City of Port Hueneme

FY 2011-12 Budget

"The Friendly City by the Sea"

CITY OF PORT HUENEME
250 N. Ventura Road
Port Hueneme, CA 93041
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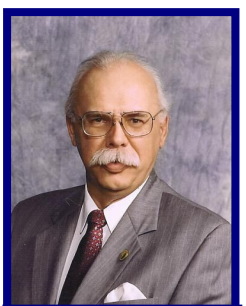
City of Port Hueneme

FINAL BUDGET
FY 2011-12

CITY COUNCIL



Jonathan Sharkey
Council Member

Douglas A. Breeze
Mayor Pro Tem

Sylvia M. Schnopp
Mayor

Norman E. Griffaw
Council Member

Ellis Green
Council Member

City Manager

David J. Norman

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Robert J. Bravo – Finance Director

Greg Brown - Community Development Director

Lisa Donley - Recreation & Community Services Director

Kathleen Sheehan - Police Chief

Joseph Gately - Housing/Facilities Director

Andres Santamaria - Public Works Director

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

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For the Fiscal Year Beginning

July 1, 2010

President

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For meeting the criteria established to achieve the Excellence Award in the Operating Budget.

February 24, 2011

Ronnie Campbell
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Professional Standards and Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

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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
FY 2011/12 BUDGET CALENDAR

2011 DATE/TIME			PLACE	RESPONSIBILITY	DESCRIPTION
Feb 14	Mon	9:30 am	Comm Center	Council/Staff	Council/Staff Workshop Mid-year Budget Review
Feb 16	Wed	10:00 am	Large Conf Rm	All Departments & Budget Users	Budget Kick-off meeting. Budget workbooks/worksheets open for data entry. Only 1 session will be available.
Mar 4	Fri	5:00 pm	---	All Departments	Deadline for departments to have budgets entered in budget system. (**including CIP Budget**)
Mar 7- Mar 18	---	---	---	Finance	Finance review
Mar 21 - Mar 25	---	---	Large Conf Rm	City Manager/ Directors	City Manager/Finance Director – departmental budget review meetings.
Apr 14	Thur	5:00 pm	---	Finance	Finance Dept. submits first draft of Proposed Budget to City Manager for review.
Apr 18 - Apr 29	---	---	Large Conf Rm	City Manager	City Manager/Finance. Director – departmental budget follow-up as required.
May 18	Wed	5:00 pm	---	Finance	Finance Dept. submits second draft of Proposed Budget to City Manager for review.
May 25	Wed	5:00 pm	CM Office	City Manager	City Manager submits Proposed Budget to City Council for review.
Jun 6	Mon	5:00 pm	Council Chambers	Council/Staff	City Council Workshop; review and identify any adjustments.
Jun 20	Mon	7:00 pm	Council Chambers	Council/Staff	Adoption of budget.

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.

ABOUT THE CITY

Single Family Median Home Price			
	Feb 2011	Feb 2010	% Chng
Port Hueneme	$221,500	$220,000	0.68%
Santa Paula	$160,750	$255,000	-36.96%
Fillmore	$305,000	$141,000	116.31%
Moorpark	$420,000	$371,500	13.06%

Source: DQNews.com, February 2011 Chart

Housing Profile:	
Year-Round Dwellings	8,131 units
Occupied Housing Units	7,080 units
Vacant Units	1,051 units
Owner Occupied Units	3,310 units
Average Household Size	2.87

Source: Dept. of Finance, Census 2010

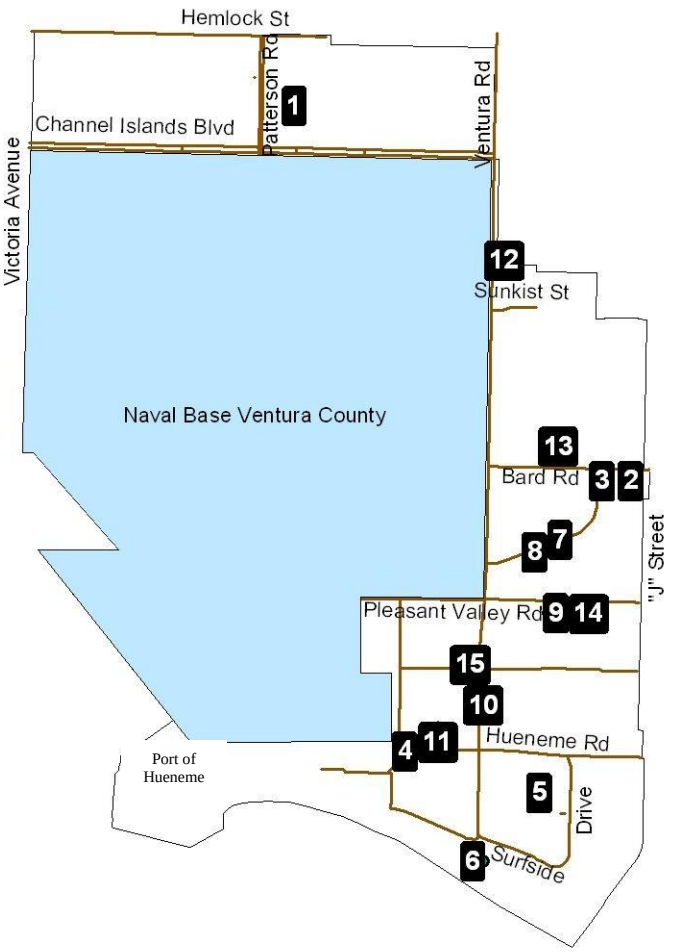
The *broad based economy* of Port Hueneme has historically performed better than the average California community. Regionally, the economy is driven by five primary sectors: oil production, defense, manufacturing, agriculture, and tourism. Locally, the Naval Base Ventura County and deep water commercial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

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

In the City of Port Hueneme, *public safety* is priority one. Port Hueneme has its own police force comprised of 24 sworn officers and 8 full-time support staff. With a service area of less than five square miles, response time is generally within five minutes.

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

ABOUT THE CITY

General information about Port Hueneme:

Population Breakdown:	
Hispanic	52.3%
White alone	33.6%
Asian alone	5.6%
Black alone	4.6%
Two or more races	2.8%
American Indian & Alaska Native	0.5%
Native Hawaiian/ Other Pacific Islander	0.4%
Other	0.2%

Population Breakdown:	
Under 5 years	8.8%
5 to 14 years	15.2%
15 to 24 years	16.8%
25 to 34 years	16.8%
35 to 44 years	15.2%
45 to 54 years	9.9%
55 to 64 years	6.6%
65 to 74 years	5.6%
75 years and over	5.1%

Source: Dept. of Finance, Census 2010

- The population of Port Hueneme is approximately 21,887 persons.
  Source: Department of Finance, January 2010
- 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 $51,407.
- The median age is about 30.3 years.

ABOUT THE CITY

Recent developments in the City of Port Hueneme:

- THE HIDEAWAY TOWNHOMES
  86 for-sale attached 2-story town homes in six floor plans (24 completed with 72 awaiting construction) encompassing 1,206-1,637 square feet of floor area with 2-4 bedrooms 2.5-3 baths on 8.6 vacant acres located at the terminus of Industrial Avenue.

- BEACH HOUSE HOMES
  64 for-sale detached 2-story homes in four floor plans (32 completed with 32 awaiting construction) encompassing 1,850 -2,200 square feet of floor area with 3 & 4 bedrooms 2.5-3 baths on 10 vacant acres located at the intersection of Ann Avenue and Hueneme Road.

- SEABEE MUSEUM
  Interactive museum under construction totaling 30,000 square feet located at the Ventura Road and Sunkist Street gate. Building completed in fall 2010 with exhibits and grand opening scheduled in 2012.

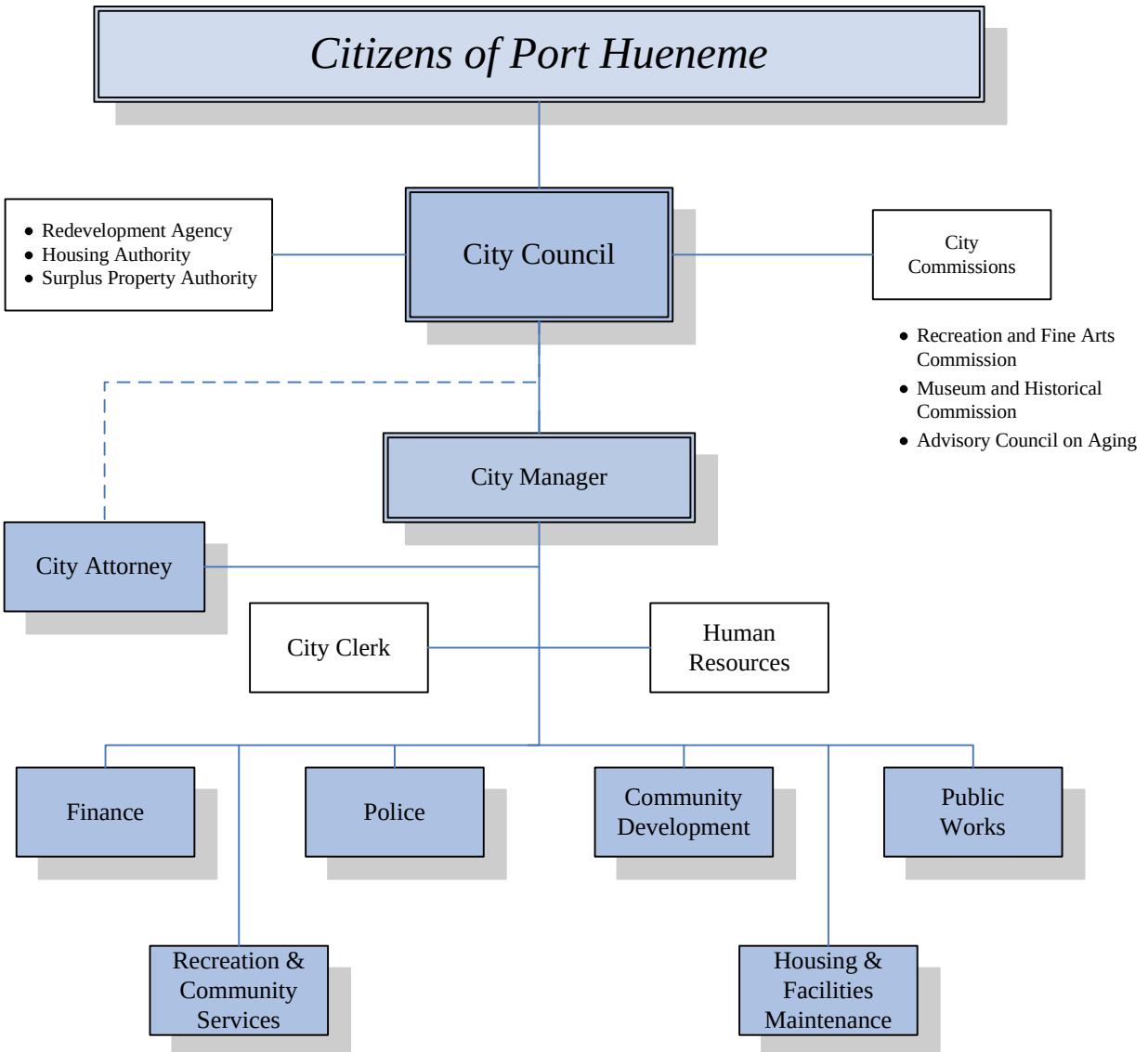
- PARK PLAYGROUNDS
  New modern playgrounds are being replaced at various locations including Bolker and Bubbling Springs Parks in 2011-12.

- BIKE PATHS
  Renovation of the Bubbling Springs Recreational Corridor bike path and extension of the Ventura Road bike path from Park Avenue to Pleasant Valley Road are occurring in 2011-12.

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.....	41st Assembly District, Julia Brownley
State Senate.....	23rd State Senate District, Fran Pavley
U.S. Representative.....	23rd Congressional District, Lois Capps
Area.....	4.5 square miles
Population	21,887
Police Protection	24 Sworn Officers, 8 FT Support Staff
Fire Protection.....	Ventura County Fire Protection District
Recreation and Parks.....	Bolker Park, Bard Park, Dewar Park, Moranda Park, Bubbling Springs Recreation Corridor, and Hueneme Beach
Municipal Bus Lines	Gold Coast Transit/Vista

City of Port Hueneme



Organization Chart

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BUDGET MESSAGE

City Manager's Budget Message

June 2011

Honorable Members of the City Council:

INTRODUCTION

On behalf of the City staff, the FY 2011-12 Budget is presented to the City Council for review and approval. 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.

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 year to cut expenses and increase revenues.

The Budget's format produces an easy to read, easy to understand guide to the City's financial condition and operating plan through June 30, 2012. As a result, this format has earned awards from the Government Finance Officers' Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO) in previous years, and is expected to earn awards in the future.

BUDGET HIGHLIGHTS

- The City has continued with a one-year budget, serving as the means of focusing attention on the General Fund's ongoing structural deficit.
- The Budget assumes a General Fund operating deficit of $299,603, which is anticipated to be addressed through salary and benefit concessions to be included in agreements effective on July 1, 2011 and January 1, 2012. No cost-of-living increases are being proposed, but merit increases may be granted to those still in grade. Alternatively, this shortfall could be fulfilled through layoffs, furloughs, reduction in library hours, elimination of discretionary services, the contracting of services, or other budget cuts if concessions fail.
- Salary increases (other than merit increases) have not been factored into the budget, since none are anticipated through current negotiations with the Port Hueneme Police Officers' Association, pending negotiations with SEIU Local 721, and pending discussions with Management/Confidential and part-time employees. These negotiations and discussions are scheduled to begin in the fall of 2011.
- An Unreserved Fund Balance of $6 million is projected at the end of FY 2011-12. As noted elsewhere in this budget message, the Council has continued to contribute to reserves, thereby increasing balances for exigency response. By Council policy, all interest earnings from the Unreserved Fund Balance and other Designated Reserves are to be used for operations.

BUDGET MESSAGE

City Manager's Budget Message

- The Budget addresses the need to continue with efforts to eliminate a multi-year structural deficit in the General Fund while providing acceptable service levels. As such, the Budget eliminates two vacant Landscape Laborer positions and a currently filled grant-funded and General Fund subsidized Crime Prevention Specialist position for an annual savings of over $130,000. Landscaping priorities have been adjusted to account for the loss of worker hours. Crime prevention and analysis duties will be reassigned and distributed throughout the Police Department.
- The Budget addresses the Council's desire to ensure the integrity of an aging and fragile water distribution system, and the Council's desire to continue to provide the high level of responsive customer service our citizens have come to expect. To this end, the Budget adds two Water Utility Operator I positions in the Water Department to perform routine infrastructure maintenance left uncompleted after the introduction of city-wide residential water meters, and a part-time Fiscal Aide to assist customers with utility billing questions and concerns.

EMPLOYEES	BUDGETED 2010-11	PROPOSED 2011-12
Full-Time	117.50	116.50
Part-Time/Seasonal	29.50	30.50
TOTAL	147.00	147.00

GF Surplus/ (Deficit)	PROJECTED 2010-11	PROPOSED 2011-12
General Fund Revenues	$17,417,450	$17,031,863
General Fund Expenditures	$17,453,331	$17,331,466
Operating Surplus/ (Deficit)	($35,881)*	($299,603)
Labor Concessions	$0	$299,603
Contribution from Reserves	$35,881	$0
Net Surplus/(Deficit)	$0	$0

* FY 2010-11 Budget adopted with a ($70,701) deficit.

BUDGET DEVELOPMENT

The FY 2011-12 budget process was initiated in a February 14, 2011 Council Workshop to discuss FY 2010-11 actual and projected results, the annual Strategic Plan, and goals for the FY 2011-12 budget. At the Workshop, Council also provided direction on goals, priorities, and interests for the FY 2011-12 budget cycle, including a continued priority focus on ensuring that the General Fund and Enterprise Funds budgets are balanced and have healthy reserve balances.

On May 2, 2011, the City Council adopted six Strategic Goals with new projects and programs. The Budget provides sufficient resources to perform many, but not all of the new projects and programs embodied in the FY 2011-12 Strategic Plan. The Council's six Strategic Goals for FY 2011-12 are to:

- Improve Fiscal Condition: To maintain balanced budgets with adequate operating and capital reserves.
- Reduce Resource Consumption: To reduce the community's consumption of energy and natural resources through the use of economically responsible initiatives and practices.

BUDGET MESSAGE

City Manager's Budget Message

- Enhance Public Safety: To create cost-effective public safety services that reduce crime, and protect the public in the event of a disaster or City-wide emergency.

- Improve Infrastructure Integrity: To create a complete and fully funded program of infrastructure maintenance.

- Maintain Staff Excellence: To maintain staff's effectiveness in serving the needs of the community.

- Promote Community Well-Being: To improve citizen opportunities to live healthy and fulfilling lifestyles.

On February 16, 2011 a Budget kick-off meeting was held with all department Directors and staff to discuss the parameters of budget submittals and timelines for submitting budget requests. In developing department budgets, staff was directed to submit budgets with no or minimal new personnel, programs, or capital requests.

As in the past, the FY 2011-12 Budget was 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.

The Budget includes a multi-year Capital Improvement Program (CIP) with a total of $13.5 million. 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.

A number of capital *replacement* items appear in the Budget. As the name indicates, replacement items replace existing equipment that is considered hazardous or unsafe, not economically repairable, or no longer able to function as intended due to damage, age, or altered regulatory requirements. General Fund capital items in FY 2011-12 total $280,222 in this budget.

GENERAL FUND

The General Fund Budget for FY 2011-12 will generate an operating deficit of $299,953, barring any exigencies wrought by additional actions by the State Legislature to balance the State budget. The General Fund's Unreserved Fund Balance for June 30, 2012 is projected to be approximately $6 million. This $6 million Unreserved Fund Balance represents approximately 37 percent of the General Fund Operating budget. The Council-adopted Reserve Policy set a goal of 25 percent, which will be amply exceeded by the end of this budget cycle.

Revenues

General Fund revenue estimates are based upon reasonable and conservative projections in the growth of current General Fund revenue sources. Proposed General Fund revenues of $17,031,863 for FY 2011-12 are expected to *decrease* by $385,587 over the current fiscal

City Manager's Budget Message

year's projected revenues, due primarily to projected reductions in sales tax revenues and one-time grant revenues.

Secured property taxes have been a major source of general fund revenues. Projections for FY 2010-11 show property tax revenues less than budgeted by 4% and remaining flat in FY 2011-12 due to a high number of foreclosures and property reassessments.
In November 2008 the City successfully passed a half-cent Transactions and Use Tax initiative. This tax is anticipated to generate approximately $613,000 in General Fund revenues in FY 2011-12. However, this revenue source looks to have peaked (as has Sales Tax) absent new economic activity. We are hopeful that both the half-cent Transactions and Use Tax and Sales Tax will significantly improve as the economy rebounds.

Interest income represents approximately 10 percent of General Fund revenues in the proposed FY 2011-12 budget cycle. Interest earnings have represented as much as 15 percent to 20 percent of General Fund revenues in prior budget cycles. The City's interest earned on investments is sensitive to fluctuations in interest rates and the amount of reserves available to invest. Although we are projecting rates to remain at below the two percent level, an increase or decrease of one percent will impact interest income by $150,000. Likewise an increase or decrease of $1,000,000 in available reserve funds to invest will impact interest revenue by approximately $10,000, given today's historically low rate of return.

Expenditures

Overall, General Fund expenditures for FY 2011-12 are approximately $379,647 *less* than FY 2010-11 budgeted amounts. This decrease is due in large part to an American Recovery and Reinvestment Act grant that was included in the Streets division in FY 2010-2011.

In terms of expenditures by General Fund department, the Police Department's budget continues to dominate. The Police Department's budget, which is comprised of 95 percent salary and benefit costs, will consume 39 percent of the City's General Fund budget, a 2 percent increase over last year.

Department	BUDGETED 2010-11	PROPOSED 2011-12
Police Department	37%	39%
Public Works*	17%	16%
Administration	12%	12%
General Government	9%	8%
Finance	8%	8%
Recreation & Community Services	6%	6%
Community Development	6%	6%
Facilities Maintenance	5%	5%

*FY 10-11 included a $400,000 grant project.

BUDGET MESSAGE

City Manager's Budget Message

The City made a concerted effort to reduce pension costs in April 2007 by issuing Pension Obligation Bonds (POB's) to save approximately $2.3 million over the succeeding nine years. Although the issuance of the Pension Obligation Bonds has had a positive impact on the budget over the past several years, this savings will continue to diminish in future years from $211,613 in FY 2012-13 to $2,507 in FY 2015-16. In other words, the cost to service the City's Pension Obligation Bonds will steadily grow in five years by over $200,000 annually.

Fiscal Year	POB Savings
FY 2007-08	$605,000
FY 2008-09	$620,122
FY 2009-10	$345,537
FY 2010-11	$258,667
FY 2011-12	$211,613
FY 2012-13	$103,931
FY 2013-14	$65,297
FY 2014-15	$54,398
FY 2015-16	$2,507

GENERAL FUND RESERVES

The size of reserve funds is one of the most common gauges of municipal fiscal health. Reserves are important for meeting unexpected one-time needs and emergencies such as natural disasters. As noted above, the General Fund is dependent on interest revenues derived from invested reserve funds.

Fiscal Year	GF Reserves
FY 2011-12	$21 million
FY 2010-11	$18 million
FY 2009-10	$17 million
FY 2008-09	$16 million
FY 2007-08	$15 million
FY 2006-07	$15 million
FY 2005-06	$21 million

The City's General Fund Reserves are projected to be $21 million at the end of FY 2011-12, of which approximately $15 million is designated for Economic Uncertainty, Disasters, Encumbrances, Capital Assets, and Future Redevelopment Projects designations. The remaining $6 million in undesignated reserves is set aside for emergency requirements or to finance unanticipated programs/activities that occur outside the budget adoption process. Designated Reserve Funds may only be unrestricted and redistributed by action of the City Council

It should be noted that the level of reserves have continued to rise from a low of $15 million in FY 2006-07 to $21 million in FY 2011-12. The large drawdown on reserves in FY 2006-07 was caused by a $4.7 million loan from the General Fund to Water Operations to finance the purchase and installation of water meters. Increases in reserves are due to the repayment of the water meter loan on a fully conforming basis and to Council's continued fiscal prudence.

BUDGET MESSAGE

City Manager's Budget Message

On March 10, 2011, in response to the Governor's threat to eliminate redevelopment agencies and confiscate all their assets, the City Council, acting as the Redevelopment Agency Board, paid off $3.2 million worth of General Fund Promissory Notes, placing the money in a designated reserve fund for future redevelopment projects.

ENTERPRISE FUNDS

The City has three enterprise funds that are funded through rates charged to customers. The General Fund also derives approximately $3 million in revenue 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.

Water Fund

Water Operations Surplus/(Deficit)	PROJECTED 2010-11	PROPOSED 2011-12
Water Revenues	$6,222,152	$7,193,389
Water Expenditures	$5,500,110	$6,223,998
Reserves Allocation	$500,000	$750,000
Retained Earnings	$222,042	$219,391
Surplus/(Deficit)	$0	$0

The City-wide Water Meter Installation Project, which began in FY 2008-09, installed residential water meters throughout the City at an approximate cost of $4.7 million. This project was completed June 2009, at which time the City was able to base rates on actual customer usage versus the previous flat-rate method of charging customers.

Rates have been adjusted over a multi-year period to account for rising wholesale water costs, needed capital maintenance, and debt service owed the City's General Fund. As expected, this increase has allowed the Water Fund to be fiscally self-sufficient (i.e., not dependent on General Fund subsidy), providing sufficient operating and cash reserves.

Wastewater Fund

Wastewater Ops Surplus/(Deficit)	PROJECTED 2010-11	PROPOSED 2011-12
Wastewater Revenues	$3,802,600	$3,422,475
Wastewater Exp.	$3,470,396	$3,322,214
Reserves Allocation	$332,204	$100,261
Surplus/(Deficit)	$0	$0

Wastewater operations are projected to have a balanced budget. The Wastewater Capital Fund is anticipated to complete capital projects over this budget cycle, to be funded from accumulated capital reserves. Wastewater rates will increase over the succeeding three-year period. These rate increases will allow the Wastewater Division to fund operations and bond debt for capital improvements as well as provide operating and capital reserves.

City Manager's Budget Message

Solid Waste Fund

Solid Waste Ops Surplus/(Deficit)	PROJECTED 2010-11	PROPOSED 2011-12
Solid Waste Revenues	$3,482,162	$3,800,587
Solid Waste Exp	$3,068,070	$3,557,987
Reserves Allocation	$242,600	$242,600
Retained Earnings	$171,492	$0
Surplus/(Deficit)	$0	$0

Solid Waste operations are projected to have a balanced budget as a result of a multi-year rate adjustment approved in FY 2009-10.

OTHER CITY ENTITIES

Housing Authority

The Housing Authority's FY 2011-12 budget is comprised of three separate budgets: the Conventional Housing/Operating Subsidy budget, $820,303; Section 8 Housing Choice Voucher Program budget, $3.4 million; and the Modernization Grants budget. The Housing Authority is primarily funded by the United States Department of Housing and Urban Development (HUD). In recent years, the Redevelopment Agency (RDA) has also provided operating subsidies to offset funding shortfalls in HUD's allocations for the conventional housing budget. This year, the RDA will provide $220,000 to offset funding shortfalls. All Housing budgets (excluding grants) are projected to have positive fund balances as of June 30, 2012.

Redevelopment Agency

The Redevelopment Agency budget continues to reflect the Board's priorities of pursuing economic opportunities; preserving the integrity of infrastructure assets in the redevelopment project areas; and, exerting all efforts permitted under California Redevelopment law to provide a broad spectrum of housing opportunities (ownership, rental, new construction, and renovation) to the community's very-low, low, and moderate-income residents.

All redevelopment project areas had been forecast to have healthy reserves of $7.1 million by June 30, 2011. However, recent State action has greatly diminished these reserves. In May 2010, as part of one of the mechanisms used to balance the State's 2009-10 budget, the RDA was required to transfer $2.5 million to State's Supplemental Educational Revenue Augmentation Fund ("SERAF"). An additional $507,026 was transferred in fiscal year 2011-12.

Reserves were further reduced by $3.2 million after the Agency repaid a majority of its debt to the City's General Fund in response to the Governor's proposal to eliminate redevelopment agencies in the State as a means of reducing the State's budget deficit.

Surplus Property Authority

The Surplus Property Authority budget continues to show an increasingly strong fiscal position. The continuing effort to lease available space at the Aquacultural site continues to provide a steady stream of rental revenue. The Fund Balance as of June 30, 2012 is estimated to be approximately $514,021 up from a projected $486,129 at June 30, 2011.

BUDGET MESSAGE

City Manager's Budget Message

GENERAL FUND FORECAST

Looking to future years, our five-year forecast shows a balanced budget for FY 2011-12, albeit fully dependent on achieving labor concessions on employee retirement and benefit expenses. However, PERS and medical insurance rates are expected to increase again FY 2012, thus continuing to drive a significant deficit in following years. Increases in Sales Tax, Transactions and Use Tax, Utility Users Tax, Property Tax, and Port Impact Mitigation revenues are expected to slowly recover over the next 5 years, but not to the pre-recession highs experienced in 2006 and 2007.

Fiscal Year	Projected Operating Surplus/ (Deficit)
FY 2010-11	($35,881)
FY 2011-12	$0
FY 2012-13	($258,714)
FY 2013-14	($446,666)
FY 2014-15	($619,764)
FY 2015-16	($785,865)

CONTINUED REVENUE ENHANCEMENTS/ EXPENDITURE REDUCTIONS

Voters in November 2010 overwhelmingly approved (77%) an update of the Utility Users Tax (UUT). While the update was designed to preserve existing UUT revenue derived from increased mobile and data usage among telecommunications users, it is anticipated that this revenue stream will increase as more customers migrate to mobile usage.

As the new fiscal year begins, staff anticipates continuing our revenue enhancement efforts by reviewing the Business License Tax, which has not been adjusted since its inception in 1978. The FY 2011-12 Strategic Plan includes a project to review and redraft the Business License Tax Ordinance and to place the Ordinance on the November 2012 General Election ballot for voter approval.

CONTINUING BUDGET CHALLENGES

The City faces continuing budget challenges, including:

- Pending reforms to, or the elimination of, redevelopment agencies are expected to significantly alter the City's financial structure. Historically, the General Fund had benefited from the payment of debt service from loans it made to the City's Redevelopment Agency. Reforms to the California Redevelopment Law are expected to curtail this practice, thus removing a significant revenue source for General Fund operations. Staff is developing contingency financial strategies aimed at ensuring the continuation of existing service levels should this revenue source be eliminated.

- The elimination of First-Five funding for the Library's literacy program. The $73,000 of funding derived from this source also allows the Prueter Library to remain open for nine hours a week. Unless this funding is restored in FY 2012-13, the City's General Fund will need to backfill this loss, or reduce Library hours from 40 to 31 hours per week.

BUDGET MESSAGE

City Manager's Budget Message

- The continued reduction of Pension Obligation Bond savings will put increasing pressure on all funds until the savings are exhausted and the Bond payments are equalized in 2016-17.

- Increasing PERS rates and medical insurance costs are anticipated to continue applying significant cost pressures for the foreseeable future, thereby driving a major portion of the City's ongoing structural deficit.

- While the balancing of the 2011-12 Budget is dependent upon savings from labor concessions to be achieved during the fiscal year, it is anticipated that fiscal pressures will continue in succeeding years, prompting additional concessions and the need for many two-tiered benefits for new hires. The hiring and retention of certain critical classifications could prove difficult if adjustments made to employee compensation and benefits place the City in an uncompetitive position to attract and maintain talented and dedicated employees. This is an important consideration for a City whose citizens have come to expect competent, friendly, and responsive service.

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 fiscally responsible 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 year's Annual Budget document. They have done an excellent job of developing what I anticipate will be yet another award-winning budget document.

DAVID J. NORMAN
CITY MANAGER

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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 2011-12 BUDGET

FUNDS	Projected Unreserved Fund Balance/ Retained Earnings 7/1/2011	Projected Revenue FY 2011-12 BUDGET	Projected Transfers In	Projected Total Funds Available
GENERAL FUND	**5,987,769**	**12,951,641**	**4,080,222**	**23,019,632**
SPECIAL REVENUES FUNDS:				
COMMUNITY DEVELOPMENT:				
Neighborhood Preservation	624,359	160,500	0	784,859
Community Development Block Grants (CDBG)	0	215,228	0	215,228
HOME Program	0	0	0	0
Development Trust Fund	900,978	5,000	0	905,978
SUB TOTAL COMMUNITY DEVELOPMENT	1,525,338	380,728	0	1,906,066
PUBLIC SAFETY:				
State COPS Grant	(19,421)	0	0	(19,421)
Traffic Safety	0	50,300	0	50,300
JAG Grant	0	0	0	0
Homeland Security Grant	0	0	0	0
SUB TOTAL PUBLIC SAFETY	(19,421)	50,300	0	30,879
RECREATION & COMMUNITY SERVICES:				
Senior Nutrition Grant	0	20,400	18,615	39,015
SUB TOTAL RECREATION & COMM SVCS	0	20,400	18,615	39,015
PUBLIC WORKS:				
Transportation Development Act (TDA)	32,398	666,004	0	698,402
Gas Tax	146,512	573,177	0	719,689
Bike Path (Article 3)	1,803	55,500	0	57,303
SUB TOTAL PUBLIC WORKS	180,713	1,294,681	0	1,475,394
STORMWATER PROGRAM:	0	15,647	192,338	207,985
TOTAL SPECIAL REVENUE FUND	**1,686,630**	**1,761,756**	**210,953**	**3,659,339**
ENTERPRISE FUNDS				
Water Operations	61,067	7,193,389	0	7,254,456
Water Capital Reserve	629,618	0	0	629,618
Water Plant Operations	0	1,155,654	0	1,155,654
Wastewater Operations	286,493	3,422,475	0	3,708,968
Wastewater Capital	1,726,178	44,000	0	1,770,178
Wastewater Bond Fund	0	0	0	0
Solid Waste Operations	1,008,810	3,617,060	0	4,625,870
TOTAL ENTERPRISE FUNDS	**3,712,167**	**15,432,578**	**0**	**19,144,745**
NBVC CONTRACT	**0**	**1,709,636**	**0**	**1,709,636**
ASSESSMENT DISTRICTS FUNDS				
Drainage	137,535	184,300	0	321,835
Street Lights	(121,239)	123,000	24,000	25,761
Median	2,290	179,000	0	181,290
TOTAL ASSESSMENT DISTRICTS	**18,585**	**486,300**	**24,000**	**528,885**
DEBT SERVICE FUNDS				
1992A COP	477,450	0	493,900	971,350
Pension Obligation Bonds	0	0	952,520	952,520
TOTAL DEBT SERVICE FUNDS	**477,450**	**0**	**1,446,420**	**1,923,870**
TOTAL CITY FUNDS	**11,882,601**	**32,341,911**	**5,761,595**	**49,986,107**
HOUSING AUTHORITY				
Conventional	896,872	855,529	0	1,752,401
Section 8 Vouchers	424,263	3,437,036	0	3,861,299
Modernization Grant	0	80,000	0	80,000
TOTAL HOUSING AUTHORITY	**1,321,135**	**4,372,565**	**0**	**5,693,700**
REDEVELOPMENT AGENCY				
CENTRAL COMMUNITY PROJECT AREA				
Capital Projects	2,143	30,436	1,227,034	1,259,613
20% Setaside	425,121	224,460	920,000	1,569,581
Debt Service	(502,961)	4,654,100	0	4,151,139
TOTAL CENTRAL COMMUNITY PROJECT	(75,697)	4,908,996	2,147,034	6,980,333
R-76 PROJECT AREA				
Capital Projects	0	50	47,970	48,020
20% Setaside	507,621	12,200	156,000	675,821
Debt Service	1,587,585	795,200	0	2,382,785
TOTAL R76 PROJECT	2,095,206	807,450	203,970	3,106,626
NCEL PROJECT AREA				
Capital Projects	0	0	13,300	13,300
20% Setaside	208,755	1,500	30,900	241,155
Debt Service	24,470	155,160	0	179,630
TOTAL NCEL PROJECT	233,225	156,660	44,200	434,085
TOTAL REDEVELOPMENT AGENCY	**2,252,734**	**5,873,106**	**2,395,204**	**10,521,044**
SURPLUS PROPERTY AUTHORITY	**486,129**	**245,922**	**0**	**732,051**
GRAND TOTAL	**15,942,598**	**42,833,504**	**8,156,799**	**66,932,901**

CITY OF PORT HUENEME
SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND
FY 2011-12 BUDGET

Projected Salaries & Benefits	Projected Operating Charges	Projected Capital Expenditures	Projected Transfers Out	Projected Total Appropriations FY 2011-12 BUDGET	Projected Unappropriated Reserve June 30, 2012
12,609,740	**3,904,989**	**280,222**	**536,515**	**17,331,466**	**5,688,166**
67,526	175,700	0	34,600	277,826	507,033
0	0	215,228	0	215,228	0
0	0	0	0	0	0
0	0	0	0	0	905,978
67,526	175,700	215,228	34,600	493,054	1,413,012
0	0	0	0	0	(19,421)
0	0	0	50,300	50,300	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	50,300	50,300	(19,421)
37,515	1,500	0	0	39,015	0
37,515	1,500	0	0	39,015	0
0	366,726	150,000	89,100	605,826	92,576
0	228,000	140,000	162,900	530,900	188,789
0	0	50,000	0	50,000	7,303
0	594,726	340,000	252,000	1,186,726	288,668
0	116,685	80,000	11,300	207,985	0
105,041	**888,611**	**635,228**	**348,200**	**1,977,080**	**1,682,259**
496,366	5,238,238	498,500	960,285	7,193,389	61,067
0	0	0	0	0	629,618
382,331	548,723	0	224,600	1,155,654	0
957,265	1,453,025	42,500	969,685	3,422,475	286,493
0	0	1,450,000	0	1,450,000	320,178
0	0	0	0	0	0
828,539	1,483,963	457,000	1,031,085	3,800,587	825,283
2,664,501	**8,723,949**	**2,448,000**	**3,185,655**	**17,022,105**	**2,122,640**
605,258	**694,373**	**0**	**410,005**	**1,709,636**	**0**
0	2,600	0	149,700	152,300	169,535
0	147,000	0	0	147,000	(121,239)
0	0	0	179,000	179,000	2,290
0	**149,600**	**0**	**328,700**	**478,300**	**50,585**
0	493,900	0	0	493,900	477,450
0	0	0	952,520	952,520	0
0	**493,900**	**0**	**952,520**	**1,446,420**	**477,450**
15,984,540	**14,855,422**	**3,363,450**	**5,761,595**	**39,965,007**	**10,021,100**
435,169	385,134	0	0	820,303	932,098
211,364	3,222,236	0	0	3,433,600	427,699
0	80,000	0	0	80,000	0
646,533	**3,687,370**	**0**	**0**	**4,333,903**	**1,359,797**
24,800	1,232,670	0	0	1,257,470	2,143
332,528	772,850	0	0	1,105,378	464,203
0	2,010,548	0	2,147,034	4,157,582	(6,443)
357,328	4,016,068	0	2,147,034	6,520,430	459,903
0	48,020	0	0	48,020	0
0	152,500	0	0	152,500	523,321
0	273,875	0	203,970	477,845	1,904,940
0	474,395	0	203,970	678,365	2,428,261
0	13,300	0	0	13,300	0
0	2,500	0	0	2,500	238,655
0	87,430	0	44,200	131,630	48,000
0	103,230	0	44,200	147,430	286,655
357,328	**4,593,693**	**0**	**2,395,204**	**7,346,225**	**3,174,819**
0	**218,030**	**0**	**0**	**218,030**	**514,021**
16,988,401	**23,354,515**	**3,363,450**	**8,156,799**	**51,863,165**	**15,069,736**

Projected Fund Balances
Summary FY 2011-12

	General Fund	Enterprise Funds	NBVC Contract	Special Revenue Funds	Special Assess. Districts	Debt Service Funds	Total City Funds
Projected Unreserved Fund Balance 7/1/11	$ 5,987,769	$ 3,712,167	$ -	$1,686,630	$ 18,585	$ 477,450	$11,882,601
Projected Revenues	12,951,641	15,432,578	1,709,636	1,761,756	486,300	0	32,341,911
Projected Transfers In	4,080,222	0	0	210,953	24,000	1,446,420	5,761,595
Total City Revenues	17,031,863	15,432,578	1,709,636	1,972,709	510,300	1,446,420	38,103,506
Total Available Funds	23,019,632	19,144,745	1,709,636	3,659,339	528,885	1,923,870	49,986,107
Projected Salaries/Benefits	12,609,740	2,664,501	605,258	105,041	0	0	15,984,540
Projected Operating Charges	3,904,989	8,723,949	694,373	888,611	149,600	493,900	14,855,422
Projected Capital Expenditures	280,222	2,448,000	0	635,228	0	0	3,363,450
Projected Transfers Out	536,515	3,185,655	410,005	348,200	328,700	952,520	5,761,595
Total City Expenditures	17,331,466	17,022,105	1,709,636	1,977,080	478,300	1,446,420	39,965,007
Net Change in Revenues/Expenditures	(299,603)	(1,589,527)	0	(4,371)	32,000	0	(1,861,501)
Projected Labor Concessions Savings	299,603	0	0	0	0	0	299,603
Projected Available Fund Balance 6/30/12	5,987,769	2,122,640	0	1,682,259	50,585	477,450	10,320,703
Percentage Change in Available Fund Balance	0.0%	-42.8%	0.0%	-0.3%	172.2%	0.0%	-13.1%
Reserves/Designations:							
Reserves/Vehicle/Equipment Reserves	55,881	1,009,300					1,065,181
Reserves/Facility Reserves	150,000	678,700					828,700
Reserves/Retirement Stabilization	56,643	21,475	5,402	1,358			84,878
Designated for Encumbrances	400,000	50,000					450,000
Designated for Economic Uncertainty	2,816,200	0					2,816,200
Designated for Operations	0	801,100					801,100
Designated for Disaster	500,000	0					500,000
Designated for Future Redevelopment Projects	3,200,000						3,200,000
Designated for Capital Assets	8,291,682	0					8,291,682
Designated for Capital Projects	0	750,000					
Designated Bureau of Reclamation	0	1,949,906					1,949,906
Total Designations[1]	15,470,406	5,260,481	5,402	1,358	0	0	19,987,647
Total Unreserved/Designated Fund Balance 6/30/12	$21,458,175	$ 7,383,121	$ 5,402	$1,683,617	$ 50,585	$ 477,450	$30,308,350

[1] The General Fund fund balance excludes a reserve for advances to other funds, since it is not available for spending.
The Water Operations fund balance excludes a reserve for advances from other funds, since it is not available for spending.
The Wastewater Capital fund balance excludes a reserve for an advance to Solid Waste Operations fund, since it is not available for spending.

