

Adopted Budget

FY 2010-11



CITY OF

PORT HUENEME



"The Friendly City by the Sea"

City of Port Hueneme
250 North Ventura Road
Port Hueneme, CA 93041
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City of Port Hueneme

ADOPTED BUDGET
FY 2010-11

CITY COUNCIL



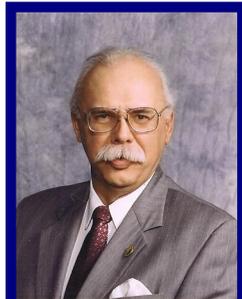
**Maricela P.
Morales
Council Member**



**Sylvia M.
Schnopp
Mayor Pro Tem**



**Norman E.
Griffaw
Mayor**



**Jonathan
Sharkey
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, 2009

President

Executive Director

California Society of Municipal Finance Officers

Certificate of Award
For
Excellence in Operating Budgeting
Fiscal Year 2009-2010

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 18, 2010



to

Thomas Fil
CSMFO President

Pamela Arends-King

Pamela Arends-King, Chair
Budgeting & Financial Reporting

City of Port Hueneme
"The Friendly City by the Sea"

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City of Port Hueneme

MISSION STATEMENT

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



City of Port Hueneme

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BUDGET CALENDAR

FY 2010-11

2010 DATE/TIME			LOCATION	RESPONSIBILITY	TASK
Feb 22	Mon	9:00 am	Comm Center	Council/Staff	Council/Staff Workshop Mid-year Budget Review
Feb 25	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 12	Fri	5:00 pm	---	All Departments	Deadline for departments to have budgets entered in budget system. (including CIP Budget)
Mar 15- Mar 24	---	---	---	Finance	Finance review
Mar 25- Apr 7	---	---	Council Conf Rm	City Manager/ Directors	City Manager/Finance Director – departmental budget review meetings.
Apr 15	Thur	5:00 pm	---	Finance	Finance Dept. submits first draft of Proposed Budget to City Manager for review.
Apr 19- Apr 30	---	---	Council Conf Rm	City Manager	City Manager/Finance. Director – departmental budget follow-up as required.
May 19	Wed	5:00 pm	---	Finance	Finance Dept. submits second draft of Proposed Budget to City Manager for review.
May 26	Wed	5:00 pm	CM Office	City Manager	City Manager submits Proposed Budget to City Council for review.
Jun 7	Mon	5:00 pm	Council Chambers	Council/Staff	City Council Workshop; review and identify any adjustments.
Jun 21	Mon	7:00 pm	Council Chambers	Council/Staff	Adoption of budget.

City of Port Hueneme

"The Friendly City by the Sea"

ABOUT THE CITY

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

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



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

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

City of Port Hueneme

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ABOUT THE CITY

February 2010 Median Home Price Single Family Homes	
Port Hueneme	\$260,000
Santa Paula	\$285,000
Fillmore	\$250,000
Moorpark	\$453,000

Source: L.A. Times Sunday Edition Charts 2010

Housing Profile:	
Year-Round Dwellings	7,981 units
Occupied Housing Units	7,349 units
Owner Occupied Units	3,310 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 44 to 58 degrees and the average temperature is 74 degrees. Rainfall averages about 15 inches per year.

In the City of Port Hueneme, *public safety* is priority one. Port Hueneme has its own police force of 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

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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

