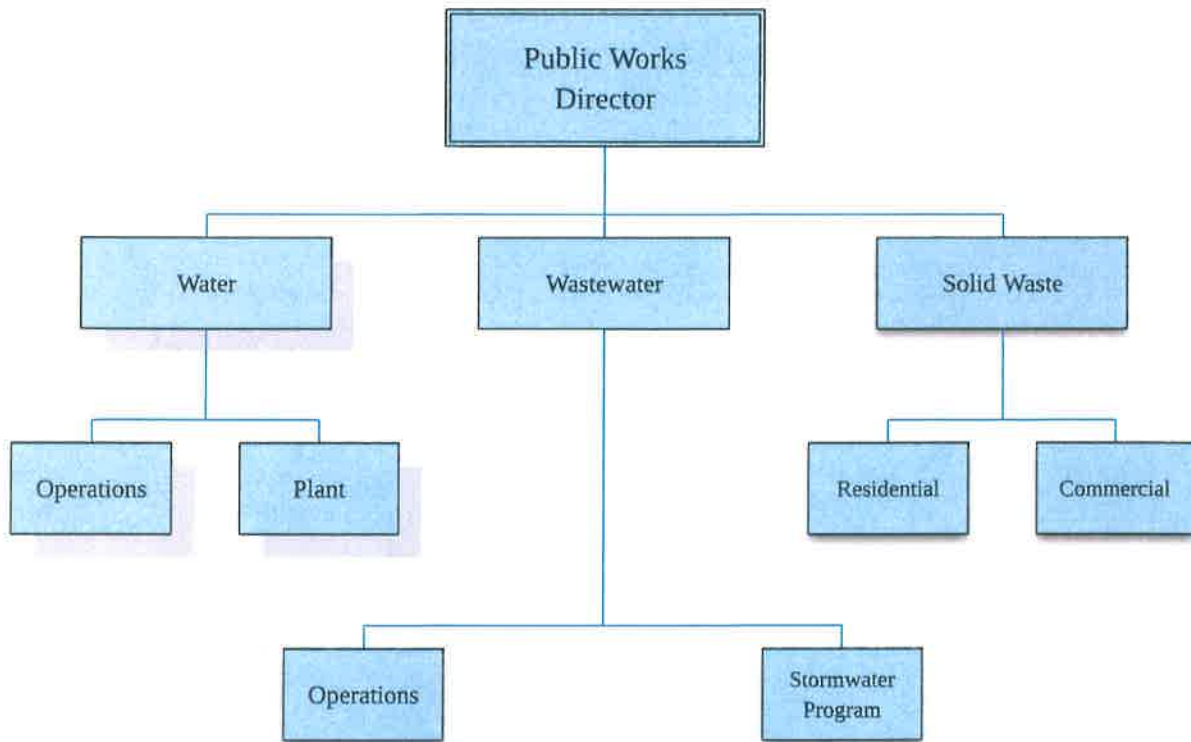
"The Friendly City by the Sea"

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City of Port Hueneme

Public Works Enterprise



Organization Chart



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Enterprise Funds	Public Works Enterprise Enterprise Funds Overview			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Water Fund Revenues	8,251,909	7,670,355	7,912,000	8,192,000
Water Plant Revenues	930,616	1,143,111	1,418,675	1,379,070
Wastewater Fund Revenues	3,750,692	3,778,677	3,801,165	3,801,165
Solid Waste Fund Revenues	4,421,402	4,669,123	4,400,153	4,400,153
Total Revenues	17,354,619	17,261,266	17,531,993	17,772,388
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	2,684,675	3,320,520	3,737,294	3,746,318
Operational Charges	8,002,278	9,512,086	10,023,882	9,706,302
Capital Expenditures	346,055	221,560	288,496	239,896
Debt Services	186,616	314,548	316,933	316,333
Cost Allocation Charges	1,007,044	1,007,044	1,007,044	1,007,044
ISF Charges	880,801	1,057,664	1,613,946	1,620,321
Transfer Out - General Fund	300,000	300,000	300,000	300,000
Total Expenditures	13,407,469	15,733,422	17,287,595	16,936,214
Net Appropriations	3,947,150	1,527,844	244,398	836,174



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Authorized Positions:	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Public Works Director	0.75	0.75	0.75	0.75
Deputy Public Works Director	1.65	1.65	0.85	0.85
General Manager - Water	-	-	1.00	1.00
Principal Engineer	0.75	0.75	0.75	0.75
Engineering Aide	-	-	0.50	0.50
Elect/Instr Technician	1.00	1.00	1.00	1.00
Water Resource Inspector	1.00	1.00	1.00	1.00
Water Supervisor	1.00	1.00	-	-
Water Utility Operator Lead	1.00	1.00	2.00	2.00
Water Utility Operator I	3.00	3.00	4.00	4.00
Water Utility Operator II	1.00	1.00	1.00	1.00
Streets Maint Worker Lead	0.25	0.25	0.25	0.25
Streets Maintenance Worker I	0.75	0.75	0.75	0.75
Wastewater Maint Worker Lead	1.00	1.00	1.00	1.00
Wastewater Maint Worker I	1.00	1.00	1.00	1.00
Wastewater Maint Worker II	2.00	2.00	2.00	2.00
PW Operations Technician	-	-	1.80	1.80
Solid Waste Coordinator	1.00	1.00	-	-
Solid Waste Operations Lead	-	-	1.00	1.00
Solid Waste Equip Operator I	1.00	1.00	-	-
Solid Waste Equip Operator II	6.00	6.00	6.00	6.00
Admin Specialist III	0.70	0.70	0.70	0.70
Admin Specialist II	2.67	2.67	3.00	3.00
Annuitant	0.50	0.50	-	-
Accounting Manager	-	-	0.40	0.40
Senior Accountant	0.40	0.40	0.40	0.40
Fiscal Assistant	0.90	0.90	0.90	0.90
Fiscal Aide-Customer Serv (2)	0.90	1.80	1.80	1.80
Total	30.22	31.12	33.85	33.85

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**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 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 distribution system and providing public outreach on water conservation, rebate programs and customer service.

MAJOR ACCOMPLISHMENTS IN 2017-2019:

- Provided excellent customer service and responded to all service calls.
- Responded and repaired water line leaks in a timely fashion with minimal disturbance.
- Completed coating of the water tank at the water distribution plant.

**MAJOR INITIATIVES FOR 2019-2020
And 2020-21**

- Design of the cross-base water pipeline.
- Develop and implement a valve replacement program.
- Continue to provide excellent customer service.
- Update the current inventory of all water lines and appurtenances.
- Develop an emergency response plan for water distribution.
- Continue the Water Valve Exercise Program.
- Update the Capital Improvement Program for the water distribution.

MAJOR CHANGES FROM PRIOR YEAR

- Downgraded Deputy Public Works Director to General Manager position.
- Eliminated Water Supervisor position.
- Added one Water Utility Operator Lead position.
- One-time expenditure of \$60,000 for water rate study.
- One-time expenditure of \$10,000 for compensation study.
- One-time expenditure of \$10,000 for Engineering Consultant recruitment.
- One-time expenditure of \$35,000 for Milner-Villa Consulting.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Water Fund 441-6151	Water Operations Division Summary			
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Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Delinquent Fees	120,122	110,635	120,000	120,000
Single-Unit Residential Svcs	3,957,700	3,657,720	3,765,000	3,865,000
Multi-Unit Residential Svcs	1,754,235	1,746,000	1,770,000	1,845,000
Commercial/Irrigation Svcs	1,817,835	1,905,000	2,005,000	2,110,000
Interests	34,083	250,000	250,000	250,000
Miscellaneous Revenues	567,934	1,000	2,000	2,000
Total Revenues	8,251,909	7,670,355	7,912,000	8,192,000

Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	718,985	860,193	958,902	966,116
Operational Charges	4,167,135	4,815,164	5,880,791	5,773,911
Capital Expenditures	5,249	16,896	4,896	4,896
Cost Allocation Charges	357,628	357,628	357,628	357,628
ISF Charges	89,598	81,122	659,758	660,384
Total Expenditures	5,338,595	6,131,003	7,861,975	7,762,935

Net Appropriations	2,913,314	1,539,352	50,025	429,065
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§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Authorized Positions:	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Public Works Director	0.25	0.25	0.25	0.25
Deputy Public Works Director	0.40	0.40	-	-
General Manager	-	-	0.50	0.50
Principal Engineer	0.25	0.25	0.25	0.25
Engineering Aide	-	-	0.50	0.50
Elect/Instr Technician	0.10	0.10	0.10	0.10
Water Resource Inspector	0.50	0.50	0.50	0.50
Water Supervisor	1.00	1.00	-	-
Water Utility Operator Lead	0.50	0.50	1.00	1.00
Water Utility Operator I	2.25	2.25	3.00	3.00
Water Utility Operator II	0.50	0.50	0.50	0.50
Streets Maint Worker Lead	0.25	0.25	0.25	0.25
Streets Maintenance Worker I	0.75	0.75	0.75	0.75
Admin Specialist II	0.90	0.90	1.23	1.23
Annuitant	0.50	0.50	-	-
Accounting Manager	-	-	0.10	0.10
Senior Accountant	0.10	0.10	0.10	0.10
Fiscal Assistant	0.30	0.30	0.30	0.30
Fiscal Aide-Customer Serv (2)	0.30	0.60	0.60	0.60
Total	8.85	9.15	9.93	9.93



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

WATER OPERATIONS FUND		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
441-0000-531.12-00	Delinquent Fees	125,420	110,635	120,000	120,000
441-0000-543.31-00	COPH Services	4,720	2,720	5,000	5,000
441-0000-543.31-01	Single-Unit Residential	1,449,045	1,405,000	1,450,000	1,460,000
441-0000-543.31-02	Multi-Unit Residential	596,461	636,000	640,000	645,000
441-0000-543.31-04	Commercial/Irrigation	1,149,759	1,100,000	1,200,000	1,300,000
441-0000-543.35-01	Fixed Single-Unit Residen	2,308,087	2,250,000	2,310,000	2,400,000
441-0000-543.35-02	Fixed Multi-Unit Resident	1,127,080	1,110,000	1,130,000	1,200,000
441-0000-543.35-04	Fixed Commercial/Irrigation	838,587	805,000	805,000	810,000
441-0000-552.24-00	Interest	115,960	250,000	250,000	250,000
441-0000-582.00-00	Misc Refunds and Claims	66,225	-	-	-
441-0000-584.00-00	Miscellaneous Revenues	5,650	1,000	2,000	2,000
TOTAL REVENUE		7,786,994	7,670,355	7,912,000	8,192,000
441-6151-661.10-01	Full Time	368,920	427,421	483,850	485,260
441-6151-661.10-02	Part Time	11,071	15,372	15,414	15,372
441-6151-661.10-03	Overtime	22,655	33,000	23,320	23,320
441-6151-661.10-04	Standby	24,080	25,600	27,126	29,246
441-6151-661.11-02	Cafeteria Earnings	18,563	26,387	24,399	24,326
441-6151-661.11-03	Longevity Pay	4,536	4,902	2,835	2,835
441-6151-661.11-05	Car Allowance	448	602	604	602
441-6151-661.11-06	Bilingual Premium	724	869	872	869
441-6151-661.11-09	Annual Leave Buyout	11,991	3,205	3,500	3,500
441-6151-661.11-10	Compensatory Leave Buyout	288	-	-	-
441-6151-661.20-01	Taxes FICA-Employer	27,335	27,637	31,068	31,143
441-6151-661.20-03	Taxes Medicare-Employer	6,310	6,586	7,413	7,430
441-6151-661.21-01	PERS	144,936	68,101	79,172	79,155
441-6151-661.21-04	POB PERS Debt Svc Alloc	26,048	24,911	24,811	24,325
441-6151-661.21-05	PERS - Unfunded Liability	-	83,067	92,583	96,794
441-6151-661.21-07	OPEB - Unfunded Liability	-	16,863	15,165	15,165
441-6151-661.22-01	LTD/Life Insurance	2,549	3,523	4,154	4,160
441-6151-661.23-01	City Contr Def Comp-401K	1,677	993	1,048	1,047
441-6151-661.23-02	City Contr Def Comp-457	-	-	272	271
441-6151-661.25-01	Medical Insurance	35,903	83,916	112,146	112,146
441-6151-661.25-02	Dental Insurance	3,342	6,024	7,718	7,718
441-6151-661.25-03	Vision Insurance	575	1,214	1,432	1,432
441-6151-661.28-01	Incr/Decr Annual Lv Value	7,034	-	-	-
* Salary and Benefits		718,985	860,193	958,902	966,116