Explanations for changes in fund balances greater than 10%:

Enterprise Funds	Use of fund balance from Wastewater Capital fund for capital improvement projects.
Special Assessment District Funds	Limited funding is available for all assessment districts.

Revenues and Transfers from Other Funds

GENERAL FUND Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
Revenues					
Taxes					
Current Secured	1,114,938	1,300,000	1,250,000	**1,224,000**	1,248,500
Unsecured Current Year	33,009	35,000	35,000	**36,100**	37,200
Unsecured Prior Year	2,481	2,500	2,500	**1,000**	1,000
Interest/Penalties	19,942	20,000	20,000	**20,000**	20,000
Supplemental Taxes	40,192	20,000	20,000	**20,600**	21,200
HOPTR Taxes	11,935	10,000	10,000	**10,000**	10,000
Pass-Through Taxes	0	0	32,093	**0**	0
Transactions and Use Tax	0	500,000	600,000	**613,800**	627,900
Sales Tax	1,340,485	753,200	630,300	**644,800**	659,600
Prop Tax In-Lieu Sales Tax (ERAF)	152,898	157,600	291,700	**300,500**	309,500
Motel Tax	328,754	344,800	344,800	**351,700**	358,700
Housing Authority in Lieu Tax	5,234	0	0	**0**	0
Property Transfer Tax	46,121	50,000	50,000	**50,000**	50,000
PSAF Prop 172 Tax	150,919	170,000	170,000	**175,100**	180,400
Utility Users Tax	1,032,097	1,250,000	1,175,000	**1,210,300**	1,246,600
Prop Tax In-Lieu VLF (ERAF)	1,547,444	1,596,500	1,596,500	**1,644,400**	1,693,700
Motor Vehicle in-lieu	65,831	163,900	163,900	**168,800**	173,900
Developer Tax Fees	0	0	3,600	**0**	0
Subtotal	5,892,280	6,373,500	6,395,393	**6,471,100**	6,638,200
Franchises					
So. California Gas	33,042	58,300	58,300	**59,500**	60,700
So. California Edison	144,313	169,800	169,800	**173,200**	176,700
Cable	176,393	210,000	210,000	**210,000**	210,000
Subtotal	353,748	438,100	438,100	**442,700**	447,400
Licenses & Permits					
Business License	323,772	325,000	300,000	**306,000**	312,100
Building Permit	85,313	124,800	140,000	**127,300**	129,800
Plumbing Permit	20,482	25,000	25,000	**15,000**	15,000
Electrical Permit	11,101	15,000	15,000	**10,000**	10,000
Mechanical Permit	5,543	6,500	6,500	**6,500**	6,500
Miscellaneous Permit	22,753	20,000	20,000	**15,000**	15,000
Subtotal	468,964	516,300	506,500	**479,800**	488,400
Fees					
Traffic/Court Fees	372,427	360,500	375,000	**371,300**	382,400
Return Check Fee	125	400	400	**500**	500
Late Rent Fee	100	100	100	**100**	100
Delinquent Fees	0	0	0	**160,000**	160,000
Traffic Impact Dev Fees	0	0	5,000	**0**	0
Zoning/Planning Fees	11,301	7,000	7,000	**17,000**	7,000
Subdivision Fees	0	1,000	1,000	**1,000**	1,000
Engineering Fees	3,916	8,000	8,000	**8,000**	8,000
Cost Rec-Parking/Code Enf.	18,910	25,000	25,000	**25,000**	25,000
Cost Rec-Public Nusiance	23,152	0	200	**0**	0
Subtotal	429,931	402,000	421,700	**582,900**	584,000
Public Safety					
Street and Curb Repair	19,248	10,000	10,000	**1,000**	1,000
Bldg & Inspection/Plan Ck	0	1,000	0	**0**	0
Police Services	85,289	96,670	96,670	**88,500**	90,300
Subtotal	104,537	107,670	106,670	**89,500**	91,300

Revenues and Transfers from Other Funds

GENERAL FUND Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
Revenues					
NBVC Contract					
Admin Fees	115,031	225,000	0	**0**	0
NBVC Overhead Revenue	214,300	166,800	166,800	**171,800**	177,000
Subtotal	329,331	391,800	166,800	**171,800**	177,000
Rental Income					
Community Center	42,665	40,000	50,000	**41,200**	42,400
Marine Supply	135,072	135,072	135,072	**137,800**	140,600
Clear Channel Outdoor	14,436	0	2,406	**0**	0
Pac Foundries	48,000	70,000	30,240	**31,100**	32,000
Beach/Pier Concession	11,288	16,500	16,500	**17,000**	17,500
PH Little League Maint	2,635	3,100	2,635	**3,100**	3,100
Tennis Concessions	823	1,000	1,000	**0**	0
Jane Drive	9,090	23,736	23,736	**24,400**	25,100
Subtotal	264,009	289,408	261,589	**254,600**	260,700
Interest Income					
Water Fund Prom Note #7	15,234	15,000	15,000	**14,700**	14,430
Water Fund Prom Note #8	13,330	13,100	13,100	**12,900**	12,630
Water Fund Prom Note #9	6,529	6,420	6,420	**6,300**	6,200
Water Fund Prom Note #03-01	495,730	487,500	487,500	**478,800**	469,650
Water Fund Prom Note #06-01	255,734	265,280	265,280	**265,280**	275,319
RDA Central Comm. Prom Note #5	39,342	36,630	36,626	**0**	0
RDA Central Comm. Prom Note #6	213,127	200,320	200,323	**0**	0
RDA Central Comm. Prom Note #7	206,775	187,340	187,335	**142,423**	143,670
RDA R76 Prom Note #2	14,786	13,396	13,396	**0**	0
PHWA #2	2,944	0	0	**0**	0
PHWA NAWS Prom Note #3B	50,009	0	54,900	**53,700**	48,330
Investments	12,990	50,000	25,000	**25,000**	25,000
Miscellaneous Interest	0	5,000	0	**0**	0
Fund Interest	353,004	550,000	350,000	**450,000**	500,000
Enterprise Fund Interest-CARE	69,949	84,000	150,000	**175,000**	180,250
Enterprise Admin-CARE	0	8,400	15,000	**17,500**	18,025
Subtotal	1,749,483	1,922,386	1,819,880	**1,641,603**	1,693,504
District Revenue					
MOU 1983 Agreement	347,397	377,500	332,128	**388,800**	400,500
MOU 1987 Agreement	378,269	324,500	435,783	**334,200**	344,200
MOU 1995 Agreement	243,946	309,400	364,400	**368,700**	379,800
Subtotal	969,612	1,011,400	1,132,311	**1,091,700**	1,124,500
Beach Revenue					
Beach Parking Machine	418,031	377,600	350,000	**360,500**	371,300
Grants & Reimbursements					
Bulletproof Vest Grant	1,516	3,000	3,000	**3,000**	3,000
FEMA Reimbursement	0	0	32,691	**0**	0
ARRA Grant	0	400,000	400,000	**0**	0
Port/Maritime Security Grant	37,895	212,105	212,105	**0**	0
Avoid the 14 Grant	3,190	0	2,023	**0**	0
Post Reimbursement	15,213	10,000	10,000	**5,500**	5,500
SB90 Reimbursement	55,053	30,000	30,000	**50,000**	50,000
Workers Comp Contra Revenue	26,102	0	15,000	**0**	0
CDBG Grant	61,684	56,018	56,018	**62,136**	60,000
Subtotal	200,653	711,123	760,837	**120,636**	118,500

Revenues and Transfers from Other Funds

GENERAL FUND Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
Revenues					
Parks & Recreation					
Moranda Park	1,138	500	800	**500**	500
Community Center	5,183	6,000	6,000	**6,100**	6,200
Jr. Lifeguard	35,342	30,000	30,000	**30,600**	31,200
Beach Festival	62,985	58,200	61,200	**58,200**	58,200
Advertising Revenue	5,000	5,000	5,000	**5,000**	5,000
Subtotal	109,648	99,700	103,000	**100,400**	101,100
Miscellaneous					
Misc. Refunds and Claims	766	20,800	32,800	**20,800**	20,800
NBVC Contract Reimbursement	144,081	0	0	**0**	0
Salvage Sales	457	5,000	5,000	**5,100**	5,200
Miscellaneous Revenues	17,639	12,500	12,500	**10,000**	10,000
Water Note Principal Reserves	0	0	0	**62,000**	62,000
Equipment/Vehicle Reserves	0	167,250	167,250	**171,472**	0
Facility Reserves	0	0	0	**80,000**	0
PERS Retirement Reserves	0	0	0	**57,500**	0
Subtotal	162,943	205,550	217,550	**406,872**	98,000
Subtotal Revenues	**11,453,170**	**12,846,537**	**12,680,330**	**12,214,111**	**12,193,904**
Cost Allocation Revenues - Other Agencies					
RDA - Central Comm. Project Area	355,204	354,200	354,200	**369,200**	384,000
RDA - R76 Project Area	55,999	55,800	55,800	**60,000**	62,400
RDA - NCEL Project Area	5,500	8,400	8,400	**8,740**	9,100
Surplus Property Authority	85,200	84,900	84,900	**88,300**	91,800
Housing Authority Conventional	129,700	142,400	142,400	**154,400**	162,100
Housing Authority Section 8 Voucher	47,200	54,700	54,700	**56,890**	59,200
Subtotal Revenues-Other Agencies	**678,803**	**700,400**	**700,400**	**737,530**	**768,600**
Total Revenues	**12,131,973**	**13,546,937**	**13,380,730**	**12,951,641**	**12,962,504**
Transfers In					
Traffic Safety	49,734	46,100	46,100	**50,300**	50,300
Senior Nutrition Grant	17,525	20,400	20,400	**0**	0
Solid Waste Infrastructure	100,000	100,000	100,000	**100,000**	100,000
NBVC Contract	121,195	285,000	304,620	**217,667**	300,000
Cost Allocation Revenues - Other Funds					
Transportation Dev Act (TDA)	125,000	85,700	85,700	**89,100**	92,700
Gas Tax	155,700	156,600	156,600	**162,900**	169,400
Neighborhood Preservation	28,900	33,300	33,300	**34,600**	36,000
Water Operations	896,500	917,700	917,700	**960,285**	998,700
Water Plant Operations	163,900	216,000	216,000	**224,600**	233,600
Wastewater Operations	941,300	926,700	926,700	**969,685**	1,008,500
Stormwater Program	13,500	11,300	11,300	**11,300**	11,300
Solid Waste Operations	829,800	889,600	889,600	**931,085**	968,300
Drainage Assessment	158,400	149,700	149,700	**149,700**	149,700
Median Assessment	179,000	179,000	179,000	**179,000**	179,000
Subtotal Transfers In	**3,780,454**	**4,017,100**	**4,036,720**	**4,080,222**	**4,297,500**
Total General Fund	**15,912,427**	**17,564,037**	**17,417,450**	**17,031,863**	**17,260,004**

Revenues and Transfers from Other Funds

SPECIAL REVENUE FUNDS Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
Revenues					
Neighborhood Preservation					
Housing In-Lieu Fees	0	0	53,000	**0**	0
Loan Payoff Interest	0	60,000	4,000	**60,000**	60,000
Fund Interest	38,056	600	41,700	**40,000**	40,000
Miscellaneous Revenues	4,129	500	800	**500**	500
Loan Payoff Revenue	222	60,000	25,118	**60,000**	60,000
Total Neighborhood Preservation	**42,407**	**121,100**	**124,618**	**160,500**	**160,500**
Community Development Block Grants (CDBG)					
Jane Drive Rental Income	4,797	0	0	**0**	0
Fund Interest	3,723	3,000	0	**0**	0
CDBG Entitlement	391,261	375,107	343,309	**215,228**	215,228
CDBG Program Income	265,483	10,000	17,206	**0**	0
Total CDBG Grant	**665,264**	**388,107**	**360,515**	**215,228**	**215,228**
Home Program					
Homebuyer Program Revenue	0	0	0	**0**	0
Homebuyer Program Income	13,580	0	0	**0**	0
Miscellaneous Revenue	0	0	0	**0**	0
Total Home Program	**13,580**	**0**	**0**	**0**	**0**
Development Trust Fund					
Fund Interest	19,964	30,000	5,000	**5,000**	5,000
Total Development Trust	**19,964**	**30,000**	**5,000**	**5,000**	**5,000**
Citizens Option Public Safety (COPS)					
COPS Grant Fund	142,011	100,000	100,000	**0**	0
Total COPS Grant	**142,011**	**100,000**	**100,000**	**0**	**0**
Traffic Safety					
Traffic Safety Fund	49,734	46,100	46,100	**50,300**	42,000
Total Traffic Safety	**49,734**	**46,100**	**46,100**	**50,300**	**42,000**
JAG Grant					
JAG Grant	43,650	23,035	22,930	**0**	0
Total Homeland Security Grant	**43,650**	**23,035**	**22,930**	**0**	**0**
Homeland Security Grant					
Homeland Security Grant Fund	28,139	50,661	14,393	**0**	0
Total Homeland Security Grant	**28,139**	**50,661**	**14,393**	**0**	**0**
Senior Nutrition Grant					
Senior Nutrition Grant	15,000	15,000	15,000	**15,000**	15,000
Senior Nutrition Prog Income	2,525	5,400	5,400	**5,400**	5,400
Transfer In - General Fund	0	0	0	**18,615**	18,615
Total Senior Nutrition Grant	**17,525**	**20,400**	**20,400**	**39,015**	**39,015**
Transportation Development Act (TDA)					
Fund Interest	20,699	15,000	2,000	**2,000**	2,000
TDA Article 8	553,431	541,133	541,133	**663,604**	663,604
Misc Revenue	801	400	3,925	**400**	400
Total TDA	**574,931**	**556,533**	**547,058**	**666,004**	**666,004**

Revenues and Transfers from Other Funds

SPECIAL REVENUE FUNDS Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
Gas Tax					
Fund Interest	24,382	16,000	8,000	**5,000**	5,000
2103 Apportionment	0	200,000	200,000	**200,000**	200,000
2105 Apportionment	131,534	119,137	119,137	**119,137**	119,137
2106 Apportionment	93,117	84,328	84,328	**84,328**	84,328
2107 Apportionment	175,228	158,712	158,712	**158,712**	158,712
2107.5 Apportionment	10,000	5,000	5,000	**5,000**	0
Traffic Congestion Relief	199,783	0	0	**0**	0
Prop 1B Revenue	0	293,000	293,345	**0**	0
Misc Revenues	0	106,882	163,262	**1,000**	0
Total Gas Tax	**634,044**	**983,059**	**1,031,784**	**573,177**	**567,177**
Special Bike Path (Article 3)					
Fund Interest	3,325	400	1,000	**500**	500
Article 3 Grant Revenue	50,000	50,000	50,000	**50,000**	50,000
Article 3 Maintenance Revenue	3,569	10,000	4,000	**5,000**	5,000
Transfer In - TDA Fund	0	0	0	**0**	0
Total Bike Path (Article 3)	**56,894**	**60,400**	**55,000**	**55,500**	**55,500**
Stormwater Program					
Stormwater Program Revenue	14,048	15,000	14,047	**15,647**	15,647
Transfer In - NBVC Contract	60,656	305,510	149,253	**192,338**	192,338
Total Stormwater Program	**74,704**	**320,510**	**163,300**	**207,985**	**207,985**
Total Special Revenues	**2,362,847**	**2,699,905**	**2,491,098**	**1,972,709**	**1,958,409**

ENTERPRISE FUNDS Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
Revenues					
Water Operations					
Delinquent Fee Revenue	126,128	100,000	160,190	**150,000**	150,000
COPH Variable Water Revenue	1,566,590	2,152,380	1,739,373	**2,519,220**	2,519,220
COPH Fixed Water Revenue	3,924,969	4,032,620	4,309,439	**4,514,169**	4,514,169
Fund Interest	9,357	0	0	**0**	0
Miscellaneous Revenue	15,833	10,000	13,150	**10,000**	180,250
Total Water Operations	**5,642,877**	**6,295,000**	**6,222,152**	**7,193,389**	**18,025**
Water Capital Reserve					
Water Meter Grant	0	0	0	**0**	0
Miscellaneous Revenues	29,732	0	0	**0**	0
Total Water Capital Reserves	**29,732**	**0**	**0**	**0**	**0**
Water Plant Operations					
Port Hueneme Water Agency Revenue	998,626	1,231,550	1,120,962	**1,157,654**	1,157,654
Misc Revenue	1,243	0	0	**0**	0
Fund Interest	(2,633)	(2,000)	(682)	**(2,000)**	0
Total Water Plant Operations	**997,236**	**1,229,550**	**1,120,280**	**1,155,654**	**1,157,654**
Wastewater Operations					
COPH Services	2,308,468	2,806,000	2,841,000	**3,146,000**	3,146,000
Oxnard City Services	347,333	170,000	315,000	**0**	0
US Navy Commercial Services	31,304	43,000	29,000	**30,000**	30,000

Revenues and Transfers from Other Funds

ENTERPRISE FUNDS Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
CIBCSD Wheeling Agreement	600,103	304,000	420,000	**0**	0
Fund Interest	(18,636)	0	0	**0**	0
NBVC Contract Reimbursement	143,769	139,000	139,000	**140,000**	140,000
Miscellaneous Revenue	67,717	6,000	20,600	**46,475**	0
Stormwater Program	31,005	158,810	38,000	**60,000**	0
Total Wastewater Operations	**3,511,063**	**3,626,810**	**3,802,600**	**3,422,475**	**3,316,000**
Wastewater Capital					
Connection Fees	0	0	48,000	**24,000**	24,000
Note Interest	50,329	0	43,000	**0**	0
Fund Interest	65,104	0	20,000	**20,000**	0
Miscellaneous Revenue	0	0	0	**0**	0
Transfer In - WW Bond Fund	3,012,300	500,000	547,000	**0**	0
Total Wastewater Capital	**3,127,733**	**500,000**	**658,000**	**44,000**	**24,000**
Wastewater Bonds					
Investment Interest	23,253	150,000	500	**0**	0
Wastewater Capital Fund	26,067	0	0	**0**	0
Total Wastewater Bonds	**49,320**	**150,000**	**500**	**0**	**0**
Solid Waste Operations					
Delinquent Fees	31,280	15,000	20,000	**15,000**	15,000
COPH Services	1,019,613	1,126,600	1,100,000	**1,144,000**	1,144,000
US Navy - Commercial Services	731,401	813,000	815,000	**848,500**	848,500
US Navy - Residential Services	182,499	202,900	203,000	**211,000**	211,000
COPH Commercial Revenue	898,107	1,004,000	996,000	**1,035,800**	1,035,800
Misc Commercial Revenue	288,081	276,000	260,000	**271,000**	271,000
Misc Interest	7,958	20,000	0	**0**	0
Fund Interest	0	0	0	**0**	0
Used Oil Grant	0	0	590	**0**	0
Beverage Container Grant	11,713	6,500	2,512	**5,700**	5,700
Curbside Recycling Revenue	40,014	36,000	45,000	**45,000**	45,000
Miscellaneous Revenue	49,961	36,060	40,060	**41,060**	41,060
Total Solid Waste Operations	**3,260,627**	**3,536,060**	**3,482,162**	**3,617,060**	**3,617,060**
Total Enterprise Funds	**16,618,588**	**15,337,420**	**15,285,694**	**15,432,578**	**8,132,739**

NBVC CONTRACT Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
NBVC Contract					
Navy Contract Revenue	1,811,072	1,709,636	1,879,800	**1,709,636**	1,709,636
Total NBVC Contract	**1,811,072**	**1,709,636**	**1,879,800**	**1,709,636**	**1,709,636**

Revenues and Transfers from Other Funds

ASSESSMENT DISTRICT FUNDS Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
Revenues					
Drainage Assessment District					
Assessment Revenues	184,268	183,000	184,300	**184,300**	184,300
Street Lighting Assessment District					
Assessment Revenues	121,969	123,000	123,000	**123,000**	123,000
Transfer In - General Fund	0	24,000	24,000	**24,000**	24,000
Median Assessment District					
Assessment Revenues	178,507	179,000	179,000	**179,000**	179,000
Total Assessment Districts	**484,744**	**509,000**	**510,300**	**510,300**	**510,300**

DEBT SERVICE FUNDS Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
Revenues					
Pension Obligation Bonds					
Transfer In - General Fund	772,158	884,407	884,360	**952,520**	1,018,409
Total Pension Obligation Bonds	**772,158**	**884,407**	**884,360**	**952,520**	**1,018,409**
Certificates of Participation (1992A COP)					
Fiscal Agent Interest	0	0	0	**0**	0
Fund Interest	0	0	0	**0**	0
Transfer In - General Fund	495,323	493,900	493,900	**493,900**	493,900
Total 1992A COP	**495,323**	**493,900**	**493,900**	**493,900**	**493,900**
Total Debt Service	**1,267,481**	**1,378,307**	**1,378,260**	**1,446,420**	**1,512,309**
CITY GRAND TOTAL	**38,457,159**	**39,198,305**	**38,962,602**	**38,103,506**	**31,083,397**

Revenues and Transfers from Other Funds

HOUSING AUTHORITY Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
Revenues					
Conventional Program					
Late Rent Fees	0	300	0	**300**	300
Rental Income	269,110	350,000	333,500	**350,000**	350,000
AT&T Cell Site	25,648	26,927	26,594	**26,927**	26,927
Verizon Cell Site	19,954	20,952	21,402	**20,952**	20,952
Sprint Cell Site	23,545	24,250	24,190	**24,250**	24,250
Cable TV Revenues	4,352	0	777	**0**	0
Investments	4,176	4,500	4,300	**4,500**	4,500
Fund Interest	26	100	0	**100**	100
CDBG Entitlement	484,928	0	0	**0**	0
Operating Subsidy	94,043	125,000	156,454	**125,000**	125,000
RDA Operating Grant	220,000	220,000	220,000	**220,000**	220,000
RDA Capital Project Fund	1,075,059	0	0	**0**	0
Miscellaneous Revenues	1,003	2,500	2,500	**2,500**	2,500
Tenant Fraud Recoveries	0	500	0	**500**	500
Tenant Miscellaneous Revenues	201	1,000	250	**500**	500
Transfer In from Mod Grants	0	0	0	**80,000**	80,000
Total Conventional Revenues	**2,222,045**	**776,029**	**789,967**	**855,529**	**855,529**
Section 8 Voucher Program					
Investments	0	0	700	**500**	500
Fund Interest	135	100	50	**100**	100
Administration Fee	312,654	350,000	310,000	**280,000**	280,000
HAP's Revenue	2,878,610	3,155,436	3,155,436	**3,155,436**	3,155,436
Tenant Fraud Recoveries	1,235	100	4,000	**1,000**	1,000
Total Section 8 Revenues	**3,192,634**	**3,505,636**	**3,470,186**	**3,437,036**	**3,437,036**
Modernization Grant Revenue					
Modernization Grant Revenues	150,436	243,411	163,411	**80,000**	80,000
American Rec & Reinv Act	104,387	0	0	**0**	0
Total Mod Grant Revenues	**254,823**	**243,411**	**163,411**	**80,000**	**80,000**
Total Housing Authority	**5,669,502**	**4,525,076**	**4,423,564**	**4,372,565**	**4,372,565**

REDEVELOPMENT AGENCY Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
Revenues					
Central Community Project Area					
CC - Capital Projects					
Late Rent Fees	150	100	50	**100**	100
Rental Revenue	21,486	23,736	18,791	**23,736**	23,736
Investment Interest	9,786	12,000	6,500	**6,500**	6,500
Fund Interest	586	100	(100)	**100**	100
Transfer in - Debt Service	2,715,188	258,917	729,334	**1,227,034**	1,227,034
Total CC - Capital Projects	**2,747,196**	**294,853**	**754,575**	**1,257,470**	**1,257,470**

Revenues and Transfers from Other Funds

REDEVELOPMENT AGENCY Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
CC - 20% Set-Aside					
Late Rent Fees	200	100	100	**100**	100
Rental Revenue	116,999	178,360	156,492	**196,360**	196,360
Investment Interest	1,288	40,000	500	**1,000**	1,000
Miscellaneous Interest	0	10,000	0	**0**	0
Fund Interest	5,660	1,000	400	**1,000**	1,000
Miscellaneous Revenue	3,734	1,000	23,000	**1,000**	1,000
Loan Payoff Revenue	0	25,000	58,210	**25,000**	25,000
Transfer in - Debt Service	976,164	1,006,400	920,000	**920,000**	920,000
Total CC - 20% Set-Aside	**1,104,045**	**1,261,860**	**1,158,702**	**1,144,460**	**1,144,460**
CC - Debt Service					
Tax Increment	4,880,821	5,032,000	4,600,000	**4,600,000**	4,600,000
Pass Though Contra Account	(293,217)	(40,000)	(40,000)	**(40,000)**	(40,000)
Investment Interest	27,630	30,000	10,000	**10,000**	10,000
Fiscal Agent Interest	84,132	60,000	83,800	**83,800**	83,800
Fund Interest	(19,695)	12,000	700	**300**	300
Total CC - Debt Service	**4,679,671**	**5,094,000**	**4,654,500**	**4,654,100**	**4,654,100**
Total Central Community	**8,530,912**	**6,650,713**	**6,567,777**	**7,056,030**	**7,056,030**
R76 Project Area					
R76 - Capital Projects					
Fund Interest	16	50	(50)	**50**	50
Transfer In - Debt Service	43,151	46,560	43,210	**47,970**	47,970
Total R76 - Capital Projects	**43,167**	**46,610**	**43,160**	**48,020**	**48,020**
R76 - 20% Set-Aside					
Investment Interest	5,435	15,000	1,500	**1,000**	1,000
Miscellaneous Interest	11,420	1,000	0	**1,000**	1,000
Fund Interest	2,378	1,000	200	**200**	200
Loan Payoff Revenue	0	10,000	0	**10,000**	10,000
Transfer In - Debt Service	158,273	158,547	156,000	**156,000**	156,000
Total R76 - 20% Set-Aside	**177,506**	**185,547**	**157,700**	**168,200**	**168,200**
R76 - Debt Service					
Tax Increment	791,364	792,733	780,000	**780,000**	780,000
Investment Interest	8,203	7,000	5,200	**1,000**	1,000
Fiscal Agent Interest	14,750	7,000	14,000	**14,000**	14,000
Fund Interest	(921)	3,000	200	**200**	180,250
Total R76 - Debt Service	**813,396**	**809,733**	**799,400**	**795,200**	**18,025**
Total R76 Project Area	**1,034,069**	**1,041,890**	**1,000,260**	**1,011,420**	**234,245**
NCEL Project Area					
NCEL - Capital Projects					
Fund Interest	(4)	0	10	**0**	0
Transfer In-Debt Service	9,278	10,070	12,260	**13,300**	13,300
Total NCEL - Capital Projects	**9,274**	**10,070**	**12,270**	**13,300**	**13,300**
NCEL - 20% Set-Aside					
Investment Interest	927	2,000	700	**1,000**	1,000
Fund Interest	755	1,000	300	**500**	500
Transfer In-Debt Service	23,933	24,000	30,900	**30,900**	30,900
Total NCEL - 20% Set-Aside	**25,615**	**27,000**	**31,900**	**32,400**	**32,400**

Revenues and Transfers from Other Funds

REDEVELOPMENT AGENCY Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
NCEL - Debt Service					
Tax Increment	119,665	120,000	154,660	**154,660**	154,660
Fund Interest	657	1,500	400	**500**	500
Total NCEL - Debt Service	**120,322**	**121,500**	**155,060**	**155,160**	**155,160**
Total NCEL Project Area	**155,211**	**158,570**	**199,230**	**200,860**	**200,860**
Total Redevelopment Agency	**9,720,192**	**7,851,173**	**7,767,267**	**8,268,310**	**7,491,135**

SURPLUS PROPERTY AUTHORITY Description	Actual 2005-06	Budgeted 2006-07	Projected 2006-07	Final 2011-12	Estimated 2012-13
Revenues					
Surplus Property Authority					
Rental Income	184,446	167,185	189,385	**153,492**	153,492
RDA NCEL Promissory Note	537,349	86,430	86,430	**86,430**	86,430
Investment Income	3,454	5,000	1,300	**5,000**	5,000
Fund Interest	1,960	1,000	1,500	**1,000**	1,000
Total Surplus Property Authority	**727,209**	**259,615**	**278,615**	**245,922**	**245,922**
GRAND TOTAL (ALL ENTITIES)	**54,574,062**	**51,834,169**	**51,432,048**	**50,990,303**	**43,193,019**

Summary of Expenditures by Fund and Fiscal Year

GENERAL FUND Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12	Estimated 2012-13
Administration					
City Council	118,211	134,682	121,056	**126,482**	130,276
City Manager	411,783	435,974	411,600	**431,488**	444,433
Human Resources/City Clerk	347,348	394,508	393,174	**414,177**	426,602
Risk Management	946,927	1,119,481	1,201,701	**1,098,951**	1,131,920
Administration Total	1,824,269	2,084,645	2,127,531	**2,071,098**	2,133,231
General Government					
General Government	1,444,162	1,656,733	1,702,418	**1,456,054**	1,499,736
Finance					
Finance	1,239,209	1,325,820	1,236,105	**1,405,933**	1,448,111
Community Development					
Community Development Admin	324,356	351,506	328,180	**360,049**	370,850
Building And Safety	190,957	214,036	197,369	**222,336**	229,006
Code Enforcement	253,653	281,885	264,080	**316,085**	325,568
Parking Enforcement	133,550	148,183	138,535	**145,115**	149,468
Community Development Total	902,516	995,610	928,164	**1,043,585**	1,074,893
Police					
Police Admin	683,189	664,767	648,453	461,567	475,414
Patrol/Detectives	4,576,453	4,919,712	4,857,863	5,302,672	5,461,752
Police Support	742,036	732,463	765,735	887,641	914,270
Crossing Guards	57,262	61,187	58,712	60,873	62,699
Reserves Program	18,685	24,065	24,065	21,565	22,212
Police Total	6,077,625	6,402,194	6,354,828	**6,734,318**	6,936,348
Recreation & Community Services					
Recreation Admininstration	221,233	233,711	210,384	**237,642**	244,771
Community Center	282,568	341,301	314,160	**266,954**	274,963
Parks and Facilities	87,549	89,200	89,200	**87,150**	89,765
Beach and Pier	19,250	46,700	46,700	**23,936**	24,654
Culture and Leisure	108,246	120,700	115,957	**128,210**	132,056
Lifeguards	214,771	213,068	205,728	**205,728**	211,900
Recreation & Community Svcs Total	933,617	1,044,680	982,129	**949,620**	978,109
Facilities Maintenance					
Facilities Maintenance	684,901	858,596	828,332	**916,503**	943,998
Public Works					
Engineering	550,550	485,781	479,475	**438,351**	451,502
Streets	432,608	842,560	839,367	**459,776**	473,569
Fleet Maintenance	779,567	982,012	968,844	**941,836**	970,091
Landscape Maintenance	905,837	1,032,482	1,006,138	**914,392**	941,824
Public Works Total	2,668,562	3,342,835	3,293,824	**2,754,355**	2,836,986
Total General Fund	**15,774,861**	**17,711,113**	**17,453,331**	**17,331,466**	**17,851,410**

Summary of Expenditures by Fund and Fiscal Year

SPECIAL REVENUE FUNDS Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	**Final** **2011-12**	Estimated 2012-13
Neighborhood Preservation	124,611	308,938	124,618	**277,826**	277,826
CDBG Grant	676,805	385,107	360,167	**215,228**	215,228
HOME Program Grant	0	0	24,380	**0**	0
Development Trust	0	0	0	**0**	0
State COPS Grant	125,195	137,802	154,481	**0**	0
Traffic Safety	49,734	46,100	46,100	**50,300**	50,300
JAG Grant	43,650	23,035	22,930	**0**	0
Homeland Security Grant	28,139	50,661	14,393	**0**	0
Senior Nutrition Grant	17,525	20,400	20,400	**39,015**	39,015
Transportation Development Act	714,702	1,318,781	1,295,600	**605,826**	605,826
Gas Tax	392,969	1,399,008	1,938,423	**530,900**	530,900
Bike Path (Article 3)	0	105,000	248,663	**50,000**	50,000
Stormwater Program	72,182	323,710	163,300	**207,985**	207,985
Total Special Revenues	**2,245,512**	**4,118,542**	**4,413,455**	**1,977,080**	**1,977,080**

ENTERPRISE FUNDS Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	**Final** **2011-12**	Estimated 2012-13
Water Operations	5,235,282	6,400,588	6,222,152	**7,193,389**	7,193,389
Water Capital	0	0	0	**0**	0
Water Plant Operations	994,021	1,229,550	1,116,689	**1,155,654**	1,155,654
Wastewater Operations	3,781,251	3,732,480	3,802,600	**3,422,475**	3,422,475
Wastewater Capital	26,067	1,249,087	800,000	**1,450,000**	0
Wastewater Bonds	3,026,215	502,700	786,625	**0**	0
Solid Waste Operations	2,929,545	3,466,272	3,310,670	**3,800,587**	3,800,587
Total Enterprise Funds	**15,992,381**	**16,580,677**	**16,038,736**	**17,022,105**	**15,572,105**

NBVC CONTRACT Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	**Final** **2011-12**	Estimated 2012-13
NBVC Contract	1,887,092	1,691,309	1,879,800	**1,709,636**	1,709,636
Total NBVC Contract	**1,887,092**	**1,691,309**	**1,879,800**	**1,709,636**	**1,709,636**

ASSESSMENT DISTRICT FUNDS Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	**Final** **2011-12**	Estimated 2012-13
Drainage Assessment	162,549	156,200	152,300	**152,300**	152,300
Street Lighting Assessment	157,635	147,000	147,000	**147,000**	147,000
Median Assessment District	179,000	179,000	179,000	**179,000**	179,000
Total Assessment Districts	**499,184**	**482,200**	**478,300**	**478,300**	**478,300**

DEBT SERVICE FUNDS Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	**Final** **2011-12**	Estimated 2012-13
Pension Obligation Bonds	772,157	884,407	884,360	**952,520**	948,520
Certificates of Participation (1992A COP)	495,292	493,900	493,900	**493,900**	486,500
Total Debt Service	**1,267,449**	**1,378,307**	**1,378,260**	**1,446,420**	**1,435,020**

CITY GRAND TOTAL	**37,666,479**	**41,962,148**	**41,641,882**	**39,965,007**	**39,023,550**

Summary of Expenditures by Fund and Fiscal Year

HOUSING AUTHORITY Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	**Final** **2011-12**	Estimated 2012-13
Conventional Program	961,414	820,919	745,439	**820,303**	844,912
Section 8 Voucher Program	2,974,811	3,456,171	3,410,967	**3,433,600**	3,536,608
Modernization Grants	173,512	243,411	163,411	**80,000**	100,000
Housing Authority Total	**4,109,737**	**4,520,501**	**4,319,817**	**4,333,903**	**4,481,520**

REDEVELOPMENT AGENCY Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	**Final** **2011-12**	Estimated 2012-13
Central Community Project Area					
Capital Project	2,736,907	295,424	754,575	**1,257,470**	1,295,194
20% Setaside	1,923,001	1,175,753	941,636	**1,105,378**	1,138,539
Debt Service	6,197,168	3,786,949	7,222,282	**4,157,582**	4,282,309
Total Central Community Project	10,857,076	5,258,126	8,918,493	**6,520,430**	6,716,043
R76 Project Area					
Capital Project	43,120	45,660	43,160	**48,020**	49,461
20% Setaside	772,650	167,903	35,900	**152,500**	157,075
Debt Service	501,311	508,295	651,082	**477,845**	492,180
Total R76 Project	1,317,081	721,858	730,142	**678,365**	698,716
NCEL Project Area					
Capital Project	9,265	12,770	12,270	**13,300**	13,699
20% Setaside	0	2,500	0	**2,500**	2,575
Debt Service	122,118	121,500	130,590	**131,630**	135,579
Total NCEL Project	131,383	136,770	142,860	**147,430**	151,853
Total Redevelopment Agency	**12,305,540**	**6,116,754**	**9,791,495**	**7,346,225**	**7,566,612**

SURPLUS PROPERTY AUTHORITY Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	**Final** **2011-12**	Estimated 2012-13
Surplus Property Authority	184,565	209,031	221,442	**218,030**	218,030
Total Surplus Property Authority	**184,565**	**209,031**	**221,442**	**218,030**	**218,030**

GRAND TOTAL	**54,266,321**	**52,808,434**	**55,974,636**	**51,863,165**	**51,289,712**

Summary of Expenditures by Fund and Division FY 2011-12

GENERAL FUND Description	Salaries & Benefits	Operations	Capital	Total	% City	% GF
Administration						
City Council	108,202	18,280	0	126,482	0.32%	0.73%
City Manager	277,383	154,105	0	431,488	1.08%	2.49%
Human Resources/City Clerk	331,472	82,705	0	414,177	1.04%	2.39%
Risk Management	0	1,098,951	0	1,098,951	2.75%	6.34%
Administration Total	717,057	1,354,041	0	2,071,098	5.18%	11.95%
General Government						
General Government	227,718	1,221,836	6,500	1,456,054	3.64%	8.40%
Finance						
Finance	1,308,213	95,220	2,500	1,405,933	3.52%	8.11%
Community Development						
Community Development Admin.	336,949	23,100	0	360,049	0.90%	2.08%
Building And Safety	197,216	25,120	0	222,336	0.56%	1.28%
Code Enforcement	223,660	92,425	0	316,085	0.79%	1.82%
Parking Enforcement	96,840	48,275	0	145,115	0.36%	0.84%
Community Development Total	854,665	188,920	0	1,043,585	2.61%	6.02%
Police						
Police Admin	385,167	73,900	2,500	461,567	1.15%	2.66%
Patrol/Detectives	5,064,022	95,650	143,000	5,302,672	13.27%	30.60%
Police Support	841,781	45,860	0	887,641	2.22%	5.12%
Crossing Guards	60,373	500	0	60,873	0.15%	0.35%
Reserve Program	0	21,565	0	21,565	0.05%	0.12%
Police Total	6,351,343	237,475	145,500	6,734,318	16.85%	38.86%
Recreation & Community Services						
Recreation Administration	219,767	17,875	0	237,642	0.59%	1.37%
Community Center	218,494	48,460	0	266,954	0.67%	1.54%
Parks and Facilities	0	71,900	15,250	87,150	0.22%	0.50%
Beach and Pier	0	23,936	0	23,936	0.06%	0.14%
Culture and Leisure	0	128,210	0	128,210	0.32%	0.74%
Lifeguards	181,028	24,700	0	205,728	0.51%	1.19%
Recreation & Community Svcs. Total	619,289	315,081	15,250	949,620	2.38%	5.48%
Facilities Maintenance						
Facilities Maintenance	627,062	209,441	80,000	916,503	2.29%	5.29%
Public Works						
Engineering	386,801	51,550	0	438,351	1.10%	2.53%
Streets	432,176	27,600	0	459,776	1.15%	2.65%
Fleet Maintenance	293,886	647,950	0	941,836	2.36%	5.43%
Landscape Maintenance	791,530	92,390	30,472	914,392	2.29%	5.28%
Public Works Total	1,904,393	819,490	30,472	2,754,355	6.89%	15.89%
Total General Fund	**12,609,740**	**4,441,504**	**280,222**	**17,331,466**	**43.37%**	**100.00%**

Summary of Expenditures by Fund and Division FY 2011-12

SPECIAL REVENUE FUNDS Description	Salaries & Benefits	Operations	Capital	Total	% City
Neighborhood Preservation	67,526	210,300	0	277,826	0.70%
CDBG Grant	0	0	215,228	215,228	0.54%
HOME Program Grant	0	0	0	0	0.00%
Development Trust	0	0	0	0	0.00%
State COPS Grant	0	0	0	0	0.00%
Traffic Safety	0	50,300	0	50,300	0.13%
JAG Grant	0	0	0	0	
Homeland Security Grant	0	0	0	0	0.00%
Senior Nutrition Grant	37,515	1,500	0	39,015	0.10%
Transportation Development Act	0	390,900	140,000	530,900	1.33%
Gas Tax	0	455,826	150,000	605,826	1.52%
Bike Path (Article 3)	0	0	50,000	50,000	0.13%
Stormwater Program	0	127,985	80,000	207,985	0.52%
Total Special Revenues	**105,041**	**1,236,811**	**635,228**	**1,977,080**	**4.95%**

ENTERPRISE FUNDS Description	Salaries & Benefits	Operations	Capital	Total	% City
Water Operations	496,366	6,198,523	498,500	7,193,389	18.00%
Water Capital	0	0	0	0	0.00%
Water Plant Operations	382,331	773,323	0	1,155,654	2.89%
Wastewater Operations	957,265	2,422,710	42,500	3,422,475	8.56%
Wastewater Capital	0	0	1,450,000	1,450,000	3.63%
Wastewater Bonds	0	0	0	0	0.00%
Solid Waste Operations	828,539	2,515,048	457,000	3,800,587	9.51%
Total Enterprise Funds	**2,664,501**	**11,909,604**	**2,448,000**	**17,022,105**	**42.59%**

