

# City of *Port Hueneme,* *California*

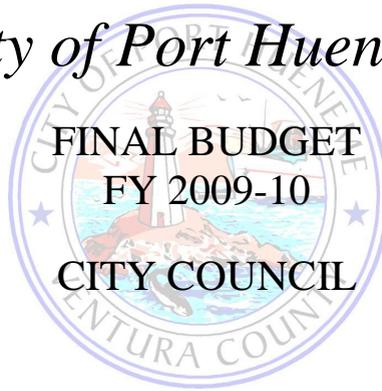


Final Budget  
FY 2009-10

*“The Friendly City by the Sea”*



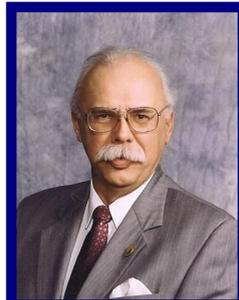
# City of Port Hueneme



**Maricela P.  
Morales  
Council Member**



**Norman E.  
Griffaw  
Mayor Pro Tem**



**Jonathan  
Sharkey  
Mayor**



**Sylvia M.  
Schnopp  
Council Member**



**Douglas A.  
Breeze  
Council Member**

## City Manager

**David J. Norman**

## Department Directors

Robert J. Bravo – Finance Director

Greg Brown - Community Development Director

Lisa Donley - Recreation & Community Services Director

Fernando Estrella - Police Chief

Joseph Gately - Housing/Facilities Director

Andres Santamaria - Public Works Director

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Port Hueneme  
California**

For the Fiscal Year Beginning

**July 1, 2008**

President

Executive Director

# California Society of Municipal Finance Officers

Certificate of Award  
For

*Excellence in Operating Budgeting*

*Fiscal Year 2008-2009*

*The California Society of Municipal Finance Officers (CSMFO) proudly presents this certificate to*

**City of Port Hueneme**

*For meeting the criteria established to achieve the EXCELLENCE AWARD in the OPERATING BUDGET CATEGORY.*

*February 17, 2009*



*Viki Copeland*

Viki Copeland  
CSMFO President

*Pamela Arends-King*

Pamela Arends-King, Chair  
Budgeting & Financial Reporting

# City of Port Hueneme

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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 2009/10 BUDGET CALENDAR**

2009 DATE/TIME			PLACE	RESPONSIBILITY	DESCRIPTION
Feb 11	Wed	9:30 am	Comm Center	Council/Staff	Council/Staff Workshop Mid-year Budget Review
Feb 26	Thur	9:30 am OR 2:30 pm	Council	All Departments & Budget Users	Budget Kick-off meeting. Budget workbooks/worksheets open for data entry. 2 sessions – staff may attend either session.
Mar 13	Fri	5:00 pm	---	All Departments	Deadline for departments to have budgets entered in budget system. (including CIP Budget)
Mar 16- Mar 25	---	---	---	Finance	Finance review
Mar 26 - Apr 8	---	---	Council Conf Rm	City Manager/ Directors	City Manager/Finance Director – departmental budget review meetings.
Apr 16	Thur	5:00 pm	---	Finance	Finance Dept. submits first draft of Proposed Budget to City Manager for review.
Apr 20 - May 1	---	---	Council Conf Rm	City Manager	City Manager/Finance. Director – departmental budget follow-up as required.
May 20	Wed	5:00 pm	---	Finance	Finance Dept. submits second draft of Proposed Budget to City Manager for review.
May 27	Wed	5:00 pm	CM Office	City Manager	City Manager submits Proposed Budget to City Council for review.
Jun 3	Wed	10:00 am	Council Chambers	Council/Staff	City Council Workshop; review and identify any adjustments.
Jun 15	Mon	7:00 pm	Council Chambers	Council/Staff	Adoption of budget.

# City of Port Hueneme

‘The Friendly City by the Sea’

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## ABOUT THE CITY

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

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



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

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

# City of Port Hueneme

‘The Friendly City by the Sea’

## ABOUT THE CITY

2007 Median Home Price Single Family Homes	
Port Hueneme	\$261,250
Santa Paula	\$280,000
Fillmore	\$310,000
Moorpark	\$489,000

Source: L.A. Times Sunday Edition Charts 2008  
California Assoc. of Realtors

Housing Profile:	
Year-Round Dwellings	7,981 units
Occupied Housing Units	7,349 units
Owner Occupied Units	3310 units
Average Household Size	2.87
Homeowner Vacancy Rate	1.1%

Source: U.S. Bureau of Census, 2000

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

The *climate* of this City is close to paradise. Mild winter temperatures and cooling midsummer sea breezes typify Port Hueneme’s subtropical temperate climate. Mean monthly low temperatures range from 45 to 58 degrees and the average temperature is 77.65 degrees. Rainfall averages about 18.17 inches per year.

In the City of Port Hueneme, *public safety* is priority one. Port Hueneme has its own police force of 31 full-time employees, including 23 sworn officers, 7 support staff, and the Chief of Police. With a service area of less than five square miles, response time is generally within five minutes.

# City of Port Hueneme

‘The Friendly City by the Sea’

## ABOUT THE CITY

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

### Parks

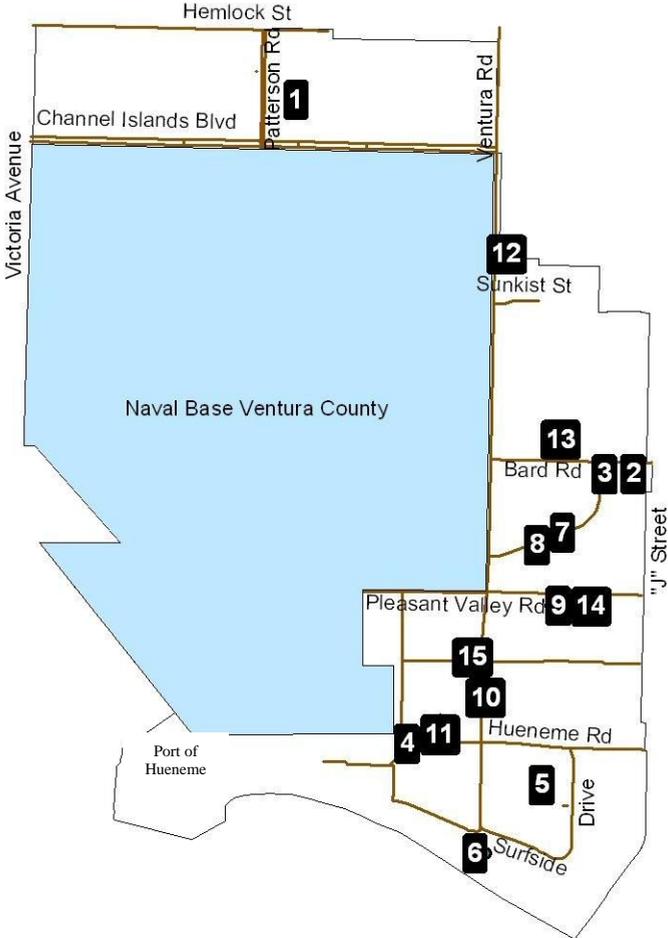
- 1 Bolker Park
- 2 Bard Park
- 3 Bubbling Springs
- 4 Dewar Park
- 5 Moranda Park
- 6 Hueneme Beach

### Community Buildings

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

### Elementary Schools

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



# City of Port Hueneme

‘The Friendly City by the Sea’

## ABOUT THE CITY

General information about Port Hueneme:

Population Breakdown:	
White	42.7%
Hispanic	41.0%
Asian	6.3%
Black	6.1%
Other	3.9%

Source: U.S. Bureau of the Census, 2000

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%

- The population of Port Hueneme is approximately 22,171 persons.  
*Source: Department of Finance, 2009*
- The City of Port Hueneme was incorporated in 1948 as a General Law city; 1996 as a Charter city.
- The City has a Council-Manager form of government, with the Mayor and other Council Members elected at large for four-year terms.
- School District: Hueneme School District. Schools in Hueneme (All Elementary): Sunkist, Parkview, Bard, and Hueneme.
- Community Buildings: Orvene S. Carpenter Community Center, Ray D. Prueter Library, Boys and Girls Club, City Hall/Civic Center, and Historical Museum.
- Parks: Bolker Park, Bard Park, Dewar Park, Moranda Park, Bubbling Springs Recreation Corridor, and Hueneme Beach.
- The median household income is approximately \$42,246.
- The median age is about 30.3 years.
- Port Hueneme is positioned 34.16 degrees north of the equator and 119.20 degrees west of the prime meridian.

## ABOUT THE CITY

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Recent developments in the City of Port Hueneme:

- **LIGHTHOUSE PROMENADE**  
A new shoreline pedestrian/bicycle walkway extending from Surfside Drive to the harbor entry/Lighthouse was completed and dedicated March 21, 2008.
- **RITE-AID DRUG STORE**  
Construction of a new 18,000 square foot Rite-Aid Drug Store with drive through pharmacy is scheduled for occupancy in the Oliveira Plaza Shopping Center by July 2009.
- **BIG LOTS!**  
Tenant Improvements for a new 19,000 square foot Big Lots retail store is scheduled for completion during the fall of 2009 in the Oliveira Plaza shopping Center. Big Lots will offer a broad range of brand-name products, including consumables, seasonal items, furniture, house wares, toys, electronics, home décor, tools and gifts.
- **CVS PHARMACY AND CHASE BANK**  
Tenant Improvements for re-branding the old Longs Drug Store and Washington Mutual Bank are underway in the Mandalay Village Marketplace Shopping Center and are scheduled for completion by the end of summer 2009.
- **SIX NEW HOMES**  
New single-family homes are under construction located at 557 Joyce Drive (4 units) and 530 San Pedro Street and 152 West "B" Street scheduled for completion during the fall of 2009.
- **YARA TANK FARM**  
A 3 million gallon liquid bulk storage tank was recently completed at the Port of Hueneme concluding development of the Norwegian Liquid terminal tank farm accommodating over 12 million gallons of storage.

# City of Port Hueneme

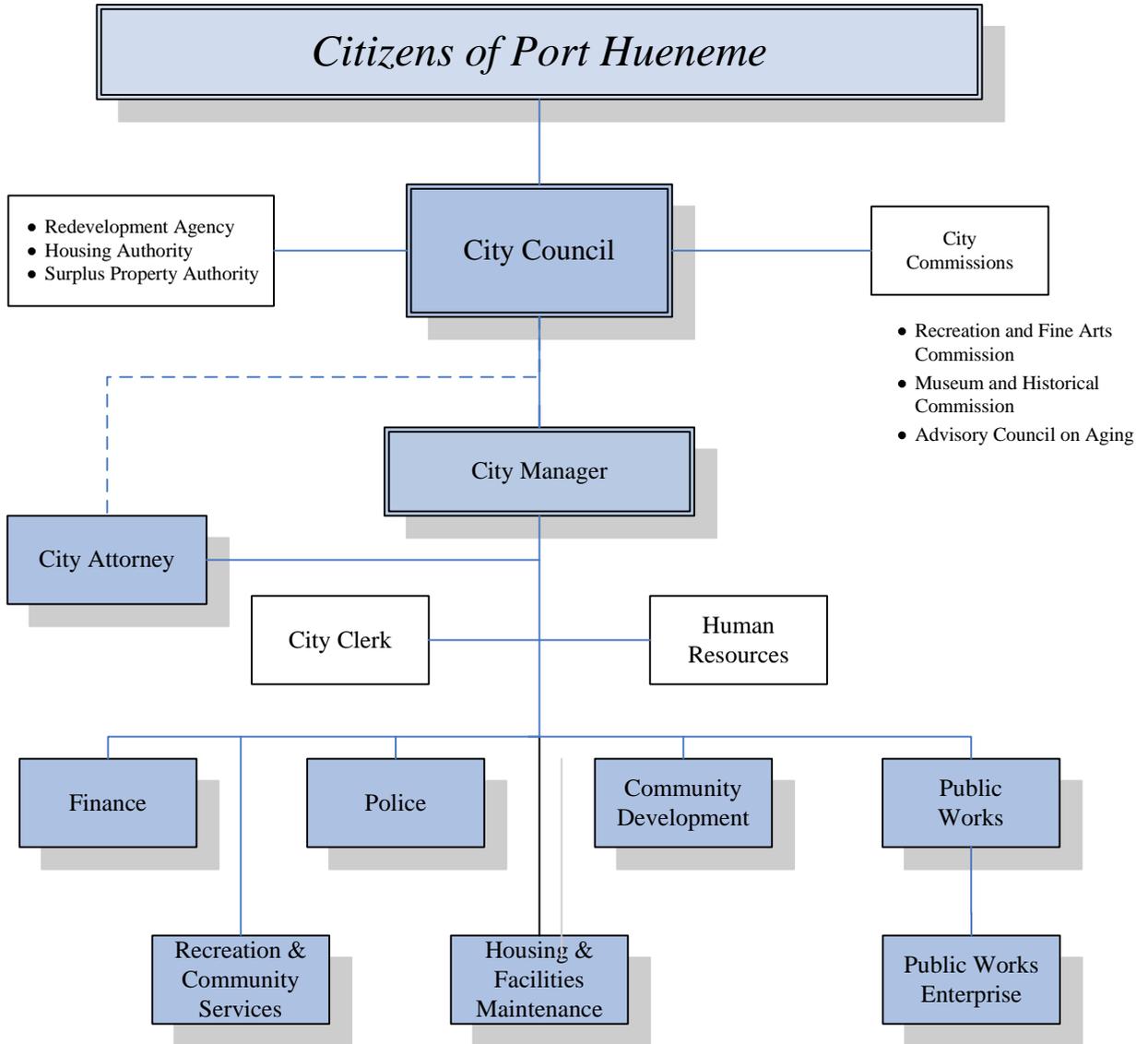
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## FACT SHEET

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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.....	41 <sup>st</sup> Assembly District, Julia Brownley
State Senate.....	23 <sup>rd</sup> State Senate District, Fran Pavley
U.S. Representative.....	23 <sup>rd</sup> Congressional District, Lois Capps
Area.....	4.5 square miles
Population .....	22,171
Police Protection .....	23 Sworn Officers, 7 Support, 1 Chief
Fire Protection .....	Ventura County Fire Protection District
Recreation and Parks .....	Bolker Park, Bard Park, Dewar Park, Moranda Park, Bubbling Springs Recreation Corridor, and Hueneme Beach
Municipal Bus Lines .....	Gold Coast Transit/ Vista

# City of Port Hueneme



## Organization Chart

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# BUDGET MESSAGE

## City Manager's Budget Message

June 2009

Honorable Members of the City Council:

### INTRODUCTION

On behalf of all City staff, the FY 2009-10 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 modified 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.

### BUDGET HIGHLIGHTS

- For the first time since FY 2002-03, the City is budgeting a General Fund operating surplus. This surplus of approximately \$105,865 is the result of the City Council and Staff's diligence in eliminating annual General Fund deficits, which was projected as much as \$1.8 million in June, 2007. This important milestone successfully fulfills

Council's No. 1 Strategic Plan Goal to balance the City's budget by FY 2009-10.

- The City projects an Unreserved Fund Balance of \$5.2 million at the end of FY 2009-10. By Council policy all interest earnings from the Unreserved Fund Balance and Other Designated Reserves are to be used for operations.
- The Budget continues to present Council a clear and objective picture of the City's financial condition.
- The City has continued with a one year budget that narrowly focuses on FY 2009-10 and continues to serve as a means of addressing the General Fund's structural budget issues.
- A Performance Measurement program has been added to all Department and Division sections to better focus on the services provided and results of those services.
- All salary increases pursuant to negotiated agreements with the Port Hueneme Police Officers' Association, Management & Confidential employees, and part-time employees are included in the projected FY 2009-10 salary expenditures. SEIU Local 721 increases will be adjusted pending the outcome of negotiations.

### BUDGET DEVELOPMENT

The FY 2009-10 budget process was initiated on February 11, 2009 through a Council Workshop to discuss FY 2008-09 actual and projected results, the Strategic Plan and goals for the FY 2009-10 budget. At the Workshop, Council also provided direction on goals, priorities, and



# BUDGET MESSAGE

## City Manager's Budget Message

interests for the FY 2009-10 budget cycle, including a continued priority focus on addressing the General Fund structural deficit.

On February 26, 2009 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 2009-10 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.

In response to the ongoing structural deficit in previous years and the continued cost pressures wrought by decreased revenues, new Storm Water Permit requirements, and continued escalation of law enforcement services, among other expenses, staff is recommending no increases of personnel and minimal increases of operating expenses from prior year levels.

EMPLOYEES	BUDGETED 2008-09	FINAL 2009-10
Full-Time	117.00	117.00
Part-Time/Seasonal	29.75	29.75
<b>TOTAL</b>	<b>146.75</b>	<b>146.75</b>

	BUDGETED 2008-09	FINAL 2009-10
General Fund Revenues	\$15,908,168	\$16,720,391
General Fund Expenditures	\$16,168,635	\$16,614,526
Surplus/(Deficit)	-\$260,467	\$105,865

A number of capital replacement items appear in the Budget. As the name indicates, replacement items replace existing equipment that are considered hazardous or unsafe, not economically repairable, or no longer able to function as intended due to damage, age, or altered requirements. General Fund capital items total \$67,600 in this budget.

The FY 2009-10 Budget further improves upon the format of the award winning FY 2008-09 Budget document. The budget format produces an easy to read, easy to understand guide to the City's financial condition and operating plan through June 30, 2010. In addition, performance measurements were added to each department and division section to measure key areas for efficiency and effectiveness. Each performance measure established was required to be quantifiable and to be accomplished within a certain timeframe.

The Budget document includes an adopted Multi-Year Capital Improvement Program (CIP) with a total value of \$11.5 million. The CIP centralizes capital project activity in one location. By consolidating capital projects, the Council can more easily provide direction to staff on citywide infrastructure priorities.



# BUDGET MESSAGE

## City Manager's Budget Message

### STRATEGIC PLAN

On May 18, 2009, City Council adopted six Strategic Goals with new projects and programs. The Strategic Plan first developed in FY 2007-08 and represents a new way of doing business in the City. Monthly reporting by City departments of progress on projects ensures accountability toward fulfilling the Council's vision. The Final FY 2009-10 Budget provides sufficient resources to perform many, but not all of the new projects and programs aimed at fulfilling the Council's following six Strategic Goals.

- Maintain Balanced Budgets To achieve and maintain balanced General Fund and Enterprise Fund (Utilities) budgets with adequate operating and capital reserves.
- Sustainable Development To create a more sustainable economy through the reduction of the community's consumption of energy and natural resources; create a more sustainable natural environment; and increase the use of public transportation.
- Public Safety To create a more holistic approach to long-term violence prevention; and protect the public in the event of a disaster or City-wide emergency.
- Infrastructure Maintenance To create a complete and fully-funded program of infrastructure maintenance.
- Retaining Exceptional Staff To create individual and team excellence.
- Community Health and Wellness Promotion To improve citizen opportunities to live healthy and fulfilling lifestyles.

### GENERAL FUND

The General Fund Budget for FY 2009-10 will generate a surplus of \$105,865, barring any exigencies wrought by any actions by the State Legislature to balance the State budget. The General Fund's Unreserved Fund Balance for June 30, 2010 is projected to be approximately \$5.2 million. The Unreserved Fund Balance substantially increased from a previously projected \$4.0 million due to transfers from the RDA for advanced principal payments to the General Fund. This \$5.2 million Unreserved Fund Balance represents approximately 30 percent of the General Fund Operating budget. The Council adopted Reserve Policy set a goal of 25 percent, which will be met during this budget cycle.

In terms of expenditures by General Fund departments, the Police Department's budget continues to dominate the overall General Fund budget. The Police Department's budget, which is comprised of 96 percent salary and benefit costs, will consume 37 percent of the City's General Fund budget.

Department	ADOPTED 2008-09	FINAL 2009-10
Police Department	37%	37%
Public Works	18%	17.5%
Administration	13%	12%
General Government	8%	9%
Finance	7%	7.5%
Recreation & Community Services	6%	6%
Community Development	6%	6%
Facilities Maintenance	5%	5%



# BUDGET MESSAGE

## City Manager's Budget Message

General Fund revenue estimates are based upon reasonable and conservative projections in the growth of current General Fund revenue sources. Final General Fund revenues of \$16.7 million for FY 2009-10 are expected to increase by \$631,810 over the current fiscal year's projected revenues, due primarily to projected increases in cost allocation and sales tax revenues, as a result of the successful passage of Measure W.

Adopted General Fund expenditures for FY 2009-10 are approximately \$996,393 more than FY 2008-09 budgeted amounts. This increase is due in large part to increases in the Storm Water Program and Police Department costs.

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

The City made a concerted effort to reduce pension costs by issuing Pension Obligation Bonds (POB) in April 2007 to save approximately \$2.3 million over the next nine years. Although the issuance of the Pension Obligation Bonds will have a positive impact on the budget over the next several years, this impact will diminish in future years from \$345,537 in FY 2009-10 to \$2,507 in FY 2015-

16. In other words, the cost to service the City's Pension Obligation Bonds will steadily grow in seven years by over \$300,000 annually.

Secured property taxes had increased substantially over the past five years at an average assessed valuation increase of 14.8 percent. Current year projections for FY 2008-09 show property tax revenues decreasing by 16% from the current year's budget and remaining flat in FY 2009-10.

The prior year's increased property tax values had been an obvious plus to General Fund revenues; however, it also benefited the City's Redevelopment Agency (RDA), the Agency's primary revenue source being property tax increment. The success of the RDA is important to the City in that a healthy Agency has the ability to make payments on outstanding loans from the City, as well as eliminating blighting conditions and stimulating new in-fill development in the project areas.

The current loan principal outstanding is \$5.9 million. However, the duration and amount of allowable future debt for the largest remaining project area is limited to a \$125 million tax increment cap, of which the City has collected \$74 million to date.

Interest income represents approximately 11 percent of General Fund revenues in the adopted FY 2009-10 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



# BUDGET MESSAGE

## City Manager's Budget Message

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 \$50,000.

In November 2008 the City was successful in getting a half cent sales tax initiative passed. This will add approximately \$325,000 to General Fund revenues in FY 2009-10. We are hopeful that this source of revenue will significantly improve as the economy rebounds.

### 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. The City is also dependent on interest revenues derived from invested reserve funds, which are projected to be \$450,000 or 2.7 percent of budgeted General Fund revenues.

Fiscal Year	GF Reserves
<b>FY 2009-10</b>	<b>\$17 million</b>
<b>FY 2008-09</b>	<b>\$16 million</b>
<b>FY 2007-08</b>	<b>\$15 million</b>
<b>FY 2006-07</b>	<b>\$15 million</b>
<b>FY 2005-06</b>	<b>\$20.8 million</b>
<b>FY 2004-05</b>	<b>\$21.6 million</b>

The City's General Fund Reserves are projected to be \$17.2 million at the end of FY 2009-10, of which approximately \$12.0 million is designated for Economic Uncertainty, Disasters, Encumbrances and Capital Asset designations. The remaining \$5.2 million in undesignated reserves is set aside for emergency requirements

or to finance unanticipated programs/activities that occur outside the budget adoption process.

### ENTERPRISE FUNDS

The City has three enterprise funds that are funded through rates charged to customers. The City General Fund also derives approximately \$3 million in revenues from these funds through loans made from the General Fund and from the various charges that are allocated to these funds based on City services used, such as administration, utility billing, insurance and fleet services.

Ideally the rates charged to customers will fund all operating expenses including cost allocation charges; however, when these funds run deficits, either available cash or reserves from these funds or the City's General Fund must subsidize these funds. For FY 2009-10, Wastewater, Water and Solid Waste funds are projected to have operating deficits, which will be absorbed using the respective fund's available cash balance. The Water Fund, with the implementation of rate increases over the next four years, is projected to eliminate its deficit position by FY 2010-11. However, beyond FY 2009-10, without any rate adjustments, the Wastewater and Water funds are projected to deplete a large portion of available cash and reserves and will require either a General Fund subsidy or revenue augmentation through increased rates.



# BUDGET MESSAGE

## City Manager's Budget Message

Fund	GF Cost Allocation Revenue FY 2009-10	Available Cash at June 30, 2010	Operating Surplus/ (Deficit) FY 2009-10
Waste-water	<b>\$915,300</b>	<b>-\$214,972</b>	<b>-\$435,525</b>
Water	<b>\$826,500</b>	<b>\$710,985</b>	<b>-\$241,740</b>
Solid Waste	<b>\$817,600</b>	<b>\$648,120</b>	<b>-\$447,653</b>

### Wastewater Fund

Wastewater operations are projected to have a deficit of \$435,525. The Wastewater Fund is also anticipated to complete \$4 million in capital projects over this budget cycle, funded with bond proceeds. Wastewater rates were last reviewed and approved by the Council in FY 2005-06. This rate increase allowed Wastewater to fund operations and bond debt for capital improvements; however, since operating expenses are projected again to surpass revenues, a rate study and subsequent Council action will be required during this coming fiscal year to address this shortfall.

### Water Fund

The City-wide Water Meter Installation Project, which began during the current fiscal year, will install meters throughout the City at an approximate cost of \$4.7 million. This project is scheduled for completion by June 2009, at which time the City will be able to base rates on actual customer usage versus the current flat-rate method of charging customers.

The first of these new rates, based on usage, are scheduled to be increased August 1, 2009. As expected, this increase will allow the Water Fund to be fiscally self-sufficient, including providing sufficient operating and cash reserves. This fund will experience a deficit in FY 2009-10, but will be balanced the following fiscal year in 2010-11.

### Solid Waste Fund

This Fund's operating expenses will exceed revenues by \$447,653. As a result, a rate study is underway to determine appropriate rates necessary to relieve this deficit.

## OTHER CITY ENTITIES

### Housing Authority

The Housing Authority's FY 2009-10 budget is comprised of three separate budgets: the Conventional Housing/Operating Subsidy budget, \$726,704; Section 8 Housing Choice Voucher Program budget, \$2.6 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, 2010.

### Redevelopment Agency

The Redevelopment Agency budget continues to reflect the Board's priorities of preserving the beauty of the community, pursuing economic opportunities, 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.



# BUDGET MESSAGE

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## City Manager's Budget Message

The Agency also purchased another commercial property in order to continue assembling property for its Market Street Landing Project.

The Central Community Redevelopment Project Area, the Agency's largest project area, has provided the means by which the City's General Fund has been able to provide the current level of services enjoyed by the City's citizens. For the past seven years, the Redevelopment Agency has made advance principal payments to eliminate the General Fund deficit. The Central Community Project Area's capacity to continue to make these advance payments is dwindling. Staff is examining options to increase the capacity of the Project Area to continue servicing new debt and to play an aggressive role in addressing the long-awaited Market Street revitalization, addressing the community's desire for a new alternative to the Surfside Motel.

All project areas are projected to have healthy reserves with the exception of the NCEL Project Area. The negative Unappropriated Reserve as of June 30, 2010 in the NCEL Project Area is primarily due to the debt service on a loan from the Surplus Property Authority.

### 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. Capital improvements recommended in the Budget will further improve the attractiveness of the site for potential users. The Fund Balance as of June 30, 2010 is estimated to be approximately \$300,599.

### STATE'S BUDGET/LEGISLATIVE ISSUES

The City enters FY 2009-10 with great concern with the impact of the national and State economies upon our local budget. The current recession and large number of foreclosures have adversely impacted the City's property tax, sales tax and Harbor District, and interest revenues. The State of California is reportedly facing a \$21 billion deficit for FY 2009-10 and is more than likely to trigger loan provisions under Proposition 1A.

By declaring a fiscal emergency with a two-thirds vote of the Legislature, the state could borrow as much as 8 percent of the property tax revenue that is marked for cities and counties. The impact to the City would be approximately \$275,000 in the coming year; however, this amount must be repaid within three years with interest.

Since the passage of Proposition 13, the Legislature has had the power to reallocate property taxes among local governments. The most significant use of this authority has been to allocate city, county and special district shares of the property tax to schools through ERAF (Educational Revenue Augmentation Fund) and reduce state general fund support for schools. Proposition 1A, passed by the voters in November 2004, prevents future reductions of non-school property tax shares, but as mentioned above, the State may transfer property taxes among the cities, county, and special districts in a county with a 2/3 vote of the Legislature.



# BUDGET MESSAGE

## City Manager's Budget Message

Nevertheless, the State has threatened various financial maneuvers that may impact the City's budget, but at this point the economic impact is difficult to fully quantify.

### ECONOMIC DEVELOPMENT ISSUES

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

### CONTINUED REVENUE ENHANCEMENTS

Fiscal Year 2008-09 saw an aggressive pace of revenue enhancement efforts aimed at reducing the General Fund's structural deficit. Measure W, the City's half cent sales tax measure, passed by over 71% in the November 2008 General Election. This tax is anticipated to raise approximately \$325,000 this year and grow as the economy rebounds. We have been diligent in our efforts to capture Business License taxes from business activity on Naval Base Ventura County – Port Hueneme. We established the annual indexing of previously raised fees to keep pace with inflation; and have commenced the repayment of the General Fund's loan to the Water Fund for the Water Meter Installation Project. In addition, through a rate study of the Water Fund we have set rates to enable the Water Fund to be fiscally self-sufficient.

As we start this new fiscal year, we anticipate reviewing Solid Waste and Wastewater rates to provide sufficient operating and capital reserves. Other revenue enhancement efforts are

continuing, including: updating and reauthorizing the Utility Users Tax (UUT); reviewing the Business License Tax, which has not been adjusted since its inception in 1978; and possibly negotiating a two-tiered structure for Retirement and Social Security/Medicare benefits.

The City faces continuing budget challenges, including:

- The State of California's significant budget challenges continuing to apply pressure on the City's finances.
- Cost pressures in the Enterprise Funds, prompting increases in rates.
- The reduction of savings from Pension Obligation Bonds are rapidly decreasing beginning Fiscal Year 2009-10.
- The implementation of the new Ventura County Storm Water permit, which will add over \$293,900 in new annual costs beginning in Fiscal Year 2009-10 and are anticipated to grow in the future.
- The lack of funding to address deferred maintenance of City-owned buildings, structures, and streets.
- The challenge of attracting and retaining qualified employees as long-term employees retire in a competitive wage and benefit environment at a time when the City must make a concerted effort to reduce the growth of employee related expenses.



# BUDGET MESSAGE

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## City Manager's Budget Message

### CONCLUSION

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

On behalf of the City staff, I would like to thank the City Council for its leadership in moving our City forward in a positive direction. In addition, I would like to express my sincere appreciation to all the many employees throughout our organization who contributed towards the compilation and production of this document. Through their efforts, they produced an award-winning FY 2008-09 budget. They have done an excellent job of developing what I anticipate to be not only an award-winning budget document but an exemplary communications tool that balances the need for understandable financial information along with meaningful program descriptions, goals, and objectives.

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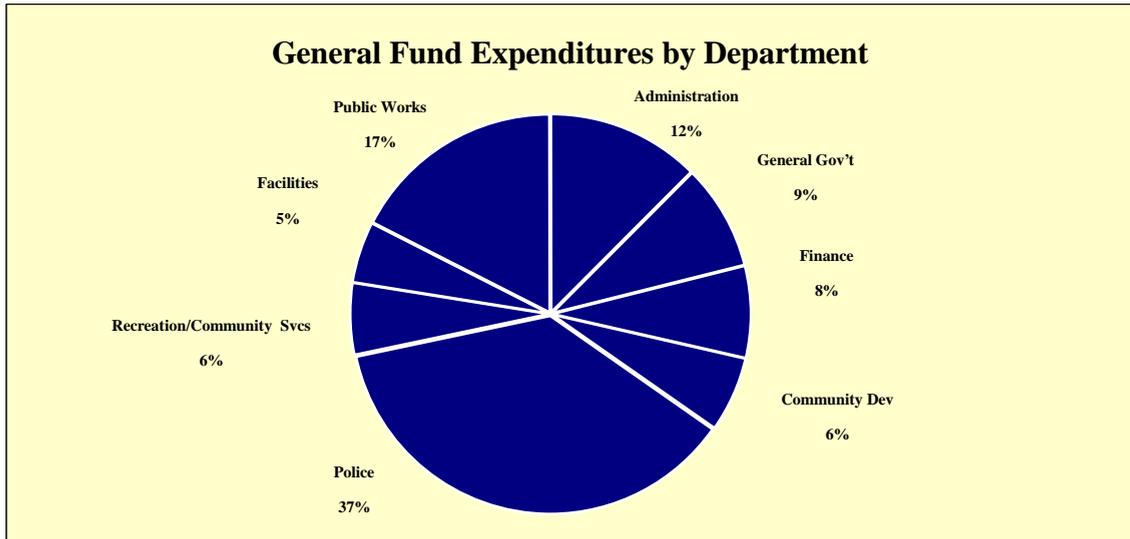
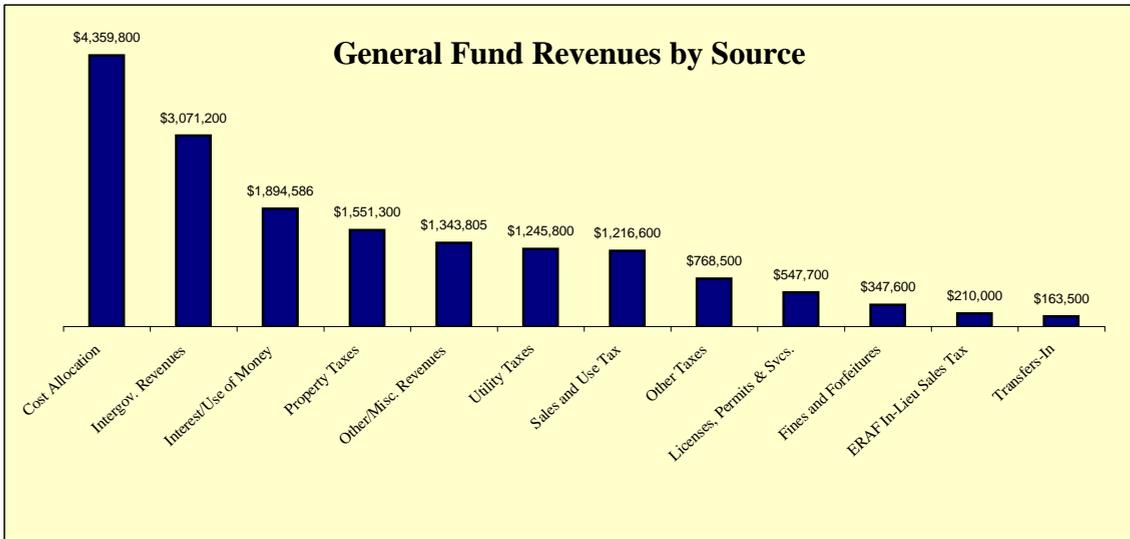
**DAVID J. NORMAN**

CITY MANAGER

City of Port Hueneme  
**Budget at a Glance**  
 FY 2009-10 OPERATING BUDGET

<i>Funds</i>	<i>Revenues</i>	<i>Expenditures</i>	<i>Surplus/Deficit</i>
General Fund	\$ 16,720,391	\$ 16,614,526	\$105,865
Enterprise Funds*	11,944,060	13,068,978	(1,124,918)
NBVC Wastewater Contract	1,709,636	1,709,636	0
Special Revenue Funds	2,008,115	3,465,524	(1,457,409)
Special Assessment District Funds	478,200	529,900	(51,700)
Debt Service Funds	1,311,780	1,311,780	0
Redevelopment Agency	7,961,142	6,887,923	1,073,219
Housing Authority	3,307,628	3,328,513	(20,885)
Surplus Property Authority	214,785	192,705	22,080
<b>Total All Funds</b>	<b>\$45,655,737</b>	<b>\$47,109,485</b>	<b>(\$1,453,748)</b>

\*Excludes Capital/Bond/Water Plant Funds



# Schedules

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Revenues and Transfers from Other Funds	27-36
Summary of Expenditures – Fiscal Year	37-39
Summary of Expenditures – Division	40-42
Schedule of Operating Transfers In/Out	43-45