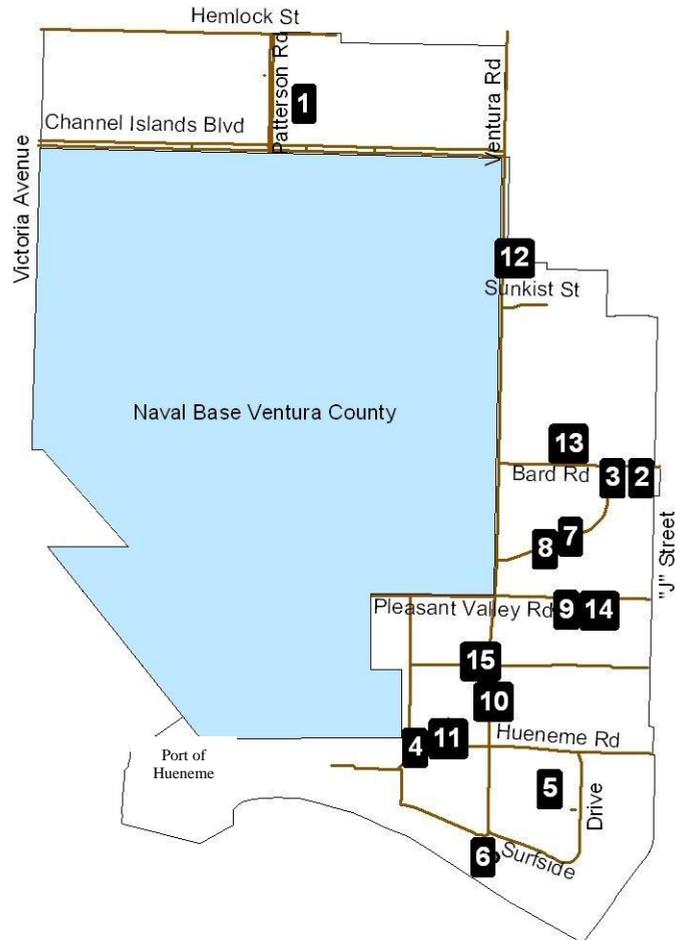
- 1 Bolker Park
- 2 Bard Park
- 3 Bubbling Springs
- 4 Dewar Park
- 5 Moranda Park
- 6 Hueneme Beach

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

Recent developments in the City of Port Hueneme:

▪ **THE HIDEAWAY TOWNHOMES**

86 for-sale attached 2-story town homes in six floor plans (14 completed with 72 awaiting construction) encompassing 1,206-1,637 square feet of floor area with 2-4 bedrooms 2.5-3 baths on 8.6 vacant acres located at the terminus of Industrial Avenue.

▪ **BEACH HOUSE HOMES**

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

▪ **SEABEE MUSEUM**

Interactive museum under construction totaling 30,000 square feet located at the Ventura Road and Sunkist Street gate scheduled for completion in fall 2010.

▪ **PARADISE MEQUITE GRILL**

New quick and casual restaurant with outdoor patio dining under construction located at 747 West Channel Islands Boulevard scheduled for grand opening in June 2010.

▪ **NEW RESIDENCES**

Six new detached single family homes completed in spring 2010 located at 549, 557, 565, and 573 Joyce Drive and 152 West B Street and 530 San Pedro Street.