NBVC CONTRACT Description	Salaries & Benefits	Operations	Capital	Total	% City
NBVC Contract	605,258	1,104,378	0	1,709,636	4.28%
Total NBVC Contract	**605,258**	**1,104,378**	**0**	**1,709,636**	**4.28%**

ASSESSMENT DISTRICT FUNDS Description	Salaries & Benefits	Operations	Capital	Total	% City
Drainage Assessment	0	152,300	0	152,300	0.38%
Street Lighting Assessment	0	147,000	0	147,000	0.37%
Median Assessment District	0	179,000	0	179,000	0.45%
Total Assessment Districts	**0**	**478,300**	**0**	**478,300**	**1.20%**

DEBT SERVICE FUNDS Description	Salaries & Benefits	Operations	Capital	Total	% City
Pension Obligation Bonds	0	493,900	0	493,900	1.24%
Certificates of Participation (1992A)	0	952,520	0	952,520	2.38%
Total Debt Service	**0**	**1,446,420**	**0**	**1,446,420**	**3.62%**

CITY GRAND TOTAL	**15,984,540**	**20,617,017**	**3,363,450**	**39,965,007**	**100.00%**

Summary of Expenditures by Fund and Division FY 2011-12

REDEVELOPMENT AGENCY Description	Salaries & Benefits	Operations	Capital	Total	%Total
Central Community Project Area					
Capital Project	24,800	1,232,670	0	1,257,470	17.12%
20% Setaside	332,528	772,850	0	1,105,378	15.05%
Debt Service	0	4,157,582	0	4,157,582	56.59%
Total Central Community Project	**357,328**	**6,163,102**	**0**	**6,520,430**	**88.76%**
R76 Project Area					
Capital Project	0	48,020	0	48,020	0.65%
20% Setaside	0	152,500	0	152,500	2.08%
Debt Service	0	477,845	0	477,845	6.50%
Total R76 Project	**0**	**678,365**	**0**	**678,365**	**9.23%**
NCEL Project Area					
Capital Project	0	13,300	0	13,300	0.18%
20% Setaside	0	2,500	0	2,500	0.03%
Debt Service	0	131,630	0	131,630	1.79%
Total NCEL Project	**0**	**147,430**	**0**	**147,430**	**2.01%**
Total Redevelopment Agency	**357,328**	**6,988,897**	**0**	**7,346,225**	**100.00%**

SURPLUS PROPERTY AUTHORITY Description	Salaries & Benefits	Operations	Capital	Total	%Total
Surplus Property Authority	0	218,030	0	**218,030**	100.00%
Total Surplus Property	**0**	**218,030**	**0**	**218,030**	**100.00%**

HOUSING AUTHORITY Description	Salaries & Benefits	Operations	Capital	Total	%Total
Conventional Program	435,169	385,134	0	820,303	18.93%
Section 8 Voucher Program	211,364	3,222,236	0	3,433,600	79.23%
Modernization Grants	0	80,000	0	80,000	1.85%
Total Housing Authority	**646,533**	**3,687,370**	**0**	**4,333,903**	**100.00%**

GRAND TOTAL	**16,988,401**	**31,511,314**	**3,363,450**	**51,863,165**	**100.00%**

Schedule of Operating Transfers In/Out FY 2011-12

Fund/Description	Operating Transfer In	Operating Transfer Out
General Fund		
Transfer In - Traffic Safety	50,300	
Transfer In - Solid Waste Infrastructure Fee	100,000	
Transfer In - NBVC Contract	217,667	
Cost Allocation TDA	89,100	
Cost Allocation Gas Tax	162,900	
Cost Allocation Neighborhood Preservation	34,600	
Cost Allocation Water Operations	960,285	
Cost Allocation Water Plant Operations	224,600	
Cost Allocation Wastewater Operations	969,685	
Cost Allocation Stormwater Program	11,300	
Cost Allocation Solid Waste Operations	931,085	
Cost Allocation Drainage Assessment	149,700	
Cost Allocation Lighting Assessment	0	
Cost Allocation Median Assessment	179,000	
Transfer Out - 1992A COP Fund		493,900
Transfer Out - Senior Nutrition Program		18,615
Transfer Out - Street Light Assessment		24,000
Total General Fund Transfers In/Out	**4,080,222**	**536,515**
Traffic Safety Fund		
Transfer Out - General Fund		50,300
Senior Nutrition Grant		
Transfer In - General Fund	18,615	
Neighborhood Preservation Fund		
Transfer Out - General Fund		34,600
TDA Fund		
Transfer Out - General Fund		89,100
Gas Tax Fund		
Transfer Out - General Fund		162,900
Stormwater Program		
Transfer In - NBVC Contract	192,338	
Transfer Out - General Fund		11,300
Water Operations Fund		
Transfer Out - General Fund		960,285
Water Plant Operations Fund		
Transfer Out - General Fund		224,600
Wastewater Operations Fund		
Transfer Out - General Fund		969,685
Solid Waste Operations Fund		
Transfer Out - General Fund		1,031,085
NBVC Contract		

Schedule of Operating Transfers In/Out FY 2011-12

Fund/Description	Operating Transfer In	Operating Transfer Out
Transfer Out - Stormwater Program		192,338
Transfer Out - General Fund		217,667
Drainage Assessment District		
Transfer Out - General Fund		149,700
Lighting Assessment District		
Transfer In - General Fund	24,000	
Median Assessment District		
Transfer Out - General Fund		179,000
Pension Obligation Bond		
Transfer In - General Fund	952,520	
Transfer Out - General Fund		952,520
1992A COP Fund		
Transfer In - General Fund	493,900	
Total City Transfers In/Out	**5,761,595**	**5,761,595**
Redevelopment Agency		
Central Community Project Area		
Capital Project Fund	1,227,034	
20% Set-Aside Fund	920,000	
Debt Service Fund		2,147,034
R76 Project Area		
Capital Project Fund	47,970	
20% Set-Aside Fund	156,000	
Debt Service Fund		203,970
NCEL Project Area		
Capital Project Fund	13,300	
20% Set-Aside Fund	30,900	
Debt Service Fund		44,200
Total RDA Transfers In/Out	**2,395,204**	**2,395,204**
Grand Total Transfers In/Out	**8,156,799**	**8,156,799**

City Administration

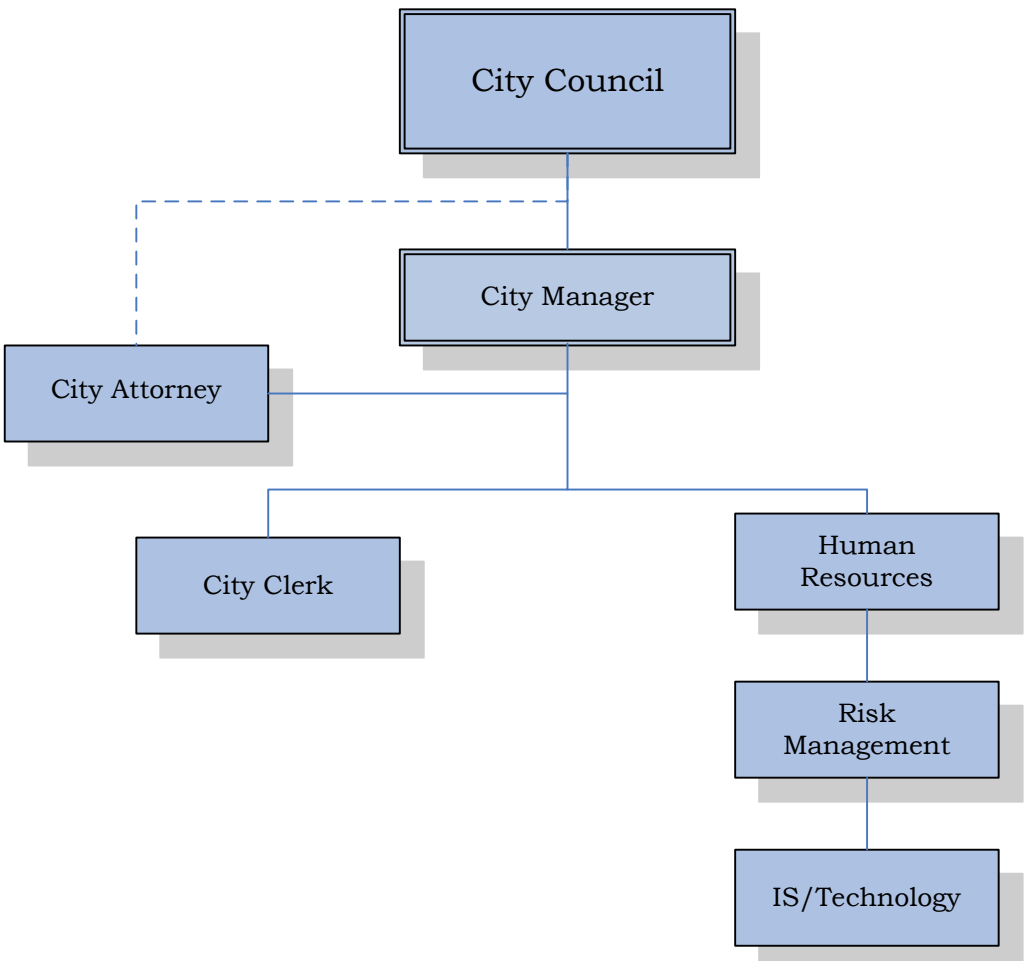
General Fund

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

"The Friendly City by the Sea"

City of Port Hueneme

City Administration



Organization Chart

General Fund — **City Administration Department**
Department Overview

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Workers Comp Contra Revenue	26,102	0	15,000	0
Total Revenues	26,102	0	15,000	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	658,428	690,700	656,299	717,057
Operational Charges	1,165,841	1,393,945	1,471,232	1,354,041
Capital Expenditures	0	0	0	0
Total Expenditures	1,824,269	2,084,645	2,127,531	2,071,098
Net Appropriations	-1,798,167	-2,084,645	-2,112,531	-2,071,098

Authorized Positions:				
City Council Member	5.00	5.00	5.00	5.00
City Manager	0.75	0.75	0.75	0.75
Assistant to the City Manager	1.00	0.85	0.85	0.85
Deputy City Clerk	1.00	1.00	1.00	1.00
Admin Svcs Coordinator - PT (1)	0.50	0.50	0.50	0.50
Total	8.25	8.10	8.10	8.10

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, 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 2010-11

- Provided policy direction and directed the implementation of the many projects and programs found in the Major Accomplishments sections in each Division Budget.
- Approved the City Manager's hiring of the City's first female Police Chief, Kathleen A. Sheehan.
- Approved the reorganization of the Police Department for the more effective use of sworn officers and enhanced dispatch capabilities.
- Approved the receipt of a $118,649 in California Energy Commission ("CEC") Block Grant funding to retrofit all lighting in City facilities. The completion of the retrofit will result in a 5% reduction in energy usage, thus surpassing Council's 3% reduction goal.
- Received a Sustainability Award from State Senator Fran Pavley for the installation of the City Hall Water Conservation Demonstration Garden, a concept of the City Manager's Office completed with funding from Hueneme Beautiful and landscape architecture and installation from the City's Landscape Division.

MAJOR INITIATIVES 2011-12

Fulfill 2011-12 Strategic Goals:

- Improve Fiscal Condition: Maintain balanced General Fund and Enterprise (Utilities) budgets with adequate operating and capital reserves to ensure the community's service needs are being met with a timely and quality response.
- Reduce Resource Consumption: Reduce the community's consumption of energy and natural resources through the use of economically-responsible initiatives and practices.
- Enhance Public Safety: Create cost effective public safety services that reduce crime, and protect the public in the event of a disaster or City-wide emergency.
- Improve Infrastructure Integrity: Create a complete and fully-funded program of infrastructure maintenance.
- Maintain Staff Excellence: Maintain staff's effectiveness in serving the needs of the community.
- Promote Community Well-Being: Improve citizen opportunities to live healthy and fulfilling lifestyles.

General Fund 001-1111

City Council
Division Summary

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Total Revenues	0	0	0	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	102,533	107,802	102,812	108,202
Operational Charges	15,678	26,880	18,244	18,280
Capital Expenditures	0	0	0	0
Total Expenditures	118,211	134,682	121,056	126,482
Net Appropriations	-118,211	-134,682	-121,056	-126,482
Authorized Positions:				
City Council Member	5.00	5.00	5.00	5.00

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 Redevelopment Agency, 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 subject to Council approval.
- Responsible for public relations and the dissemination of information to the citizens of the City.

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- Provided administrative oversight for the projects and programs found in the Major Accomplishments sections in each Division Budget.
- Successfully updated the Telecommunications section of the Utility Users Tax with over 77% voter approval, and a positive endorsement from the Ventura County Star.
- Negotiated an 18-month "cost-neutral" labor agreement with the Service Employees International Union (SEIU), thus saving $101,000 in budgeted COLA's.
- Hired Kathleen A. Sheehan as the City's new Police Chief, the first female Police Chief in Port Hueneme's history.
- Completed the replacement of the Electro-Dialysis Reversal water purification train with a new Nano-Filtration train in the PHWA Water Plant. This multi-year project was funded through a partnership with the Calleguas Municipal Water District. The project ensures that current purification capacity remains in the Plant, and it saves an estimated $60,000 in energy costs each year. The project was awarded a Climate Change Action award by the Ventura County Board of Supervisors.

MAJOR INITIATIVES 2011-12

- Complete the projects identified in the FY 2011-12 Strategic Plan.
- Complete the study and update of the Business License Tax Ordinance in preparation for placement on the 2012 General Election ballot. The Tax has not been revised since 1978.

City Manager
General Fund

PERFORMANCE MEASURE 2011-12

- Meet or exceed the FY 2011-12 budgeted General Fund Unreserved Fund Balance.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Ending General Fund Unreserved Fund balance	$5,185,941	$6,023,650	$6,489,859	$5,809,765	$5,668,385
Dollar Change +/-	NA	+$837,709	NA	-$752,694	NA
Percentage Change	NA	+16.2%	NA	-13.1%	NA

General Fund 001-1113

City Manager
Division Summary

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Total Revenues	0	0	0	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	281,101	268,424	252,160	277,383
Operational Charges	130,682	167,550	159,440	154,105
Capital Expenditures	0	0	0	0
Total Expenditures	411,783	435,974	411,600	431,488
Net Appropriations	-411,783	-435,974	-411,600	-431,488

Authorized Positions:				
City Manager	0.75	0.75	0.75	0.75
Assistant to the City Manager	0.00	0.15	0.15	0.15
Deputy City Clerk	0.75	0.250	0.25	0.25
Total	1.50	1.15	1.15	1.15

Human Resources/City Clerk
General Fund

MISSION

The Mission of Human Resources is to provide excellent service to the citizens of Port Hueneme by attracting, developing, and retaining the most highly qualified, proficient and service-oriented workforce. Provides 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 coordinates citywide training programs.

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

PRIMARY ACTIVITIES

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

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- Completed LossCAP risk management evaluation.
- Training tracking on H.R. Calendar to ensure employees are compliant with mandated and recommended training
- Staff training of initial steps for HTE's Click2Gov applicant tracking.
- Participated in numerous community outreach events, including Water Conservation Garden, E-News bulletins, State of the City; Sailboat Topper Auction, and Jane Drive Apartments Grand Opening.
- Successfully conducted 2010 Municipal General Election.

MAJOR INITIATIVES 2011-2012

- Continue to provide job-specific training for staff and effective management training for supervisors to avoid costly personnel actions and investigations.
- Improve skills and competencies through continued training and development.
- Improve Records Management and Contract Administration Procedures.

PERFORMANCE MEASURES 2011-2012

- Reduce days off work by 5% for injured employees by implementing the Temporary-Return-To-Work (TRTW) program by June 30.
- Complete 100% of mandatory training for all employees by June 30.
- Complete 100% of all employee performance evaluations by the evaluation due date.
- Reduce offsite records storage costs by at least 10%.

Human Resources/City Clerk
General Fund

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Reduce days off work by 35% for injured employees by implementing the TRTW program by June 30.					
Number of days off work for injured employees	NA	154	106	100	100
Percentage Change	NA	NA	31%	35%	35%
Complete 100% of mandatory training for all employees by June 30.					
Total Number of employees due for training	NA	123	123	121	121
Employees Trained	NA	123	123	121	121
Percentage	NA	100%	100%	100%	100%
Complete 100% of all employees performance evaluations by due date.					
# Employees Evals Due	NA	NA	121	121	119
# Employees Evals Completed by due date	NA	NA	96	108	119
Percentage	NA	NA	80%	90%	100%
Reduce offsite records storage costs by at least 10% by June 30.					
Records Storage Costs	$6720	$6,720	$6,720	$6,048	$6,048
Amount Change +/-	NA	$0	NA	-$672	-$672
Percentage Change	NA	0%	NA	-10%	-10%

General Fund 001-1115 **Human Resources/City Clerk**
Division Summary

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Total Revenues	0	0	0	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	274,794	314,474	301,327	331,472
Operational Charges	72,554	80,034	91,847	82,705
Capital Expenditures	0	0	0	0
Total Expenditures	347,348	394,508	393,174	414,177
Net Appropriations	-347,348	-394,508	-393,174	-414,177

Authorized Positions:				
Assistant to the City Manager	1.00	0.70	0.70	0.70
Deputy City Clerk	0.25	0.75	0.75	0.75
Admin Svcs Coordinator - PT (1)	0.50	0.50	0.50	0.50
Total	1.75	1.95	1.95	1.95

General Fund 001-1264 **Risk Management Division Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Workers Comp Contra Revenue	26,102	0	15,000	0
Total Revenues	26,102	0	15,000	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	946,927	1,119,481	1,201,701	1,098,951
Capital Expenditures	0	0	0	0
Total Expenditures	946,927	1,119,481	1,201,701	1,098,951
Net Appropriations	-920,825	-1,119,481	-1,186,701	-1,098,951

Authorized Positions:
None

Purpose of Account:

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

CITY OF PORT HUENEME

General Government

General Fund

"The Friendly City by the Sea"

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PRIMARY ACTIVITIES

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

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- Replacement of 16 desktop computers throughout the City and Police Department.
- Implementation of secure, point-to-point network for all HTE data traffic.
- Improved web filtering and audit protection levels on City's network.
- Completed penetration testing and remediation based upon results and recommendations provided by Information Security Consultant.
- Initial installation of HTE Click2Gov self-service web interface for utility billing, including history of water usage.

MAJOR INITIATIVES 2011-12

- Selection and initial implementation of Police Department CAD/RMS software system.
- Replacement of 8 desktop computers throughout the City and Police Department.
- Continued vigilance to protect City network resources from unauthorized access.

PERFORMANCE MEASURE 2011-12

- Unplanned outages of internet and/or email systems during normal business hours are less than 5 events during the fiscal year.
- Replacement of 8 desktop computers not meeting minimum standards in City and Police Department

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Unplanned outages of internet and/or email systems during normal business hours are less than 10 events during the period July 1st to June 30th.					
No. of unplanned outages	NA	2	< 7	1	< 10
Replace 100% of required desktop computers throughout the City.					
No. of Required Replacement Computers	NA	19	16	16	8
No. of Computers replaced	NA	19	16	16	8
Percentage replaced	NA	100%	100%	100%	100%

General Fund 001-1903 — **General Government Account Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	14,617,094	15,755,417	15,539,981	15,569,591
Total Revenues	14,617,094	15,755,417	15,539,981	15,569,591

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	193,085	225,925	216,742	227,718
Operational Charges	603,348	820,378	878,246	670,632
Capital Expenditures	16,047	15,000	12,000	6,500
Debt Service	133,859	77,530	77,530	14,689
Other/Transfers	497,823	517,900	517,900	536,515
Total Expenditures	1,444,162	1,656,733	1,702,418	1,456,054
Net Appropriations	13,172,932	14,098,684	13,837,563	14,113,537

Authorized Positions:				
IS/Technology Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	0.20	0.20	0.20	0.20
Assistant to the City Manager	0.00	0.15	0.15	0.15
Total	1.20	1.35	1.35	1.35

Purpose of Account:

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

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.

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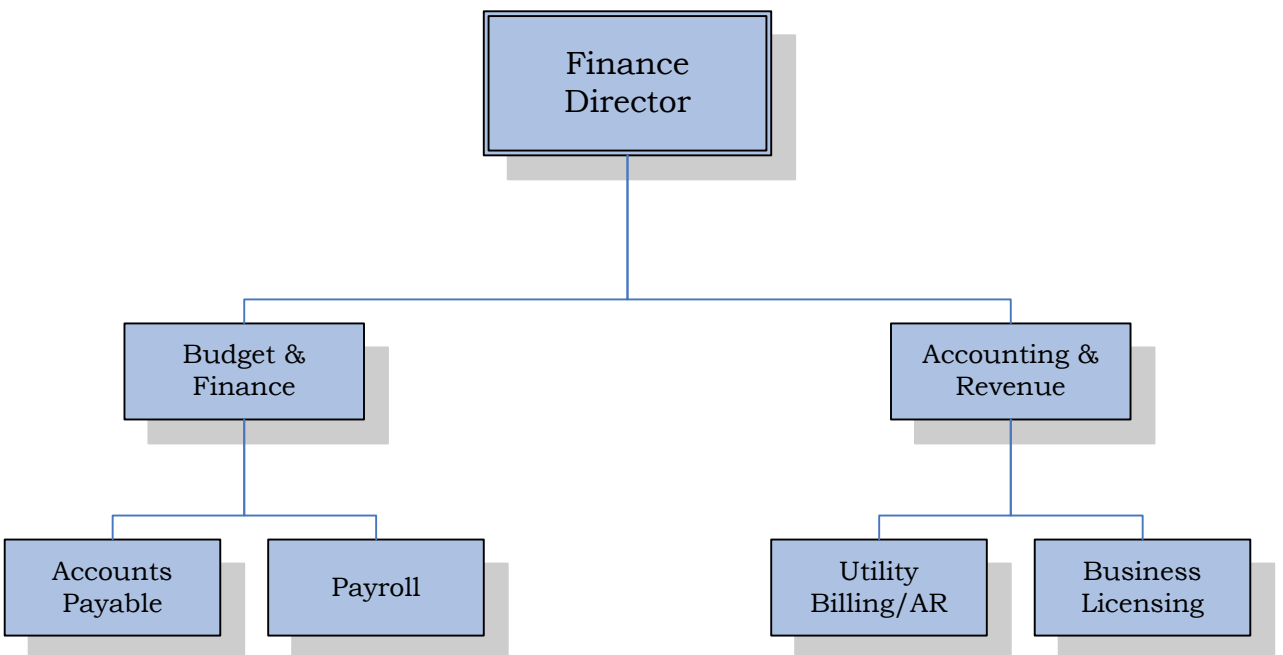
City of Port Hueneme

Finance



Organization Chart

Finance
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, management of mail room, financial statement reporting, preparation of the budget, prudent fiscal planning, and debt administration. Internal controls are established and maintained to ensure that the assets of the City are protected from loss, theft, misuse, and to ensure that adequate accounting data allows for the preparation of financial statements in conformity with generally accepted accounting principles. Financial reports are used as a tool to measure the results of operations for a variety of purposes, both internal and external.

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- Continued utilizing in-house staff for updating the City's Cost Allocation Plan for FY 2009-10, preparing the State Mandated Local Claims forms, which improved our control over these functions and saved consultant costs.
- Continually updated the five year financial forecast to evaluate each fiscal related issue and respective impact on the City's budget.
- Submitted FY 2010-11 Budget for review and received Excellence in Operating Budgeting award from the California Society of Municipal Financial Officers and the Certificate of Recognition from the Government Finance Officers Association.
- Submitted FY 2009-10 Financial Statements for review and received an award for Outstanding Financial Reporting from to the California Society of Municipal Financial Officers.
- Received unqualified opinions on all City entity audits for FY 2009-10.
- Assisted with successfully updating the Utility Users Tax for passage during November 2010 election and implementing the changes.

OBJECTIVES 2011-12

- Prepare annual financial statements and submit for the Comprehensive Annual Financial Report (CAFR) Awards.
- Submit FY 2011-12 Budget to the California Municipal Society of Finance Officers and the Government Financial Officer's Association.
- Update the City's Cost Allocation Plan and the City's Reserve, Budgeting and Investment policies.
- Receive unqualified opinions for all City entity audits.
- Implement Click-to-Gov and lock box system to allow City customers an additional option to pay charges and to streamline billing operations.

Finance
General Fund

PERFORMANCE MEASURES 2010-11

- Increase the number of City Business Licenses issued by 2.5% by June 30.
- 95% of all business licenses will be issued/ renewed within 48 hours of application.
- Continually have the City pooled investments outperform LAIF each month by at least 70 basis points.
- Maintain number of audit adjustments to 10 or less 100% of the time.
- Utility bill collection rate to be 98% or higher 100% of the time.
- Handle 20% of all customer service transactions for Utility Billing through self-service options.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Number of Business Licenses issued	1,419	1,395	1,530	1,455	1,490
Percentage Change	NA	-1.7%	5%	4.3%	2.5%
Rate of business licenses issued within 48 hours of application	NA	97%	95%	97%	95%
City pooled investments average performance rate as of June 30	2.44%	1.80%	1.60%	1.40%	1.60%
LAIF average performance rate as of June 30	NA	0.70%	0.95%	0.51%	0.90%
Difference	NA	1.10%	0.70%	0.89%	0.70%
Number of audit adjustments at June 30.	10	10	15	8	10
Utility Billing Revenue	$12,276,000	$12,276,000	$13,482,000	$13,507,000	$14,238,000
Collections over 90 days	NA	$160,000	$150,000	$217,188	$285,000
Collection rate	NA	99.26%	98.69%	98.39%	98.00%
Total number of utility billing customers	5,709	5,709	5,720	5,758	5,760
Total number of customers using self-service options	NA	631	1,144	675	1,152
Percentage self-service users	NA	11%	20%	11%	20%

General Fund

Finance Department
Department Overview

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Total Revenues	0	0	0	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	1,170,477	1,250,840	1,161,079	1,308,213
Operational Charges	67,190	72,480	72,526	95,220
Capital Expenditures	1,542	2,500	2,500	2,500
Total Expenditures	1,239,209	1,325,820	1,236,105	1,405,933
Net Appropriations	-1,239,209	-1,325,820	-1,236,105	-1,405,933

Authorized Positions:				
Finance Director	1.00	1.00	1.00	1.00
Accounting & Revenue Manager	1.00	1.00	1.00	1.00
Budget & Finance Manager	1.00	1.00	1.00	1.00
Supervising Accountant	1.00	1.00	1.00	1.00
Accountant	0.95	0.95	0.95	0.95
Payroll Services Specialist	1.00	1.00	1.00	1.00
Fiscal Assistant	3.00	3.00	3.00	3.00
Fiscal Assistant PT - (1)	0.50	0.50	0.50	0.50
Fiscal Aide PT - (1)	0.00	0.00	0.00	0.50
Total	9.45	9.45	9.45	9.95

Fund 511 **Certificates of Participation Account Summary**

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Fiscal Agent Interest	0	0	0	0
Fund Interest	0	0	0	0
Transfer In - General Fund	495,323	493,900	493,900	493,900
Total Revenues	495,323	493,900	493,900	493,900

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Fiscal Agent Fees	4,892	5,000	5,000	5,000
Debt Service	490,400	488,900	488,900	488,900
Total Expenditures	495,292	493,900	493,900	493,900
Net Appropriations	31	0	0	0

Authorized Positions:
None

Purpose of Account:

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

Fund 512 **Pension Obligation Bonds**
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Transfer In - General Fund	772,158	884,407	884,360	952,520
Total Revenues	772,158	884,407	884,360	952,520

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Fiscal Agent Fees	4,058	4,000	3,953	4,000
Debt Service	768,099	880,407	880,407	948,520
Total Expenditures	772,157	884,407	884,360	952,520
Net Appropriations	1	0	0	0

Authorized Positions:
None

Purpose of Account:

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

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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.

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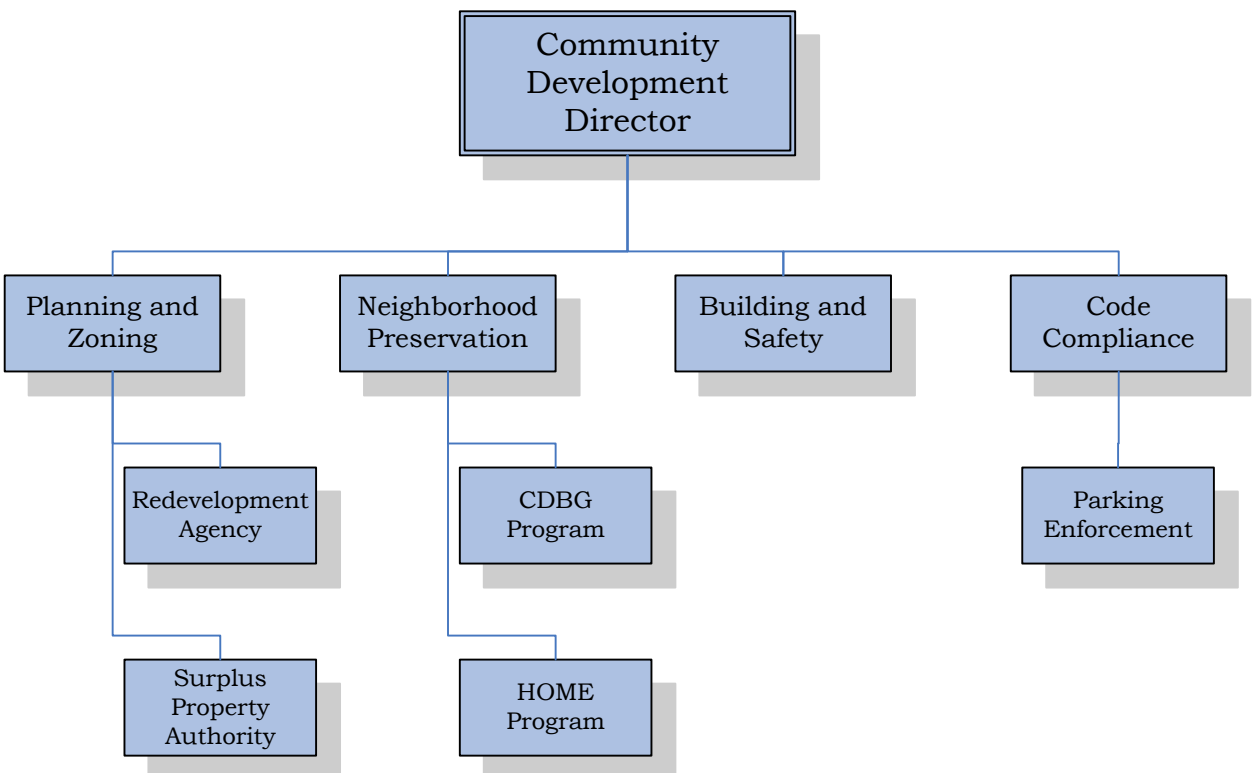
City of Port Hueneme

Community Development



Organization Chart

General Fund — **Community Development Department**

Department Overview

Direct Revenue	Actual 2009-10	Budgeted 2010-12	Projected 2010-11	Final 2011-12
General Fund	570,982	585,800	619,700	588,100
Total Revenues	570,982	585,800	619,700	588,100

Expenditure Description	Actual 2009-10	Budgeted 2010-12	Projected 2010-11	Final 2011-12
Salaries & Benefits	780,671	843,360	788,164	854,665
Operational Charges	121,845	152,250	140,000	188,920
Capital Expenditures	0	0	0	0
	0	0	0	0
Total Expenditures	902,516	995,610	928,164	1,043,585
Net Appropriations	-331,534	-409,810	-308,464	-455,485

Authorized Positions:				
Comm Dev Director	1.00	1.00	1.00	1.00
Comm Dev Specialist	0.50	0.50	0.50	0.50
Comm Dev Technician	1.00	1.00	1.00	1.00
Building Official	0.85	0.85	0.85	0.85
Building Inspector - PT (1)	0.25	0.25	0.25	0.25
Code Compliance Manager	1.00	1.00	1.00	1.00
Code Compliance Officer	1.00	1.00	1.00	1.00
Parking Officer - PT (2)	1.00	1.00	1.00	1.00
	6.60	6.60	6.60	6.60

Administration/Planning & Zoning
General Fund

MISSION

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

PRIMARY ACTIVITIES

- Provides oversight of Department budget, strategies, and projects.
- Manages Department's customer service and City Hall reception and community-related information.
- Manages the City's Planning and Zoning function including the General Plan, Zoning Ordinance, Subdivision Regulations, Local Coastal Program, and CEQA.
- Manages the City's Redevelopment Agency encompassing three Project Areas (Central Community, Hueneme, and NCEL) to alleviate both physical and economic blight.
- Manages the City's Surplus Property Authority including property leasing and management for the Hueneme Aquacultural Business Park.
- Manages various City franchises.
- 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, APCD, and CCPA.
- Provides public relations including the oversight of over 50 commercial, industrial and residential Planned Unit Developments and over 30 homeowners associations.
- Acts as ex-officio member to the Port Hueneme Chamber of Commerce.

MAJOR ACCOMPLISHMENTS IN 2010-11

- Administrative Permit No. PHAP-50 issued in March 2010 to reoccupy the former Baker's Square site (Paradise Mesquite Grill) and provide outdoor dining and liquor license.
- Prepared & concluded City adoption of a new Reasonable Accommodation Ordinance.
- Administrative Permit PHAP-49 issued to covert the Top Deck Motel into 11 apartments with 55-year affordability covenants plus occupancy and maintenance provisions.
- Processed Surfside Motel Conversion conceptual plans for pre-application and executed contract planning agreement with Rincon Consultants to help process the project.
- Completed draft zoning ordinance revisions and 45-day Coastal Commission review period regarding density bonuses, emergency shelters, transitional and supportive housing, single-room occupancies, and an update to the City's definition of families and its reasonable accommodation procedures.
- Completed FEIR for the triplex demolition-relocation project at 245 E. Port Hueneme Road.
- Administrative Permit No. PHAP-51 issued to add fourth wireless site atop Mar Vista (T-Mobile).
- Prepared & concluded revised Massage Permit Ordinance to comply with State law.
- Continued 2010 Census coordination for post enumeration.
- Continued City participation with CCPA, EDC-VC Roundtable, SCAG, APCD, Chamber of Commerce, Ventura County Housing & Homeless Coalition, Ventura County Compact, LAFCO, and OHD Waterfront Working Group.
- Concluded Council approval of alterations and reimbursement for Andy's Seafood expansion/ re-roofing.
- Completed Mayor's Grand Jury response regarding "WHERE ARE YOU SLEEPING TONIGHT?"

- Prepared and concluded FEMA Flood Hazard Ordinance including LCP amendment.
- Prepared and had Council approve Addendum No. 4 to the Off Street Beach Parking Agreement between PAC and the City.

MAJOR INITIATIVES 2011-12

- Process entitlements for Stellar Biotechnologies' new office space at Hueneme Aquacultural Business Park.
- Conclude replacement of the transit sign/pole and benches on the City's fixed route system.
- Process Administrative Development Permit for RDA's 221 East Scoot Street Triplex.
- Conclude Housing Element Zoning/LCP amendments.
- Participate and monitor SCAG's 2012 RTP/SCS and RHNA process.
- Address military encroachment issues.
- Commence entitlements and CEQA review for Surfside Motel Conversion.
- Commence entitlements and CEQA review for 4.5-acre grocery/residential project at Victoria Avenue.
- Commence Strategic Plan projects revolving around business attraction, sewer lateral inspections, and RDA/OHD Joint projects.
- Process Development Permit modification for Surfside I renovation projects.

PERFORMANCE MEASURES 2011-12

- Maintain Department 100% efficiencies, cross training, and multiple skill sets to provide a diverse set of new and existing programs, services, and controls with staffing levels reduced from historical levels (current allocations based upon employee Fund Split Report and FY 2009-10 Cost Allocation Plan):

Department Administration	0.50 FTE
Planning & Zoning/CEQA	0.30 FTE
Surplus Property Authority	0.10 FTE
Neighborhood Pres./CDBG	0.55 FTE
Code Compliance/Animal Control	1.75 FTE
Parking Enforcement	0.25 FTE
Building & Safety/Fire	1.35 FTE
Redevelopment Agency	2.45 FTE
Counter Reception/Switchboard	0.75 FTE
Department Total	8.00 FTE*

FTE = Full-time equivalent

- Serve 95% of customers within five minutes at the City Hall reception and Planning/ Building counter on an annual basis.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Department efficiency rate	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE
Average number of customers served	NA	NA	NA	23,000*	21,000
Customers served within five minutes at City Hall.	NA	NA	NA	22,950	20,790
Percentage	NA	NA	NA	99.8%	99%

* Based upon actual counts conducted May 2-5, 2011.

General Fund 001-5101 **Community Development Administration**

Division Summary

Direct Revenue	Actual 2009-10	Budgeted 2010-12	Projected 2010-11	Final 2011-12
General Fund	11,301	8,000	13,000	18,000
Total Revenues	11,301	8,000	13,000	18,000

Expenditure Description	Actual 2009-10	Budgeted 2010-12	Projected 2010-11	Final 2011-12
Salaries & Benefits	315,672	332,956	318,480	336,949
Operational Charges	8,684	18,550	9,700	23,100
Capital Expenditures	0	0	0	0
Total Expenditures	324,356	351,506	328,180	360,049
Net Appropriations	-313,055	-343,506	-315,180	-342,049

Authorized Positions:				
Comm Dev Director	1.00	1.00	1.00	1.00
Comm Dev Specialist	0.50	0.50	0.50	0.50
Comm Dev Technician	0.50	0.50	0.50	0.50
Total	2.00	2.00	2.00	2.00

Building & Safety
General Fund

MISSION

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

PRIMARY ACTIVITIES

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- 2010 Building Codes. Prepared and concluded Ordinance No. 702 for triennial update of California Building Codes (2010 editions) adopted by Council.
- 2010 Fire Code. Obtained Council ratification of Ventura County Ordinance No. 27 to be effective in City (2010 Fire Code).
- Conclude plan check and final for Harbor District's Central Gate Security projects.
- Recommenced plan check, permits, and inspections for The Hideaway (74 remaining Townhomes).
- Complete Plan check inspections and final for Silver Strand Passages campus renovation.

MAJOR INITIATIVES 2011-12

- Implement the State's new CalGreen Building Standards Code.
- Continue maintenance plan and inspections for major renovation work at Surfside I and Surfside III to address deferred maintenance including termite damage, dry rot, repair/replacement of water and sewer piping, exit balconies and stairwells, elevators, roofing, and other miscellaneous work.
- Continue to update and enhance the Building and Safety Emergency Operations Manual and procure emergency operations equipment.
- Recommence plan check, permits, and inspections for Beach House (32 remaining homes).
- Commence retail incentive for permit/plan check waivers.

Building & Safety
General Fund

PERFORMANCE MEASURES 2011-12

- Conduct 1,000 inspections on an annual basis.
- Complete 95% of all inspections within 24 hours of making appointment on an ongoing basis. Total number of construction inspections completed and percentage of construction inspections completed within 24 hours of making an appointment.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Number of annual inspections	1,000	1,050	1,000	1,000	1,000
Percentage of inspections completed within 24 hours	95%	95%	95%	95%	95%

General Fund 001-5123

Building & Safety
Division Summary

Direct Revenue	Actual 2009-10	Budgeted 2010-12	Projected 2010-11	Final 2011-12
General Fund	145,192	192,300	206,500	173,800
Total Revenues	145,192	192,300	206,500	173,800

Expenditure Description	Actual 2009-10	Budgeted 2010-12	Projected 2010-11	Final 2011-12
Salaries & Benefits	184,299	197,186	185,519	197,216
Operational Charges	6,658	16,850	11,850	25,120
Capital Expenditures	0	0	0	0
Total Expenditures	190,957	214,036	197,369	222,336
Net Appropriations	-45,765	-21,736	9,131	-48,536

Authorized Positions:				
Building Official	0.85	0.85	0.85	0.85
Building Inspector - PT (1)	0.25	0.25	0.25	0.25
Com. Dev. Technician	0.50	0.50	0.50	0.50
Total	1.60	1.60	1.60	1.60

Code Compliance/Parking Enforcement
General Fund

MISSION

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

PRIMARY ACTIVITIES

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- Maintained the Crime Free Multi-Housing Program for rental units (over 158 apartments certified as crime free in total program).
- Continued mitigation of several significant residential hoarding occupancies in the City.
- Continued enforcement for removing temporary outdoor lighting (holiday lights).
- Outreach, education, and enforcement of allowable outdoor advertising.
- Continue Parking Enforcement's Roadside Assistance Program.
- Continue backup Crossing Guard and Traffic Control functions for Police Department.

MAJOR INITIATIVES 2011-12

- Continuation of certification of additional rental properties, including the first Condominium complex, under the Crime Free Multi-Housing Program.
- Enforcement of the removal of portable basketball hoops blocking public access on sidewalks and in the street.
- Enforcement of overgrown trees on private property blocking the public rights-of-way.
- Delinquent business license enforcement coordinated with HTE.