CITY OF PORT HUENEME SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND FY 2009-10 BUDGET				
FUNDS	Projected Unreserved Fund Balance/ Retained Earnings 7/1/2009	Projected Revenue FY 2009-10 BUDGET	Projected Transfers In	Projected Total Funds Available
<b>GENERAL FUND</b>	<b>5,080,076</b>	<b>13,125,891</b>	<b>3,594,500</b>	<b>21,800,467</b>
<b>SPECIAL REVENUES FUNDS:</b>				
<b>COMMUNITY DEVELOPMENT:</b>				
Neighborhood Preservation	615,820	175,500	0	791,320
Community Development Block Grants (CDBG)	25,810	201,401	0	227,211
HOME Program	0	0	0	0
Cal-Home Program	0	0	0	0
Development Trust Fund	868,912	25,000	0	893,912
<b>SUB TOTAL COMMUNITY DEVELOPMENT</b>	<b>1,510,542</b>	<b>401,901</b>	<b>0</b>	<b>1,912,443</b>
<b>PUBLIC SAFETY:</b>				
Homeland Security Grant	0	0	0	0
State COPS Grant	59,667	101,500	0	161,167
Traffic Safety	0	46,100	0	46,100
<b>SUB TOTAL PUBLIC SAFETY</b>	<b>59,667</b>	<b>147,600</b>	<b>0</b>	<b>207,267</b>
<b>RECREATION &amp; COMMUNITY SERVICES:</b>				
Senior Nutrition Grant	0	17,400	0	17,400
<b>SUB TOTAL RECREATION &amp; COMM SVCS</b>	<b>0</b>	<b>17,400</b>	<b>0</b>	<b>17,400</b>
<b>PUBLIC WORKS:</b>				
Gas Tax	716,991	416,000	0	1,132,991
Transportation Development Act (TDA)	918,480	603,114	0	1,521,594
Bike Path (Article 3)	103,578	60,400	50,000	213,978
<b>SUB TOTAL PUBLIC WORKS</b>	<b>1,739,049</b>	<b>1,079,514</b>	<b>50,000</b>	<b>2,868,563</b>
<b>STORMWATER PROGRAM:</b>	<b>(7,622)</b>	<b>15,000</b>	<b>296,700</b>	<b>304,078</b>
<b>TOTAL SPECIAL REVENUE FUND</b>	<b>3,301,637</b>	<b>1,661,415</b>	<b>346,700</b>	<b>5,309,752</b>
<b>ENTERPRISE FUNDS</b>				
Water Operations	(2,213,572)	5,520,000	0	3,306,428
Water Capital Reserve	(3,064,398)	34,533	0	(3,029,865)
Water Plant Operations	(40,473)	1,183,875	0	1,143,402
Wastewater Operations	3,105,838	3,440,300	0	6,546,138
Wastewater Capital	6,538,571	50,329	4,070,000	10,658,900
Wastewater Bond Fund	(1,783,582)	150,000	0	(1,633,582)
Solid Waste Operations	710,410	2,983,760	0	3,694,170
<b>TOTAL ENTERPRISE FUNDS</b>	<b>3,252,794</b>	<b>13,362,797</b>	<b>4,070,000</b>	<b>20,685,591</b>
<b>NBVC CONTRACT</b>	<b>0</b>	<b>1,709,636</b>	<b>0</b>	<b>1,709,636</b>
<b>ASSESSMENT DISTRICTS FUNDS</b>				
Drainage	66,515	180,500	0	247,015
Street Lights	(77,347)	121,000	0	43,653
Median	0	176,700	0	176,700
<b>TOTAL ASSESSMENT DISTRICTS</b>	<b>(10,831)</b>	<b>478,200</b>	<b>0</b>	<b>467,369</b>
<b>DEBT SERVICE FUNDS</b>				
Pension Obligation Bonds	(2,500)	0	786,780	784,280
1992A COP	0	0	525,000	525,000
<b>TOTAL DEBT SERVICE FUNDS</b>	<b>(2,500)</b>	<b>0</b>	<b>1,311,780</b>	<b>1,309,280</b>
<b>TOTAL CITY FUNDS</b>	<b>11,621,176</b>	<b>30,337,939</b>	<b>9,322,980</b>	<b>51,282,095</b>
<b>HOUSING AUTHORITY</b>				
Conventional	456,701	728,500	0	1,185,201
Section 8 Vouchers	36,593	2,579,128	0	2,615,721
Modernization Grant	0	0	0	0
<b>TOTAL HOUSING AUTHORITY</b>	<b>493,294</b>	<b>3,307,628</b>	<b>0</b>	<b>3,800,922</b>
<b>REDEVELOPMENT AGENCY</b>				
<b>CENTRAL COMMUNITY PROJECT AREA</b>				
Capital Projects	0	48,936	427,851	476,787
20% Setaside	203,123	217,140	1,006,400	1,426,663
Debt Service	4,136,057	5,094,000	0	9,230,057
<b>TOTAL CENTRAL COMMUNITY PROJECT</b>	<b>4,339,180</b>	<b>5,360,076</b>	<b>1,434,251</b>	<b>11,133,507</b>
<b>R-76 PROJECT AREA</b>				
Capital Projects	0	50	65,320	65,370
20% Setaside	710,985	27,000	158,547	896,532
Debt Service	1,064,047	809,733	0	1,873,780
<b>TOTAL R76 PROJECT</b>	<b>1,775,032</b>	<b>836,783</b>	<b>223,867</b>	<b>2,835,682</b>
<b>NCEL PROJECT AREA</b>				
Capital Projects	0	0	10,265	10,265
20% Setaside	149,698	2,100	15,600	167,398
Debt Service	0	78,200	0	78,200
<b>TOTAL NCEL PROJECT</b>	<b>149,698</b>	<b>80,300</b>	<b>25,865</b>	<b>255,863</b>
<b>TOTAL REDEVELOPMENT AGENCY</b>	<b>6,263,910</b>	<b>6,277,159</b>	<b>1,683,983</b>	<b>14,225,052</b>
<b>SURPLUS PROPERTY AUTHORITY</b>	<b>278,519</b>	<b>214,785</b>	<b>0</b>	<b>493,304</b>
<b>GRAND TOTAL</b>	<b>18,656,898</b>	<b>40,137,511</b>	<b>11,006,963</b>	<b>69,801,372</b>

**CITY OF PORT HUENEME  
SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND  
FY 2009-10 BUDGET**

Projected Salaries & Benefits	Projected Operating Charges	Projected Capital Expenditures	Projected Transfers Out	Projected Total Appropriations FY 2009-10 BUDGET	Projected Unappropriated Reserve June 30, 2010
<b>12,104,453</b>	<b>3,917,473</b>	<b>67,600</b>	<b>525,000</b>	<b>16,614,526</b>	<b>5,185,941</b>
66,690	207,700	0	61,000	335,390	455,930
0	198,401	0	0	198,401	28,810
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	0	0	893,912
66,690	406,101	0	61,000	533,791	1,378,652
0	0	0	0	0	0
123,931	7,000	0	0	130,931	30,236
0	0	0	46,100	46,100	0
123,931	7,000	0	46,100	177,031	30,236
0	0	0	17,400	17,400	0
0	0	0	17,400	17,400	0
0	186,000	695,000	157,500	1,038,500	94,491
0	354,402	765,000	167,700	1,287,102	234,492
0	0	100,000	0	100,000	113,978
0	540,402	1,560,000	325,200	2,425,602	442,961
0	293,900	0	17,800	311,700	(7,622)
<b>190,621</b>	<b>1,247,403</b>	<b>1,560,000</b>	<b>467,500</b>	<b>3,465,524</b>	<b>1,844,228</b>
344,778	4,590,462	0	826,500	5,761,740	(2,455,312)
0	0	0	0	0	(3,029,865)
357,475	658,000	0	168,400	1,183,875	(40,473)
982,361	1,895,364	82,800	915,300	3,875,825	2,670,313
0	160,000	4,070,000	0	4,230,000	6,428,900
0	2,700	0	4,070,000	4,072,700	(5,706,282)
819,052	1,494,161	150,600	967,600	3,431,413	262,757
<b>2,503,666</b>	<b>8,800,687</b>	<b>4,303,400</b>	<b>6,947,800</b>	<b>22,555,553</b>	<b>(1,869,962)</b>
<b>603,852</b>	<b>859,084</b>	<b>0</b>	<b>246,700</b>	<b>1,709,636</b>	<b>0</b>
0	31,700	0	147,000	178,700	68,315
0	149,000	0	26,400	175,400	(131,747)
0	0	0	175,800	175,800	900
<b>0</b>	<b>180,700</b>	<b>0</b>	<b>349,200</b>	<b>529,900</b>	<b>(62,531)</b>
0	0	0	786,780	786,780	(2,500)
0	525,000	0	0	525,000	0
<b>0</b>	<b>525,000</b>	<b>0</b>	<b>786,780</b>	<b>1,311,780</b>	<b>(2,500)</b>
<b>15,402,592</b>	<b>15,530,347</b>	<b>5,931,000</b>	<b>9,322,980</b>	<b>46,186,919</b>	<b>5,095,176</b>
405,441	321,263	0	0	726,704	458,497
208,811	2,392,998	0	0	2,601,809	13,912
0	0	0	0	0	0
<b>614,252</b>	<b>2,714,261</b>	<b>0</b>	<b>0</b>	<b>3,328,513</b>	<b>472,409</b>
23,777	451,810	1,200	0	476,787	0
319,313	1,116,000	0	0	1,435,313	(8,650)
0	2,524,108	0	1,434,251	3,958,359	5,271,698
343,090	4,091,918	1,200	1,434,251	5,870,459	5,263,048
0	50,370	0	0	50,370	15,000
0	347,250	0	0	347,250	549,282
0	305,012	0	223,867	528,879	1,344,901
0	702,632	0	223,867	926,499	1,909,183
0	10,265	0	0	10,265	0
0	2,500	0	0	2,500	164,898
0	52,335	0	25,865	78,200	0
0	65,100	0	25,865	90,965	164,898
<b>343,090</b>	<b>4,859,650</b>	<b>1,200</b>	<b>1,683,983</b>	<b>6,887,923</b>	<b>7,337,129</b>
<b>0</b>	<b>192,705</b>	<b>0</b>	<b>0</b>	<b>192,705</b>	<b>300,599</b>
<b>16,359,934</b>	<b>23,296,963</b>	<b>5,932,200</b>	<b>11,006,963</b>	<b>56,596,060</b>	<b>13,205,312</b>



# PROJECTED FUND BALANCES SUMMARY FY 2009-10

	General Fund	Enterprise Funds	NBVC Contract	Special Revenue Funds	Special Assess. Districts	Debt Service Funds	Total City Funds
Projected Unreserved Fund Balance 7/1/09	5,080,076	3,252,794	0	3,301,637	-10,831	-2,500	11,621,176
Projected Revenues	13,125,891	13,362,797	1,709,636	1,661,415	478,200	0	30,337,939
Projected Transfers In	3,594,500	4,070,000	0	346,700	0	1,311,780	9,322,980
<b>Total City Revenues</b>	<b>16,720,391</b>	<b>17,432,797</b>	<b>1,709,636</b>	<b>2,008,115</b>	<b>478,200</b>	<b>1,311,780</b>	<b>39,660,919</b>
<b>Total Available Funds</b>	<b>21,800,467</b>	<b>20,685,591</b>	<b>1,709,636</b>	<b>5,309,752</b>	<b>467,369</b>	<b>1,309,280</b>	<b>51,282,095</b>
Projected Salaries/Benefits	12,104,453	2,503,666	603,852	190,621	0	0	15,402,592
Projected Operating Charges	3,917,473	8,800,687	859,084	1,247,403	180,700	525,000	15,530,347
Projected Capital Expenditures	67,600	4,303,400	0	1,560,000	0	0	5,931,000
Projected Transfers Out	525,000	6,947,800	246,700	467,500	349,200	786,780	9,322,980
<b>Total City Expenditures</b>	<b>16,614,526</b>	<b>22,555,553</b>	<b>1,709,636</b>	<b>3,465,524</b>	<b>529,900</b>	<b>1,311,780</b>	<b>46,186,919</b>
Net Change in Revenues/Expenditures	105,865	-5,122,756	0	-1,457,409	-51,700	0	-6,526,000
<b>Available Fund Balance 6/30/10</b>	<b>5,185,941</b>	<b>-1,869,962</b>	<b>0</b>	<b>1,844,228</b>	<b>-62,531</b>	<b>-2,500</b>	<b>5,095,176</b>
Reserves/Designations:							
Designated for Encumbrances	400,000	50,000					450,000
Designated for Economic Uncertainty	2,816,200						
Designated for Operations	0	801,100					801,100
Designated for Disaster	500,000	0					500,000
Designated for Risk Management	0	0					0
Designated for Equip/Furniture/Vehicle	0	984,100					984,100
Designated for Facility Replacement	0	220,500					220,500
Designated for Capital Assets	8,291,682	0					8,291,682
Designated Bureau of Reclamation	0	1,949,906					1,949,906
Total Designations <sup>(1)</sup>	12,007,882	4,005,606	0	0	0	0	13,197,288
<b>Total Unreserved/Designated Fund Balance 6/30/10</b>	<b>17,193,823</b>	<b>2,135,644</b>	<b>0</b>	<b>1,844,228</b>	<b>-62,531</b>	<b>-2,500</b>	<b>18,292,464</b>

<sup>(1)</sup> 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.



# Revenues and Transfers from Other Funds

GENERAL FUND	Actual	Budgeted	Projected	Final	Estimated
Description	2007-08	2008-09	2008-09	2009-10	2010-11
<b>Revenues</b>					
<b>Taxes</b>					
Current Secured	1,206,884	1,486,300	1,280,000	<b>1,350,000</b>	1,383,800
Unsecured Current Year	52,434	59,500	38,000	<b>40,000</b>	41,200
Unsecured Prior Year	0	1,000	1,000	<b>1,000</b>	1,000
Interest/Penalties	16,818	15,000	15,000	<b>15,000</b>	15,000
Supplemental Taxes	87,392	70,200	70,200	<b>72,300</b>	74,500
HOPTR Taxes	14,213	13,000	13,000	<b>13,000</b>	13,000
Sales and Use Tax	638,752	750,000	632,000	<b>1,025,000</b>	1,048,600
Prop Tax In-Lieu Sales Tax (ERAF)	232,477	238,300	190,000	<b>210,000</b>	216,300
Motel Tax	408,972	360,000	325,000	<b>334,800</b>	344,800
Housing Authority in Lieu Tax	6,263	0	5,701	<b>0</b>	0
Property Transfer Tax	53,888	50,000	50,000	<b>60,000</b>	70,000
PSAF Prop 172 Tax	188,272	191,600	191,600	<b>191,600</b>	197,300
Utility Users Tax	962,674	1,063,900	1,063,900	<b>1,245,800</b>	1,200,800
Prop Tax In-Lieu VLF (ERAF)	1,724,694	1,776,400	1,679,775	<b>1,730,200</b>	1,782,100
Motor Vehicle in-lieu	99,481	154,500	154,500	<b>159,100</b>	163,900
Developer Tax Fees	15,750	11,250	11,250	<b>0</b>	0
Subtotal	5,708,964	6,240,950	5,720,926	<b>6,447,800</b>	6,552,300
<b>Franchises</b>					
So. California Gas	49,915	56,100	56,100	<b>57,200</b>	58,300
So. California Edison	161,055	163,200	163,200	<b>166,500</b>	169,800
Cable	208,973	168,800	210,000	<b>210,000</b>	210,000
Subtotal	419,943	388,100	429,300	<b>433,700</b>	438,100
<b>Licenses &amp; Permits</b>					
Business License	362,640	320,000	375,000	<b>378,800</b>	382,600
Building Permit	141,337	102,000	120,000	<b>122,400</b>	124,800
Plumbing Permit	36,023	8,000	35,000	<b>15,000</b>	15,000
Electrical Permit	16,878	7,000	15,000	<b>10,000</b>	10,000
Mechanical Permit	6,744	4,000	6,500	<b>6,500</b>	6,500
Miscellaneous Permit	15,576	10,000	21,000	<b>15,000</b>	15,000
Subtotal	579,198	451,000	572,500	<b>547,700</b>	553,900
<b>Fees</b>					
Traffic/Court Fees	328,630	309,000	335,000	<b>345,100</b>	355,500
Return Check Fee	2,400	2,500	2,500	<b>2,500</b>	2,500
Late Rent Fee	100	0	0	<b>0</b>	0
Traffic Impact Dev Fees	24,915	43,400	43,400	<b>0</b>	0
Zoning/Planning Fees	10,514	25,000	25,000	<b>5,000</b>	5,300
Subdivision Fees	0	1,000	1,000	<b>1,000</b>	1,000
Engineering Fees	73,081	8,000	8,000	<b>8,000</b>	8,000
Cost Rec-Parking/Code Enf.	24,585	20,000	25,000	<b>25,000</b>	25,000
Subtotal	464,225	408,900	439,900	<b>386,600</b>	397,300
<b>Public Safety</b>					
Street and Curb Repair	8,320	1,000	7,678	<b>1,000</b>	1,000
Bldg & Inspection/Plan Ck	0	1,000	1,000	<b>1,000</b>	1,000
Police Services	15,973	82,500	82,500	<b>84,200</b>	85,900
Subtotal	24,293	84,500	91,178	<b>86,200</b>	87,900



# Revenues and Transfers from Other Funds

GENERAL FUND	Actual	Budgeted	Projected	Final	Estimated
Description	2007-08	2008-09	2008-09	2009-10	2010-11
<b>Revenues</b>					
<b>NBVC Contract</b>					
Admin Fees	244,538	211,345	211,345	<b>217,685</b>	224,216
NBVC Overhead Revenue	375,800	176,500	176,500	<b>181,800</b>	187,300
Subtotal	<b>620,338</b>	<b>387,845</b>	<b>387,845</b>	<b>399,485</b>	411,516
<b>Rental Income</b>					
Community Center	38,196	62,700	35,000	<b>40,000</b>	41,200
Marine Supply	121,920	130,500	121,900	<b>125,600</b>	129,400
Clear Channel Outdoor	14,436	14,900	15,300	<b>15,300</b>	15,800
Pac Foundries	115,813	119,300	143,700	<b>72,000</b>	73,440
Beach/Pier Concession	13,527	15,500	15,500	<b>16,000</b>	16,500
PH Little League Maint	2,515	3,100	3,100	<b>3,100</b>	3,100
Tennis Concessions	345	1,000	1,000	<b>1,000</b>	1,000
Jane Drive	20,640	23,000	23,000	<b>23,700</b>	24,400
Subtotal	<b>327,392</b>	<b>370,000</b>	<b>358,500</b>	<b>296,700</b>	304,840
<b>Interest Income</b>					
Water Fund Prom Note #7	13,852	15,500	15,500	<b>15,200</b>	15,000
Water Fund Prom Note #8	12,120	13,500	13,500	<b>13,300</b>	13,100
Water Fund Prom Note #9	5,936	6,600	6,600	<b>6,500</b>	6,400
Water Fund Prom Note #03-01	450,923	503,600	503,600	<b>495,700</b>	487,500
Water Fund Prom Note #06-01	224,724	0	0	<b>250,000</b>	246,000
RDA Central Comm. Prom Note #5	44,185	41,800	41,800	<b>39,300</b>	36,600
RDA Central Comm. Prom Note #6	235,960	225,000	225,000	<b>213,100</b>	200,300
RDA Central Comm. Prom Note #7	241,442	224,800	224,800	<b>206,800</b>	187,300
RDA R76 Prom Note #2	17,265	16,073	16,073	<b>14,786</b>	13,396
PHWA #2	12,838	8,100	8,100	<b>2,900</b>	0
PHWA NAWS Prom Note #3B	52,915	52,000	52,000	<b>52,000</b>	52,000
Investments	45,558	50,000	50,000	<b>50,000</b>	50,000
Miscellaneous Interest	1,370	20,000	50,000	<b>5,000</b>	5,000
Fund Interest	838,899	525,000	400,000	<b>450,000</b>	475,000
Enterprise Fund Interest	0	0	0	<b>80,000</b>	84,000
Subtotal	<b>2,197,987</b>	<b>1,701,973</b>	<b>1,606,973</b>	<b>1,894,586</b>	1,871,596
<b>District Revenue</b>					
MOU 1983 Agreement	391,284	416,500	416,500	<b>366,500</b>	377,500
MOU 1987 Agreement	628,331	605,700	500,000	<b>515,000</b>	530,500
MOU 1995 Agreement	292,008	315,900	315,900	<b>300,400</b>	309,400
Subtotal	<b>1,311,623</b>	<b>1,338,100</b>	<b>1,232,400</b>	<b>1,181,900</b>	1,217,400
<b>Beach Revenue</b>					
Beach Parking Machine	248,613	355,900	355,900	<b>366,600</b>	377,600
<b>Grants &amp; Reimbursements</b>					
Bulletproof Vest Grant	873	3,000	3,000	<b>3,000</b>	3,000
ABC Gap Grant	6,362	0	0	<b>0</b>	0
Post Reimbursement	16,555	5,500	9,189	<b>5,500</b>	5,500
Click It Grant	3,714	0	0	<b>0</b>	0
SB90 Reimbursement	12,402	90,000	20,000	<b>25,000</b>	30,000
CDBG Grant	47,975	60,000	60,000	<b>60,000</b>	60,000
Subtotal	<b>87,881</b>	<b>158,500</b>	<b>92,189</b>	<b>93,500</b>	98,500



# Revenues and Transfers from Other Funds

GENERAL FUND	Actual	Budgeted	Projected	Final	Estimated
Description	2007-08	2008-09	2008-09	2009-10	2010-11
<b>Revenues</b>					
Parks & Recreation					
Moranda Park	714	1,000	1,000	700	700
Community Center	5,754	8,200	8,200	8,400	8,600
Jr. Lifeguard	29,973	45,700	45,700	46,600	47,500
Beach Festival	50,490	76,300	72,800	58,200	58,200
Advertising Revenue	0	0	5,000	5,000	5,000
Subtotal	86,931	131,200	132,700	118,900	120,000
Miscellaneous					
Misc. Refunds and Claims	154,685	132,900	132,900	20,000	20,000
NBVC Contract Reimbursement	8,844	0	252,267	85,220	300,000
Salvage Sales	11,849	14,000	5,000	10,000	10,200
Miscellaneous Revenues	18,353	10,000	42,000	10,000	10,000
Donations	0	0	40	0	0
Subtotal	193,731	156,900	432,207	125,220	340,200
<b>Subtotal Revenues</b>	<b>12,271,119</b>	<b>12,173,868</b>	<b>11,852,518</b>	<b>12,378,891</b>	<b>12,771,152</b>
Cost Allocation Revenues - Other Agencies					
RDA - Central Comm. Project Area	353,238	401,980	401,980	414,000	426,400
RDA - R76 Project Area	53,950	63,554	63,554	65,500	67,500
RDA - NCEL Project Area	5,012	5,866	5,866	6,000	6,200
Surplus Property Authority	62,900	68,500	68,500	70,600	72,700
Housing Authority Conventional	298,516	134,800	134,800	134,800	141,500
Housing Authority Section 8 Voucher	60,684	56,100	56,100	56,100	58,900
<b>Subtotal Revenues-Other Agencies</b>	<b>834,300</b>	<b>730,800</b>	<b>730,800</b>	<b>747,000</b>	<b>773,200</b>
<b>Total Revenues</b>	<b>13,105,419</b>	<b>12,904,668</b>	<b>12,583,318</b>	<b>13,125,891</b>	<b>13,544,352</b>
Transfers In					
Traffic Safety	55,054	42,000	46,163	46,100	42,000
Senior Nutrition Grant	34,633	17,400	17,400	17,400	17,400
Solid Waste Infrastructure	100,000	100,000	100,000	100,000	100,000
Cost Allocation Revenues - Other Funds					
Transportation Dev Act (TDA)	207,400	114,300	114,300	117,700	121,200
Gas Tax	118,500	152,900	152,900	157,500	162,200
Neighborhood Preservation	59,400	59,200	59,200	61,000	62,800
Water Operations	500,500	802,400	802,400	826,500	851,300
Water Plant Operations	171,900	163,500	163,500	168,400	173,500
Wastewater Operations	527,900	888,600	888,600	915,300	942,800
Stormwater Program	17,800	17,800	17,800	17,800	17,800
Solid Waste Operations	724,600	793,800	793,800	817,600	842,100
Drainage Assessment	147,000	147,000	147,000	147,000	147,000
Lighting Assessment	0	26,400	26,400	26,400	26,400
Median Assessment	172,586	175,800	175,800	175,800	175,800
<b>Subtotal Transfers In</b>	<b>2,837,273</b>	<b>3,501,100</b>	<b>3,505,263</b>	<b>3,594,500</b>	<b>3,682,300</b>
<b>Total General Fund</b>	<b>15,942,692</b>	<b>16,405,768</b>	<b>16,088,581</b>	<b>16,720,391</b>	<b>17,226,652</b>



# Revenues and Transfers from Other Funds

<b>ENTERPRISE FUNDS</b>	Actual	Budgeted	Projected	<b>Final</b>	Estimated
Description	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
<b>Revenues</b>					
<b>Water Operations</b>					
Delinquent Fee Revenue	134,350	105,000	105,000	<b>72,000</b>	72,000
COPH Variable Water Revenue	2,503,948	2,956,210	2,956,210	<b>1,890,266</b>	1,890,266
COPH Fixed Water Revenue	1,583,755	1,743,790	1,743,790	<b>3,539,734</b>	3,539,734
Fund Interest	41,249	25,000	25,000	<b>0</b>	0
Miscellaneous Revenue	14,423	18,000	10,000	<b>18,000</b>	18,000
<b>Total Water Operations</b>	<b>4,277,725</b>	<b>4,848,000</b>	<b>4,840,000</b>	<b>5,520,000</b>	<b>5,520,000</b>
<b>Water Capital Reserve</b>					
Water Meter Grant	161,062	34,533	0	<b>34,533</b>	0
Miscellaneous Revenues	130	0	0	<b>0</b>	0
<b>Total Water Capital Reserves</b>	<b>161,192</b>	<b>34,533</b>	<b>0</b>	<b>34,533</b>	<b>0</b>
<b>Water Plant Operations</b>					
Port Hueneme Water Agency Revenue	1,027,228	1,245,986	1,133,079	<b>1,185,875</b>	1,185,875
Misc Revenue	0	0	15,859	<b>0</b>	0
Fund Interest	-3,220	250	-2,050	<b>-2,000</b>	0
<b>Total Water Plant Operations</b>	<b>1,024,008</b>	<b>1,246,236</b>	<b>1,146,888</b>	<b>1,183,875</b>	<b>1,185,875</b>
<b>Wastewater Operations</b>					
COPH Services	2,025,932	2,060,000	2,060,000	<b>2,060,000</b>	2,060,000
Oxnard City Services	365,766	340,000	340,000	<b>340,000</b>	0
US Navy Commercial Services	35,077	43,000	43,000	<b>43,000</b>	43,000
CIBCSO Wheeling Agreement	564,928	564,900	564,900	<b>564,900</b>	0
Fund Interest	23,568	6,000	8,000	<b>0</b>	0
NBVC Contract Reimbursement	615,003	207,000	207,000	<b>207,000</b>	207,000
Miscellaneous Revenue	10,565	6,000	25,650	<b>11,000</b>	0
Stormwater Program	0	0	0	<b>214,400</b>	0
<b>Total Wastewater Operations</b>	<b>3,640,839</b>	<b>3,226,900</b>	<b>3,248,550</b>	<b>3,440,300</b>	<b>2,310,000</b>
<b>Wastewater Capital</b>					
Connection Fees	110,740	0	21,000	<b>0</b>	0
Note Interest	62,993	56,804	56,800	<b>50,329</b>	0
Fund Interest	162,802	50,000	50,000	<b>0</b>	0
Miscellaneous Revenue	142	0	0	<b>0</b>	0
Transfer In - WW Bond Fund	989,138	3,155,000	1,345,000	<b>4,070,000</b>	0
<b>Total Wastewater Capital</b>	<b>1,325,815</b>	<b>3,261,804</b>	<b>1,472,800</b>	<b>4,120,329</b>	<b>0</b>
<b>Wastewater Bonds</b>					
Investment Interest	266,222	150,000	150,000	<b>150,000</b>	150,000
<b>Total Wastewater Bonds</b>	<b>266,222</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
<b>Solid Waste Operations</b>					
Delinquent Fees	8,349	6,400	28,000	<b>7,000</b>	7,000
COPH Services	939,972	945,000	942,000	<b>942,000</b>	942,000
US Navy - Commercial Services	706,643	707,000	715,000	<b>710,000</b>	710,000
US Navy - Residential Services	171,134	169,700	169,700	<b>169,700</b>	169,700
COPH Commercial Revenue	909,545	840,000	840,000	<b>840,000</b>	840,000
Misc Commercial Revenue	270,565	305,000	240,000	<b>240,000</b>	240,000
Misc Interest	567	0	116	<b>60</b>	60
Fund Interest	68,700	20,000	40,000	<b>20,000</b>	20,000



# Revenues and Transfers from Other Funds

ENTERPRISE FUNDS	Actual	Budgeted	Projected	Final	Estimated
Description	2007-08	2008-09	2008-09	2009-10	2010-11
<b>Solid Waste Operations cont'd</b>					
Use Oil Grant	5,306	1,500	604	5,000	5,000
Beverage Container Grant	20,667	10,000	24,309	20,000	20,000
Curbside Recycling Revenue	74,531	70,000	22,825	0	0
Miscellaneous Revenue	23,850	30,000	30,000	30,000	30,000
<b>Total Solid Waste Operations</b>	<b>3,199,829</b>	<b>3,104,600</b>	<b>3,052,554</b>	<b>2,983,760</b>	<b>2,983,760</b>
<b>Total Enterprise Funds</b>	<b>13,895,630</b>	<b>15,872,073</b>	<b>13,910,792</b>	<b>17,432,797</b>	<b>12,149,635</b>
<b>SPECIAL REVENUE FUNDS</b>					
Description	Actual	Budgeted	Projected	Final	Estimated
2007-08	2008-09	2008-09	2009-10	2010-11	
<b>Revenues</b>					
<b>Neighborhood Preservation</b>					
Housing In-Lieu Fees	96,320	68,350	67,720	0	0
Miscellaneous Interest	2,771	60,000	0	60,000	60,000
Fund Interest	44,125	55,000	22,907	55,000	55,000
Miscellaneous Revenues	525	500	973	500	500
Loan Payoff Revenue	40,576	60,000	10,000	60,000	60,000
CDBG Grant Revenue	7,479	0	0	0	0
<b>Total Neighborhood Preservation</b>	<b>191,796</b>	<b>243,850</b>	<b>101,600</b>	<b>175,500</b>	<b>175,500</b>
<b>Community Development Block Grants (CDBG)</b>					
Jane Drive Rental Income	10,618	10,000	10,000	10,000	10,000
Fund Interest	8,559	2,000	5,400	3,000	3,000
CDBG Entitlement	187,365	412,327	279,184	188,401	188,401
CDBG Program Income	25,076	179,807	150,382	0	0
<b>Total CDBG Grant</b>	<b>231,618</b>	<b>604,134</b>	<b>444,966</b>	<b>201,401</b>	<b>201,401</b>
<b>Homebuyer Program Grant</b>					
Homebuyer Program Revenue	206,560	198,509	36,330	0	0
Homebuyer Program Income	14,400	0	0	0	0
Miscellaneous Revenue	75	0	75	0	0
<b>Total Home Program Grant</b>	<b>221,035</b>	<b>198,509</b>	<b>36,405</b>	<b>0</b>	<b>0</b>
<b>Cal-Home Program</b>					
Cal Home Grant Revenue	0	400,000	150,000	0	0
<b>Total Home Program Grant</b>	<b>0</b>	<b>400,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>
<b>Development Trust Fund</b>					
Fund Interest	44,177	30,000	25,000	25,000	25,000
<b>Total Development Trust</b>	<b>44,177</b>	<b>30,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Homeland Security Grant</b>					
Homeland Security Grant Fund	48,073	7,646	6,816	0	0
<b>Total Homeland Security Grant</b>	<b>48,073</b>	<b>7,646</b>	<b>6,816</b>	<b>0</b>	<b>0</b>
<b>Citizens Option Public Safety (COPS)</b>					
COPS Grant Fund	104,453	101,500	101,300	101,500	101,500
<b>Total COPS Grant</b>	<b>104,453</b>	<b>101,500</b>	<b>101,300</b>	<b>101,500</b>	<b>101,500</b>
<b>Traffic Safety</b>					
Traffic Safety Fund	55,054	42,000	46,163	46,100	42,000
<b>Total Traffic Safety</b>	<b>55,054</b>	<b>42,000</b>	<b>46,163</b>	<b>46,100</b>	<b>42,000</b>



# Revenues and Transfers from Other Funds

<b>SPECIAL REVENUE FUNDS</b>	Actual	Budgeted	Projected	<b>Final</b>	Estimated
Description	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
<b>Senior Nutrition Grant</b>					
Senior Nutrition Grant	19,274	12,000	12,000	<b>12,000</b>	12,000
Senior Nutrition Prog Income	4,657	5,400	5,400	<b>5,400</b>	5,400
<b>Total Senior Nutrition Grant</b>	<b>23,931</b>	<b>17,400</b>	<b>17,400</b>	<b>17,400</b>	<b>17,400</b>
<b>Gas Tax</b>					
Fund Interest	33,239	24,000	16,000	<b>16,000</b>	16,000
2105 Apportionment	132,564	130,000	121,070	<b>130,000</b>	130,000
2106 Apportionment	92,137	90,000	83,678	<b>90,000</b>	90,000
2107 Apportionment	177,393	175,000	158,493	<b>175,000</b>	175,000
2107.5 Apportionment	5,000	5,000	5,000	<b>5,000</b>	5,000
Traffic Congestion Relief	0	0	191,269	<b>0</b>	0
Prop 1B Revenue	400,000	400,000	0	<b>0</b>	0
Rule 20A Revenue	0	400,000	0	<b>0</b>	0
Misc Revenue	0	0	0	<b>0</b>	0
<b>Total Gas Tax</b>	<b>840,333</b>	<b>1,224,000</b>	<b>575,510</b>	<b>416,000</b>	<b>416,000</b>
<b>Transportation Development Act (TDA)</b>					
Fund Interest	49,269	25,000	17,000	<b>15,000</b>	15,000
STP Grant	456,806	0	0	<b>0</b>	0
TDA Article 8	801,569	763,472	733,392	<b>587,714</b>	587,714
Misc Revenue	390	400	945	<b>400</b>	400
<b>Total TDA</b>	<b>1,308,034</b>	<b>788,872</b>	<b>751,337</b>	<b>603,114</b>	<b>603,114</b>
<b>Article 3 - Special Bike Path</b>					
Fund Interest	4,036	400	1,877	<b>400</b>	400
Article 3 Grant Revenue	50,000	50,000	50,000	<b>50,000</b>	50,000
Article 3 Maintenance Revenue	9,746	10,000	10,000	<b>10,000</b>	10,000
Transfer In - TDA Fund	91,829	50,000	50,000	<b>50,000</b>	50,000
<b>Total Article 3</b>	<b>155,611</b>	<b>110,400</b>	<b>111,877</b>	<b>110,400</b>	<b>110,400</b>
<b>Stormwater Program</b>					
Stormwater Program Revenue	366	15,000	23,220	<b>15,000</b>	15,000
Transfer In from Solid Waste	0	50,000	0	<b>50,000</b>	50,000
Transfer In from NBVC Contract	0	0	8,580	<b>246,700</b>	0
<b>Total Stormwater Program</b>	<b>366</b>	<b>65,000</b>	<b>31,800</b>	<b>311,700</b>	<b>65,000</b>
<b>Total Special Revenues</b>	<b>3,224,481</b>	<b>3,833,311</b>	<b>2,400,174</b>	<b>2,008,115</b>	<b>1,757,315</b>
<b>NBVC CONTRACT</b>					
Description	Actual	Budgeted	Projected	<b>Final</b>	Estimated
	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
<b>NBVC Contract</b>					
Navy Contract Revenue	2,323,073	1,707,532	1,990,632	<b>1,709,636</b>	1,709,636
<b>Total NBVC Contract</b>	<b>2,323,073</b>	<b>1,707,532</b>	<b>1,990,632</b>	<b>1,709,636</b>	<b>1,709,636</b>



## Revenues and Transfers from Other Funds

<b>ASSESSMENT DISTRICT FUNDS</b>	Actual	Budgeted	Projected	<b>Final</b>	Estimated
Description	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
Revenues					
<b>Drainage Assessment District</b>					
Assessment Revenues	176,865	178,700	178,700	<b>180,500</b>	180,500
<b>Street Lighting Assessment District</b>					
Assessment Revenues	120,173	120,400	120,400	<b>121,000</b>	121,000
<b>Median Assessment District</b>					
Assessment Revenues	175,424	175,800	175,800	<b>176,700</b>	176,700
<b>Total Assessment Districts</b>	<b>472,462</b>	<b>474,900</b>	<b>474,900</b>	<b>478,200</b>	<b>478,200</b>
<b>DEBT SERVICE FUNDS</b>					
Description	Actual	Budgeted	Projected	<b>Final</b>	Estimated
Description	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
Revenues					
<b>Pension Obligation Bonds</b>					
Transfer In - General Fund	541,856	559,500	559,355	<b>786,780</b>	880,407
<b>Total Pension Obligation Bonds</b>	<b>541,856</b>	<b>559,500</b>	<b>559,355</b>	<b>786,780</b>	<b>880,407</b>
<b>Certificates of Participation (1992A COP)</b>					
Fiscal Agent Interest	16,033	20,000	5,000	<b>5,000</b>	5,000
Fund Interest	-165	0	-100	<b>0</b>	0
Transfer In - General Fund	474,251	476,000	491,100	<b>520,000</b>	520,000
<b>Total 1992A COP</b>	<b>490,119</b>	<b>496,000</b>	<b>496,000</b>	<b>525,000</b>	<b>525,000</b>
<b>Total Debt Service</b>	<b>1,031,975</b>	<b>1,055,500</b>	<b>1,055,355</b>	<b>1,311,780</b>	<b>1,405,407</b>
<b>CITY GRAND TOTAL</b>	<b>36,890,313</b>	<b>39,349,084</b>	<b>35,920,434</b>	<b>39,660,919</b>	<b>34,726,845</b>



# Revenues and Transfers from Other Funds

<b>REDEVELOPMENT AGENCY</b>	Actual	Budgeted	Projected	<b>Final</b>	Estimated
Description	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
<b>Revenues</b>					
<b>Central Community Project Area</b>					
<b>CC - Capital Projects</b>					
Late Rent Fees	0	0	50	<b>100</b>	100
Rental Revenue	17666	23,040	23,040	<b>23,736</b>	23,736
Investment Interest	62197	29,250	25,000	<b>25,000</b>	25,000
Fund Interest	-1,480	150	100	<b>100</b>	100
Transfer in - Debt Service	190,929	202,263	722,041	<b>427,851</b>	427,851
<b>Total CC - Capital Projects</b>	<b>269,312</b>	<b>254,703</b>	<b>770,231</b>	<b>476,787</b>	<b>476,787</b>
<b>CC - 20% Set-Aside</b>					
Late Rent Fees	100	100	225	<b>100</b>	100
Rental Revenue	80,939	121,600	118,280	<b>140,040</b>	140,040
Investment Interest	86,645	50,000	39,000	<b>40,000</b>	40,000
Miscellaneous Interest	0	50,000	836	<b>10,000</b>	10,000
Fund Interest	0	3,000	0	<b>1,000</b>	1,000
Miscellaneous Revenue	968	100	1,100	<b>1,000</b>	1,000
Loan Payoff Revenue	55,100	100,000	25,000	<b>25,000</b>	25,000
Transfer in - Debt Service	1,049,178	1,082,841	1,006,400	<b>1,006,400</b>	1,006,400
<b>Total CC - 20% Set-Aside</b>	<b>1,272,930</b>	<b>1,407,641</b>	<b>1,190,841</b>	<b>1,223,540</b>	<b>1,223,540</b>
<b>CC - Debt Service</b>					
Tax Increment	5,245,888	5,414,205	5,032,000	<b>5,032,000</b>	5,032,000
Pass Through Contra Account	-26,836	-30,000	-40,000	<b>-40,000</b>	-40,000
Investment Interest	92,088	27,000	50,000	<b>30,000</b>	30,000
Fiscal Agent Interest	84,791	28,500	60,000	<b>60,000</b>	60,000
Fund Interest	17,208	300	12,000	<b>12,000</b>	12,000
<b>Total CC - Debt Service</b>	<b>5,413,139</b>	<b>5,440,005</b>	<b>5,114,000</b>	<b>5,094,000</b>	<b>5,094,000</b>
<b>Total Central Community</b>	<b>6,955,381</b>	<b>7,102,349</b>	<b>7,075,072</b>	<b>6,794,327</b>	<b>6,794,327</b>
<b>R76 Project Area</b>					
<b>R76 - Capital Projects</b>					
Fund Interest	-255	100	-8	<b>50</b>	50
Transfer In - Debt Service	30,408	34,220	36,960	<b>65,320</b>	65,320
<b>Total R76 - Capital Projects</b>	<b>30,153</b>	<b>34,320</b>	<b>36,952</b>	<b>65,370</b>	<b>65,370</b>
<b>R76 - 20% Set-Aside</b>					
Investment Interest	45,410	23,000	15,000	<b>15,000</b>	15,000
Miscellaneous Interest	0	10,000	0	<b>1,000</b>	1,000
Fund Interest	3,656	1,250	1,000	<b>1,000</b>	1,000
Loan Payoff Revenue	0	50,000	25,000	<b>10,000</b>	10,000
Transfer In - Debt Service	170,374	171,200	158,547	<b>158,547</b>	158,547
<b>Total R76 - 20% Set-Aside</b>	<b>219,440</b>	<b>255,450</b>	<b>199,547</b>	<b>185,547</b>	<b>185,547</b>
<b>R76 - Debt Service</b>					
Tax Increment	851,871	856,000	792,733	<b>792,733</b>	792,733
Investment Interest	22,228	9,000	9,000	<b>7,000</b>	7,000
Fiscal Agent Interest	14,844	8,000	7,421	<b>7,000</b>	7,000
Fund Interest	2,390	300	5,000	<b>3,000</b>	3,000
<b>Total R76 - Debt Service</b>	<b>891,333</b>	<b>873,300</b>	<b>814,154</b>	<b>809,733</b>	<b>809,733</b>
<b>Total R76 Project Area</b>	<b>1,140,926</b>	<b>1,163,070</b>	<b>1,050,653</b>	<b>1,060,650</b>	<b>1,060,650</b>