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

WATER OPERATIONS FUND		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
441-6151-661.36-01	Attorney Fees	4,696	-	15,000	15,000
441-6151-661.36-08	Cont Svcs-Miscellaneous	190,759	159,510	284,010	172,710
441-6151-661.40-01	Utilities	18,976	25,000	27,000	30,000
441-6151-661.40-02	Cell Phones	2,979	2,142	3,000	3,000
441-6151-661.51-01	Conference/Travel	4,250	8,160	8,160	8,160
441-6151-661.52-01	Office Supplies	2,232	3,162	3,162	3,162
441-6151-661.52-03	Printing/Publications	5,295	6,426	6,426	6,426
441-6151-661.58-05	Interest Expense	692,529	671,964	650,345	627,621
441-6151-661.58-07	Principal Expense	-	422,543	444,161	466,885
441-6151-661.58-26	Depreciation Expense	256,710	-	-	-
441-6151-661.58-27	Amortization Expense	262,787	-	-	-
441-6151-661.61-07	General System Maint	86,478	107,000	71,000	72,420
441-6151-661.61-15	Safety Supplies	1,165	1,620	1,020	1,020
441-6151-661.62-07	Irrigation Maint Repair	-	16,320	16,320	16,320
441-6151-661.65-01	Dues/Memberships	9,875	12,350	12,350	12,350
441-6151-661.66-01	Water Analysis	14,827	20,400	20,400	20,400
441-6151-661.66-02	Water PHWA Fixed Charges	1,147,068	1,147,067	1,964,088	1,964,088
441-6151-661.66-03	Water PHWA Variable Chrgs	1,460,480	1,418,000	1,560,849	1,560,849
441-6151-661.66-04	Water Meters	3,254	10,200	10,200	10,200
441-6151-661.67-06	Reserve Expense	-	780,300	780,300	780,300
441-6151-661.68-01	Water Conservation	2,775	3,000	3,000	3,000
* Operating		<u>4,167,135</u>	<u>4,815,164</u>	<u>5,880,791</u>	<u>5,773,911</u>
441-6151-661.70-02	Equipment	-	12,000	-	-
441-6151-661.70-03	Office Equipment	-	4,896	4,896	4,896
441-6151-661.70-05	Vehicles	5,249	-	-	-
* Capital		<u>5,249</u>	<u>16,896</u>	<u>4,896</u>	<u>4,896</u>
441-6151-661.90-01	Cost Allocation	357,628	357,628	357,628	357,628
441-6151-661.90-03	ISF Allocation Expenses	89,598	81,122	659,758	660,384
* Other		<u>447,226</u>	<u>438,750</u>	<u>1,017,386</u>	<u>1,018,012</u>
TOTAL EXPENDITURES		<u>5,338,595</u>	<u>6,131,003</u>	<u>7,861,975</u>	<u>7,762,935</u>
FUND BALANCE/(DEFICIT)		<u>2,448,399</u>	<u>1,539,352</u>	<u>50,025</u>	<u>429,065</u>



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Water Plant Operations Fund 443-6152	Water Plant Operations Division Summary			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
PHWA Revenue	930,616	1,143,111	1,418,675	1,379,070
Total Revenues	930,616	1,143,111	1,418,675	1,379,070
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	274,495	336,152	486,989	489,484
Operational Charges	483,454	620,448	679,817	637,717
Capital Expenditures	-	-	-	-
Cost Allocation Charges	156,898	156,898	156,898	156,898
ISF Charges	26,231	29,613	94,971	94,971
Total Expenditures	941,078	1,143,111	1,418,675	1,379,070
Net Appropriations	(10,462)	-	-	-
Authorized Positions:				
Deputy Public Works Director	0.40	0.40	0.00	0.00
General Manager	-	-	0.50	0.50
Elect/Instr Technician	0.80	0.80	0.80	0.80
Water Utility Operator Lead	0.50	0.50	1.00	1.00
Water Utility Operator I	0.75	0.75	1.00	1.00
Water Utility Operator II	0.50	0.50	0.50	0.50
Admin Specialist II	0.10	0.10	0.10	0.10
Accounting Manager	-	-	0.10	0.10
Senior Accountant	0.10	0.10	0.10	0.10
Total	3.15	3.15	4.10	4.10



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

WATER PLANT OPERATIONS FUND		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
443-0000-563.32-00	PHWA Revenue	930,616	1,143,111	1,418,675	1,379,070
TOTAL REVENUE		930,616	1,143,111	1,418,675	1,379,070
443-6152-661.10-01	Full Time	136,200	204,251	241,050	241,681
443-6152-661.10-03	Overtime	9,126	8,000	9,000	9,000
443-6152-661.10-04	Standby	8,692	3,000	44,387	44,387
443-6152-661.11-02	Cafeteria Earnings	12,567	12,375	12,412	12,375
443-6152-661.11-03	Longevity Pay	1,856	286	3,558	3,558
443-6152-661.11-06	Bilingual Premium	60	60	60	60
443-6152-661.11-09	Annual Leave Buyout	12,105	22	2,500	2,500
443-6152-661.20-01	Taxes FICA-Employer	10,752	12,836	15,337	15,370
443-6152-661.20-03	Taxes Medicare-Employer	2,518	3,002	3,587	3,595
443-6152-661.21-01	PERS	56,994	34,564	42,367	42,342
443-6152-661.21-04	POB PERS Debt Svc Alloc	11,356	11,382	12,592	12,345
443-6152-661.21-05	PERS - Unfunded Liability	5,231	6,034	46,990	49,121
443-6152-661.21-07	OPEB - Unfunded Liability	-	8,058	7,247	7,247
443-6152-661.22-01	LTD/Life Insurance	1,049	1,655	2,055	2,057
443-6152-661.23-01	City Contr Def Comp-401K	1,275	205	227	226
443-6152-661.25-01	Medical Insurance	4,131	28,264	40,597	40,597
443-6152-661.25-02	Dental Insurance	523	1,725	2,465	2,465
443-6152-661.25-03	Vision Insurance	60	433	558	558
* Salary and Benefits		274,495	336,152	486,989	489,484
443-6152-661.36-08	Cont Svcs-Miscellaneous	105,091	155,975	215,975	170,975
443-6152-661.40-01	Utilities	121,913	142,800	142,800	145,700
443-6152-661.40-02	Cell Phones	185	2,142	2,142	2,142
443-6152-661.51-01	Conference/Travel	831	6,120	6,120	6,120
443-6152-661.52-01	Office Supplies	1,281	1,519	1,519	1,519
443-6152-661.61-03	Chemicals	101,418	153,631	153,000	153,000
443-6152-661.61-07	General System Maint	136,586	95,541	95,541	95,541
443-6152-661.61-15	Safety Supplies	1,348	1,020	1,020	1,020
443-6152-661.65-01	Dues/Memberships	5,125	7,100	7,100	7,100
443-6152-661.66-01	Water Analysis	6,880	44,400	44,400	44,400
443-6152-661.66-04	Water Meters	2,796	10,200	10,200	10,200
* Operating		483,454	620,448	679,817	637,717
443-6152-661.90-01	Cost Allocation	156,898	156,898	156,898	156,898
443-6152-661.90-03	ISF Allocation Expenses - Risk Mgmt	26,231	29,613	94,971	94,971
* Other		183,129	186,511	251,869	251,869
TOTAL EXPENDITURES		941,078	1,143,111	1,418,675	1,379,070
FUND BALANCE/(DEFICIT)		(10,462)	-	-	-

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**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 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 (CIBCS D) for the operation and maintenance of their collection systems.

MAJOR ACCOMPLISHMENTS IN 2017-2019:

- Maintained sewer system so as to have zero sewer spills.
- Submitted proposal to perform contractual services for NBVC wastewater system.
- Worked with Channel Islands Beach Community Services District and Oxnard Harbor District to perform contractual services.

**MAJOR INITIATIVES FOR 2019-20
And 2020-21**

- Perform rate study and Prop 218, if determined to be necessary.
- Complete multiple sewer lining projects to ensure system continues to perform effectively.
- Continue to seek opportunity to establish contracted services with NBVC.
- Identify system deficiencies and plan for systematic repairs in a timely manner.
- Perform flow study to identify system irregularities.
- Update Sewer System Management Plan.

CHANGES FROM PRIOR YEAR

- Add Public Works Operations Technician position.
- One-time expenditure of \$10,000 for compensation study.
- One-time expenditure of \$75,000 for water rate study.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Wastewater Operations Fund 444-6153	Wastewater Operations Division Summary			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Delinquent Fees	39,381	41,616	41,616	41,616
COPH Services	3,577,215	3,500,000	3,600,200	3,600,200
Navy Commercial Contract	30,339	30,000	-	-
CIBCSO Services	41,249	50,000	52,020	52,020
Hideaways	-	-	3,329	3,329
Interest	58,524	116,061	60,000	60,000
Miscellaneous Revenues	3,984	1,000	4,000	4,000
Stormwater Program	-	40,000	40,000	40,000
Total Revenues	3,750,692	3,778,677	3,801,165	3,801,165
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	665,249	871,757	981,762	979,798
Operational Charges	2,131,807	2,508,551	2,051,359	1,966,359
Capital Expenditures	202,846	74,664	48,600	-
Debt Services	186,616	314,548	316,933	316,333
Cost Allocation Charges	222,724	222,724	222,724	222,724
ISF Charges	159,225	192,870	325,570	326,509
Total Expenditures	3,568,467	4,185,114	3,946,948	3,811,723
Net Appropriations	182,225	(406,437)	(145,783)	(10,558)



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Authorized Positions:	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Public Works Director	0.25	0.25	0.25	0.25
Deputy Public Works Director	0.40	0.40	0.40	0.40
Wastewater Maint Worker Lead	1.00	1.00	1.00	1.00
Wastewater Maint Worker I	1.00	1.00	1.00	1.00
Wastewater Maint Worker II	2.00	2.00	2.00	2.00
Water Resource Inspector	0.50	0.50	0.50	0.50
PW Operations Technician	-	-	0.90	0.90
Elect/Instr Technician	0.10	0.10	0.10	0.10
Principal Engineer	0.25	0.25	0.25	0.25
Admin Specialist II	0.33	0.33	0.33	0.33
Admin Specialist III	0.70	0.70	0.70	0.70
Accounting Manager	-	-	0.10	0.10
Senior Accountant	0.10	0.10	0.10	0.10
Fiscal Assistant	0.30	0.30	0.30	0.30
Fiscal Aide-Customer Serv	0.30	0.60	0.60	0.60
Total	7.23	7.53	8.53	8.53



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

WASTEWATER OPERATIONS FUND		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
444-0000-531.12-00	Delinquent Fees	39,381	41,616	41,616	41,616
444-0000-543.31-00	COPH Services	3,577,215	3,500,000	3,600,200	3,600,200
444-0000-543.34-00	Navy Commercial Contract	30,339	30,000	-	-
444-0000-543.37-00	CIBCSD Services	41,249	50,000	52,020	52,020
444-0000-543.60-02	Hideaways	-	-	3,329	3,329
444-0000-552.21-00	Investments	-	61	-	-
444-0000-552.24-00	Interest	58,524	116,000	60,000	60,000
444-0000-583.02-00	Gain on Sale of Asset	2,475	-	-	-
444-0000-584.00-00	Miscellaneous Revenues	1,509	1,000	4,000	4,000
444-0000-584.20-00	Misc Services Provided	-	-	-	-
444-0000-591.13-00	Stormwater Program	-	40,000	40,000	40,000
TOTAL REVENUE		3,750,692	3,778,677	3,801,165	3,801,165
444-6153-661.10-01	Full Time	383,005	448,969	485,164	484,841
444-6153-661.10-03	Overtime	14,819	18,600	15,300	15,300
444-6153-661.10-04	Standby	8,390	12,775	12,775	12,775
444-6153-661.11-02	Cafeteria Earnings	17,153	17,282	15,679	15,632
444-6153-661.11-03	Longevity Pay	10,847	9,924	7,540	7,540
444-6153-661.11-05	Car Allowance	448	602	604	602
444-6153-661.11-06	Bilingual Premium	180	180	180	180
444-6153-661.11-09	Annual Leave Buyout	10,772	5,610	18,870	18,870
444-6153-661.11-10	Compensatory Leave Buyout	72	-	-	-
444-6153-661.20-01	Taxes FICA-Employer	26,783	28,026	30,507	30,484
444-6153-661.20-03	Taxes Medicare-Employer	6,198	6,677	7,282	7,276
444-6153-661.21-01	PERS	113,878	85,030	93,580	93,408
444-6153-661.21-04	POB PERS Debt Svc Alloc	22,511	27,993	30,978	29,160
444-6153-661.21-05	PERS - Unfunded Liability	-	92,858	115,598	116,031
444-6153-661.21-07	OPEB - Unfunded Liability	-	17,713	15,929	15,929
444-6153-661.22-01	LTD/Life Insurance	3,105	3,591	4,077	4,077
444-6153-661.23-01	City Contr Def Comp-401K	1,755	2,064	2,276	2,271
444-6153-661.23-02	City Contr Def Comp-457	-	234	272	271
444-6153-661.25-01	Medical Insurance	34,422	86,087	115,261	115,261
444-6153-661.25-02	Dental Insurance	2,732	6,229	8,299	8,299
444-6153-661.25-03	Vision Insurance	687	1,313	1,591	1,591
444-6153-661.28-01	Incr/Decr Annual Lv Value	7,492	-	-	-
* Salary and Benefits		665,249	871,757	981,762	979,798