Code Compliance/Parking Enforcement
General Fund

PERFORMANCE MEASURES 2011-12

- Reduce the number of repeat violations relating to outdoor temporary signage in commercial zones by 5% over FY 2010-11 numbers by June 30, 2012.
- Work with Streets Division to maintain effectiveness of curbside street sweeping and to help enhance quality of storm-water runoff by providing continued enforcement of posted parking restrictions for weekly sweeping and ongoing removal of abandoned vehicles on streets. Educate new residents and de-crease street sweeping violations by 5% over FY 2010-11 numbers by June 30, 2012.

Performance Measure Indicator	Actual FY 2008-09	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Number of repeat outdoor temporary signage violations	43	10	41	41	9
Percentage change	NA	-77%	NA	-5%	-5%
Number of street sweeping violations	4,855	4,662	4,370	4,612	4,429
Percentage change	NA	-4%	NA	-5%	-5%

General Fund 001-5124 — **Code Compliance Division Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-12	Projected 2010-11	Final 2011-12
General Fund	23,152	0	200	0
Total Revenues	23,152	0	200	0

Expenditure Description	Actual 2009-10	Budgeted 2010-12	Projected 2010-11	Final 2011-12
Salaries & Benefits	189,995	213,485	193,705	223,660
Operational Charges	63,658	68,400	70,375	92,425
Capital Expenditures	0	0	0	0
Total Expenditures	253,653	281,885	264,080	316,085
Net Appropriations	-230,501	-281,885	-263,880	-316,085

Authorized Positions:				
Code Compliance Manager	0.75	0.75	0.75	0.75
Code Compliance Officer	1.00	1.00	1.00	1.00
Total	1.75	1.75	1.75	1.75

General Fund 001-5125 **Parking Code Enforcement Division Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-12	Projected 2010-11	Final 2011-12
General Fund	391,337	385,500	400,000	396,300
Total Revenues	391,337	385,500	400,000	396,300

Expenditure Description	Actual 2009-10	Budgeted 2010-12	Projected 2010-11	Final 2011-12
Salaries & Benefits	90,705	99,733	90,460	96,840
Operational Charges	42,845	48,450	48,075	48,275
Capital Expenditures	0	0	0	0
Total Expenditures	133,550	148,183	138,535	145,115
Net Appropriations	257,787	237,317	261,465	251,185

Authorized Positions:				
Code Compliance Manager	0.25	0.25	0.25	0.25
Parking Officer - PT (2)	1.00	1.00	1.00	1.00
Total	1.25	1.25	1.25	1.25

Neighborhood Preservation

MISSION

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

PRIMARY ACTIVITIES

- Manages Residential Rehabilitation Loan Program (RRLP) to provide loans for eradicating substandard housing conditions.
- Manages the Home Maintenance Incentive Rebate Program (HMIRP) to provide grants to encourage exterior property maintenance.
- Manages the Home Buyer Assistance Program (HBAP) to stabilize neighborhoods through homeownership.
- Manages the Homeownership Individual Development Account Program (IDA) to foster asset accumulation for low-income City residents/workers to participate in the Home Buyer Assistance Program.
- Manages the federal Community Development Block Grant (CDBG) Program to eradicate slums and blight and undertake projects that benefit low and moderate-income persons.
- Manages various grants including the HOME Program to promote housing affordability for low-income households.
- Assists with staffing the City's Redevelopment Agency.
- Oversees management of City, Agency, CDBG affordable housing (27 units).
- Maintains parcel information in the City's land database that serves as the basis for all HTE applications.

MAJOR ACCOMPLISHMENTS IN 2010-11

- Drafted successful FY 2010-11 CDBG project proposals that were authorized by the County Board of Supervisors.
- Assisted in CDBG project administration for the Bolker Park Playground project .
- Funded one RRLP loan for the rehabilitation of an owner-occupied single-family home.
- Continues to jointly manage, monitor, and oversee the backbone Land Database for the City's new HTE system.
- Prepared housing statistics for RDA's Annual HCD audit/report.
- Revised Neighborhood Preservation Program Guidelines to reduce the down payment requirement for first time buyers receiving assistance under the Home Buyer Assistance Program. Disbursed small grants under the Home Maintenance Incentive Re-bate Program resulting in the improvement of residential units located within designated target neighborhoods.
- Administered FY 2010-11 CDBG Program allocations including the preparation of contracts, quarterly status reports, drawdown reports, and the Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2008-09.
- Managed the design and rehabilitation of five apartments at 841 Jane Drive and placed 5 new tenants.
- Managed roof repairs and a mold remediation project at 780-786 Jane Drive.
- Managed the rehabilitation of an Agency-owned house at 309 E. "C" Street.
- Monitored compliance of the Top Deck Apartments with long term affordability covenants.
- Undertook enforcement of maintenance covenants at previously rehabilitated duplexes on Ann Avenue.
- Investigated cases of borrower non-compliance with loan terms and accelerated loans as appropriate.
- Proposed a records retention policy for the Neighborhood Preservation Program files and coordinated destruction of non-essential records.

Neighborhood Preservation

MAJOR INITIATIVES 2011-12

- Fund two Residential Rehabilitation Loans.
- Continue annual task of updating and maintaining parcel information in the prescribed County format to ensure accuracy for Assessment Districts and all HTE applications.
- Manage CDBG Program by preparing City's project proposals, assisting in the evaluation and scoring of all proposals submitted to the Urban County Entitlement Program, and assisting in the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) for FY2010-11.
- Continue funding cost allocation revenue to City's General Fund.

PERFORMANCE MEASURES 2011-12

- Fund residential loans and rebates under the RRLP, HMIRP, and HBAP at 50% over the previous year.

Performance Measure Indicator	Actual FY 2008-09	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Number of annual residential loans/rebates	35	30	22	13	50
Percentage over previous year	NA	.85%	NA	.43%	50%

Neighborhood 128-5102 Preservation Fund

Neighborhood Preservation Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Housing In-Lieu Fees	0	0	53,000	0
Loan Payoff Interest	0	60,000	4,000	60,000
Fund Interest	38,056	600	41,700	40,000
Miscellaneous Revenues	4,129	500	800	500
Loan Payoff Revenue	222	60,000	25,118	60,000
CDBG Grant	5,883	0	0	0
Fund Balance	76,321	187,838	0	117,326
Total Revenues	124,611	308,938	124,618	277,826

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	64,974	67,938	64,184	67,526
Operational Charges	30,737	207,700	27,134	175,700
Cost Allocation	28,900	33,300	33,300	34,600
Capital Expenditures	0	0	0	0
Total Expenditures	124,611	308,938	124,618	277,826
Net Appropriations	0	0	0	0

Authorized Positions:				
Building Official	0.05	0.05	0.05	0.05
Comm Dev Programs Manager	0.20	0.20	0.20	0.20
Comm Dev Specialist	0.25	0.25	0.25	0.25
Total	0.50	0.50	0.50	0.50

CDBG 254-5300

CDBG
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Jane Drive Rental Income	4,797	0	0	0
Fund Interest	3,723	3,000	0	0
CDBG Entitlement	391,261	375,107	343,309	215,228
CDBG Program Income	265,483	10,000	17,206	0
Fund Balance	11,541	0	0	0
Total Revenues	676,805	388,107	360,515	215,228

Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	676,805	385,107	360,167	215,228
Capital Expenditures	0	0	0	0
Total Expenditures	676,805	385,107	360,167	215,228
Net Appropriations	0	3,000	348	0

Authorized Positions:
None

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

HOME Program 264-5200

Homebuyer Program
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Homebuyer Program Revenue	0	0	0	0
Homebuyer Program Income	13,580	0	0	0
Miscellaneous Revenue	0	0	0	0
Fund Balance	0	0	24,380	0
Total Revenues	13,580	0	24,380	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	24,380	0
Capital Expenditures	0	0	0	0
Total Expenditures	0	0	24,380	0
Net Appropriations	13,580	0	0	0

Authorized Positions:
None

Purpose of Account:
The HOME Program is a Federal grant to promote affordable housing for low and moderate income individuals and families.

Police

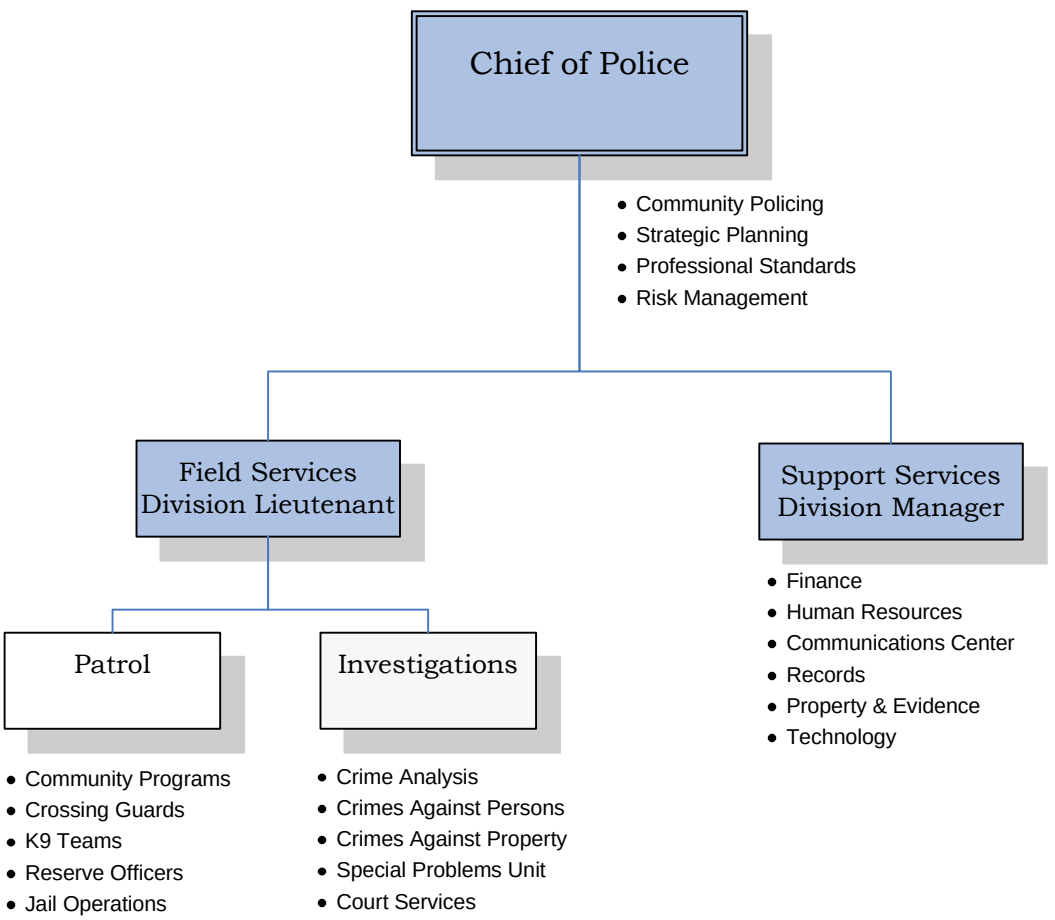
General Fund

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

General Fund

Police Department
Department Overview

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	89,995	99,670	134,384	91,500
Vehicle Reserves	0	53,000	53,000	143,000
Total Revenues	89,995	152,670	187,384	234,500

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	5,867,381	6,068,476	6,011,185	6,351,343
Operational Charges	196,258	250,718	263,739	237,475
Capital Expenditures	13,986	83,000	79,904	145,500
Total Expenditures	6,077,625	6,402,194	6,354,828	6,734,318
Net Appropriations	-5,987,630	-6,249,524	-6,167,444	-6,499,818

Authorized Positions:				
Police Chief	1.00	1.00	1.00	1.00
Police Commander	1.00	0.00	0.00	0.00
Police Lieutenant	0.00	1.00	1.00	1.00
Police Support Svcs. Div. Mgr.	0.00	1.00	1.00	1.00
Police Services Assistant	1.00	0.00	0.00	0.00
Police Sergeant	5.00	5.00	5.00	5.00
Senior Police Officer	5.00	5.00	5.00	5.00
Police Officer	7.00	7.00	6.00	6.00
Police Officer/Detective	3.00	3.00	3.00	3.00
Police Officer/SPU	2.00	2.00	3.00	3.00
Senior Police Comm Officer	1.00	1.00	1.00	1.00
Police Comm Officer	3.00	4.00	4.00	4.00
Police Comm Officer PT - (1)	1.00	0.50	0.50	0.50
Police Support Svcs Officer	1.00	1.00	1.00	1.00
Police Supp Svcs Officer PT - (1)	0.50	0.50	0.50	0.50
Police Records Technician	1.00	1.00	1.00	1.00
Crossing Guard PT - (5)	2.50	2.50	2.50	2.50
Park Ranger PT - (1)	0.25	0.25	0.25	0.25
Total	35.25	35.75	35.75	35.75

Police Administration
General Fund

MISSION

It is the Mission of the Police Administration Division to develop policies and procedures leading to greater crime fighting effectiveness, and to achieve a safe and secure environment for our staff, through the effective use of available resources.

PRIMARY ACTIVITIES

- Plans, coordinates, supervises and evaluates police department operations; reviews department performance and effectiveness, 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.
- Ensures that laws and ordinances are enforced and that public peace and safety is maintained.
- Provides overall leadership and direction of the Department through the development and implementation of department policy.

MAJOR ACCOMPLISHMENTS IN 2010-11

- The Hueneme Assisting Residents Together (HART) has eleven recognized clients and has met with great reviews from the citizens. The program has already identified one client who was the victim of elder financial abuse, and another who was in need of medical assistance.
- Established the Port Hueneme Clergy Council, currently consisting of ten participating churches within the community.
- Conducted two successful Bicycle Safety Rodeos, at Hueneme Elementary School and Sunkist Elementary School.
- Participated in the preparation of the Countywide Tsunami Emergency Evacuation and Hazard Mitigation Plan.
- Successfully completed all National Incident Management System (NIMS) compliance objectives throughout the Department.
- Completed installation of necessary equipment in the Department Emergency Operations Center (EOC).
- Continued our contract with "Social Outreach Services" to augment the efforts of the police department in gang intervention and prevention services.
- Applied for $1,035,500 in Grant Funding, from a number of sources, to supplement the Police Department budget and improve public safety.

MAJOR INITIATIVES 2011-12

- Purchase an integrated Computer Aided Dispatch/Records Management System (CAD/RMS), which includes Mobile Data Terminals in the patrol vehicles. This purchase would be made possible through a Department of Homeland Security Grant administered by the Oxnard Harbor District, Port of Hueneme.
- Purchase a security gate for the Department parking area to provide better security for the structure.
- Complete the application process and become a member of the Military Surplus Materials Programs. These programs allow police departments to obtain military surplus equipment at no cost and to purchase equipment at Government Sales Administration (GSA) pricing.
- Update the Department's radio system to provide better coverage throughout the city and alleviate the current "dead zones".
- Work with the Port Hueneme Boys' and Girls' Club to improve the facilities and create a more effective partnership to dissuade juveniles from crime and delinquency.

Police Administration
General Fund

PERFORMANCE MEASURES 2011-12

- Reduce the current level of Part 1 Crimes by 15% by July 1, 2014.

Performance Measure Indicator	Actual 2008	Actual 2009	Actual 2010	Projected 2011	Final 2012
Number of Part I Crimes in these years:	484	505	553	470	418
Percent Change in Part I Crimes	NA	+4%	+10%	-15%	-11%
Number of Arson Crimes	12	6	4	6	6
Number of Domestic Violence Crimes	280	298	294	200	170

*Note: Data is captured on a calendar-year basis (January through December).

General Fund 001-2101 **Police Admininstration Division Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	85,289	96,670	96,670	88,500
Total Revenues	85,289	96,670	96,670	88,500

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	624,255	573,164	550,179	385,167
Operational Charges	56,397	81,603	88,274	73,900
Capital Expenditures	2,537	10,000	10,000	2,500
Total Expenditures	683,189	664,767	648,453	461,567
Net Appropriations	-597,900	-568,097	-551,783	-373,067

Authorized Positions:				
Police Chief	1.00	1.00	1.00	1.00
Police Commander	1.00	0.00	0.00	0.00
Police Support Svcs. Div. Mgr.	0.00	1.00	1.00	1.00
Police Services Assistant	1.00	0.00	0.00	0.00
Total	3.00	2.00	2.00	2.00

Patrol/Investigations
General Fund

MISSION

The Patrol Division's Mission is to provide quality service and protection to the community while encouraging innovative, proactive policing strategies and maintaining a commitment to the Community Policing Program.

The Investigations Division's Mission is to provide investigative and technical support, by providing prompt, efficient, courteous and professional service, using every resource available to achieve a positive outcome.

PRIMARY ACTIVITIES

- Patrols the City to preserve the peace and enforce the law; controls traffic; prevents, detects, and investigates misconduct involving Federal, State, County, and City laws and ordinances; serves and protects.
- Responds to radio calls; investigates accidents, robberies, civil disturbances, domestic disputes, fights, missing children, prowlers, drug abuse; takes appropriate law enforcement action.
- Locates and questions suspects and witnesses, and arrests violators. Investigates, controls, and documents the scene, renders first aid and preserves evidence.
- Undertakes community police work, crime prevention, tobacco and alcohol stings, traffic safety.
- Coordinates activities and exchanges information with other Agencies or City Departments regarding cases, policies and procedures.
- Conducts follow-up investigations of crimes committed.
- Obtains evidence and compiles information regarding crimes and crime trends.
- Prepares a variety of reports and records including officers' reports, field interrogation reports, alcohol reports, and drug influence reports for criminal case prosecutions.
- Conducts liaison with the District Attorney, for effective filing and prosecution.
- Maintains roster of all criminal complaints.

MAJOR ACCOMPLISHMENTS IN 2010-11

- Instituted Crime Action Teams (CAT) to be more responsive to crime problems. CAT Teams can be organized quickly to attack crime trends in a timely manner.
- Patrol received six new patrol bicycles donated by BMW motors. Twenty officers, both full time and reserve, graduated from the bicycle patrol school organized and taught by a PHPD cadre.
- The Port Hueneme Chaplains Corps has increased membership to six chaplains and now includes a Catholic Priest and a Jewish Rabbi.
- The Hueneme Assisting Residents Together (HART) Program is conducting visits to Senior Citizens. HART reaches out to residents with no family in the area to check their health and welfare.
- Purchased and outfitted an Emergency Response Vehicle for Disaster and Major Incident Response. This vehicle was obtained through a Homeland Security grant.
- Patrol is now 100% digital in all audio recording and photography, providing a smoother and cleaner capture for evidentiary purposes.
- The Special Problems Unit (SPU) has added one officer and is having a strong impact to reduce Gang, Narcotics, Graffiti, and other crime.
- The Department has reorganized, to put more emphasis on field operations. Promoted a Sergeant to Lieutenant to replace a retiring Commander. Backfilled a Sergeant, two Senior Officers, and two new police officer positions.
- The Department appointed a new K-9 handler and a new motorcycle traffic officer.

MAJOR INITIATIVES 2011-12

- Implement Daily Briefing Training, which will provide targeted instruction in the areas of Law, Report Writing, and Field Tactics. This training will improve performance and reduce liability.

- Implement a Community Police Problem Solving System (CPPSS) within the Special Problems Unit. Any citizen-initiated complaint of crime, such as suspected drug dealing, will be addressed. A number of innovative strategies from surveillance to search warrants to Crime Free Housing will be employed, depending on the nature and severity of the problem. Police actions and results will be tracked and reported back to the citizen(s).
- Apply for an Alcoholic Beverage Control (ABC) and an Office of Traffic Safety (OTS) grant to assist with alcohol related investigations and traffic enforcement. This will put more officers on the street without incurring extra costs.
- Every detective and Special Problems Unit Officer will be asked to prepare a detailed "Affiant Statement", documenting their training and experience in Narcotics, Gang, and Crimes of Violence. This is a critical step to making search warrant preparation more timely, more achievable, and more legally sound.
- Train aggressively, involve landlords, and implement key components of Crime Free Housing, in order to perform Criminal Abatements and long-term solutions for nuisance properties.
- Will use asset-forfeiture funds to purchase additional safety equipment for the Special Problems Unit, in order to conduct High Risk entries and events.
- Purchase Load Bearing Vests to mitigate the risk of back injuries related to the wearing of Sam Browne gun belts.

PERFORMANCE MEASURES 2011-12

- Maintain a 10% reduction in injury and non-injury traffic collisions utilizing statis-tical information for the deployment of the Motorcycle Traffic Officer.
- Increase the number of DUI arrests by 10%.

Performance Measure Indicator	Actual FY 2008-09	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Number of Injury Traffic collisions	46	69	62	53	43
Percentage change	NA	50%	51%	-15%	-10%
Number of Non-Injury Traffic collisions	79	117	105	90	81
Percentage change	NA	48%	48%	-15%	-10%
Number of DUI arrests	31	57	60	76	84
Percentage change	NA	-46%	5%	15%	10%

General Fund 001-2102 **Police Patrol/ Investigations Division Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	4,706	3,000	37,714	3,000
Vehicle Reserves	0	53,000	53,000	143,000
Total Revenues	4,706	56,000	90,714	146,000

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	4,481,314	4,748,212	4,686,809	5,064,022
Operational Charges	83,690	98,500	101,150	95,650
Capital Expenditures	11,449	73,000	69,904	143,000
Total Expenditures	4,576,453	4,919,712	4,857,863	5,302,672
Net Appropriations	-4,571,747	-4,863,712	-4,767,149	-5,156,672

Authorized Positions:				
Police Lieutenant	0.00	1.00	1.00	1.00
Police Sergeant	5.00	5.00	5.00	5.00
Senior Police Officer	5.00	5.00	5.00	5.00
Police Officer	7.00	7.00	6.00	6.00
Police Officer/Detective	3.00	3.00	3.00	3.00
Police Officer/SPU	2.00	2.00	3.00	3.00
Park Ranger PT - (1)	0.25	0.25	0.25	0.25
Total	22.25	23.25	23.25	23.25

Police Support Services
General Fund

MISSION

To provide support for the enforcement, evidence preservation and investigative functions within the Police Department.

PRIMARY ACTIVITIES

The Support Services Division provides assistance for the Patrol and Investigative Division by professionally processing both property and evidence. This division also includes Communications/Records, which is responsible for transmitting and receiving emergency and routine communications via telephone, radio and computer as well as performing a variety of clerical and record keeping duties.

MAJOR ACCOMPLISHMENTS IN 2010-11

- Obtained approval for the reclassification of one (1) part-time dispatcher position to a full-time position. This was critical to enhance the efficiency of our Communications operation by allowing for appropriate staffing levels during peak hours.
- Radio band #3 was upgraded with a duplexer to a voter/repeater system. This improved our portable-to-portable radio communication capability and officer safety measures.
- Converted an upstairs space into an extension of the property room, which will be reserved for long-term storage and satisfy biological drying space needs. This conversion project included painting, re-flooring, extensive security additions and shelving purchase/ assembly.
- Reconciled and transferred $10,896.85 in unclaimed funds from the Property/Evidence account to a revenue account dedicated for the improvement of the Property and Evidence Room.
- Completed Property and Evidence Room purge of years 2002-2007 along with the inventory and relocation of a vast amount of long-term storage items.

MAJOR INITIATIVES 2011-12

- Reconcile and transfer any remaining unclaimed funds from the Property and Evidence account for revenue.
- Implement a Bar-coding system in the Property and Evidence Room.
- Perform an internal audit and request an external POST audit of the Property and Evidence Room.
- Designate and develop a distinct Records Division function within the Police Department.
- Upgrade the 9-1-1 software using the State 9-1-1 fund allotment.
- Write Standard Operating Procedures, Policy and Training Manuals for the Property and Evidence Room, Dispatch and Records Divisions.
- Train Dispatch Staff on the Reverse 911 Program.
- Revise Senior Dispatcher and Support Service Officer position descriptions to accurately represent their current job functions.

PERFORMANCE MEASURE 2011-12

- Answer 94% of 9-1-1 calls within 10 seconds (currently 91.38%)

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Rate of 9-1-1 calls answered within 10 seconds	90%	88.75%	90%	91%	94%

General Fund 001-2104 — **Police Support Services Division Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	0	0	0	0
Total Revenues	0	0	0	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	705,188	686,413	715,985	841,781
Operational Charges	36,848	46,050	49,750	45,860
Capital Expenditures	0	0	0	0
Total Expenditures	742,036	732,463	765,735	887,641
Net Appropriations	-742,036	-732,463	-765,735	-887,641

Authorized Positions:				
Senior Police Comm Officer	1.00	1.00	1.00	1.00
Police Comm Officer	3.00	4.00	4.00	4.00
Police Comm Officer PT - (1)	1.00	0.50	0.50	0.50
Police Support Svcs Officer	1.00	1.00	1.00	1.00
Police Supp Svcs Officer PT - (1)	0.50	0.50	0.50	0.50
Police Records Technician	1.00	1.00	1.00	1.00
Total	7.50	8.00	8.00	8.00

Crossing Guards
General Fund

MISSION

The Mission of the Crossing Guard Division is to provide a safe and protective environment for the community's children crossing the streets, by using professional and effective traffic control practices.

PRIMARY ACTIVITIES

- Provides safety and protection for children crossing assigned streets.
- Controls and directs all vehicular traffic at crossing locations, utilizing standardized training practices and procedures.
- Interfaces with the Police Department to report suspicious activities and hazardous conditions, which affect the safety of children, other pedestrians, and motorists.

MAJOR ACCOMPLISHMENTS IN 2010-11

- Continued the commitment to excellence by providing annual training to all crossing guards.
- Dedicated over 40 hours of traffic enforcement from the Motorcycle Traffic Officer in the school zones to enhance the safety of the students and parents traveling to and from school.
- Trained all the crossing guards in First Aid and CPR.

MAJOR INITIATIVES 2011-12

- Obtain and ensure compliance with The Manual on Uniform Traffic Control Devices (MUTCD) and OSHA for use and training of crossing guards.
- Ensure compliance with the Crossing Guard Guidelines Manual of the "Safe Routes" National Training Center, which is endorsed by the National Highway Traffic Safety Administration (NHTSA).
- Update CPR/ First Aid for all Crossing Guards.

PERFORMANCE MEASURES 2011-12

- Train 100% of crossing guards in First Aid and CPR by 6/30/12.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Have 100% of the Crossing Guard Staff trained in First Aid and CPR by the end of the FY 2011-12.					
No. of Crossing Guard Staff	6	6	6	6	6*
No. of Crossing Guard Staff trained	6	6	6	6	6*
% of Crossing Guard Staff trained	100%	100%	100%	100%	100%

*Note: This training requires annual recertification.

General Fund 001-2105 **Crossing Guards**
Division Summary

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	0	0	0	0
Total Revenues	0	0	0	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	56,624	60,687	58,212	60,373
Operational Charges	638	500	500	500
Capital Expenditures	0	0	0	0
Total Expenditures	57,262	61,187	58,712	60,873
Net Appropriations	-57,262	-61,187	-58,712	-60,873
Authorized Positions:				
Crossing Guard PT - (5)	2.50	2.50	2.50	2.50

General Fund 001-2106

Reserves Program
Division Summary

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	0	0	0	0
Total Revenues	0	0	0	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	18,685	24,065	24,065	21,565
Capital Expenditures	0	0	0	0
Total Expenditures	18,685	24,065	24,065	21,565
Net Appropriations	-18,685	-24,065	-24,065	-21,565

Authorized Positions:
All Reserve Officers are volunteers for the City of Port Hueneme.

COPS Grant Fund 205-2110

COPS Grant
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
COPS Grant Fund	142,011	100,000	100,000	0
Fund Interest	29	1,500	0	0
Fund Balance	0	36,302	35,060	0
Total Revenues	142,040	137,802	135,060	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	122,419	130,802	149,481	0
Operational Charges	2,776	7,000	5,000	0
Capital Expenditures	0	0	0	0
Total Expenditures	125,195	137,802	154,481	0
Net Appropriations	16,845	0	-19,421	0

Authorized Positions:				
Crime Prevention Officer	1.00	1.00	1.00	0.00

Purpose of Account:

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

Traffic Safety Fund 206-2117

Traffic Safety
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Traffic Safety Fund	49,734	46,100	46,100	50,300
Total Revenues	49,734	46,100	46,100	50,300

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	49,734	46,100	46,100	50,300
Capital Expenditures	0	0	0	0
Total Expenditures	49,734	46,100	46,100	50,300
Net Appropriations	0	0	0	0

Authorized Positions:
None

Purpose of Account:

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

JAG Grant Fund 251-2118

JAG Grant
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
JAG Grant Fund	43,650	23,035	22,930	0
Total Revenues	43,650	23,035	22,930	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	43,650	23,035	22,930	0
Capital Expenditures	0	0	0	0
Total Expenditures	43,650	23,035	22,930	0
Net Appropriations	0	0	0	0

Authorized Positions:
None

Purpose of Account:

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

Homeland Security Fund 252-2116

Homeland Security Grant
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Homeland Security Grant Fund	28,139	50,661	14,393	0
Total Revenues	28,139	50,661	14,393	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	28,139	50,661	14,393	0
Capital Expenditures	0	0	0	0
Total Expenditures	28,139	50,661	14,393	0
Net Appropriations	0	0	0	0

Authorized Positions:
None

Purpose of Account:

The Homeland Security Grant (HSG) is a Federal funded grant issued to the County of Ventura in which the City of Port Hueneme is a sub grantee. The central goal of the Homeland Security Grant is to present a collective vision for national preparedness and establish national priorities that will help guide the realization of that vision. The vision set forth by the goal encompasses the full spectrum of activities necessary to address a broad range of threats and hazards, including terrorism. The four Mission areas in the Homeland Security Grants are 1) Prevention; 2) Protection; 3) Response; 4) Recovery.

CITY OF PORT HUENEME

Recreation/ Community Services

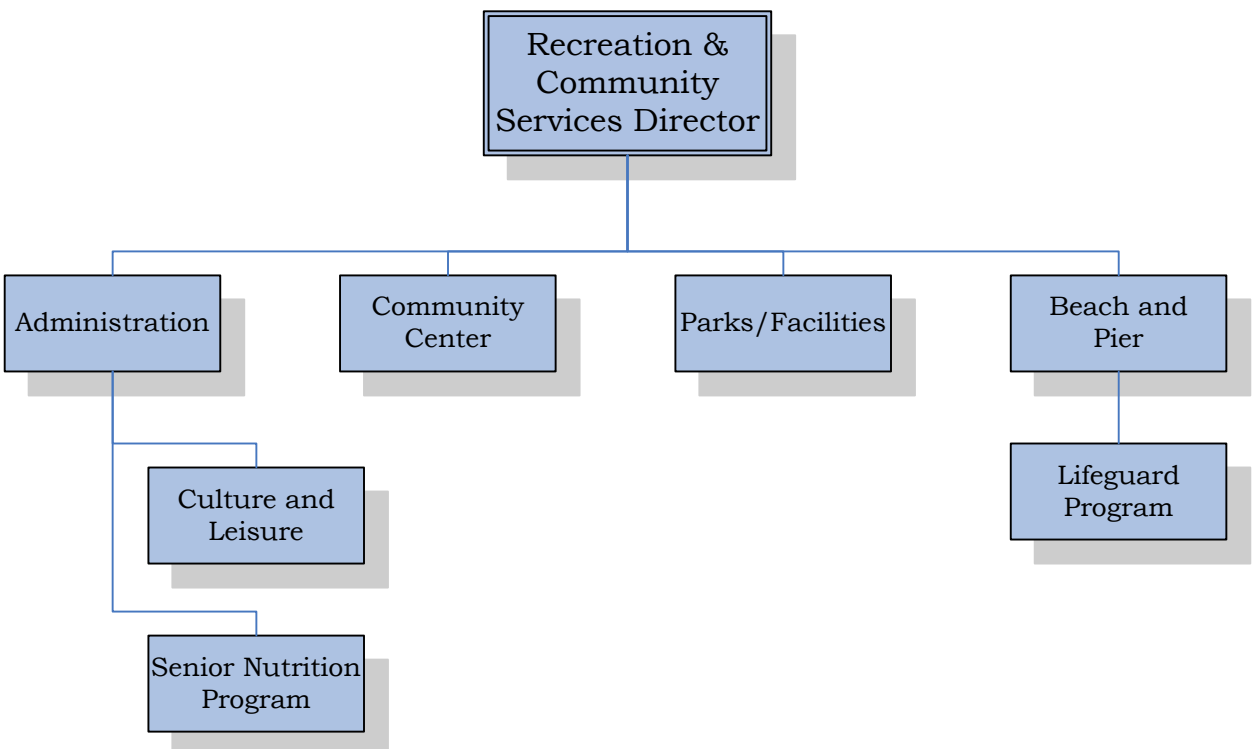
General Fund

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

General Fund — **Recreation & Community Svcs. Department Overview**

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	585,090	537,900	523,135	540,815
Total Revenues	585,090	537,900	523,135	540,815

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	628,201	675,970	620,245	619,289
Operational Charges	287,433	308,210	300,389	315,081
Capital Expenditures	17,983	60,500	61,495	15,250
Total Expenditures	933,617	1,044,680	982,129	949,620
Net Appropriations	-348,527	-506,780	-458,994	-408,805

Authorized Positions:				
Recreation & Comm Svcs Dir	1.00	1.00	1.00	1.00
Rec & Comm Svcs Specialist	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	0.80	0.80	0.80	0.80
Recreation Attendant PT - (1)	0.50	0.50	0.50	0.50
Custodian PT - (1)	0.50	0.50	0.50	0.50
Senior Nutrition Coord PT - (1)	0.50	0.50	0.50	0.50
Lifeguard PT - (21)	8.00	8.00	8.00	8.00
Jr. Lifeguard PT - (10)	8.00	8.00	8.00	8.00
Total	20.30	20.30	20.30	20.30

Recreation Administration
General Fund

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Recreation Administration Division include:

- Support of advisory commissions (Advisory Commission on Aging, Museum/Historical Commission; Recreation & Fine Arts Commission)
- Production of Hueneme Magazine.
- Community promotions.
- Management of Department.

MAJOR ACCOMPLISHMENTS IN 2010-11

- Completed production of living history film, "Hueneme Stories III", a Historical/Museum Commission project.
- Participated in the California Recreation & Park Society's "Parks Make Life Better" campaign, promoting healthy living.
- Redesigned Hueneme Magazine.

MAJOR INITIATIVES 2011-12

- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.
- Continued participation in the Port Hueneme/ South Oxnard Neighborhoods for Learning project, funded through Proposition 10.
- Promote civic engagement by providing opportunities to influence and learn of City sponsored activities.
- Provide the public with information on healthy eating and lifestyles.
- Continue to participate in California Recreation & Park Society's "Parks Make Life Better" campaign.

PERFORMANCE MEASURES 2011-12

- Provide a recreation or community services item for 58% of City E-News releases.
- Evaluate options for increasing recreational opportunities in Hueneme Beach Park.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Develop project with Recreation Commission that promotes healthy cities and communities.	NA	NA	1	1	1
Promote composting and gardening.	NA	NA	1	1	1
Provide a recreation or community services item for City E-News.	6 of 12 issues	5 of 12 issues	6 of 12 issues	6 of 12 issues	7 of 12 issues
Percentage provided	50%	42%	50%	50%	58%

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

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	0	0	0	0
Total Revenues	0	0	0	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	206,976	218,061	195,212	219,767
Operational Charges	14,257	15,650	15,172	17,875
Capital Expenditures	0	0	0	0
Total Expenditures	221,233	233,711	210,384	237,642
Net Appropriations	-221,233	-233,711	-210,384	-237,642

Authorized Positions:				
Recreation & Comm Svcs Dir	1.00	1.00	1.00	1.00

Community Center
General Fund

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Community Center Division include:

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- Presented "Senior Information Expo", a special event designed to provide information on vital services available to seniors in Port Hueneme including crime prevention and Medicare.
- Replaced tables and chairs.
- Increased client participation in the Port Hueneme Senior Nutrition Program.
- Implemented a dance, art, and music class recital special event.

MAJOR INITIATIVES 2011-12

- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.
- Present annual "Senior Information Expo" as an annual event with the Port Hueneme Advisory Council on Aging with focus on current senior issues.
- Replace Community Center play equipment.

PERFORMANCE MEASURES 2011-12

- Increase Senior Nutrition meals served per week by 4%
- Present the "Senior Information Expo with a 4% increase in participation.
- Increase center rental income by 3%.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Increase Senior Nutrition meals served per week by 4%	5,762	6,995	7,056	9,200	9,568
Percentage Change	NA	+21%	+4%	+30%	+4%
Present the "Senior Information Expo with a 4% increase in participation.	42	42	68	65	68
Percentage Change	NA	+5%	+5%	+63%	+4%
Develop at least one new fitness/exercise class.	NA	0	0	1	1
Increase rental income by 3%.	$40,000	$42,665	$41,200	$42,436	$43,709
Percentage Change	NA	+7%	+3%	+3%	+3%

General Fund 001-4182 — **Community Center Division Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	42,665	40,000	50,000	41,200
Total Revenues	42,665	40,000	50,000	41,200

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	237,286	269,841	244,005	218,494
Operational Charges	45,282	49,960	47,660	48,460
Capital Expenditures	0	21,500	22,495	0
Total Expenditures	282,568	341,301	314,160	266,954
Net Appropriations	-239,903	-301,301	-264,160	-225,754

Authorized Positions:				
Rec & Comm Svcs Specialist	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	0.80	0.80	0.80	0.80
Recreation Attendant PT - (1)	0.50	0.50	0.50	0.50
Custodian PT - (1)	0.50	0.50	0.50	0.50
Senior Nutrition Coord PT - (1)	0.50	0.50	0.50	0.00
Total	3.30	3.30	3.30	2.80

Parks and Facilities
General Fund

MISSION

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

PRIMARY ACTIVITIES

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

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

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- Completed production of living history film, "Hueneme Stories III", a Historical Museum Commission project.
- Introduced Quick Start Tennis classes for tots using soft foam equipment.
- Completed final phase of salt and pepper shaker collection display cases.
- Installation of new play equipment at Bolker Park. Design focuses on upper body strength; equipment design selected by the Recreation & Fine Arts Commission.
- Completed a "Request for Proposal" process for a tennis concessionaire for Moranda Park.
- Renewed facility use agreements with Port Hueneme Little League and Seaside Girls Softball.
- Installed additional spectator bleachers on the t-ball field located in Bubbling Springs Park.

MAJOR INITIATIVES 2011-12

- Continue to promote healthy lifestyles in programs for all age groups.
- Continue to explore options for resurfacing tennis courts through the United States Tennis Association and other funding sources.
- Premier Hueneme Stories III, a living history film at a community event.
- Negotiate renewal terms for facility use agreement with Ocean View Pony Baseball.

PERFORMANCE MEASURES 2011-12

- Increase participation by 3% in United States Tennis Association youth program for low-income participants.
- Evaluate options for increasing recreational opportunities at Hueneme Beach Park.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Incorporate minimum 15% playground components that promote upper body strength in Bolker Park playground structure.	NA	NA	15%	Completed	N/A
Increase participation 3% in United States Tennis Association youth program for low-income participants.	15	15	15	30	31
Percentage Change	NA	N/A	+3%	+100%	+3%
Incorporate minimum 15% green friendly playground components in all new playground structures.	NA	N/A	15%	Recycled Materials: Tubes 65% Sheet steel 55% Steel castings 90%	15%

General Fund 001-4183

Parks and Facilities
Division Summary

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	4,596	4,600	4,435	3,600
Total Revenues	4,596	4,600	4,435	3,600

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	69,566	75,200	75,200	71,900
Capital Expenditures	17,983	14,000	14,000	15,250
Total Expenditures	87,549	89,200	89,200	87,150
Net Appropriations	-82,953	-84,600	-84,765	-83,550

Authorized Positions:
None

Beach and Pier
General Fund

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Beach & Pier Division include:

- Parking Machines
- Decorative Flags
- Utilities

General Fund 001-4184

Beach/Pier
Division Summary

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	497,304	457,300	432,700	440,700
Total Revenues	497,304	457,300	432,700	440,700

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	19,250	21,700	21,700	23,936
Capital Expenditures	0	25,000	25,000	0
Total Expenditures	19,250	46,700	46,700	23,936
Net Appropriations	478,054	410,600	386,000	416,764

Authorized Positions:
None

Culture and Leisure
General Fund

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Culture & Leisure Division include:

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- Fielded a Port Hueneme team to participate in the second annual "County Wii Bowling Tournament". The "Port Hueneme Alley Cats" placed third overall.
- Increased Toni Young Hueneme Beach Festival attendance from 16,000 to approximately 16,500.
- Completed a "Request for Proposal" process for an event producer for Toni Young Hueneme Beach Festival.
- Designed a sand sculpture link for Festival web site.
- Presented the third annual "Senior Information Expo" featuring information on crime prevention and Medicare changes.
- Included the following new attractions to the Toni Young Hueneme Beach Festival:
    - Lighthouse Tours (increased from one to two days).
    - "Splash N Dash" (run swim run race).
    - Tours of the Transporter (53-foot fully contained, mobile exhibit featuring exciting, hands-on activities telling the story of the Port of Los Angeles.