## Revenues and Transfers from Other Funds

<b>REDEVELOPMENT AGENCY</b>	Actual	Budgeted	Projected	<b>Final</b>	Estimated
Description	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
<b>NCEL Project Area</b>					
<b>NCEL - Capital Projects</b>					
Fund Interest	-28	0	-50	<b>0</b>	0
Transfer In-Debt Service	5,040	8,000	9,576	<b>10,265</b>	10,265
<b>Total NCEL - Capital Projects</b>	<b>5,012</b>	<b>8,000</b>	<b>9,526</b>	<b>10,265</b>	<b>10,265</b>
<b>NCEL - 20% Set-Aside</b>					
Investment Interest	4,992	2,300	2,900	<b>2,000</b>	2,000
Fund Interest	674	350	100	<b>100</b>	100
Transfer In-Debt Service	15,439	15,800	15,586	<b>15,600</b>	15,600
<b>Total NCEL - 20% Set-Aside</b>	<b>21,105</b>	<b>18,450</b>	<b>18,586</b>	<b>17,700</b>	<b>17,700</b>
<b>NCEL - Debt Service</b>					
Tax Increment	77,195	79,000	77,934	<b>78,000</b>	78,000
Fund Interest	515	200	150	<b>200</b>	200
<b>Total NCEL - Debt Service</b>	<b>77,710</b>	<b>79,200</b>	<b>78,084</b>	<b>78,200</b>	<b>78,200</b>
<b>Total NCEL Project Area</b>	<b>103,827</b>	<b>105,650</b>	<b>106,196</b>	<b>106,165</b>	<b>106,165</b>
<b>Total Redevelopment Agency</b>	<b>8,200,134</b>	<b>8,371,069</b>	<b>8,231,921</b>	<b>7,961,142</b>	<b>7,961,142</b>
<b>SURPLUS PROPERTY AUTHORITY</b>					
Description	Actual	Budgeted	Projected	<b>Final</b>	Estimated
2005-06	2006-07	2006-07	2006-07	<b>2009-10</b>	2010-11
<b>Revenues</b>					
<b>Surplus Property Authority</b>					
Rental Income	194,468	179,869	171,500	<b>158,350</b>	158,350
RDA NCEL Promissory Note	468,894	54,400	51,922	<b>51,335</b>	51,335
Investment Income	12,114	5,000	5,000	<b>5,000</b>	5,000
Fund Interest	17,952	6,000	100	<b>100</b>	100
Miscellaneous Revenue	104,036	0	0	<b>0</b>	0
<b>Total Surplus Property Authority</b>	<b>797,464</b>	<b>245,269</b>	<b>228,522</b>	<b>214,785</b>	<b>214,785</b>



# Revenues and Transfers from Other Funds

<b>HOUSING AUTHORITY</b>	Actual	Budgeted	Projected	<b>Final</b>	Estimated
Description	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
<b>Revenues</b>					
<b>Conventional Program</b>					
Late Rent Fees	0	100	100	<b>100</b>	100
Rental Income	376,286	385,500	288,000	<b>350,000</b>	350,000
AT&T Cell Site	23263	24,423	24,423	<b>25,100</b>	25,100
Verizon Cell Site	18,099	19,004	19,004	<b>19,600</b>	19,600
Sprint Cell Site	22,193	22,859	22,859	<b>23,500</b>	23,500
Cable TV Revenues	0	9,360	7,200	<b>8,100</b>	8,100
Investments	23,126	11,000	8,000	<b>8,000</b>	8,000
Fund Interest	124	100	100	<b>100</b>	100
CDBG Entitlement	0	314,168	314,168	<b>0</b>	0
Operating Subsidy	96,227	70,000	98,634	<b>70,000</b>	70,000
RDA Operating Grant	120,000	290,000	290,000	<b>220,000</b>	220,000
RDA Capital Project Fund	58,161	907,234	1,267,234	<b>0</b>	0
Miscellaneous Revenues	7,300	5,000	2,500	<b>2,500</b>	2,500
Tenant Fraud Recoveries	946	500	100	<b>500</b>	500
Tenant Miscellaneous Revenues	3,561	2,000	500	<b>1,000</b>	1,000
Transfer In from Mod Grants	4,825	0	0	<b>0</b>	0
<b>Total Conventional Revenues</b>	<b>754,111</b>	<b>2,061,248</b>	<b>2,342,822</b>	<b>728,500</b>	<b>728,500</b>
<b>Section 8 Voucher Program</b>					
Investments	20,830	11,000	7,000	<b>7,000</b>	7,000
Fund Interest	77	100	100	<b>100</b>	100
Administration Fee	236,809	240,000	306,000	<b>240,000</b>	240,000
HAP's Revenue	2,406,113	2,330,028	2,400,000	<b>2,330,028</b>	2,330,028
Tenant Fraud Recoveries	1,097	1,000	2,600	<b>2,000</b>	2,000
<b>Total Section 8 Revenues</b>	<b>2,664,926</b>	<b>2,582,128</b>	<b>2,715,700</b>	<b>2,579,128</b>	<b>2,579,128</b>
<b>Modernization Grant Revenue</b>					
Modernization Grant Revenues	87,943	227,071	227,071	<b>0</b>	0
American Rec & Reinv Act	0	137,342	0	<b>0</b>	0
<b>Total Mod Grant Revenues</b>	<b>87,943</b>	<b>227,071</b>	<b>227,071</b>	<b>0</b>	<b>0</b>
<b>Total Housing Authority</b>	<b>3,506,980</b>	<b>4,870,447</b>	<b>5,285,593</b>	<b>3,307,628</b>	<b>3,307,628</b>
<b>GRAND TOTAL (ALL ENTITIES)</b>	<b>49,394,891</b>	<b>52,835,869</b>	<b>49,666,470</b>	<b>51,144,474</b>	<b>46,210,400</b>



# Summary of Expenditures by Fund and Fiscal Year

<b>GENERAL FUND</b>	Actual	Budgeted	Projected	<b>Final</b>	Estimated
Description	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
<b>Administration</b>					
City Council	100,311	110,524	108,839	<b>125,219</b>	131,480
City Manager	484,638	471,447	374,809	<b>447,739</b>	470,126
Human Resources/City Clerk	326,872	344,386	335,249	<b>354,278</b>	371,992
Risk Management	1,053,129	1,204,895	1,175,436	<b>1,132,348</b>	1,188,965
<b>Administration Total</b>	<b>1,964,950</b>	<b>2,131,252</b>	<b>1,994,333</b>	<b>2,059,584</b>	<b>2,162,563</b>
<b>General Government</b>					
General Government	1,413,670	1,357,525	1,365,919	<b>1,462,474</b>	1,535,598
<b>Finance</b>					
Finance	1,103,266	1,198,610	1,139,676	<b>1,250,329</b>	1,312,845
<b>Community Development</b>					
Community Development Admin	298,851	321,340	310,180	<b>344,635</b>	361,867
Building And Safety	171,569	185,974	185,443	<b>209,146</b>	219,603
Code Enforcement	244,754	275,276	291,910	<b>280,146</b>	294,153
Parking Enforcement	124,282	129,382	129,025	<b>144,650</b>	151,883
<b>Community Development Total</b>	<b>839,456</b>	<b>911,972</b>	<b>916,558</b>	<b>978,577</b>	<b>1,027,506</b>
<b>Police</b>					
Police Admin	746,545	689,967	663,273	696,119	730,925
Patrol/Detectives	4,002,206	4,515,117	4,384,360	4,550,239	4,777,751
Police Support	680,830	709,133	736,157	784,282	823,496
Crossing Guards	58,690	61,013	54,076	61,714	64,800
Reserves Program	0	0	0	62,440	65,562
<b>Police Total</b>	<b>5,488,271</b>	<b>5,975,230</b>	<b>5,837,866</b>	<b>6,154,794</b>	<b>6,462,534</b>
<b>Recreation &amp; Community Services</b>					
Recreation Administration	204,374	219,578	211,862	<b>227,647</b>	239,029
Community Center	297,591	299,440	282,099	<b>314,878</b>	330,622
Parks and Facilities	77,725	96,700	96,700	<b>88,700</b>	93,135
Beach and Pier	11,965	35,500	35,500	<b>22,300</b>	23,415
Culture and Leisure	102,437	103,900	103,900	<b>110,000</b>	115,500
Lifeguards	218,168	231,770	209,295	<b>221,256</b>	232,319
<b>Recreation &amp; Community Svcs Total</b>	<b>912,260</b>	<b>986,888</b>	<b>939,356</b>	<b>984,781</b>	<b>1,034,020</b>
<b>Facilities Maintenance</b>					
Facilities Maintenance	869,689	752,608	720,680	<b>830,485</b>	872,009
<b>Public Works</b>					
Engineering	661,937	646,826	542,855	<b>527,262</b>	553,625
Streets	371,871	410,298	410,686	<b>434,718</b>	456,454
Fleet Maintenance	843,059	951,751	856,730	<b>962,953</b>	1,011,101
Landscape Maintenance	876,741	888,875	893,474	<b>968,569</b>	1,016,997
<b>Public Works Total</b>	<b>2,753,608</b>	<b>2,897,750</b>	<b>2,703,745</b>	<b>2,893,502</b>	<b>3,038,177</b>
<b>Total General Fund</b>	<b>15,345,170</b>	<b>16,211,835</b>	<b>15,618,133</b>	<b>16,614,526</b>	<b>17,445,252</b>



# Summary of Expenditures by Fund and Fiscal Year

<b>ENTERPRISE FUNDS</b>	Actual	Budgeted	Projected	<b>Final</b>	Estimated
Description	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
Water Operations	4,707,987	4,992,405	4,933,839	<b>5,761,740</b>	5,761,740
Water Capital	0	2,837,643	2,837,643	<b>0</b>	0
Water Plant Operations	1,024,982	1,246,236	1,146,888	<b>1,183,875</b>	1,183,875
Wastewater Operations	3,763,138	3,727,564	3,564,207	<b>3,875,825</b>	3,875,825
Wastewater Capital	16,759	3,155,000	1,345,000	<b>4,230,000</b>	0
Wastewater Bonds	1,001,344	3,157,700	1,350,631	<b>4,072,700</b>	0
Solid Waste Operations	2,804,747	3,485,091	3,390,920	<b>3,431,413</b>	3,431,413
<b>Total Enterprise Funds</b>	<b>13,318,957</b>	<b>22,601,639</b>	<b>18,569,128</b>	<b>22,555,553</b>	<b>14,252,853</b>
<b>NBVC CONTRACT</b>					
Description	Actual	Budgeted	Projected	<b>Final</b>	Estimated
	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
NBVC Contract	1,914,501	1,622,047	1,990,632	<b>1,709,636</b>	1,709,636
<b>Total NBVC Contract</b>	<b>1,914,501</b>	<b>1,622,047</b>	<b>1,990,632</b>	<b>1,709,636</b>	<b>1,709,636</b>
<b>SPECIAL REVENUE FUNDS</b>					
Description	Actual	Budgeted	Projected	<b>Final</b>	Estimated
	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
Neighborhood Preservation	204,075	402,065	268,347	<b>335,390</b>	335,390
CDBG Grant	67,207	602,134	439,566	<b>198,401</b>	198,401
Homebuyer Program Grant	178,560	198,509	50,880	<b>0</b>	0
Cal-Home Program	0	400,000	150,000	<b>0</b>	0
Development Trust	0	0	0	<b>0</b>	0
Homeland Security Grant	48,073	7,646	6,816	<b>0</b>	0
Citizens Option Public Safety Grant	113,465	119,322	121,878	<b>130,931</b>	130,931
Traffic Safety	55,054	42,000	46,163	<b>46,100</b>	46,100
Senior Nutrition Grant	34,633	17,400	17,400	<b>17,400</b>	17,400
Gas Tax	336,581	1,943,900	972,975	<b>1,038,500</b>	1,038,500
Transportation Development Act	1,719,793	1,195,702	580,167	<b>1,287,102</b>	1,287,102
Article 3 - Special Bike Path	183,659	100,000	100,000	<b>100,000</b>	100,000
Stormwater Program	33,724	150,300	31,800	<b>311,700</b>	311,700
<b>Total Special Revenues</b>	<b>2,974,824</b>	<b>5,178,978</b>	<b>2,785,992</b>	<b>3,465,524</b>	<b>3,465,524</b>
<b>ASSESSMENT DISTRICT FUNDS</b>					
Description	Actual	Budgeted	Projected	<b>Final</b>	Estimated
	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
Drainage Assessment	149,006	178,700	166,585	<b>178,700</b>	178,700
Street Lighting Assessment	123,608	120,400	163,900	<b>175,400</b>	175,400
Median Assessment District	172,935	175,800	175,800	<b>175,800</b>	175,800
<b>Total Assessment Districts</b>	<b>445,549</b>	<b>474,900</b>	<b>506,285</b>	<b>529,900</b>	<b>529,900</b>
<b>DEBT SERVICE FUNDS</b>					
Description	Actual	Budgeted	Projected	<b>Final</b>	Estimated
	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
Pension Obligation Bonds	544,356	559,500	559,355	<b>786,780</b>	786,780
Certificates of Participation (1992A COP)	495,592	496,000	496,000	<b>525,000</b>	525,000
<b>Total Debt Service</b>	<b>1,039,948</b>	<b>1,055,500</b>	<b>1,055,355</b>	<b>1,311,780</b>	<b>1,311,780</b>
<b>CITY GRAND TOTAL</b>	<b>35,038,949</b>	<b>47,144,899</b>	<b>40,525,525</b>	<b>46,186,919</b>	<b>38,714,945</b>



# Summary of Expenditures by Fund and Fiscal Year

<b>REDEVELOPMENT AGENCY</b>	Actual	Budgeted	Projected	<b>Final</b>	Estimated
Description	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
<b>Central Community Project Area</b>					
Capital Project	207,401	679,439	770,231	<b>476,787</b>	493,475
20% Setaside	2,072,275	2,526,998	2,236,574	<b>1,435,313</b>	1,485,549
Debt Service	3,741,745	3,808,608	4,251,945	<b>3,958,359</b>	4,096,902
<b>Total Central Community Project</b>	<b>6,021,421</b>	<b>7,015,045</b>	<b>7,258,750</b>	<b>5,870,459</b>	<b>6,075,925</b>
<b>R76 Project Area</b>					
Capital Project	30,175	39,256	36,952	<b>50,370</b>	52,133
20% Setaside	301,070	379,278	365,778	<b>347,250</b>	359,404
Debt Service	506,569	511,933	502,020	<b>528,879</b>	547,390
<b>Total R76 Project</b>	<b>837,814</b>	<b>930,467</b>	<b>904,750</b>	<b>926,499</b>	<b>958,926</b>
<b>NCEL Project Area</b>					
Capital Project	5,012	10,026	9,526	<b>10,265</b>	10,624
20% Setaside	0	2,500	0	<b>2,500</b>	2,588
Debt Service	77,629	79,200	78,084	<b>78,200</b>	80,937
<b>Total NCEL Project</b>	<b>82,641</b>	<b>91,726</b>	<b>87,610</b>	<b>90,965</b>	<b>94,149</b>
<b>Total Redevelopment Agency</b>	<b>6,941,876</b>	<b>8,037,238</b>	<b>8,251,110</b>	<b>6,887,923</b>	<b>7,129,000</b>
<b>SURPLUS PROPERTY AUTHORITY</b>					
Description	Actual	Budgeted	Projected	<b>Final</b>	Estimated
2007-08	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
Surplus Property Authority	731,848	175,601	160,501	<b>192,705</b>	192,705
<b>Total Surplus Property Authority</b>	<b>731,848</b>	<b>175,601</b>	<b>160,501</b>	<b>192,705</b>	<b>192,705</b>
<b>HOUSING AUTHORITY</b>					
Description	Actual	Budgeted	Projected	<b>Final</b>	Estimated
2007-08	2007-08	2008-09	2008-09	<b>2009-10</b>	2010-11
Conventional Program	676,093	1,915,650	2,253,607	<b>726,704</b>	752,139
Section 8 Voucher Program	2,897,200	2,808,925	2,997,849	<b>2,601,809</b>	2,692,872
Modernization Grants	33,737	364,413	227,071	<b>0</b>	100,000
<b>Housing Authority Total</b>	<b>3,607,030</b>	<b>5,088,988</b>	<b>5,478,527</b>	<b>3,328,513</b>	<b>3,545,011</b>
<b>GRAND TOTAL</b>	<b>46,319,703</b>	<b>60,446,726</b>	<b>54,415,663</b>	<b>56,596,060</b>	<b>49,581,662</b>



# Summary of Expenditures by Fund and Division FY 2009-10

GENERAL FUND	Salaries &					
Description	Benefits	Operations	Capital	Total	% City	% GF
<b>Administration</b>						
City Council	99,439	25,780	0	125,219	0.27%	0.75%
City Manager	289,889	157,850	0	447,739	0.97%	2.69%
Human Resources/City Clerk	299,166	55,112	0	354,278	0.77%	2.13%
Risk Management	0	1,132,348	0	1,132,348	2.45%	6.82%
<b>Administration Total</b>	<b>688,494</b>	<b>1,371,090</b>	<b>0</b>	<b>2,059,584</b>	<b>4.46%</b>	<b>12.40%</b>
<b>General Government</b>						
General Government	192,338	1,254,036	16,100	1,462,474	3.17%	8.80%
<b>Finance</b>						
Finance	1,178,669	69,160	2,500	1,250,329	2.71%	7.53%
<b>Community Development</b>						
Community Development Admin.	327,885	16,750	0	344,635	0.75%	2.07%
Building And Safety	190,696	18,450	0	209,146	0.45%	1.26%
Code Enforcement	211,946	68,200	0	280,146	0.61%	1.69%
Parking Enforcement	96,200	48,450	0	144,650	0.31%	0.87%
<b>Community Development Total</b>	<b>826,727</b>	<b>151,850</b>	<b>0</b>	<b>978,577</b>	<b>2.12%</b>	<b>5.89%</b>
<b>Police</b>						
Police Admin	635,669	57,950	2,500	696,119	1.51%	4.19%
Patrol/Detectives	4,435,621	92,118	22,500	4,550,239	9.85%	27.39%
Police Support	751,122	33,160	0	784,282	1.70%	4.72%
Crossing Guards	61,214	500	0	61,714	0.13%	0.37%
Reserve Program	0	62,440	0	62,440	0.14%	0.38%
<b>Police Total</b>	<b>5,883,626</b>	<b>246,168</b>	<b>25,000</b>	<b>6,154,794</b>	<b>13.33%</b>	<b>37.04%</b>
<b>Recreation &amp; Community Services</b>						
Recreation Administration	211,897	15,750	0	227,647	0.49%	1.37%
Community Center	264,818	50,060	0	314,878	0.68%	1.90%
Parks and Facilities	0	74,700	14,000	88,700	0.19%	0.53%
Beach and Pier	0	22,300	0	22,300	0.05%	0.13%
Culture and Leisure	0	110,000	0	110,000	0.24%	0.66%
Lifeguards	186,806	34,450	0	221,256	0.48%	1.33%
<b>Recreation &amp; Community Svcs. Total</b>	<b>663,521</b>	<b>307,260</b>	<b>14,000</b>	<b>984,781</b>	<b>2.13%</b>	<b>5.93%</b>
<b>Facilities Maintenance</b>						
Facilities Maintenance	607,476	223,009	0	830,485	1.80%	5.00%
<b>Public Works</b>						
Engineering	487,462	39,800	0	527,262	1.14%	3.17%
Streets	410,618	24,100	0	434,718	0.94%	2.62%
Fleet Maintenance	286,703	676,250	0	962,953	2.08%	5.80%
Landscape Maintenance	878,819	79,750	10,000	968,569	2.10%	5.83%
<b>Public Works Total</b>	<b>2,063,602</b>	<b>819,900</b>	<b>10,000</b>	<b>2,893,502</b>	<b>6.26%</b>	<b>17.42%</b>
<b>Total General Fund</b>	<b>12,104,453</b>	<b>4,442,473</b>	<b>67,600</b>	<b>16,614,526</b>	<b>35.97%</b>	<b>100.00%</b>



# Summary of Expenditures by Fund and Division FY 2009-10

<b>ENTERPRISE FUNDS</b>					
Description	Salaries & Benefits	Operations	Capital	Total	% City
Water Operations	344,778	5,416,962	0	5,761,740	12.47%
Water Capital	0	0	0	0	0.00%
Water Plant Operations	357,475	826,400	0	1,183,875	2.56%
Wastewater Operations	982,361	2,810,664	82,800	3,875,825	8.39%
Wastewater Capital	0	160,000	4,070,000	4,230,000	9.16%
Wastewater Bonds	0	4,072,700	0	4,072,700	8.82%
Solid Waste Operations	819,052	2,461,761	150,600	3,431,413	7.43%
<b>Total Enterprise Funds</b>	<b>2,503,666</b>	<b>15,748,487</b>	<b>4,303,400</b>	<b>22,555,553</b>	<b>48.84%</b>

<b>NBVC CONTRACT</b>					
Description	Salaries & Benefits	Operations	Capital	Total	% City
NBVC Contract	603,852	1,105,784	0	1,709,636	3.70%
<b>Total NBVC Contract</b>	<b>603,852</b>	<b>1,105,784</b>	<b>0</b>	<b>1,709,636</b>	<b>3.70%</b>

<b>SPECIAL REVENUE FUNDS</b>					
Description	Salaries & Benefits	Operations	Capital	Total	% City
Neighborhood Preservation	66,690	268,700	0	335,390	0.73%
CDBG Grant	0	198,401	0	198,401	0.43%
Homebuyer Program Grant	0	0	0	0	0.00%
Cal-Home Grant	0	0	0	0	0.00%
Development Trust	0	0	0	0	0.00%
Homeland Security Grant	0	0	0	0	0.00%
Citizens Option Public Safety Grant	123,931	7,000	0	130,931	0.28%
Traffic Safety	0	46,100	0	46,100	0.10%
Senior Nutrition Grant	0	17,400	0	17,400	0.04%
Gas Tax	0	343,500	695,000	1,038,500	2.25%
Transportation Development Act	0	522,102	765,000	1,287,102	2.79%
Article 3 - Special Bike Path	0	0	100,000	100,000	0.22%
Stormwater Program	0	311,700	0	311,700	0.67%
<b>Total Special Revenues</b>	<b>190,621</b>	<b>1,714,903</b>	<b>1,560,000</b>	<b>3,465,524</b>	<b>7.50%</b>

<b>ASSESSMENT DISTRICT FUNDS</b>					
Description	Salaries & Benefits	Operations	Capital	Total	% City
Drainage Assessment	0	178,700	0	178,700	0.39%
Street Lighting Assessment	0	175,400	0	175,400	0.38%
Median Assessment District	0	175,800	0	175,800	0.38%
<b>Total Assessment Districts</b>	<b>0</b>	<b>529,900</b>	<b>0</b>	<b>529,900</b>	<b>1.15%</b>

<b>DEBT SERVICE FUNDS</b>					
Description	Salaries & Benefits	Operations	Capital	Total	% City
Pension Obligation Bonds	0	786,780	0	786,780	1.70%
Certificates of Participation (1992A)	0	525,000	0	525,000	1.14%
<b>Total Debt Service</b>	<b>0</b>	<b>1,311,780</b>	<b>0</b>	<b>1,311,780</b>	<b>2.84%</b>

<b>CITY GRAND TOTAL</b>	<b>15,402,592</b>	<b>24,853,327</b>	<b>5,931,000</b>	<b>46,186,919</b>	<b>100.00%</b>
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# Summary of Expenditures by Fund and Division FY 2009-10

<b>REDEVELOPMENT AGENCY</b>					
Description	Salaries & Benefits	Operations	Capital	Total	%Total
<b>Central Community Project Area</b>					
Capital Project	23,777	451,810	1,200	476,787	6.92%
20% Setaside	319,313	1,116,000	0	1,435,313	20.84%
Debt Service	0	3,958,359	0	3,958,359	57.47%
<b>Total Central Community Project</b>	<b>343,090</b>	<b>5,526,169</b>	<b>1,200</b>	<b>5,870,459</b>	<b>85.23%</b>
<b>R76 Project Area</b>					
Capital Project	0	50,370	0	50,370	0.73%
20% Setaside	0	347,250	0	347,250	5.04%
Debt Service	0	528,879	0	528,879	7.68%
<b>Total R76 Project</b>	<b>0</b>	<b>926,499</b>	<b>0</b>	<b>926,499</b>	<b>13.45%</b>
<b>NCEL Project Area</b>					
Capital Project	0	10,265	0	10,265	0.15%
20% Setaside	0	2,500	0	2,500	0.04%
Debt Service	0	78,200	0	78,200	1.14%
<b>Total NCEL Project</b>	<b>0</b>	<b>90,965</b>	<b>0</b>	<b>90,965</b>	<b>1.32%</b>
<b>Total Redevelopment Agency</b>	<b>343,090</b>	<b>6,543,633</b>	<b>1,200</b>	<b>6,887,923</b>	<b>100.00%</b>
<b>SURPLUS PROPERTY AUTHORITY</b>					
Description	Salaries & Benefits	Operations	Capital	Total	%Total
Surplus Property Authority	0	192,705	0	192,705	100.00%
<b>Total Surplus Property</b>	<b>0</b>	<b>192,705</b>	<b>0</b>	<b>192,705</b>	<b>100.00%</b>
<b>HOUSING AUTHORITY</b>					
Description	Salaries & Benefits	Operations	Capital	Total	%Total
Conventional Program	405,441	321,263	0	726,704	21.83%
Section 8 Voucher Program	208,811	2,392,998	0	2,601,809	78.17%
Modernization Grants	0	0	0	0	0.00%
<b>Total Housing Authority</b>	<b>614,252</b>	<b>2,714,261</b>	<b>0</b>	<b>3,328,513</b>	<b>100.00%</b>
<b>GRAND TOTAL</b>	<b>16,359,934</b>	<b>34,303,926</b>	<b>5,932,200</b>	<b>56,596,060</b>	<b>100.00%</b>



# Schedule of Operating Transfers In/Out

Fund/Description	Operating Transfer In	Operating Transfer Out
<b>General Fund</b>		
Transfer In - Traffic Safety	46,100	
Transfer In - Senior Nutrition Grant	17,400	
Transfer In - Solid Waste Infrastructure Fee	100,000	
Cost Allocation TDA	117,700	
Cost Allocation Gas Tax	157,500	
Cost Allocation Neighborhood Preservation	61,000	
Cost Allocation Water Operations	826,500	
Cost Allocation Water Plant Operations	168,400	
Cost Allocation Wastewater Operations	915,300	
Cost Allocation Stormwater Program	17,800	
Cost Allocation Solid Waste Operations	817,600	
Cost Allocation Drainage Assessment	147,000	
Cost Allocation Lighting Assessment	26,400	
Cost Allocation Median Assessment	175,800	
Transfer Out - 1992A COP Fund		525,000
<b>Total General Fund Transfers In/Out</b>	<b>3,594,500</b>	<b>525,000</b>
<b>Traffic Safety Fund</b>		
Transfer Out - General Fund		46,100
<b>Neighborhood Preservation Fund</b>		
Transfer Out - General Fund		61,000
<b>Gas Tax Fund</b>		
Transfer Out - General Fund		157,500
<b>TDA Fund</b>		
Transfer Out - Bike Path Fund		50,000
Transfer Out - General Fund		117,700
<b>Article 3 - Special Bike Path</b>		
Transfer In - TDA Fund	50,000	
<b>Drainage Assessment District</b>		
Transfer Out - General Fund		147,000
<b>Lighting Assessment District</b>		
Transfer Out - General Fund		26,400
<b>Median Assessment District</b>		
Transfer Out - General Fund		175,800
<b>Senior Nutrition Grant</b>		
Transfer Out - General Fund		17,400
<b>Water Operations Fund</b>		
Transfer Out - General Fund		826,500



# Schedule of Operating Transfers In/Out

Fund/Description	Operating Transfer In	Operating Transfer Out
<b>Water Plant Operations Fund</b>		
Transfer Out - General Fund		168,400
<b>Wastewater Operations Fund</b>		
Transfer Out - General Fund		915,300
<b>Wastewater Capital Fund</b>		
Transfer In - Wastewater Bond Fund	4,070,000	
<b>Wastewater Bond Fund</b>		
Transfer Out - Wastewater Capital Fund		4,070,000
<b>Solid Waste Operations Fund</b>		
Transfer Out - Stormwater Program		50,000
Transfer Out - General Fund		917,600
<b>NBVC Contract</b>		
Transfer Out - Stormwater Program		246,700
<b>Stormwater Program</b>		
Transfer In - Solid Waste Fund	50,000	
Transfer In - NBVC Contract	246,700	
Transfer Out - General Fund		17,800
<b>Pension Obligation Bond</b>		
Transfer In - General Fund	786,780	
Transfer Out - General Fund		786,780
<b>1992A COP Fund</b>		
Transfer In - General Fund	525,000	
<b>Total City Transfers In/Out</b>	<b>9,322,980</b>	<b>9,322,980</b>
<b>Redevelopment Agency</b>		
<b>Central Community Project Area</b>		
Capital Project Fund	427,851	
20% Set-Aside Fund	1,006,400	
Debt Service Fund		1,434,251
<b>R76 Project Area</b>		
Capital Project Fund	65,320	
20% Set-Aside Fund	158,547	
Debt Service Fund		223,867
<b>NCEL Project Area</b>		
Capital Project Fund	10,265	
20% Set-Aside Fund	15,600	
Debt Service Fund		25,865
<b>Total RDA Transfers In/Out</b>	<b>1,683,983</b>	<b>1,683,983</b>
<b>Grand Total Transfers In/Out</b>	<b>11,006,963</b>	<b>11,006,963</b>

# City Administration

## General Fund

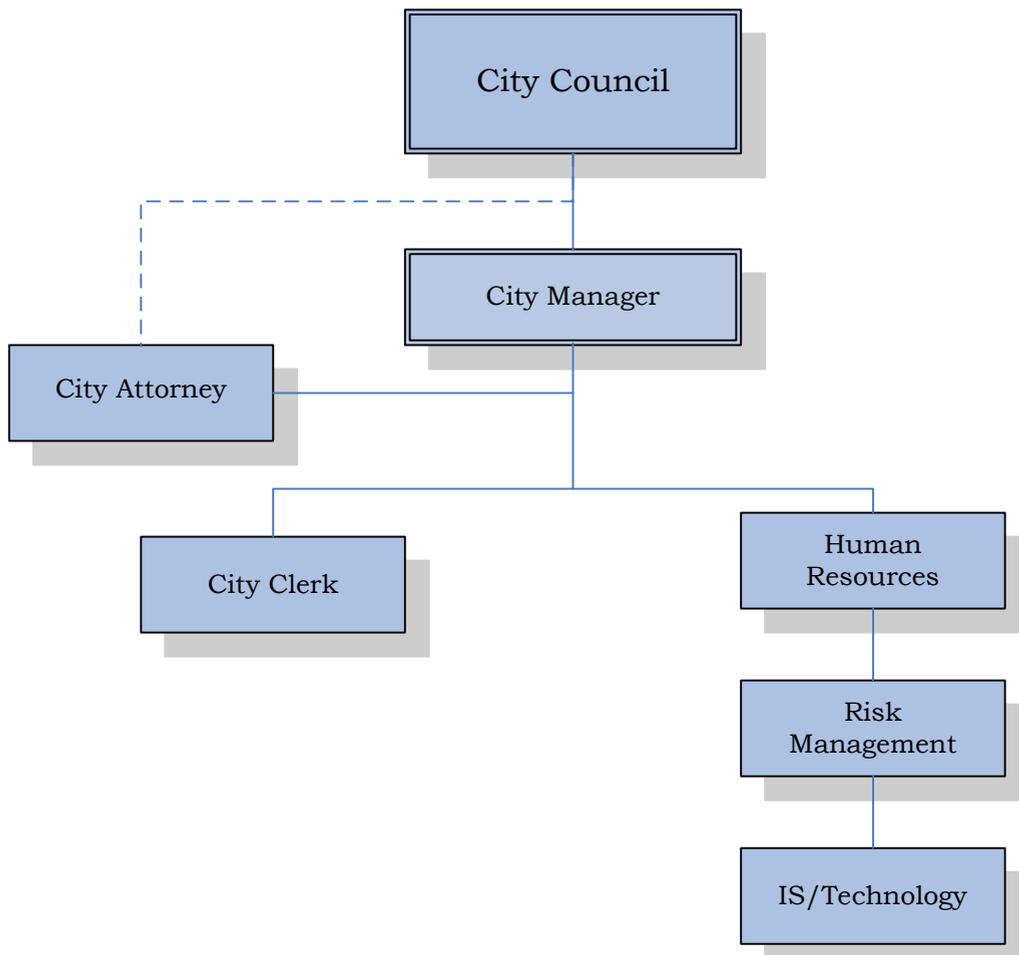


*The Mission of the City Administration Department is to provide strong community leadership through policy direction and public information, and to provide professional administrative and legal oversight and support to the City organization.*

*“The Friendly City by the Sea”*

# *City of Port Hueneme*

## *City Administration*



## *Organization Chart*



■■■ City of Port Hueneme FY 2009-10 Budget ■■■

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

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Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	672,842	623,408	613,147	688,494
Operational Charges	1,292,108	1,507,844	1,381,186	1,371,090
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>1,964,950</b>	<b>2,131,252</b>	<b>1,994,333</b>	<b>2,059,584</b>
<b>Net Appropriations</b>	<b>-1,964,950</b>	<b>-2,131,252</b>	<b>-1,994,333</b>	<b>-2,059,584</b>

Authorized Positions:

City Council Member	5.00	5.00	5.00	5.00
City Manager	1.00	0.75	0.75	0.75
Assistant to the City Manager	0.00	0.00	0.00	1.00
Human Resources Administrator	1.00	1.00	1.00	0.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Specialist	1.00	0.00	0.00	0.00
Admin Svcs Coordinator - PT (1)	0.00	0.50	0.50	0.50
<b>Total</b>	<b>9.00</b>	<b>8.25</b>	<b>8.25</b>	<b>8.25</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**City Council  
General Fund**

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**MISSION**

The Mission of the City Council is to provide strong community leadership as its 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 2008-09**

- Provided policy direction and directed the implementation of the many projects and programs found in the Major Accomplishments sections in each Division Budget.
- Completed the fiscal year with a General Fund surplus, thus reversing a deficit trend that, at its low point was estimated to be approximately \$1.7 million.
- Successfully passed a Half-Cent Sales Tax measure by over 71%, thus securing a major new local source of General Fund revenue.
- Established the City's First Master Fee Schedule to ensure that all City fees are annually indexed to inflation.
- Approved the City Manager's recommendation to combine the Public Works and Utility Services departments and to reorganize the Finance Department, thus saving approximately \$375,000 annually.

**MAJOR INITIATIVES 2009-10**

Fulfill 2009-10 Strategic Goals:

- Maintain Balanced Budgets: Achieve and maintain General Fund and Enterprise (Utilities) budgets with adequate operating and capital reserves
- Sustainable Development: Create a more sustainable economy through the reduction of the community's consumption of energy and natural resources; create a more sustainable natural environment; and increase the use of public transportation.
- Public Safety: Create a more holistic approach to long-term violence prevention; and protect the public in the event of a disaster or City-wide emergency.
- Infrastructure Maintenance: Create a complete and fully-funded program of infrastructure maintenance.
- Retaining Exceptional Staff: Create individual and team excellence.
- Community Health and Wellness Promotion: Improve citizen opportunities to live healthy and fulfilling lifestyles.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-1111**

**City Council  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	82,846	84,944	93,700	99,439
Operational Charges	17,465	25,580	15,139	25,780
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>100,311</b>	<b>110,524</b>	<b>108,839</b>	<b>125,219</b>
<b>Net Appropriations</b>	<b>-100,311</b>	<b>-110,524</b>	<b>-108,839</b>	<b>-125,219</b>

Authorized Positions:				
City Council Member	5.00	5.00	5.00	5.00

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**City Manager  
General Fund**

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**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 2008-09**

- Provided administrative oversight for the projects and programs found in the Major Accomplishments sections in each Division Budget.
- Monthly reporting to Council of Departments' Strategic Plan progress.
- Under direction from the City Council, placed a Half-Cent Sales Tax measure on the 2008 election ballot. The Measure passed by over 71%.
- Saved approximately \$375,000 by combining the Public Works and Utility Services departments, and reorganizing the Finance Department.
- Secured continued General Fund funding contributions from the Oxnard Harbor District for the next 25 years.

**MAJOR INITIATIVES 2009-10**

- Complete the projects identified in the 2009-10 Strategic Plan.
- Complete the establishment of new multi-year volumetric water fees, and multi-year wastewater and solid waste fees that fully recoup the cost of service, debt service, and capital maintenance and replacement.
- Initiate a new planning and feasibility effort toward the redevelopment of the Market Street area.