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

WASTEWATER OPERATIONS FUND		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
444-6153-661.35-04	Cont Svcs-Oxnard WW Plant	1,735,809	2,342,660	1,800,000	1,800,000
444-6153-661.36-08	Cont Svcs-Miscellaneous	49,446	55,147	140,147	55,147
444-6153-661.40-01	Utilities	16,440	17,000	18,000	18,000
444-6153-661.40-02	Cell Phones	2,036	2,100	2,100	2,100
444-6153-661.51-01	Conference/Travel	15	3,500	3,500	3,500
444-6153-661.52-01	Office Supplies	2,673	2,809	2,809	2,809
444-6153-661.58-26	Depreciation Expense	285,309	-	-	-
444-6153-661.61-07	General System Maint	34,016	78,030	78,030	78,030
444-6153-661.61-15	Safety Supplies	2,998	4,162	4,162	4,162
444-6153-661.65-01	Dues/Memberships	3,065	3,143	2,611	2,611
* Operating		<u>2,131,807</u>	<u>2,508,551</u>	<u>2,051,359</u>	<u>1,966,359</u>
444-6153-661.70-02	Equipment	-	-	45,000	-
444-6153-661.70-03	Office Equipment	-	3,264	3,600	-
444-6153-661.70-04	Structures/Improvements	202,846	71,400	-	-
* Capital		<u>202,846</u>	<u>74,664</u>	<u>48,600</u>	<u>-</u>
444-6153-661.80-04	Fiscal Agent Fees	4,652	2,800	2,800	2,800
444-6153-661.80-45	Bond Principal Payments	-	135,000	140,000	145,000
444-6153-661.80-46	Bond Interest Payments	181,964	176,748	174,133	168,533
* Debt Service		<u>186,616</u>	<u>314,548</u>	<u>316,933</u>	<u>316,333</u>
444-6153-661.90-01	Cost Allocation	222,724	222,724	222,724	222,724
444-6153-661.90-03	ISF Allocation Expenses	159,225	192,870	325,570	326,509
* Other		<u>381,949</u>	<u>415,594</u>	<u>548,294</u>	<u>549,233</u>
TOTAL EXPENDITURES		<u>3,568,467</u>	<u>4,185,114</u>	<u>3,946,948</u>	<u>3,811,723</u>
FUND BALANCE/(DEFICIT)		<u>182,225</u>	<u>(406,437)</u>	<u>(145,783)</u>	<u>(10,558)</u>

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**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 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
2017-2019:**

- Successfully passed annual solid waste audit performed by Cal Recycle.
- Continued implementation of organics recycling program mandated by AB 1826.
- Performed audit of solid waste accounts.
- Updated website information.

**MAJOR INITIATIVES FOR 2019-20
And 2020-21**

- Plan and present plan to Council for beginning residential green waste collection services.
- Implement routing software in all solid waste fleet.
- Research plausibility of securing solid waste contract service for NBVC Point Mugu.

CHANGES FROM PRIOR YEAR

- Upgrade Solid Waste Coordinator position to Public Works Operations Technician position.
- One-time expenditure of \$75,000 for rate study.
- One-time expenditure of \$10,000 for compensation study.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Solid Waste Operations Fund 447-6150	Solid Waste Operations Division Summary			
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Delinquent Fees	50,797	45,500	31,212	31,212
COPH Services	2,782,536	2,869,300	2,713,363	2,713,363
Rental Bin Pull/Dump	58,180	51,350	114,444	114,444
Navy Commercial Contract	1,437,371	1,588,673	1,402,194	1,402,194
Interest	34,846	74,000	40,000	40,000
Miscellaneous Revenues	57,672	40,300	98,940	98,940
Total Revenues	4,421,402	4,669,123	4,400,153	4,400,153
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	1,025,946	1,252,418	1,309,641	1,310,920
Operational Charges	1,219,882	1,567,923	1,411,915	1,328,315
Capital Expenditures	137,960	130,000	235,000	235,000
Cost Allocation Charges	269,794	269,794	269,794	269,794
ISF Charges	605,747	754,059	533,647	538,457
Transfer Out - General Fund	300,000	300,000	300,000	300,000
Total Expenditures	3,559,329	4,274,194	4,059,997	3,982,486
Net Appropriations	862,073	394,929	340,156	417,667



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Authorized Positions:	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Public Works Director	0.25	0.25	0.25	0.25
Deputy Public Works Director	0.45	0.45	0.45	0.45
Principal Engineer	0.25	0.25	0.25	0.25
PW Operations Technician	-	-	0.90	0.90
Solid Waste Coordinator	1.00	1.00	-	-
Solid Waste Operations Lead	-	-	1.00	1.00
Solid Waste Equip Operator I	1.00	1.00	-	-
Solid Waste Equip Operator II	6.00	6.00	6.00	6.00
Admin Specialist II	1.34	1.34	1.34	1.34
Accounting Manager	-	-	0.10	0.10
Senior Accountant	0.10	0.10	0.10	0.10
Fiscal Assistant	0.30	0.30	0.30	0.30
Fiscal Aide-Customer Serv	0.30	0.60	0.60	0.60
Total	10.99	11.29	11.29	11.29



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

SOLID WASTE OPERATIONS FD		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
447-0000-531.12-00	Delinquent Fees	50,797	45,500	31,212	31,212
447-0000-543.31-00	COPH Services	1,625,565	1,607,000	1,464,883	1,464,883
447-0000-543.31-10	Rental Bin Pull/Dump	41,396	35,000	31,212	31,212
447-0000-543.31-11	Rental Bin Tonage	16,784	16,350	83,232	83,232
447-0000-543.34-00	Navy Commercial Contract	1,206,903	1,339,000	1,157,700	1,157,700
447-0000-543.36-00	COPH Commercial Revenue	1,156,971	1,262,300	1,248,480	1,248,480
447-0000-543.45-00	Navy Residential Contract	230,468	249,673	244,494	244,494
447-0000-552.24-00	Interest	34,846	74,000	40,000	40,000
447-0000-562.30-00	Curbside Recycle Rev	4,199	-	-	-
447-0000-583.02-00	Gain on Sale of Asset	-	-	-	-
447-0000-584.00-00	Miscellaneous Revenues	53,473	40,300	98,940	98,940
TOTAL REVENUE		4,421,402	4,669,123	4,400,153	4,400,153
447-6150-661.10-01	Full Time	499,919	652,357	630,816	630,519
447-6150-661.10-02	Part Time	6,885	5,394	-	-
447-6150-661.10-03	Overtime	93,283	80,000	80,000	80,000
447-6150-661.11-02	Cafeteria Earnings	27,004	38,873	26,917	26,837
447-6150-661.11-03	Longevity Pay	9,195	8,994	5,650	5,650
447-6150-661.11-05	Car Allowance	448	602	604	602
447-6150-661.11-06	Bilingual Premium	1,380	780	180	180
447-6150-661.11-09	Annual Leave Buyout	25,399	14,396	29,070	29,070
447-6150-661.11-10	Compensatory Leave Buyout	5,539	-	7,650	7,650
447-6150-661.20-01	Taxes FICA-Employer	38,112	40,231	39,071	39,049
447-6150-661.20-03	Taxes Medicare-Employer	8,832	9,532	9,285	9,279
447-6150-661.21-01	PERS	195,709	99,421	104,352	104,179
447-6150-661.21-04	POB PERS Debt Svc Alloc	36,161	30,348	36,221	34,795
447-6150-661.21-05	PERS - Unfunded Liability	-	101,679	135,162	138,454
447-6150-661.21-07	OPEB - Unfunded Liability	-	25,737	23,145	23,145
447-6150-661.22-01	LTD/Life Insurance	3,588	5,378	5,339	5,339
447-6150-661.23-01	City Contr Def Comp-401K	1,888	2,216	2,429	2,423
447-6150-661.23-02	City Contr Def Comp-457	-	796	272	271
447-6150-661.25-01	Medical Insurance	65,027	129,155	162,694	162,694
447-6150-661.25-02	Dental Insurance	2,060	5,164	9,031	9,031
447-6150-661.25-03	Vision Insurance	885	1,365	1,753	1,753
447-6150-661.28-01	Incr/Decr Annual Lv Value	4,632	-	-	-
* Salary and Benefits		1,025,946	1,252,418	1,309,641	1,310,920



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

SOLID WASTE OPERATIONS FD		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
447-6150-661.35-02	Cont Svcs-St Sweeping	108,454	120,000	180,000	185,000
447-6150-661.35-03	Cont Svcs-Oxnard SW Dump	668,898	883,728	900,000	900,000
447-6150-661.36-01	Attorney Fees	28,959	10,000	30,000	30,000
447-6150-661.36-08	Cont Svcs-Miscellaneous	183,205	120,000	210,000	125,000
447-6150-661.40-01	Utilities	4,590	4,500	5,000	5,000
447-6150-661.40-02	Cell Phones	2,390	2,500	3,000	3,000
447-6150-661.51-01	Conference/Travel	1,580	1,000	5,100	5,100
447-6150-661.52-01	Office Supplies	3,086	2,000	6,100	2,500
447-6150-661.58-12	Misc Expenditures	-	1,000	1,000	1,000
447-6150-661.58-26	Depreciation Expense	185,867	-	-	-
447-6150-661.59-01	Refuse Grant Expense	2,246	10,910	6,700	6,700
447-6150-661.61-04	Clothing Expense/Reimb	412	520	750	750
447-6150-661.61-07	General System Maint	27,894	50,000	60,000	60,000
447-6150-661.61-15	Safety Supplies	1,984	4,000	3,500	3,500
447-6150-661.65-01	Dues/Memberships	317	765	765	765
447-6150-661.67-06	Reserve Expense	-	357,000	-	-
* Operating		<u>1,219,882</u>	<u>1,567,923</u>	<u>1,411,915</u>	<u>1,328,315</u>
447-6150-661.70-02	Equipment	137,960	130,000	160,000	160,000
447-6150-661.70-04	Structures/Improvements	-	-	75,000	75,000
* Capital		<u>137,960</u>	<u>130,000</u>	<u>235,000</u>	<u>235,000</u>
447-6150-661.90-01	Cost Allocation	269,794	269,794	269,794	269,794
447-6150-661.90-03	ISF Allocation Expenses	605,747	754,059	533,647	538,457
447-6150-661.90-10	Infrastructure Fee	300,000	300,000	300,000	300,000
* Other		<u>1,175,541</u>	<u>1,323,853</u>	<u>1,103,441</u>	<u>1,108,251</u>
TOTAL EXPENDITURES		<u>3,559,329</u>	<u>4,274,194</u>	<u>4,059,997</u>	<u>3,982,486</u>
FUND BALANCE/(DEFICIT)		<u>862,073</u>	<u>394,929</u>	<u>340,156</u>	<u>417,667</u>

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Internal Service Funds



Established to account for any goods or services to other departments on a cost reimbursement basis. The City of Port Hueneme has two Internal Service Funds which are Fleet and Risk Management Funds.

"The Friendly City by the Sea"

CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 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.
- Purchasing of new vehicles and equipment.

MAJOR ACCOMPLISHMENTS IN 2017-2019:

- Performed critical analysis of all vehicle inventory and adjusted replacement schedules based on condition and expected usage.
- Implemented major repair option where vehicle value was determined to be cost beneficial over replacement of vehicle.
- Transferred viable assets for repurposing rather than purchase new.

MAJOR INITIATIVES FOR 2019-20 And 2020-21

- Continue focus of reducing overall program costs by outsourcing or insourcing for efficiency.
- Update inventory condition assessment list.
- Continue researching alternative suppliers with focus on reducing cost without sacrificing quality.
- Research alternative purchasing/leasing programs to ensure most cost-effective method.
- Evaluate optimal vehicle replacement timing to ensure maximum return on resale values.