MAJOR INITIATIVES 2011-12

- Present a successful Toni Young Hueneme Beach Festival in 2011.
- Improve sand sculpture contest as an attraction for the Toni Young Hueneme Beach Festival by offering a demonstration.
- Add another attraction to increase Toni Young Hueneme Beach Festival attendance.
- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.

PERFORMANCE MEASURES 2011-12

- Increase participation in the 2011 Toni Young Hueneme Beach Festival Sand Sculpture Contest by 3%.

Culture and Leisure
General Fund

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Increase Toni Young Beach Festival attendance by 25%.	8,140	16,000	15,537	16,500	16,995
Percentage Change	NA	+139%	-3%	+3%	+3%
Field a Port Hueneme team to participate in the "County Wii Bowling Tournament".	NA	Fielded team	Fielded team	Fielded team	Field team
Present the "Senior Information Expo with a 3% increase in participation.	Present the "Senior Information Expo with a 3% increase in participation.	42	42	65	68
	Percentage Change	+5%	+5%	+63%	+3%

General Fund 001-4185 — **Culture and Leisure Division Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	5,183	6,000	6,000	6,100
Total Revenues	5,183	6,000	6,000	6,100

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	108,246	120,700	115,957	128,210
Capital Expenditures	0	0	0	0
Total Expenditures	108,246	120,700	115,957	128,210
Net Appropriations	-103,063	-114,700	-109,957	-122,110

Authorized Positions:
None

Lifeguard/Jr. Lifeguard
General Fund

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Lifeguard Program:

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- Conducted a “Rookie Program”: a training program for new hires following United States Lifesaving Association standards. Nine rookies completed the requirements.
- Participated in Public Safety Forum at Naval Base Ventura County.
- Awarded five scholarships for low-income residents to participate in the Junior Lifeguard Program.
- Prepared successful plan to ensure public safety for “run swim run” competitions at the Toni Young Hueneme Beach Festival.

MAJOR INITIATIVES 2011-12

- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.
- Field a competition team to participate in a minimum of four “Junior Lifeguard Competitions”.
- File application for United States Lifesaving Association Agency Recertification. Current certification to expire April 2012.

Lifeguard/Jr. Lifeguard
General Fund

PERFORMANCE MEASURES 2011-12

- Increase participation in Junior Lifeguard Program by 5%.
- Increase number participating in public education lectures by 5%.
- Maintain number of Junior Lifeguard scholarships.

Performance Measure Indicator	Actual FY 2008-09	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Increase participation in Junior Lifeguard Program by 5%.	122	152	151	151	159
Percentage Change	NA	+25%	+25%	0%	+5%
Number attending lifeguard public education lectures.	**NA**	500	500	800	840
Percentage Change	NA	NA	+5%	+60%	+5%
Maintain number of Junior Lifeguard scholarships	5	5	5	5	5
Percentage Change	Maintained	Maintained	Maintained	Maintained	Maintained

General Fund 001-4186 **Lifeguard/Jr. Lifeguard Division Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	35,342	30,000	30,000	30,600
Total Revenues	35,342	30,000	30,000	30,600

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	183,939	188,068	181,028	181,028
Operational Charges	30,832	25,000	24,700	24,700
Capital Expenditures	0	0	0	0
Total Expenditures	214,771	213,068	205,728	205,728
Net Appropriations	-179,429	-183,068	-175,728	-175,128

Authorized Positions:				
Lifeguard PT - (21)	8.00	8.00	8.00	8.00
Jr. Lifeguard PT - (10)	8.00	8.00	8.00	8.00
Total	16.00	16.00	16.00	16.00

Senior Nutrition Program

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Grant Division:

- Operation of Senior Nutrition Grant

MAJOR ACCOMPLISHMENTS IN 2010-11

- Increased the number of volunteers from 2 to 4 to accommodate the demand for home delivery service.
- Auction and raffle raised approximately $1,550 for program expenses.
- Developed guidelines for volunteers.

MAJOR INITIATIVES 2011-12

- Continue to promote healthy lifestyles with emphasis on the importance of good nutrition as it relates to health and supports independent living.
- File a grant application in December to renew the program with the Ventura County Area Agency on Aging.
- Provide an "introduction to the Port Hueneme Senior Nutrition program" mailing to all Mar Vista and Casa Pacifica residents.

PERFORMANCE MEASURES 2011-12

- Increases meals served per week by 4%.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Increase Senior Nutrition meals served per week by 4%	5,762	6,995	7,056	9,200	9,568
Percentage Change	NA	+21%	+4%	+30%	+4%
Provide disaster preparedness kit and information to new homebound clients.	NA	Yes	Yes	Yes	N/A
Provide program information at "Senior Information Expo" to 20% of participants.	NA	13 of 42	30 of 65	30 of 65	35 of 68
Percentage Change	NA	+20%	+20%	+38%	+20%

Fund 265 **Senior Nutrition Program**
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Senior Nutrition Grant	15,000	15,000	15,000	15,000
Senior Nutrition Prog Income	2,525	5,400	5,400	5,400
Transfer In - General Fund	0	0	0	18,615
Total Revenues	17,525	20,400	20,400	39,015

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	37,515
Operational Charges	17,525	20,400	20,400	1,500
Capital Expenditures	0	0	0	0
Total Expenditures	17,525	20,400	20,400	39,015
Net Appropriations	0	0	0	0

Authorized Positions:				
Senior Nutrition Coord PT - (1)	0.00	0.00	0.00	0.50

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.

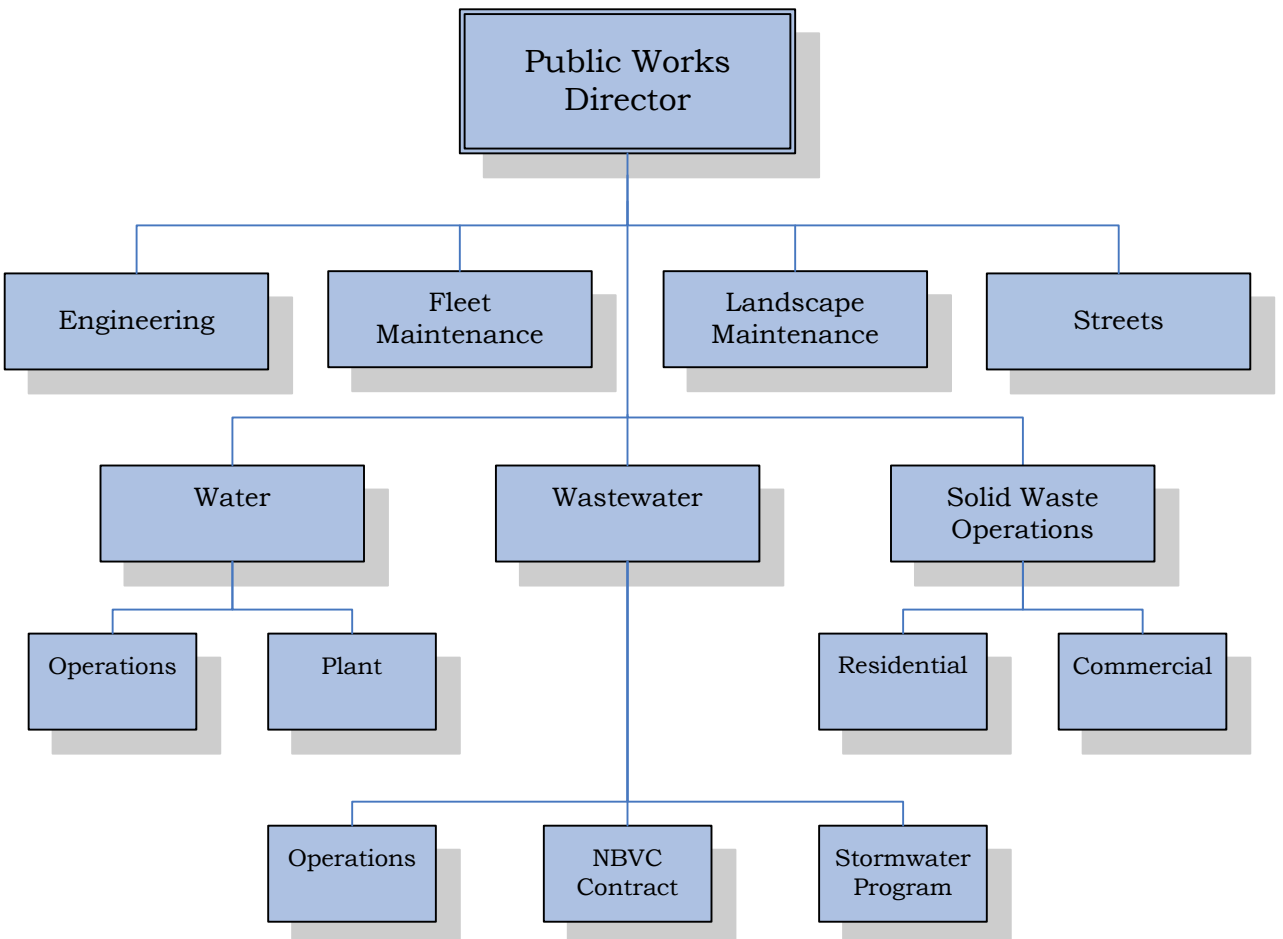
Public Works

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

"The Friendly City by the Sea"

City of Port Hueneme

Public Works



Organization Chart

General Fund/Enterprise Funds

Public Works
Department Overview

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	23,164	18,000	18,000	9,000
Vehicle/Equipment Reserves	0	88,250	88,250	28,472
ARRA Grant	0	400,000	400,000	0
Water Operations Revenue	5,642,877	6,295,000	6,222,152	7,193,389
Water Capital Revenue	29,732	0	0	0
Water Plant Revenue	997,236	1,229,550	1,120,280	1,155,654
Wastewater Operations Revenue	3,511,063	3,626,810	3,802,600	3,422,475
Wastewater Capital Revenue	3,127,733	500,000	658,000	44,000
Wastewater Bond Revenue	49,320	150,000	500	0
Solid Waste Operations Revenue	3,260,627	3,536,060	3,482,162	3,617,060
Retained Earnings/Reserves	3,247,083	1,313,045	928,125	1,589,527
Total Revenues	19,888,835	17,156,715	16,720,069	17,059,577

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	4,290,712	4,534,120	4,192,707	4,568,894
Operational Charges	6,917,241	7,005,989	6,872,333	6,587,713
Cost Allocation	2,831,500	2,950,000	2,950,000	3,085,655
Capital Expenditures	432,694	2,170,342	1,498,614	2,478,472
Capital/Equipment Reserves	0	742,600	964,642	1,312,252
Debt Service	1,076,496	1,620,461	1,638,941	1,643,474
Transfers Out	3,112,300	600,000	883,119	100,000
Total Expenditures	18,660,943	19,623,512	19,000,356	19,776,460
Net Appropriations	1,227,892	-2,466,797	-2,280,287	-2,716,883

General Fund/Enterprise Funds

Public Works
Department Overview

	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Authorized Positions:				
Public Works Director	1.00	1.00	1.00	1.00
City Engineer/Streets Supt	1.00	1.00	1.00	1.00
Construction Coordinator	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
Engineering Aide	1.00	1.00	1.00	1.00
Engineering Intern PT - (1)	0.00	0.00	0.00	0.15
Solid Waste/Fleet Superintendent	1.00	1.00	1.00	1.00
Mechanic II	2.00	2.00	2.00	2.00
Landscape Coordinator	1.00	1.00	1.00	1.00
Landscape Maint Worker II	2.00	2.00	2.00	2.00
Landscape Maint Worker I	3.00	3.00	3.00	3.00
Laborer	4.00	4.00	2.00	2.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
Wastewater Superintendent	0.60	0.60	0.60	0.60
Environmental Compliance Coord.	1.00	1.00	1.00	1.00
Water Superintendent	1.00	1.00	1.00	1.00
Water Operator Lead	1.00	1.00	1.00	1.00
Water Utility Operator I	2.00	2.00	2.00	4.00
Electrical/Instrumentation Technician	1.80	1.80	1.80	1.80
Electrical/Mechanical Technician	0.95	0.95	0.95	0.95
Wastewater Maintenance I	2.35	2.35	2.35	2.35
Wastewater Maintenance II	0.75	0.75	0.75	0.75
Wastewater Maintenance Lead	0.95	0.95	0.95	0.95
Solid Waste Equipment Operator II	5.00	5.00	5.00	5.00
Solid Waste Equipment Operator, Lead	1.00	1.00	1.00	1.00
Engineering Intern PT - (1)	0.00	0.00	0.00	0.35
Admin Specialist III	1.50	2.00	2.00	2.00
Admin Specialist II	3.00	2.50	2.50	2.50
Total	44.40	44.40	42.40	44.90

General Fund

Public Works
General Fund Overview

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	23,164	18,000	18,000	9,000
Vehicle/Equipment Reserves	0	88,250	88,250	28,472
ARRA Grant	0	400,000	400,000	0
Total Revenues	23,164	506,250	506,250	37,472

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	1,961,536	2,008,845	1,918,534	1,904,393
Operational Charges	701,102	845,740	894,346	819,490
Capital Expenditures	5,924	488,250	480,944	30,472
Total Expenditures	2,668,562	3,342,835	3,293,824	2,754,355
Net Appropriations	-2,645,398	-2,836,585	-2,787,574	-2,716,883

Authorized Positions:				
Public Works Director	0.34	0.34	0.34	0.34
City Engineer/Streets Supt	1.00	1.00	1.00	1.00
Construction Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist II	1.64	1.14	1.14	1.14
Streets Maint Worker Lead	1.00	1.00	1.00	1.00
Streets Maint Worker I	3.00	3.00	3.00	3.00
Engineering Aide	1.00	1.00	1.00	1.00
Engineering Intern PT - (1)	0.00	0.00	0.00	0.15
Solid Waste/Fleet Superintendent	0.30	0.30	0.30	0.30
Mechanic II	2.00	2.00	2.00	2.00
Landscape Coordinator	1.00	1.00	1.00	1.00
Landscape Maint Worker II	2.00	2.00	2.00	2.00
Landscape Maint Worker I	3.00	3.00	3.00	3.00
Laborer	4.00	4.00	2.00	2.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
Total	21.78	21.28	19.28	19.43

Engineering
General Fund

MISSION

It is the Mission of the Engineering Division to provide excellent, professional, technical, and project management services in the design, inspection, and review of plans used in the construction of projects in the City.

PRIMARY ACTIVITIES

Services provided by the Engineering Division include the following:

- Designs the plans and specifications to construct the Capital Improvement Program projects involving streets, bikeways, and sidewalks.
- Prepares the bid documents, advertises, and recommends approval of Capital Improvement Program project contracts.
- Reviews and comments on all private development plans to assure consistency and adherence to approved design standards.
- Issues street encroachment, fence and transportation permits.
- Acts as project manager, not only in Public Works projects, but also on other department's projects.
- Provides support to other departments in their assignments.

MAJOR ACCOMPLISHMENTS IN 2010-11

- Completed review of existing street lighting needs at selected intersections.
- The Channel Islands Boulevard damaged bridge was repaired.
- Coordinated the work of contractors in various pavement repairs on select arterial and local streets.
- The citywide tree trimming project was completed.
- Completed the yearly bikeway repair project.
- Flashing beacons were installed at two locations.
- Provided project management support for the Mar Vista Apartments Plumbing Project.
- Provided project management support services for the Hueneme Village Security Project.

MAJOR INITIATIVES 2011-12

- Design and construct a water distribution upgrade project.
- Install new streetlights at designated locations.
- Install a signal at Park Avenue and Ventura Road.
- Coordinate the construction of various street repair projects.
- Install the Channel Islands Boulevard Left Turn Lane.
- Complete the Ventura Road Bikeway Project.

Engineering
General Fund

PERFORMANCE MEASURES 2011-12

- Complete the construction of Public Works Capital Improvement Projects on schedule 80% of the time.
- Coordinate with other agencies on projects of mutual interest 100% of the time.
- Meet Federal and State requirements on Grant Funding 100% of the time.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Number of Capital Improvement Projects completed on time	9 of 11	8 of 11	10 of 16	14 of 24	18 of 18
Percentage completed on time	80%	73%	63%	58%	100%
Number of mutual interest projects coordinated with other agencies	3 of 3	3 of 3	1 of 1	2 of 2	2 of 2
Percentage coordinated	100%	100%	100%	100%	100%
Number of grants that met federal and state requirements	3 of 3	5 of 5	1 of 1	2 of 2	2 of 2
Percentage met	100%	100%	100%	100%	100%

General Fund 001-3101

Engineering
Division Summary

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	3,916	8,000	8,000	8,000
Total Revenues	3,916	8,000	8,000	8,000

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	457,037	437,431	412,684	386,801
Operational Charges	93,513	48,350	66,791	51,550
Capital Expenditures	0	0	0	0
Total Expenditures	550,550	485,781	479,475	438,351
Net Appropriations	-546,634	-477,781	-471,475	-430,351

Authorized Positions:				
Public Works Director	0.34	0.34	0.34	0.34
City Engineer/Streets Supt	1.00	1.00	1.00	1.00
Construction Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist II	0.34	0.34	0.34	0.34
Total	2.68	2.68	2.68	2.68

Streets
General Fund

MISSION

It is the mission of the Streets Maintenance Division to provide excellent professional and technical services in the construction of curbs, gutters, and sidewalks, and in the repair and reconstruction of existing streets.

PRIMARY ACTIVITIES

Services provided by the Streets Maintenance Division include the following:

- Minor repairs of City streets, sidewalks, curbs, gutters and drainage facilities.
- Painting of all street traffic markings and curb markings.
- Maintenance, repair or installation of City traffic signs.
- Maintenance, repair or installation of City street name signs.
- Emergency response services in case of need.

MAJOR ACCOMPLISHMENTS IN 2010-11

- Performed street preparatory measures in advance of street paving contracts.
- Replaced street name signs throughout City.
- Replaced street signs in City where needed.
- Painted turn arrows, stop legends and other pavement markings citywide.
- Installed flashing beacon systems at two pedestrian intersections: Ventura Road/Clara Street and Pleasant Valley Road/Florence Avenue.

MAJOR INITIATIVES 2011-12

- Perform preparatory work in advance of street paving projects.
- Replace street name signs Citywide as needed.
- Replace street signs in the City where needed.
- Paint turn arrows, stop legends and other pavement markings Citywide.
- Inspect City sidewalks and repair/replace as needed.

PERFORMANCE MEASURES 2011-12

- Replace/repair street signs within two weeks from notification of damage 95% of the time.
- Repair potholes within two weeks of notification 95% of the time.
- Complete the repair of malfunctioning traffic signals within 24 hours of notification 80% of the time.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
# of damaged street signs	350	119	213	213	282
# of signs repaired within two weeks of notification	350	119	213	213	282
Percentage	100%	100%	100%	100%	100%
Number of potholes	40	155	194	194	217
# of potholes repaired within two weeks of notification	40	121	154	194	217
Percentage	100%	78%	79%	100%	100%
# of malfunctioning traffic signals	40	27	40	52	52
# of malfunctioning traffic signals repaired within 24 hours	40	27	40	52	52
Percentage	100%	100%	100%	100%	100%

General Fund 001-3102

Streets
Division Summary

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
General Fund	19,248	10,000	10,000	1,000
ARRA Grant	0	400,000	400,000	0
Total Revenues	19,248	410,000	410,000	1,000

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	403,823	417,060	384,012	432,176
Operational Charges	28,702	25,500	55,355	27,600
Capital Expenditures	83	400,000	400,000	0
Total Expenditures	432,608	842,560	839,367	459,776
Net Appropriations	-413,360	-432,560	-429,367	-458,776

Authorized Positions:				
Streets Maint Worker Lead	1.00	1.00	1.00	1.00
Streets Maint Worker I	3.00	3.00	3.00	3.00
Engineering Aide	1.00	1.00	1.00	1.00
Engineering Intern	0.00	0.00	0.00	0.15
Total	5.00	5.00	5.00	5.15

Fleet Maintenance
General Fund

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Fleet Division include the following:

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

MAJOR ACCOMPLISHMENTS IN 2010-11

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

MAJOR INITIATIVES 2011-12

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

PERFORMANCE MEASURES 2011-12

- Provide 30 minute or less mechanic response time to vehicle breakdowns 95% of the time to insure minimum downtime.
- Ensure 100% compliance with all applicable guidelines, regulations, ordinances and laws concerning vehicle maintenance operations.
- Maintain safety and maintenance inspection reports per the required schedules 100% of the time.

Fleet Maintenance
General Fund

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Number of vehicle breakdown responses	2	4	4	6	5
Number of vehicle breakdown provided within 30 minutes or less	2	4	4	6	5
Percentage	100%	100%	100%	100%	100%
Number of maintenance operations	1,000	960	1,000	1,068	1,050
Number of maintenance operations in compliance	1,000	960	1,000	1,068	1,050
Percentage	100%	100%	100%	100%	100%
Number of safety and maintenance inspections required	80	358	360	368	360
Number of safety and maintenance inspections completed	80	358	360	368	360
Percentage	100%	100%	100%	100%	100%

General Fund 001-3103 **Fleet Maintenance Division Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Total Revenues	0	0	0	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	279,651	292,512	279,444	293,886
Operational Charges	499,916	689,500	689,400	647,950
Capital Expenditures	0	0	0	0
Total Expenditures	779,567	982,012	968,844	941,836
Net Appropriations	-779,567	-982,012	-968,844	-941,836

Authorized Positions:				
Solid Waste/Fleet Superintendent	0.30	0.30	0.30	0.30
Mechanic II	2.00	2.00	2.00	2.00
Administrative Specialist II	0.30	0.30	0.30	0.30
Total	2.60	2.60	2.60	2.60

Landscape Maintenance
General Fund

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Landscape Maintenance Division include the following:

- Proper and timely maintenance for land-scaping in the parks, medians, and parkways.
- 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., street clearing of branches, hazardous tree and limb removals).

MAJOR ACCOMPLISHMENTS IN 2010-11

- The Water Conservation Demonstration Garden was installed and the plants are thriving.
- Creek maintenance continues to be done while maintaining the aesthetic value of the habitat.
- Bolker Park playground was installed and opened to the public.
- Increased the use of wood chips to17,000 square feet throughout the City to reduce water use and maintenance efforts.
- Trimmed and cleaned Oleanders on Channel Islands Boulevard.

MAJOR INITIATIVES 2011-12

- Maintain the City's irrigation systems efficiently through monitoring the site conditions.
- Perform weeding, edging and pruning as a continuous on-going operation.
- Perform appropriate pruning of shrubs to minimize maintenance efforts.
- Provide systematic inspection of the City's trees and provide regular pruning and maintenance of the trees.
- Monitor new irrigation system implemented at the Mar Vista Apartments for maximum efficiency and water conservation efforts.
- Expand the Water Conservation Demonstration Garden plant palette to the Community Center, Prueter Library, and Public Works yards, subject to funding and available staff hours.

PERFORMANCE MEASURES 2011-12

- Reduce the amount of green waste and labor by 5% with the application of plant growth regulator in select areas where ground cover and shrubs are present.
- Continue effort to reduce water consumption within City parks, parkways, and medians by 5% by June 30, 2012.
- Add or maintain at least 5,000 square feet of landscape covered by wood chips by June 30, 2012.

Landscape Maintenance
General Fund

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Volume of water consumption by HCF (hundred cubic feet)	NA	NA	Irrigation Shut Down 5 Months	Irrigation Shut Down 5 Months	Info Being Gathered For Baseline
Percentage change	NA	NA	NA	NA	NA
Amount of square footage of landscape added or maintained with wood chips	5,000	4,500	17,000	17,000	5,000 Due To Staffing Priorities
Reduce amount of green waste and labor by 5% using plant growth regulator	NA	NA	39 Tons	39 Tons	37 Tons
Percentage change	NA	NA	NA	NA	5%

General Fund 001-3104 **Landscape Maintenance Division Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Vehicle/Equipment Reserves	0	88,250	88,250	28,472
Total Revenues	0	88,250	88,250	28,472

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	821,025	861,842	842,394	791,530
Operational Charges	78,971	82,390	82,800	92,390
Capital Expenditures	5,841	88,250	80,944	30,472
Total Expenditures	905,837	1,032,482	1,006,138	914,392
Net Appropriations	-905,837	-944,232	-917,888	-885,920

Authorized Positions:				
Landscape Coordinator	1.00	1.00	1.00	1.00
Landscape Maint Worker II	2.00	2.00	2.00	2.00
Landscape Maint Worker I	3.00	3.00	3.00	3.00
Administrative Specialist II	1.00	0.50	0.50	0.50
Laborer	4.00	4.00	2.00	2.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
Total	11.50	11.00	9.00	9.00

TDA Fund 207-3110 **Transportation Development Act**
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Fund Interest	20,699	15,000	2,000	2,000
TDA Article 8	553,431	541,133	541,133	663,604
Misc Revenue	801	400	3,925	400
Fund Balance	139,771	762,248	748,542	0
Total Revenues	714,702	1,318,781	1,295,600	666,004

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	388,211	339,233	339,393	366,726
Cost Allocation Charges	125,000	85,700	85,700	89,100
Capital Expenditures	201,491	893,848	870,507	150,000
Transfer Out - Bike Path Fund	0	0	0	0
Total Expenditures	714,702	1,318,781	1,295,600	605,826
Net Appropriations	0	0	0	60,178

Authorized Positions:
None

Purpose of Account:

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

Gas Tax Fund 210-3112

Gas Tax
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Fund Interest	24,382	16,000	8,000	5,000
2103 Apportionment	0	200,000	200,000	200,000
2105 Apportionment	131,534	119,137	119,137	119,137
2106 Apportionment	93,117	84,328	84,328	84,328
2107 Apportionment	175,228	158,712	158,712	158,712
2107.5 Apportionment	10,000	5,000	5,000	5,000
Traffic Congestion Relief	199,783	0	0	0
Prop 1B Revenue	0	293,000	293,345	0
Misc Revenues	0	106,882	163,262	1,000
Fund Balance	0	415,949	906,639	0
Total Revenues	634,044	1,399,008	1,938,423	573,177

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	115,482	498,526	456,907	228,000
Cost Allocation Charges	155,700	156,600	156,600	162,900
Capital Expenditures	121,787	743,882	1,324,916	140,000
Total Expenditures	392,969	1,399,008	1,938,423	530,900
Net Appropriations	241,075	0	0	42,277

Authorized Positions:
None

Purpose of Account:

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

Bike/Pedestrian Fund 212-3111

Bike/Pedestrian Path
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Fund Interest	3,325	400	1,000	500
Article 3 Grant Revenue	50,000	50,000	50,000	50,000
Article 3 Maintenance Revenue	3,569	10,000	4,000	5,000
Fund Balance	0	44,600	193,663	0
Total Revenues	56,894	105,000	248,663	55,500

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	0	0
Capital Expenditures	0	105,000	248,663	50,000
Total Expenditures	0	105,000	248,663	50,000
Net Appropriations	56,894	0	0	5,500

Authorized Positions:
None

Purpose of Account:

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

Assessment District Funds

Assessment Districts
Account Overview

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Assessment Revenues	484,744	485,000	486,300	486,300
Transfer In - General Fund	0	24,000	24,000	24,000
Fund Balance	493	0	0	0
Total Revenues	485,237	509,000	510,300	510,300

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	161,784	153,500	149,600	149,600
Capital Expenditures	337,400	328,700	328,700	328,700
Total Expenditures	499,184	482,200	478,300	478,300
Net Appropriations	-13,947	26,800	32,000	32,000

Authorized Positions:
None

Drainage Assessment District 151-3246

Drainange Assessment District Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Assessment Revenues	184,268	183,000	184,300	184,300
Total Revenues	184,268	183,000	184,300	184,300

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	4,149	6,500	2,600	2,600
Cost Allocation Charges	158,400	149,700	149,700	149,700
Capital Expenditures	0	0	0	0
Total Expenditures	162,549	156,200	152,300	152,300
Net Appropriations	21,719	26,800	32,000	32,000

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.

Lighting Assessment District 152-3248

Lighting Assessment District Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Assessment Revenues	121,969	123,000	123,000	123,000
Transfer In - General Fund	0	24,000	24,000	24,000
Total Revenues	121,969	147,000	147,000	147,000

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	157,635	147,000	147,000	147,000
Cost Allocation Charges	0	0	0	0
Capital Expenditures	0	0	0	0
Total Expenditures	157,635	147,000	147,000	147,000
Net Appropriations	-35,666	0	0	0

Authorized Positions:
None

Purpose of Account:

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

Median Assessment District 153-3247

Median Assessment District Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Assessment Revenues	178,507	179,000	179,000	179,000
Fund Balance	493	0	0	0
Total Revenues	179,000	179,000	179,000	179,000

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	0	0
Cost Allocation Charges	179,000	179,000	179,000	179,000
Capital Expenditures	0	0	0	0
Total Expenditures	179,000	179,000	179,000	179,000
Net Appropriations	0	0	0	0

Authorized Positions:
None

Purpose of Account:

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

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Enterprise Funds

Public Works Enterprise
Enterprise Fund Overview

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Water Operations Revenue	5,642,877	6,295,000	6,222,152	7,193,389
Water Capital Revenue	29,732	0	0	0
Water Plant Revenue	997,236	1,229,550	1,120,280	1,155,654
Wastewater Operations Revenue	3,511,063	3,626,810	3,802,600	3,422,475
Wastewater Capital Revenue	3,127,733	500,000	658,000	44,000
Wastewater Bond Revenue	49,320	150,000	500	0
Solid Waste Operations Revenue	3,260,627	3,536,060	3,482,162	3,617,060
Retained Earnings/Reserves	3,247,083	1,313,045	928,125	1,589,527
Total Revenues	19,865,671	16,650,465	16,213,819	17,022,105

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	2,329,176	2,525,275	2,274,173	2,664,501
Operational Charges	6,216,139	6,160,249	5,977,987	5,768,223
Cost Allocation	2,831,500	2,950,000	2,950,000	3,085,655
Capital Expenditures	426,770	1,682,092	1,017,670	2,448,000
Capital/Equipment Reserves	0	742,600	964,642	1,312,252
Debt Service	1,076,496	1,620,461	1,638,941	1,643,474
Transfers Out	3,112,300	600,000	883,119	100,000
Total Expenditures	15,992,381	16,280,677	15,706,532	17,022,105
Net Appropriations	3,873,290	369,788	507,287	0
Authorized Positions:				
Public Works Director	0.66	0.66	0.66	0.66
Solid Waste/Fleet Superintendent	0.70	0.70	0.70	0.70
Wastewater Superintendent	0.60	0.60	0.60	0.60
Environmental Compliance Coord.	1.00	1.00	1.00	1.00
Water Superintendent	1.00	1.00	1.00	1.00
Water Operator Lead	1.00	1.00	1.00	1.00
Water Utility Operator I	2.00	2.00	2.00	4.00
Electrical/Instrumentation Technician	1.80	1.80	1.80	1.80
Electrical/Mechanical Technician	0.95	0.95	0.95	0.95
Wastewater Maintenance I	2.35	2.35	2.35	2.35
Wastewater Maintenance II	0.75	0.75	0.75	0.75
Wastewater Maintenance Lead	0.95	0.95	0.95	0.95
Solid Waste Equipment Operator II	5.00	5.00	5.00	5.00
Solid Waste Equipment Operator, Lead	1.00	1.00	1.00	1.00
Engineering Intern PT - (1)	0.00	0.00	0.00	0.35
Admin Specialist III	1.50	2.00	2.00	2.00
Admin Specialist II	1.36	1.36	1.36	1.36
Total	22.62	23.12	23.12	25.47

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 Health Services water quality standards.

PRIMARY ACTIVITIES

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- Completed 100% of the annual valve exercise program by December 2010.
- Reduced system-wide water demands by 155 AF using public outreach efforts and installation of water meters.

MAJOR INITIATIVES 2011-12

- Complete and adopt the 2010 Urban Water Management Plan.
- Continue to provide excellent customer service.
- Increase public outreach efforts regarding water conservation.
- Complete bi-annual hydrant maintenance and painting program.
- Implement the annual meter maintenance program for large water meters 2” and above.

PERFORMANCE MEASURES 2011-12

- Respond to all customer complaints within 60 minutes of notification 95% of the time.
- Reduce system-wide water demands by 100 acre-feet a year (from the previous year) using public outreach, water conservation practices and the adopted volumetric rate structure.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Number of customer complaints	100	173	100	52	100
Number of complaints responded within 60 minutes of notification	95	166	95	50	95
Percentage	95%	96%	95%	96%	95%
Volume of water usage in AF (acre-feet)	2,631	2,402	2,252	2252	2152
Amount Reduced	150	379	150	150	100

Water Fund 441-6151 **Water Operations Division Summary**

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Delinquent Fee Revenue	126,128	100,000	160,190	150,000
COPH Variable Water Revenue	1,566,590	2,152,380	1,739,373	2,519,220
COPH Fixed Water Revenue	3,924,969	4,032,620	4,309,439	4,514,169
Fund Interest	9,357	0	0	0
Miscellaneous Revenue	15,833	10,000	13,150	10,000
Retained Earnings	0	105,588	0	0
Total Revenues	5,642,877	6,400,588	6,222,152	7,193,389

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	334,459	385,217	346,741	496,366
Operational Charges	3,203,948	3,306,300	3,127,459	3,220,600
Cost Allocation	896,500	917,700	917,700	960,285
Capital/Equipment Reserves	0	500,000	722,042	969,391
Capital Expenditure	13,819	270,835	70,000	498,500
Debt Service	786,556	1,020,536	1,038,210	1,048,247
Total Expenditures	5,235,282	6,400,588	6,222,152	7,193,389
Net Appropriations	407,595	0	0	0

Authorized Positions:				
Public Works Director	0.22	0.22	0.22	0.22
Water Superintendent	0.50	0.50	0.50	0.50
Water Utility Operator I	1.50	1.50	1.50	3.50
Engineering Intern PT - (1)	0.00	0.00	0.00	0.175
Admin Specialist II	0.22	0.22	0.22	0.22
Admin Specialist III	0.50	1.00	1.00	1.00
Total	2.94	3.44	3.44	5.62

Water Capital Fund 442-6157

Water Capital Reserve
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Water Meter Grant	0	0	0	0
Miscellaneous Revenues	29,732	0	0	0
Total Revenues	29,732	0	0	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	0	0
Cost Allocation	0	0	0	0
Capital Expenditures	0	0	0	0
Total Expenditures	0	0	0	0
Net Appropriations	29,732	0	0	0

Authorized Positions:
None

Purpose of Account:
The Water Capital Reserve Fund is for the sole purpose of designating funds for water capital projects.

Water Plant Fund 443-6152 **Water Plant Operations Division Summary**

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Port Hueneme Water Agency Revenu	998,626	1,231,550	1,120,962	1,157,654
Misc Revenue	1,243	0	0	0
Fund Interest	-2,633	-2,000	-682	-2,000
Total Revenues	997,236	1,229,550	1,120,280	1,155,654

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	361,805	368,836	346,819	382,331
Operational Charges	468,316	644,714	553,870	548,723
Cost Allocation	163,900	216,000	216,000	224,600
Capital Expenditures	0	0	0	0
Total Expenditures	994,021	1,229,550	1,116,689	1,155,654
Net Appropriations	3,215	0	3,591	0

Authorized Positions:				
Water Superintendent	0.50	0.50	0.50	0.50
Electrical/Instrumentation Tech	0.50	0.50	0.50	0.50
Electrical/Mechanical Tech	0.50	0.50	0.50	0.50
Water Utility Operator Lead	1.00	1.00	1.00	1.00
Water Utility Operator I	0.50	0.50	0.50	0.50
Total	3.00	3.00	3.00	3.00

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. The division also provides contract services to Naval Base Ventura County (NBVC) for the operation and maintenance of their collection systems.

MAJOR ACCOMPLISHMENTS IN 2010-11

- Completed Pleasant Valley and Clara lift station rehabilitation projects.
- Processed the NBVC Wastewater and Stormdrain Maintenance contract extension.
- Completed the Sewer System Analysis Project.
- Began analysis of treatment charge agreement between COPH and Oxnard.
- Continued GIS data collection of infrastructure.

MAJOR INITIATIVES 2011-12

- Negotiate new wastewater discharge agreement with City of Oxnard.
- Successfully bid and win award of new sewer and storm drain maintenance contracts with NBVC.
- Perform wastewater system maintenance that maintains a zero wastewater spill result
- Finalize detailed report of Sewer System Assessment.
- Complete flow monitoring study of system.

PERFORMANCE MEASURES 2011--12

- Identify inflow and infiltration that will reduce overall flows by 5% from previous year.
- Complete Work Orders within designated time frames 100% of the time.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Overall flow rates in million gallons per day (MGD)	1.03	1.03	0.98	0.98	0.94
Percentage change	NA	NA	5%	5%	5%
Number of total Work Orders	5,800	5,800	5,800	5,800	5,800
Number of Work Orders completed on time	5,220	5,800	5,800	5,500	5,800
Percentage completed	90%	100%	100%	95%	100%

Wastewater Fund 444-6153 — **Wastewater Operations Division Summary**

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
COPH Services	2,308,468	2,806,000	2,841,000	3,146,000
Oxnard City Services	347,333	170,000	315,000	0
US Navy Commercial Services	31,304	43,000	29,000	30,000
CIBCSD Wheeling Agreement	600,103	304,000	420,000	0
Fund Interest	-18,636	0	0	0
NBVC Contract Reimbursement	143,769	139,000	139,000	140,000
Miscellaneous Revenue	67,717	6,000	20,600	46,475
Stormwater Program	31,005	158,810	38,000	60,000
Retained Earnings/Reserves	270,188	105,670	0	0
Total Revenues	3,781,251	3,732,480	3,802,600	3,422,475

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	831,308	946,746	787,297	957,265
Operational Charges	1,751,912	1,196,135	1,406,000	1,041,200
Cost Allocation	941,300	926,700	926,700	969,685
Capital Expenditures	39,267	49,335	36,835	42,500
Debt Service	217,464	313,564	313,564	311,564
Capital Reserves	0	300,000	332,204	100,261
Total Expenditures	3,781,251	3,732,480	3,802,600	3,422,475
Net Appropriations	0	0	0	0

Authorized Positions:				
Public Works Director	0.22	0.22	0.22	0.22
Wastewater Superintendent	0.60	0.60	0.60	0.60
Environmental Compliance Coord.	1.00	1.00	1.00	1.00
Electrical/Instrumentation Tech	1.30	1.30	1.30	1.30
Electrical/Mechanical Technician	0.45	0.45	0.45	0.45
Wastewater Maintenance I	2.35	2.35	2.35	2.35
Wastewater Maintenance II	0.75	0.75	0.75	0.75
Wastewater Maintenance Lead	0.95	0.95	0.95	0.95
Engineering Intern PT - (1)	0.00	0.00	0.00	0.175
Admin Specialist III	1.00	1.00	1.00	1.00
Admin Specialist II	0.22	0.22	0.22	0.22
Total	8.84	8.84	8.84	9.02

Wastewater Capital Fund 445-615 **Wastewater Capital Reserve**
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Connection Fees	0	0	48,000	24,000
Note Interest	50,329	0	43,000	0
Fund Interest	65,104	0	20,000	20,000
Miscellaneous Revenue	0	0	0	0
Transfer In - WW Bond Fund	3,012,300	500,000	547,000	0
Retained Earnings/Reserves	0	749,087	142,000	1,406,000
Total Revenues	3,127,733	1,249,087	800,000	1,450,000

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	26,067	0	0	0
Cost Allocation	0	0	0	0
Capital Expenditures	0	1,249,087	800,000	1,450,000
Total Expenditures	26,067	1,249,087	800,000	1,450,000
Net Appropriations	3,101,666	0	0	0

Authorized Positions:
None

Purpose of Account:

The Wastewater Capital Reserve Fund is for the sole purpose of designating funds for wastewater capital projects.

Wastewater Bond Fund 446-6155 **Wastewater Bonds Division Summary**

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Investment Interest	23,253	150,000	500	0
Wastewater Capital Fund	26,067	0	0	0
Retained Earnings/Reserves	2,976,895	352,700	786,125	0
Total Revenues	3,026,215	502,700	786,625	0

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	9,000	0	0	0
Cost Allocation	0	0	0	0
Debt Service	4,915	2,700	3,506	0
Capital Expenditures	0	0	0	0
Transfer Out - WW Capital Fund	3,012,300	500,000	783,119	0
Total Expenditures	3,026,215	502,700	786,625	0
Net Appropriations	0	0	0	0

Authorized Positions:
None

Purpose of Account:
The sole purpose of the Wastewater Bond Fund is to account for all bond activity.

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 2010-11

- Exceeded state mandated AB939 recycling goals by 1.5 pounds per person per day.
- Successfully renegotiated five-year Navy Contract.
- Replaced 120 old residential trash carts in the Marlboro Condo Complex.
- Replaced 65 three-yard commercial bins with fresh, refurbished bins at various commercial locations.
- No time loss injuries in 2010.