**PERFORMANCE MEASURES 2009-10**

- Complete 90% of the projects identified in the 2009-10 Strategic Plan by the dates identified.
- Meet or exceed the ending FY 2009-10 budgeted General Fund Unreserved Fund Balance.



■■■ City of Port Hueneme FY 2009-10 Budget ■■■

**General Fund 001-1113**

**City Manager  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	312,696	255,762	245,105	289,889
Operational Charges	171,942	215,685	129,704	157,850
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>484,638</b>	<b>471,447</b>	<b>374,809</b>	<b>447,739</b>
<b>Net Appropriations</b>	<b>-484,638</b>	<b>-471,447</b>	<b>-374,809</b>	<b>-447,739</b>

Authorized Positions:

City Manager	1.00	0.75	0.75	0.75
Executive Specialist	0.75	0.00	0.00	0.00
Deputy City Clerk	0.00	0.75	0.75	0.75
<b>Total</b>	<b>1.75</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Human Resources/City Clerk  
General Fund**

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**MISSION**

The Mission of Human Resources is to provide overall guidance and assistance to the organization on all personnel issues, risk management, and employee benefits; ensure compliance with all applicable personnel rules and regulations; and coordinate citywide training programs.

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

**PRIMARY ACTIVITIES**

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

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

**MAJOR ACCOMPLISHMENTS IN 2008-09**

- Successful conversion of Contracts, Minutes and Resolutions indexes into electronic databases.
- Create risk management feedback system that allows Departments to correct their activities and adjust their programs to

eliminate future liability and casualty claims.

- Overhauled Employee Recognition Program.
- Conducted Wellness activities for better health of City staff.
- Implemented additional benefit options for employees: I-Bonds and Lincoln life insurance.
- Joined Leibert Cassidy Whitmore training consortium, providing supervisory training on various personnel-related topics.
- Significantly reduced legal costs due to personnel disciplinary investigations and proceedings.
- Successfully executed the 2008 Municipal General Election.
- Implementing Agenda Management Software to automate the Council agenda process.

**MAJOR INITIATIVES 2009-10**

- Implement CJPIA's new LossCAP risk management program.
- Develop and implement an "Employee Academy" to provide regularly scheduled and mandatory core training program for all staff.
- Continue to provide job-specific training for staff and effective management training for supervisors to avoid costly personnel actions and investigations.
- Implement HTE KA applicant tracking, allowing job applicants to apply online and eliminate duplicate data entry.

**PERFORMANCE MEASURES 2009-10**

- Reduce days off work by 50% for injured employees by implementing the TRTW program for FY 09-10.
- Complete 100% of mandatory training for all employees by June 30, 2010.
- Improve skills and competencies through the implementation of the Employee Academy. 100% implementation by June 30, 2010.
- 100% of all performance evaluations to be received, completed and reviewed with the employee by the evaluation due date.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-1115**

**Human Resources/City Clerk  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	277,300	282,702	274,342	299,166
Operational Charges	49,572	61,684	60,907	55,112
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>326,872</b>	<b>344,386</b>	<b>335,249</b>	<b>354,278</b>
<b>Net Appropriations</b>	<b>-326,872</b>	<b>-344,386</b>	<b>-335,249</b>	<b>-354,278</b>

Authorized Positions:

Assistant to the City Manager	0.00	0.00	0.00	1.00
Human Resources Administrator	1.00	1.00	1.00	0.00
Deputy City Clerk	1.00	0.25	0.25	0.25
Executive Specialist	0.25	0.00	0.00	0.00
Admin Svcs Coordinator - PT (1)	0.00	0.50	0.50	0.50
<b>Total</b>	<b>2.25</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-1264**

**Risk Management  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	1,053,129	1,204,895	1,175,436	1,132,348
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>1,053,129</b>	<b>1,204,895</b>	<b>1,175,436</b>	<b>1,132,348</b>
<b>Net Appropriations</b>	<b>-1,053,129</b>	<b>-1,204,895</b>	<b>-1,175,436</b>	<b>-1,132,348</b>

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.

# General Government

## General Fund



*“The Friendly City by the Sea”*

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**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**General Government  
General Fund**

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**PRIMARY ACTIVITIES**

The Information Technology Manager is responsible for in-house support for computer and network systems. The IT Manager serves as the permanent non-voting Chair of the Technology Committee, assisting in establishing sufficient policies and procedures for implementing a citywide network and maintaining the security of those 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 is responsible for all City and Police Department business computer systems, and 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 2008-09**

- Upgraded city-wide telephone system to the latest version of software.
- Replaced failing voicemail system.
- New maintenance software was installed that allows simple issues to be resolved remotely from the Maintenance Technician's computer desktop.
- Replacement of 24 desktop computers throughout the City and Police Department.
- Implementation of Work Order system in HTE.

- Replacement of Police Department phone and radio system recording equipment.

**MAJOR INITIATIVES 2009-10**

- Replacing communication equipment in the Recreation Department to address reliability issues with telephones and network at the Community Center.
- Implementation of volumetric billing of water usage through electronic interface to HTE billing system.
- Implementation of HTE Click2Gov self-service web interface for utility billing.
- Improve web filtering and audit protection levels on City's network.

**PERFORMANCE MEASURES 2009-10**

- Unplanned outages of internet and/or email systems during normal business hours are less than 10 events during the period July 1, 2009 to June 30, 2010.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-1903**

**General Government  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	14,839,040	15,211,468	14,816,303	15,532,591
<b>Total Revenues</b>	<b>14,839,040</b>	<b>15,211,468</b>	<b>14,816,303</b>	<b>15,532,591</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	205,580	181,018	177,712	192,338
Operational Charges	524,086	531,607	523,949	595,178
Capital Expenditures	75,894	35,000	34,358	16,100
Debt Service	133,859	133,900	133,900	133,858
Other/Transfers	474,251	476,000	496,000	525,000
<b>Total Expenditures</b>	<b>1,413,670</b>	<b>1,357,525</b>	<b>1,365,919</b>	<b>1,462,474</b>

<b>Net Appropriations</b>	<b>13,425,370</b>	<b>13,853,943</b>	<b>13,450,384</b>	<b>14,070,117</b>
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Authorized Positions:

IS/Technology Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	0.20	0.20	0.20	0.20
<b>Total</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>

Purpose of Account:

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

# Finance Department

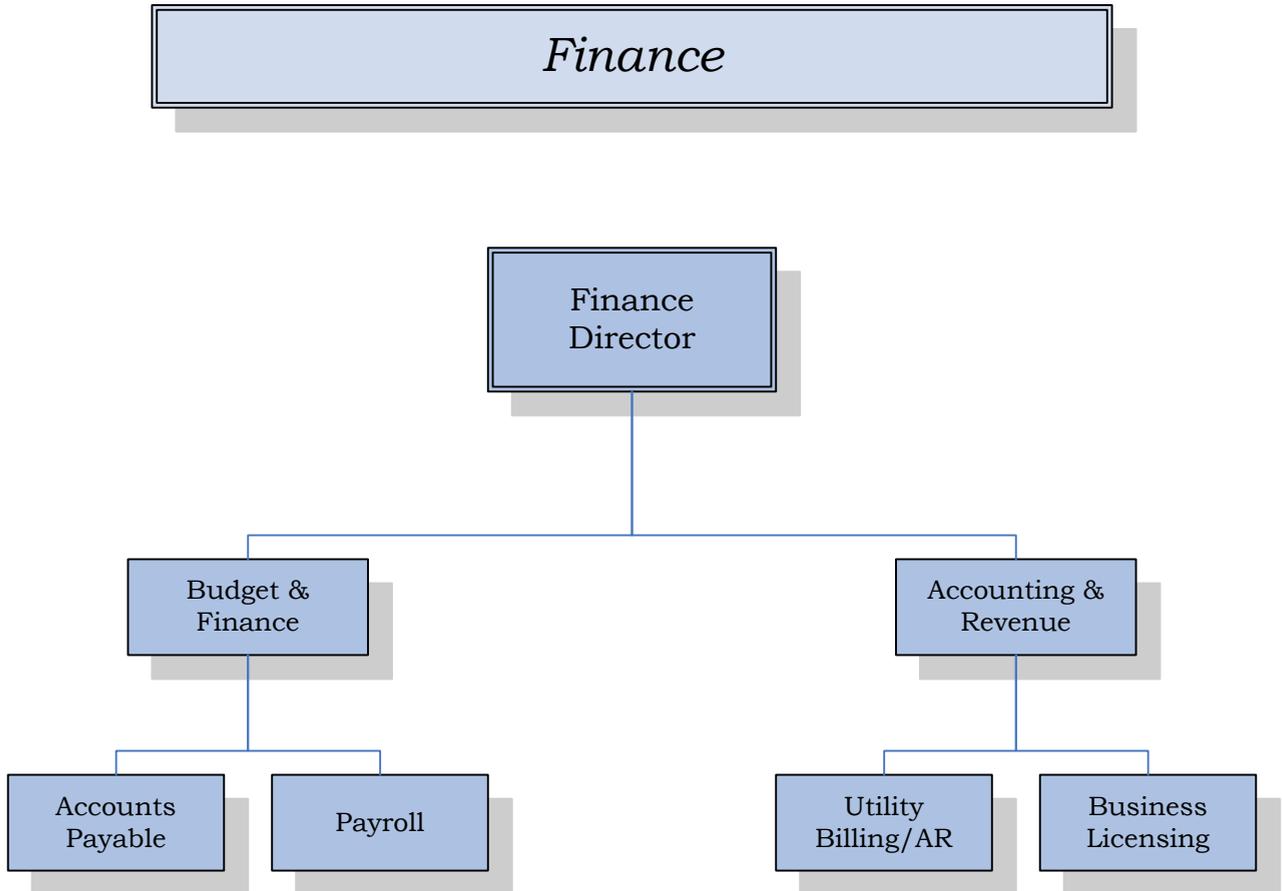
## General Fund



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

*"The Friendly City by the Sea"*

# City of Port Hueneme



## Organization Chart

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Finance  
General Fund**

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**MISSION**

The Finance Department, as both an internal and external support and service unit of the City of Port Hueneme, provides 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 2008-09**

- Continued utilized in-house staff for updating the City's Cost Allocation Plan for FY 2008-09, preparing the State Mandated Local Claims forms and conducting the latest Water Rate study, 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 2008-09 Budget 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.
- Received unqualified opinions on all City entity audits for FY 2007-08.
- Increased Business License revenues by approximately \$38,000 and the number of new licenses by 109.

**MAJOR INITIATIVES 2009-10**

- Prepare annual financial statements and submit for the Comprehensive Annual Financial Report (CAFR) Award.
- Submit FY 2009-10 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.
- Update the Master Fee Schedule to reflect the annual Consumer Price Index.
- Assist utilities with Utility rate studies.
- Implement Click-to-Gov and lock box system to allow City customers an additional option to pay charges and to streamline billing operations.
- Assist departments with Work Orders implementation.

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Finance  
General Fund**

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**PERFORMANCE MEASURES 2009-10**

- Increase the number of City Business Licenses issued by 10% by 6/30/10.
- Continually have the City pooled investments outperform LAIF each month by at least 25 basis points.
- Maintain dollar amount of audit adjustments as a percentage of total dollars reported to be 5% or less 100% of the time.
- Utility bill collection rate to be 97% or higher 100% of the time.
- By the end of FY 2009-10 30% of all customer service transactions for Utility Billing will be handled through self-service options.
- 95% of all business licenses will be issued/renewed within 48 hours of application.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

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<b>General Fund</b>	<b>Finance Department Department Overview</b>			
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Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	1,053,681	1,133,480	1,074,535	1,178,669
Operational Charges	49,585	65,130	65,141	69,160
Capital Expenditures	0	0	0	2,500
<b>Total Expenditures</b>	<b>1,103,266</b>	<b>1,198,610</b>	<b>1,139,676</b>	<b>1,250,329</b>

<b>Net Appropriations</b>	<b>-1,103,266</b>	<b>-1,198,610</b>	<b>-1,139,676</b>	<b>-1,250,329</b>
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Authorized Positions:

Finance Director	1.00	1.00	1.00	1.00
Accounting Manager	1.00	0.00	0.00	0.00
Accounting & Revenue Manager	0.00	1.00	1.00	1.00
Budget & Finance Manager	0.00	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
Financial Analyst	1.00	0.00	0.00	0.00
Financial Services Specialist	1.00	0.00	0.00	0.00
Payroll Services Specialist	0.00	1.00	1.00	1.00
Fiscal Assistant	3.00	3.00	3.00	3.00
Fiscal Assistant PT - (1)	0.00	0.50	0.50	0.50
Fiscal Aide PT - (1)	0.50	0.00	0.00	0.00
<b>Total</b>	<b>9.45</b>	<b>9.45</b>	<b>9.45</b>	<b>9.45</b>



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

**Fund 512**

**Pension Obligation Bonds  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Transfer In - General Fund	541,856	559,500	559,355	786,780
<b>Total Revenues</b>	<b>541,856</b>	<b>559,500</b>	<b>559,355</b>	<b>786,780</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Fiscal Agent Fees	4,102	1,600	1,465	1,600
Debt Service	540,254	557,900	557,890	785,180
<b>Total Expenditures</b>	<b>544,356</b>	<b>559,500</b>	<b>559,355</b>	<b>786,780</b>
<b>Net Appropriations</b>	<b>-2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>

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.

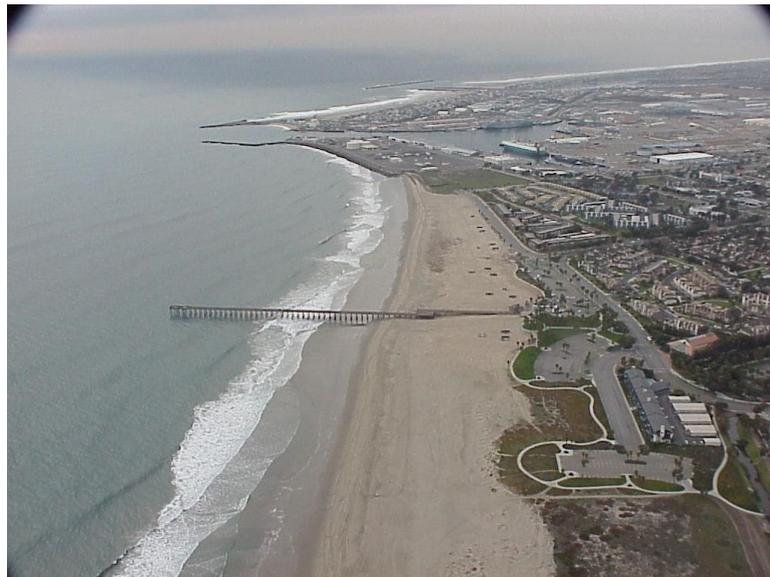


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# Community Development

## General Fund

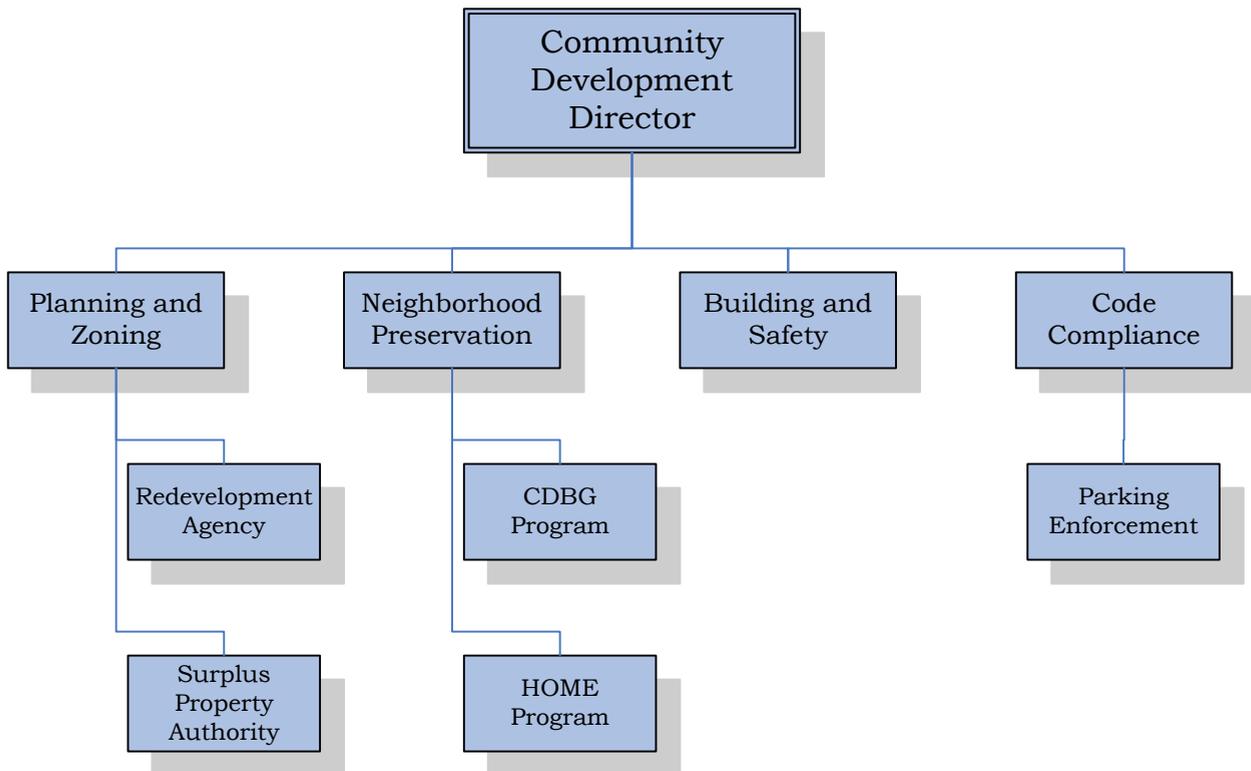


*The Mission of the Community Development Department is to provide efficient service and support in a fair and responsive manner and to plan, coordinate, and implement various enforcement, regulatory, environmental, housing, building, and land use policies, laws, and programs while seeking to promote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

*“The Friendly City by the Sea”*

# City of Port Hueneme

## Community Development



## Organization Chart



■■■ City of Port Hueneme FY 2009-10 Budget ■■■

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**General Fund** **Community Development Department**  
**Department Overview**

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Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	605,202	530,400	627,900	546,000
<b>Total Revenues</b>	<b>605,202</b>	<b>530,400</b>	<b>627,900</b>	<b>546,000</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	707,544	759,922	737,849	826,727
Operational Charges	131,912	152,050	178,709	151,850
Capital Expenditures	0	0	0	0
	0	0	0	0
<b>Total Expenditures</b>	<b>839,456</b>	<b>911,972</b>	<b>916,558</b>	<b>978,577</b>

<b>Net Appropriations</b>	<b>-234,254</b>	<b>-381,572</b>	<b>-288,658</b>	<b>-432,577</b>
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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	0.75	0.75	0.75	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
	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.60</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Administration/Planning & Zoning  
General Fund**

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**MISSION**

It is the Mission of the 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 2008-09**

- Completed renewal of Oxnard Harbor District/City Revenue Sharing Agreements generating over \$1.2 million in annual City revenue.
- Issued Minor Modification and Coastal Development Permit for Calleguas Outfall/Pipeline at Hueneme Beach Park valued at over \$30 million including payment to City of \$132,000, plus \$162,000 for temporary and permanent easements, and repair of Beach Parking Lot "A" valued at over \$100,000. Commencement of project construction expected in Fall 2009.
- Extended development permit until 2010 for Seaview Colony Homes involving the demolition of 15 apartment units and replacement with 16 homes valued at over \$8 million.
- Assigned Pier Bait Tackle and Snack Shop Franchise Agreement to new owner.
- Conducted public workshop on draft 2006-2014 Housing Element and submitted for HCD comment with CEQA Initial Study and final approval scheduled for consideration in Spring 2009.
- Issued three restaurant liquor licenses and 2 large family day care permits.
- Issued final subdivision maps for the Hideaway Townhomes and four single-family homes located at 557 Joyce Drive.
- Processed resolution to increase City's beach parking fees estimated to generate \$132,000 in additional City revenues annually.
- Participated in 2008-labor negotiations for SEIU.
- Concluded negotiations and commenced rehabilitation of Oliveira Plaza and Port City Plaza shopping centers.
- Commenced negotiations to extend Clear Channel Bus Stop Shelter Agreement ending July 20, 2010.

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

**Administration/Planning & Zoning  
General Fund**

**MAJOR INITIATIVES 2009-10**

- Evaluate and consider adoption of Model Water Efficient Landscape Ordinance By January 1, 2010 in compliance with AB 1881.
- Approve Coastal Commission’s Consolidated Permit and commence review of VCWPD’s capacity increase for the “J” Street Drain from a 5 to 100-year storm flow.
- Evaluate entitlements for the City of Oxnard’s Recycled Water Line in the City’s right-of-way.
- Evaluate design and development proposal and issue entitlements for Baker’s Square site and old Rite-Aid space located at Oliveira Plaza Shopping Center.
- Participate in 2009-labor negotiations for SEIU.
- Establish membership in City/County/APCD Coordination Committee relative to SB 375 (housing/transit/zoning) and AB 32 (California Global Warming Act for emission reductions).
- Act as primary coordinator and liaison for the 2010 Census Update.
- Participate as member of the EDC-VC Economic Developers Roundtable and coordinate a Ventura County Economic Recovery Work Plan for use by State to prioritize distribution of federal Stimulus Package funding.
- Amend City’s Zoning Ordinance and LCP to provide revisions to City’s Density Bonus, Emergency Shelter, Transitional Housing, Supportive Housing, and SRO procedures and modify the Zoning definition of “Family” to implement City’s 2006-2014 Housing Element.
- Adopt an Ordinance establishing a Reasonable Accommodation Procedure for the City.
- Amend City’s Massage Clinic and Technician Ordinance to be consistent with new State Licensing procedures for Massage Therapy pursuant to SB 731.
- Evaluate use of fishing pier for commercial development.
- Evaluate feasibility of Market Street for government reuse.

- Conclude negotiations to extend Clear Channel Bus Stop Shelter Agreement ending July 20, 2010.
- Evaluate name change for City

**PERFORMANCE MEASURES 2009-10**

- Maintain Department efficiencies, cross training, and multiple skill sets to provide a diverse set of programs, services, and controls with staffing levels reduced from historical levels (current allocations based upon employee Fund Split Report and FY 2008-09 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	<u>0.75 FTE</u>

Department Total 8.00 FTE\*

\*Based upon 2-09 Finance Employee Fund Split Report

- 90% of customers will be served within five minutes at the City Hall reception and Planning/Building Counter on an ongoing basis:

FY 2006-07	95%
FY 2007-08	95%



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

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

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	35,429	69,400	69,400	6,000
<b>Total Revenues</b>	<b>35,429</b>	<b>69,400</b>	<b>69,400</b>	<b>6,000</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	289,947	308,590	299,030	327,885
Operational Charges	8,904	12,750	11,150	16,750
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>298,851</b>	<b>321,340</b>	<b>310,180</b>	<b>344,635</b>

<b>Net Appropriations</b>	<b>-263,422</b>	<b>-251,940</b>	<b>-240,780</b>	<b>-338,635</b>
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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 Specialist-PT (1)	0.00	0.00	0.00	0.00
Comm Dev Technician	0.50	0.50	0.50	0.50
<b>Total</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>	<b>2.00</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Building & Safety  
General Fund**

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**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 2008-09**

- Implemented establishment of the State's new Green Building Standards Building Permit fee pursuant to SB 1473.
- Completed a total of 32 of 64 homes at Beach House including four model units.
- Completed a total of 14 of 86 townhomes plus pool house at the Hideaway.
- Completed construction/occupancy for the Jack-In-The-Box restaurant located at 814 North Ventura Road valued at over \$1.8 million.
- Construction completed for Yara Tank Farm's fifth liquid fertilizer tank at Port valued at \$2 million.
- Lighthouse Promenade project completed.
- Go-live with HTE's Building Permit Application.
- Updated Building Permit fees in HTE.
- Assist City metering project by inspecting and permitting private service lines.

**MAJOR INITIATIVES 2009-10**

- Conclude plan check and commence construction of four new homes at 557 Joyce Drive.
- Conclude plan check and commence construction of two new homes at San Pedro and West "B" Streets.
- Conclude plan check and commence rehabilitation and access improvements for Passages Silver Strand located at 224 East Clara Street.
- Assist Housing Authority and inspect Mar Vista re-plumb and disabled access improvement project.
- Retain at least one inspector who is a certified access specialist to review compliance with state-construction related access standards pursuant to SB 1608.
- Conclude review and coordination of construction of Navy SeaBee Museum near Sunkist Gate valued at over \$8 million.
- Conclude plan check and commence tenant improvements for Big Lot's at Oliveira Plaza.

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Building & Safety  
General Fund**

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- Complete construction of the new Rite-Aid and renovation of Oliveira Plaza Shopping Center.
- Continue maintenance plan and inspections for major renovation work at Anacapa Condominiums, Surfside IV, and Surfside III to address deferred maintenance including termite damage, dry rot, repair/replacement of water and sewer piping, exit balconies and stairwells, elevators, and other miscellaneous work.

**PERFORMANCE MEASURES 2009-10**

- Maintain approximately 1,000 annual permits issued on an ongoing basis. Total number of Building, Mechanical, Plumbing, Electrical, and Miscellaneous permits issued and corresponding valuations over past two fiscal years:

FY 2006-07:	940 permits valued at \$8,543,489.
FY 2007-08:	1,162 permits valued at \$6,329,771.

- 90% of all inspections to be completed 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:

	<u># Inspections</u>	<u>%24 hrs</u>
2007:	1,015	95%
2008:	1,571	95%

- 75% of Building Permits to be finalized within six months from issuance.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-5123**

**Building & Safety  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	216,558	132,000	198,500	169,900
<b>Total Revenues</b>	<b>216,558</b>	<b>132,000</b>	<b>198,500</b>	<b>169,900</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	153,090	167,524	163,943	190,696
Operational Charges	18,479	18,450	21,500	18,450
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>171,569</b>	<b>185,974</b>	<b>185,443</b>	<b>209,146</b>

<b>Net Appropriations</b>	<b>44,989</b>	<b>-53,974</b>	<b>13,057</b>	<b>-39,246</b>
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Authorized Positions:

Building Official	0.75	0.75	0.75	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
<b>Total</b>	<b>1.50</b>	<b>1.50</b>	<b>1.50</b>	<b>1.60</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Code Compliance/Parking Enforcement  
General Fund**

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**MISSION**

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

**MAJOR ACCOMPLISHMENTS IN 2008-09**

- Maintained the Crime Free Multi-Housing Program for rental units (over 158 apartments certified as crime free).
- 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.
- Implemented enhanced system for Business License delinquencies.
- Continue Parking Enforcement's Roadside Assistance Program.
- Backup Crossing Guard and Traffic Control functions for Police Department.

**MAJOR INITIATIVES 2009-10**

- Certify 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.
- Institute a system for signing off violations of handicap parking.
- Evaluate volume discount program for Beach Permit Parking.

**PERFORMANCE MEASURES 2009-10**

Reduce the number of repeat violations relating to outdoor temporary signage in commercial zones by 5% over FY 07-08 numbers by June 30, 2010.

FY 2007-2008:

First Quarter:	15 violations
Second Quarter:	11 violations
Third Quarter:	28 violations
Fourth Quarter:	7 violations

Work with Streets Division to maintain effectiveness of curbside street sweeping and to help enhance quality of stormwater runoff by providing continued enforcement of posted parking restrictions for weekly sweeping and ongoing removal of abandoned vehicles on City Streets. Educate new residents and decrease street sweeping violations by 5% over FY 07-08 numbers by June 30, 2010.

FY 2006/2007:	5,246 violations
FY 2007/2008:	4,565 violations



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-5124**

**Code Enforcement  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	185,596	202,726	189,646	211,946
Operational Charges	59,158	72,550	102,264	68,200
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>244,754</b>	<b>275,276</b>	<b>291,910</b>	<b>280,146</b>

<b>Net Appropriations</b>	<b>-244,754</b>	<b>-275,276</b>	<b>-291,910</b>	<b>-280,146</b>
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Authorized Positions:

Code Compliance Manager	0.75	0.75	0.75	0.75
Code Compliance Officer	1.00	1.00	1.00	1.00
<b>Total</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>	<b>1.75</b>



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

**General Fund 001-5125**

**Parking Enforcement  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	353,215	329,000	360,000	370,100
<b>Total Revenues</b>	<b>353,215</b>	<b>329,000</b>	<b>360,000</b>	<b>370,100</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	78,911	81,082	85,230	96,200
Operational Charges	45,371	48,300	43,795	48,450
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>124,282</b>	<b>129,382</b>	<b>129,025</b>	<b>144,650</b>
<b>Net Appropriations</b>	<b>228,933</b>	<b>199,618</b>	<b>230,975</b>	<b>225,450</b>

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
<b>Total</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Neighborhood Preservation**

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**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 (22 units).
- Assists City Attorney in managing Contract Planner, as needed, for potential project conflicts of Director.
- Maintains parcel information in the City's land database that serves as the basis for all HTE applications.
- Established FY 2008-09 CDBG program budget/projects.
- Funded on RRLP loan for the rehabilitation of an owner-occupied single-family home.
- Completed design, bid, award, and rehabilitation of 780-786 Jane Drive valued at over \$200,000.
- Continues to jointly manage, monitor, and oversee the backbone Land Database for the City's new HTE system.
- Help draft, coordinate, and conduct Housing Element Workshop and submission of documents to HCD.
- Revised the Neighborhood Preservation Guidelines to accommodate the CalHome Program requirements.
- Administered CalHome grant from HCD to use for City's homebuyer program (\$400,000).
- Assisted Public Works with annual City Assessment Districts.
- Prepared housing statistics for RDA's Annual HCD audit/report.
- Revised Home Buyer Assistance Program Guidelines to close a loophole in current written policies that allow small households of one or two persons to be assisted in purchasing large homes (and presumably more expensive) than needed to accommodate a one or two person household.
- Under the Home Buyer Assistance Program, assisted low and moderate-income first time buyers with the acquisition of homes. The City and RDA provided financing from a combination of redevelopment funds, federal HOME funds, and local funds. These home purchases were also leveraged with deferred payment financing from the California Housing Finance Agency.
- Disbursed small grants under the Home Maintenance Incentive Rebate Program resulting in the improvement of residential units located within designated target neighborhoods.
- Administered FY2008-09 CDBG Program allocations including the preparation of contracts, quarterly status reports, drawdown reports, and the Consolidated Annual Performance and Evaluation Report (CAPER) for FY2006-07.

**MAJOR ACCOMPLISHMENTS IN 2008-09**

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

**Neighborhood Preservation**

- Revised Home Buyer Assistance Program Guidelines to increase down payment requirement from 3% to 5% and reduced maximum loan amount for low-income households from \$70,000 to \$60,000.
- Funded over \$62,400 in cost allocation revenues to the City's General Fund.
- Add and/or rehabilitate 5 units of rental housing to inventory of City/RDA/CDBG affordable rental housing units and outstanding homebuyer loans:
  - FY 2008-09 109\*
  - FY 2009-10 114\*

**MAJOR INITIATIVES 2009-10**

- Fund one Residential Rehabilitation Loan.
- 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 including the preparation of the FY2009-10 Annual Plan and environmental documents, the Consolidated Annual Performance and Evaluation Report (CAPER) for FY2009-10, and the administration of subrecipient projects in 2009-2010.
- Complete conversion of RRLP records from DbaseIII+ to an Access application.
- Commence enforcement program on maintenance covenants at Ann Avenue duplexes previously assisted by City.
- Execute and administer architectural design contract for rehabilitation of five-unit apartment building located at 841 Jane Drive.
- Continue funding cost allocation revenue to City's General Fund.

\*Total does not include Housing Authority's 90 affordable rental units at Mar Vista and Hueneme Village.

**PERFORMANCE MEASURES 2009-10**

- Maintain number of annual residential loans and rebates under the RRLP, HMIRP, and HBAP at 75% of the average number over the past 4 year's activity. Number of loans/rebates and the corresponding construction value/purchase prices by fiscal year:

	<u>#Loans/Rebates</u>	<u>\$ value</u>
FY 2004-05	44	\$3,550,880
FY 2005-06	55	\$2,579,309
FY 2006-07	38	\$6,749,830
FY 2007-08	42	\$4,834,419



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

**Neighborhood 128-5102  
Preservation Fund**

**Neighborhood Preservation  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Housing In-Lieu Fees	96,320	68,350	67,720	0
Miscellaneous Interest	2,771	60,000	0	60,000
Fund Interest	44,125	55,000	22,907	55,000
Miscellaneous Revenues	525	500	973	500
Loan Payoff Revenue	40,576	60,000	10,000	60,000
CDBG Grant Revenue	7,479	0	0	0
<b>Total Revenues</b>	<b>191,796</b>	<b>243,850</b>	<b>101,600</b>	<b>175,500</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	60,585	66,165	65,247	66,690
Operational Charges	84,090	276,700	143,900	207,700
Cost Allocation	59,400	59,200	59,200	61,000
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>204,075</b>	<b>402,065</b>	<b>268,347</b>	<b>335,390</b>

<b>Net Appropriations</b>	<b>-12,279</b>	<b>-158,215</b>	<b>-166,747</b>	<b>-159,890</b>
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Authorized Positions:

Building Official	0.15	0.05	0.05	0.05
Comm Dev Programs Manager	0.50	0.20	0.20	0.20
Comm Dev Specialist	0.00	0.25	0.25	0.25
<b>Total</b>	<b>0.65</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>

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■■■ City of Port Hueneme FY 2009-10 Budget ■■■

**CDBG 254-5300**

**CDBG  
Department Overview**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Jane Drive Rental Income	10,618	10,000	10,000	10,000
Fund Interest	8,559	2,000	5,400	3,000
CDBG Entitlement	187,365	412,327	279,184	188,401
CDBG Program Income	25,076	179,807	150,382	0
<b>Total Revenues</b>	<b>231,618</b>	<b>604,134</b>	<b>444,966</b>	<b>201,401</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	67,207	602,134	439,566	198,401
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>67,207</b>	<b>602,134</b>	<b>439,566</b>	<b>198,401</b>

<b>Net Appropriations</b>	<b>164,411</b>	<b>2,000</b>	<b>5,400</b>	<b>3,000</b>
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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.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**HOME Program 264-5200**

**Homebuyer Program  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Homebuyer Program Revenue	206,560	198,509	36,330	0
Homebuyer Program Income	14,400	0	0	0
Miscellaneous Revenue	75	0	75	0
<b>Total Revenues</b>	<b>221,035</b>	<b>198,509</b>	<b>36,405</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	178,560	198,509	50,880	0
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>178,560</b>	<b>198,509</b>	<b>50,880</b>	<b>0</b>

<b>Net Appropriations</b>	<b>42,475</b>	<b>0</b>	<b>-14,475</b>	<b>0</b>
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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.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**Cal-Home Program 263-5263**

**Cal Home Program  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Cal Home Grant Revenue	0	400,000	150,000	0
<b>Total Revenues</b>	<b>0</b>	<b>400,000</b>	<b>150,000</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	0	400,000	150,000	0
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>400,000</b>	<b>150,000</b>	<b>0</b>

<b>Net Appropriations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Authorized Positions:

None

Purpose of Account:

The Cal-Home Program is a Federal grant to promote affordable housing for low and moderate income individuals and families.

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# Police Department

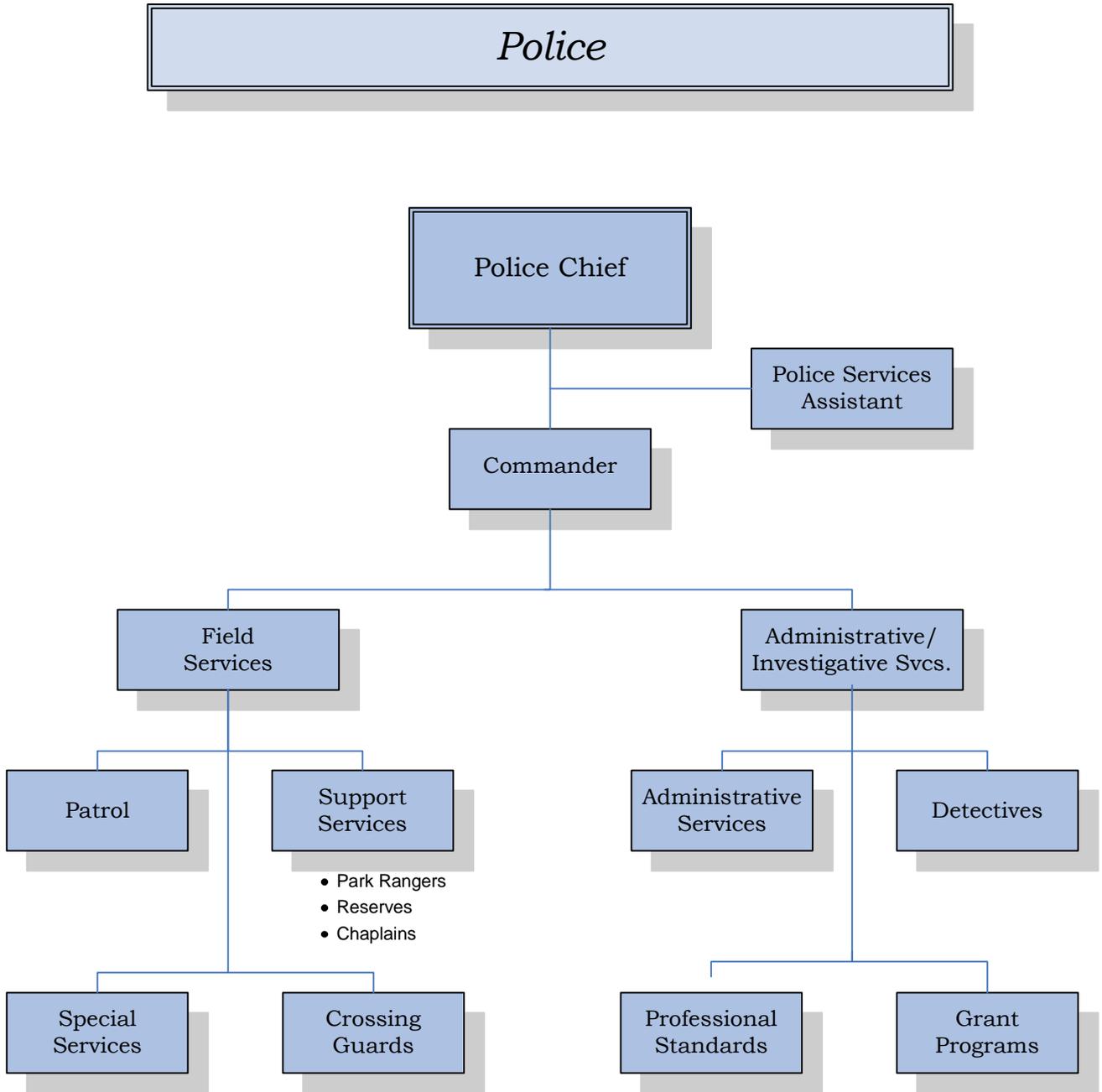
## General Fund



*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



*Organization Chart*



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

<b>General Fund</b>	<b>Police Department Department Overview</b>			
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Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	26,922	85,500	85,500	87,200
<b>Total Revenues</b>	<b>26,922</b>	<b>85,500</b>	<b>85,500</b>	<b>87,200</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	5,303,560	5,677,750	5,566,487	5,883,626
Operational Charges	157,339	198,480	192,379	246,168
Capital Expenditures	27,372	99,000	79,000	25,000
<b>Total Expenditures</b>	<b>5,488,271</b>	<b>5,975,230</b>	<b>5,837,866</b>	<b>6,154,794</b>

<b>Net Appropriations</b>	<b>-5,461,349</b>	<b>-5,889,730</b>	<b>-5,752,366</b>	<b>-6,067,594</b>
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Authorized Positions:

Police Chief	1.00	1.00	1.00	1.00
Police Commander	1.50	1.00	1.00	1.00
Police Services Assistant	1.00	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/Detective	12.00	12.00	12.00	12.00
Senior Police Comm Officer	1.00	1.00	1.00	1.00
Police Comm Officer	3.00	3.00	3.00	3.00
Police Comm Officer PT - (2)	1.00	1.00	1.00	1.00
Police Support Svcs Officer	1.00	1.00	1.00	1.00
Police Support 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)	0.00	0.00	0.00	0.25
<b>Total</b>	<b>35.50</b>	<b>35.00</b>	<b>35.00</b>	<b>35.25</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Police Administration  
General Fund**

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**MISSION**

It is the Mission of the Police Administration Division to achieve a safe and secure environment in which to live and prosper together, in a partnership with our community and 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 and division policy.