CHANGES FROM PRIOR YEAR

- Hire vacant mechanic position to reduce outsourced repair costs.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Fleet Internal Service Fund		Fleet Management Account Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Transfer-In from Departments	729,445	851,240	864,187	877,759
Total Revenues	729,445	851,240	864,187	877,759
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	157,523	236,838	274,694	288,266
Operational Charges	479,008	512,700	449,700	449,700
Capital Expenditures	-	-	-	-
Cost Allocation Charges	74,776	74,776	74,776	74,776
ISF Charges	18,138	26,926	65,017	65,017
Total Expenditures	729,445	851,240	864,187	877,759
Net Appropriations	-	-	-	-
Authorized Positions:				
Deputy Public Works Director	0.15	0.15	0.15	0.15
Mechanic I	1.00	1.00	1.00	1.00
Mechanic II	1.00	1.00	1.00	1.00
PW Operations Technician	-	-	0.20	0.20
Admin Specialist III	0.30	0.30	0.30	0.30
Total	2.45	2.45	2.65	2.65



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

FLEET INTERNAL SERVICE FUND		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
448-0000-591.90-00	ISF Allocations	729,445	851,240	864,187	877,759
TOTAL REVENUE		729,445	851,240	864,187	877,759
448-3103-631.10-01	Full Time	95,397	141,881	158,453	158,020
448-3103-631.10-03	Overtime	54	600	700	700
448-3103-631.11-02	Cafeteria Earnings	6,795	7,304	7,325	7,304
448-3103-631.11-03	Longevity Pay	1,178	1,178	1,189	1,189
448-3103-631.11-09	Annual Leave Buyout	1,732	739	-	-
448-3103-631.20-01	Taxes FICA-Employer	6,201	8,925	10,026	9,999
448-3103-631.20-03	Taxes Medicare-Employer	1,444	2,087	2,345	2,338
448-3103-631.21-01	PERS	28,674	14,453	23,586	23,522
448-3103-631.21-04	POB PERS Debt Svc Alloc	4,652	4,370	5,266	7,841
448-3103-631.21-05	PERS - Unfunded Liability	-	14,642	19,649	31,199
448-3103-631.21-07	OPEB - Unfunded Liability	-	5,598	5,034	5,034
448-3103-631.22-01	LTD/Life Insurance	374	1,095	1,288	1,288
448-3103-631.23-01	City Contr Def Comp-401K	400	459	460	459
448-3103-631.25-01	Medical Insurance	3,906	31,192	36,674	36,674
448-3103-631.25-02	Dental Insurance	207	1,854	2,183	2,183
448-3103-631.25-03	Vision Insurance	170	461	516	516
448-3103-631.28-01	Incr/Decr Annual Lv Value	6,339	-	-	-
* Salary and Benefits		157,523	236,838	274,694	288,266
448-3103-631.36-06	Cont Svcs-Uniform Svcs	2,486	3,300	3,000	3,000
448-3103-631.36-08	Cont Svcs-Miscellaneous	117,814	145,000	40,000	40,000
448-3103-631.36-18	Car Wash Contract	-	-	15,000	15,000
448-3103-631.52-03	Printing/Publications	28	200	200	200
448-3103-631.58-40	Regulatory Compliance Fee	25,381	20,000	22,000	22,000
448-3103-631.61-06	Gasoline	202,638	230,000	250,000	250,000
448-3103-631.61-11	Misc Supplies	1,090	1,200	2,000	2,000
448-3103-631.61-12	Oil	13,313	13,500	20,000	20,000
448-3103-631.62-02	Repair Parts	77,547	50,000	50,000	50,000
448-3103-631.62-04	Small Tools	2,498	1,500	2,500	2,500
448-3103-631.62-05	Tires/Tubes	36,213	48,000	45,000	45,000
* Operating		479,008	512,700	449,700	449,700
448-3103-631.90-01	Cost Allocation	74,776	74,776	74,776	74,776
448-3103-631.90-03	ISF Allocation Expenses	18,138	26,926	65,017	65,017
* Other		92,914	101,702	139,793	139,793
TOTAL EXPENDITURES		729,445	851,240	864,187	877,759
FUND BALANCE/(DEFICIT)		-	-	-	-



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Internal Svc Fund 449-1264		Risk Management Services		
		Account Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Transfer-In from Departments	1,712,371	1,827,915	2,767,371	2,767,371
Total Revenues	1,712,371	1,827,915	2,767,371	2,767,371
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	1,651,223	1,766,767	2,706,223	2,706,223
Capital Expenditures	-	-	-	-
Cost Allocation Charges	61,148	61,148	61,148	61,148
Total Expenditures	1,712,371	1,827,915	2,767,371	2,767,371
Net Appropriations	-	-	-	-

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 Environmental, General Liability, Property, Workers Compensation and, miscellaneous insurances and is cost-allocated among respective departments.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

INTERNAL SERVICE FUND - RISK MANAGEMENT		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
449-0000-591.90-00	ISF Allocations	1,712,371	1,827,915	2,767,371	2,767,371
TOTAL REVENUE		1,712,371	1,827,915	2,767,371	2,767,371
449-1264-612.50-02	Environment Insurance	9,078	7,442	7,442	7,442
449-1264-612.50-03	Gen Liability Retro Adj	180,094	125,309	506,010	506,010
449-1264-612.50-04	Gen Liability Insurance	744,377	860,864	1,076,080	1,076,080
449-1264-612.50-05	Insurance-Misc	1,108	1,471	1,471	1,471
449-1264-612.50-06	Property Insurance	157,315	169,382	157,988	157,988
449-1264-612.50-08	Workers Compensation Ins	626,255	567,915	669,653	669,653
449-1264-612.50-09	Workers Comp Retro Adj.	(68,197)	34,384	286,956	286,956
449-1264-612.51-01	Conference/Travel	-	-	-	-
449-1264-612.58-12	Misc Expenditures	1,193	-	623	623
* Operating		1,651,223	1,766,767	2,706,223	2,706,223
449-1264-612.90-01	Cost Allocation	61,148	61,148	61,148	61,148
* Other		61,148	61,148	61,148	61,148
TOTAL EXPENDITURES		1,712,371	1,827,915	2,767,371	2,767,371
FUND BALANCE/(DEFICIT)		-	-	-	-

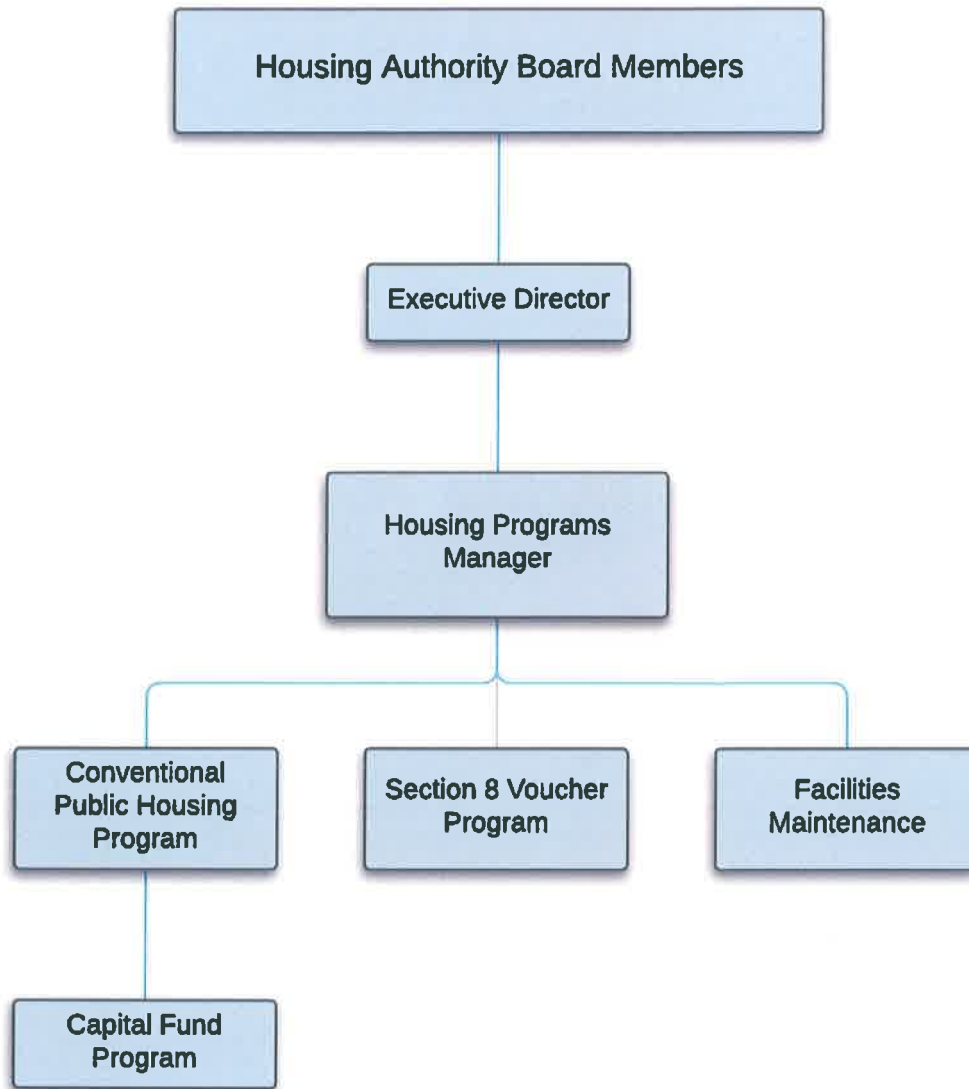
Housing Authority



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



Organization Chart



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Housing Authority		Housing Authority Overview		
Source of Funds	Actual 2017-18	Curr Budget 2018-19	Proposed 2019-20	Proposed 2020-21
Conventional Public Housing	975,920	845,793	1,021,718	862,442
Section 8 Voucher	3,317,381	3,291,417	3,290,591	3,290,591
Modernization/Capital Grant	133,303	-	163,000	-
Total Revenues	4,426,604	4,137,210	4,475,309	4,153,033

Expenditure Description	Actual 2017-18	Curr Budget 2018-19	Proposed 2019-20	Proposed 2020-21
Salaries & Benefits	495,921	632,459	662,480	677,521
Operational Charges	3,654,584	3,434,194	3,583,013	3,449,821
Capital Expenditures	31,974	291,949	-	-
Cost Allocation Charges	128,419	128,419	128,419	128,419
ISF Charges	31,676	22,045	126,823	127,097
Total Expenditures	4,342,574	4,509,066	4,500,735	4,382,858

Net Appropriations	84,030	(371,856)	(25,426)	(229,825)
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Authorized Positions:

Housing Authority Board Member	2.00	2.00	2.00	2.00
City Manager	0.10	0.10	0.10	0.10
Housing Programs Manager	1.00	1.00	0.70	0.70
Accounting Manager	-	-	0.16	0.15
Senior Accountant	0.15	0.16	0.15	0.16
Housing Specialist	2.00	2.00	2.00	2.00
Facilities Maint Worker I	1.00	1.00	2.00	2.00
Admin Specialist III	-	-	0.70	0.70
Clerical Aide	1.00	1.00	-	-
Total	7.25	7.26	7.80	7.80

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**CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 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 applications, 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
2017-2019:**

- Mold and asbestos remediation at 800 Jane Drive.
- Mar Vista Balcony Project – 90% completed.
- Capital Improvement projects completed – new flooring, furniture and vending machine at Mar Vista. Tree trimming at Hueneme Village.
- Renovation of numerous public housing units.
- Termite remediation at 249 East A Street and 730-736 Jane Drive.

**MAJOR INITIATIVES FOR 2019-20
and 2020-21**

- Complete the balcony project.
- Continue to work on RAD.
- Install new window and sliding doors at Mar Vista.
- Initiation of the Resident Council.
- Purchase new housing vehicle.
- Send staff to training.
- Upgrade Yardi software.
- Maintain high performing status.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Conventional Housing Fund 912-9101	Conventional Housing Account Summary			
	Actual	Budget	Adopted	Adopted
Source of Funds	2017-18	2018-19	2019-20	2020-21
Late Rent Fees	475	500	500	500
H/A Rental Income	453,116	453,377	460,000	460,000
Cell Site Revenues	143,381	147,292	150,234	153,242
Interests/Investments	3,643	5,422	4,200	4,200
Operating Subsidy fr HUD	193,366	190,000	190,000	190,000
Management Fee Revenue	43,445	44,418	46,500	46,500
Miscellaneous Revenues	5,191	4,784	7,284	8,000
Transfer In from Mod Grants	133,303	-	163,000	-
Total Revenues	975,920	845,793	1,021,718	862,442
Expenditure	Actual	Budget	Adopted	Adopted
Description	2017-18	2018-19	2019-20	2020-21
Salaries & Benefits	276,928	427,148	445,674	451,884
Operational Charges	516,144	418,788	487,010	519,270
Capital Expenditures	31,974	291,949	-	-
Cost Allocation Charges	39,810	39,810	39,810	39,810
ISF Charges	24,397	13,828	99,544	99,818
Total Expenditures	889,253	1,191,523	1,072,038	1,110,782
Net Appropriations	86,667	(345,730)	(50,320)	(248,340)

Authorized Positions:

Housing Authority Board Member	2.00	2.00	2.00	2.00
City Manager	0.05	0.05	0.05	0.05
Housing Programs Manager	0.55	0.55	0.40	0.40
Accounting Manager	-	-	0.08	0.08
Senior Accountant	0.08	0.08	0.08	0.08
Housing Specialist	0.90	0.90	0.90	0.90
Facilities Maint Worker I	1.00	1.00	2.00	2.00
Admin Specialist III	-	-	0.30	0.30
Clerical Aide	0.50	0.50	-	-
Total	5.08	5.08	5.80	5.80