MAJOR INITIATIVES 2011-12

- Exceed AB939 recycling goals.
- Continue three-yard commercial bin enhancement project.
- No time-loss injuries in 2011.
- No preventable vehicle accidents in 2011.
- Continue public outreach including booth at the Hueneme Beach Festival.

PERFORMANCE MEASURES 2011-12

- Respond to all service calls within 24 hours 100% of the time.
- Enhance commercial areas by replacing 60 old three-yard bins with freshly painted refurbished bins.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Number of service calls	780	740	756	780	750
Number of service calls responded to within 24 hours	780	740	756	780	750
Percentage	100%	100%	100%	100%	100%
Number of 3-yard bins in need of replacement	NA	NA	NA	65	60
Number of three-yard bins replaced	NA	NA	NA	65	60
Percentage	NA	NA	NA	100%	100%

Solid Waste Fund 447-6150

Solid Waste Operations
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Delinquent Fees	31,280	15,000	20,000	15,000
COPH Services	1,019,613	1,126,600	1,100,000	1,144,000
US Navy - Commercial Services	731,401	813,000	815,000	848,500
US Navy - Residential Services	182,499	202,900	203,000	211,000
COPH Commercial Revenue	898,107	1,004,000	996,000	1,035,800
Misc Commercial Revenue	288,081	276,000	260,000	271,000
Misc Interest	7,958	20,000	0	0
Fund Interest	0	0	0	0
Used Oil Grant	0	0	590	0
Beverage Container Grant	11,713	6,500	2,512	5,700
Curbside Recycling Revenue	40,014	36,000	45,000	45,000
Miscellaneous Revenue	49,961	36,060	40,060	41,060
Retained Earnings/Vehicle Reserves	0	0	0	183,527
Total Revenues	3,260,627	3,536,060	3,482,162	3,800,587

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	801,604	824,476	793,316	828,539
Operational Charges	756,896	1,013,100	890,658	957,700
Vehicle/Equipment Reserves	0	242,600	242,600	242,600
Capital Expenditures	373,684	112,835	110,835	457,000
Debt Service	67,561	283,661	283,661	283,663
Cost Allocation	829,800	889,600	889,600	931,085
Transfer Out - Stormwater Program	0	0	0	0
Transfer Out - General Fund	100,000	100,000	100,000	100,000
Total Expenditures	2,929,545	3,466,272	3,310,670	3,800,587
Net Appropriations	331,082	69,788	171,492	0

Authorized Positions:				
Public Works Director	0.22	0.22	0.22	0.22
Solid Waste/Fleet Superintendent	0.70	0.70	0.70	0.70
Solid Waste Equipment Operator, Lead	1.00	1.00	1.00	1.00
Solid Waste Equipment Operator II	5.00	5.00	5.00	5.00
Admin Specialist II	0.92	0.92	0.92	0.92
Total	7.84	7.84	7.84	7.84

Fund 005-1902 **NBVC Wastewater Contract**
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Navy Contract Revenue	1,811,072	1,709,636	1,879,800	1,709,636
Total Revenues	1,811,072	1,709,636	1,879,800	1,709,636

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	599,619	628,362	579,127	605,258
Operational Charges	632,209	590,637	680,000	522,573
Cost Allocation Charges	214,300	166,800	166,800	171,800
Transfer Out - General Fund	380,308	0	304,620	217,667
Transfer Out - Stormwater	60,656	305,510	149,253	192,338
Total Expenditures	1,887,092	1,691,309	1,879,800	1,709,636
Net Appropriations	-76,020	18,327	0	0

Authorized Positions:				
Wastewater Superintendent	0.40	0.40	0.40	0.40
Electrical Instrumentation Tech	0.20	0.20	0.20	0.20
Electrical Mechanical Tech	0.05	0.05	0.05	0.05
Administrative Specialist III	0.50	0.50	0.50	0.50
Wastewater Maintenance I	2.65	2.65	2.65	2.65
Wastewater Maintenance II	1.25	1.25	1.25	1.25
Wastewater Maintenance Lead	1.05	1.05	1.05	1.05
Total	6.10	6.10	6.10	6.10

Stormwater Fund 133-6155

Stormwater Program
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Stormwater Program Revenue	14,048	15,000	14,047	15,647
Transfer In - NBVC Contract	60,656	305,510	149,253	192,338
Total Revenues	74,704	320,510	163,300	207,985

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	58,682	232,410	72,000	116,685
Cost Allocation	13,500	11,300	11,300	11,300
Capital Expenditures	0	80,000	80,000	80,000
Total Expenditures	72,182	323,710	163,300	207,985
Net Appropriations	2,522	-3,200	0	0

Authorized Positions:
None

Purpose of Account:

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

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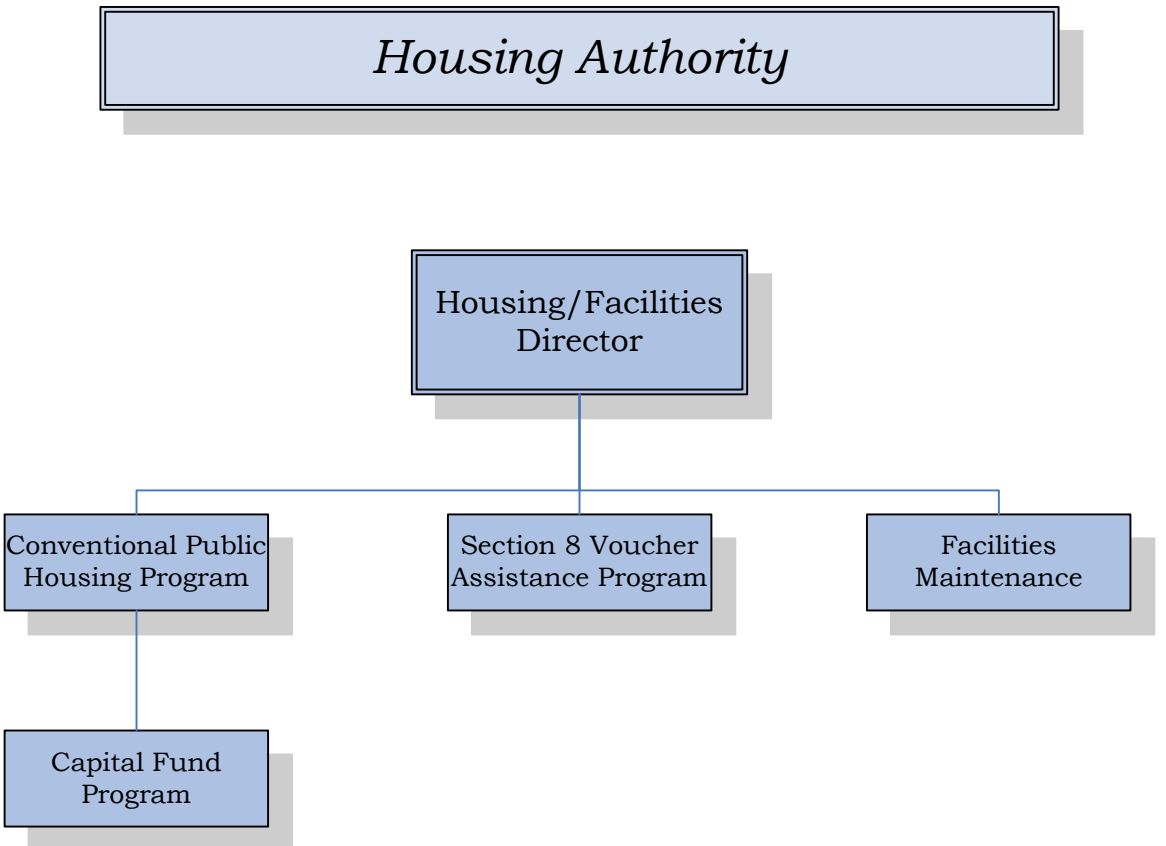
CITY OF PORT HUENEME

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

Housing Authority

MISSION

The Mission of the Housing Authority is to effectively administer and manage the Federally-sponsored Public Housing and Housing Choice (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.

PRIMARY ACTIVITIES

The primary activities of the Housing Authority are to manage and maintain 90 units of Public Housing, administer 279 Housing Choice Vouchers (HCV; Section 8) and oversee the administration and management of 31 other non-HUD City owned low rent units.

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- The HCV program remained a high performer with a 93% score in the Section Eight Management Assessment Program (SEMAP).
- The Public Housing program maintained a score of 90% on the Public Housing Assessment System and as a result is eligible for a Capital Fund bonus if they are approved for next year.
- Continued full lease up of the HCV program thereby providing the maximum Housing for the community.
- All residents have completed their relocation due to the plumbing project at Mar Vista.
- Obligated and spent all stimulus money over a year ahead of schedule.

MAJOR INITIATIVES 2011-12

- Attain HUD approval for the new Capital Fund Program Annual Plan and Five-Year Action Plan update.
- Implement the Yardi software system for the non-HUD properties.
- Maintain High Performer status for HCV (Section 8) and Public Housing programs by attaining a score of at least 90% in the Section Eight Management Assessment Program (SEMAP) and the Public Housing Assessment System (PHAS) respectively.
- Continue the emphasis on and provide additional staff training.
- Continue the process of establishing Resident Council bodies and a Resident Advisory Board (RAB) in Public Housing.
- Maintain full lease-up in the HCV program.

PERFORMANCE MEASURES 2011-12

- Complete Public Housing unit turnaround in less than 10 days 100% of the time
- Attain and maintain a 98% Public Housing occupancy rate 100% of the time.
- Attain and maintain a 98% reporting rate for the Form HUD-50058 program. (Data collected on Form HUD-50058 provides HUD with a demographic of people who participate in subsidized housing programs.)
- Ensure that all Housing Authority staff receives two formal HUD related trainings.

Housing Authority

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Percentage of Public Housing units turned around in less than 10 days.	100%	100%	100%	100%	100%
Public Housing Occupancy Rate	98%	92%	95%	98%	98%
Reporting rate for the Form HUD-50058 program.	96%	98%	95%	96%	98%

Housing Authority

Housing Authority
Department Overview

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Late Rent Fees	0	300	0	300
Rental Income	269,110	350,000	333,500	350,000
Cell Site Revenues	69,147	72,129	72,186	72,129
Cable TV Revenues	4,352	0	777	0
Investments	4,176	4,500	5,000	5,000
Fund Interest	161	200	50	200
CDBG Entitlement	484,928	0	0	0
Operating Subsidy	94,043	125,000	156,454	125,000
RDA Operating Grant	220,000	220,000	220,000	220,000
RDA Capital Project Fund	1,075,059	0	0	0
Miscellaneous Revenues	1,003	2,500	2,500	2,500
Tenant Fraud Recoveries	1,235	600	4,000	1,500
Tenant Miscellaneous Revenues	201	1,000	250	500
Transfer In from Mod Grants	0	0	0	80,000
Administration Fee	312,654	350,000	310,000	280,000
HAP's Revenue	2,878,610	3,155,436	3,155,436	3,155,436
Modernization Grant Revenue	150,436	243,411	163,411	80,000
American Rec & Reinv Act	104,387	0	0	0
Fund Balance	0	44,890	0	0
Total Revenues	5,669,502	4,569,966	4,423,564	4,372,565

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	589,695	631,705	599,840	646,533
Operational Charges	3,333,303	3,653,008	3,522,871	3,476,080
Cost Allocation	176,900	197,100	197,100	211,290
Capital Expenditures	9,839	38,688	6	0
Total Expenditures	4,109,737	4,520,501	4,319,817	4,333,903
Net Appropriations	1,559,765	49,465	103,747	38,662

Authorized Positions:				
City Manager	0.10	0.10	0.10	0.10
Housing/Facilities Maint Director	0.60	0.60	0.60	0.60
Housing Property Manager	1.00	1.00	1.00	1.00
Housing Specialist	1.00	1.00	1.00	1.00
Housing Cust Svc Assistant	1.00	1.00	1.00	1.00
Housing & Facilities Svcs Asst	0.35	0.35	0.35	0.35
Facilities Maint Superintendent	0.25	0.25	0.25	0.25
Facilities Maint Worker II	1.00	1.00	1.00	1.00
Facilities Maint Worker I	0.25	0.25	0.25	0.25
Total	5.55	5.55	5.55	5.55

Housing Authority 912-9101 **Conventional Housing Division Summary**

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Late Rent Fees	0	300	0	300
Rental Income	269,110	350,000	333,500	350,000
AT&T Cell Site	25,648	26,927	26,594	26,927
Verizon Cell Site	19,954	20,952	21,402	20,952
Sprint Cell Site	23,545	24,250	24,190	24,250
Cable TV Revenues	4,352	0	777	0
Investments	4,176	4,500	4,300	4,500
Fund Interest	26	100	0	100
CDBG Entitlement	484,928	0	0	0
Operating Subsidy	94,043	125,000	156,454	125,000
RDA Operating Grant	220,000	220,000	220,000	220,000
RDA Capital Project Fund	1,075,059	0	0	0
Miscellaneous Revenues	1,003	2,500	2,500	2,500
Tenant Fraud Recoveries	0	500	0	500
Tenant Miscellaneous Revenues	201	1,000	250	500
Transfer In from Mod Grants	0	0	0	80,000
Fund Balance	0	44,890	0	0
Total Revenues	2,222,045	820,919	789,967	855,529

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	393,280	425,498	404,729	435,169
Operational Charges	428,595	214,333	198,304	230,734
Cost Allocation	129,700	142,400	142,400	154,400
Capital Expenditures	9,839	38,688	6	0
Total Expenditures	961,414	820,919	745,439	820,303
Net Appropriations	1,260,631	0	44,528	35,226

Authorized Positions:				
City Manager	0.05	0.05	0.05	0.05
Housing/Facilities Maint Director	0.35	0.35	0.35	0.35
Housing Property Manager	1.00	1.00	1.00	1.00
Housing Cust Svc Assistant	0.50	0.50	0.50	0.50
Housing & Facilities Svcs Asst	0.25	0.25	0.25	0.25
Facilities Maint Superintendent	0.25	0.25	0.25	0.25
Facilities Maint Worker II	1.00	1.00	1.00	1.00
Facilities Maint Worker I	0.25	0.25	0.25	0.25
Total	3.65	3.65	3.65	3.65

Housing Authority 915-9103 **Section 8 Vouchers**
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Investments	0	0	700	500
Fund Interest	135	100	50	100
Administration Fee	312,654	350,000	310,000	280,000
HAP's Revenue	2,878,610	3,155,436	3,155,436	3,155,436
Tenant Fraud Recoveries	1,235	100	4,000	1,000
Fund Balance	0	0	0	0
Total Revenues	3,192,634	3,505,636	3,470,186	3,437,036

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	196,415	206,207	195,111	211,364
Operational Charges	2,731,196	3,195,264	3,161,156	3,165,346
Cost Allocation	47,200	54,700	54,700	56,890
Capital Expenditures	0	0	0	0
Total Expenditures	2,974,811	3,456,171	3,410,967	3,433,600
Net Appropriations	217,823	49,465	59,219	3,436

Authorized Positions:				
City Manager	0.05	0.05	0.05	0.05
Housing/Facilities Maint Director	0.25	0.25	0.25	0.25
Housing Specialist	1.00	1.00	1.00	1.00
Housing Cust Svc Assistant	0.50	0.50	0.50	0.50
Housing & Facilities Svcs Asst	0.10	0.10	0.10	0.10
Total	1.90	1.90	1.90	1.90

Mod Fund 916-9209

Capital Fund Programs
Account Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Modernization Grant Revenues	150,436	243,411	163,411	80,000
American Rec & Reinv Act	104,387	0	0	0
Total Revenues	254,823	243,411	163,411	80,000

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	173,512	243,411	163,411	80,000
Capital Expenditures	0	0	0	0
Total Expenditures	173,512	243,411	163,411	80,000
Net Appropriations	81,311	0	0	0

Authorized Positions:
None

Purpose of Account:

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

CITY OF PORT HUENEME

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 cost effectiveness.

"The Friendly City by the Sea"

Facilities Maintenance
General Fund

MISSION

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

PRIMARY ACTIVITIES

Services provided by Facilities Maintenance include routine and preventative maintenance on all City and Housing Authority buildings, structures and public areas. This includes, but is not limited to, the City Hall, Community Center, Public Works and Water Department buildings, the Beach Pier and the Housing Authority properties.

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- Completed engineering plans and specifications for the phased Electrical Service Upgrade project for the Civic Center. Phase One is out to bid.
- Revised the City's janitorial service schedule with input from all departments and went out to bid on a new janitorial services contract. Pride Services was awarded the contract and began work on February 1.
- Installed waterless urinals at Public Works Surfside.
- Renovated the Police Department's former upstairs trustee housing are and performed needed modifications and security improvements to convert this space into a property storage space.
- Designed and installed a new fence and gate system to prevent pedestrian access to the Police Department parking lot from the City Hall Side.
- Expanded the electronic access control system for the Civic Center providing capacity for additional doors.
- Installed gates and barriers at the Bubbling Springs Park restroom and began a program of locking restrooms at Bubbling Springs and Moranda Park at night to reduce graffiti and other vandalism.
- Saved an estimated $4,000 on electrical utility costs during the summer of 2010 by placing the Civic Center on SCE's Demand Response Program

MAJOR INITIATIVES 2011-12

- Provide graffiti abatement on City property and right-of-way.
- Maintain Housing Authority properties to HUD's Uniform Physical Condition Standards and prepare for HUD's scheduled REAC inspection.
- Continue preventive maintenance program for City and Housing Authority facilities.
- Maintain lighting systems for City facilities, Housing Authority properties, and parks.
- Perform vacant unit make-ready work for the Housing Authority.
- Perform ongoing repair and maintenance to City facilities and Housing Authority properties.
- Perform repairs to wooden railings at Bubbling Springs Park.
- Perform energy efficient lighting retrofits citywide.

Facilities Maintenance
General Fund

PERFORMANCE MEASURES 2011-12

- Respond to graffiti reports from residents within two business days on 95% of calls.
- Achieve a 5% reduction in energy use over three years (1.7% per year) starting from FY 2009-10.
- Reduce energy costs by 5% over three years (1.7% per year) starting from FY 2009-10.

Performance Measure Indicator	Budgeted FY 2009-10	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Number of graffiti calls	277	228	235	235	NA
Number of graffiti calls responded to within two business days	263	209	221	221	NA
Percentage	95%	92%	94%	94%	NA
Civic Center energy use in kilowatt hours (kwh)	638,463	441,960	420,720	420,720	416,513
Percentage change	-1.7%	-1.0%	-4.8%	-4.8%	-1.0%
Energy costs in dollars	$578,181	$54,620	$50,697	$50,697	$50,000
Percentage change	-1.7%	-2.4%	-7.2%	-7.2%	-1.1%

General Fund 001-1370 **Facilities Maintenance Division Summary**

Direct Revenue	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Facility Reserves	0	0	0	80,000
Vehicle Reserves	0	26,000	26,000	0
Total Revenues	0	26,000	26,000	80,000

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	571,017	613,200	591,907	627,062
Operational Charges	113,884	219,396	214,625	209,441
Capital Expenditures	0	26,000	21,800	80,000
Total Expenditures	684,901	858,596	828,332	916,503
Net Appropriations	-684,901	-832,596	-802,332	-836,503

Authorized Positions:				
Housing/Facilities Director	0.40	0.40	0.40	0.40
Housing & Facilities Svcs Asst	0.65	0.65	0.65	0.65
Facilities Maintenance Supt	0.75	0.75	0.75	0.75
Facilities Maintenance Worker, Lead	1.00	1.00	1.00	1.00
Facilities Maintenance Worker II	2.00	2.00	2.00	2.00
Facilities Maintenance Worker I	0.50	0.50	0.50	0.50
Total	5.30	5.30	5.30	5.30

CITY OF PORT HUENEME

Redevelopment Agency

The Mission of the Redevelopment Agency is to alleviate both physical and economic blight; to facilitate the development or redevelopment of underutilized land for purposes and uses consistent with the Redevelopment Plan; to preserve and improve decent, attractive, and affordable housing; and to assist low and moderate-income persons and households obtain housing and homeownership within the City.

"The Friendly City by the Sea"

Redevelopment Agency

MISSION

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PRIMARY ACTIVITIES

The Community Development Department manages:

- The 432-acre Central Community (A-38) Project Area.
- The 50-acre Hueneme (R-76) Project Area.
- The 35-acre NCEL Project Area.

MAJOR ACCOMPLISHMENTS IN 2010-11

- Completed the renovation and occupancy of 841 Jane Drive (5-units).
- Completed CEQA review, tenant relocation, and DDA for final disposition of the triplex residence at 245 East Port Hueneme Road.
- Completed conversion of the Top Deck Motel into 11 studio apartments affordable to very-low income persons.
- Continued funding of cost allocation revenue to City's General Fund.
- Completed Linda Congleton & Associates retail/commercial demand analysis & opportunities and constraints market study for the Market Street site and other developable properties.
- Participated in EDC-VC/WIB regional (Ventura County) branding for "Grow Your Business -Live Your Life" campaign.
- Obtained RDA opposition to Cultural Heritage Board seeking Landmark designation of RDA's residential triplex.
- Concluded public hearing regarding the progress of the Agency's 2007-2011 Five-Year Implementation Plan and had RDA adopted Resolution receiving and accepting the mid-term review.

MAJOR INITIATIVES 2011-12

- Plan and evaluate for possible Redevelopment Agency dissolution and succession.
- Commence 5 Year Implementation Plan for all three Project Areas
- Strategic Plan Objective 1-1, Project 2, recommence property negotiations for purchase of 244 Market Street (Trigg Schafer).
- Commence mold remediation at "C" Street home and Jane Drive duplex.
- Conclude DDA and commence project for 211 E. Scott Street.
- Commence marketing and subsequent commercial center parking lot and building façade renovation at 681, 683, 685, 701, and 711 E. Hueneme Rd.

PERFORMANCE MEASURES 2011-12

- Attempt to limit reduction of annual gross tax increment revenues to less than 10% for each fiscal year.
- Acquire or convert two to five additional units for affordable housing. Number of units/properties acquired or converted for current or future affordable housing:

FY 2008-09:
124 West Pleasant Valley Rd (1-lot)
241 East Port Hueneme Rd (1-lot)
FY 2009-10:
245 East Port Hueneme Rd (3 units)
100-108 W. PV Rd. (11- units)
FY 2010-11
841 Jane Drive (5-Units)
FY 2011-12
Hideaway Townhomes (2-units)

Redevelopment Agency

Performance Measure Indicator	Actual FY 2008-09	Actual FY 2009-10	Budgeted FY 2010-11	Projected FY 2010-11	Final FY 2011-12
Amount of gross tax increment revenues	$6,091,971	$5,791,849	$5,551,845	$5,551,845	$5,941,733
Percentage change	NA	-4.9%	-4.1%	-4.1%	+7%
Number of additional affordable units acquired and/or converted	2	14	5	5	2

Central Community Project Area

The Central Community Project Area was established on February 7, 1973 with territory added along Pleasant Valley Road in 1975 and additional territory added in the Ann Avenue area in 1998. In 1998 the Plan was also amended and restated to extend its time limitations for establishing debt, the effectives of the Plan, the authority for eminent domain, collecting tax increment, and paying indebtedness. The Project Area contains residential, commercial, and light industrial uses within its 432-acre area generally comprising the southern quarter of the City. The Agency's accomplishments include a wide variety of development including over 30 recreational, industrial, residential, and commercial projects.

In general, the goals and objectives of the Central Community Project Area are as follows:

- The elimination and prevention of the spread of blight and deterioration and the conservation, rehabilitation, and redevelopment of the Project Area.
- The encouragement, cooperation, and participation of residents, businesspersons, public agencies, and community organizations in the revitalization of the Project Area.
- The provision of financial assistance to encourage private sector investment in the development and redevelopment of the Project Area.
- The promotion of the economic well being of the Project Area by encouraging the diversification and development of its economic base, and to assist in both short and long term employment opportunities for the residents of the Project Area and the City.
- The improvement of housing and the assistance of low and moderate-income persons and families to obtain homeownership.
- The development of quality affordable housing.
- The provision of adequate roadways, traffic and circulation improvements to correct street deficiencies, alignment problems, and to eliminate road hazards; and to provide adequate street access throughout the Project Area.
- The stimulation of private sector investment in the full development of the Project Area.
- The expansion of the resources of developable land by making underutilized land available for development.
- The provision of needed or lacking improvements and facilitates that are sensitive to the environment.
- The improvement or preservation of low and moderate income housing as is required to satisfy the needs and desires of the various age and income groups of the community, maximizing the opportunity for individual choice, and meeting the requirements of State law.
- The upgrading of existing commercial and industrial uses in the Project Area.
- The assembly and disposition of land into parcels suitable for modern integrated development with improved development standards, pedestrian, and vehicular circulations in the Project Area.

Central Community — **Central Community Project Area**
Project Overview

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Late Rent Fees	350	200	150	200
Rental Revenue	138,485	202,096	175,283	220,096
Tax Increment	4,880,821	5,032,000	4,600,000	4,600,000
Pass Through Contra Account	-293,217	-40,000	-40,000	-40,000
Fiscal Agent Interest	84,132	60,000	83,800	83,800
Investment Interest	38,704	82,000	17,000	17,500
Miscellaneous Interest	0	10,000	0	0
Fund Interest	-13,449	13,100	1,000	1,400
Miscellaneous Revenue	3,734	1,000	23,000	1,000
Loan Payoff Revenue	0	25,000	58,210	25,000
Transfer in - Debt Service	3,691,352	1,265,317	1,649,334	2,147,034
Fund Balance	2,336,453	571	2,567,782	0
Total Revenues	10,867,365	6,651,284	9,135,559	7,056,030

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	336,509	349,164	332,324	357,328
Operational Charges	4,029,840	833,313	1,092,077	1,721,320
Cost Allocation	355,200	354,200	354,200	369,200
Capital Expenditures	1,200	19,500	2,610	0
Debt Service	2,442,975	2,436,632	5,487,948	1,925,548
Transfer Out	3,691,352	1,265,317	1,649,334	2,147,034
Total Expenditures	10,857,076	5,258,126	8,918,493	6,520,430
Net Appropriations	10,289	1,393,158	217,066	535,600

Authorized Positions:				
City Manager	0.15	0.15	0.15	0.15
Comm Dev Programs Manager	0.80	0.80	0.80	0.80
Comm Dev Specialist	1.25	1.25	1.25	1.25
Facilities Maint Worker I	0.25	0.25	0.25	0.25
Building Official	0.10	0.10	0.10	0.10
Accountant	0.05	0.05	0.05	0.05
Total	2.60	2.60	2.60	2.60

Central Community 870-8701 **CC Capital Project Fund**
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Late Rent Fees	150	100	50	100
Rental Revenue	21,486	23,736	18,791	23,736
Investment Interest	9,786	12,000	6,500	6,500
Fund Interest	586	100	-100	100
Transfer in - Debt Service	2,715,188	258,917	729,334	1,227,034
Fund Balance	0	571	0	0
Total Revenues	2,747,196	295,424	754,575	1,257,470

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	23,209	20,813	22,009	24,800
Operational Charges	2,534,898	97,511	555,466	1,048,070
Cost Allocation	177,600	177,100	177,100	184,600
Capital Expenditures	1,200	0	0	0
Total Expenditures	2,736,907	295,424	754,575	1,257,470
Net Appropriations	10,289	0	0	0

Authorized Positions:				
City Manager	0.075	0.075	0.075	0.075

Purpose of Account:
The Capital Project account is tax increment revenues allocated to projects and operations.

Central Community 871-8702 **20% Set-A-Side Fund**
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Late Rent Fees	200	100	100	100
Rental Revenue	116,999	178,360	156,492	196,360
Investment Interest	1,288	40,000	500	1,000
Miscellaneous Interest	0	10,000	0	0
Fund Interest	5,660	1,000	400	1,000
Miscellaneous Revenue	3,734	1,000	23,000	1,000
Loan Payoff Revenue	0	25,000	58,210	25,000
Transfer in - Debt Service	976,164	1,006,400	920,000	920,000
Fund Balance	818,956	0	0	0
Total Revenues	1,923,001	1,261,860	1,158,702	1,144,460

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	313,300	328,351	310,315	332,528
Operational Charges	1,432,101	650,802	451,611	588,250
Cost Allocation	177,600	177,100	177,100	184,600
Capital Expenditures	0	19,500	2,610	0
Total Expenditures	1,923,001	1,175,753	941,636	1,105,378
Net Appropriations	0	86,107	217,066	39,082

Authorized Positions:				
City Manager	0.075	0.075	0.075	0.075
Comm Dev Programs Manager	0.80	0.80	0.80	0.80
Comm Dev Specialist	1.25	1.25	1.25	1.25
Facilities Maint Worker I	0.25	0.25	0.25	0.25
Building Official	0.10	0.10	0.10	0.10
Accountant	0.05	0.05	0.05	0.05
Total	2.53	2.53	2.53	2.53

Purpose of Account:
The Set-A-Side account is 20% of tax increment revenue dedicated to low and moderated income housing programs.

Central Community 872-8703 **Debt Service Fund**
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Tax Increment	4,880,821	5,032,000	4,600,000	4,600,000
Pass Though Contra Account	-293,217	-40,000	-40,000	-40,000
Investment Interest	27,630	30,000	10,000	10,000
Fiscal Agent Interest	84,132	60,000	83,800	83,800
Fund Interest	-19,695	12,000	700	300
Fund Balance	1,517,497	0	2,567,782	0
Total Revenues	6,197,168	5,094,000	7,222,282	4,654,100

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	62,841	85,000	85,000	85,000
Debt Service	2,442,975	2,436,632	5,487,948	1,925,548
Transfer Out	3,691,352	1,265,317	1,649,334	2,147,034
Total Expenditures	6,197,168	3,786,949	7,222,282	4,157,582
Net Appropriations	0	1,307,051	0	496,518

Authorized Positions:
None

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

R76 Project Area

Utilizing dredge spoil from the Harbor Project's late 1960's expansion, the Hueneme R76 Project Area was established in 1967. The Project Area encompasses a total of 50 acres and included the acquisition of 36 separate properties with relocation of 76 households and businesses. By 1996 the Project Area's physical development was completed and occupied by the 90 unit Seaview Apartment complex, 200 units at Anacapa View Condominiums, 84 single family Anacapa View Beach Homes, and a portion of the 135-room Country Inn Motel.

In general, the goals and objectives of the Hueneme Project Area are as follows:

- Eliminate the conditions of blight existing in the Project Area.
- Ensure, insofar as possible, that the causes of the blighting conditions will be either eliminated or protected against.
- Provide participation for owners and a reasonable preference for persons living in or engaged in business in the Project Area.
- Encourage and insure the rebuilding and development of the Project Area.
- Encourage and foster the economic revitalization of the Project Area.
- Relocate the owners and occupants of the Project Area as needed.
- Redevelop and rebuild the public facilities in the Project Area to provide safe and more efficient service for the people in the Area and the general public as a whole.

R76 **R76 Project Area**
Project Overview

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Tax Increment	791,364	792,733	780,000	780,000
Fiscal Agent Interest	14,750	7,000	14,000	14,000
Investment Interest	13,638	22,000	6,700	2,000
Miscellaneous Interest	11,420	1,000	0	1,000
Fund Interest	1,473	4,050	350	450
Loan Payoff Revenue	0	10,000	0	10,000
Transfer In - Debt Service	201,424	205,107	199,210	203,970
Fund Balance	595,144	0	0	0
Total Revenues	1,629,213	1,041,890	1,000,260	1,011,420

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	26,133	172,763	38,260	155,520
Cost Allocation	56,000	55,800	55,800	60,000
Capital Expenditures	743,510	0	0	0
Debt Service	290,014	288,188	436,872	258,875
Transfer Out	201,424	205,107	199,210	203,970
Total Expenditures	1,317,081	721,858	730,142	678,365
Net Appropriations	312,132	320,032	270,118	333,055

Authorized Positions:
None

R76 873-8801

R76 Capital Project Fund
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Fund Interest	16	50	-50	50
Transfer In - Debt Service	43,151	46,560	43,210	47,970
Total Revenues	43,167	46,610	43,160	48,020

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	15,120	17,760	15,260	18,020
Cost Allocation	28,000	27,900	27,900	30,000
Capital Expenditures	0	0	0	0
Total Expenditures	43,120	45,660	43,160	48,020
Net Appropriations	47	950	0	0

Authorized Positions:
None

Purpose of Account:
The Capital Project account is tax increment revenues allocated to projects and operations.

R76 874-8802

R76 20% Set-A-Side Fund
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Investment Interest	5,435	15,000	1,500	1,000
Miscellaneous Interest	11,420	1,000	0	1,000
Fund Interest	2,378	1,000	200	200
Loan Payoff Revenue	0	10,000	0	10,000
Transfer In - Debt Service	158,273	158,547	156,000	156,000
Fund Balance	595,144	0	0	0
Total Revenues	772,650	185,547	157,700	168,200

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	1,140	140,003	8,000	122,500
Cost Allocation	28,000	27,900	27,900	30,000
Capital Expenditures	743,510	0	0	0
Total Expenditures	772,650	167,903	35,900	152,500
Net Appropriations	0	17,644	121,800	15,700

Authorized Positions:
None

Purpose of Account:
The Set-A-Side account is 20% of tax increment revenue dedicated to low and moderate income housing programs.

R76 875-8803

R76 Debt Service Fund
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Tax Increment	791,364	792,733	780,000	780,000
Investment Interest	8,203	7,000	5,200	1,000
Fiscal Agent Interest	14,750	7,000	14,000	14,000
Fund Interest	-921	3,000	200	200
Total Revenues	813,396	809,733	799,400	795,200

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	9,873	15,000	15,000	15,000
Capital Expenditures	0	0	0	0
Debt Service	290,014	288,188	436,872	258,875
Transfer Out	201,424	205,107	199,210	203,970
Total Expenditures	501,311	508,295	651,082	477,845
Net Appropriations	312,085	301,438	148,318	317,355

Authorized Positions:
None

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

NCEL Project Area

The Naval Civil Engineering Laboratory (NCEL) was established on December 3, 1997 under specific provisions in Redevelopment Law that pertain to closed military bases (Section 33492 of the California Health and Safety Code). The Project Area was once part of the Port Hueneme Naval Base that was established in 1942 to meet World War II military requirements. In 1982, the NCEL split from the larger Construction Battalion Center into its own separate command. The Navy officially closed the NCEL in May 1996. Previous to that in 1995, the City of Port Hueneme, Port Hueneme Surplus Property Authority, and the Oxnard Harbor District entered into a Memorandum of Understanding to pursue the reuse and redevelopment of the site which at the time had 53 Navy buildings and structures used as a laboratory for the development and testing of maritime equipment and materials. The 34.32-acre Project Area is located on the southern portion of a narrow peninsula bounded by the Pacific Ocean, harbor entry and port and is comprised of three distinct areas. The first contains general cargo/containers, liquid/dry bulk storage, and vehicle processing/storage on 23.49 acres that abuts the civilian portion of the harbor. The second area contains aquaculture/fisheries, navigation/research, and mixed waterfront uses on 5.08-acres surrounding the Point Hueneme Lighthouse near the harbor entry. The third area contains a seawall revetment and public access along the length of the NCEL shoreline totaling 5.75 acres. The Agency's accomplishments include funding over $3 million in demolition of deficient structures, improving infrastructure including utility, pavement, and on-site access reconstruction, and remediation of remaining buildings to achieve the current reuse activities.

In general, the goals and objectives of the NCEL Project Area are as follows:

- Implementing reuse activities pursuant to the NCEL Community Reuse Plan and 1995 MOU.
- The elimination and prevention of the spread of blight and deterioration; and the conserve-ation, rehabilitation, and redevelopment of the Project Area in accord with the City's General Plan, applicable specific plans, the Redevelopment Plan, the Zoning Ordinance, the Code, and other applicable laws.
- The elimination or amelioration of certain environmental deficiencies, including substandard vehicular circulation systems; inadequate water, sewer, and storm drainage systems; insufficient off-street parking; shoreline protection; and other similar public improvement, facility, and utility deficiencies that adversely affect the Project Area.
- The encouragement of investment by the private sector in the development and redevelopment of the Project Area by eliminating impediments to such development and redevelopment.
- To improve public parking, other public facilities and services, including, but not limited to, utility facilities, lighting, public safety, and public transportation.
- Add to the fiscal resources and financial strength of the City.
- Build on the unique qualities of the waterfront setting.
- Provide for the needed expansion of port facilities.
- Provide for continuity in recreational char-acter and public access along the shoreline.
- Provide for continued protection of the harbor entrance.
- Integrate harbor activities into the community in the most positive fashion.
- Ensure the compatibility of uses on adjacent sites, and created a symbiotic relationship between uses on individual sites.
- Provide for diverse means of transportation and access to the area.
- Encourage the timely recovery of military lands.
- Expand the community's supply of housing, including opportunities for low- and moderate-income households.

NCEL

NCEL Project Area
Project Overview

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Tax Increment	119,665	120,000	154,660	154,660
Investment Interest	927	2,000	700	1,000
Fund Interest	1,408	2,500	710	1,000
Transfer In-Debt Service	33,211	34,070	43,160	44,200
Fund Balance	1,796	0	0	0
Total Revenues	157,007	158,570	199,230	200,860

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	5,516	7,870	4,870	8,060
Cost Allocation	5,500	8,400	8,400	8,740
Capital Expenditures	0	0	0	0
Debt Service	87,156	86,430	86,430	86,430
Transfer Out	33,211	34,070	43,160	44,200
Total Expenditures	131,383	136,770	142,860	147,430
Net Appropriations	25,624	21,800	56,370	53,430

Authorized Positions:
None

NCEL 876-8901

NCEL Capital Project fund
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Fund Interest	-4	0	10	0
Transfer In-Debt Service	9,278	10,070	12,260	13,300
Total Revenues	9,274	10,070	12,270	13,300

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	3,765	4,370	3,870	4,560
Cost Allocation	5,500	8,400	8,400	8,740
Capital Expenditures	0	0	0	0
Total Expenditures	9,265	12,770	12,270	13,300
Net Appropriations	9	-2,700	0	0

Authorized Positions:
None

Purpose of Account:
The Capital Project account is tax increment revenues allocated to projects and operations.

NCEL 877-8902 **NCEL 20% Set-A-Side Fund**

Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Investment Interest	927	2,000	700	1,000
Fund Interest	755	1,000	300	500
Transfer In-Debt Service	23,933	24,000	30,900	30,900
Total Revenues	25,615	27,000	31,900	32,400

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	0	2,500	0	2,500
Cost Allocation	0	0	0	0
Capital Expenditures	0	0	0	0
Total Expenditures	0	2,500	0	2,500
Net Appropriations	25,615	24,500	31,900	29,900

Authorized Positions:
None

Purpose of Account:
The Set-A-Side account is 20% of tax increement revenue dedicated to low and moderate income housing programs.

NCEL 878-8903

NCEL Debt Service Fund
Division Summary

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Tax Increment	119,665	120,000	154,660	154,660
Fund Interest	657	1,500	400	500
Fund Balance	1,796	0	0	0
Total Revenues	122,118	121,500	155,060	155,160

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	1,751	1,000	1,000	1,000
Cost Allocation	0	0	0	0
Capital Expenditures	0	0	0	0
Debt Service	87,156	86,430	86,430	86,430
Transfer Out	33,211	34,070	43,160	44,200
Total Expenditures	122,118	121,500	130,590	131,630
Net Appropriations	0	0	24,470	23,530

Authorized Positions:
None

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

CITY OF PORT HUENEME

Surplus Property Authority

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

"The Friendly City by the Sea"

Surplus Property Authority

MISSION

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

PRIMARY ACTIVITIES

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

MAJOR ACCOMPLISHMENTS IN 2010-11

- Stellar Option. Established new base rents and SPA acknowledgement of final option for Lots 4 and 5 and second to final for Lot 7.
- MJ Waterworks Option. Establish new base rent and SPA acknowledgement of final option for Lot10.
- Rudy's Option. Establish new base rent and SPA acknowledgement of final option for Lot 2.
- Lighthouse Promenade. Coordinating slurry coat of asphalt with PW for Winter 2011.
- Northrop-Grumman. 6 month sublease extension issued to for Lot #11 to Northrop-Grumman for radar testing.

MAJOR INITIATIVES 2011-12

- Continue to seek SPA tenants at Aquacultural Park.
- Continue funding cost allocation and law enforcement hours.
- Attempt to lease Lots 8 and 9 to Sea Cucumber tenant.
- Process lease amendment to allow 1,400 square foot office addition at Lot 5 (Stellar).