**MAJOR ACCOMPLISHMENTS IN 2008-09**

- The overall Part 1 crime rate for the City of Port Hueneme was reduced by 14%. This surpassed all of our expectations and speaks to the committed and professional employees that work for the Port Hueneme Police Department.
- During the last year we expanded our Volunteers In Policing (VIP) Program to provide better services to the police Department and community. We expanded the duties of our VIP's to include: Vacation Checks for residents during the summer months; Filling out minor report forms, Parking citation issuance (red curb and handicapped violations); School safety visits with uniformed Officers; Well-Being checks on residents who may have recently lost a loved one or was transported to the hospital; Assist uniformed personnel with the

presentation of regularly scheduled Crime Prevention/Neighborhood Watch Meetings.

- During the last year, we initiated a Community Policing contact where the supervisors conduct at least one random follow-up and quality check per shift. This is completed after members of the Department have handled a particular call for service. As the name implies, the purpose of this program is to enhance the quality of service that we provide and solicit immediate feedback from our citizens so that we can continue to provide the best service possible.
- Community Emergency Response Training (CERT) continues to be a priority with a class presented in 2008 and another one scheduled for 2009. The CERT classes are taught by emergency service professionals to educate and prepare residents for natural disasters, terrorist attacks, hazmat situations and other emergencies.
- Expanded the use of our Chaplain Program. In the past, they were mainly utilized to provide spiritual and emotional support to all the members of the Police Department, their families, and occasionally the public. We have now expanded their duties to be utilized by our Police Officers as a resource in assisting at the scenes of accidental deaths, homicides, suicides, suicidal subjects, serious accidents and other counseling situations that may arise.
- Developed and implemented our HERO Program in all of our elementary schools. HERO stands for Honor, Empowerment, and Respecting Oneself. As the letters of the HERO Program indicate, many times these characteristics are lost or missing in some of our kids who decide to make bad choices and these bad decisions affect their entire lives and the community where they live. You cannot expect kids to model and exhibit positive behavior traits that they may not have been exposed to in their young lives. Whenever possible and depending on the resources available, every Thursday is "HERO Day". A uniformed Officer spends the day visiting the elementary schools within the City limits. Additionally, Officer on the evening shift concentrates their efforts

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Police Administration  
General Fund**

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at the Boys and Girls Club on Thursday evening.

- During the month of March 2008, the Chief attended an 80-hour POST Executive Development Course. This course dealt with contemporary topics and the focus areas explored were designed to meet the continuing and challenging changes in law enforcement.
- We participated in a “Tip-A-Cop” fundraiser benefiting the Law Enforcement Torch Run and Ventura County Special Olympics. This year, through the fundraising event held at the Grub and Grog Restaurant, our Police Department was able to raise and donate \$2,100 in tips and donations to the Special Olympics Committee.
- We have continued ongoing Critical Incident Training (CIT) for our Officers and Dispatchers. This is training for handling incidents that our Officers may face involving individuals with mental health issues.
- Because of the nature of our job, the area of stress management is very important for our Police Department personnel and one that we can never take lightly. During the year, we had our Department Psychologist, Dr. Norm Katz; make a training presentation to our personnel on this very important area.
- The City Council has directed the Police Department to come up with strategies to address youth violence via additional intervention and prevention programs. With this in mind, the Chief attended a Mentoring Focus Group meeting with the Ventura County Big Brothers/Big Sisters Program. We then had representatives from their organization attend one of our training meetings to discuss their Mentoring Program with our Officers.
- The Chief received monetary donations from the Hueneme Beautiful organization for our Police k-9 Unit and our Police Explorer organization.
- In cooperation with the Oxnard Harbor District, our Police Department participated in port security exercises that were aimed at increasing the interagency coordination, cooperation and communication when responding to a maritime-based terrorism threat or incident within the harbor area.
- During the year, we had a representative from the State of California Victim Compensation Program (VCP) make a presentation to Police Department personnel. This is a State Program that is available to qualified individuals to help pay bills and expenses that result from certain violent crimes. California law requires that law enforcement and other first-responders help inform victims about the available assistance.
- In January the Police Department presented Community Forum on Violence in the Council Chambers. The forum was held to discuss with our community the current violence prevention efforts that have been implemented by the Police Department. Additionally, this forum gave our community the opportunity to ask questions and provide input regarding any additional ideas that we can examine to address violence in our community.
- Actively participated with other City Departments in several “Town Hall Meetings” to discuss our financial condition and the need to increase revenues. These meetings briefly informed citizens of the deficit and our efforts to reduce it. In large part because of the information shared at these meetings, our citizens overwhelmingly passed the half-cent Sales Tax measure.

**MAJOR INITIATIVES 2009-10**

- Because of budgetary constraints, review plans for our Emergency Operations Center and develop less expensive plans on how to develop the area to operate with the maximum potential and limited funds.
- For the last couple of years, the Police Department has been working towards earning StormReady and TsunamiReady certification. There are a number of procedural steps that need to be developed, implemented and approved by the national Weather Service before these titles can be bestowed. A representative from the National Weather Service has advised us that we are close to being certified in these areas. We are

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Police Administration  
General Fund**

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currently the only city in Ventura County that is close to completing the complex procedural steps for certification. We expect to obtain these certifications during the coming year.

- Currently, we have seven Reserve Police Officers working at our Police Department. We plan to hire an additional ten Reserve Officers during the next year.
- We will continue to nurture and enhance our relationship with the Oxnard-Port Hueneme Clergy Council. This group's emphasis is on interacting and steering away those youths who have chosen the gang lifestyle or are leaning towards that direction. Any collaboration that can occur between our organizations can lead to better chances for success dealing with this young and vulnerable population.
- We will continue to improve on and retain a qualified diverse workforce that reflects the City of Port Hueneme community.

**PERFORMANCE MEASURES 2009-10**

- Complete 90% of any Citizen Complaints filed by community members within 30 days of receipt of the complaint.
- With a 29% reduction in Part I Crimes during the last two years, we will maintain the current level and prevent the overall crime rate from rising.
- We will increase our Volunteer Reserve Officer Unit by ten officers who will ultimately be qualified to be partners in police units with our regular officers.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-2101**

**Police Administration  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	15,973	82,500	82,500	84,200
<b>Total Revenues</b>	<b>15,973</b>	<b>82,500</b>	<b>82,500</b>	<b>84,200</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	699,686	635,067	608,846	635,669
Operational Charges	46,859	54,900	54,427	57,950
Capital Expenditures	0	0	0	2,500
<b>Total Expenditures</b>	<b>746,545</b>	<b>689,967</b>	<b>663,273</b>	<b>696,119</b>

<b>Net Appropriations</b>	<b>-730,572</b>	<b>-607,467</b>	<b>-580,773</b>	<b>-611,919</b>
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Authorized Positions:

Police Chief	1.00	1.00	1.00	1.00
Police Commander	1.50	1.00	1.00	1.00
Police Services Assistant	1.00	1.00	1.00	1.00
<b>Total</b>	<b>3.50</b>	<b>3.00</b>	<b>3.00</b>	<b>3.00</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Patrol/Investigations  
General Fund**

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**MISSION**

The Patrol Division's Mission is to foster excellence in providing quality service and protection to the community while encouraging creative, innovative, pro-active policing strategies and maintaining a commitment to the Community Policing Program.

**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, and to otherwise serve and protect.
- Responds to radio calls, investigates accidents, robberies, civil disturbances, domestic disputes, fights, missing children, prowlers, drug abuse, etc., taking 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 oriented police work, crime prevention, drug abuse resistance education, school talks, tobacco and alcohol stings, traffic safety, etc.
- Coordinates activities and exchanges information with other Agencies or City Departments regarding cases, policies and procedures.

**MAJOR ACCOMPLISHMENTS IN 2008-09**

- K9 Officer and canine partner IKE attended a 4-week narcotic training course which certified IKE in locating meth, cocaine, ecstasy, heroin and marijuana.
- Implemented a Master Staffing Calendar. The calendar allows supervisors to plan for leave requests, training days, and determinations on necessary staffing.
- Patrol Officer received an award from MADD (Mothers Against Drunk Drivers). Officer arrested 45 drunk drivers removing them from roadways before they could injure themselves or someone else.

- Obtained POST patrol rifle armorer certification to facilitate weapons repair, allowing the department to perform its own repairs versus paying a gunsmith.
- Detectives conducted several community presentations regarding Gangs, Identity Theft and Alcoholic Beverage Control.
- Federal Grand Jury issued a True Bill on two suspects from a counterfeiting investigation taken over by the US Attorney's Office, but primarily investigated by Port Hueneme Detectives. One suspect was a major producer of counterfeit money in the Ventura and Santa Barbara County areas.
- Conducted Joint Operations with the Oxnard Police Department in the following areas: DUI checkpoints, Click It or Ticket campaigns and gang enforcement.

**MAJOR INITIATIVES 2009-10**

- Continue to expand our community policing philosophy utilizing our Senior Officer Program; crime prevention and continued timely submission of crime information on Police Department website.
- Expand Reserve Officer Program to supplement Patrol.
- Continue to improve quality control issues in report writing, record keeping, collateral assignments and equipment maintenance.
- Implement a section of the Police Department website for the public to view still photographs and/or videos of unknown suspects involved in crime activity.
- Nurture and enhance relationship with Oxnard/Port Hueneme Clergy Council by requiring Senior Officers to attend meetings to increase awareness of available resources.

**PERFORMANCE MEASURES 2009-10**

- Maintain a maximum seven minute response time for all service calls 100% of the time.
- Reduce injury and non-injury traffic collisions by 10% by 6/30/10.
- Increase number of traffic violation citations by 10% by 6/30/10.
- Increase clearance rate and decrease open cases by 15% by 6/30/10.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-2102**

**Police Patrol  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	10,949	3,000	3,000	3,000
<b>Total Revenues</b>	<b>10,949</b>	<b>3,000</b>	<b>3,000</b>	<b>3,000</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	3,893,138	4,309,297	4,203,398	4,435,621
Operational Charges	82,316	106,820	101,962	92,118
Capital Expenditures	26,752	99,000	79,000	22,500
<b>Total Expenditures</b>	<b>4,002,206</b>	<b>4,515,117</b>	<b>4,384,360</b>	<b>4,550,239</b>

<b>Net Appropriations</b>	<b>-3,991,257</b>	<b>-4,512,117</b>	<b>-4,381,360</b>	<b>-4,547,239</b>
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Authorized Positions:

Police Sergeant	5.00	5.00	5.00	5.00
Senior Police Officer	5.00	5.00	5.00	5.00
Police Officer/Detective	12.00	12.00	12.00	12.00
Park Ranger PT - (1)	0.00	0.00	0.00	0.25
<b>Total</b>	<b>22.00</b>	<b>22.00</b>	<b>22.00</b>	<b>22.25</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Police Support Services  
General Fund**

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**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 filing both misdemeanor and felony cases, responding to a variety of follow-up requests from the District Attorney's Office, and 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 2008-09**

- Successfully trained a Part-Time Dispatcher that was recommended for permanent employment.
- Trained communications staff on the Reverse 911 Program.
- Completed an Emergency Preparedness binder on each school within City limits. The binder contains emergency contact information and a map layout of school grounds.
- Increased the number of auctions to clear storage space in Evidence Room.
- The Ventura County Office of Emergency Services launched the Reverse 911 project in June 2008. The City of Port Hueneme signed an MOU with Ventura County OES to provide Reverse 911 service to Port Hueneme residents. The Police Department has since utilized the system twice for crime alerts in the City. One alert was regarding arsons in the City and the other was for a request for information on a homicide. Department personnel test the system once a month.
- Completed drug and gun destruction. 74 weapons and 19.4 lbs of various narcotics were destroyed.

- Established alternative Records storage space in the Utilizes Services Building. Project requires minimal fencing and is in the development phase.
- Participated in the "Great Shakeup", Golden Guardian '08 for the State of California sponsored by the Cal-EMA and the Ventura County Office of Emergency Services. The City activated the Emergency Operations Center located at the Port Hueneme Police Department. Employees participated in a tabletop exercise and responded to mock emergencies within the City.

**MAJOR INITIATIVES 2009-10**

- Complete implementation of off-site Records storage at Utility Services.
- Complete Records purge.
- Train additional Explorers and Volunteers to assist with records, lobby window and various clerical tasks.
- Train all Dispatch Staff on the Reverse 911 Program so that it may be deployed at any time.
- Revise Alarm Ordinance for collection of alarm fines.
- Continue to frequently purge evidence, thus, accommodating the increase in items stored from search warrants and homicides.
- Expand and reassign Department's storage space by funding Records/Evidence remodel.

**PERFORMANCE MEASURES 2009-10**

- Send out 40% of the property and evidence currently stored in house to an off-site storage facility by June 30, 2010.
- Decrease number of misfiled reports in the Records Department by 90% through an improved quality control system by June 30, 2010.
- Relocate 60% of the Department's arrest and report records to a newly renovated area at City Yard by June 30, 2010.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-2104**

**Police Support  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	653,766	672,873	700,697	751,122
Operational Charges	26,444	36,260	35,460	33,160
Capital Expenditures	620	0	0	0
<b>Total Expenditures</b>	<b>680,830</b>	<b>709,133</b>	<b>736,157</b>	<b>784,282</b>

<b>Net Appropriations</b>	<b>-680,830</b>	<b>-709,133</b>	<b>-736,157</b>	<b>-784,282</b>
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Authorized Positions:

Senior Police Comm Officer	1.00	1.00	1.00	1.00
Police Comm Officer	3.00	3.00	3.00	3.00
Police Comm Officer PT - (2)	1.00	1.00	1.00	1.00
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
<b>Total</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>	<b>7.50</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Crossing Guards  
General Fund**

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**MISSION**

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

**PRIMARY ACTIVITIES**

- Provides safety and protection for children crossing their 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 2008-09**

- Conducted updated training classes in conjunction with the Department's Motor Officer prior to school sessions, as well as mid-year.
- Implemented a traffic violation reporting system that allows Crossing Guards to report traffic violations they have witnessed to their Supervisor. The Supervisor then generates a violation letter that notifies the registered owner of the vehicle of the date, time and location of the specific traffic violation.
- Hired and trained a new Crossing Guard
- Provided a forum for Crossing Guards to ask questions of the Supervisor and Motor Officer regarding pertinent issues, specifically those relating to school zoning enforcement.

**MAJOR INITIATIVES 2009-10**

- Evaluate Crossing Guards procedures at least twice during the school year.
- Ensure prompt arrival at assigned crossing guards at their respective locations.

**PERFORMANCE MEASURES 2009-10**

- Have 100% of the Crossing Guard Staff training in First Aid and CPR by the end of FY 2009-10.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-2105**

**Crossing Guards  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	56,970	60,513	53,546	61,214
Operational Charges	1,720	500	530	500
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>58,690</b>	<b>61,013</b>	<b>54,076</b>	<b>61,714</b>
<b>Net Appropriations</b>	<b>-58,690</b>	<b>-61,013</b>	<b>-54,076</b>	<b>-61,714</b>

Authorized Positions:

Crossing Guard PT - (5)	2.50	2.50	2.50	2.50
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■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-2106**

**Reserves Program  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	0	62,440
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>62,440</b>

<b>Net Appropriations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-62,440</b>
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Authorized Positions:

Reserve Officer PT - (18)	0.00	0.00	0.00	4.50
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■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**COPS Grant Fund 205-2110**

**COPS Grant  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
COPS Grant Fund	104,453	101,500	101,300	101,500
<b>Total Revenues</b>	<b>104,453</b>	<b>101,500</b>	<b>101,300</b>	<b>101,500</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	106,683	112,322	114,878	123,931
Operational Charges	6,782	7,000	7,000	7,000
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>113,465</b>	<b>119,322</b>	<b>121,878</b>	<b>130,931</b>

<b>Net Appropriations</b>	<b>-9,012</b>	<b>-17,822</b>	<b>-20,578</b>	<b>-29,431</b>
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Authorized Positions:

Crime Prevention Officer	1.00	1.00	1.00	1.00
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Purpose of Account:

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



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**Homeland Security Fund 252-2116**

**Homeland Security Grant  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Homeland Security Grant Fund	48,073	7,646	6,816	0
<b>Total Revenues</b>	<b>48,073</b>	<b>7,646</b>	<b>6,816</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	48,073	7,646	6,816	0
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>48,073</b>	<b>7,646</b>	<b>6,816</b>	<b>0</b>

<b>Net Appropriations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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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 FY 2009-10 Budget ■ ■ ■

**Traffic Safety Fund 206-2117**

**Traffic Safety  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Traffic Safety Fund	55,054	42,000	46,163	46,100
<b>Total Revenues</b>	<b>55,054</b>	<b>42,000</b>	<b>46,163</b>	<b>46,100</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	55,054	42,000	46,163	46,100
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>55,054</b>	<b>42,000</b>	<b>46,163</b>	<b>46,100</b>

<b>Net Appropriations</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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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.

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## Recreation & Community Services General Fund

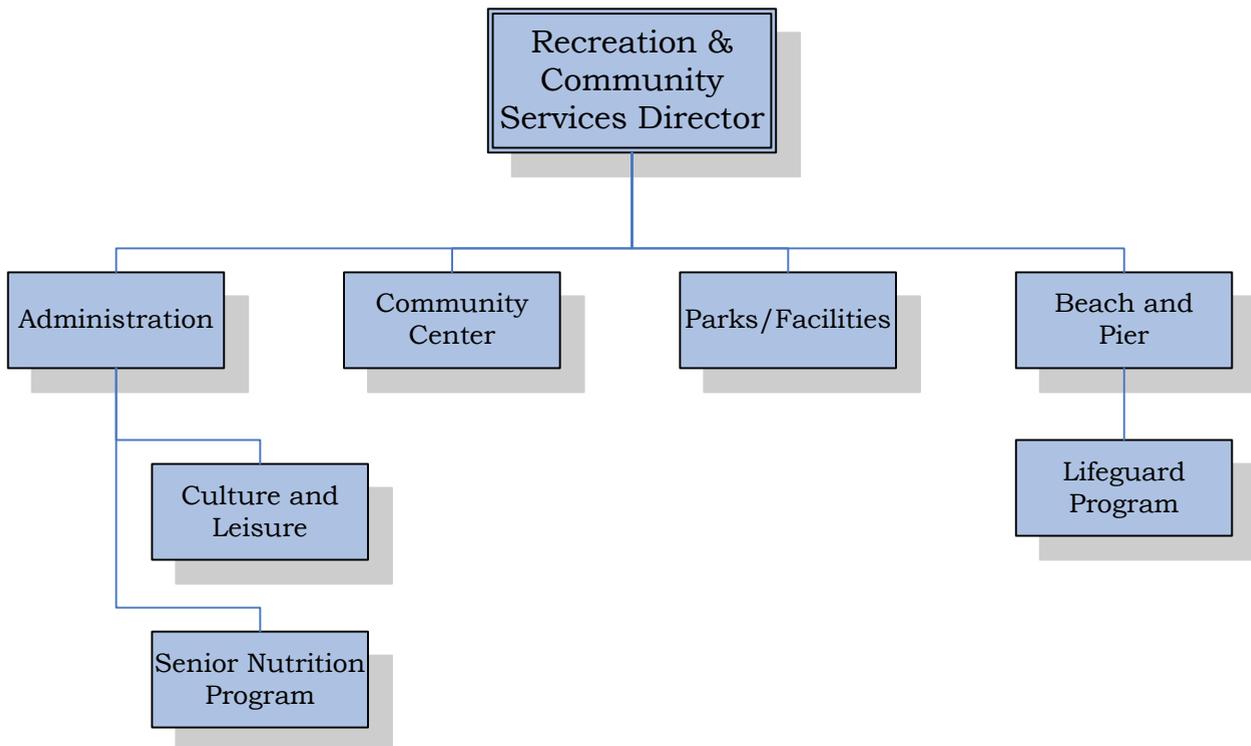


*The Mission of the Recreation and Community Services Department is to foster human development, increase cultural unity, strengthen community image and sense of place, support economic development, strengthen safety and security, promote health and wellness, protect environmental resources, facilitate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

*“The Friendly City by the Sea”*

# City of Port Hueneme

## Recreation & Community Services



## Organization Chart



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

<b>General Fund</b>	<b>Recreation &amp; Community Svcs.</b>			
	<b>Department Overview</b>			

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
General Fund	390,127	569,400	543,200	545,600
<b>Total Revenues</b>	<b>390,127</b>	<b>569,400</b>	<b>543,200</b>	<b>545,600</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
Salaries & Benefits	595,924	649,438	602,896	663,521
Operational Charges	283,642	308,450	307,460	307,260
Capital Expenditures	32,694	29,000	29,000	14,000
<b>Total Expenditures</b>	<b>912,260</b>	<b>986,888</b>	<b>939,356</b>	<b>984,781</b>

<b>Net Appropriations</b>	<b>-522,133</b>	<b>-417,488</b>	<b>-396,156</b>	<b>-439,181</b>
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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
<b>Total</b>	<b>20.30</b>	<b>20.30</b>	<b>20.30</b>	<b>20.30</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Recreation Administration  
General Fund**

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**MISSION**

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

**PRIMARY ACTIVITIES**

Services provided by the Recreation Administration Division include:

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

**MAJOR ACCOMPLISHMENTS IN 2008-09**

- Completion of “Hueneme Stories II”, a short living history film developed by the Museum Historical Commission.
- Updated “Walk Hueneme” Brochure to include the Lighthouse Promenade. This brochure highlights the City’s walking trail system and promotes a positive physical, social, and economic environment that supports the well -being of residents.

**MAJOR INITIATIVES 2009-10**

- 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.
- Join the California Healthy Cities and Communities Network and use the network as a resource for implementing the principles and practices of healthy cities and communities.

**PERFORMANCE MEASURES 2009-10**

- Develop a project in partnership with the Recreation & Fine Arts Commission that promotes the principles and practices of healthy cities and communities by October 2009.
- Develop and promote a composting program in cooperation with the Public Works Department by September 2009.
- Develop and promote a “victory garden” program in cooperation with the Public Works Department by 2009.
- Provide a recreation or community service item for 50% of all City E news publications for fiscal year 2009-10.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-4181**

**Recreation Administration  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
Salaries & Benefits	193,070	204,078	196,362	211,897
Operational Charges	11,304	15,500	15,500	15,750
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>204,374</b>	<b>219,578</b>	<b>211,862</b>	<b>227,647</b>
<b>Net Appropriations</b>	<b>-204,374</b>	<b>-219,578</b>	<b>-211,862</b>	<b>-227,647</b>

Authorized Positions:

Recreation & Comm Svcs Dir	1.00	1.00	1.00	1.00
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**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Community Center  
General Fund**

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**MISSION**

The Mission of the Community Center 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 2008-09**

- Presented the first “Senior Information Expo”, a special event designed to provide information on vital services available to seniors in Port Hueneme.
- Implemented new facility rental fee schedule.

**MAJOR INITIATIVES 2009-10**

- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.

**PERFORMANCE MEASURES 2009-10**

- Increase meals served per week by 4% for fiscal year 2009-10.
- Present “Senior Information Expo” as an annual event with the Port Hueneme Advisory Council on Aging with an increase of 5% participation by November 2009.
- Develop at least one new fitness/exercise class by June 2009.
- Increase rental income by 3% for fiscal 2009-10.



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

**General Fund 001-4182**

**Community Center  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
General Fund	43,950	70,900	43,200	48,400
<b>Total Revenues</b>	<b>43,950</b>	<b>70,900</b>	<b>43,200</b>	<b>48,400</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
Salaries & Benefits	218,837	249,590	233,039	264,818
Operational Charges	54,243	49,850	49,060	50,060
Capital Expenditures	24,511	0	0	0
<b>Total Expenditures</b>	<b>297,591</b>	<b>299,440</b>	<b>282,099</b>	<b>314,878</b>

<b>Net Appropriations</b>	<b>-253,641</b>	<b>-228,540</b>	<b>-238,899</b>	<b>-266,478</b>
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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	0.50
<b>Total</b>	<b>3.30</b>	<b>3.30</b>	<b>3.30</b>	<b>3.30</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Parks and Facilities  
General Fund**

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**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 2008-09**

- Promotion of the City's Beach Lighthouse Promenade, dedicated in 2008 as an extension of Hueneme Beach Park facilities, as an asset for creating a healthier community.
- Completion of "Hueneme Stories II", a short living history film developed by the Museum Commission.

**MAJOR INITIATIVES 2009-10**

- Continue to promote healthy lifestyles in programs for all age groups.
- Continue to explore options for resurfacing tennis courts.
- Explore the use of green products in the replacement of playground components.

**PERFORMANCE MEASURES 2009-10**

- Incorporate minimum 15% playground components that promote building upper body strength in the design of Bolker Park playground structure, design completed and presented to Recreation & Fine Arts Commission for review by April 2010.
- Use minimum 15% "green friendly" playground components in the purchase of new playground structures or components, installed by June 2010.
- Increase participation 3% in United States Tennis Association youth program for low-income participants by September 2009.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-4183**

**Parks/Facilities  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
General Fund	3,574	5,100	5,100	4,800
<b>Total Revenues</b>	<b>3,574</b>	<b>5,100</b>	<b>5,100</b>	<b>4,800</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
Salaries & Benefits	0	0	0	0
Operational Charges	69,542	77,700	77,700	74,700
Capital Expenditures	8,183	19,000	19,000	14,000
<b>Total Expenditures</b>	<b>77,725</b>	<b>96,700</b>	<b>96,700</b>	<b>88,700</b>
<b>Net Appropriations</b>	<b>-74,151</b>	<b>-91,600</b>	<b>-91,600</b>	<b>-83,900</b>

Authorized Positions:  
None

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Beach and Pier  
General Fund**

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**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

**MAJOR ACCOMPLISHMENTS IN 2008-09**

- Installation of new parking machines increased revenue by 15%.
- Updated signs posting regulations for use of public parks and beach in English and Spanish.
- Installed pedestrian hazard signs to mitigate tripping claims on the pier.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-4184**

**Beach & Pier  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
General Fund	312,630	447,700	449,200	445,800
<b>Total Revenues</b>	<b>312,630</b>	<b>447,700</b>	<b>449,200</b>	<b>445,800</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
Salaries & Benefits	0	0	0	0
Operational Charges	11,965	25,500	25,500	22,300
Capital Expenditures	0	10,000	10,000	0
<b>Total Expenditures</b>	<b>11,965</b>	<b>35,500</b>	<b>35,500</b>	<b>22,300</b>

<b>Net Appropriations</b>	<b>300,665</b>	<b>412,200</b>	<b>413,700</b>	<b>423,500</b>
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Authorized Positions:

None

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Culture and Leisure  
General Fund**

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**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 2008-09**

- Presented the first “Senior Information Expo”.
- Implemented and evaluated Hueneme Beach Festival cost saving measures, such as increased vendor and new entry fee.
- Reduced City subsidy to the Hueneme Beach Festival from \$49,111 in 2007 to \$26,952 in 2008.

**MAJOR INITIATIVES 2009-10**

- Present a successful Toni Young Hueneme Beach Festival in 2009.
- Improve Toni Young Hueneme Beach Festival cost efficiency.
- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.

**PERFORMANCE MEASURES 2009-10**

- Increase Toni Young Hueneme Beach Festival attendance by 25% for August 22 & 23, 2009.
- Field a Port Hueneme team with minimum 4 players to participate in the “County Wii Bowling Tournament” scheduled for October 2009.
- Present the “Senior Information Expo”, with a 5% increase in participation, as an annual event with the Port Hueneme Advisory Council on Aging by November 2009.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-4185**

**Culture/Leisure  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
Salaries & Benefits	0	0	0	0
Operational Charges	102,437	103,900	103,900	110,000
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>102,437</b>	<b>103,900</b>	<b>103,900</b>	<b>110,000</b>
<b>Net Appropriations</b>	<b>-102,437</b>	<b>-103,900</b>	<b>-103,900</b>	<b>-110,000</b>

Authorized Positions:  
None

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Lifeguards/Jr. Lifeguards  
General Fund**

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**MISSION**

The Mission of the Lifeguard program is to provide a safe environment for 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 competitions with other agencies.

**MAJOR ACCOMPLISHMENTS IN 2008-09**

- Renewed United States Lifesaving Association Lifeguard Agency Certification.
- Developed and implemented a scholarship program for low-income residents to participate in the Junior Lifeguard Program.
- Total of 12 Port Hueneme Lifeguards and Junior Lifeguards participated in the National United States Lifesaving Association Competition held in Manhattan Beach in August 2008.

**MAJOR INITIATIVES 2009-10**

- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.

**PERFORMANCE MEASURES 2009-10**

- Increase participation in Junior Lifeguard Program by 25 % by August 2009.
- Increase number of Junior Lifeguard scholarships awarded by 25 % by July 2009.
- Increase lifeguard public education lectures by 20% by September 2009.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-4186**

**Lifeguard/Jr. Lifeguard  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
General Fund	29,973	45,700	45,700	46,600
<b>Total Revenues</b>	<b>29,973</b>	<b>45,700</b>	<b>45,700</b>	<b>46,600</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
Salaries & Benefits	184,017	195,770	173,495	186,806
Operational Charges	34,151	36,000	35,800	34,450
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>218,168</b>	<b>231,770</b>	<b>209,295</b>	<b>221,256</b>

<b>Net Appropriations</b>	<b>-188,195</b>	<b>-186,070</b>	<b>-163,595</b>	<b>-174,656</b>
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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
<b>Total</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>	<b>16.00</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Senior Nutrition Program**

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**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 2008-09**

- Increased the number of volunteers who deliver meals to senior's homes by 33% to accommodate demand. Use of volunteers helps reduce program expenses.

**MAJOR INITIATIVES 2009-10**

- Increase participation in the Senior Nutrition Program by providing outreach to the senior community and emphasizing the importance of good nutrition as it relates to health and supports independent living.
- Research and introduce the use green disposable products.
- Adjust delivery to Mar Vista clients during plumbing project.

**PERFORMANCE MEASURES 2009-10**

- Increases meals served per week by 4% by for fiscal year 2009-10.
- Provide a disaster preparedness kit and information to new homebound clients for fiscal year 2009-10.
- Provide an informational table, including staffing by Senior Nutrition Coordinator, at the "Senior Information Expo", outreach to 20% of Expo participants November 2009.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**Fund 265 Senior Nutrition Grant Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
Senior Nutrition Grant	19,274	12,000	12,000	12,000
Senior Nutrition Prog Income	4,657	5,400	5,400	5,400
<b>Total Revenues</b>	<b>23,931</b>	<b>17,400</b>	<b>17,400</b>	<b>17,400</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-2010
Salaries & Benefits	0	0	0	0
Operational Charges	34,633	17,400	17,400	17,400
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>34,633</b>	<b>17,400</b>	<b>17,400</b>	<b>17,400</b>

<b>Net Appropriations</b>	<b>-10,702</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Authorized Positions:  
None

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

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# Public Works Department

## General Fund

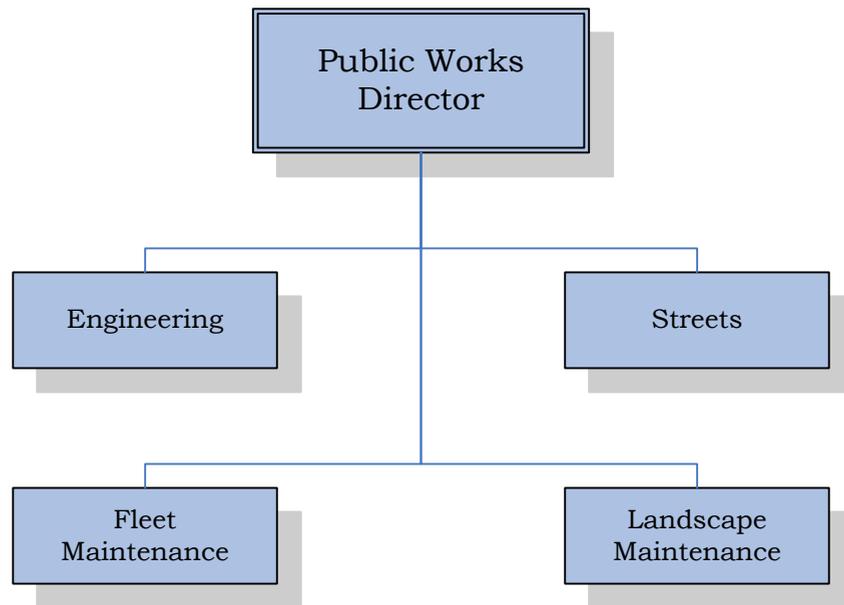


*The Mission of the Public Works Department is to provide exemplary customer service and enhance the quality of life in the community by improving and preserving the condition of the City's beaches, streets, sidewalks, bike paths, and landscape areas, and by ensuring the safety, efficiency, and dependability of the City's vehicle fleet.*

*"The Friendly City by the Sea"*

# *City of Port Hueneme*

## *Public Works*



## *Organization Chart*



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

<b>General Fund</b>		<b>Public Works</b>		
		<b>Department Overview</b>		
Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	81,401	9,000	15,678	9,000
<b>Total Revenues</b>	<b>81,401</b>	<b>9,000</b>	<b>15,678</b>	<b>9,000</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	2,083,238	2,107,200	2,024,228	2,063,602
Operational Charges	670,370	705,550	644,837	819,900
Capital Expenditures	0	85,000	34,680	10,000
<b>Total Expenditures</b>	<b>2,753,608</b>	<b>2,897,750</b>	<b>2,703,745</b>	<b>2,893,502</b>
<b>Net Appropriations</b>	<b>-2,672,207</b>	<b>-2,888,750</b>	<b>-2,688,067</b>	<b>-2,884,502</b>

Authorized Positions:

Public Works Director	1.00	0.34	0.34	0.34
City Engineer/Streets Supt	1.00	1.00	1.00	1.00
Engineering Associate	1.00	0.00	0.00	0.00
Construction Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist III	2.00	0.50	0.50	0.50
Administrative Specialist II	0.00	1.30	1.30	1.30
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
Solid Waste/Fleet Superintendent	0.00	0.30	0.30	0.30
Fleet/Landscape Superintendent	1.00	0.00	0.00	0.00
Mechanic II	2.00	2.00	2.00	2.00
Landscape Coordinator	0.00	1.00	1.00	1.00
Landscape Maint Worker Lead	1.00	0.00	0.00	0.00
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	4.00	4.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
<b>Total</b>	<b>24.50</b>	<b>21.94</b>	<b>21.94</b>	<b>21.94</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Engineering  
General Fund**

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**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 2008-09**

- Street Lighting Master Plan: The third phase of this project provided for the installation of additional streetlights at several locations which were in need of more lighting.
- Street Resurfacing Project: This project provided street paving on Ponoma Street between Scott Street and Pleasant Valley Road; Clara Street between the Port of Hueneme and J Street; and Seaview Street between Surfside Drive and Ventura Road.
- Port Hueneme Road Median Island Tree Trimming Project: This project provided for the trimming of the City trees on the Port Hueneme Road Median Islands.
- Street Repaving: Various streets North of Port Hueneme Road, to Bard Road, East of Ventura Road.

- Various Tree Projects: Ventura Road medians (Hueneme Beach to Pleasant Valley Road), Channel Islands Boulevard (Ventura Road to Bolker Drive), Mar Vista Senior Apartments, Port Hueneme Recreation Corridor, and various locations throughout the City.
- Channel Islands Boulevard Bridge Repair: This project included the repair of a bridge member, which was damaged by a vehicle.
- TDA Bikeways Grant Project: This project repaired the damaged bikeway adjacent to the Navy Base.