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

CONVENTIONAL HOUSING		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
912-0000-531.14-00	Late Rent Fees	475	500	500	500
912-0000-551.12-00	H/A Rental Income	453,116	453,377	460,000	460,000
912-0000-551.61-00	AT&T Cell Site	40,054	41,704	42,538	43,389
912-0000-551.62-00	Verizon Cell Site	30,130	31,089	31,711	32,345
912-0000-551.63-00	Sprint Cell Site	31,906	32,700	33,350	34,021
912-0000-551.66-00	T-Mobile Cell Site	33,211	35,559	36,270	36,995
912-0000-551.67-00	Fire Department Antenna	8,080	6,240	6,365	6,492
912-0000-552.21-00	Investments	2,421	4,200	4,200	4,200
912-0000-552.21-03	Accrued Interest	1,222	1,222	-	-
912-0000-561.16-12	Operating Subsidy	193,366	190,000	190,000	190,000
912-0000-584.00-00	Miscellaneous Revenues	4,441	4,284	4,284	5,000
912-0000-584.06-00	Management Fee Revenue	43,445	44,418	46,500	46,500
912-0000-584.13-00	Vending Machine	-	-	2,500	2,500
912-0000-589.00-00	Tenant Misc Revenue	750	500	500	500
912-0000-591.56-00	Modernization Grants	133,303	-	163,000	-
TOTAL REVENUE		975,920	845,793	1,021,718	862,442
912-9101-891.10-01	Full Time	155,745	206,249	198,610	201,112
912-9101-891.10-02	Part Time	3,375	2,406	2,413	2,406
912-9101-891.10-03	Overtime	3,819	40,000	20,000	20,000
912-9101-891.10-04	Standby	4,555	1,000	6,388	6,388
912-9101-891.11-02	Cafeteria Earnings	7,622	8,715	4,320	4,307
912-9101-891.11-03	Longevity Pay	1,886	1,514	1,341	1,338
912-9101-891.11-06	Bilingual Premium	1,671	989	782	780
912-9101-891.11-09	Annual Leave Buyout	8,355	1,313	1,300	1,300
912-9101-891.20-01	Taxes FICA-Employer	9,964	12,983	12,275	12,418
912-9101-891.20-03	Taxes Medicare-Employer	2,347	3,074	2,914	2,950
912-9101-891.21-01	PERS	41,810	38,381	38,726	39,196
912-9101-891.21-04	POB PERS Debt Svc Alloc	7,821	6,885	13,983	13,900
912-9101-891.21-05	PERS - Unfunded Liability	-	22,927	52,179	55,312
912-9101-891.21-07	OPEB - Unfunded Liability	-	8,137	7,318	7,318
912-9101-891.22-01	LTD/Life Insurance	1,127	1,682	1,714	1,714
912-9101-891.23-01	City Contr Def Comp-401K	115	154	170	170
912-9101-891.23-02	City Contr Def Comp-457	1,088	1,395	1,136	1,170
912-9101-891.25-01	Medical Insurance	19,438	64,193	74,471	74,471
912-9101-891.25-02	Dental Insurance	2,852	4,285	4,771	4,771
912-9101-891.25-03	Vision Insurance	469	866	863	863
912-9101-891.28-01	Incr/Decr Annual Lv Value	2,869	-	-	-
* Salary and Benefits		276,928	427,148	445,674	451,884



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

CONVENTIONAL HOUSING		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
912-9101-891.36-02	Cont Svcs-Outside Auditor	8,067	8,486	8,486	10,268
912-9101-891.36-08	Cont Svcs-Miscellaneous	18,719	50,000	91,000	80,000
912-9101-891.36-10	Alarm Services	2,399	2,775	3,053	3,358
912-9101-891.36-16	Cont Svcs-Elevator	7,018	18,000	19,800	21,780
912-9101-891.36-17	Cont Svcs-Janitorial	9,084	10,000	11,000	12,100
912-9101-891.36-18	Pest Control	900	7,000	7,700	8,470
912-9101-891.36-19	Plumbing	10,048	2,000	2,200	2,420
912-9101-891.36-20	Landscape	12,470	16,912	18,603	20,464
912-9101-891.36-21	Unit Turnover	8,107	12,000	13,200	14,520
912-9101-891.36-22	Copier Machine	1,938	2,040	2,244	2,468
912-9101-891.36-24	Car Wash	24	-	360	360
912-9101-891.40-02	Cell Phones	355	612	673	740
912-9101-891.40-03	Telephone	2,915	3,060	3,366	3,703
912-9101-891.50-03	Fire Insurance	9,789	12,526	14,287	15,157
912-9101-891.51-01	Conference/Travel	5,375	15,606	15,100	18,883
912-9101-891.52-01	Office Supplies	2,652	2,550	2,550	3,086
912-9101-891.52-02	Postage	2,511	2,550	2,550	3,086
912-9101-891.58-26	Depreciation Expense	178,808	-	-	-
912-9101-891.61-04	Clothing Expense/Reimb	777	510	1,100	1,100
912-9101-891.61-05	Fac Maint Materials	19,935	25,000	20,244	22,269
912-9101-891.65-01	Dues/Memberships	306	659	725	798
912-9101-891.65-02	Publications	879	695	765	842
912-9101-891.68-01	Cable	-	350	-	-
912-9101-891.68-02	Electric - Mar Vista	31,666	34,900	38,390	42,229
912-9101-891.68-03	Gas - Mar Vista	15,301	18,972	20,869	22,956
912-9101-891.68-07	Other Sundry Expenses	274	255	281	309
912-9101-891.68-08	Payment In-Lieu of Taxes	27,571	26,530	29,183	32,101
912-9101-891.68-10	Solid Waste - Mar Vista	4,194	6,120	6,732	7,405
912-9101-891.68-11	Solid Waste - Willowbrook	8,639	10,355	11,391	13,124
912-9101-891.68-12	Tenant Recreation Expense	5,634	6,000	6,600	7,260
912-9101-891.68-13	Water - Mar Vista	66,349	65,000	71,500	78,650
912-9101-891.68-14	Water - Willowbrook	52,715	56,400	62,040	68,244
912-9101-891.68-15	Cost Allocation	39,810	39,810	39,810	39,810
912-9101-891.68-18	Cable TV Expense - MV	725	925	1,018	1,120
* Operating		555,954	458,598	526,820	559,080



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

CONVENTIONAL HOUSING		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
912-9101-891.70-04	Structures/Improvements	30,656	291,949	-	-
912-9101-891.70-05	Vehicles	1,318	-	-	-
*	Capital	31,974	291,949	-	-
912-9101-891.90-03	ISF Allocation Expenses	24,397	13,828	99,544	99,818
*	Other	24,397	13,828	99,544	99,818
TOTAL EXPENDITURES		889,253	1,191,523	1,072,038	1,110,782
FUND BALANCE/(DEFICIT)		86,667	(345,730)	(50,320)	(248,340)



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Section 8 Voucher 915-9103	Section 8 Account Overview			
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Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Interests/Investments	2,212	5,000	5,000	5,000
Administration Fee	301,340	300,635	300,635	300,635
HAP's Revenue	2,974,833	2,982,456	2,982,456	2,982,456
Port In Revenues	36,643	-	-	-
Tenant Fraud Recoveries	2,353	3,326	2,500	2,500
Total Revenues	3,317,381	3,291,417	3,290,591	3,290,591

Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	218,993	205,311	216,806	225,637
Operational Charges	3,005,137	3,015,406	2,933,003	2,930,551
Capital Expenditures	-	-	-	-
Cost Allocation Charges	88,609	88,609	88,609	88,609
ISF Charges	7,279	8,217	27,279	27,279
Total Expenditures	3,320,018	3,317,543	3,265,697	3,272,076

Net Appropriations	(2,637)	(26,126)	24,894	18,515
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Authorized Positions:

City Manager	0.05	0.05	0.05	0.05
Housing Programs Manager	0.45	0.45	0.30	0.30
Accounting Manager	-	-	0.08	0.07
Senior Accountant	0.07	0.08	0.07	0.08
Housing Specialist	1.10	1.10	1.10	1.10
Admin Specialist III	-	-	0.40	0.40
Clerical Aide	0.50	0.50	-	-
Total	2.17	2.18	2.00	2.00



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

SECTION 8 VOUCHERS		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
915-0000-552.21-00	Investments	2,212	5,000	5,000	5,000
915-0000-561.16-14	Administration Fee	301,340	300,635	300,635	300,635
915-0000-561.16-15	HAP's Revenue	2,974,833	2,982,456	2,982,456	2,982,456
915-0000-584.05-00	Port In Revenues	36,643	-	-	-
915-0000-585.00-00	Tenant Fraud Recoveries	2,353	3,326	2,500	2,500
TOTAL REVENUE		3,317,381	3,291,417	3,290,591	3,290,591
915-9103-891.10-01	Full Time	118,745	121,629	117,858	120,513
915-9103-891.10-02	Part Time	1,030	-	-	-
915-9103-891.10-03	Overtime	1,441	1,000	-	-
915-9103-891.10-04	Standby	3,454	1,000	-	-
915-9103-891.11-02	Cafeteria Earnings	9,155	7,782	3,384	3,374
915-9103-891.11-03	Longevity Pay	2,281	1,238	1,065	1,062
915-9103-891.11-05	Car Allowance	5	-	-	-
915-9103-891.11-06	Bilingual Premium	1,234	810	661	660
915-9103-891.11-09	Annual Leave Buyout	10,836	909	1,000	1,000
915-9103-891.20-01	Taxes FICA-Employer	8,269	7,296	6,826	6,977
915-9103-891.20-03	Taxes Medicare-Employer	1,954	1,743	1,639	1,678
915-9103-891.21-01	PERS	38,828	18,870	19,879	20,299
915-9103-891.21-04	POB PERS Debt Svc Alloc	7,312	5,526	6,875	7,648
915-9103-891.21-05	PERS - Unfunded Liability	-	18,496	25,654	30,433
915-9103-891.21-07	OPEB - Unfunded Liability	-	4,799	4,316	4,316
915-9103-891.22-01	LTD/Life Insurance	862	938	932	932
915-9103-891.23-01	City Contr Def Comp-401K	115	154	170	170
915-9103-891.23-02	City Contr Def Comp-457	917	1,191	922	950
915-9103-891.25-01	Medical Insurance	9,296	10,692	23,711	23,711
915-9103-891.25-02	Dental Insurance	1,816	887	1,538	1,538
915-9103-891.25-03	Vision Insurance	248	351	376	376
915-9103-891.28-01	Incr/Decr Annual Lv Value	1,195	-	-	-
* Salary and Benefits		218,993	205,311	216,806	225,637



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

SECTION 8 VOUCHERS		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
915-9103-891.36-02	Cont Svcs-Outside Auditor	8,067	7,986	8,785	9,663
915-9103-891.36-08	Cont Svcs-Miscellaneous	7,726	10,767	12,136	7,850
915-9103-891.36-22	Copier Machine	1,281	2,040	2,244	2,469
915-9103-891.36-24	Carwash	30	306	337	337
915-9103-891.40-03	Telephone	304	510	561	617
915-9103-891.52-01	Office Supplies	1,564	2,601	2,700	3,147
915-9103-891.52-02	Postage	1,279	2,040	2,240	2,468
915-9103-891.68-05	Housing Assistance Pmt	2,941,478	2,982,456	2,904,000	2,904,000
915-9103-891.68-15	Cost Allocation	88,609	88,609	88,609	88,609
915-9103-891.69-02	Outs - Admin Fee	6,765	6,700	-	-
915-9103-891.69-03	Ins - HAP's	36,643	-	-	-
* Operating		<u>3,093,746</u>	<u>3,104,015</u>	<u>3,021,612</u>	<u>3,019,160</u>
915-9103-891.90-03	ISF Allocation Expenses	7,279	8,217	27,279	27,279
* Other		<u>7,279</u>	<u>8,217</u>	<u>27,279</u>	<u>27,279</u>
TOTAL EXPENDITURES		<u>3,320,018</u>	<u>3,317,543</u>	<u>3,265,697</u>	<u>3,272,076</u>
FUND BALANCE/(DEFICIT)		<u>(2,637)</u>	<u>(26,126)</u>	<u>24,894</u>	<u>18,515</u>



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Modernization Grant		Modernization Grant Account Overview		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Capital Grants	133,303	-	163,000	-
Total Revenues	133,303	-	163,000	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	133,303	-	163,000	-
Capital Expenditures	-	-	-	-
Total Expenditures	133,303	-	163,000	-
Net Appropriations	-	-	-	-

Authorized Positions:
None

Purpose of Account:

The purpose of the Capital Fund program 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 - FY 2019-20 and FY 2020-21 Budget §§§

MODERNIZATION GRANTS 916-9217		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
916-0000-561.16-35	Mod Grant #501-13	-	-	-	-
916-0000-561.16-36	Mod Grant #501-14	28,134	-	-	-
916-0000-561.16-37	Mod Grant #501-15	-	-	-	-
916-0000-561.16-38	Mod Grant #501-16	-	-	-	-
916-0000-561.16-39	Mod Grant #501-17	105,169	-	-	-
916-0000-561.16-40	Mod Grant #501-18	-	-	163,000	-
TOTAL REVENUE		133,303	-	163,000	-
916-9214-892.90-40	Operations	-	-	163,000	-
916-9215-892.90-40	Operations	133,303	-	-	-
916-9216-892.90-40	Operations	-	-	-	-
916-9217-892.90-40	Operations	-	-	-	-
* Other		133,303	-	163,000	-
TOTAL EXPENDITURES		133,303	-	163,000	-
FUND BALANCE/(DEFICIT)		-	-	-	-

Facilities Maintenance

General Fund



The Mission of the Facilities Maintenance Division is to provide the citizens, employees and visitors with building and structural maintenance services of consistent high quality and to be as cost-effective as possible.