▪ **PORT CENTRAL GATE**

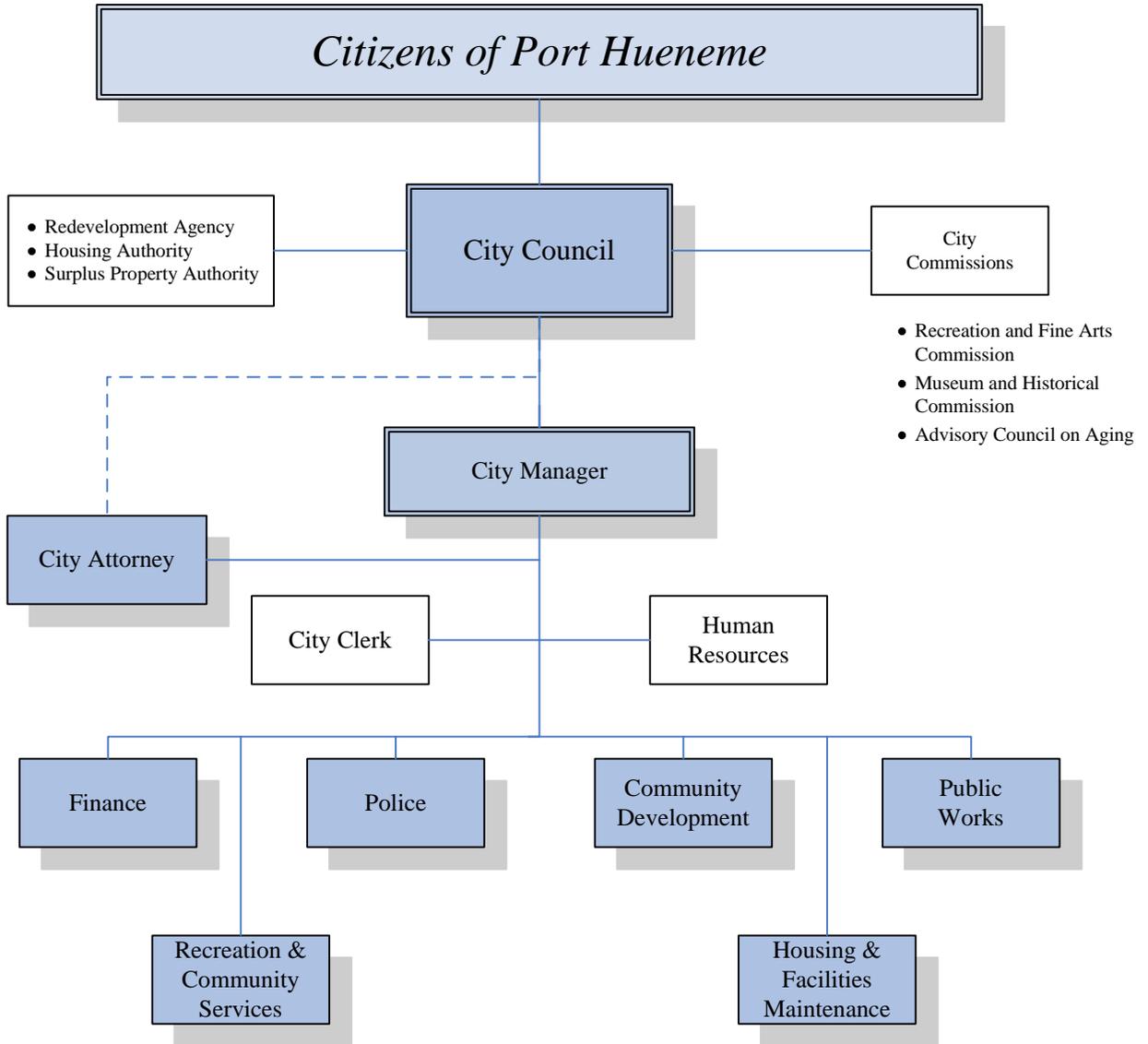
New cargo radiation portal monitors, security surveillance, traffic control, and other protection features completed fall 2010 at the Port's Central Gate area.

City of Port Hueneme
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FACT SHEET

Date of Incorporation.....	March 24, 1948
Date incorporated as Charter City.....	December 1996
Type of Government.....	Charter City
Form of Government.....	Council/Manager
County.....	Ventura
State Assembly.....	41 st Assembly District, Julia Brownley
State Senate.....	23 rd State Senate District, Fran Pavley
U.S. Representative.....	23 rd 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 2010

Honorable Members of the City Council:

INTRODUCTION

On behalf of all City staff, the FY 2010-11 Budget is presented to the City Council for review and approval. The budget is the culmination of months of effort by the City staff to balance available resources with the actual and desired services required by our residents, businesses, and visitors.

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

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

BUDGET HIGHLIGHTS

- The Adopted Budget is presented with an operating deficit to the General Fund. Although the City is anticipating a deficit of \$70,701, we will balance this budget from the FY 2009-10 projected surplus of \$462,019. This projected surplus is \$356,154 *greater* than budgeted for year-end FY 2009-10, reflecting continued fiscal prudence and

efficiency on the part of the City Council and staff.