**MAJOR INITIATIVES 2009-10**

- Street Lighting Master Plan: The last phase of the STMP will install lights at various locations throughout the City.
- TDA Bikeways Grant Project: This project will provide for the upgrade of the bikepath on Ventura Road (adjacent to the Navy Base) to meet Class I Caltrans standards.
- Tree Pruning: Channel islands Boulevard (Victoria Avenue to Ventura Road) and Patterson Road (Channel Islands to Hemlock Street)

**PERFORMANCE MEASURES 2009-10**

- Complete the construction of Public Works Capital Improvement Projects on schedule 95% 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.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-3101**

**Engineering  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	73,081	8,000	8,000	8,000
<b>Total Revenues</b>	<b>73,081</b>	<b>8,000</b>	<b>8,000</b>	<b>8,000</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	627,370	592,226	488,455	487,462
Operational Charges	34,567	29,600	29,400	39,800
Capital Expenditures	0	25,000	25,000	0
<b>Total Expenditures</b>	<b>661,937</b>	<b>646,826</b>	<b>542,855</b>	<b>527,262</b>

<b>Net Appropriations</b>	<b>-588,856</b>	<b>-638,826</b>	<b>-534,855</b>	<b>-519,262</b>
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Authorized Positions:

Public Works Director	1.00	0.34	0.34	0.34
City Engineer/Streets Supt	1.00	1.00	1.00	1.00
Engineering Associate	1.00	0.00	0.00	0.00
Construction Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist II	1.00	1.00	1.00	1.00
<b>Total</b>	<b>5.00</b>	<b>3.34</b>	<b>3.34</b>	<b>3.34</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Streets  
General Fund**

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**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:

- Providing for the minor repairs of the City's streets, sidewalks, curbs, gutters and drainage facilities.
- Providing for painting of all street traffic markings and curb markings.
- Providing for the maintenance, repair or installation of the City's traffic signs.
- Providing for the maintenance, repair or installation of the City's street name signs.
- Providing emergency response services in case of need.

**MAJOR ACCOMPLISHMENTS IN 2008-09**

- Street Sign Replacement Program: This project provided for the installation of new street signs in the southwestern portion of the City.
- Performed street preparatory measures in advance of the street paving contract.
- Painted pavement markings citywide.

**MAJOR INITIATIVES 2009-10**

- Perform preparatory work in advance of the street paving contract.
- Replace street name signs between Pleasant Valley Road and Bard Road.
- Replace street signs in the City where needed.
- Paint turn arrows, stop legends and other pavement markings citywide.

**PERFORMANCE MEASURES 2009-10**

- 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.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-3102**

**Streets  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	8,320	1,000	7,678	1,000
<b>Total Revenues</b>	<b>8,320</b>	<b>1,000</b>	<b>7,678</b>	<b>1,000</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	349,999	386,298	386,249	410,618
Operational Charges	21,872	24,000	24,437	24,100
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>371,871</b>	<b>410,298</b>	<b>410,686</b>	<b>434,718</b>
<b>Net Appropriations</b>	<b>-363,551</b>	<b>-409,298</b>	<b>-403,008</b>	<b>-433,718</b>

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
<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>	<b>5.00</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Fleet  
General Fund**

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**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 2008-09**

- 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.
- Received an exemption requiring an Enhanced Vapor Recovery System on the fuel system saving the City \$50k.

**MAJOR INITIATIVES 2009-10**

- To perform preventive and corrective maintenance on all equipment.
- Monitoring and purchase of 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.

**PERFORMANCE MEASURES 2009-10**

- Meet deadline on installation of Particulate Traps on five diesel vehicles by 12/31/09.
- 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 by following a division checklist.
- Provide maintenance and safety inspections per the required schedules 100% of the time.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-3103**

**Fleet Maintenance  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	298,186	314,001	332,680	286,703
Operational Charges	544,873	587,750	524,050	676,250
Capital Expenditures	0	50,000	0	0
<b>Total Expenditures</b>	<b>843,059</b>	<b>951,751</b>	<b>856,730</b>	<b>962,953</b>
<b>Net Appropriations</b>	<b>-843,059</b>	<b>-951,751</b>	<b>-856,730</b>	<b>-962,953</b>

Authorized Positions:

Solid Waste/Fleet Superintendent	0.00	0.30	0.30	0.30
Fleet/Landscape Superintendent	0.50	0.00	0.00	0.00
Mechanic II	2.00	2.00	2.00	2.00
Administrative Specialist III	0.50	0.00	0.00	0.00
Administrative Specialist II	0.00	0.30	0.30	0.30
<b>Total</b>	<b>3.00</b>	<b>2.60</b>	<b>2.60</b>	<b>2.60</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Landscape Maintenance  
General Fund**

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**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 landscape system.

**PRIMARY ACTIVITIES**

Services provided by the Landscape Maintenance Division include the following:

- Proper and timely maintenance for all the City's landscaping 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 2008-09**

- Updated the ground cover areas at Hueneme Beach Park.
- Re-landscaped the Port Hueneme Road median islands and installed new irrigation systems to reduce water consumption and maintenance.
- Reduced labor hours spent removing creek vegetation while maintaining the aesthetic value of the habitat.
- Completed tree re-plant program in Bubbling Springs Park.
- Re-landscaped outside of Public Works building along Surfside Drive.
- Beautified the City entrance sign on Ventura Road by removing all plant material and weeds, then spreading wood chips inside the median in front of the sign.
- Replaced a sidewalk area in front of Port Hueneme Marine Supply along Surfside Drive with turf, plant material and new irrigation thereby eliminating flooding into the building.
- Utilized approximately 50 cubic yards of wood chips produced from the Channel

Islands tree pruning project by spreading the chips throughout City parks & building landscape as well as the County road. This saved the City significant greenwaste disposal fees as well as reduced the amount of weeds in the areas where wood chips were spread.

- Removed approximately five tons of ivy encroaching on the bike paths along the City's recreational corridor.
- Removed approximately ten tons of eucalyptus tree waste by thinning and trimming the eucalyptus and coral trees along the recreational corridor.
- Trimmed and cleaned oleanders along the entire stretch of east and west bound Channel Islands Boulevard.

**MAJOR INITIATIVES 2009-10**

- Continue to reduce staff labor hours spent removing vegetation in City creeks by using environmentally friendly chemical applications.
- Provide care and maintenance of medians and roadside planters.
- Maintain the City's irrigation systems efficiently by monitoring the weather conditions.
- Provide and manage the Integrated Pest Management Program by using appropriate chemical, biological, cultural and mechanical methods to prevent or control pests.
- Perform appropriate turf care by adjusting cutting heights suitable for specific conditions. Also, perform periodic thatch removal, vertical cutting and aeration.
- 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.

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Landscape Maintenance  
General Fund**

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**PERFORMANCE MEASURES 2009-10**

- Complete the schedule of utilizing growth regulators within City landscaped areas (medians, parks, creek, etc.) between September 1 and March 1 in order to slow growth of vegetation 100% of the time.
- Reduce water consumption within City parks, parkways, medians and at City buildings by 5% by July 2010.
- Reduce costs of greenwaste disposal by 5% by utilizing tree-pruning wood chips within the City and reduce staff time used for weeding by 5% by July 2010.
- Continue to log residential and internal requests for service/emergency repair requests, etc., and monitor staff's elapsed response times 100% of the time.
- Continue to follow the schedule for logging all labor and materials used for after-hours maintenance of City beach restrooms during the busy summer season (June through September) 100% of the time.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 001-3104**

**Landscape Maintenance  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	807,683	814,675	816,844	878,819
Operational Charges	69,058	64,200	66,950	79,750
Capital Expenditures	0	10,000	9,680	10,000
<b>Total Expenditures</b>	<b>876,741</b>	<b>888,875</b>	<b>893,474</b>	<b>968,569</b>
<b>Net Appropriations</b>	<b>-876,741</b>	<b>-888,875</b>	<b>-893,474</b>	<b>-968,569</b>

Authorized Positions:

Fleet/Landscape Supt	0.50	0.00	0.00	0.00
Landscape Coordinator	0.00	1.00	1.00	1.00
Landscape Maint Worker Lead	1.00	0.00	0.00	0.00
Landscape Maint Worker II	2.00	2.00	2.00	2.00
Administrative Specialist III	0.50	0.50	0.50	0.50
Landscape Maint Worker I	3.00	3.00	3.00	3.00
Laborer	4.00	4.00	4.00	4.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
<b>Total</b>	<b>11.50</b>	<b>11.00</b>	<b>11.00</b>	<b>11.00</b>



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**Gas Tax Fund 210-3112**

**Gas Tax  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Fund Interest	33,239	24,000	16,000	16,000
2105 Apportionment	132,564	130,000	121,070	130,000
2106 Apportionment	92,137	90,000	83,678	90,000
2107 Apportionment	177,393	175,000	158,493	175,000
2107.5 Apportionment	5,000	5,000	5,000	5,000
Traffic Congestion Relief	0	0	191,269	0
Prop 1B Revenue	400,000	400,000	0	0
Rule 20A Revenue	0	400,000	0	0
Misc Revenue	0	0	0	0
<b>Total Revenues</b>	<b>840,333</b>	<b>1,224,000</b>	<b>575,510</b>	<b>416,000</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	164,480	1,003,000	570,294	186,000
Cost Allocation Charges	118,500	152,900	152,900	157,500
Capital Expenditures	53,601	788,000	249,781	695,000
<b>Total Expenditures</b>	<b>336,581</b>	<b>1,943,900</b>	<b>972,975</b>	<b>1,038,500</b>

<b>Net Appropriations</b>	<b>503,752</b>	<b>-719,900</b>	<b>-397,465</b>	<b>-622,500</b>
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Authorized Positions:

None

Purpose of Account:

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



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

**TDA Fund 207-3110**

**Transportation Development Act  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Fund Interest	49,269	25,000	17,000	15,000
STP Grant	456,806	0	0	0
TDA Article 8	801,569	763,472	733,392	587,714
Misc Revenue	390	400	945	400
<b>Total Revenues</b>	<b>1,308,034</b>	<b>788,872</b>	<b>751,337</b>	<b>603,114</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	344,451	379,402	374,402	354,402
Cost Allocation Charges	207,400	114,300	114,300	117,700
Capital Expenditures	1,076,113	652,000	41,465	765,000
Transfer Out - Bike Path Fund	91,829	50,000	50,000	50,000
<b>Total Expenditures</b>	<b>1,719,793</b>	<b>1,195,702</b>	<b>580,167</b>	<b>1,287,102</b>

<b>Net Appropriations</b>	<b>-411,759</b>	<b>-406,830</b>	<b>171,170</b>	<b>-683,988</b>
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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.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**Bike/Pedestrian Fund 212-3111**

**Bike/Pedestrian Path  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Fund Interest	4,036	400	1,877	400
Article 3 Grant Revenue	50,000	50,000	50,000	50,000
Article 3 Maintenance Revenue	9,746	10,000	10,000	10,000
Transfer In - TDA Fund	91,829	50,000	50,000	50,000
<b>Total Revenues</b>	<b>155,611</b>	<b>110,400</b>	<b>111,877</b>	<b>110,400</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	0	0
Capital Expenditures	183,659	100,000	100,000	100,000
<b>Total Expenditures</b>	<b>183,659</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>

<b>Net Appropriations</b>	<b>-28,048</b>	<b>10,400</b>	<b>11,877</b>	<b>10,400</b>
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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.

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# Assessment Districts



*"The Friendly City by the Sea"*

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■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

<b>Assessment District Funds</b>	<b>Assessment Districts Account Overview</b>			
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Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Assessment Revenues	472,462	474,900	474,900	478,200
<b>Total Revenues</b>	<b>472,462</b>	<b>474,900</b>	<b>474,900</b>	<b>478,200</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	125,963	125,700	157,085	180,700
Capital Expenditures	319,586	349,200	349,200	349,200
<b>Total Expenditures</b>	<b>445,549</b>	<b>474,900</b>	<b>506,285</b>	<b>529,900</b>

<b>Net Appropriations</b>	<b>26,913</b>	<b>0</b>	<b>-31,385</b>	<b>-51,700</b>
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Authorized Positions:  
None



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**Drainage Assessment District  
151-3246**

**Drainage Assessment District  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Assessment Revenues	176,865	178,700	178,700	180,500
<b>Total Revenues</b>	<b>176,865</b>	<b>178,700</b>	<b>178,700</b>	<b>180,500</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	2,006	31,700	19,585	31,700
Cost Allocation Charges	147,000	147,000	147,000	147,000
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>149,006</b>	<b>178,700</b>	<b>166,585</b>	<b>178,700</b>

<b>Net Appropriations</b>	<b>27,859</b>	<b>0</b>	<b>12,115</b>	<b>1,800</b>
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Authorized Positions:

None

Purpose of Account:

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



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**Lighting Assessment District  
152-3248**

**Lighting Assessment District  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Assessment Revenues	120,173	120,400	120,400	121,000
<b>Total Revenues</b>	<b>120,173</b>	<b>120,400</b>	<b>120,400</b>	<b>121,000</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	123,608	94,000	137,500	149,000
Cost Allocation Charges	0	26,400	26,400	26,400
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>123,608</b>	<b>120,400</b>	<b>163,900</b>	<b>175,400</b>

<b>Net Appropriations</b>	<b>-3,435</b>	<b>0</b>	<b>-43,500</b>	<b>-54,400</b>
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Authorized Positions:

None

Purpose of Account:

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



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**Median Assessment District  
153-3247**

**Median Assessment District  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Assessment Revenues	175,424	175,800	175,800	176,700
<b>Total Revenues</b>	<b>175,424</b>	<b>175,800</b>	<b>175,800</b>	<b>176,700</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	349	0	0	0
Cost Allocation Charges	172,586	175,800	175,800	175,800
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>172,935</b>	<b>175,800</b>	<b>175,800</b>	<b>175,800</b>

<b>Net Appropriations</b>	<b>2,489</b>	<b>0</b>	<b>0</b>	<b>900</b>
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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.

# Public Works Enterprise

## Enterprise Funds

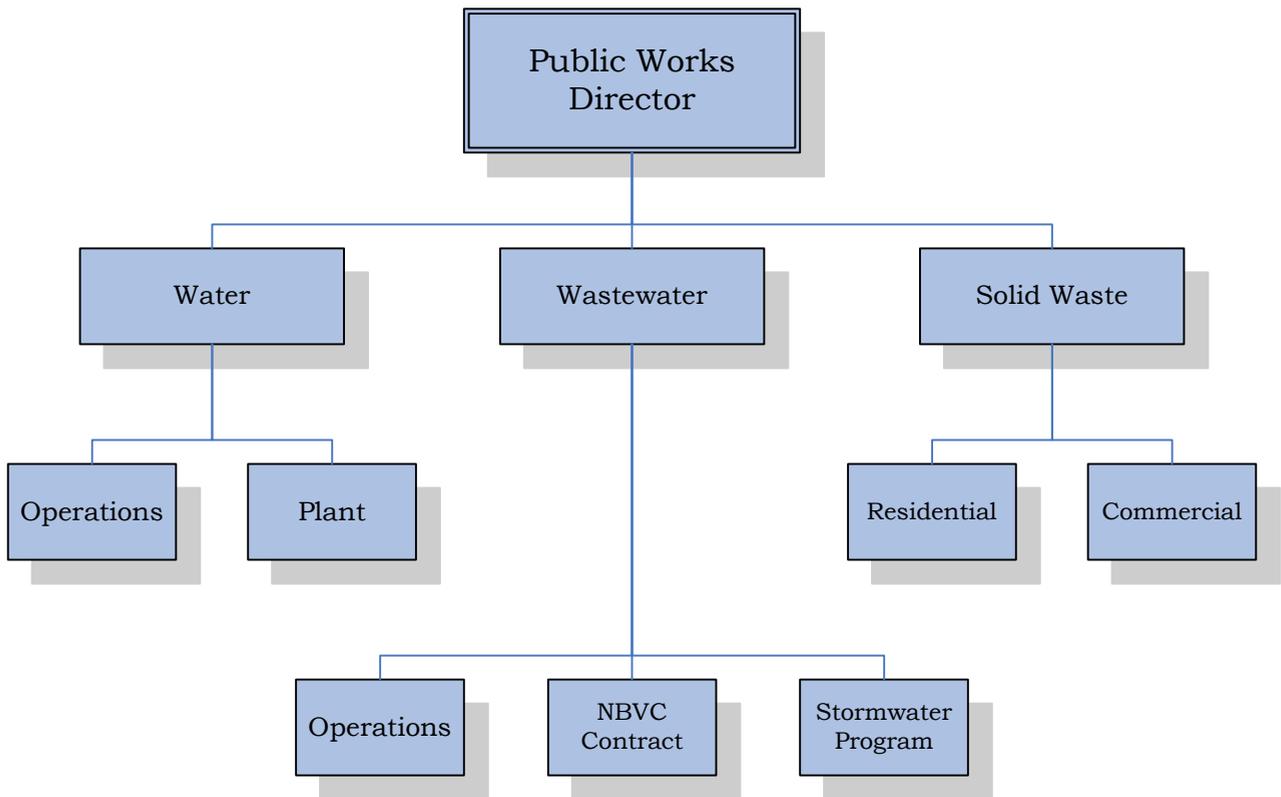


*The Mission of the Public Works Enterprise Department is to provide services vital to the health of the community by delivering a high-quality, uninterrupted supply of water and efficiently managing waste materials.*

*“The Friendly City by the Sea”*

# City of Port Hueneme

## Public Works Enterprise



## Organization Chart



**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Water Operations  
Enterprise Fund**

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**MISSION**

It is the Mission of the Water division to protect public health by ensuring an uninterrupted supply of water is delivered to the citizens 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 maintenance of the potable water treatment and distribution system as well as providing public outreach on water conservation, rebate programs and customer service.

**MAJOR ACCOMPLISHMENTS IN 2008-09**

- Completed Phase II and III of the Water Meter Project.
- Installation of 3,400 automatic meter-reading units.
- Installation of 2,100 water meters.
- Completed water meter infrastructure construction.
- Completed a volumetric Water Rate Study.

**MAJOR INITIATIVES 2009-10**

- Reduce system water demands.
- Update the Urban Water Management Plan.
- Improve customer service.
- Develop efficient policies and procedures for the water division.

**PERFORMANCE MEASURES 2009-10**

- Respond to all customer complaints within 60 minutes of notification 95% of the time.
- Reduce system wide water demands by 300 acre-feet by July 2010 using public outreach efforts.
- Complete 100 % of the annual valve exercise program by July 2010.
- Establish a meter maintenance program for large water meters (2" and above) by April 2010.



■■■ City of Port Hueneme FY 2009-10 Budget ■■■

**Water Fund 441-6151**

**Water Operations  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Delinquent Fee Revenue	134,350	105,000	105,000	72,000
COPH Variable Water Revenue	2,503,948	2,956,210	2,956,210	1,890,266
COPH Fixed Water Revenue	1,583,755	1,743,790	1,743,790	3,539,734
Fund Interest	41,249	25,000	25,000	0
Miscellaneous Revenue	14,423	18,000	10,000	18,000
<b>Total Revenues</b>	<b>4,277,725</b>	<b>4,848,000</b>	<b>4,840,000</b>	<b>5,520,000</b>

Expenditure Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	340,506	369,998	358,282	344,778
Operational Charges	3,159,427	2,977,618	2,990,346	3,311,800
Cost Allocation	500,500	802,400	802,400	826,500
Capital/Equipment Reserve	0	60,000	0	250,000
Capital Expenditure	0	9,500	9,884	0
Debt Service	707,554	772,889	772,927	1,028,662
<b>Total Expenditures</b>	<b>4,707,987</b>	<b>4,992,405</b>	<b>4,933,839</b>	<b>5,761,740</b>

<b>Net Appropriations</b>	<b>-430,262</b>	<b>-144,405</b>	<b>-93,839</b>	<b>-241,740</b>
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Authorized Positions:

Public Works Director	0.00	0.22	0.22	0.22
Utility Services Director	0.34	0.00	0.00	0.00
Water Superintendent	0.50	0.50	0.50	0.50
Water Utility Operator I	1.00	2.00	2.00	2.00
Admin Specialist II	1.00	1.00	1.00	1.00
<b>Total</b>	<b>2.84</b>	<b>3.72</b>	<b>3.72</b>	<b>3.72</b>



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**Water Capital Fund 442-6157**

**Water Capital Reserve  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Water Meter Grant	161,062	34,533	0	34,533
Miscellaneous Revenues	130	0	0	0
<b>Total Revenues</b>	<b>161,192</b>	<b>34,533</b>	<b>0</b>	<b>34,533</b>

Expenditure Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	0	53,552	53,552	0
Cost Allocation	0	0	0	0
Capital Expenditures	0	2,784,091	2,784,091	0
<b>Total Expenditures</b>	<b>0</b>	<b>2,837,643</b>	<b>2,837,643</b>	<b>0</b>

<b>Net Appropriations</b>	<b>161,192</b>	<b>-2,803,110</b>	<b>-2,837,643</b>	<b>34,533</b>
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Authorized Positions:  
None

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



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

**Water Plant Fund 443-6152**

**Water Plant Operations  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Port Hueneme Water Agency Revent	1,027,228	1,245,986	1,133,079	1,185,875
Misc Revenue	0	0	15,859	0
Fund Interest	-3,220	250	-2,050	-2,000
<b>Total Revenues</b>	<b>1,024,008</b>	<b>1,246,236</b>	<b>1,146,888</b>	<b>1,183,875</b>

Expenditure Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	321,013	335,686	338,338	357,475
Operational Charges	532,069	747,050	645,050	658,000
Cost Allocation	171,900	163,500	163,500	168,400
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>1,024,982</b>	<b>1,246,236</b>	<b>1,146,888</b>	<b>1,183,875</b>

<b>Net Appropriations</b>	<b>-974</b>	<b>0</b>	<b>0</b>	<b>0</b>
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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 II	1.00	1.00	1.00	1.00
Water Utility Operator I	1.00	0.00	0.00	0.00
<b>Total</b>	<b>3.50</b>	<b>2.50</b>	<b>2.50</b>	<b>2.50</b>

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Wastewater Operations  
Enterprise Fund**

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**MISSION**

It is the Mission of the Wastewater Division to protect public health by providing systems to ensure wastewater is moved 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 for the operation and maintenance of their collection systems.

**MAJOR ACCOMPLISHMENTS IN 2008-09**

- Design and construction of Surfside Lift Station elimination project
- Design and award of construction contract for J Station elimination project
- Decommission one lift station
- Completion of rate study

**MAJOR INITIATIVES 2009-10**

- Completion of J Station elimination project
- Complete capital construction projects utilizing all wastewater bond proceeds
- Finalize Sewer System Management Plan

**PERFORMANCE MEASURES 2009-10**

- Reduce the number of loss time injury claims to one per year from July 1, 2009 to June 30 2010.
- Complete Navy monthly performance evaluations with a rating of 9 or higher (on a scale of 1 to 10) 100% of the time.
- Work Order 100% completion time frames:
  - Weekly PM - by end of week issued
  - Monthly and Bi-Monthly PM - no later then 14 days after the date of issuance
  - Semi-Annual PM - no later then 30 days after date of issuance
  - Annual PM - No later then 45 days after the date of issuance



■■■ City of Port Hueneme FY 2009-10 Budget ■■■

**Wastewater Fund 444-6153**

**Wastewater Operations  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
COPH Services	2,025,932	2,060,000	2,060,000	2,060,000
Oxnard City Services	365,766	340,000	340,000	340,000
US Navy Commercial Services	35,077	43,000	43,000	43,000
CIBCSD Wheeling Agreement	564,928	564,900	564,900	564,900
Fund Interest	23,568	6,000	8,000	0
NBVC Contract Reimbursement	615,003	207,000	207,000	207,000
Miscellaneous Revenue	10,565	6,000	25,650	11,000
Stormwater Program	0	0	0	214,400
<b>Total Revenues</b>	<b>3,640,839</b>	<b>3,226,900</b>	<b>3,248,550</b>	<b>3,440,300</b>

Expenditure Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	1,411,376	854,800	801,208	982,361
Operational Charges	1,597,289	1,604,500	1,507,835	1,581,000
Cost Allocation	527,900	888,600	888,600	915,300
Capital Expenditures	1,909	68,500	55,400	82,800
Debt Service	224,664	311,164	311,164	314,364
<b>Total Expenditures</b>	<b>3,763,138</b>	<b>3,727,564</b>	<b>3,564,207</b>	<b>3,875,825</b>

<b>Net Appropriations</b>	<b>-122,299</b>	<b>-500,664</b>	<b>-315,657</b>	<b>-435,525</b>
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Authorized Positions:

Public Works Director	0.00	0.22	0.22	0.22
Utility Services Director	0.33	0.00	0.00	0.00
Wastewater Superintendent	1.00	1.00	1.00	0.60
Wastewater Services Coordinator	1.00	0.00	0.00	0.00
Environmental Compliance Coord.	0.00	1.00	1.00	1.00
Electrical/Instrumentation Tech	1.50	0.50	0.50	1.30
Electrical/Mechanical Technician	0.50	0.25	0.25	0.45
Wastewater Maintenance I	6.00	2.00	2.00	2.90
Wastewater Maintenance II	2.00	0.00	0.00	0.85
Wastewater Maintenance Lead	2.00	1.50	1.50	0.95
Admin Specialist III	1.00	1.00	1.00	1.00
Admin Specialist I PT - (1)	0.50	0.00	0.00	0.00
<b>Total</b>	<b>15.83</b>	<b>7.47</b>	<b>7.47</b>	<b>9.27</b>



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

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

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Connection Fees	110,740	0	21,000	0
Note Interest	62,993	56,804	56,800	50,329
Fund Interest	162,802	50,000	50,000	0
Miscellaneous Revenue	142	0	0	0
Transfer In - WW Bond Fund	989,138	3,155,000	1,345,000	4,070,000
<b>Total Revenues</b>	<b>1,325,815</b>	<b>3,261,804</b>	<b>1,472,800</b>	<b>4,120,329</b>

Expenditure Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	16,759	0	0	160,000
Cost Allocation	0	0	0	0
Capital Expenditures	0	3,155,000	1,345,000	4,070,000
<b>Total Expenditures</b>	<b>16,759</b>	<b>3,155,000</b>	<b>1,345,000</b>	<b>4,230,000</b>

<b>Net Appropriations</b>	<b>1,309,056</b>	<b>106,804</b>	<b>127,800</b>	<b>-109,671</b>
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Authorized Positions:

None

Purpose of Account:

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



■■■ City of Port Hueneme FY 2009-10 Budget ■■■

**Wastewater Bond Fund 446-6155**

**Wastewater Bonds  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Investment Interest	266,222	150,000	150,000	150,000
<b>Total Revenues</b>	<b>266,222</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>

Expenditure Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	8,709	0	0	0
Cost Allocation	0	0	0	0
Debt Service	3,497	2,700	5,631	2,700
Capital Expenditures	0	0	0	0
Transfer Out to WW Capital Fund	989,138	3,155,000	1,345,000	4,070,000
<b>Total Expenditures</b>	<b>1,001,344</b>	<b>3,157,700</b>	<b>1,350,631</b>	<b>4,072,700</b>
<b>Net Appropriations</b>	<b>-735,122</b>	<b>-3,007,700</b>	<b>-1,200,631</b>	<b>-3,922,700</b>

Authorized Positions:

None

Purpose of Account:

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

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Solid Waste Operations  
Enterprise Fund**

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**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 refuse pickup.

**MAJOR ACCOMPLISHMENTS IN 2008-09**

- Exceeded state mandated AB939 recycling goals by 1.3 pounds per person per day.
- Implemented new Battery and Compact Fluorescent Bulb Recycling Program throughout the City.
- Performed service and efficiency audits generating an additional \$2,800 in annual revenue.

**MAJOR INITIATIVES 2009-10**

- Exceed AB939 recycling goals.
- Perform service and efficiency audits.
- Initiate additional recycle education program.
- Mission to Zero- No preventable vehicle accidents in 2009.
- Continue public outreach.

**PERFORMANCE MEASURES 2009-10**

- Reduce the number of loss time injury claims to one per year from July 1, 2009 to June 30 2010.
- Respond to all service calls within 24 hours 100% of the time.
- Exceed new state mandated diversion AB 939 goals by lowering disposal volume between 1.0-1.3 pounds per person per day over the State requirement of 50% diversion.



■■■ City of Port Hueneme FY 2009-10 Budget ■■■

**Solid Waste Fund 447-6150**

**Solid Waste Operations  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Delinquent Fees	8,349	6,400	28,000	7,000
COPH Services	939,972	945,000	942,000	942,000
US Navy - Commercial Services	706,643	707,000	715,000	710,000
US Navy - Residential Services	171,134	169,700	169,700	169,700
COPH Commercial Revenue	909,545	840,000	840,000	840,000
Misc Commercial Revenue	270,565	305,000	240,000	240,000
Misc Interest	567	0	116	60
Fund Interest	68,700	20,000	40,000	20,000
Use Oil Grant	5,306	1,500	604	5,000
Beverage Container Grant	20,667	10,000	24,309	20,000
Curbside Recycling Revenue	74,531	70,000	22,825	0
Miscellaneous Revenue	23,850	30,000	30,000	30,000
<b>Total Revenues</b>	<b>3,199,829</b>	<b>3,104,600</b>	<b>3,052,554</b>	<b>2,983,760</b>

Expenditure Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	810,322	827,057	801,612	819,052
Operational Charges	1,040,384	990,600	971,874	1,064,500
Equipment Reserve	0	146,000	146,000	146,000
Capital Expenditures	43,959	294,000	294,000	150,600
Debt Service	85,482	283,634	283,634	283,661
Cost Allocation	724,600	793,800	793,800	817,600
Transfer Out to Stormwater Program	0	50,000	0	50,000
Transfer Out to General Fund	100,000	100,000	100,000	100,000
<b>Total Expenditures</b>	<b>2,804,747</b>	<b>3,485,091</b>	<b>3,390,920</b>	<b>3,431,413</b>

<b>Net Appropriations</b>	<b>395,082</b>	<b>-380,491</b>	<b>-338,366</b>	<b>-447,653</b>
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Authorized Positions:

Public Works Director	0.00	0.22	0.22	0.22
Utility Services Director	0.33	0.00	0.00	0.00
Solid Waste/Fleet Superintendent	0.00	0.70	0.70	0.70
Solid Waste Superintendent	1.00	0.00	0.00	0.00
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	0.00	0.70	0.70	0.70
Admin Specialist I	1.00	0.00	0.00	0.00
<b>Total</b>	<b>8.33</b>	<b>7.62</b>	<b>7.62</b>	<b>7.62</b>



■■■ City of Port Hueneme FY 2009-10 Budget ■■■

**Fund 005-1902**

**NBVC Wastewater Contract  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Navy Contract Revenue	2,323,073	1,707,532	1,990,632	1,709,636
<b>Total Revenues</b>	<b>2,323,073</b>	<b>1,707,532</b>	<b>1,990,632</b>	<b>1,709,636</b>

Expenditure Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	646,292	542,985	603,852
Operational Charges	0	799,255	1,010,300	592,064
Cost Allocation Charges	375,800	176,500	176,500	181,800
Navy Contract Expenditures	1,538,701	0	0	0
NBVC Reimb to General Fund	0	0	252,267	85,220
Transfer Out	0	0	8,580	246,700
<b>Total Expenditures</b>	<b>1,914,501</b>	<b>1,622,047</b>	<b>1,990,632</b>	<b>1,709,636</b>

<b>Net Appropriations</b>	<b>408,572</b>	<b>85,485</b>	<b>0</b>	<b>0</b>
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Authorized Positions:

Electrical Instrumentation Tech	0.00	1.00	1.00	0.20
Electrical Mechanical Tech	0.00	0.25	0.25	0.05
Administrative Specialist III	0.00	0.50	0.50	0.50
Wastewater Superintendent	0.00	0.00	0.00	0.40
Wastewater Maintenance I	0.00	3.00	3.00	2.10
Wastewater Maintenance II	0.00	2.00	2.00	1.15
Wastewater Maintenance Lead	0.00	0.50	0.50	1.05
<b>Total</b>	<b>0.00</b>	<b>7.25</b>	<b>7.25</b>	<b>5.45</b>



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**Stormwater Fund 133-6155**

**Stormwater Program  
Account Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Stormwater Program Revenue	366	15,000	23,220	15,000
Transfer In from Solid Waste	0	50,000	0	50,000
Transfer In from NBVC Contract	0	0	8,580	246,700
<b>Total Revenues</b>	<b>366</b>	<b>65,000</b>	<b>31,800</b>	<b>311,700</b>

Expenditure Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	15,924	132,500	14,000	293,900
Cost Allocation	17,800	17,800	17,800	17,800
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>33,724</b>	<b>150,300</b>	<b>31,800</b>	<b>311,700</b>

<b>Net Appropriations</b>	<b>-33,358</b>	<b>-85,300</b>	<b>0</b>	<b>0</b>
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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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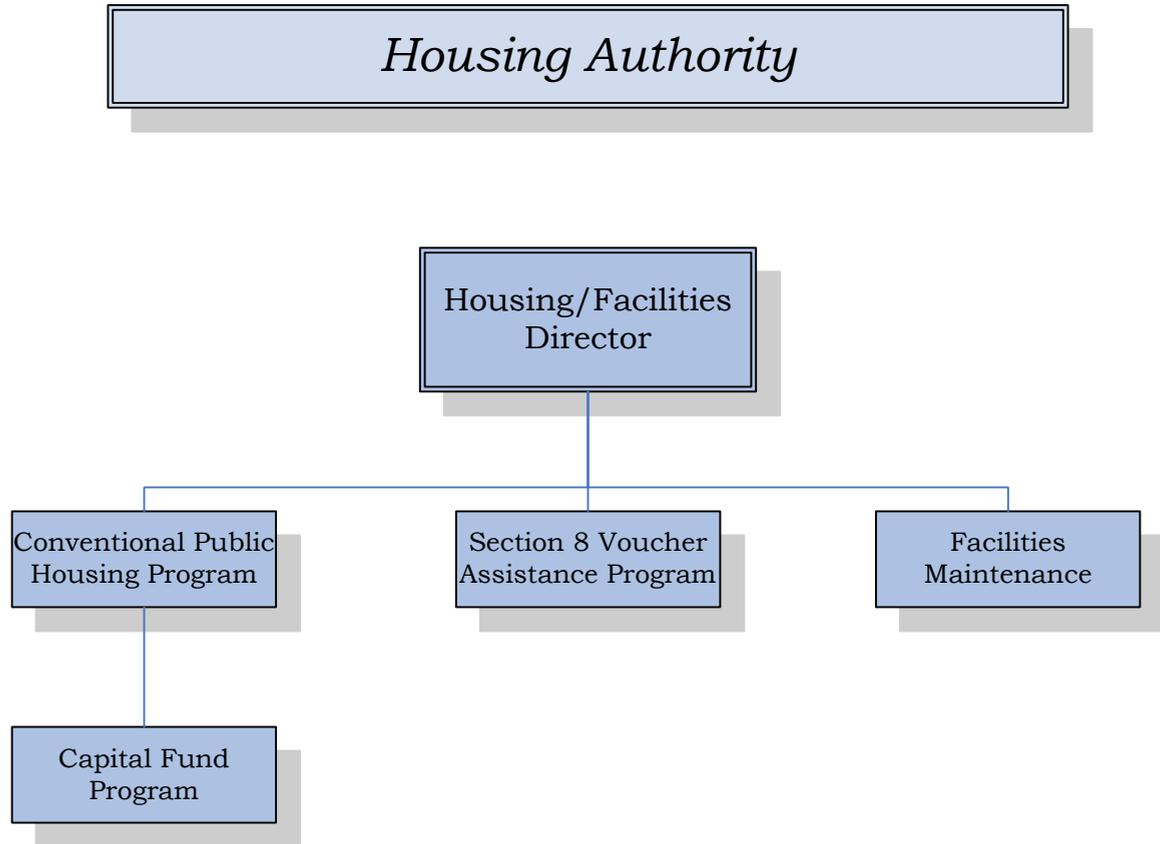
# Housing Authority



*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 residency and to the standards of the Department of Housing and Urban Development in an efficient and fiscally mindful manner.*

*"The Friendly City by the Sea"*

# *City of Port Hueneme*



*Organization Chart*

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Housing Authority**

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**MISSION**

The Mission of the Housing Authority is to provide quality housing to eligible households in a professional, fiscally prudent manner and be a positive force in the community by working with others to assist families with appropriate supportive services. Further, the Agency shares the mission of the Department of Housing and Urban Development to provide safe, decent and affordable housing with economic opportunity, and a suitable living environment free from discrimination.

**PRIMARY ACTIVITIES**

The primary activities of the Housing Authority are to manage and maintain 90 units of Public Housing, administer 279 Housing Choice Vouchers (Section 8) and oversee the administration and management of 22 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 2008-09**

- The HVC program received a perfect score (100%) in the Section Eight Management Assessment Program (SEMAP) for the first time.
- Maintained high performer status for Public Housing by attaining a score of 90% on the Public Housing Assessment System.
- Received 3% Capital Fund Bonus for the Public Housing Program by maintaining a high performer status.

**MAJOR INITIATIVES 2009-10**

- Attain HUD approval for the new Capital Fund Program Annual Plan and Five-Year Action Plan update.
- Successfully implement the new housing software (Yardi) to replace the current DOS based software system.
- 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.
- Increase HCV (Section 8) voucher lease up rate to 100% thereby ensuring the highest future funding from HUD.
- 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.
- Follow through with the planned plumbing upgrades to the Mar Vista Senior Development.
- Successfully complete the relocation of the Mar Vista Residents as needed pursuant to the configuration of the plumbing renovation.

**PERFORMANCE MEASURES 2009-10**

- Complete Public Housing unit turnaround in less than 10 days.
- Fully re-occupy the Mar Vista Senior complex building within 45 days of completion of the plumbing renovation project.