"The Friendly City by the Sea"

CITY OF PORT HUENEME
FY 2019-20 and FY 2020-21 BUDGET

Facilities Maintenance
General Fund

MISSION

The Mission of the Facilities Maintenance Division is to provide citizens, employees, and visitors with a safe, clean, and healthy community. The department is responsible for delivering high quality and cost-effective custodial services.

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 the Pier.

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

MAJOR ACCOMPLISHMENTS IN 2017-2019:

- Completed lock-out renovations at Hueneme Beach Park.
- Renovated and installed surfer shower.
- Completed lifeguard tower renovations.
- Installed new urinals at Hueneme Beach park.

MAJOR INITIATIVES FOR 2019-20 And 2020-21

- Complete the Beach Lighting Project.
- Continue graffiti abatement.
- Assist Public Works with the surveillance camera project at Moranda Park and Hueneme Beach Park.
- Complete lifeguard lock-out repairs.
- Paint flag poles at Hueneme Beach Park.
- Install new flags at Hueneme Beach Park.
- Replace roof at the Community Center, City Hall and Public Work yard.
- Replace HVAC systems at the Community Center and City Hall.
- Replace PD water heater and start Preventative Maintenance Program.
- Assist with the Alaska Memorial project.

CHANGES FROM PRIOR YEAR

- Moved division under the supervision of the Housing Programs Manager.
- Added 30% of the Housing Programs Managers' time to account for the management of this division.
- Eliminated Housing and Facilities Services Assistant (33%) and replace with Administration Specialist III (30%).
- Added 1 Facilities Maintenance Worker I to accommodate additional work load as a result of anticipated capital improvement projects.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

General Fund 001-1370	Facilities Maintenance Account Summary			
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Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
General Fund	-	-	-	-
Total Revenues	-	-	-	-

Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	509,249	612,935	649,798	647,293
Operational Charges	106,426	138,740	249,340	249,340
Capital Expenditures	4,725	3,850	-	-
ISF Charges	76,088	73,286	96,542	96,939
Total Expenditures	696,488	828,811	995,680	993,572

Net Appropriations	(696,488)	(828,811)	(995,680)	(993,572)
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Authorized Positions:

Housing Programs Manager	-	-	0.30	0.30
Facilities Maint Lead	1.00	1.00	1.00	1.00
Facilities Maint Worker II	3.00	3.00	3.00	3.00
Facilities Maint Worker I	-	-	1.00	1.00
Admin Specialist III	-	-	0.30	0.30
Housing and Fac Svc Asst	0.33	0.33	-	-
Total	4.33	4.33	5.60	5.60



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

FACILITIES MAINTENANCE		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
001-1111-611.10-02	Full Time	262,144	320,015	328,277	330,241
001-1370-613.10-03	Overtime	15,662	14,000	14,000	14,000
001-1370-613.10-04	Standby	8,867	10,673	6,388	6,388
001-1370-613.11-02	Cafeteria Earnings	11,884	13,953	12,528	12,491
001-1370-613.11-03	Longevity Pay	9,371	7,599	8,965	9,029
001-1370-613.11-06	Bilingual Premium	0	600	962	959
001-1370-613.11-09	Annual Leave Buyout	16,529	4,922	7,500	7,500
001-1370-613.20-01	Taxes FICA-Employer	19,825	19,433	20,452	20,580
001-1370-613.20-03	Taxes Medicare-Employer	4,571	4,545	4,783	4,813
001-1370-613.21-01	PERS	99,722	56,450	60,438	60,882
001-1370-613.21-04	POB PERS Debt Svc Alloc	19,478	18,186	20,566	18,513
001-1370-613.21-05	PERS - Unfunded Liability	0	61,093	76,743	73,665
001-1370-613.21-07	OPEB - Unfunded Liability	0	12,626	11,355	11,355
001-1370-613.22-01	LTD/Life Insurance	2,319	2,571	2,714	2,729
001-1370-613.23-01	City Contr Def Comp-401K	267	306	307	306
001-1370-613.23-02	City Contr Def Comp-457	0	0	640	662
001-1370-613.25-01	Medical Insurance	36,829	60,729	67,439	67,439
001-1370-613.25-02	Dental Insurance	914	3,999	4,451	4,451
001-1370-613.25-03	Vision Insurance	867	1,235	1,290	1,290
* Salary and Benefits		<u>509,249</u>	<u>612,935</u>	<u>649,798</u>	<u>647,293</u>
001-1370-613.36-06	Cont Svcs-Uniform Svcs	0	1,200	1,440	1,440
001-1370-613.36-08	Cont Svcs-Miscellaneous	13,212	38,100	48,100	48,100
001-1370-613.36-10	Alarm Monitoring	3,603	3,600	5,000	5,000
001-1370-613.36-17	Janitorial Services	40,663	40,500	50,000	50,000
001-1370-613.36-20	Pest Control	1,362	1,400	2,100	2,100
001-1370-613.36-22	Fire Extinguisher/Supp	1,005	1,300	1,500	1,500
001-1370-613.36-23	Generator Services	0	4,140	5,000	5,000
001-1370-613.40-02	Cell Phones	1,107	1,000	2,500	2,500
001-1370-613.51-01	Conference/Travel	65	1,000	1,000	1,000
001-1370-613.52-01	Office Supplies	299	300	300	300
001-1370-613.53-08	Graffiti Removal	4,285	4,000	7,500	7,500
001-1370-613.61-01	Parking Machine Supplies	21,908	20,000	22,000	22,000
001-1370-613.61-02	Building Maint Supplies	16,467	20,000	30,000	30,000
001-1370-613.61-04	Clothing Expense/Reimb	800	800	1,200	1,200
001-1370-613.61-15	Safety Supplies	928	700	1,200	1,200
001-1370-613.62-03	Property Maintenance	0	0	69,000	69,000
001-1370-613.62-04	Small Tools	722	700	1,500	1,500
* Operating		<u>106,426</u>	<u>138,740</u>	<u>249,340</u>	<u>249,340</u>
001-1370-613.70-04	Structures/Improvements	<u>4,725</u>	<u>3,850</u>	0	0
001-1370-613.90-03	ISF Allocation Expenses - Risk Mgmt	<u>76,088</u>	<u>73,286</u>	<u>96,542</u>	<u>96,939</u>
Total Facilities Maint Budget		<u>696,488</u>	<u>828,811</u>	<u>995,680</u>	<u>993,572</u>

CITY OF PORT HUENEME

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.

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§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

SPA Fund 713-8113		Surplus Property Authority Account Overview		
Source of Funds	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Late Rent Fees	50	-	100	50
Rental Revenues	42,820	42,730	61,250	63,000
Interest	44,848	89,500	10,000	10,000
Miscellaneous Revenues	-	100	100	100
RDA NCEL PN#1	2,442	-	-	-
Total Revenues	90,160	132,330	71,450	73,150
Expenditure Description	Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	47,354	15,618	32,600	20,100
Debt Services	249,419	230,496	-	-
Capital Expenditures	-	-	-	-
Cost Allocation Charges	19,624	19,624	19,624	19,624
Total Expenditures	316,397	265,738	52,224	39,724
Net Appropriations	(226,237)	(133,408)	19,226	33,426

Authorized Positions:

None

Purpose of Account:

Established in 1993 to maintain, operate, improve, and dispose of federal surplus property and bring surplus property into productive civilian reuse.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

SURPLUS PROPERTY AUTHORITY		Actual	Budget	Adopted	Adopted
		2017-18	2018-19	2019-20	2020-21
713-0000-531.14-00	Late Rent Fees	50	-	100	50
713-0000-551.57-00	Jane Dr	13,106	11,480	30,125	31,000
713-0000-551.58-00	781-785 Jane Drive	29,714	31,250	31,125	32,000
713-0000-552.20-09	RDA NCEL PN#1	2,442	-	-	-
713-0000-552.24-00	Interest	44,848	89,500	10,000	10,000
713-0000-584.00-00	Miscellaneous Revenues	-	100	100	100
TOTAL REVENUE		90,160	132,330	71,450	73,150
713-8113-871.36-02	Cont Svcs-Outside Auditor	10,083	-	10,000	-
713-8113-871.36-08	Cont Svcs-Miscellaneous	24,000	-	2,500	-
713-8113-871.40-01	Utilities	2,787	2,200	5,400	5,400
713-8113-871.41-01	Rental Expenses	541	2,000	1,200	1,200
713-8113-871.41-04	Property Maintenance	6,517	8,000	10,000	10,000
713-8113-871.41-05	Management Fee	3,426	3,418	3,500	3,500
* Operating		47,354	15,618	32,600	20,100
713-8113-871.80-02	Note Interest Expense	249,419	230,496	-	-
* Debt Service		249,419	230,496	-	-
713-8113-871.90-01	Cost Allocation	19,624	19,624	19,624	19,624
* Other		19,624	19,624	19,624	19,624
TOTAL EXPENDITURES		316,397	265,738	52,224	39,724
FUND BALANCE/(DEFICIT)		(226,237)	(133,408)	19,226	33,426

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.

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§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

Housing Successor Fund 714-8702		Housing Successor Fund Account Summary		
Source of Funds	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Proposed 2020-21
Late Rent Fees	100	100	100	100
Rental Revenues	278,236	287,245	306,830	307,530
Interest	2,046	5,000	2,000	2,000
Miscellaneous Revenues	8,032	5,500	6,000	6,000
Loan Payoff Revenue	173,390	38,187	10,000	10,000
Total Revenues	461,804	336,032	324,930	325,630
Expenditure Description	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Proposed 2020-21
Salaries & Benefits	54,283	-	-	-
Operational Charges	157,774	127,502	152,500	140,500
Capital Expenditures	-	-	-	-
Cost Allocation Charges	113,590	113,590	113,590	113,590
ISF Charges	13,014	14,693	-	-
Total Expenditures	338,661	255,785	266,090	254,090
Net Appropriations	123,143	80,247	58,840	71,540

Authorized Positions:

None

Purpose of Account:

To serve as the successor housing agency for the purpose of managing the affordable housing obligations and assets of the former Redevelopment Agency and all housing redevelopment functions.



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

HOUSING SUCCESSOR FUND		Actual 2017-18	Budget 2018-19	Adopted 2019-20	Adopted 2020-21
714-0000-531.14-00	Late Rent Fees	100	100	100	100
714-0000-551.20-00	309 & 323 E. C Street	28,128	29,500	30,000	30,000
714-0000-551.35-00	771 - 775 Jane Drive	32,519	33,350	35,000	35,000
714-0000-551.38-00	800 - 806 Jane Drive	22,426	31,250	32,000	32,000
714-0000-551.39-00	780 - 786 Jane Drive	45,643	48,625	33,200	33,900
714-0000-551.40-00	249 E A Street	84,027	90,000	90,200	90,200
714-0000-551.41-00	841 Jane Drive	65,493	54,520	68,430	68,430
714-0000-551.44-00	209 S. Ventura Road	-	-	18,000	18,000
714-0000-552.24-00	Interest	2,046	5,000	2,000	2,000
714-0000-584.00-00	Miscellaneous Revenues	8,032	5,500	6,000	6,000
714-0000-586.00-00	Loan Payoff Revenue	173,390	38,187	10,000	10,000
TOTAL REVENUE		461,804	336,032	324,930	325,630
714-8702-887.10-01	Full Time	33,827	-	-	-
714-8702-887.11-02	Cafeteria Earnings	1,208	-	-	-
714-8702-887.11-03	Longevity Pay	1,390	-	-	-
714-8702-887.11-09	Annual Leave Buyout	1,260	-	-	-
714-8702-887.20-01	Taxes FICA-Employer	2,415	-	-	-
714-8702-887.20-03	Taxes Medicare-Employer	554	-	-	-
714-8702-887.21-01	PERS	7,348	-	-	-
714-8702-887.21-04	POB PERS Debt Svc Alloc	1,878	-	-	-
714-8702-887.22-01	LTD/Life Insurance	304	-	-	-
714-8702-887.23-02	City Contr Def Comp-457	833	-	-	-
714-8702-887.25-01	Medical Insurance	3,266	-	-	-
* Salary and Benefits		54,283	-	-	-
714-8702-887.36-01	Attorney Fees	12,529	13,000	13,000	13,000
714-8702-887.36-08	Cont Svcs-Miscellaneous	22,766	15,000	27,000	15,000
714-8702-887.40-01	Utilities	37,039	36,414	43,500	43,500
714-8702-887.41-00	Repairs/Maintenance	58,500	35,088	39,000	39,000
714-8702-887.41-04	Management Fee	22,259	23,000	25,000	25,000
714-8702-887.58-03	Admin Fees	4,681	5,000	5,000	5,000
* Operating		157,774	127,502	152,500	140,500
714-8702-887.90-01	Cost Allocation	113,590	113,590	113,590	113,590
714-8702-887.90-03	ISF Allocation Expenses - Risk Mgmt	13,014	14,693	-	-
* Other		126,604	128,283	113,590	113,590
TOTAL EXPENDITURES		338,661	255,785	266,090	254,090
FUND BALANCE/(DEFICIT)		123,143	80,247	58,840	71,540