- An Unreserved Fund balance of \$6.5 million is projected at the end of FY 2010-11. As noted elsewhere in this budget message, the Council has steadily contributed to General Fund reserves every year since FY 2008-09. By Council policy, all interest earnings from the Unreserved Fund Balance and Other Designated Reserves are to be used for operations.
- The City has continued with a one year budget that narrowly focuses on FY 2010-11 and continues to serve as a means of addressing the General Fund's structural budget issues.
- The Performance Measurement program has continued with each Department and Division focusing on the services provided and results of those services.
- Salary increases pursuant to the negotiated agreement with the Port Hueneme Police Officers' Association are included in the projected FY 2010-11 salary expenditures. SEIU Local 721, Management & Confidential employees, and part-time increases will be adjusted pending the outcome of negotiations.

BUDGET DEVELOPMENT

The FY 2010-11 budget process was initiated on February 22, 2010 through a Council Workshop to discuss FY 2009-10 actual and projected results, the annual Strategic Plan and goals for the FY 2010-11 budget. At the Workshop, Council also provided direction on goals, priorities, and interests for the FY 2010-11 budget cycle,



BUDGET MESSAGE

City Manager's Budget Message

including a continued priority focus on addressing the General Fund and Enterprise Funds balanced budgets with healthy reserves.

On February 25, 2010 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 2010-11 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 economically-induced revenue reductions, new Storm Water Permit requirements, and the continued escalation of personnel expenses, staff is recommending no increases of personnel and minimal increases of operating expenses from prior year levels. However, the budget does include the elimination of a part-time facilities maintenance worker with an annual cost savings of approximately \$5,800.

EMPLOYEES	BUDGETED 2009-10	ADOPTED 2010-11
Full-Time	117.00	117.00
Part-Time/Seasonal	29.75	29.50
TOTAL	146.75	146.50

GF Surplus/ (Deficit)	PROJECTED 2009-10	ADOPTED 2010-11
General Fund Revenues	\$16,620,731	\$17,534,362
General Fund Expenditures	\$16,158,712	\$17,605,063
Operating Surplus/ (Deficit)	\$462,019	(\$70,701)
Use of Reserves	\$0	\$70,701
Contribution to Reserves	\$462,019	\$0

A number of capital replacement items appear in the Budget. As the name indicates, replacement items replace existing equipment that is considered hazardous or unsafe, not economically repairable, or no longer able to function as intended due to damage, age, or altered requirements. General Fund capital items total \$649,250 in this budget.

The FY 2010-11 Budget continues with an award winning format. This budget format produces an easy to read, easy to understand guide to the City's financial condition and operating plan through June 30, 2011. As a result this format has earned awards for GFOA and CSMFO in previous years. In addition, performance measurements that were added last year to each department and division section were measured this year for key areas for efficiency and effectiveness. Each performance measure established is required to be quantifiable and to be accomplished within a specified timeframe.

The Adopted Budget includes a multi-year Capital Improvement Program (CIP) with a total of \$8.3 million. The CIP centralizes capital project information in a single location, thereby assisting the reader in identifying the range and potential cost of the City's efforts to maintain and improve its infrastructure. By consolidating capital project information, the Council can



BUDGET MESSAGE

City Manager's Budget Message

more easily provide direction to staff on citywide infrastructure priorities.

STRATEGIC PLAN

On May 3, 2010, City Council proposed six Strategic Goals with new projects and programs. Monthly reporting by City departments of progress on projects ensures accountability toward fulfilling the Council's vision. The Adopted 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 2010-11 will generate an operating deficit of \$70,701, barring any exigencies wrought by additional actions by the State Legislature to balance the State budget. The General Fund's Unreserved Fund Balance for June 30, 2011 is projected to be approximately \$6.5 million. This \$6.5 million Unreserved Fund Balance represents approximately 37 percent of the General Fund Operating budget. The Council adopted Reserve Policy set a goal of 25 percent, which will be 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 95 percent salary and benefit costs, will again consume 37 percent of the City's General Fund budget.

Department	BUDGETED 2009-10	ADOPTED 2010-11
Police Department	37%	37%
Public Works*	17.5%	17%
Administration	12%	12%
General Government	9%	9%
Finance	7.5%	8%
Recreation & Community Services	6%	6%
Community Development	6%	6%
Facilities Maintenance	5%	5%

*Does not include a \$400,000 grant project for FY10-11

General Fund revenue estimates are based upon reasonable and conservative projections in the growth of current General Fund revenue sources. Adopted General Fund revenues of



BUDGET MESSAGE

City Manager's Budget Message

\$17.5 million for FY 2010-11 are expected to increase by \$905,683 over the current fiscal year's projected revenues, due primarily to projected increases in cost allocation, sales tax revenues and one-time grant revenues.