■■■ City of Port Hueneme FY 2009-10 Budget ■■■

**Housing Authority**

**Housing Authority  
Department Overview**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Late Rent Fees	0	100	100	100
Rental Income	376,286	385,500	288,000	350,000
Cell Site Revenues	63,555	66,286	66,286	68,200
Cable TV Revenues	0	9,360	7,200	8,100
Investments	43,956	22,000	15,000	15,000
Fund Interest	201	200	200	200
CDBG Entitlement	0	314,168	314,168	0
Operating Subsidy	96,227	70,000	98,634	70,000
RDA Operating Grant	120,000	290,000	290,000	220,000
RDA Capital Project Fund	58,161	907,234	1,267,234	0
Miscellaneous Revenues	7,300	5,000	2,500	2,500
Tenant Fraud Recoveries	2,043	1,500	2,700	2,500
Tenant Miscellaneous Revenues	3,561	2,000	500	1,000
Transfer In from Mod Grants	4,825	0	0	0
Administration Fee	236,809	240,000	306,000	240,000
HAP's Revenue	2,406,113	2,330,028	2,400,000	2,330,028
Modernization Grant Revenue	87,943	227,071	227,071	0
American Rec & Reinv Act	0	137,342	0	0
<b>Total Revenues</b>	<b>3,506,980</b>	<b>5,007,789</b>	<b>5,285,593</b>	<b>3,307,628</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	354,526	594,836	582,523	614,252
Operational Charges	2,835,368	3,081,850	3,123,702	2,523,361
Cost Allocation	359,200	190,900	190,900	190,900
Capital Expenditures	57,936	1,221,402	1,581,402	0
<b>Total Expenditures</b>	<b>3,607,030</b>	<b>5,088,988</b>	<b>5,478,527</b>	<b>3,328,513</b>

<b>Net Appropriations</b>	<b>-100,050</b>	<b>-81,199</b>	<b>-192,934</b>	<b>-20,885</b>
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Authorized Positions:

City Manager	0.00	0.10	0.10	0.10
Housing/Facilities Maint Director	0.65	0.65	0.65	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	0.00	0.50	0.50	0.35
Facilities Maint Superintendent	0.00	0.25	0.25	0.25
Facilities Maint Worker II	0.00	1.00	1.00	1.00
Facilities Maint Worker I	0.00	0.25	0.25	0.25
<b>Total</b>	<b>3.65</b>	<b>5.75</b>	<b>5.75</b>	<b>5.55</b>



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**Housing Authority 912-9101**

**Conventional Housing  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Late Rent Fees	0	100	100	100
Rental Income	376,286	385,500	288,000	350,000
AT&T Cell Site	23,263	24,423	24,423	25,100
Verizon Cell Site	18,099	19,004	19,004	19,600
Sprint Cell Site	22,193	22,859	22,859	23,500
Cable TV Revenues	0	9,360	7,200	8,100
Investments	23,126	11,000	8,000	8,000
Fund Interest	124	100	100	100
CDBG Entitlement	0	314,168	314,168	0
Operating Subsidy	96,227	70,000	98,634	70,000
RDA Operating Grant	120,000	290,000	290,000	220,000
RDA Capital Project Fund	58,161	907,234	1,267,234	0
Miscellaneous Revenues	7,300	5,000	2,500	2,500
Tenant Fraud Recoveries	946	500	100	500
Tenant Miscellaneous Revenues	3,561	2,000	500	1,000
Transfer In from Mod Grants	4,825	0	0	0
<b>Total Revenues</b>	<b>754,111</b>	<b>2,061,248</b>	<b>2,342,822</b>	<b>728,500</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	123,926	369,481	363,929	405,441
Operational Charges	195,715	189,967	173,476	186,463
Cost Allocation	298,516	134,800	134,800	134,800
Capital Expenditures	57,936	1,221,402	1,581,402	0
<b>Total Expenditures</b>	<b>676,093</b>	<b>1,915,650</b>	<b>2,253,607</b>	<b>726,704</b>

<b>Net Appropriations</b>	<b>78,018</b>	<b>145,598</b>	<b>89,215</b>	<b>1,796</b>
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Authorized Positions:

City Manager	0.00	0.05	0.05	0.05
Housing/Facilities Maint Director	0.33	0.33	0.33	0.35
Housing Property Manager	1.00	1.00	1.00	1.00
Housing Cust Svc Assistant	0.75	0.30	0.30	0.50
Housing & Facilities Svcs Asst	0.00	0.25	0.25	0.25
Facilities Maint Superintendent	0.00	0.25	0.25	0.25
Facilities Maint Worker II	0.00	1.00	1.00	1.00
Facilities Maint Worker I	0.00	0.25	0.25	0.25
<b>Total</b>	<b>2.08</b>	<b>3.43</b>	<b>3.43</b>	<b>3.65</b>



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

**Housing Authority 915-9103**

**Section 8 Vouchers  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Investments	20,830	11,000	7,000	7,000
Fund Interest	77	100	100	100
Administration Fee	236,809	240,000	306,000	240,000
HAP's Revenue	2,406,113	2,330,028	2,400,000	2,330,028
Tenant Fraud Recoveries	1,097	1,000	2,600	2,000
<b>Total Revenues</b>	<b>2,664,926</b>	<b>2,582,128</b>	<b>2,715,700</b>	<b>2,579,128</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	230,600	225,355	218,594	208,811
Operational Charges	2,605,916	2,527,470	2,723,155	2,336,898
Cost Allocation	60,684	56,100	56,100	56,100
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>2,897,200</b>	<b>2,808,925</b>	<b>2,997,849</b>	<b>2,601,809</b>

<b>Net Appropriations</b>	<b>-232,274</b>	<b>-226,797</b>	<b>-282,149</b>	<b>-22,681</b>
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Authorized Positions:

City Manager	0.00	0.05	0.05	0.05
Housing/Facilities Maint Director	0.32	0.32	0.32	0.25
Housing Specialist	1.00	1.00	1.00	1.00
Housing Cust Svc Assistant	0.25	0.70	0.70	0.50
Housing & Facilities Svcs Asst	0.00	0.25	0.25	0.10
<b>Total</b>	<b>1.57</b>	<b>2.32</b>	<b>2.32</b>	<b>1.90</b>



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**General Fund 916-9209**

**Capital Fund Programs  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Modernization Grant Revenues	87,943	227,071	227,071	0
American Rec & Reinv Act	0	137,342	0	0
<b>Total Revenues</b>	<b>87,943</b>	<b>364,413</b>	<b>227,071</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	33,737	364,413	227,071	0
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>33,737</b>	<b>364,413</b>	<b>227,071</b>	<b>0</b>

<b>Net Appropriations</b>	<b>54,206</b>	<b>0</b>	<b>0</b>	<b>0</b>
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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).

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# 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 a consistent high quality and cost effectiveness.*

*The Friendly City by the Sea”*

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**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Facilities Maintenance  
General Fund**

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**MISSION**

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

**PRIMARY ACTIVITIES**

Services provided by Facilities Maintenance include routine and preventative maintenance on all City 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 developments.

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 2008-09**

- Assisted in the development and review of plans and specifications for the Mar Vista plumbing project.
- Conducted ADA accessibility improvements to the Annex building and adjacent parking.
- Refurbished the pier lighting fixtures.
- Provided maintenance staff with training in electrical systems and safety including new arc-flash safety standards.
- Implemented system upgrades to the citywide electronic access control system.
- Refurbished wooden railings along the bike path between Clara and Pleasant Valley.
- Replaced the plumbing and repaired doors and interior surfaces at the Moranda Park restrooms.

**MAJOR INITIATIVES 2009-10**

- Provide graffiti abatement on City property and right-of-way.
- Maintain Housing Authority properties to HUD's Uniform Physical Condition Standards.
- 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 electrical modifications and install audio and visual equipment for the PD EOC.
- Replace 60 apartment doors, jambs, and locking hardware at Mar Vista.
- Install a security camera system at the Hueneme Village housing project.
- Install new low-voltage wiring systems at Mar Vista for alarms, telephones, and cable television.
- Complete the second phase of water main replacement at the Hueneme Village housing project.

**PERFORMANCE MEASURES 2009-10**

- Complete the Mar Vista plumbing replacement project by calendar-year-end 2009 within approved budget.
- Respond to graffiti reports from residents within two business days on 95% of calls.
- Conduct an updated energy audit to achieve a 5% reduction in energy use over three years.



■■■ City of Port Hueneme FY 2009-10 Budget ■■■

**General Fund 001-1370**

**Facilities Maintenance  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
General Fund	0	0	0	0
<b>Total Revenues</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	733,266	565,001	550,438	607,476
Operational Charges	136,423	150,107	132,742	223,009
Capital Expenditures	0	37,500	37,500	0
<b>Total Expenditures</b>	<b>869,689</b>	<b>752,608</b>	<b>720,680</b>	<b>830,485</b>
<b>Net Appropriations</b>	<b>-869,689</b>	<b>-752,608</b>	<b>-720,680</b>	<b>-830,485</b>

Authorized Positions:

Housing/Facilities Director	0.35	0.35	0.35	0.40
Housing & Facilities Svcs Asst	1.00	0.50	0.50	0.65
Facilities Maintenance Supt	1.00	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	2.00	0.50	0.50	0.50
Facilities Maint Worker I PT - (1)	0.50	0.50	0.50	0.25
<b>Total</b>	<b>7.85</b>	<b>5.60</b>	<b>5.60</b>	<b>5.55</b>

# 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”*

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**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

**Redevelopment Agency**

**MISSION**

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.

**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 2008-09**

- Completed Jane Drive Revitalization Project #6 and leased duplex located at 780-786 Jane Drive with design and construction work estimated at over \$200,000.
- OPA and Development Permits extended until 2010 for five homes proposed at 211-221 Scott Street with project valued at approximately \$2.5 million.
- Closed escrow for 124 West Pleasant Valley Road and 241 East Port Hueneme Road and site improvements cleared at 124 West Pleasant Valley Road.
- December 31, 2008 time limit to incur debt for the Central Community Project area eliminated.
- Funded over \$432,800 in cost allocation revenues to the City's General Fund.

**MAJOR INITIATIVES 2009-10**

- Clear site improvements at 241 East Hueneme Road.
- Negotiate purchase and commence design for rehabilitation of 841 Jane Drive (5-plex-apartment building valued at over \$700,000).

- Continue evaluating feasibility of expanding and/or amending time limits for the Central Community Redevelopment Project Area
- Identify and evaluate opportunity for a Habitat for Humanity project in the Ventura West neighborhood.
- Conduct mid-term evaluation of RDA's 5 Year Implementation Plans for all three Project Areas and close out R-76 housing obligations.
- Continue funding cost allocation revenue to City's General Fund.

**PERFORMANCE MEASURES 2009-10**

- Attempt to limit reduction of annual gross tax increment revenues to less than 10% each for FY 2008-09 and FY 2009-10.

Gross TI    % change

FY 2004-05	\$4,640,503	-----
FY 2005-06	\$5,365,096	+15.62%
FY 2006-07	\$6,091,971	+13.55%
FY 2007-08	\$6,174,954	+1.36%
FY 2008-09	Recession Target	0%/-10%
FY 2009-10	Recession Target	0%/-10%

- Acquire/assist two to five additional units for affordable housing. Number of units/properties acquired/rehabilitated for current or future affordable housing over past three fiscal years:

FY 2007-08:	780-786 Jane Drive
FY 2008-09:	124 West Pleasant Valley Road 241 East Port Hueneme Road
FY 2009-10:	Target 841 Jane Drive 5-Unit Apartment Building Target 244 Market Street 1 Cottage

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Central Community Project Area**

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The Agency's third Project Area is the Central Community 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 effectiveness 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 current 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.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

<b>Central Community</b>	<b>Central Community Project Area</b>			
	<b>Project Overview</b>			

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Late Rent Fees	100	100	275	200
Rental Revenue	98,605	144,640	141,320	163,776
Tax Increment	5,245,888	5,414,205	5,032,000	5,032,000
Pass Through Contra Account	-26,836	-30,000	-40,000	-40,000
Fiscal Agent Interest	84,791	28,500	60,000	60,000
Investment Interest	240,930	106,250	114,000	95,000
Miscellaneous Interest	0	50,000	836	10,000
Fund Interest	15,728	3,450	12,100	13,100
Miscellaneous Revenue	968	100	1,100	1,000
Loan Payoff Revenue	55,100	100,000	25,000	25,000
Transfer in - Debt Service	1,240,107	1,285,104	1,728,441	1,434,251
<b>Total Revenues</b>	<b>6,955,381</b>	<b>7,102,349</b>	<b>7,075,072</b>	<b>6,794,327</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	270,141	336,243	333,015	343,090
Operational Charges	600,042	2,153,214	2,356,810	1,238,810
Cost Allocation	353,238	401,980	401,980	414,000
Capital Expenditures	1,111,751	400,000	0	1,200
Debt Service	2,446,142	2,438,504	2,438,504	2,439,108
Transfer Out	1,240,107	1,285,104	1,728,441	1,434,251
<b>Total Expenditures</b>	<b>6,021,421</b>	<b>7,015,045</b>	<b>7,258,750</b>	<b>5,870,459</b>

<b>Net Appropriations</b>	<b>933,960</b>	<b>87,304</b>	<b>-183,678</b>	<b>923,868</b>
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Authorized Positions:

City Manager	0.0	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	0.00	0.25	0.25	0.25
Building Official	0.20	0.20	0.20	0.10
Accountant	0.05	0.05	0.05	0.05
<b>Total</b>	<b>2.30</b>	<b>2.70</b>	<b>2.70</b>	<b>2.60</b>



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

**Central Community 870-8701**

**CC Capital Project Fund  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Late Rent Fees	0	0	50	100
Rental Revenue	17,666	23,040	23,040	23,736
Investment Interest	62,197	29,250	25,000	25,000
Fund Interest	-1,480	150	100	100
Transfer in - Debt Service	190,929	202,263	722,041	427,851
<b>Total Revenues</b>	<b>269,312</b>	<b>254,703</b>	<b>770,231</b>	<b>476,787</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	2,550	21,369	20,265	23,777
Operational Charges	28,232	57,080	548,976	244,810
Cost Allocation	176,619	200,990	200,990	207,000
Capital Expenditures	0	400,000	0	1,200
<b>Total Expenditures</b>	<b>207,401</b>	<b>679,439</b>	<b>770,231</b>	<b>476,787</b>

<b>Net Appropriations</b>	<b>61,911</b>	<b>-424,736</b>	<b>0</b>	<b>0</b>
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Authorized Positions:

City Manager	0.0	0.075	0.075	0.075
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Purpose of Account:

The Capital Project account is tax increment revenues allocated to projects and operations.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**Central Community 871-8702**

**20% Set-A-Side Fund  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Late Rent Fees	100	100	225	100
Rental Revenue	80,939	121,600	118,280	140,040
Investment Interest	86,645	50,000	39,000	40,000
Miscellaneous Interest	0	50,000	836	10,000
Fund Interest	0	3,000	0	1,000
Miscellaneous Revenue	968	100	1,100	1,000
Loan Payoff Revenue	55,100	100,000	25,000	25,000
Transfer in - Debt Service	1,049,178	1,082,841	1,006,400	1,006,400
<b>Total Revenues</b>	<b>1,272,930</b>	<b>1,407,641</b>	<b>1,190,841</b>	<b>1,223,540</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	267,591	314,874	312,750	319,313
Operational Charges	516,314	2,011,134	1,722,834	909,000
Cost Allocation	176,619	200,990	200,990	207,000
Capital Expenditures	1,111,751	0	0	0
<b>Total Expenditures</b>	<b>2,072,275</b>	<b>2,526,998</b>	<b>2,236,574</b>	<b>1,435,313</b>

<b>Net Appropriations</b>	<b>-799,345</b>	<b>-1,119,357</b>	<b>-1,045,733</b>	<b>-211,773</b>
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Authorized Positions:

City Manager	0	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	0.25	0.25	0.25
Building Official	0.20	0.20	0.20	0.10
Accountant	0.05	0.05	0.05	0.05
<b>Total</b>	<b>2.30</b>	<b>2.63</b>	<b>2.63</b>	<b>2.53</b>

Purpose of Account:

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



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

**Central Community 872-8703**

**Debt Service Fund  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Tax Increment	5,245,888	5,414,205	5,032,000	5,032,000
Pass Through Contra Account	-26,836	-30,000	-40,000	-40,000
Investment Interest	92,088	27,000	50,000	30,000
Fiscal Agent Interest	84,791	28,500	60,000	60,000
Fund Interest	17,208	300	12,000	12,000
<b>Total Revenues</b>	<b>5,413,139</b>	<b>5,440,005</b>	<b>5,114,000</b>	<b>5,094,000</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	55,496	85,000	85,000	85,000
Debt Service	2,446,142	2,438,504	2,438,504	2,439,108
Transfer Out	1,240,107	1,285,104	1,728,441	1,434,251
<b>Total Expenditures</b>	<b>3,741,745</b>	<b>3,808,608</b>	<b>4,251,945</b>	<b>3,958,359</b>

<b>Net Appropriations</b>	<b>1,671,394</b>	<b>1,631,397</b>	<b>862,055</b>	<b>1,135,641</b>
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Authorized Positions:

None

Purpose of Account:

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

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**R76 Project Area**

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Utilizing dredge spoil from the Harbor Project's late 1960's expansion, the Agency's second Project Area is the Hueneme R76 Project Area 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.
- Insure, 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.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**R76** **R76 Project Area**  
**Project Overview**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Tax Increment	851,871	856,000	792,733	792,733
Fiscal Agent Interest	14,844	8,000	7,421	7,000
Investment Interest	67,638	32,000	24,000	22,000
Miscellaneous Interest	0	10,000	0	1,000
Fund Interest	5,791	1,650	5,992	4,050
Loan Payoff Revenue	0	50,000	25,000	10,000
Transfer In - Debt Service	200,782	205,420	195,507	223,867
<b>Total Revenues</b>	<b>1,140,926</b>	<b>1,163,070</b>	<b>1,050,653</b>	<b>1,060,650</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	131,898	369,980	351,176	347,120
Cost Allocation	53,950	63,554	63,554	65,500
Capital Expenditures	154,095	0	3,000	0
Debt Service	297,089	291,513	291,513	290,012
Transfer Out	200,782	205,420	195,507	223,867
<b>Total Expenditures</b>	<b>837,814</b>	<b>930,467</b>	<b>904,750</b>	<b>926,499</b>

<b>Net Appropriations</b>	<b>303,112</b>	<b>232,603</b>	<b>145,903</b>	<b>134,151</b>
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Authorized Positions:  
None



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**R76 873-8801**

**R76 Capital Project Fund  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Fund Interest	-255	100	-8	50
Transfer In - Debt Service	30,408	34,220	36,960	65,320
<b>Total Revenues</b>	<b>30,153</b>	<b>34,320</b>	<b>36,952</b>	<b>65,370</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	3,200	7,480	5,176	17,620
Cost Allocation	26,975	31,776	31,776	32,750
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>30,175</b>	<b>39,256</b>	<b>36,952</b>	<b>50,370</b>

<b>Net Appropriations</b>	<b>-22</b>	<b>-4,936</b>	<b>0</b>	<b>15,000</b>
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Authorized Positions:

None

Purpose of Account:

The Capital Project account is tax increment revenues allocated to projects and operations.



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

**R76 874-8802**

**R76 20% Set-A-Side Fund  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Investment Interest	45,410	23,000	15,000	15,000
Miscellaneous Interest	0	10,000	0	1,000
Fund Interest	3,656	1,250	1,000	1,000
Loan Payoff Revenue	0	50,000	25,000	10,000
Transfer In - Debt Service	170,374	171,200	158,547	158,547
<b>Total Revenues</b>	<b>219,440</b>	<b>255,450</b>	<b>199,547</b>	<b>185,547</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	120,000	347,500	331,000	314,500
Cost Allocation	26,975	31,778	31,778	32,750
Capital Expenditures	154,095	0	3,000	0
<b>Total Expenditures</b>	<b>301,070</b>	<b>379,278</b>	<b>365,778</b>	<b>347,250</b>

<b>Net Appropriations</b>	<b>-81,630</b>	<b>-123,828</b>	<b>-166,231</b>	<b>-161,703</b>
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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.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**R76 875-8803**

**R76 Debt Service Fund  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Tax Increment	851,871	856,000	792,733	792,733
Investment Interest	22,228	9,000	9,000	7,000
Fiscal Agent Interest	14,844	8,000	7,421	7,000
Fund Interest	2,390	300	5,000	3,000
<b>Total Revenues</b>	<b>891,333</b>	<b>873,300</b>	<b>814,154</b>	<b>809,733</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	8,698	15,000	15,000	15,000
Capital Expenditures	0	0	0	0
Debt Service	297,089	291,513	291,513	290,012
Transfer Out	200,782	205,420	195,507	223,867
<b>Total Expenditures</b>	<b>506,569</b>	<b>511,933</b>	<b>502,020</b>	<b>528,879</b>

<b>Net Appropriations</b>	<b>384,764</b>	<b>361,367</b>	<b>312,134</b>	<b>280,854</b>
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Authorized Positions:

None

Purpose of Account:

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

**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**NCEL Project Area**

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The Agency's fourth Project Area is the Naval Civil Engineering Laboratory (NCEL) 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 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 conservation, 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 character 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 of the community's supply of housing, including opportunities for low- and moderate-income households.



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

<b>NCEL</b>	<b>NCEL Project Area Project Overview</b>			
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Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Tax Increment	77,195	79,000	77,934	78,000
Investment Interest	4,992	2,300	2,900	2,000
Fund Interest	1,161	550	200	300
Transfer In-Debt Service	20,479	23,800	25,162	25,865
<b>Total Revenues</b>	<b>103,827</b>	<b>105,650</b>	<b>106,196</b>	<b>106,165</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	715	7,660	4,660	7,765
Cost Allocation	5,012	5,866	5,866	6,000
Capital Expenditures	0	0	0	0
Debt Service	56,435	54,400	51,922	51,335
Transfer Out	20,479	23,800	25,162	25,865
<b>Total Expenditures</b>	<b>82,641</b>	<b>91,726</b>	<b>87,610</b>	<b>90,965</b>

<b>Net Appropriations</b>	<b>21,186</b>	<b>13,924</b>	<b>18,586</b>	<b>15,200</b>
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Authorized Positions:  
None



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**NCEL 876-8901**

**NCEL Capital Project fund  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Fund Interest	-28	0	-50	0
Transfer In-Debt Service	5,040	8,000	9,576	10,265
<b>Total Revenues</b>	<b>5,012</b>	<b>8,000</b>	<b>9,526</b>	<b>10,265</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	0	4,160	3,660	4,265
Cost Allocation	5,012	5,866	5,866	6,000
Capital Expenditures	0	0	0	0
<b>Total Expenditures</b>	<b>5,012</b>	<b>10,026</b>	<b>9,526</b>	<b>10,265</b>

<b>Net Appropriations</b>	<b>0</b>	<b>-2,026</b>	<b>0</b>	<b>0</b>
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Authorized Positions:

None

Purpose of Account:

The Capital Project account is tax increment revenues allocated to projects and operations.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**NCEL 877-8902**

**NCEL 20% Set-A-Side Fund  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Investment Interest	4,992	2,300	2,900	2,000
Fund Interest	674	350	100	100
Transfer In-Debt Service	15,439	15,800	15,586	15,600
<b>Total Revenues</b>	<b>21,105</b>	<b>18,450</b>	<b>18,586</b>	<b>17,700</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
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
<b>Total Expenditures</b>	<b>0</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>

<b>Net Appropriations</b>	<b>21,105</b>	<b>15,950</b>	<b>18,586</b>	<b>15,200</b>
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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.



■ ■ ■ City of Port Hueneme FY 2009-10 Budget ■ ■ ■

**NCEL 878-8903**

**NCEL Debt Service Fund  
Division Summary**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Tax Increment	77,195	79,000	77,934	78,000
Fund Interest	515	200	150	200
<b>Total Revenues</b>	<b>77,710</b>	<b>79,200</b>	<b>78,084</b>	<b>78,200</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	715	1,000	1,000	1,000
Cost Allocation	0	0	0	0
Capital Expenditures	0	0	0	0
Debt Service	56,435	54,400	51,922	51,335
Transfer Out	20,479	23,800	25,162	25,865
<b>Total Expenditures</b>	<b>77,629</b>	<b>79,200</b>	<b>78,084</b>	<b>78,200</b>

<b>Net Appropriations</b>	<b>81</b>	<b>0</b>	<b>0</b>	<b>0</b>
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Authorized Positions:

None

Purpose of Account:

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

# 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”*

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**CITY OF PORT HUENEME  
FY 2009-10 BUDGET**

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**Surplus Property Authority**

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**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 2008-09**

- Extended rent reduction through end of 2008-09 fiscally year for MJ Waterworks at Lot 10.
- Demolished dangerous building at Lot #3.
- Obtained Transportation Worker Identification Credential (TWIC) Cards for affected City staff.
- Replaced lamps, sensors, and serviced all streetlights and repaired vehicle access gates for Business Park.
- Refurbished electrical service panel and meters for salt water supply pump house.
- Repaired wind damaged tiles at cottage roofs.
- Established relocation for storage of Lifeguard Towers from the Water Plant to Aquacultural Business Park.

**MAJOR INITIATIVES 2009-10**

- Continue to seek SPA tenants at Aquacultural Park including New Hui Fang Sea Cucumbers.
- Implement U.S. Coast Guard's Transportation Worker Identification Credential (TWIC) Card for SPA tenants at the Port.
- Complete funding/installation of historic signage and pedestrian water fountains along the Lighthouse Promenade.
- Evaluate upcoming tenant lease renewals.
- Continue funding cost allocation and law enforcement hours.

**PERFORMANCE MEASURES 2009-10**

Maintain and/or increase the number of lots at the Aquacultural Business Park that are leased.  
Number of tenant 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



■ ■ ■ City of Port Hueneme    FY 2009-10 Budget    ■ ■ ■

**SPA 713-8113**

**Surplus Property Authority  
Account Overview**

Source of Funds	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Rental Income	194,468	179,869	171,500	158,350
RDA NCEL Promissory Note	468,894	54,400	51,922	51,335
Investment Income	12,114	5,000	5,000	5,000
Fund Interest	17,952	6,000	100	100
Miscellaneous Revenue	104,036	0	0	0
<b>Total Revenues</b>	<b>797,464</b>	<b>245,269</b>	<b>228,522</b>	<b>214,785</b>

Description	Actual 2007-08	Budgeted 2008-09	Projected 2008-09	Final 2009-10
Salaries & Benefits	0	0	0	0
Operational Charges	22,602	107,101	90,001	122,105
Cost Allocation	62,900	68,500	68,500	70,600
Capital Expenditures	646,346	0	2,000	0
<b>Total Expenditures</b>	<b>731,848</b>	<b>175,601</b>	<b>160,501</b>	<b>192,705</b>

<b>Net Appropriations</b>	<b>65,616</b>	<b>69,668</b>	<b>68,021</b>	<b>22,080</b>
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Authorized Positions:

None

# CITY OF PORT HUENEME



## CAPITAL IMPROVEMENT PROGRAM

FY 2009-10 to FY 2013-14

# CITY OF PORT HUENEME

## CAPITAL IMPROVEMENT PROGRAM

### Frequently Asked Questions

# **CITY OF PORT HUENEME**

## **FY 2010-2014 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



## Projected Revenue by Source FY 2010 - 2014 CIP Budget

Funding Source	2009-10	2010-11	2011-12	2012-13	2013-14	Total Project Budget
General Fund	20,000	25,000	25,000			70,000
Gas Tax	785,000	30,000	700,000		700,000	2,215,000
ARRA	400,000					400,000
TDA Article 3	80,000					80,000
TDA Article 8	735,000	700,000		700,000		2,135,000
Wastewater Bonds	3,960,000					3,960,000
TBD (To Be Determined)	1,044,000	603,000	610,000	413,000		2,670,000
<b>Total CIP Projects</b>	<b>7,024,000</b>	<b>1,358,000</b>	<b>1,335,000</b>	<b>1,113,000</b>	<b>700,000</b>	<b>11,530,000</b>

# CITY OF PORT HUENEME

## CAPITAL IMPROVEMENT PROGRAM

### Description of CIP Revenue Sources

## **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.

Department of Water Resources Prop 50 Grant – Prop 50 is used for the implementation of water meters citywide.

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.

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# CITY OF PORT HUENEME

## CAPITAL IMPROVEMENT PROGRAM

### Project Summary by Type

# City of Port Hueneme Capital Improvement Program

Project Title	Total Project Budget	Source of Funds
<b><u>Housing/Facilities Projects</u></b>		
Community Center Roof Overcoating	\$9,000	TBD
Police Department HVAC Replacement	\$70,000	General Fund
Hueneme Beach Gazebo Repair	\$73,000	TBD
Public Works Surfside/Marine Supply/School Dist-Termite Fumigation	\$35,000	TBD
Police Department Remodeling Project	\$25,000	TBD
Public Works Surfside Re-Roofing	\$180,000	TBD
Hueneme Beach Walk Lighting Replacement	\$40,000	TBD
Hueneme Beach Pier-Handrail Replacement	\$125,000	TBD
<b>Total Housing/Facilities Projects</b>	<b>\$557,000</b>	
<b><u>Public Works Projects</u></b>		
Sidewalk Replacement Project	\$25,000	Gas Tax
Street Name Sign Replacement Program	\$30,000	TDA 8
Tree Pruning - Citywide	\$50,000	Gas Tax
Bikeway Improvements	\$265,000	TDA 3 / TDA 8
Five Points Sewer Interconnection	\$135,000	Wastewater Bonds
Marina Village Sag in Sewer Main	\$150,000	TBD
Moranda Park Manhole Rehab	\$200,000	TBD
Street Light Installation	\$60,000	Gas Tax
Sanitary Sewer Management Plan	\$50,000	TBD
Sewer Main Repair/Replacement at Bard Road and Seventh Street	\$125,000	TBD
Lift Stations Abandonment	\$350,000	Wastewater Bonds
Bubbling Springs Corridor Gravity Sewer Line	\$300,000	TBD
Surfside Gravity Sewer Main	\$575,000	Wastewater Bonds
Sewer Gravity Main for J Station Elimination	\$2,900,000	Wastewater Bonds
Pavement Repair Stimulus Package	\$400,000	ARRA
Victoria Avenue Sewer Gravity Line	\$300,000	TBD
Pavement Management Program 2009/2010	\$1,200,000	Gas Tax/TDA 8
Pavement Management Program 2010/2011	\$700,000	TDA 8
Pavement Management Program 2011/2012	\$700,000	Gas Tax
Pavement Management Program 2012/2013	\$700,000	TDA 8
Pavement Management Program 2013/2014	\$700,000	Gas Tax
<b>Total Public Works Projects</b>	<b>\$9,915,000</b>	
<b><u>Recreation/Community Services</u></b>		
Moranda Park Tennis & Basketball Courts Replacement	\$920,000	TBD
Bolker Park Improvements	\$100,000	TBD
Bolker Park Phase III	\$38,000	TBD
<b>Total Recreation/Community Services Projects</b>	<b>\$1,058,000</b>	
<b>Total CIP Projects</b>	<b>\$11,530,000</b>	

## City of Port Hueneme Capital Improvement Program

2009-10	2010-11	2011-12	2012-13	2013-2014	Funding to Complete
					\$9,000
\$9,000					\$9,000
\$20,000	\$25,000	\$25,000			\$70,000
	\$8,000	\$65,000			\$73,000
	\$35,000				\$35,000
		\$25,000			\$25,000
		\$180,000			\$180,000
			\$40,000		\$40,000
		\$15,000	\$110,000		\$125,000
<b>\$29,000</b>	<b>\$68,000</b>	<b>\$310,000</b>	<b>\$150,000</b>	<b>\$0</b>	<b>\$557,000</b>
					\$25,000
\$25,000					\$25,000
\$30,000					\$30,000
\$50,000					\$50,000
\$265,000					\$265,000
\$135,000					\$135,000
\$150,000					\$150,000
\$200,000					\$200,000
\$30,000	\$30,000				\$60,000
\$30,000	\$20,000				\$50,000
\$125,000					\$125,000
\$350,000					\$350,000
\$300,000					\$300,000
\$575,000					\$575,000
\$2,900,000					\$2,900,000
\$400,000					\$400,000
	\$300,000				\$300,000
\$1,200,000					\$1,200,000
	\$700,000				\$700,000
		\$700,000			\$700,000
			\$700,000		\$700,000
				\$700,000	\$700,000
<b>\$6,765,000</b>	<b>\$1,050,000</b>	<b>\$700,000</b>	<b>\$700,000</b>	<b>\$700,000</b>	<b>\$9,915,000</b>
\$230,000	\$230,000	\$230,000	\$230,000		\$920,000
	\$10,000	\$90,000			\$100,000
		\$5,000	\$33,000		\$38,000
<b>\$230,000</b>	<b>\$240,000</b>	<b>\$325,000</b>	<b>\$263,000</b>	<b>\$0</b>	<b>\$1,058,000</b>
<b>\$7,024,000</b>	<b>\$1,358,000</b>	<b>\$1,335,000</b>	<b>\$1,113,000</b>	<b>\$700,000</b>	<b>\$11,530,000</b>

# CITY OF PORT HUENEME

## CAPITAL IMPROVEMENT PROGRAM

Projects for FY 2009-10

<b>Project Title</b>	Community Center Roof Overcoating	<b>Dept. Project:</b>	Housing/Facilities
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**PROJECT DESCRIPTION**

Community Center Roof Overcoating - The Community Center roof was installed during the 1990-91 remodeling. The roof is a built-up asphalt roof over coated with a fibrated aluminum roof coating that reflects heat and ultra-violet light keeping the building cool and extending the life of the asphalt roofing materials. The recommended maintenance for this type of roof includes periodic re-application of the coating to preserve the underlying asphalt.

**Revenue**

Account	Source	Budget	Revenues to					Funding to Complete
			Date	2009-10	2010-11	2011-12	2012-13	
	TBD	\$9,000		\$9,000				\$9,000

**Expenditures**

	Budget	Expenditures					Cost to Complete
		Date	2009-10	2010-11	2011-12	2012-13	
Studies							\$0
Design							\$0
Construction	\$9,000		\$9,000				\$9,000
Inspection							\$0



<b>Project Title</b>	Police Department HVAC Replacement	<b>Dept. Project:</b>	Housing/Facilities
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**PROJECT DESCRIPTION**

Police Department HVAC Replacement - Heating, ventilation and air conditioning for the Police Department is provided by six rooftop mounted mechanical units. Normal life expectancy for this equipment is 15 years. The existing units have exceeded this life span and are starting to experience more frequent repair.

**Revenue**

Account	Source	Budget	Revenues to					Funding to Complete
			Date	2009-10	2010-11	2011-12	2012-13	
	General Fund	\$70,000		\$20,000	\$25,000	\$25,000		\$70,000

**Expenditures**

	Budget	Expenditures					Cost to Complete
		Date	2009-10	2010-11	2011-12	2012-13	
Studies							\$0
Design							\$0
Construction	\$70,000		\$20,000	\$25,000	\$25,000		\$70,000
Inspection							\$0



<b>Project Title</b>	Sidewalk Replacement Project	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Repair and replace damaged sidewalk throughout the City.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	Gas Tax	\$25,000	\$25,000					\$25,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design						\$0	
Construction	\$25,000	\$25,000				\$25,000	
Inspection						\$0	



<b>Project Title</b>	Street Name Sign Replacement Program	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Street Name Sign Replacement Program - Citywide. The City's street signs have deteriorated well beyond their service life. This multi-phased program provides for their replacement.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TDA Article 8	\$30,000	\$30,000					\$30,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design						\$0	
Construction	\$30,000	\$30,000				\$30,000	
Inspection						\$0	



<b>Project Title</b>	Tree Pruning - Citywide	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

This Citywide project will provide for pruning of trees in the public right-of-way.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	Gas Tax	\$50,000	\$50,000					\$50,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design						\$0	
Construction	\$50,000	\$50,000				\$50,000	
Inspection						\$0	



<b>Project Title</b>	Bikeway Improvements	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

This project will provide for the improvements, upgrades and repairs of the bikeways throughout the City.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-2013	2013-14	
	TDA Article 3	\$80,000	\$100,000					\$100,000
	TDA Article 8	\$185,000	\$165,000					\$165,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-2013	2013-14	
Studies						\$0	
Design	In House					\$0	
Construction		\$265,000				\$265,000	
Inspection						\$0	



<b>Project Title</b>	Five Points Sewer Interconnection	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Reconfigure sewerline interconnection behind Surfside Village.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	Wastwater Bonds		\$135,000					\$135,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design						\$0	
Construction		\$135,000				\$135,000	
Inspection						\$0	



<b>Project Title</b>	Marina Village Sag in Sewer Main	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

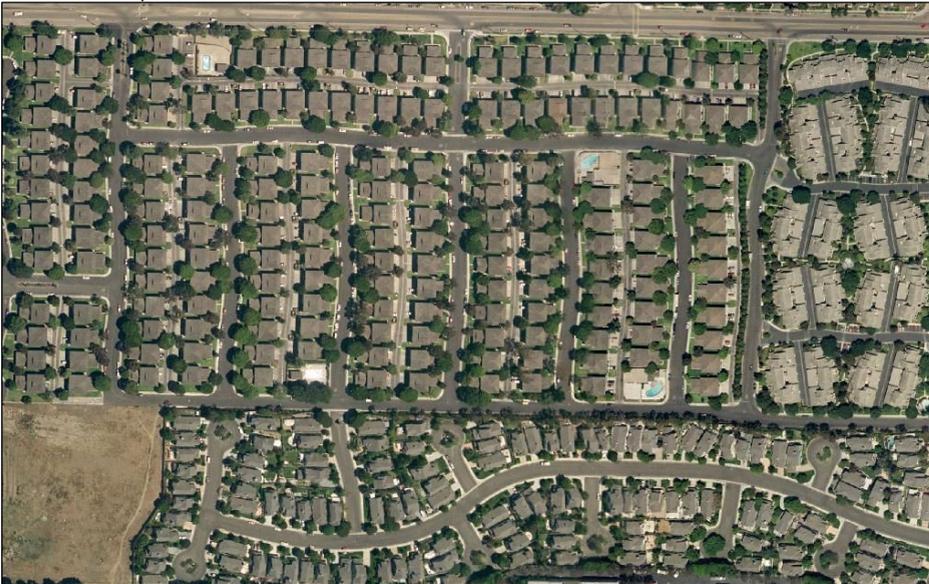
Repair sag in sewer main in Marina Village.

**Revenue**

Account	Source	Budget	Revenues to Date	2009-10	2010-11	2011-12	2012-13	2012-13	Funding to Complete
	TBD			\$150,000					\$150,000

**Expenditures**

	Budget	Expenditures to Date	2009-10	2010-11	2011-12	2012-13	2012-13	Cost to Complete
Studies								\$0
Design								\$0
Construction			\$150,000					\$150,000
Inspection								\$0



<b>Project Title</b>	Moranda Park Manhole Rehab	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Rehabilitation of sulfide attacked manholes in Moranda Park.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TBD		\$200,000					\$200,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies							\$0
Design							\$0
Construction		\$200,000					\$200,000
Inspection							\$0



<b>Project Title</b>	Street Lights Installation	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

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

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	Gas Tax	\$60,000	\$30,000	\$30,000				\$60,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design						\$0	
Construction	\$60,000	\$30,000	\$30,000			\$60,000	
Inspection						\$0	



<b>Project Title</b>	Sanitary Sewer Management Plan	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Completion of City SSMP as required by State Waste Discharge Requirement Order.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TBD	\$50,000	\$30,000	\$20,000				\$50,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies	\$50,000	\$30,000	\$20,000				\$50,000
Design							\$0
Construction							\$0
Inspection							\$0
Replacement							\$0

<b>Project Title</b>	Sewer Main Repair/Replacement at Bard Road and Seventh Street	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Repair and replace undersized sewer main at Bard Road and Seventh Street.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TBD		\$125,000					\$125,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies							\$0
Design							\$0
Construction		\$125,000					\$125,000
Inspection							\$0



<b>Project Title</b>	Lift Stations Abandonment	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

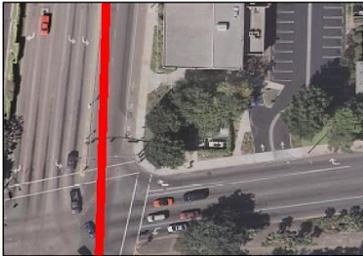
Demolition and abandonment of Lift Stations C, J, Surfside, and Triton.