PERFORMANCE MEASURES 2011-12

- Maintain and/or increase the number of rented lots at the Aquacultural Business Park. The number of available lots and the rent paying leases by fiscal year:

-FY 2004-05:	6 of 10 lots
-FY 2005-06:	7 of 10 lots
-FY 2006-07:	7 of 10 lots
-FY 2007-08:	6 of 10 lots
-FY 2008-09:	6 of 10 lots
-FY 2009-10:	7 of 10 lots
-FY 2010-11	7 of 10 lots
-FY 2011-12	7 of 10 lots

SPA 713-8113

Surplus Property Authority
Account Overview

Source of Funds	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Rental Income	184,446	167,185	189,385	153,492
RDA NCEL Promissory Note	537,349	86,430	86,430	86,430
Investment Income	3,454	5,000	1,300	5,000
Fund Interest	1,960	1,000	1,500	1,000
Total Revenues	727,209	259,615	278,615	245,922

Expenditure Description	Actual 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Salaries & Benefits	0	0	0	0
Operational Charges	99,365	124,131	111,542	129,730
Cost Allocation	85,200	84,900	84,900	88,300
Capital Expenditures	0	0	25,000	0
Total Expenditures	184,565	209,031	221,442	218,030
Net Appropriations	542,644	50,584	57,173	27,892

Authorized Positions:
None

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CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

FY 2011-12 to FY 2015-16

CITY OF PORT HUENEME

CAPITAL
IMPROVEMENT PROGRAM

Frequently Asked Questions

CITY OF PORT HUENEME
FY 2012-2016 CAPITAL IMPROVEMENT PROGRAM
FREQUENTLY ASKED QUESTIONS

A Capital Improvement Program (CIP) is important for planning and managing a city's growth and development, as well as maintaining existing infrastructure. A function of a CIP is to implement the community's goals and objectives and encourage discussion of the City's long-range vision. There are many factors involved in developing a Capital Improvement Program, which can make it a confusing process. This effort is to answer some of the most frequently asked questions about Capital Improvement Programs such as:

- What is a five-year Capital Improvement Program?
- What is the purpose of a five-year Capital Improvement Program?
- How do I read a Capital Improvement Program?
- Who develops the CIP?
- Where does the money come from to pay for the CIP?
- What is the general philosophy behind the funding decisions?
- Will the CIP have any impact on the Operating Budget?
- Is there a policy behind the CIP?

What is a five-year Capital Improvement Program?

A five-year Capital Improvement Program is a planning document that details a city's capital infrastructure needs for the next five-years. The document presents these needs in the form of project proposals for construction of various capital projects throughout the city. A capital project is defined as new, replacement of, or improvements to infrastructure (buildings, roads, and parks), which have a minimum life expectancy of five-years. The first year of the Capital Improvement Program becomes a part of the City's Budget.

A Capital improvement Program can be a dynamic document. The City Council appropriates funds for the first year of the CIP. The projects in the next four years are projects awaiting funding. As the community's goals change to reflect current issues and concerns, so will the direction of the Capital Improvement Program since it is intended to meet the service and infrastructure needs of the community.

What is the purpose of a five-year Capital Improvement Program?

The five-year Capital Improvement Program is a framework for developing the City's current and future operating and capital needs. This systematic approach to programming operating and capital needs include the following benefits:

- **Maximizes State and Federal Aid** – Many State and Federal programs require early identification of community needs and incorporation of these needs into regional plans before the community can apply for project funding. A long-range capital improvement program allows the community to program its needs in sufficient time to be included in regional plans. Also, it allows the community to coordinate future needs with various Federal and State Program criteria.

- **Establishes the level of capital expenditures the community can afford over the next five-years** – Multiple-year financial planning sets the basis from which the City Council can make capital project financial decisions. Pre-determining expenditures and revenues allows the community to prioritize capital expenditures and new programs without creating adverse impacts to existing services in the community.

- **Provides greater opportunity to fund larger projects –** The long-range capital plan provides a mechanism for funding larger more expensive capital improvement projects. This encourages a broad overview of needs and avoids a "piecemeal" approach to improving the community's infrastructure. By identifying projects early, planning helps the community avoid commitments and debts that may limit the initiation of more important projects at a later date.

- **Keeps the community informed of current and future projects –** The Capital Improvement Program informs the public about the short and long-range fiscal and capital development goals for the community. It assists the residents in understanding the constraints and limitations of capital improvements.

- **Focuses attention on community goals, needs and capabilities –** The capital improvement process ensures the City objectives, future needs, and financial capabilities are incorporated into the planning of capital projects and services. The Capital Improvement Program provides a mechanism for prioritizing new capital projects and programs based upon identifiable needs and available resources.

How do I read a Capital Improvement Program?

By Project Type:

The project descriptions are grouped into project categories such as Community Development, Facilities Maintenance, Utility Services, and Public Works. Reviewing the projects by category allows the reader insight into what the City proposes to do in that general area. The individual projects may be distributed throughout the City but the reader can learn what the priorities are and the type of projects emphasized in that category. There are both Funded and Unfunded projects.

Who develops the CIP?

The Capital Improvement Program is developed by all City departments as part of the budget process. The various City departments and divisions identify projects to be considered in the Capital Improvement Program and coordinate with one another on projects that involve more than one department. The City Council reviews and adopts the Capital Improvement Program as part of the operating budget process.

Where does the money come from to pay for the CIP?

The cost of capital projects is allocated to several different funds depending upon the nature of the project. For example, capital projects that are associated with maintaining or upgrading the water system are paid out of the City's Water Fund. Projects which impact more than one department or program may have multiple funding sources. In that case, the total project cost will be shared among the various funding sources.

What is the general philosophy behind the funding decisions?

The City uses a "pay-as-you-go" philosophy in funding capital projects whenever possible. This means that if the funds are not available in current receipts combined with the fund balance to complete the project, the project is not recommended for completion. An exception to this policy may occur from time-to-time due to extraordinary infrastructure replacement needs that arise. The City Council may approve the issuance of bonds or loans to fund large-scale infrastructure repairs or replacements if current revenues will not support the needed work.

Will the CIP have any impact on the Operating Budget?

Capital projects may, or may not impact future Operations and Maintenance (O&M) budgets. For example, a street reconstruction of a badly deteriorated roadway would tend to reduce annual O&M costs for the roadway, at least for the first 5 years; however, construction of a new park would have a significant immediate impact on O&M costs due to increased staff workload. Operations and Maintenance impacts are not generally included in a CIP. Adjustments to O&M budgets are typically made before the project is completed.

Is there a policy behind the CIP?

The five-year Capital Improvement Program is based on a long-term vision of the City, as developed by the City Council, to maintain the reliability of the City's infrastructure and to meet the needs and desires of the community for City services.

During the development of the five-year Capital Improvement Program, capital projects that impact public health and safety, and/or legal mandates are given the highest priority. Emphasis is placed on capital projects that maintain existing service levels or prevent damage to critical property or disruption of service to the community. Projects that would enhance existing services or improve efficiency beyond industry standards receive secondary priority.

CITY OF PORT HUENEME

CAPITAL
IMPROVEMENT PROGRAM

Projected Revenues

CIP Revenue by Source
FY 2012 - 2016 CIP Budget

Funding Source	2011-12*	2012-13	2013-14	2014-15	2015-16	Total Project Budget
CDBG	125,000	150,000	0	150,000	0	425,000
General Fund	80,000	36,000	0	0	0	116,000
Gas Tax	140,000	0	600,000	600,000	600,000	1,940,000
Storm Drain Fund	80,000	80,000	80,000	80,000	0	320,000
TDA Article 3	50,000	0	0	0	0	50,000
TDA Article 8	150,000	600,000	0	0	0	750,000
Wastewater Capital	500,000	400,000	400,000	400,000	400,000	2,100,000
Water Operations	400,000	750,000	750,000	750,000	750,000	3,400,000
TBD (To Be Determined)	1,555,000	916,000	605,000	445,000	850,000	4,371,000
Total CIP Projects	**3,080,000**	**2,932,000**	**2,435,000**	**2,425,000**	**2,600,000**	**13,472,000**

*There are no significant nonroutine capital expenditures in current fiscal year.

City of Port Hueneme - Capital Improvement Program 2012-2016

Project Title	Total Project Budget	Source of Funds
Housing/Facilities Projects		
PW Surfside/Marine Supply/School Dist-Termite Fumigation	$35,000	General Fund
Library Window Reconstruction Project	$45,000	General Fund
Police Department Parking Lot Security Project	$140,000	TBD
Hueneme Beach Gazebo Repair/Flagpoles	$65,000	TBD
Police Department Parking Lot Repavement	$50,000	TBD
Public Works Surfside Re-Roofing	$180,000	TBD
Pier Deck Replacement Project	$210,000	TBD
Hueneme Beach Pier-Handrail Replacement	$125,000	TBD
Library HVAC Systems Replacement Project	$585,000	TBD
Total Housing/Facilities Projects	**$1,435,000**	
Public Works Projects		
Channel Islands Boulevard Parkway Improvement	$10,000	TBD
FY 11-12 Tree Pruning Program	$40,000	Gas Tax
Public Works Industrial Parking Lot Rehabilitation	$50,000	TBD
Hueneme Beach Park Bikeway Upgrades (FY 11-12 TDA 3 Discretionary Grant)	$100,000	TDA 3 TDA 8
FY 11-12 Water Distribution Upgrades	$400,000	Water Fund
Pleasant Valley Road Mid-Block Crossing (FY 10-11 TDA 3 Discretionary Grant)	$200,000	TBD
Channel Islands Boulevard Left Turn Lane	$100,000	TBD
Park Avenue at Ventura Road Traffic Signal	$225,000	TBD
FY 11-12 Street Lighting	$50,000	TBD
FY 11-12 Street Rehabilitation	$200,000	Gas Tax TDA 8
FY 11-12 Wastewater System Rehabilitation	$500,000	Wastewater Cap
FY 11-12 Storm Drain Rehabilitation	$320,000	Storm Drain Fund
FY 12-13 Street Rehabilitation	$600,000	TDA 8
FY 13-14 Street Rehabilitation	$600,000	Gas Tax
FY 14-15 Street Rehabilitation	$600,000	Gas Tax
FY 15-16 Street Rehabilitation	$600,000	Gas Tax
FY 12-13 Storm Drain Rehabilitation	$300,000	TBD
FY 13-14 Storm Drain Rehabilitation	$300,000	TBD
FY 14-15 Storm Drain Rehabilitation	$300,000	TBD
FY 15-16 Storm Drain Rehabilitation	$300,000	TBD
FY 12-13 Wastewater System Rehabilitation	$400,000	Wastewater Cap
FY 13-14 Wastewater System Rehabilitation	$400,000	Wastewater Cap
FY 14-15 Wastewater System Rehabilitation	$400,000	Wastewater Cap
FY 15-16 Wastewater System Rehabilitation	$400,000	Wastewater Cap
FY 12-13 Water Distribution Upgrades	$750,000	Water Fund
FY 13-14 Water Distribution Upgrades	$750,000	Water Fund
FY 14-15 Water Distribution Upgrades	$750,000	Water Fund
FY 15-16 Water Distribution Upgrades	$750,000	Water Fund
Total Public Works Projects	**$10,395,000**	
Recreation/Community Services		
Moranda Park Basketball Courts Replacement	$40,000	TBD
Moranda Park Tennis Courts Replacement	$880,000	TBD
Replace Community Center Playground Equipment	$125,000	CDBG
Automated Park Facility Lighting Syst-Moranda Parkk	$8,000	General Fund
Replace Moranda Park Tennis Complex Lexan Windows	$10,000	General Fund
Moranda Park Tennis Light Replacement	$18,000	General Fund
Moranda Park Walking Path	$40,000	TBD
Replace Lifeguard "Pier Tower"	$45,000	TBD
Replace Two Lifeguard Towers	$76,000	TBD
Bolker Park Main Line Conduit Replacement	$100,000	TBD
Replace Moranda Park Playground Equipment	$150,000	CDBG
Replace Bubbling Springs Park Playground Equipment	$150,000	CDBG
Total Recreation/Community Services Projects	**$1,642,000**	
Total CIP Projects	**$13,472,000**	

City of Port Hueneme - Capital Improvement Program 2012-2016

2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
$35,000					$35,000
$45,000					$45,000
	$140,000				$140,000
	$65,000				$65,000
	$50,000				$50,000
	$180,000				$180,000
	$10,000	$200,000			$210,000
		$15,000	$110,000		$125,000
			$35,000	$550,000	$585,000
$80,000	**$445,000**	**$215,000**	**$145,000**	**$550,000**	**$1,435,000**
$10,000					$10,000
$40,000					$40,000
$50,000					$50,000
$50,000					$50,000
$50,000					$50,000
$400,000					$400,000
$200,000					$200,000
$100,000					$100,000
$225,000					$225,000
$50,000					$50,000
$100,000					$100,000
$100,000					$100,000
$500,000					$500,000
$80,000	$80,000	$80,000	$80,000		$320,000
	$600,000				$600,000
		$600,000			$600,000
			$600,000		$600,000
				$600,000	$600,000
	$300,000				$300,000
		$300,000			$300,000
			$300,000		$300,000
				$300,000	$300,000
	$400,000				$400,000
		$400,000			$400,000
			$400,000		$400,000
				$400,000	$400,000
	$750,000				$750,000
		$750,000			$750,000
			$750,000		$750,000
				$750,000	$750,000
$1,955,000	**$2,130,000**	**$2,130,000**	**$2,130,000**	**$2,050,000**	**$10,395,000**
$40,000					$40,000
$880,000					$880,000
$125,000					$125,000
	$8,000				$8,000
	$10,000				$10,000
	$18,000				$18,000
	$40,000				$40,000
	$45,000				$45,000
	$76,000				$76,000
	$10,000	$90,000			$100,000
	$150,000				$150,000
			$150,000		$150,000
$1,045,000	**$357,000**	**$90,000**	**$150,000**	**$0**	**$1,642,000**
$3,080,000	**$2,932,000**	**$2,435,000**	**$2,425,000**	**$2,600,000**	**$13,472,000**

CITY OF PORT HUENEME

CAPITAL
IMPROVEMENT PROGRAM

Description of CIP Revenue Sources

CITY OF PORT HUENEME
DESCRIPTION OF CAPITAL IMPROVEMENT PROGRAM (CIP) REVENUE SOURCES

American Recovery and Reinvestment Act (ARRA) - The Recovery Act provides funding to be used for economic growth and includes measures to modernize the nation's infrastructure, enhance America's energy independence, expand educational opportunities, increase access to health care, and provide tax relief. These funds will be used for pavement repairs throughout the city.

Community Development Block Grant (CDBG) – CDBG is used for the development of viable urban communities by providing decent housing, a suitable living environment, and expanding economic opportunities for persons of low and moderate income.

Energy Efficient and Conservative Block Grant (EECBG) – The EECBG program was created in 2007 and funded for the first time by the ARRA of 2009 and is intended to assist U.S. states, counties and cities in the development promotion, implementation, and better manage energy efficiency and conservative projects and programs.

General Fund – The City's main operating fund that is used to pay for basic City services that utilize most tax dollars and is also supported by fees from licenses and permits, fines, and investment earnings.

Gas Tax – Funds allocated through the State from gasoline taxes.

Housing and Urban Development Grant (HUD) – Federal grants for capital improvements and modernization of Public Housing properties.

Proposition 1B – Prop 1B is used for a variety of transportation priorities to fund the maintenance and improvement of local transportation facilities.

Redevelopment Agency Grant – Central Community Low and Moderate Income Housing Set-a-side funds.

Solid Waste – Funds used to account for the accumulation of revenues from charges for current services.

TBD- To Be Determined – Revenues/Funding unknown at this time.

Transportation Development Act (TDA) Article 3 – Funds allocated annually for the planning and construction of bicycle and pedestrian facilities.

Transportation Development Act (TDA) Article 8 – Funds allocated through the State transit funding program for transportation, street, and road projects.

Water Operations – Funds used to account for the accumulation of revenues from charges for current services to be used for future water infrastructure improvements.

Water Plant Operations – The City of Port Hueneme operates the Water Plant on behalf of the Port Hueneme Water Agency (PHWA) and all costs are paid by the Agency.

Wastewater Operations and Wastewater Capital Fund – Funds used to account for the accumulation of revenues from charges for current services to be used for future wastewater infrastructure improvements and reserved funds to be used for future capital improvements of wastewater systems.

CITY OF PORT HUENEME

CAPITAL
IMPROVEMENT PROGRAM

Project Summary by Type

CITY OF PORT HUENEME

CAPITAL
IMPROVEMENT PROGRAM

Housing/Facilities Projects
FY 2012-16

Project Title	Public Works Surfside/Marine Supply/School District - Termite Fumigation	*Dept. Project:*	Housing/Facilities

PROJECT DESCRIPTION

During installation of video cameras, extensive termite infestation was discovered. Building has never been tented for termites. City's pest control service advised that tenting would be the appropriate solution to abate problem.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	General Fund	$35,000		$35,000					$35,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$35,000		$35,000					$35,000
Inspection								$0

Project Title	Library Window Reconstruction Project	*Dept. Project:*	Housing/Facilities

PROJECT DESCRIPTION

Reconstruction of Clearstory windows on North side of Library Building.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	General Fund	$45,000		$45,000					$45,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design	$5,000		$5,000					$5,000
Construction	$40,000		$40,000					$40,000
Inspection								$0

Project Title	Police Department Parking Lot Security Project	***Dept. Project:***	Public Works

PROJECT DESCRIPTION

This project will provide for the installation of a security fence at the Police Deparment parking lot. Currently, this parking lot is unsecured.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$140,000			$140,000				$140,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$140,000			$140,000				$140,000
Inspection								$0

Project Title	Hueneme Beach Gazebo Repairs/Flagpoles	*Dept. Project:*	Housing/Facilities

PROJECT DESCRIPTION

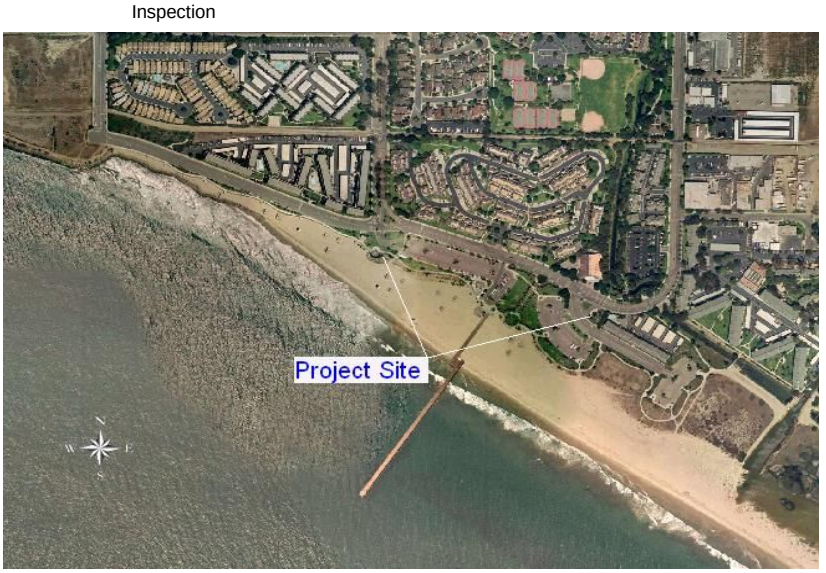
This project includes Hueneme Beach Gazebo repair, and installation of two additional flagpoles at the Beach. The wooden support poles for the gazebo are set into the ground. The underground portions are beginning to exhibit evidence of wood rot. Replacement of the wood poles will require major rebuilding of the gazebo. Additional fiberglass flagpoles will be set between the existing three flagpoles at the end of Ventura Road to make this area match the Wharf Plaza and create a focal point at the end of Ventura Road.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$65,000			$65,000				$65,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$65,000			$65,000				$65,000
Inspection								$0



Project Title	Police Department Parking Lot Repavement	***Dept. Project:***	Public Works

PROJECT DESCRIPTION

This project will provide for the Police Deparment parking lot repavement. The existing pavement has gone past its useful life and is deteriorated.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$50,000			$50,000				$50,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$50,000			$50,000				$50,000
Inspection								$0

Project Title	Public Works-Surfside Re-Roofing	*Dept. Project:*	Housing/Facilities

PROJECT DESCRIPTION

Public Works-Surfside Building Re-Roofing - The scope of this project includes the Public Works-Surfside building, the Port Hueneme Marine Supply building and the Hueneme School District facility all of which are contained under one common roof. It is a built up roof finished with mineral coated roll roofing. The roll roofing has started to deteriorate, but at this time continues to provide adequate waterproofing. It is expected the roofing material will need to be replaced by 2012.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$180,000			$180,000				$180,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$180,000			$180,000				$180,000
Inspection								$0

Project Title	Pier Deck Replacement Project	*Dept. Project:*	Housing/Facilities

PROJECT DESCRIPTION

Replacement of Pier deck. Much of the decking dates to 1968 and is worn and or loose. New decking would be fastened with screw type fasteners rather than the exising spikes.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$210,000			$10,000	$200,000			$210,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design	$10,000			$10,000				$10,000
Construction	$200,000				$200,000			$200,000
Inspection								$0

Project Title	Hueneme Beach - Pier Handrail Replacement	*Dept. Project:*	Housing/Facilities

PROJECT DESCRIPTION

Hueneme Beach Pier - Handrail Replacement - The handrails along the main portion of the pier were installed during construction of that section of pier in 1968. For several years now the railings have required on-going repairs to keep the railings safe. Most of the railing repairs have been triggered by termite damage or dry rot. Maintaining the railings in the future is expected to become more expensive as each year passes. The best solution is to replace all the 1968 railings with treated wood.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$125,000				$15,000	$110,000		$125,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design	$15,000				$15,000			$15,000
Construction	$110,000					$110,000		$110,000
Inspection								

Project Title	Library HVAC Systems Replacement Project	***Dept. Project:***	Housing/Facilities

PROJECT DESCRIPTION

Replacement of the HVAC systems at Library.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$585,000					$35,000	$550,000	$585,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design	$35,000					$35,000		$35,000
Construction	$550,000						$550,000	$550,000
Inspection								$0

CITY OF PORT HUENEME

CAPITAL
IMPROVEMENT PROGRAM

Public Works Projects
FY 2012-16

Project Title	Channel Islands Boulevard Parkway Improvement Project Phase I	***Dept. Project:***	Public Works

PROJECT DESCRIPTION

This project will remove mature, parkway trees that can cause potential damage to adjacent property. The project site is located on Channel Islands Boulevard adjacent to Hueneme Bay HOA. This is the first phase of this project.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$10,000		$10,000					$10,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$10,000		$10,000					$10,000
Inspection								$0

Project Title	2011/12 Citywide Tree Pruning Project	***Dept. Project:***	Public Works

PROJECT DESCRIPTION

This project will include the pruning of trees in the public right-of-way on various city streets

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	Gas Tax	$40,000		$40,000					$40,000

Expenditures

		Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
	Studies								$0
	Design								$0
	Construction	$40,000		$40,000					$40,000
	Inspection								$0

Project Title	Public Works Industrial Parking Lot Rehabilitation	***Dept. Project:***	Public Works

PROJECT DESCRIPTION

The parking lot at Public Works Industrial is in need of repair. This project will provide the work necessary to provide the repairs.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$50,000		$50,000					$50,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$50,000		$50,000					$50,000
Inspection								$0

Project Title	Hueneme Beach Park Bikeway Upgrades	*Dept. Project:*	Public Works

PROJECT DESCRIPTION

FY 11-12 TDA 3 Discretionary Grant

This project will repair/replace damaged concrete sections of the bike path at the beach in order to provide a safe travel way for pedestrians and bicyclists.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TDA Art 3	$50,000		$50,000					$50,000
	TDA Art 8	$50,000		$50,000					$50,000

Expenditures

		Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
	Studies								$0
	Design								$0
	Construction	$100,000		$100,000					$100,000
	Inspection								$0

Project Title	Water Distribution Upgrade Project	***Dept. Project:***	Public Works

PROJECT DESCRIPTION

This project will provide for the upgrade, repair, and installation of main water lines, laterals, valves, and connections Citywide for FY 11-12 through FY 15-16.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	Water Fund	$400,000		$400,000	$750,000	$750,000	$750,000	$750,000	$3,400,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$400,000		$400,000	$750,000	$750,000	$750,000	$750,000	$3,400,000
Inspection								$0

Project Title	Pleasant Valley Road Mid-Block Crossing	***Dept. Project:***	Public Works

PROJECT DESCRIPTION

FY 10-11 TDA 3 Discretionary Grant

This project will provide for the installation of a Bikeway/Pedestrian Crossing on Pleasant Valley Road, East of Ventura Road.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$200,000		$200,000					$200,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$200,000		$200,000					$200,000
Inspection								$0

Project Title	Channel Islands Boulevard Left Turn Lane	*Dept. Project:*	Public Works

PROJECT DESCRIPTION

Installation of left turn lane on Channel Islands Boulevard, west of Madera Circle.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$100,000		$100,000					$100,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$100,000		$100,000					$100,000
Inspection								$0

Project Title	Park Avenue at Ventura Road Traffic Signal	***Dept. Project:***	Public Works

PROJECT DESCRIPTION

This project will provide for the installation of a new traffic signal at the intersection of Ventura Road and Park Avenue.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$225,000		$225,000					$225,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$225,000		$225,000					$225,000
Inspection								$0

Project Title	FY 11-12 Street Lighting Installations	*Dept. Project:*	Public Works

PROJECT DESCRIPTION

Street Lighting Installation Project will provide for the installation of street lights at necessary locations throughout the City.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$50,000		$50,000					$50,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$50,000		$50,000					$50,000
Inspection								$0

Project Title	Street Rehabilitation	***Dept. Project:***	Public Works

PROJECT DESCRIPTION

Street Rehabilitation - This project will provide for the repair of pavement of various streets in the City for FY 11-12 through FY 15-16.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	Gas Tax	$100,000		$100,000		$600,000	$600,000	$600,000	$1,900,000
	TDA 8	$100,000		$100,000	$600,000				$700,000
									$0

Expenditures

		Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
	Studies								$0
	Design	In House							$0
	Construction	$200,000		$200,000	$600,000	$600,000	$600,000	$600,000	$2,600,000
	Inspection								$0

Project Title	Wastewater System Rehabilitation	***Dept. Project:***	Public Works

PROJECT DESCRIPTION

This project will provide the repair, replace, or upgrade the wastewater system of the City for FY 11-12 through FY 15-16.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	Wastewater Capital	$500,000		$500,000	$400,000	$400,000	$400,000	$400,000	$2,100,000

Expenditures

		Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
	Studies								$0
	Design								$0
	Construction	$500,000		$500,000	$400,000	$400,000	$400,000	$400,000	$2,100,000
	Inspection								$0

Project Title	Storm Drain Rehabilitation	***Dept. Project:***	Public Works

PROJECT DESCRIPTION

This project will provide for the replacement of broken corrugated pipe in the City's storm drain system at various sites for FY 11-12. Funds are yet to be determined for FY 12-13 through FY 15-16.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	Storm Drain Fund	$80,000		$80,000					$80,000
	TBD	$0			$300,000	$300,000	$300,000	$300,000	$1,200,000

Expenditures

		Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
	Studies								$0
	Design								$0
	Construction	$80,000		$80,000	$300,000	$300,000	$300,000	$300,000	$1,280,000
	Inspection								$0

CITY OF PORT HUENEME

CAPITAL
IMPROVEMENT PROGRAM

Recreation/Community Services Projects
FY 2012-16

Project Title	Moranda Park Basketball Court Replacement	*Dept. Project:*	Recreation/Community Svs

PROJECT DESCRIPTION

The two basketball courts at Moranda Park are deteriorated and need to be replaced. The project will remove and install two basketball courts and necessary equipment.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$40,000		$40,000					$40,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$40,000		$40,000					$40,000
Inspection								$0

Project Title	Moranda Park Tennis Courts Replacement	***Dept. Project:***	Recreation/Community Svs

PROJECT DESCRIPTION

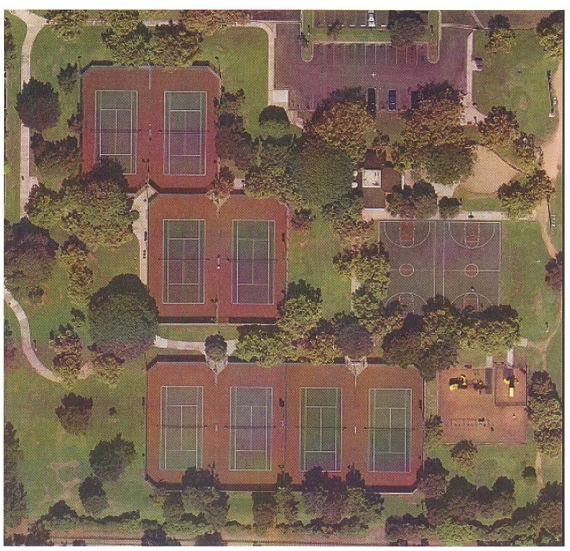
Eight tennis courts at Moranda Park are deteriorated and need to be replaced. This project will provide for the replacement of the tennis courts.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$880,000		$880,000					$880,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design	$80,000		$80,000					$80,000
Construction	$800,000		$800,000					$800,000
Inspection								$0



Project Title	Replace Community Center Playground Equipment	*Dept. Project:*	Recreation/Community Svs

PROJECT DESCRIPTION

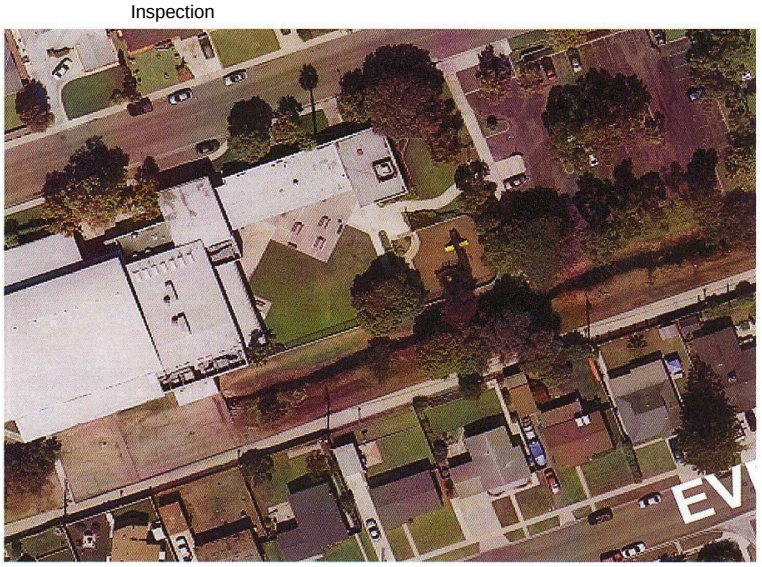
Installed in 2001, structure is aging and after approximately ten years of heavy use does not comply with safety standards. Replace play structure for tots ages 2 to 5, benches, forest fiber, and signs at Community Center site.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	CDBG	$125,000		$125,000					$125,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$125,000		$125,000					$125,000
Inspection								$0



Project Title	Automated Park Facility Lighting System at Moranda Park	***Dept. Project:***	Recreation/Community Svs

PROJECT DESCRIPTION

The manual system currently used for athletic facility lighting must be operated by staff and limits the availability of the fields to user groups. This project will provide for the installation of a lighting control system linked to phone or computer to turn softball lights on and off remotely.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	General Fund	$8,000			$8,000				$8,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$8,000			$8,000				$8,000
Inspection								$0

Project Title	Replace Moranda Park Tennis Complex Lexan Windows	***Dept. Project:***	Recreation/Community Svs

PROJECT DESCRIPTION

The existing Lexan windows are more resistant to vandalism than glass windows. However, over time and with repeated removal of graffiti, the Lexan windows have become "cloudy" and need to be replaced. Install new Lexan windows in the Moranda Park tennis complex building.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	General Fund	$10,000			$10,000				$10,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$10,000			$10,000				$10,000
Inspection								$0

Project Title	Moranda Park Tennis Light Replacement	***Dept. Project:***	Recreation/Community Svs

PROJECT DESCRIPTION

This project will provide for the replacement of 3 of 12 tennis court lights located on courts 6, 7, and 8. A total of 12 out of 56 lights have been removed due to safety concerns. The removed fixtures have cracked bases and severe deterioration. Lighting for night tennis on courts 6,7, and 8 has been discontinued.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	General Fund	$18,000			$18,000				$18,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$18,000			$18,000				$18,000
Inspection								$0

Project Title	Moranda Park Walking Path	***Dept. Project:***	Recreation/Community Svs

PROJECT DESCRIPTION

The existing walking/running path around the perimeter of the park is deteriorated, uneven, and does not drain properly. Replace walking path around Moranda Park with a new decomposed granite path.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$40,000			$40,000				$40,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$40,000			$40,000				$40,000
Inspection								$0

Project Title	Replace Lifeguard "Pier Tower"	***Dept. Project:***	Recreation/Community Svs

PROJECT DESCRIPTION

Purchased during the 1970's, the "Pier Tower" is the ocean lifeguard command center and essential for public safety at Hueneme Beach Park. The structure is deteriorating from age and the elements. Replace the "Pier Tower" ocean lifeguard command center.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$45,000			$45,000				$45,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$45,000			$45,000				$45,000
Inspection								$0

Project Title	Replace Two Lifeguard Towers	***Dept. Project:***	Recreation/Community Svs

PROJECT DESCRIPTION

Purchased during the 1970's, the lifeguard towers at Hueneme Beach Park are deteriorating from age and the elements. The towers are essential for public safety as they allow lifeguards a better view of the ocean and beach. Replace two lifeguard towers at $32,000 each.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$76,000			$76,000				$76,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$76,000			$76,000				$76,000
Inspection								$0

Project Title	Bolker Park Main Line Conduit Replacement	*Dept. Project:*	Recreation/Community Svs

PROJECT DESCRIPTION

The underground conduit serving the park lighting system is deteriorated and the cause of failures that have required difficult repairs. A new electrical distribution system is needed as well as light pole replacements.Replace underground electrical distribution system and miscellaneous light poles at Bolker Park.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	TBD	$100,000			$10,000	$90,000			$100,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design	$10,000			$10,000				$10,000
Construction	$90,000				$90,000			$90,000
Inspection								$0

Project Title	Replace Moranda Park Playground Equipment	***Dept. Project:***	Recreation/Community Svs

PROJECT DESCRIPTION

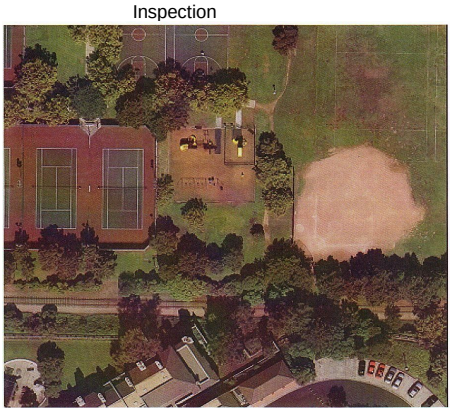
Installed in 2002, structure is aging and after approximately ten years of heavy use does not comply with safety standards.Replace play structure for tots, ages 2 to 5, replace play structure for youth, ages 6 to 12, swings, signs, forest fiber, fencing, and benches at Moranda Park.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	CDBG	$150,000			$150,000				$150,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$150,000			$150,000				$150,000
Inspection								$0



Project Title	Replace Bubbling Springs Park Playground Equipment	*Dept. Project:*	Recreation/Community Svs

PROJECT DESCRIPTION

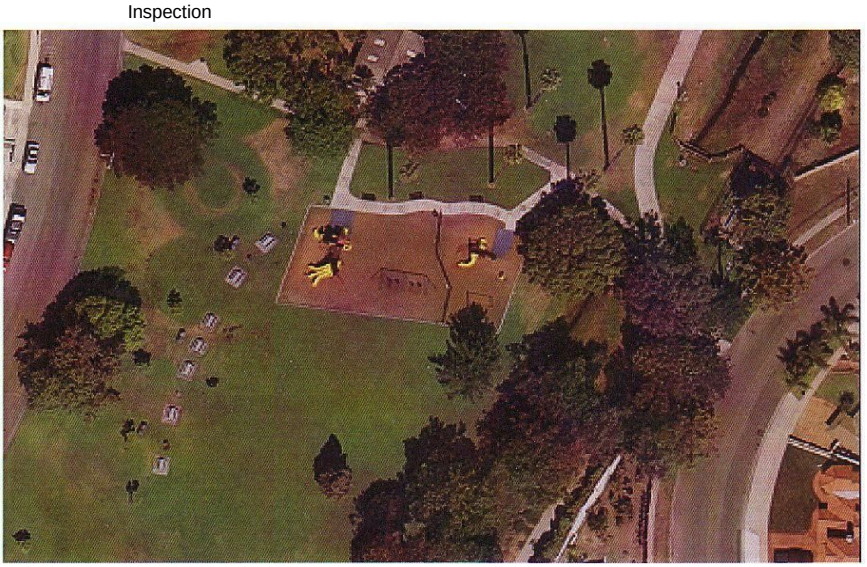
Installed in 2004, structure is aging and after approximately ten years of heavy use does not comply with safety standards. Replace play structure for tots, ages 2 to 5, replace play structure for youth, ages 6 to 12, swings, signs, forest fiber, fencing, and benches at Bubbling Springs Park.