Adopted General Fund expenditures for FY 2010-11 are approximately \$604,566 more than FY 2009-10 budgeted amounts. This increase is due in large part to increases in previously negotiated Police Department salaries and benefits, and increases in PERS retirement costs.

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

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 has had a positive impact on the budget over the past several years, this savings will diminish in future years from \$258,667 in FY 2010-11 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 \$200,000 annually.

Secured property taxes had increased substantially in previous years. Current year projections for FY 2009-10 show property tax revenues *decreasing* by 4% from the current year's budget and remaining flat in FY 2010-11 due to the high number of foreclosures and property reassessments.

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 Redevelopment Project Areas.

The current RDA loan principal outstanding is \$5.5 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 \$79.1 million to date.

Interest income represents approximately 11 percent of General Fund revenues in the Adopted FY 2010-11 budget cycle. Interest earnings have represented as much as 15 percent to 20 percent of General Fund revenues in prior budget cycles. The City's interest earned on investments is sensitive to fluctuations in interest rates and the amount of reserves available to invest. Although we are projecting rates to remain at below the two percent level, an increase or decrease of one percent will impact interest income by \$150,000. Likewise an increase or decrease of \$1,000,000 in available reserve funds to invest will impact interest revenue by approximately \$20,000,



BUDGET MESSAGE

City Manager's Budget Message

given today's historically low investment rate of return.

In November 2008 the City was successful in passing a half cent sales tax initiative. This added approximately \$588,000 to General Fund revenues in FY 2009-10, but any change is anticipated to be flat in FY 2010-11. 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
FY 2010-11	\$18.8 million
FY 2009-10	\$17 million
FY 2008-09	\$16 million
FY 2007-08	\$15 million
FY 2006-07	\$15 million
FY 2005-06	\$20.8 million

The City's General Fund Reserves are projected to be \$18.8 million at the end of FY 2010-11, of which approximately \$12.3 million is designated for Economic Uncertainty, Disasters, Encumbrances and Capital Asset designations. The remaining \$6.5 million in undesignated reserves is set aside for emergency requirements

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

It should be noted that the level of reserves have continued to rise from a low of \$15 million in FY 2006-07 to \$18.8 in FY 2010-11. The large drawdown on reserves in FY 2006-07 was caused by a \$4.7 million loan from the General Fund to the Water Operations to finance the purchase and installation of water meters. Increases in reserves are due to the repayment of the water meter loan on a fully conforming basis and to Council's continued fiscal prudence.

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 2010-11, the Wastewater fund is projected to have a minimal operating deficit, which will be absorbed using the fund's available cash balance. The Water Fund, with the implementation of a rate increase next year, is projected to have a surplus of \$75,512. The Solid Waste Fund, with also an implementation of a rate increase next year, is projected to have a surplus of \$104,688.



BUDGET MESSAGE

City Manager's Budget Message

Wastewater Fund

Wastewater operations are projected to have a deficit of \$35,685. This minimal deficit was anticipated when rates were studied, and the fund is anticipated to end with a surplus starting the end of FY 2011-12. The Wastewater Fund is also anticipated to complete capital projects over this budget cycle, funded with reserves and remaining bond proceeds. Wastewater rates were last reviewed and increases approved by the Council in FY 2009-10 for a succeeding four-year period. These rate increases will allow Wastewater to fund operations and bond debt for capital improvements as well as provide operating and capital reserves.

Water Fund

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

Along with the implementation of billing customers based on water usage, rates were adjusted. As expected, this increase allowed the Water Fund to be fiscally self-sufficient, including providing sufficient operating and cash reserves as per staff recommendations.

Solid Waste Fund

This Fund's operating revenues will exceed expenditures by \$104,688 as a result of a rate adjustment reviewed and approved by Council in FY 2009-10.