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”

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§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

FUND 872		Bond Proceeds Fund		
Division Summary				
Source of Funds	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Proposed 2020-21
Revenue	7,998	12,500	-	-
Total Revenues	7,998	12,500	-	-
Expenditure Description	Actual 2017-18	Budget 2018-19	Proposed 2019-20	Proposed 2020-21
Salaries & Benefits	-	-	-	-
Operational Charges	-	-	-	-
Debt Services	-	-	-	-
Capital Expenditures	285,971	332,000	-	-
Allocation Charges	-	-	-	-
ISF Charges	-	-	-	-
Total Expenditures	285,971	332,000	-	-
Net Appropriations	(277,973)	(319,500)	-	-

Authorized Positions:

None



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

BOND PROCEEDS FUND		Actual 2017-18	Budget 2018-19	Proposed 2019-20	Proposed 2020-21
872-0000-552.21-00	Investments	5,316	12,500	-	-
872-0000-552.21-03	Accrued Interest	2,682	-	-	-
TOTAL REVENUE		7,998	12,500	-	-
872-8703-887.70-04	Structures/Improvements	285,971	332,000	-	-
* Capital		285,971	332,000	-	-
TOTAL EXPENDITURES		285,971	332,000	-	-
FUND BALANCE/(DEFICIT)		(277,973)	(319,500)	-	-



§§§ City of Port Hueneme - FY 2019-20 and FY 2020-21 Budget §§§

REDEVELOPMENT SUCCESSOR AGENCY		Actual 2017-18	Budget 2018-19	Proposed 2019-20	Proposed 2020-21
882-0000-511.22-00	ROPS Revenue	2,524,646	2,273,855	1,575,322	1,601,720
882-0000-552.21-00	Investments	4,756	15,000	15,000	-
882-0000-552.21-03	Accrued Interest	2,400	-	2,400	-
882-0000-552.22-00	Fiscal Agent Interest	14,126	-	10,000	-
TOTAL REVENUE		2,545,928	2,288,855	1,602,722	1,601,720
882-8600-887.10-01	Full Time	88,093	106,690	118,356	118,953
882-8600-887.11-02	Cafeteria Earnings	1,248	384	385	384
882-8600-887.11-03	Longevity Pay	143	143	158	158
882-8600-887.11-05	Auto Allowance	1,219	1,505	1,207	1,204
882-8600-887.20-01	Taxes FICA-Employer	5,206	5,935	6,431	6,436
882-8600-887.20-03	Taxes Medicare-Employer	1,291	1,573	1,746	1,754
882-8600-887.21-01	PERS	22,903	23,032	25,514	25,643
882-8600-887.21-04	POB PERS Debt Svc Alloc	3,657	8,554	8,391	7,798
882-8600-887.21-05	PERS - Unfunded Liability	-	28,659	31,312	31,028
882-8600-887.21-07	OPEB - Unfunded Liability	-	4,209	3,785	3,785
882-8600-887.22-01	LTD/Life Insurance	339	712	880	881
882-8600-887.23-01	City Contr Def Comp-401K	338	103	113	113
882-8600-887.23-02	City Contr Def Comp-457	1,195	4,393	4,428	4,428
882-8600-887.25-01	Medical Insurance	5,194	5,858	9,969	9,969
882-8600-887.25-02	Dental Insurance	482	748	994	994
882-8600-887.25-03	Vision Insurance	39	133	175	175
* Salary and Benefits		131,347	192,631	213,844	213,703
882-8600-887.36-08	Cont Svcs-Miscellaneous	45,322	60,000	2,500	-
882-8600-887.54-00	Cost Allocation Plan	70,154	-	-	-
882-8600-887.58-33	Bond Issuance Costs	145,001	-	-	-
* Operating		260,477	60,000	2,500	-
882-8600-887.80-02	Note Interest Expense	344,277	124,527	100,606	76,215
882-8600-887.80-03	Note Principal Expense	1,092,948	1,233,045	1,257,242	1,283,272
882-8600-887.80-04	Fiscal Agent Fees	2,907	5,200	2,500	2,500
882-8600-887.80-15	NCEL PN#1 Principal	2,442	661,083	-	-
* Debt Service		1,442,574	2,023,855	1,360,348	1,361,987
882-8600-887.90-01	Cost Allocation	-	7,652	7,652	7,652
882-8600-887.90-03	ISF Allocation Expenses - Risk Mgmt	3,177	4,717	18,378	18,378
* Other		3,177	12,369	26,030	26,030
TOTAL EXPENDITURES		1,837,575	2,288,855	1,602,722	1,601,720
FUND BALANCE/(DEFICIT)		708,353	-	-	-



PERSONNEL AUTHORIZATIONS BY DEPT (FTEs)

FY 2019-20, 2020-21

Department/Title	Adopted 2017-18	Adopted 2018-19	Proposed 2019-20	Proposed 2020-21
City Administration				
City Manager	1.00	1.00	1.00	1.00
Deputy City Manager	1.00	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00	1.00
Human Resources Manager	0.00	0.00	1.00	1.00
Human Resources Analyst	1.00	1.00	1.00	1.00
Management Intern - PT (1)	0.00	0.00	0.00	0.00
Admin Services Coordinator - PT (1)	0.50	0.50	0.50	0.50
Intern - PT (1)	0.50	0.50	0.50	0.50
Temp Admin Specialist	0.50	0.50	0.50	0.50
Total City Administration	5.50	5.50	6.50	6.50
General Government				
IS/Technology Manager	1.00	1.00	1.00	1.00
Info Systems Technician	0.00	0.00	1.00	1.00
Info Systems - PT	0.50	0.50	0.50	0.50
Facilities Maintenance Tech	0.00	0.00	0.00	0.00
Total General Government	1.50	1.50	2.50	2.50
Finance				
Finance Director	1.00	1.00	1.00	1.00
Deputy Finance Director	1.00	1.00	1.00	1.00
Accounting and Revenue Mgr.	0.00	0.00	1.00	1.00
Budget and Finance Mgr.	0.00	0.00	0.00	0.00
Senior Accountant	1.00	1.00	1.00	1.00
Accountant	1.00	1.00	1.00	1.00
Payroll Services Specialist	1.00	1.00	1.00	1.00
Annuitant	0.00	0.00	0.00	0.00
Fiscal Assistant	2.00	2.00	2.00	2.00
Fiscal Aide	1.00	2.00	2.00	2.00
Fiscal Aide PT - (1)	0.00	0.00	0.00	0.00
Total Finance	8.00	9.00	10.00	10.00
Community Development				
Comm Dev Director	1.00	1.00	1.00	1.00
Deputy Community Development Director	0.00	0.00	0.00	0.00
Building Official	1.00	1.00	1.00	1.00
Comm Dev Programs Manager	2.00	2.00	2.00	2.00
Comm Dev Specialist	0.00	0.00	0.00	0.00
Comm Dev Technician	1.00	1.00	1.00	1.00
Code Compliance Manager	0.00	0.00	0.00	0.00
Code Compliance Officer	1.00	1.00	1.00	1.00
Code Compliance Officer - PT (1)	0.00	0.00	0.50	0.50
Senior Parking Enforcement Officer	0.00	0.00	1.00	1.00
Parking Enforcement Officer	1.00	1.00	1.00	1.00
Parking Enforcement Officer - PT (1)	1.50	1.50	0.50	0.50
Total Community Development	8.50	8.50	9.00	9.00



PERSONNEL AUTHORIZATIONS BY DEPT (FTEs)

FY 2019-20, 2020-21

Department/Title	Adopted 2017-18	Adopted 2018-19	Proposed 2019-20	Proposed 2020-21
Police				
Police Chief	1.00	1.00	1.00	1.00
Police Lieutenant	0.00	0.00	0.00	0.00
Police Commander	1.00	1.00	1.00	1.00
Police Support Svcs. Div. Manager	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
Police Officer (Senior)	4.00	4.00	4.00	4.00
Police Officer	8.00	8.00	10.00	10.00
Police Officer/Investigation	3.00	3.00	2.00	2.00
Police Comm Officer (Senior)	1.00	1.00	1.00	1.00
Police Comm Officer	4.00	4.00	5.00	5.00
Police Comm Officer PT - (1)	0.50	0.50	0.00	0.00
Community Services Officer	0.00	0.00	2.00	2.00
Property & Evidence Supervisor	1.00	1.00	1.00	1.00
Police Records Technician (Senior)	2.00	2.00	2.00	2.00
Police Supp Svcs Officer PT - (2)	1.00	1.00	1.00	1.00
Court Liaison PT - (1)	0.00	0.00	0.00	0.00
Park Ranger PT - (6)	1.20	1.20	1.20	1.20
Total Police	33.70	33.70	37.20	37.20
Recreation & Community Services				
Recreation Services & Management Analyst	0.00	0.00	0.00	0.00
Recreation & Comm Svcs Mgr	1.00	1.00	1.00	1.00
Recreation & Ocean Safety Supervisor	0.00	0.00	1.00	1.00
Rec & Comm Svcs Specialist	0.00	0.00	0.00	0.00
Facilities Maintenance Tech	0.00	0.00	0.00	0.00
Recreation Attendant PT - (3)	1.00	1.00	1.50	1.50
Custodian PT - (1)	0.50	0.50	0.50	0.50
Head Lifeguard	0.50	0.50	0.00	0.00
Senior Lead Lifeguard PT - (1)	0.00	0.00	0.25	0.25
Assistant Lead Lifeguard PT - (3)	0.00	0.00	0.75	0.75
Lifeguard PT - (36)	4.00	4.00	8.28	8.28
Jr. Lifeguard Program Coordinator PT - (1)	0.00	0.00	0.25	0.25
Assistant Jr. Lifeguard Coordinator PT - (1)	0.00	0.00	0.16	0.16
Jr. Lifeguard Program Instructor PT - (10)	0.00	0.00	1.10	1.10
Jr. Lifeguard PT	0.50	0.50	0.00	0.00
Total Recreation & Community Services	7.50	7.50	14.79	14.79



PERSONNEL AUTHORIZATIONS BY DEPT (FTEs)

FY 2019-20, 2020-21

Department/Title	Adopted 2017-18	Adopted 2018-19	Proposed 2019-20	Proposed 2020-21
Public Works				
Public Works Director	1.00	1.00	1.00	1.00
Deputy Public Works Director (2)	2.00	2.00	2.00	2.00
Deputy Public Works Director/City Engineer	0.00	0.00	0.00	0.00
Principal Engineer	1.00	1.00	1.00	1.00
Associate Engineer	0.00	0.00	0.00	0.00
Engineering Aide	0.00	0.00	1.00	1.00
Construction Inspector I	1.00	1.00	1.00	1.00
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	1.00	1.00	1.00	1.00
Mechanic I	1.00	1.00	1.00	1.00
Landscape Coordinator	0.00	0.00	0.00	0.00
Landscape Maint Worker Lead	0.00	0.00	1.00	1.00
Landscape Maint Worker II	2.00	2.00	2.00	2.00
Landscape Maint Worker I	4.00	4.00	4.00	4.00
Maintenance Worker I	0.00	0.00	0.00	0.00
Laborer PT - (2)	1.00	1.00	1.00	1.00
Admin Specialist III	2.00	2.00	1.00	1.00
Admin Specialist II	1.00	1.00	4.00	4.00
Housing & Facilities Svcs Asst	1.00	1.00	0.00	0.00
Annuitant PT - (1)	1.00	1.00	0.50	0.50
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
Water Supervisor	1.00	1.00	0.00	0.00
Water Operations Manager	0.00	0.00	0.00	0.00
Water Utility Operator Lead	1.00	1.00	2.00	2.00
Water Utility Operator I	3.00	3.00	4.00	4.00
Water Utility Operator II	1.00	1.00	1.00	1.00
Environmental Service Manager	0.00	0.00	0.00	0.00
Water Resource Inspector I	1.00	1.00	1.00	1.00
EIT/MIS Administrator	0.00	0.00	0.00	0.00
Electrical/Instrumentation Technician	1.00	1.00	1.00	1.00
Public Works Operations Technician	0.00	0.00	1.00	1.00
Wastewater Maintenance Worker Lead	1.00	1.00	1.00	1.00
Wastewater Maintenance Worker II	2.00	2.00	2.00	2.00
Wastewater Maintenance Worker I	1.00	1.00	1.00	1.00
Public Works Operations Technician	0.00	0.00	1.00	1.00
Solid Waste Operations Coordinator	1.00	1.00	0.00	0.00
Solid Waste Operations Lead	0.00	0.00	1.00	1.00
Solid Waste Equipment Operator II	6.00	6.00	6.00	6.00
Solid Waste Equipment Operator I	1.00	1.00	0.00	0.00
Maintenance Worker I	0.00	0.00	0.00	0.00
Total Public Works	43.50	43.50	48.00	48.00