**Revenue**

Account	Source	Budget	Revenues to Date	2009-10	2010-11	2011-12	2012-13	2013-14	Funding to Complete
	Wastewater Bonds			\$350,000					\$350,000

**Expenditures**

	Budget	Expenditures to Date	2009-10	2010-11	2011-12	2012-13	2013-14	Cost to Complete
Studies								\$0
Design								\$0
Construction			\$350,000					\$350,000
Inspection								\$0



\*Solid Red Lines Denote City Boundary

<b>Project Title</b>	Bubbling Springs Corridor Gravity Sewer Line	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

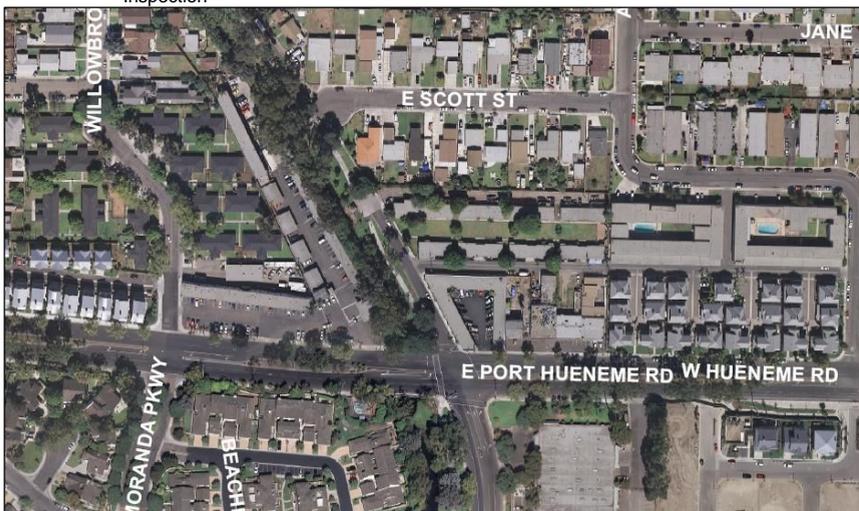
Replacement of gravity sewer line along Bubbling Springs Corridor between Port Hueneme Road and Joyce Drive

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TBD		\$300,000					\$300,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design						\$0	
Construction		\$300,000				\$300,000	
Inspection						\$0	



<b>Project Title</b>	Surfside Gravity Sewer Main	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

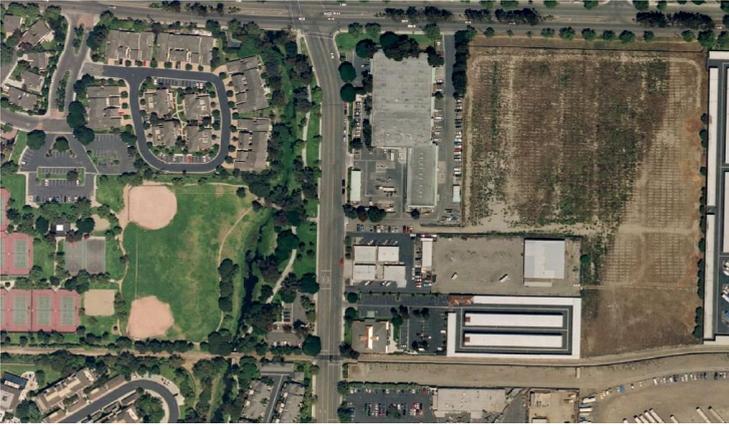
Construct new gravity sewer main south on Surfside Drive from just north of Hueneme Road to railroad tracks.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	Wastewater Bonds	\$575,000	\$575,000					\$575,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design	\$15,000	\$15,000				\$15,000	
Construction	\$560,000	\$560,000				\$560,000	
Inspection						\$0	



<b>Project Title</b>	Sewer Gravity Main for J Station Elimination	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Construct new gravity main from J Station to Perkins Road.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	Wastewater Bonds	\$2,900,000	\$2,900,000					\$2,900,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design	\$30,000	\$30,000				\$30,000	
Construction	\$2,870,000	\$2,870,000				\$2,870,000	
Inspection						\$0	



<b>Project Title</b>	Pavement Repair Stimulus Package	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

This project will provide for the repair and pavement of various streets in the City.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	ARRA	\$400,000	\$400,000					\$400,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design						\$0	
Construction	\$400,000	\$400,000				\$400,000	
Inspection						\$0	



<b>Project Title</b>	Pavement Management Program 2009/2010	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Pavement Management Program 2009/2010 - Street Repairs City Wide. This project would repair or repave City streets which are in need of repair.

**Revenue**

Account	Source	Budget	Revenues to					Funding to Complete
			Date	2009-10	2010-11	2011-12	2012-13	
	GasTax	\$680,000		\$680,000				\$680,000
	TDA Article 8	\$520,000		\$520,000				\$520,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies							
Design	In House						
Construction	\$1,200,000	\$1,200,000				\$1,200,000	
Inspection							



<b>Project Title</b>	Moranda Park Tennis and Basketball Court Replacement	<b>Dept. Project:</b>	Recreation
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**PROJECT DESCRIPTION**

Moranda Park Tennis and Basketball Courts - Design and Installation . The eight courts are in need of replacement as well as the two full basketball courts. This project would demolish the existing courts and install new courts. The project is distributed into four phases.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TBD	\$920,000	\$230,000	\$230,000	\$230,000	\$230,000	\$920,000	

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design	\$80,000	\$80,000				\$80,000	
Construction	\$840,000	\$150,000	\$230,000	\$230,000	\$230,000	\$840,000	
Inspection						\$0	



# CITY OF PORT HUENEME

## CAPITAL IMPROVEMENT PROGRAM

Projects for FY 2010-11

<b>Project Title</b>	Hueneme Beach Gazebo Repairs, Flagpoles	<b>Dept. Project:</b>	Housing/Facilities
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**PROJECT DESCRIPTION**

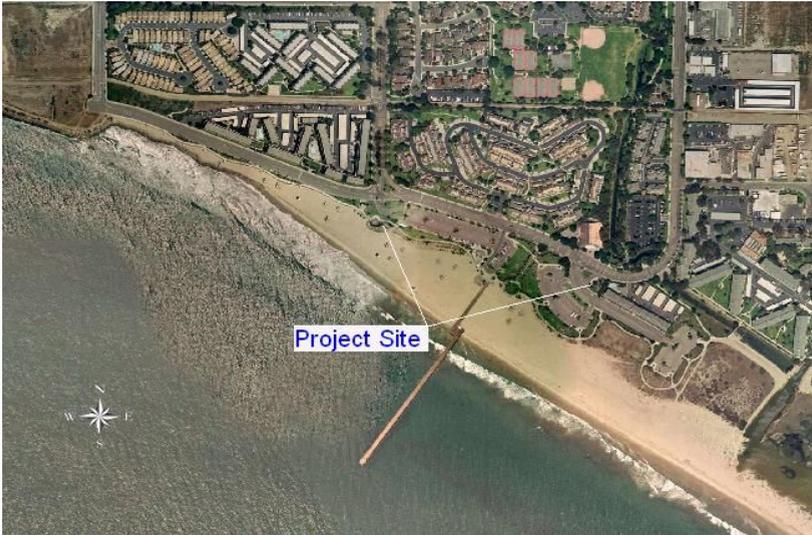
Hueneme Beach Gazebo Repair, installation of two additional flagpoles at the Beach. The wooden support poles for the gazebo are set into the ground. The underground portions are beginning to exhibit evidence of wood rot. Replacement of the wood poles will require major rebuilding of the gazebo. Additional 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					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TBD	\$73,000	\$8,000	\$65,000				\$73,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design	\$8,000	\$8,000				\$8,000	
Construction	\$65,000		\$65,000			\$65,000	
Inspection						\$0	



<b>Project Title</b>	Public Works Surside/Marine Supply/School District - Termite Fumigation	<b>Dept. Project:</b>	Housing/Facilities
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**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					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TBD	\$35,000		\$35,000				\$35,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design						\$0	
Construction	\$35,000		\$35,000			\$35,000	
Inspection						\$0	



<b>Project Title</b>	Victoria Avenue Gravity Sewer Line	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Pro Rata share of construction costs for new gravity sewer line on Victoria Avenue. Based on Transportation Agreement between COPH and Oxnard.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2008-09	2009-10	2010-11	2011-12	2012-13	
	TBD	\$300,000		\$300,000				\$300,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2008-09	2009-10	2010-11	2011-12	2012-13	
Studies						\$0	
Design						\$0	
Construction			\$300,000			\$300,000	
Inspection						\$0	



\*Red Solid Line Denotes City Boundary

<b>Project Title</b>	Pavement Management Program 2010/2011	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Pavement Management Program 2010/2011 - Street Repairs City Wide - This project will provide for the repair of and pavement of various streets in the City.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TDA Article 8	\$700,000		\$700,000				\$700,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design	In House					\$0	
Construction	\$700,000		\$700,000			\$700,000	
Inspection						\$0	



<b>Project Title</b>	Bolker Park Improvements	<b>Dept. Project:</b>	Recreation
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**PROJECT DESCRIPTION**

Bolker Park - Main Line Lighting Conduit Replacement. The underground conduit serving the existing park lighting system is deteriorated and the cause of failures that have required difficult repair. Project includes the design and installation of a new electrical distribution system for these lights. Other improvements of this project include pole replacements, drinking fountains, trash receptacles, dog waste bags and vegetation.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TBD	\$100,000		\$10,000	\$90,000			\$100,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design	\$10,000		\$10,000			\$10,000	
Construction	\$90,000			\$90,000		\$90,000	
Inspection						\$0	



# CITY OF PORT HUENEME

## CAPITAL IMPROVEMENT PROGRAM

Projects for FY 2011-12

<b>Project Title</b>	Police Department Remodeling Project	<b>Dept. Project:</b>	Housing/Facilities
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**PROJECT DESCRIPTION**

This project will provide for the remodeling of the interior walls of the Police Department in order to provide more efficient operations.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TBD	\$25,000			\$25,000			\$25,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design	\$25,000			\$25,000		\$25,000	
Construction						\$0	
Inspection						\$0	



<b>Project Title</b>	Public Works-Surfside Re-Roofing	<b>Dept. Project:</b>	Housing/Facilities
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**PROJECT DESCRIPTION**

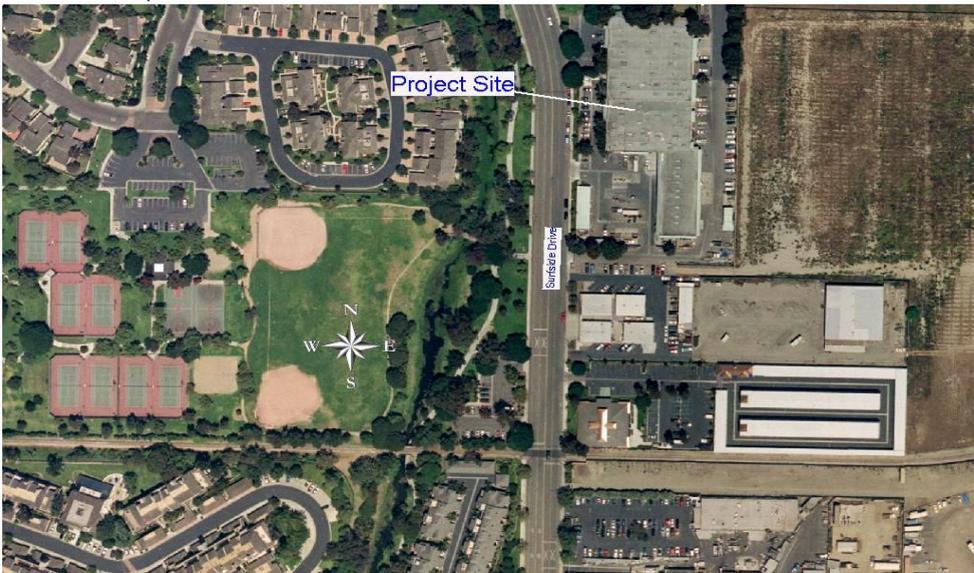
Public Works-Surfside Building Re-Roofing - The scope of this project includes the Public Works-Surfside building, the Port Hueneme Marine Supply building and the Hueneme School District facility all of which are contained under one common roof. It is a built up roof finished with mineral coated roll 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					Funding to Complete
			Date	2009-10	2010-11	2011-12	2012-13	
	TBD	\$180,000				\$180,000		\$180,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design						\$0	
Construction	\$180,000			\$180,000		\$180,000	
Inspection						\$0	



<b>Project Title</b>	Hueneme Beach - Pier Handrail Replacement	<b>Dept. Project:</b>	Housing/Facilities
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**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					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TBD	\$125,000				\$15,000	\$110,000	\$15,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies							\$0
Design	\$15,000				\$15,000		\$15,000
Construction	\$110,000					\$110,000	\$110,000
Inspection							



<b>Project Title</b>	Pavement Management Program 2011/2012	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Pavement Management Program 2011/2012 - Street Repairs City Wide - This project will provide for the repair of and pavement of various streets in the City.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	Gas Tax	\$700,000			\$700,000			\$700,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies							\$0
Design	In House						\$0
Construction	\$700,000			\$700,000			\$700,000
Inspection							\$0



<b>Project Title</b>	Bolker Park Phase III	<b>Dept. Project:</b>	Recreation
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**PROJECT DESCRIPTION:**

Bolker Park Phase III - Design and Improvements - Project includes soft surface path, relocation of basketball court, demolition of the old court, clearing and replacement of lawn. Local resident input will be solicited prior to any plans being implemented.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TBD	\$38,000			\$5,000	\$33,000		\$38,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design	\$5,000			\$5,000		\$5,000	
Construction	\$33,000				\$33,000	\$33,000	
Inspection						\$0	



# CITY OF PORT HUENEME

## CAPITAL IMPROVEMENT PROGRAM

Projects for FY 2012-13

<b>Project Title</b>	Hueneme Beach Walk Lighting Replacement	<b>Dept. Project:</b>	Housing/Facilities
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**PROJECT DESCRIPTION**

Hueneme Beach Walk Lighting Replacement - the existing lighting has deteriorated to the point it needs replacement.

**Revenue**

Account	Source	Budget	Revenues to Date	2009-10	2010-11	2011-12	2012-13	2013-14	Funding to Complete
	TBD	\$40,000					\$40,000		\$40,000

**Expenditures**

	Budget	Expenditures to Date	2009-10	2010-11	2011-12	2012-13	2013-14	Cost to Complete
Studies								\$0
Design								\$0
Construction	\$40,000					\$40,000		\$40,000
Inspection								\$0



# CITY OF PORT HUENEME

## CAPITAL IMPROVEMENT PROGRAM

Projects for FY 2013-14

<b>Project Title</b>	Pavement Management Program 2012/2013	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Pavement Management Program 2012/2013 - Street Repairs City Wide - This project will provide for the repair of and pavement of various streets in the City.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	TDA Article 8	\$700,000				\$700,000	\$700,000	

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies						\$0	
Design	In House					\$0	
Construction	\$700,000				\$700,000	\$700,000	
Inspection						\$0	



<b>Project Title</b>	Pavement Management Program 2013/2014	<b>Dept. Project:</b>	Public Works
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**PROJECT DESCRIPTION**

Pavement Management Program 2013/2014 - Street Repairs City Wide - This project will provide for the repair of and pavement of various streets in the City.

**Revenue**

Account	Source	Budget	Revenues to Date					Funding to Complete
			2009-10	2010-11	2011-12	2012-13	2013-14	
	Gas Tax	\$700,000						\$700,000

**Expenditures**

	Budget	Expenditures to Date					Cost to Complete
		2009-10	2010-11	2011-12	2012-13	2013-14	
Studies							\$0
Design	In House						\$0
Construction	\$700,000					\$700,000	\$700,000
Inspection							\$0



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# PERSONNEL ALLOCATIONS

## FY 2009-10

Department/Title	Budgeted 2007-08	Adopted 2008-09	Budgeted 2008-09	Final 2009-10
<b>City Administration</b>				
City Council Member	5.00	5.00	5.00	5.00
City Manager	1.00	0.75	0.75	0.75
Assistant to the City Manager	0.00	0.00	0.00	1.00
Human Resources Administrator	1.00	1.00	1.00	0.00
Deputy City Clerk	1.00	1.00	1.00	1.00
Executive Specialist	1.00	1.00	0.00	0.00
Admin Svcs Coordinator - PT (1)	0.00	0.50	0.50	0.50
<b>Total</b>	<b>9.00</b>	<b>9.25</b>	<b>8.25</b>	<b>8.25</b>
<b>General Government</b>				
IS/Technology Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	0.20	0.20	0.20	0.20
<b>Total</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>	<b>1.20</b>
<b>Finance</b>				
Finance Director	1.00	1.00	1.00	1.00
Accounting Manager	1.00	1.00	0.00	0.00
Accounting and Revenue Manager	0.00	0.00	1.00	1.00
Budget and Finance Manager	0.00	0.00	1.00	1.00
Supervising Accountant	1.00	1.00	1.00	1.00
Accountant	0.95	0.95	0.95	0.95
Financial Analyst	1.00	1.00	0.00	0.00
Financial Services Specialist	1.00	1.00	0.00	0.00
Payroll Services Specialist	0.00	0.00	1.00	1.00
Fiscal Assistant	3.00	3.00	3.00	3.00
Fiscal Assistant PT - (1)	0.00	0.00	0.50	0.50
Fiscal Aide PT - (1)	0.50	0.50	0.00	0.00
<b>Total</b>	<b>9.45</b>	<b>9.45</b>	<b>9.45</b>	<b>9.45</b>
<b>Community Development</b>				
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	0.75	0.75	0.75	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
<b>Total</b>	<b>6.50</b>	<b>6.50</b>	<b>6.50</b>	<b>6.60</b>
<b>Police</b>				
Police Chief	1.00	1.00	1.00	1.00
Police Commander	1.50	1.00	1.00	1.00
Police Services Assistant	1.00	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/Detective	12.00	12.00	12.00	12.00



# PERSONNEL ALLOCATIONS

## FY 2009-10

Department/Title	Budgeted 2007-08	Adopted 2008-09	Budgeted 2008-09	Final 2009-10
<b>Police cont'd</b>				
Senior Police Comm Officer	1.00	1.00	1.00	1.00
Police Comm Officer	3.00	3.00	3.00	3.00
Police Comm Officer PT - (2)	1.00	1.00	1.00	1.00
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)	0.00	0.00	0.00	0.25
Crime Prevention Officer	1.00	1.00	1.00	1.00
<b>Total</b>	<b>36.50</b>	<b>36.00</b>	<b>36.00</b>	<b>36.25</b>
<b>Recreation &amp; Community Services</b>				
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
<b>Total</b>	<b>20.30</b>	<b>20.30</b>	<b>20.30</b>	<b>20.30</b>
<b>Public Works</b>				
Public Works Director	1.00	1.00	0.34	0.34
City Engineer/Streets Supt	1.00	1.00	1.00	1.00
Engineering Associate	1.00	0.00	0.00	0.00
Construction Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist III	2.00	0.00	0.50	0.50
Administrative Specialist II	0.00	2.00	1.30	1.30
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
Solid Waste/Fleet Superintendent	0.00	0.00	0.30	0.30
Fleet/Landscape Superintendent	1.00	1.00	0.00	0.00
Mechanic II	2.00	2.00	2.00	2.00
Landscape Coordinator	0.00	0.00	1.00	1.00
Landscape Maint Worker Lead	1.00	1.00	0.00	0.00
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	4.00	4.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
<b>Total</b>	<b>24.50</b>	<b>23.50</b>	<b>21.94</b>	<b>21.94</b>



# PERSONNEL ALLOCATIONS

## FY 2009-10

Department/Title	Budgeted 2007-08	Adopted 2008-09	Budgeted 2008-09	Final 2009-10
<b>Public Works Enterprise</b>				
Public Works Director	0.00	0.00	0.66	0.66
Utility Services Director	1.00	1.00	0.00	0.00
Solid Waste/Fleet Superintendent	0.00	0.00	0.70	0.70
Solid Waste Superintendent	1.00	1.00	0.00	0.00
Wastewater Superintendent	1.00	1.00	1.00	0.60
Water Superintendent	1.00	1.00	1.00	1.00
Water Utility Operator I	1.00	1.00	1.00	1.00
Water Utility Operator II	2.00	2.00	2.00	2.00
Electrical/Instrumentation Technician	2.00	1.00	1.00	1.80
Electrical/Mechanical Technician	1.00	0.75	0.75	0.95
Wastewater Maintenance I	6.00	3.00	2.00	2.90
Wastewater Maintenance II	2.00	0.00	0.00	0.85
Wastewater Maintenance Lead	2.00	1.50	1.50	0.95
Wastewater Services Coordinator	1.00	1.00	0.00	0.00
Environmental Compliance Coordinator	0.00	0.00	1.00	1.00
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
Admin Specialist III	1.00	1.00	1.00	1.00
Admin Specialist II	1.00	1.00	1.70	1.70
Admin Specialist I	1.00	1.00	0.00	0.00
Admin Specialist I PT - (1)	0.50	0.00	0.00	0.00
<b>Total</b>	<b>30.50</b>	<b>23.25</b>	<b>21.31</b>	<b>23.11</b>
<b>Naval Base</b>				
Electrical Instrumentation Tech	0.00	1.00	1.00	0.20
Electrical Mechanical Tech	0.00	0.25	0.25	0.05
Admin Specialist III	0.00	0.50	0.50	0.50
Wastewater Superintendent	0.00	0.00	0.00	0.40
Wastewater Maintenance I	0.00	3.00	3.00	2.10
Wastewater Maintenance II	0.00	2.00	2.00	1.15
Wastewater Maintenance Lead	0.00	0.50	0.50	1.05
<b>Total</b>	<b>0.00</b>	<b>7.25</b>	<b>7.25</b>	<b>5.45</b>
<b>Housing Authority</b>				
City Manager	0.00	0.10	0.10	0.10
Housing/Facilities Maint. Director	0.65	0.65	0.65	0.60
Housing & Facilities Svcs Asst	0.00	0.50	0.50	0.35
Housing Cust Svc Assistant	1.00	1.00	1.00	1.00
Housing Property Manager	1.00	1.00	1.00	1.00
Housing Specialist	1.00	1.00	1.00	1.00
Facilities Maint Superintendent	0.00	0.25	0.25	0.25
Facilities Maint Worker I	0.00	0.25	0.25	0.25
Facilities Maint Worker II	0.00	1.00	1.00	1.00
<b>Total</b>	<b>3.65</b>	<b>5.75</b>	<b>5.75</b>	<b>5.55</b>



# PERSONNEL ALLOCATIONS

## FY 2009-10

Department/Title	Budgeted 2007-08	Adopted 2008-09	Budgeted 2008-09	Final 2009-10
<b>Facilities Maintenance</b>				
Housing/Facilities Director	0.35	0.35	0.35	0.40
Housing & Facilities Svcs Asst	1.00	0.50	0.50	0.65
Facilities Superintendent	1.00	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	2.00	0.50	0.50	0.50
Facilities Maint Worker I PT - (1)	0.50	0.50	0.50	0.25
<b>Total</b>	<b>7.85</b>	<b>5.60</b>	<b>5.60</b>	<b>5.55</b>
<b>Redevelopment Agency</b>				
City Manager	0.00	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	0.00	0.25	0.25	0.25
Building Official	0.20	0.20	0.20	0.10
Accountant	0.05	0.05	0.05	0.05
<b>Total</b>	<b>2.30</b>	<b>2.70</b>	<b>2.70</b>	<b>2.60</b>
<b>Neighborhood Preservation</b>				
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
<b>Total</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>	<b>0.50</b>
<b>DEPARTMENT RECAP</b>				
	Budgeted 2007-08	Adopted 2008-09	Budgeted 2008-09	Final 2009-10
<b>City Administration</b>	9.00	9.25	8.25	8.25
<b>General Government</b>	1.20	1.20	1.20	1.20
<b>Finance</b>	9.45	9.45	9.45	9.45
<b>Community Development</b>	6.50	6.50	6.50	6.60
<b>Police</b>	36.50	36.00	36.00	36.25
<b>Recreation &amp; Community Services</b>	20.30	20.30	20.30	20.30
<b>Public Works</b>	24.50	23.50	21.94	21.94
<b>Public Works Enterprise</b>	30.50	23.25	21.31	23.11
<b>Naval Base</b>	0.00	7.25	7.25	5.45
<b>Housing Authority</b>	3.65	5.75	5.75	5.55
<b>Facilities Maintenance</b>	7.85	5.60	5.60	5.55
<b>Redevelopment Agency</b>	2.30	2.70	2.70	2.60
<b>Neighborhood Preservation</b>	0.50	0.50	0.50	0.50
<b>Grand Total</b>	<b>152.25</b>	<b>151.25</b>	<b>146.75</b>	<b>146.75</b>
Full Time	122.50	121.50	117.00	117.00
Part Time/Seasonal	29.75	29.75	29.75	29.75
<b>Total</b>	<b>152.25</b>	<b>151.25</b>	<b>146.75</b>	<b>146.75</b>

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# EMPLOYEE COMPENSATION AND BENEFITS

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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 SEIU and POA employees and all others hired before 4/6/08; 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:** Golden West Dental – HMO/PPO

**Vision:** Blue Shield (Medical Eye Services)

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# EMPLOYEE COMPENSATION AND BENEFITS

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**Annual Leave:**

**Management Unit**

180 hrs per year – 1-4 years  
212 hrs per year – 5<sup>th</sup> year  
220 hrs per year – 6<sup>th</sup> year  
228 hrs per year – 7<sup>th</sup> year  
236 hrs per year – 8<sup>th</sup> year  
244 hrs per year – 9<sup>th</sup> year  
252 hrs per year – 10<sup>th</sup> 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 – 5<sup>th</sup> year  
204 hrs per year – 6<sup>th</sup> year  
212 hrs per year – 7<sup>th</sup> year  
220 hrs per year – 8<sup>th</sup> year  
228 hrs per year – 9<sup>th</sup> year  
236 hrs per year – 10<sup>th</sup> year  
244 hrs per year – 11+ years

**Police Officers' Association Unit**

148 hrs per year – 1-4 years  
180 hrs per year – 5<sup>th</sup> year  
(8 additional hours each year, until 19<sup>th</sup> 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

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# EMPLOYEE COMPENSATION AND BENEFITS

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

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**BUDGET ADOPTION  
RESOLUTIONS**

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City of Port Hueneme

Redevelopment Agency

Housing Authority

Surplus Property Authority

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# PROPOSITION 4

## THE GANN INITIATIVE

As set forth more fully in Exhibit “A” of Resolution No. \_\_\_\_\_, the City Council of the City of Port Hueneme, CA on June 15, 2009, adopted an annual appropriation limitation in the amount of \$9,293,224 for Fiscal Year 2009-10.

Based on an evaluation of past and projected future limitation and proceeds of tax values, the probability of the City exceeding its Gann appropriation limit does not appear to be likely in the foreseeable future. This conclusion is reflective of the fact that the City’s available appropriation margin in excess of “proceeds of taxes” has steadily and consistently increased over the past ten years. The increase is from \$1.55 million in Fiscal Year 1999-00 to \$3.27 million for Fiscal Year 2009-10. Additionally, it is anticipated that the established trends will not change appreciably inasmuch as tax values are projected to remain constant and the economy (per capita income) and population values are anticipated to remain stable.

**GANN LIMIT CALCULATION**  
 Permitted Growth Rate  
 City Appropriations for FY 2009-10

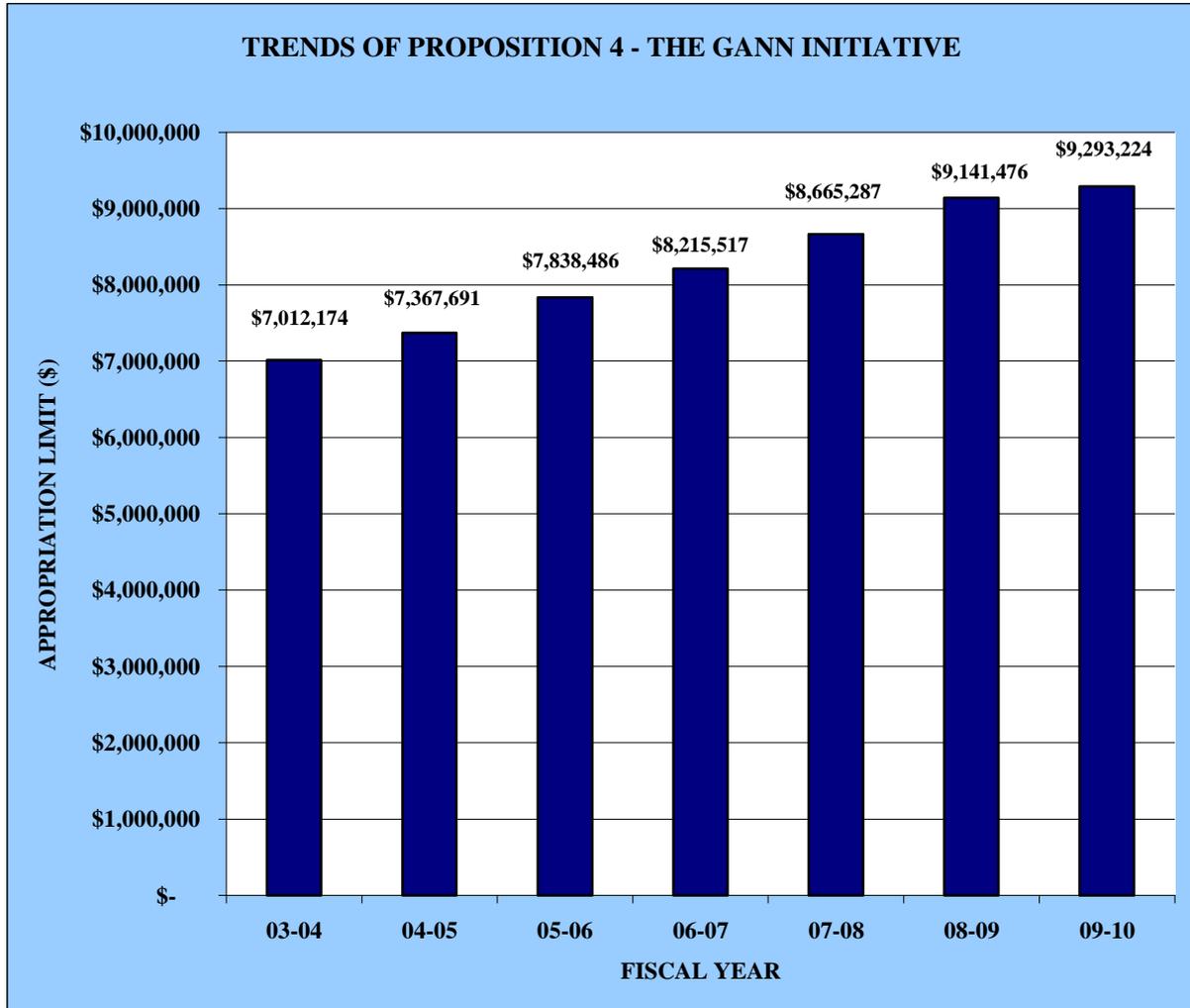
Per Capita Personal Income	0.62			
Civilian Population Change	1.03			
A. Per Capita Personal Income change converted to a ratio	$\frac{0.62 + 100}{100}$	=		1.0062
B. Civilian Population Change change converted to a ratio	$\frac{1.03 + 100}{100}$	=		1.0103
Aggregate Change Factor (A x B)	1.0062 x 1.0103	=		1.0166
Prior year Appropriation Limit	\$9,141,476	x		1.0166
FY 2009-10 Appropriation Limit	\$9,293,224			
Net increase (decrease)	\$151,749			

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# PROPOSITION 4

## THE GANN INITIATIVE

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## BASIS OF ACCOUNTING

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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).

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## BASIS OF BUDGETING

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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.

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# BASIS OF BUDGETING

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**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.

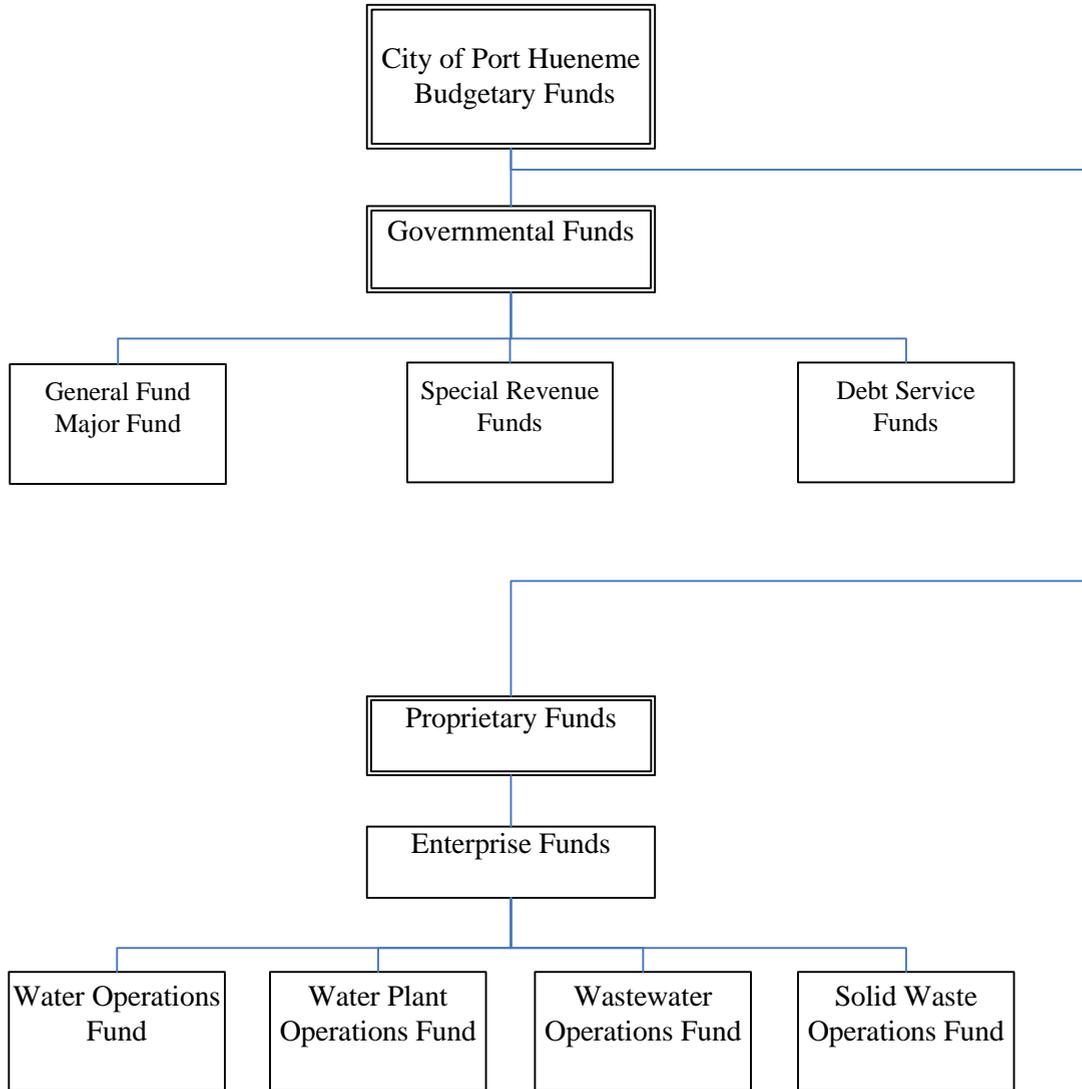
**Proprietary Funds**

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.

# City of Port Hueneme Fund Structure



# BUDGET/EXPENDITURE CONTROLS

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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.

# BUDGET/EXPENDITURE CONTROLS

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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.

# FISCAL POLICIES

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Reserve Fund Policy

Investment Policy

Procurement Policy

Budget Policy

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# FISCAL POLICIES

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## 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

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## **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

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## **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.

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# FISCAL POLICIES

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## INVESTMENT POLICY

### POLICY

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

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

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

# FISCAL POLICIES

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## **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

# FISCAL POLICIES

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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:

# FISCAL POLICIES

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- 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.

# FISCAL POLICIES

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## **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

# FISCAL POLICIES

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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

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# FISCAL POLICIES

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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.
- 9.

## **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

# FISCAL POLICIES

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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.

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# FISCAL POLICIES

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## **PROCUREMENT POLICY**

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

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

### **AUTHORIZATION**

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

### **AUTHORIZATION SIGNATURE LIST**

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

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

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

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

### **PURCHASING AUTHORITY AND RESPONSIBILITIES**

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

# FISCAL POLICIES

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

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

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

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

Compleitive quotations will be sought based on established dollar limits.

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

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

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

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

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

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

# FISCAL POLICIES

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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.

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# FISCAL POLICIES

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## 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.

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# FISCAL POLICIES

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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).

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# FISCAL POLICIES

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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.

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# FISCAL POLICIES

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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

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

## **GENERAL REVENUE MANAGEMENT**

### A. Diversified and Stable Revenue Base

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

### C. Long-Range Focus

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

# GLOSSARY OF BUDGET TERMS

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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.

# GLOSSARY OF BUDGET TERMS

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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.

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

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

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

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

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

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

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

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

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

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

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

# GLOSSARY OF BUDGET TERMS

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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).

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.

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

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

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

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

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

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

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

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

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

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

# ACRONYMS

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

# ACRONYMS

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GASB	Governmental Accounting Standards Board
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
RFP	Request For Proposal
RRLP	Residential Rehabilitation Loan Program

# ACRONYMS

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SB90	California Senate Bill 90 of 1972
SCAT	Southern Coast Area Transit
SEIU	Service Employees International Union
SEMAP	Section Eight Management Assessment Program
SPA	Surplus Property Authority
SPU	Special Problems Unit (Police)
TDA	State of California Transportation Development Act
VCTC	Ventura County Transportation Commission
VIP	Volunteers in Policing (Police)
VLF	Vehicle License Fee