Fund	GF Cost Allocation Revenue FY 2010-11	Operating Surplus/ (Deficit) FY 2010-11
Wastewater	\$866,000	(\$35,685)
Water	\$923,400	\$75,512
Solid Waste	\$854,700	\$104,688

OTHER CITY ENTITIES

Housing Authority

The Housing Authority's FY 2010-11 budget is comprised of three separate budgets: the Conventional Housing/Operating Subsidy budget, \$776,029; Section 8 Housing Choice Voucher Program budget, \$3.5 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, 2011.

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.

The Agency also purchased another commercial



BUDGET MESSAGE

City Manager's Budget Message

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. It is anticipated to contribute approximately \$830,356 in FY 2010-11 from loan interest and cost allocation charges.

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, and addressing the community's desire for a new alternative to the Surfside Motel.

All project areas had been projected to have healthy reserves. However, recent State action has greatly diminished these reserves. In May 2010, as part of one of the mechanisms the State used to balance the State's 2009-10 budget, the RDA was required to transfer \$2.5 million to State's Supplemental Educational Revenue Augmentation Fund ("SERAF"). An additional \$507,026 will need to be transferred next year for fiscal year 2010-11. These transfers reduced the RDA's reserves to \$5.5 million; however these reserves are anticipated to increase to \$7.1 million by June 30, 2011.

Surplus Property Authority

The Surplus Property Authority budget continues to show an increasingly strong fiscal position. The continuing effort to lease available space at the Aquacultural site continues to provide a steady stream of rental revenue. The

Fund Balance as of June 30, 2011 is estimated to be approximately \$443,453 up from a projected \$395,769 at June 30, 2010.

STATE'S BUDGET/LEGISLATIVE ISSUES

The City enters FY 2010-11 with continued concern about the impact of the national and State economies upon our local budget. The extended recession and large number of foreclosures have adversely impacted the City's property tax, sales tax, Harbor District, and interest revenues. The State of California is reportedly facing a \$19.9 billion deficit (\$6.6 billion from the FY 2009-10 budget and \$13.3 billion for FY 2010-11 budget).

Last year the State declared a fiscal emergency with a two-thirds vote of the Legislature, and borrowed 8 percent of the property tax revenue that is marked for cities and counties. The impact to the City was approximately \$275,000. However, this loan, which must be repaid within three years with interest, was sold to bondholders, essentially making the City whole. The State is prevented from doing this again until the original borrowed funds are repaid.

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



BUDGET MESSAGE

City Manager's Budget Message

property taxes among the cities, county, and special districts in a county with a 2/3 vote of the Legislature.

Nevertheless, the State continues to find creative ways to grab local revenues. As a result, staff continues to urge fiscal restraint and prudence as the best defense against continued State raids.

ECONOMIC DEVELOPMENT ISSUES

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

GENERAL FUND FORECAST

Looking to future years, our five-year forecast shows not only a deficit for FY 2010-11, but a growing deficit for the next four years. Although some of these deficits may be absorbed by the FY 2009-10 projected surplus, Council and staff's prudence and efficiency will be required to address these deficits, especially in the areas of employee compensation, retirement contributions, and retirement benefits.

Fiscal Year	Projected Operating Surplus/ (Deficit)
FY 2009-10	\$462,019
FY 2010-11	(\$70,701)
FY 2011-12	(\$107,233)
FY 2012-13	(\$193,180)
FY 2013-14	(\$281,988)
FY 2014-15	(\$395,395)

CONTINUED REVENUE ENHANCEMENTS/ EXPENDITURE REDUCTIONS

Fiscal Year 2009-10 saw an aggressive pace of revenue enhancement efforts aimed at addressing the General Fund's structural budget issues. 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 \$580,000 this year and grow as the economy rebounds. We have also been diligent in our efforts to capture Business License taxes from business activity on Naval Base Ventura County – Port Hueneme. In addition, through rate studies of the Water, Wastewater and Solid Waste Funds, we have set rates to enable these funds to be fiscally self-sufficient.