Revenue

Account	Source	Budget	Revenues to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Funding to Complete
	CDBG	$150,000					$150,000		$150,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2015-16	Cost to Complete
Studies								$0
Design								$0
Construction	$150,000					$150,000		$150,000
Inspection								$0



CITY OF PORT HUENEME

PERSONNEL ALLOCATIONS
FY 2011-12

PERSONNEL ALLOCATIONS
FY 2011-12

Department/Title	Adopted 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
City Administration				
City Council Member	5.00	5.00	5.00	5.00
City Manager	0.75	0.75	0.75	0.75
Assistant to the City Manager	1.00	0.85	0.85	0.85
Deputy City Clerk	1.00	1.00	1.00	1.00
Admin Svcs Coordinator - PT (1)	0.50	0.50	0.50	0.50
Total	8.25	8.10	8.10	8.10
General Government				
Assistant to the City Manager	0.00	0.15	0.15	0.15
IS/Technology Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	0.20	0.20	0.20	0.20
Total	1.20	1.35	1.35	1.35
Finance				
Finance Director	1.00	1.00	1.00	1.00
Accounting and Revenue Manager	1.00	1.00	1.00	1.00
Budget and Finance Manager	1.00	1.00	1.00	1.00
Supervising Accountant	1.00	1.00	1.00	1.00
Accountant	0.95	0.95	0.95	0.95
Payroll Services Specialist	1.00	1.00	1.00	1.00
Fiscal Assistant	3.00	3.00	3.00	3.00
Fiscal Assistant PT - (1)	0.50	0.50	0.50	0.50
Fiscal Aide PT - (1)	0.00	0.00	0.00	0.50
Total	9.45	9.45	9.45	9.95
Community Development				
Comm Dev Director	1.00	1.00	1.00	1.00
Comm Dev Specialist	0.50	0.50	0.50	0.50
Comm Dev Technician	1.00	1.00	1.00	1.00
Building Official	0.85	0.85	0.85	0.85
Building Inspector - PT (1)	0.25	0.25	0.25	0.25
Code Compliance Manager	1.00	1.00	1.00	1.00
Code Compliance Officer	1.00	1.00	1.00	1.00
Parking Officer - PT (2)	1.00	1.00	1.00	1.00
Total	6.60	6.60	6.60	6.60
Police				
Police Chief	1.00	1.00	1.00	1.00
Police Commander	1.00	0.00	0.00	0.00
Police Lieutenant	0.00	1.00	1.00	1.00
Police Support Svcs. Div. Manager	0.00	1.00	1.00	1.00
Police Services Assistant	1.00	0.00	0.00	0.00
Police Sergeant	5.00	5.00	5.00	5.00
Senior Police Officer	5.00	5.00	5.00	5.00
Police Officer	7.00	7.00	6.00	6.00
Police Officer/Detective	3.00	3.00	3.00	3.00
Police Officer/SPU	2.00	2.00	3.00	3.00

PERSONNEL ALLOCATIONS
FY 2011-12

Department/Title	Adopted 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Police (cont'd)				
Senior Police Comm Officer	1.00	1.00	1.00	1.00
Police Comm Officer	3.00	4.00	4.00	4.00
Police Comm Officer PT - (1)	1.00	0.50	0.50	0.50
Police Support Svcs Officer	1.00	1.00	1.00	1.00
Police Supp Svcs Officer PT - (1)	0.50	0.50	0.50	0.50
Police Records Technician	1.00	1.00	1.00	1.00
Crossing Guard PT - (5)	2.50	2.50	2.50	2.50
Park Ranger PT - (1)	0.25	0.25	0.25	0.25
Total	35.25	35.75	35.75	35.75
COPS Grant				
Crime Prevention Officer	1.00	1.00	1.00	0.00
Total	1.00	1.00	1.00	0.00
Recreation & Community Services				
Recreation & Comm Svcs Dir	1.00	1.00	1.00	1.00
Rec & Comm Svcs Specialist	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	0.80	0.80	0.80	0.80
Recreation Attendant PT - (1)	0.50	0.50	0.50	0.50
Custodian PT - (1)	0.50	0.50	0.50	0.50
Senior Nutrition Coord PT - (1)	0.50	0.50	0.50	0.50
Lifeguard PT - (21)	8.00	8.00	8.00	8.00
Jr. Lifeguard PT - (10)	8.00	8.00	8.00	8.00
Total	20.30	20.30	20.30	20.30
Public Works				
Public Works Director	1.00	1.00	1.00	1.00
City Engineer/Streets Supt	1.00	1.00	1.00	1.00
Construction Coordinator	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
Engineering Aide	1.00	1.00	1.00	1.00
Engineering Intern PT - (1)	0.00	0.00	0.00	0.15
Solid Waste/Fleet Superintendent	1.00	1.00	1.00	1.00
Mechanic II	2.00	2.00	2.00	2.00
Landscape Coordinator	1.00	1.00	1.00	1.00
Landscape Maint Worker II	2.00	2.00	2.00	2.00
Landscape Maint Worker I	3.00	3.00	3.00	3.00
Laborer	4.00	4.00	2.00	2.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
Wastewater Superintendent	0.60	0.60	0.60	0.60
Environmental Compliance Coord.	1.00	1.00	1.00	1.00
Water Superintendent	1.00	1.00	1.00	1.00
Water Operator Lead	1.00	1.00	1.00	1.00
Water Utility Operator I	2.00	2.00	2.00	4.00

PERSONNEL ALLOCATIONS
FY 2011-12

Department/Title	Adopted 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Public Works (cont'd)				
Electrical/Instrumentation Technician	1.80	1.80	1.80	1.80
Electrical/Mechanical Technician	0.95	0.95	0.95	0.95
Wastewater Maintenance I	2.35	2.35	2.35	2.35
Wastewater Maintenance II	0.75	0.75	0.75	0.75
Wastewater Maintenance Lead	0.95	0.95	0.95	0.95
Solid Waste Equipment Operator II	5.00	5.00	5.00	5.00
Solid Waste Equipment Operator, Lead	1.00	1.00	1.00	1.00
Engineering Intern PT - (1)	0.00	0.00	0.00	0.35
Admin Specialist III	1.50	2.00	2.00	2.00
Admin Specialist II	3.00	2.50	2.50	2.50
Total	44.40	44.40	42.40	44.90
Naval Base				
Wastewater Superintendent	0.40	0.40	0.40	0.40
Electrical Instrumentation Tech	0.20	0.20	0.20	0.20
Electrical Mechanical Tech	0.05	0.05	0.05	0.05
Admin Specialist III	0.50	0.50	0.00	0.00
Admin Specialist II	0.00	0.00	0.50	0.50
Wastewater Maintenance I	2.65	2.65	2.65	2.65
Wastewater Maintenance II	1.25	1.25	1.25	1.25
Wastewater Maintenance Lead	1.05	1.05	1.05	1.05
Total	6.10	6.10	6.10	6.10
Housing Authority				
City Manager	0.10	0.10	0.10	0.10
Housing/Facilities Maint. Director	0.60	0.60	0.60	0.60
Housing Property Manager	1.00	1.00	1.00	1.00
Housing Specialist	1.00	1.00	1.00	1.00
Housing Cust Svc Assistant	1.00	1.00	1.00	1.00
Housing & Facilities Svcs Asst	0.35	0.35	0.35	0.35
Facilities Maint Superintendent	0.25	0.25	0.25	0.25
Facilities Maint Worker I	1.00	1.00	1.00	1.00
Facilities Maint Worker II	0.25	0.25	0.25	0.25
Total	5.55	5.55	5.55	5.55
Facilities Maintenance				
Housing/Facilities Director	0.40	0.40	0.40	0.40
Housing & Facilities Svcs Asst	0.65	0.65	0.65	0.65
Facilities Superintendent	0.75	0.75	0.75	0.75
Facilities Maint Worker Lead	1.00	1.00	1.00	1.00
Facilities Maint Worker II	2.00	2.00	2.00	2.00
Facilities Maint Worker I	0.50	0.50	0.50	0.50
Total	5.30	5.30	5.30	5.30

PERSONNEL ALLOCATIONS
FY 2011-12

Department/Title	Adopted 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
Redevelopment Agency				
City Manager	0.15	0.15	0.15	0.15
Comm Dev Programs Manager	0.80	0.80	0.80	0.80
Comm Dev Specialist	1.25	1.25	1.25	1.25
Facilities Maint Worker I	0.25	0.25	0.25	0.25
Building Official	0.10	0.10	0.10	0.10
Accountant	0.05	0.05	0.05	0.05
Total	2.60	2.60	2.60	2.60
Neighborhood Preservation				
Building Official	0.05	0.05	0.05	0.05
Comm Dev Programs Manager	0.20	0.20	0.20	0.20
Comm Dev Specialist	0.25	0.25	0.25	0.25
Total	0.50	0.50	0.50	0.50

DEPARTMENT RECAP	Adopted 2009-10	Budgeted 2010-11	Projected 2010-11	Final 2011-12
City Administration	8.25	8.10	8.10	8.10
General Government	1.20	1.35	1.35	1.35
Finance	9.45	9.45	9.45	9.95
Community Development	6.60	6.60	6.60	6.60
Police	35.25	35.75	35.75	35.75
COPS Grant	1.00	1.00	1.00	0.00
Recreation & Community Services	20.30	20.30	20.30	20.30
Public Works	44.40	44.40	42.40	44.90
Naval Base	6.10	6.10	6.10	6.10
Housing Authority	5.55	5.55	5.55	5.55
Facilities Maintenance	5.30	5.30	5.30	5.30
Redevelopment Agency	2.60	2.60	2.60	2.60
Neighborhood Preservation	0.50	0.50	0.50	0.50
Grand Total	**146.50**	**147.00**	**145.00**	**147.00**
Full Time	116.50	117.50	115.50	116.50
Part Time/Seasonal	30.00	29.50	29.50	30.50
Total	**146.50**	**147.00**	**145.00**	**147.00**

Changes in Projected FY 2010-11: Eliminated two unfilled FT Laborer positions.

Changes in Proposed FY 2011-12: Added two FT Water Utility Operators, one PT Engineering Intern and one PT Fiscal Aide, Eliminated FT Crime Prevention Officer.

EMPLOYEE COMPENSATION AND BENEFITS

The City of Port Hueneme is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, religion, national origin, race, color or disability. The City is pleased to provide all its full-time and designated part-time employees a comprehensive benefits package. Employee benefits include a cafeteria plan allowance; paid Social Security and Medicare tax (7.65%) for all POA employees and all others hired before 4/6/08 or 10/1/2009 depending on Unit; and paid PERS retirement. An education incentive based on certification and/or level of education, and experience differential based on longevity is awarded for some classifications. Additional benefits include life insurance, retiree paid medical, long term disability, tuition reimbursement, annual leave, holidays, compensatory time, etc.

Cafeteria Plan:	To be applied to medical, dental, vision insurance premiums for self and family. Unused monies are added to pay.
Medical Plan:	PERS Health Plans HMO/PPO Options
Retiree Medical:	**Management Unit** $100 per month – 5-10 years of service $150 per month – 11-15 years of service $175 per month – 16-20 years of service $200 per month – 21-25 years of service $225 per month – 26+ years of service (payable for 3 years following the term of retirement-but not after 65 years) **Police Officers' Association Unit** 15+ years of PHPD service – lifetime medical
Dental:	Assurant Dental – HMO/PPO
Vision:	Blue Shield (Medical Eye Services)

EMPLOYEE COMPENSATION AND BENEFITS

Annual Leave:

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

General Unit
164 hrs per year – 1-4 years
196 hrs per year – 5th year
204 hrs per year – 6th year
212 hrs per year – 7th year
220 hrs per year – 8th year
228 hrs per year – 9th year
236 hrs per year – 10th year
244 hrs per year – 11+ years

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

Education Incentive:

Police Officers' Association Unit
5%-AA/AS or Basic Post Certificate
10% - BA/BS or Intermediate POST
12% - BA/BS and Intermediate POST
15% - Advanced POST
17% - MA/MS and Advanced POST

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

Miscellaneous/Management Unit
2% - 10+ years of service
3.5% - 15+ years of service

EMPLOYEE COMPENSATION AND BENEFITS

	Police Officers' Association Unit 4%- 5-9 years of combined agency service 6%-10+ years of combined agency service
Holidays:	11½ + 1 Floating Holiday
Social Security & Medicare Tax:	City paid – 7.65% for all POA employees (and all others hired before 4/6/08 or 10/19/2009).
Bilingual pay:	General Unit - $23.00 per pay period PHPOA: $45.00 per pay period
PERS Retirement:	Miscellaneous – 2.7% @ 55 – paid employee portion – 8% Police – 3% @ 55 – paid employee portion – 9% + EPMC Single Highest Year
Work Schedule:	9/80, 3/12, 4/10 Work Schedules
Life Insurance:	$50,000 to $100,000 employer paid
Tuition Reimbursement:	**Management Unit** $2,000 maximum per fiscal year **General Unit** $1,200 maximum per fiscal year **Police Officers' Association Unit** California State University Fees
STD/LTD:	City-paid short term and long term disability insurance
Other:	Payroll Direct Deposit, Workers' Compensation, Employee Assistance Program, Wellness Benefit
Optional Benefits:	Computer Purchase Program AFLAC – Supplemental Cancer/Critical Care Insurance Personal Lines of Insurance Program Deferred Compensation Programs – 457 Programs (2) – ICMA and CalPERS 401 K Plan – Lord/Abbett, Roth IRA

BUDGET ADOPTION RESOLUTIONS

City of Port Hueneme

Redevelopment Agency

Housing Authority

Surplus Property Authority

BUDGET ADOPTION RESOLUTIONS

To be provided after budget approval.

BASIS OF ACCOUNTING

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

BASIS OF BUDGETING

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

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

Governmental Funds

General Fund	The General Fund (Major Fund*) accounts for all general government activity not accounted for in other funds and is the general operating fund of the City. All general tax revenues and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. Expenditures of this fund include the general operating expenses and capital costs, which are not paid through other funds.
Special Revenue Funds	Special Revenue Funds are used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for particular purposes.
Debt Service Funds	Debt Service Funds are used to account for the accumulation of resources and payment of principal and interest on general long-term debt.

BASIS OF BUDGETING

Fiduciary Funds

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

Proprietary Funds

Enterprise Funds

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

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

BUDGET/EXPENDITURE CONTROLS

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

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

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

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

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

Budget Carryovers

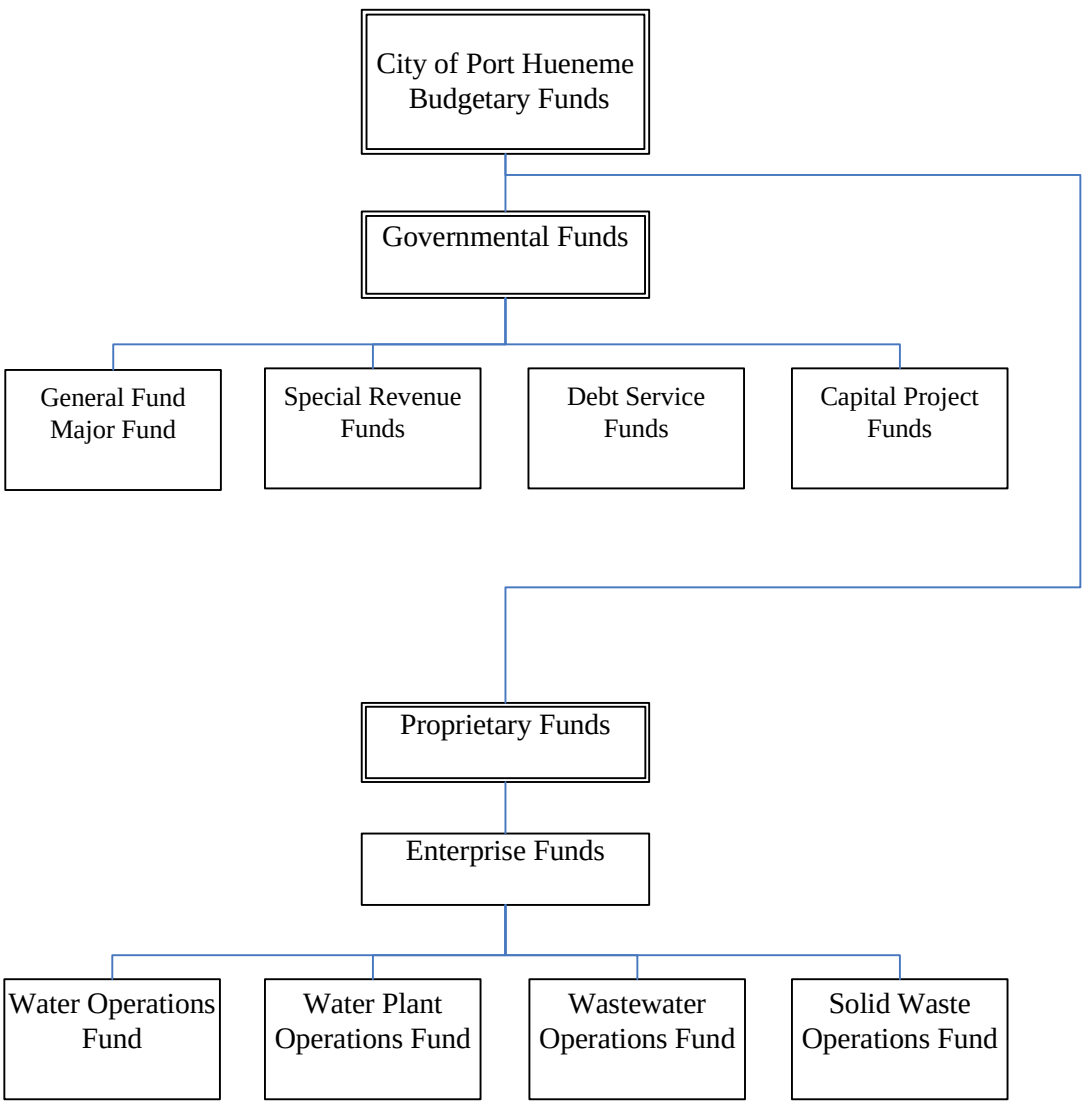
In general, all prior year appropriations shall lapse at the end of each fiscal year with any remaining amounts credited against their respective fund balances with the exception of:

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

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

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

City of Port Hueneme Fund Structure



FISCAL POLICIES

Reserve Fund Policy

Investment Policy

Purchasing Policy

Budget Policy

Debt Policy

Capital Improvement Program Policy

FISCAL OVERVIEW

Guidelines

The budget process and format shall be focused on strategic initiatives. The budget will provide adequate funding for maintenance and replacement of capital plant and equipment.

Interim Financial Reporting

The City Council will be provided with interim budget reports comparing actual versus budgeted revenue and expense activity. The City shall establish and maintain a standard of accounting practices.

Balanced Budget

The City will pay for all current expenditures with current revenues. The City will avoid budgetary procedures that balance current expenditures at the expense of meeting future year's expenses, such as postponing expenditures or accruing future year's revenues.

Planning

The City will annually prepare a Five-Year Forecast. The forecast will include estimated operating costs and revenues of future capital improvements included in the capital budget.

Debt Policy

When applicable, the City shall review its outstanding debt annually for the purpose of determining if the financial marketplace will afford the City the opportunity to refund an issue and lessen its debt service costs.

The City will confine long-term borrowing to capital improvements or projects that cannot be financed from current revenues.

When the City finances capital projects by issuing bonds, it will pay back the bonds within a period not to exceed the estimated useful life of the project.

The City will strive to have the final maturity of general obligation bonds at, or below, thirty years.

Whenever possible, the City will use special assessment, revenue, or other self-supporting bonds instead of general obligation bonds, so those benefiting from the improvements will bear all or part of the cost of the project financed.

The City will not use long-term debt for current operations.

The City will maintain good communications with bond rating agencies regarding its financial condition. The City will follow a policy of full disclosure on every financial report and borrowing prospectus.

FISCAL OVERVIEW

The City shall follow a policy of "full disclosure" in future Comprehensive Annual Financial Reports and bond prospectuses.

Financial Reserve Policy

On an annual basis, after the year-end audit has been completed, the staff shall produce a schedule of all fund surpluses and deficits, with projections of reserve requirements and a plan for use of an excess surplus for the current year.

Investment Policy

The Investment Policy applies to the investment of short-term operating funds of the City of Port Hueneme in excess of those funds required to meet current City expenditures. This Policy does not apply to longer-term funds and proceeds from bond issues.

Topics included in the investment policy section are quite detailed and include information on:

- Investment Objectives
  - Safety
  - Liquidity
  - Yield
  - Compliance
- Prudence
- Ethics and Conflicts of Interest
- Delegation of Authority
- Authorized Financial Dealers and Institutions
- Delivery versus Payment
- Safekeeping of Securities
- Permitted Investments and Portfolio Risk Management
- Monthly Reporting
- Limit on Term of Maturity
- Internal Controls
- Annual Reporting

Fixed-Assets

Fixed assets include equipment, computers, furniture and vehicles. Capital items (fixed assets greater than $5,000) shall be identified for purchase through three methods:

- New
- Replacement
- Emergency

FISCAL OVERVIEW

The following criteria will be used when requesting replacement of capital equipment or other designated equipment:

1. Condition of the equipment,
2. Age of equipment,
3. Maintenance history of the equipment

The following conditions will be used when considering whether to replace vehicles and/or equipment:

1. Vehicle or equipment age, condition, safety, accumulated depreciation, utilization, and parts availability,
2. Vehicle or equipment operating condition,
3. Vehicle or equipment operating/repair cost, maintenance cost,
4. When vehicle and equipment major component repair costs exceed the salvage value of the vehicle or piece of equipment.

FISCAL POLICIES

RESERVE FUND POLICY

PURPOSE: Sound financial management dictates that the City maintain appropriate reserves for emergency requirements, for capital projects, for obligations accruing on a current basis that will be paid in the future and at levels sufficient to protect the City's credit worthiness. This policy statement articulates the minimum reserve balances that should be maintained and the appropriate uses of reserve funds.

POLICY: It is the policy of the City of Port Hueneme and its component units to establish and maintain reserves as follows:

GENERAL FUND

ECONOMIC UNCERTAINTY RESERVE:

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/or errors in estimates especially in a time of changing business cycles.

PROMISSORY NOTE/LOAN RESERVE:

A reserve equal to the amount of the Notes Receivable will be maintained and the principal payments received for Notes Receivable will be reserved and shall be considered restricted.

SALE OF CAPITAL ASSETS DESIGNATED RESERVE:

The principal from the sale of Capital Assets (Seaview Apartments, Cultural Center, etc.) and accrued consumer price index adjustments shall remain at current levels and shall be considered restricted.

UNDESIGNATED RESERVE:

It is the City's goal to have an undesignated reserve goal equivalent to approximately 2.5 months or 20% of General Fund adopted budget operational expense. This reserve will enable the Council to deal with emergency requirements and to finance expenditures such as major capital projects or unanticipated programs/activities that occur outside the budget adoption process. The reserve level will be reviewed periodically to ensure that it is consistent with changing fiscal conditions of the City.

FISCAL POLICIES

ENTERPRISE FUNDS

DESIGNATED OPERATING RESERVES:

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

EQUIPMENT/FURNISHINGS/VEHICLES REPLACEMENT DESIGNATED RESERVE:

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

FACILITY REPLACEMENT DESIGNATED RESERVE:

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

CAPITAL PROJECTS (INFRASTRUCTURE):

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

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, RDA low/mod Fund 20% set a-side) will be adopted at the same levels as the General Fund, as long as they do not conflict with legal or grantor requirements.

FISCAL POLICIES

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.

CITYWIDE

ENCUMBRANCES:

Fund encumbrance reserves shall be reviewed and adjusted, as required, in conjunction with each annual Reserve Policy review to reserve amounts approximately equal to anticipated fiscal year end unpaid obligations.

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 statues 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 supervisorial 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 (Gov't 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.

3. To maintain sufficient liquidity to meet cash flow needs.

4. To attain a "market average rate of return" consistent with the primary objectives of safety and liquidity.

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.

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 Agency
7. Housing Authority
8. 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.

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

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

1. The Treasurer will maintain a list of financial institutions authorized to provide investment services to the City pursuant to Government Code Section 53601.5. Within this Government Code authority, institutions eligible to transact investment business with the City include:

a. Primary government dealers as designated by the Federal Reserve Bank.

b. Nationally or state-chartered banks

c. The Federal Reserve Bank, and

d. Direct issuers of securities eligible for purchase by the City.

2. Selection of financial institutions and broker/dealers authorized to engage in transactions with the City shall be at the sole discretion of the City.

3. The Treasurer shall obtain information from qualified financial institutions to determine if the institution makes markets in securities appropriate for the City's needs, can assign qualified sales representatives and can provide written agreements to abide by the conditions set forth in the City of Port Hueneme Investment Policy. Investment accounts with all financial institutions shall be standard non-discretionary accounts and may not be margin accounts.

4. All financial institutions which desire to become qualified bidders for investment transactions must supply the Treasurer with the following:

a. Audited financial statements for the institution's three most recent fiscal years.

b. At least three references from California local agencies whose portfolio size, investment objectives and risk preferences are similar to the City's.

c. A statement certifying that the institution has reviewed the California Government Code Section 53600 et seq. and the City's Investment Policy and that all securities offered to the City shall comply fully and in every instance with all provisions of the Code and with this Investment Policy.

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 Manager, who is independent of the investment function, shall keep a record of all opened and closed accounts. On an annual basis, the Accounting 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.

2. Money Market Mutual Funds that invest in shares of beneficial interest (mutual funds) issued by diversified management companies investing in securities/obligation authorized by California Government Code Section 53600 et. seq., and complying with Section 53630, are permitted investments.

3. Certificates of Deposit of Commercial Banks or Savings and Loans insured by Federal Deposit Insurance Corporation.

4. Treasury Bills, Treasury Notes, and Treasury Bonds which are guaranteed by the full faith and credit of the United States of America with a maturity of less than four years. All securities must be purchased on a full delivery vs. payment basis where the securities are delivered at the time the City releases funds for their purchase.

5. U.S. Agencies including, but not limited to, the Federal Farm Credit Bank System (FFCB), the Federal Home Loan Bank (FHLB), the Federal Home Loan Mortgage Corporation (FHLMC), the Student Loan Mortgage Administration (SLMA), and the Federal National

Mortgage Association (FNMA) and those insured by the Federal Housing Administration (FHA). The purchase of instruments of, or issued by a federal agency or a United States government sponsored enterprise will be limited to a maximum maturity of five years.

6. Local Agency Investment Fund (L.A.I.F.) Pool.

7. County of Ventura Investment Pool.

8. Negotiable Certificates of Deposit (NCDs). NCD's must be issued by institutions which have long term debt rated "A" or higher by Standard & Poors or "A2" by Moodys; and/or have short term debt rated at least A1 by Standard & Poors 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 & Poors (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.

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:

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

LIMIT ON TERM OF MATURITY

The City Financial Services 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 four years from the term of investment, unless the City Council has granted express authority to make

such investment. The City Financial Services Director must request authority from the legislative body prior to the date of investment.

INTERNAL CONTROLS

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

ANNUAL AUDIT

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

ANNUAL REPORTING

The investment policy shall be reviewed and adopted at least annually within 120 days of the end of the fiscal year to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

FISCAL POLICIES

PURCHASING POLICY

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

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

AUTHORIZATION

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

AUTHORIZATION SIGNATURE LIST

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

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

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

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

PURCHASING AUTHORITY AND RESPONSIBILITIES

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

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

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

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

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

Completive quotations will be sought based on established dollar limits.

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

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

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

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

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

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

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

LIMITS ($25,001 & ABOVE)

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

USE OF PROCEDURES NOT REQUIRED

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

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

CONFLICT OF INTEREST/THIRD PARTY TRANSACTIONS

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

FISCAL POLICIES

BUDGET POLICY

PURPOSE

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

A. Budget Objectives

The objectives of this budget policy are:

1. To identify community needs for essential services.

2. To organize the resources required to provide these essential services.

3. To establish policies and goals which define the nature and level of services required.

4. To identify activities performed in delivering services.

5. To propose objectives for improving the delivery of services.

6. To identify and appropriate the resources required to perform activities and accomplish objectives.

7. To set standards to measure and evaluate:

   a. Revenues.
   b. Expenditures.
   c. Fund Balances.

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

1. City Council will conduct a strategic planning session that will include:

a. Identify budget priorities for the ensuing fiscal year (e.g., public safety, safe and affordable housing, etc.)

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

2. The City Council will conduct a budget study session outlining the recommended budget for the ensuing fiscal year.

3. The City Council will adopt a resolution appropriating and approving the budget for the ensuing fiscal year.

C. Budget Carryovers

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

1. Any unexpended, but encumbered amounts, for specific orders outstanding at the fiscal year end.

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

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

D. Budget Appropriations/Transfers

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

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

1. All budget appropriations must be approved by City Council before expenditures are incurred. The Financial Services Director may authorize budget transfers not exceeding $1,000 between line items within major categories of department budgets. Transfer requests exceeding $1,000 must be approved by the City Manager before expenditures are incurred. The only exception is a bonafide emergency, as approved by the City Manager.

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

3. Maintenance and operations savings may not be used to fund capital outlay or capital improvements.

4. Individual capital improvement projects, which are accounted for by capital project number, must remain within the project budget and cannot be offset by another capital project number.

5. Travel and training budgets may not be over budget in any program regardless of savings in other maintenance and operations accounts.

6. The Financial Services Director may authorize transfer requests between divisions not exceeding $1,000. Transfer requests between divisions above $1,000 can be approved by the City Manager. Transfer requests between divisions must contain adequate justification and must be submitted similar to other budget adjustments (except for the need to schedule on a City Council agenda).

D. Goal Status Reports

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

E. Mid-Year Budget Reviews

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

F. Balanced Budget

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

1. Operating revenues must fully cover operating expenditures, including debt service.

2. Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, under this circumstance, the following will occur to cover the deficit: 1) a transfer will be made from Redevelopment Agency Notes principal owed to the General Fund; or 2) Fund balance will be used.

3. Beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time" nonrecurring expenditures.

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

FINANCIAL REPORTING

A. Annual Reporting

The City will prepare annual financial statements as follows:

1. The City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an auditor's unqualified opinion.

2. The City will use Generally Accepted Accounting Principles (GAAP) in preparing its annual financial statements, and will strive to meet the requirements of the California Society of Municipal Finance Officers Excellence in Operating Budget Award in Financial Reporting program.

3. The City will issue audited financial statements within 180 days after year-end.

a. If a management letter is received by the auditors, the Financial Services Director will distribute it to the City Manager within one week of receiving the final management letter along with written responses to the items included in the letter.

b. If a management letter is not remitted by the auditors, the auditors will provide a written acknowledgement that no management letter is forthcoming and, within one week, the Financial Services Director will forward a copy of that acknowledgement to the City Manager.

B. Interim Reporting

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

1. Monthly revenue and expenditure report to the City Manager and Department Directors, either electronically or hard copy.

2. Mid-year budget reviews.

3. Status reports during budget review process.

C. Budget Administration

FISCAL POLICIES

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

GENERAL REVENUE MANAGEMENT

A. Diversified and Stable Revenue Base

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

C. Long-Range Focus

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

FISCAL POLICIES

DEBT POLICY

PURPOSE

To ensure the proper and orderly issuance of debt for the purpose of achieving the City Council's goals and objectives. It is furthermore to ensure that the City's bonded indebtedness is incurred and administered in a prudent financial manner. A decision by the City Council to incur bonded indebtedness is one of its most important decisions. Bond investors are going to purchase the City's bonds with the absolute expectation that the City will honor its promise to pay the annual debt service without exception for the 25-30 year life of the bonds. Conduit bonds, for which the City has no financial responsibility, will require the same level of scrutiny prior to bond issuance. A decision to incur bonded indebtedness, also incurs the ongoing annual responsibility for the payment of debt service, annual State and Federal reporting requirements and the obligation to address any problems which may arise for as long as the bonds are still inexistence.

Although this policy addresses bonded indebtedness, these same policy concerns can be directed to a bank loan or an internal inter-fund loan.

POLICY

1. Budget Integration: The decision to incur bonded indebtedness is to be integrated with the City Council approved annual Operating Budget and Capital Improvement Program Budget. A bond issue can be utilized to implement the financing of a Capital Project. Provision for the annual debt service is provided for in the Operating Budget. In addition, the need for bond financing can be incorporated into a capital facilities financing plan relating to the General Fund or an Enterprise Fund. Bond proceeds are not to be used to fund operating expenses.

2. Required Bond Analysis: The Financial Services Director is to prepare an analysis of each proposed bond issue. This analysis should include (a) determine that the capital project is eligible for bond financing, (b) identify the sources of financing for the project other than bond financing, (c) identify the total cost of the capital project including its construction cost, cost of furnishings, fixtures and equipment, and source of revenue to fund the annual debt service, (d) analysis of the municipal bond market, including economic and interest rate trends, (e) identify alternative bond structures, option to use bond insurance and the information needed by rating agencies and the disclosure requirements of the Official Statement, (f) the timing of when the City should enter the bond market.

3. Types of Bond Issues: The City Council will authorize the issuance of bonds by adopting a bond resolution on behalf of the City of Port Hueneme. Port Hueneme Redevelopment Agency and Port Hueneme Financing Authority. The type of Bonds that the City will issue include General Obligation Bonds, Certificates of Participation, Lease Revenue Bonds, Tax Allocation

Bonds, Mortgage Revenue Bonds, Assessment District Bonds, Special Tax Bonds and any other bonds which are allowed under State Law and Federal Tax Law.

4. Limitations on Debt Service: In accordance with California Government Code Section 43605 the City shall not incur an indebtedness for public improvements which exceeds 15 percent of the gross assessed valuation of all real and personal property of the City. However, this provision was enacted when assessed valuation was established based on 25 percent of market value. Effective with fiscal year 1982-82, taxable property is assessed at 100% of market value. Although the State debt limit provision has not been amended since this change, the percentage has been proportionately modified to 3.75 percent for the purpose of this calculation with the original intent of the debt limit. Only the City's general obligation bonds are subject to the legal limit. Bond issues supported by the General Fund are restricted to annual debt service of Ten Percent of General Fund Revenue. Bond issues supported by a Redevelopment Project Area Fund can have a higher percentage of revenue allocated to debt service because Redevelopment Project activity is limited to the funding of Capital Projects and has limited administrative expenses. Bond issues supported by Enterprise Funds should ensure that there is sufficient debt service coverage. The ratio of net operating income to annual debt service should be 1.25 to 1.

5. General Provision: The term of a bond issue is not-to-exceed the useful life of the capital project that is being financed. The bonds are to be sold at Competitive Sale, however, the City reserves the option of pursuing a Negotiated Sale if the proposed financing or the Capital Project is unusual or complex. The overall objective is to obtain the lowest possible interest cost. The City is to remain cognizant of fluctuations in interest rates for the purpose of identifying Refunding opportunities. Refund of existing bonds should be undertaken to reduce overall debt service expenses or to remove restrictive covenants in the existing indenture.

6. Financing Consultants: The City is to retain professional consultant including Bond Counsel, Underwriter, Financial Advisor, Trustee and arbitrage analyst. The City will consider the professional qualification and experience of these consultants as it relates to the particular bond issue under consideration. In certain instances, the City will conduct a request for proposal/qualification process to select such consultants.

FISCAL POLICIES

CAPITAL IMPROVEMENT PROGRAM POLICY

PURPOSE

Capital project planning is necessary to give adequate consideration to longer-range needs and goals, evaluate funding requirements and options, and achieve consensus on the physical development of Port Hueneme. An evaluation of asset or facility is chosen based on our policies and goals. Policies and plans for acquisition, maintenance, replacement and retirement of capital assets help ensure that needed capital assets or improvements receive appropriate consideration in the budget process and that older capital assets are considered for retirement or replacement. These policies and plans are necessary to plan for large expenditures and to minimize deferred maintenance.

POLICY

Plans for acquiring capital assets should be part of or consistent with land use, transportation, or other long-range plans of the City. Capital projects are always funded from capital improvement reserves available in respective fund's fund balance.

As part of a long-term capital budget plan, the following should be evaluated and considered:

- Costs, including both capital and operating costs, impact on rates and charges, and impact on costs of other government services;
- Effects on service, including technical and financial capabilities of the entity that owns the asset, ability to control the use of the asset (including expanding or contracting the facility), ability to maintain the asset, and risk of contractual non-performance and default;
- Management issues, including maintaining oversight of the asset and related services and operations, impact on economic growth and development, impact on service coordination, and public access to information;
- Financial issues, including availability of cash, budgetary impacts, impact on outstanding debt, and grant eligibility;
- Impact on government employees, customers, and taxpayers;
- Statutory and regulatory issues, including impact on federal and state legal and regulatory requirements, and liability.

FISCAL POLICIES

Funding for capital projects typically relates to the function the asset will perform. For example, streets and roads projects are funded from Gas Tax or Developer Fees; City Hall or recreation projects from the General Fund; water or wastewater projects are funded from their respective funds.

The first year of the Capital Improvement Plan (COP) are typically adopted as the current capital budget. Capital improvements typically include new street improvements, construction of public facilities and major maintenance/repair projects such as street resurfacing or modifications to public facilities. The remaining four years schedule planned projects and all five years look to potential funding sources.

OBJECTIVES

The objectives of this capital improvement policy are:

1. To provide facilities which are accessible, convenient, flexible and responsive to the changing needs of our customers.

2. To provide facilities which demonstrate excellence in quality and value.

3. To provide adequate, sufficient, and flexible facilities which enable City departments and staff to carry out their required functions and to effectively serve their customers in a professional manner.

4. To provide a healthy, safe, secure, productive and equitable working environment for our employees in order to promote productive service to our customers.

5. To pursue efficient, effective and cost-conscious solutions for the provision of public facilities and services.

6. To maintain a strong financial position balanced with the need to serve the public effectively and promote quality of life.

The recommendations in this Long Range Facilities Plan are based on the following strategies:

- Make the best use of available space before implementing a capital solution. Reserve limited capital funds for the highest priority projects.

- Encourage non-capital solutions.

- Focus on customer service and convenience.

- Invite creative use of technology and public/private partnerships where it can improve services.

Capital Outlay vs. Capital Improvements Projects

The following guidelines have been developed in an attempt to clarify the distinction between capital outlay and capital improvement programs. Despite these guidelines, there may be situations that do not fit clearly into either category. In these instances, please consult with the Finance Department with any questions or concerns.

Capital Outlay

This category represents expenditures made within a department's operating budget for fixed assets. Expenditures charged to capital outlay should reflect either initial investment in a fixed asset or improvements, which extend the useful life or increase the capacity of an existing asset. Items designated as capital outlay are generally of a "stand-alone" nature, ready for immediate installation and use, as opposed to an item that will be constructed or completed over a period of time.

Capital outlay expenditures are so designated through account coding into element account 70-02 (Equipment), 70-03 (Office Equipment) or 70-05 (Vehicles).

Capital Improvements

Capital improvements include major projects, infrastructure additions and improvements, land, buildings and improvements other than buildings.

Capital improvement expenditures are so designated through account coding into element accounts 70-04 (Structures/Improvements)

It is important to note that, in addition to the purchase price of the respective categories of assets, the recorded asset cost should include transportation charges, installation costs, taxes and any other expenditures required to place the asset in its intended state of operation.

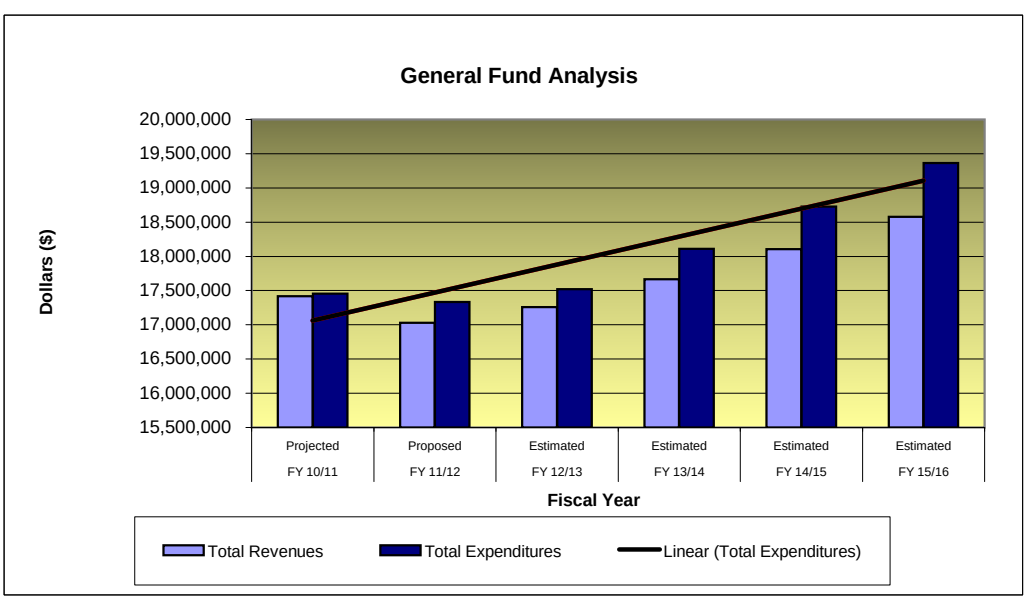
City of Port Hueneme
General Fund
Five Year Financial Forecast - May 2011
FY 2011-2016

Revenue Forecast Summary

Revenues	FY 10/11 *Projected*	FY 11/12 *Proposed*	FY 12/13 *Estimated*	FY 13/14 *Estimated*	FY 14/15 *Estimated*	FY 15/16 *Estimated*
Taxes	6,395,393	6,471,100	6,638,200	6,809,800	6,986,100	7,167,200
Franchise Fees	438,100	442,700	447,400	452,100	456,900	461,900
Licenses/Permits	506,500	479,800	488,400	497,200	506,200	515,400
Fees	421,700	582,900	584,000	605,500	607,300	629,500
Public Safety	106,670	89,500	91,300	93,100	94,900	96,800
NBVC Contract	166,800	171,800	177,000	182,300	187,800	193,400
Rental Income	261,589	254,600	260,700	267,100	273,600	280,300
Interest Income	1,819,880	1,641,603	1,693,504	1,712,950	1,721,687	1,724,083
District Revenue	1,132,311	1,091,700	1,124,500	1,158,200	1,192,900	1,228,700
Beach Revenue	350,000	360,500	371,300	382,400	393,900	405,700
Grants/Reimbursements	760,837	120,636	118,500	128,500	128,500	128,500
Parks & Recreation	98,000	95,400	96,100	96,800	97,500	98,200
Misc. Revenues	222,550	411,872	103,000	41,100	41,200	41,300
Cost Allocation/Trsf	4,737,120	4,817,752	5,066,100	5,238,701	5,418,401	5,605,301
Total Revenues	**17,417,450**	**17,031,863**	**17,260,004**	**17,665,751**	**18,106,888**	**18,576,284**

Expenditure Forecast Summary

Expenditures	*FY 10/11 Projected*	*FY 11/12 Proposed*	*FY 12/13 Estimated*	*FY 13/14 Estimated*	*FY 14/15 Estimated*	*FY 15/16 Estimated*
City Administration	925,830	972,147	1,000,668	1,030,688	1,061,609	1,093,457
Risk Administration	1,201,701	1,098,951	1,116,864	1,150,370	1,184,881	1,220,428
Finance	1,236,105	1,405,933	1,430,999	1,473,929	1,518,147	1,563,691
Facilities	828,332	916,503	848,793	874,257	900,484	927,499
General Government	1,702,418	1,456,054	1,446,468	1,489,862	1,534,558	1,580,594
Police	6,354,828	6,734,318	6,813,712	7,086,260	7,369,711	7,664,499
Public Works	3,293,824	2,754,355	2,832,087	2,917,050	3,004,561	3,094,698
Recreation	982,129	949,620	973,360	1,002,561	1,032,638	1,063,617
Comm. Development	928,164	1,043,585	1,055,766	1,087,439	1,120,063	1,153,664
Total Expenditures	**17,453,331**	**17,331,466**	**17,518,718**	**18,112,417**	**18,726,652**	**19,362,149**
Use of Reserves	***35,881***	**-**	**-**	**-**	**-**	**-**
Labor Concessions	**-**	***299,603***				
GF Surplus/(Deficit)	***0***	***0***	***(258,714)***	***(446,666)***	***(619,764)***	***(785,865)***



GLOSSARY OF BUDGET TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF BUDGET TERMS

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

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

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

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

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

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

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

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

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

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

lnterfund 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
CIBCSD	Channel Islands Beach Community Service District
CIP	Capital Improvement Program
CJPIA	California Joint Powers Insurance Authority
COP	Certificates of Participation
COPH	City of Port Hueneme
COPS	Citizens Option Public Safety
CPI	Consumer Price Index
CSMFO	California Society of Municipal Finance Officers
CUP	Conditional Use Permit
EDA	Economic Development Administration
EECBG	Energy Efficient and Conservative Block Grant
EOC	Emergency Operations Center
ERAF	Educational Revenue Augmentation Fund
FEMA	Federal Emergency Management Agency
FHLB	Federal Home Loan Bank

ACRONYMS

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
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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