PERSONNEL AUTHORIZATIONS BY DEPT (FTEs)

FY 2019-20, 2020-21

Department/Title	Adopted 2017-18	Adopted 2018-19	Proposed 2019-20	Proposed 2020-21
Facilities Maintenance				
Facilities Maintenance Worker Lead	1.00	1.00	1.00	1.00
Facilities Maintenance Worker I	0.00	0.00	1.00	1.00
Facilities Maintenance Worker II	3.00	3.00	3.00	3.00
Total Facilities Maintenance	4.00	4.00	5.00	5.00
Housing Authority				
Deputy Comm Dev & Housing Director	0.00	0.00	0.00	0.00
Housing Programs Manager	1.00	1.00	1.00	1.00
Housing Programs Manager Lead	0.00	0.00	0.00	0.00
Admin Specialist III	0.00	0.00	1.00	1.00
Housing Specialist	2.00	2.00	2.00	2.00
Housing Cust Svc Assistant	0.00	0.00	0.00	0.00
Clerical Aide	1.00	1.00	0.00	0.00
Housing Maint Worker I	1.00	0.00	0.00	0.00
Facilities Maintenance Worker I	0.00	2.00	2.00	2.00
Total Housing Authority	5.00	6.00	6.00	6.00



PERSONNEL AUTHORIZATIONS BY DEPT (FTEs)

FY 2019-20, 2020-21

Department/Title	Adopted 2017-18	Adopted 2018-19	Proposed 2019-20	Proposed 2020-21
DEPARTMENT RECAP				
City Administration	5.50	5.50	6.50	6.50
General Government	1.50	1.50	2.50	2.50
Finance	8.00	9.00	10.00	10.00
Community Development	8.50	8.50	9.00	9.00
Police	33.70	33.70	37.20	37.20
Recreation & Community Services	7.50	7.50	14.79	14.79
Public Works	43.50	43.50	48.00	48.00
Facilities Maintenance	4.00	4.00	5.00	5.00
Housing Authority	5.00	6.00	6.00	6.00
Grand Total	117.20	119.20	138.99	138.99
Full Time	102.00	104.00	119.00	119.00
Part Time/Seasonal	15.20	15.20	19.99	19.99
Total	117.20	119.20	138.99	138.99
Changes in FT	4.20	2.00	15.00	0.00
Changes in PT	-3.25	0.00	4.79	0.00
Total changes	0.95	2.00	19.79	0.00

Elected Officials

City Council Member	5.00	5.00	5.00	5.00
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Changes Proposed FY 2019-2020 :

General Government •Added: Info Systems Technician

Finance •Added: Accounting and Revenue Manager

Community Development •Added: Parking Enforcement Officer, Code Compliance Officer PT •Eliminated - 2 Parking Enforcement Officer PT

Police •Added: 2 Community Service Officers, 2 Police Officers, Police Communications Officer •Eliminated - Police Officer/Investigations, Police Communications Officer PT

Recreation •Added: Recreation & Ocean Safety Supervisor, & Seasonal Lifeguard new position restructuring adding 5.79 FTE from prior year (Senior Lead, Asst Lead, Jr. Program Coordinator, Asst Jr. Coordinator, & Jr. Lifeguard Instructors •Eliminated - Head Lifeguard & Jr. Lifeguard PT positions

Public Works •Added: Engineering Aide, Landscape Maint. Lead, 2 Admin Specialist II, Water Utility Lead, 2 PW Operations Technicians, Solid Waste Operations Lead • Eliminated - Housing & Facilities Svs Asst, 1 Annuitant

Facilities Maintenance •Added: 1 Facilities Maintenance Worker I

Housing Authority •Added: Administration Specialist III, • Eliminated - 1 Clerical Aide

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City of Port Hueneme

**BUDGET ADOPTION
RESOLUTIONS**

City of Port Hueneme

Surplus Property Authority

Gann Initiative – Proposition 4

Housing Authority

RESOLUTION NO. 4276

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, AND THE SURPLUS PROPERTY AUTHORITY ADOPTING THE OPERATING BUDGET FOR THE FISCAL YEARS 2019-2020 AND 2020-2021

WHEREAS, the City Manager has submitted a proposed OPERATING BUDGET for the Fiscal Years 2019-2020 and 2020-2021 as contained in the document titled "City of Port Hueneme Department Budget Report 2019/20 and 2020/21" as amended by Attachment A; and

WHEREAS, the City Council has reviewed the proposed BUDGETS on May 13th, June 11th, June 17th and June 24th; and

WHEREAS, 2019-2020 revenues for all funds are estimated to be \$50,087,499 and appropriations total \$49,391,099; and

WHEREAS, 2020-2021 revenues for all funds are estimated to be \$50,573,145 and appropriations total \$48,806,500; and

WHEREAS, the City Manager has the authority to approve transfers between categories, line items and departments within the same fund; and

WHEREAS, the City Manager has full authority to implement the 2019-2020 and 2020-2021 BUDGETS; and

WHEREAS, Article XIII B of the State of California Constitution requires local government agencies to annually adopt an appropriation limit; and

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PORT HUENEME, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. The City Council finds that the above recitations are true and correct and, accordingly, are incorporated as a material part of this Resolution.

SECTION 2. The OPERATING BUDGET for the 2019-2020 and 2020-2021 fiscal year is hereby approved and adopted.

SECTION 3. The OPERATING BUDGET for the 2019-2020 and 2020-2021 fiscal year will be made public and posted on the City's webpage.

SECTION 4. The City Council approves the Fiscal Years 2018-2019 and 2019-2020 Appropriation Limits as required by Article XIII B.

SECTION 5. The City Clerk shall certify to the adoption of this Resolution.

Passed and Adopted on this 24th day of June, 2019.



Will Berg
Mayor

Attest:



Kristy Buxkemper
City Clerk

**STATE OF CALIFORNIA
COUNTY OF VENTURA
CITY OF PORT HUENEME**

I, Kristy Buxkemper, City Clerk of the City of Port Hueneme, do hereby certify that the foregoing Resolution No. 4276 was duly and regularly adopted at a regular meeting of the City of Port Hueneme, which was duly noticed in accordance with Government Code section 54954.2 and held on the 24th day of June, 2019.

By: 
KRISTY BUXKEMPER
CITY CLERK

EXHIBIT "A"

GANN APPROPRIATIONS LIMIT – FISCAL YEAR 2018-19

Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, was adopted by California voters in 1980 and placed limits on the amount of proceeds of taxes that state and local government agencies can appropriate and spend each year.

The limit is different for each agency and changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in the base Fiscal Year 1978-79 in each agency, and modified for changes in inflation and population in each subsequent year. Inflationary adjustments are, by law, based on increases in the California per capita income or the increase in non-residential assessed valuation due to new construction. Population adjustments are based on city population growth or county population growth. The annual adjustment factors used in making this calculation are the cost of living adjustment (CPI based on the percentage change in California per capita income) and the population adjustment based on the annual population change for the County of Ventura.

For Fiscal Year 2018-19, the City of Port Hueneme's estimated tax proceeds subject to limitation as set forth in the 2018-19 budget are \$8,639,633. As established by the following calculations, the City of Port Hueneme's appropriations limit for Fiscal Year 2018-19 is \$12,999,589, which exceeds the appropriations subject to limitation by \$4,359,956.

Fiscal Year 2017-18 Appropriation Limit		\$12,525,615
A. Cost of living adjustment (based on change in CA per capita income)	1.0367	
B. Population adjustment (based on County of Ventura population change)	1.0011	
Aggregate Change Factor (A x B)	1.0378	
Increase in appropriation limit		473,974
Fiscal Year 2018-19 Appropriation Limit		<u>\$12,999,589</u>

GANN APPROPRIATIONS LIMIT – FISCAL YEAR 2019-20

Article XIII B of the California State Constitution, commonly referred to as the Gann Initiative or Gann Appropriations Limit, was adopted by California voters in 1980 and placed limits on the amount of proceeds of taxes that state and local government agencies can appropriate and spend each year.

The limit is different for each agency and changes each year. Each year's limit is based on the amount of tax proceeds that were authorized to be spent in the base Fiscal Year 1978-79 in each agency, and modified for changes in inflation and population in each subsequent year. Inflationary adjustments are, by law, based on increases in the California per capita income or the increase in non-residential assessed valuation due to new construction. Population adjustments are based on city population growth or county population growth. The annual adjustment factors used in making this calculation are the cost of living adjustment (CPI based on the percentage change in California per capita income) and the population adjustment based on the annual population change for the County of Ventura.

For Fiscal Year 2018-19, the City of Port Hueneme's estimated tax proceeds subject to limitation as set forth in the 2019-20 budget are \$11,405,419. As established by the following calculations, the City of Port Hueneme's appropriations limit for Fiscal Year 2019-20 is \$13,346,172, which exceeds the appropriations subject to limitation by \$1,940,753.

Fiscal Year 2018-19 Appropriation Limit		\$12,999,589
A. Cost of living adjustment (based on change in CA per capita income)	1.0385	
B. Population adjustment (based on County of Ventura population change)	0.9886	
Aggregate Change Factor (A x B)	1.0266611	
Increase in appropriation limit		346,583
Fiscal Year 2019-20 Appropriation Limit		\$13,346,172

HOUSING AUTHORITY BOARD RESOLUTION NO. 556

A RESOLUTION OF THE HOUSING AUTHORITY OF THE CITY OF PORT HUENEME, CALIFORNIA, APPROVING THE FISCAL YEAR 2019-21 BIENNIAL BUDGET

WHEREAS, the Executive Director has submitted for consideration of the Housing Authority Board a final Budget for Fiscal Year 2019-21; and

WHEREAS, the Housing Authority Board have carefully reviewed the final budget for Fiscal Year 2019-21; and

WHEREAS, the completion of the Housing Authority work does not necessarily coincide with the calendar dates of the fiscal year, and as such, work is in progress, contracts are in process, or other work will be unavoidably delayed; and

WHEREAS, under HUD guidelines, the Board Chairperson is required to sign for HUD-52574 certifying that all information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate, and;

NOW THEREFORE, BE IT RESOLVED by the Housing Authority Board of the City of Port Hueneme that the final Fiscal Year 2019-21 Budget with modifications, if any, as directed but the Housing Authority Board, is hereby approved and adopted effective July 1, 2019

BE IT FUTHER RESOLVED that the Executive Director is authorized to make expenditures in conformance with Budget appropriations and the Authority's Purchasing Ordinance, and to make adjustments between various accounts within each budget division/fund, limit to the total amount budgeted said for division/fund.

BE IT FURTHER RESOLVED that the Executive Director is directed to report to the Housing Authority Board on the Budget status and to propose any changes, if necessary, for consideration.

PASSED, APPROVED and ADOPTED this 24th day of June 2019



**Will Berg
CHAIRMAN**

ATTEST:



**Kristy Buxkemper
AUTHORITY CLERK**

**STATE OF CALIFORNIA
COUNTY OF VENTURA
CITY OF PORT HUENEME**

I, Kristy Buxkemper, City Clerk of the City of Port Hueneme, do hereby certify that the foregoing Housing Authority Resolution No. 556 was duly and regularly adopted at a regular meeting of the City of Port Hueneme, which was duly noticed in accordance with Government Code section 54954.2 and held on the 24th day of June, 2019.

By: 

KRISTY BUXKEMPER

CITY CLERK

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.

*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.

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.

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; and

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.

FISCAL POLICIES

Reserve Fund Policy

Investment Policy

Budget Policy

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 when 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 ensure 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 Fund 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 the current fiscal year's 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 the 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 the 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.

FISCAL POLICIES

Policy and Practice

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

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.

FISCAL POLICIES

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.

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

FISCAL POLICIES

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.

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
 - 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). NCDs 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, and 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

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. **Budget Steps**

The City Council shall adopt a two-year 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.)

FISCAL POLICIES

- b. Aligning the Strategic Plan with the budget and identifying funding to deliver additional services.
- 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.

FISCAL POLICIES

2. Salaries and fringe benefits budget savings cannot be used to augment any other type of expenditure classification (e.g. capital outlay).
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).

E. 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.

F. 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.

G. 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 Finance 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 Finance 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.

FISCAL POLICIES

C. Budget Administration

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.

B. 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 year's 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

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

City of Port Hueneme

ACRONYMS

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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