As we start this new fiscal year, we anticipate continuing our revenue enhancement efforts, 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 negotiating a two-tiered structure for Retirement benefits.



BUDGET MESSAGE

City Manager's Budget Message

The City faces continuing budget challenges, including:

- The State of California's significant budget challenges continuing to apply pressure on the City's finances.
- The continued reduction of savings from Pension Obligation Bonds.
- The implementation of the new Ventura County Storm Water permit, which adds over \$306,010 in new annual costs for Fiscal Year 2010-11 which are anticipated to grow in the future.
- The lack of funding to address deferred maintenance of City-owned buildings, structures, and streets.
- The restructuring of the County's library system, which could lead to additional and ongoing General Fund support to maintain the current level of services at the Prueter Library.
- The challenge of attracting and retaining qualified employees as long-term employees retire at a time when the City must make a concerted effort to reduce the growth of employee related expenses.

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 2009-10 budget. They have done an excellent job of developing what I anticipate to be not only another 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.

DAVID J. NORMAN
CITY MANAGER

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Schedules

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CITY OF PORT HUENEME SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND FY 2010-11 BUDGET				
FUNDS	Projected Unreserved Fund Balance/ Retained Earnings 7/1/2010	Projected Revenue FY 2010-11 BUDGET	Projected Transfers In	Projected Total Funds Available
GENERAL FUND	6,560,560	13,885,062	3,649,300	24,094,922
SPECIAL REVENUES FUNDS:				
COMMUNITY DEVELOPMENT:				
Neighborhood Preservation	610,658	121,100	0	731,758
Community Development Block Grants (CDBG) HOME Program	36,198 24,380	229,018 0	0 0	265,216 24,380
Development Trust Fund	901,015	25,000	0	926,015
SUB TOTAL COMMUNITY DEVELOPMENT	1,572,250	375,118	0	1,947,368
PUBLIC SAFETY:				
State COPS Grant	32,557	101,500	0	134,057
Traffic Safety	0	46,100	0	46,100
JAG Grant	0	0	0	0
Homeland Security Grant	0	0	0	0
SUB TOTAL PUBLIC SAFETY	32,557	147,600	0	180,157
RECREATION & COMMUNITY SERVICES:				
Senior Nutrition Grant	0	20,400	0	20,400
SUB TOTAL RECREATION & COMM SVCS	0	20,400	0	20,400
PUBLIC WORKS:				
Transportation Development Act (TDA)	144,644	603,114	0	747,758
Gas Tax	369,503	899,692	0	1,269,195
Bike Path (Article 3)	152,372	60,400	50,000	262,772
SUB TOTAL PUBLIC WORKS	666,518	1,563,206	50,000	2,279,724
STORMWATER PROGRAM:	(2,522)	15,000	305,510	317,988
TOTAL SPECIAL REVENUE FUND	2,268,803	2,121,324	355,510	4,745,637
ENTERPRISE FUNDS				
Water Operations	977,232	6,295,000	0	7,272,232
Water Capital Reserve	148,105	0	0	148,105
Water Plant Operations	52,443	1,179,636	0	1,232,079
Wastewater Operations	113,222	3,626,810	0	3,740,032
Wastewater Capital	3,515,748	0	500,000	4,015,748
Wastewater Bond Fund	(3,270,063)	150,000	0	(3,120,063)
Solid Waste Operations	1,214,930	3,536,060	0	4,750,990
TOTAL ENTERPRISE FUNDS	2,751,618	14,787,506	500,000	18,039,124
NBVC CONTRACT	0	1,709,636	0	1,709,636
ASSESSMENT DISTRICTS FUNDS				
Drainage	102,415	183,000	0	285,415
Street Lights	(85,573)	123,000	24,000	61,427
Median	2,783	179,000	0	181,783
TOTAL ASSESSMENT DISTRICTS	19,624	485,000	24,000	528,624
DEBT SERVICE FUNDS				
1992A COP	477,419	0	493,900	971,319
Pension Obligation Bonds	(2,500)	0	884,407	881,907
TOTAL DEBT SERVICE FUNDS	474,919	0	1,378,307	1,853,226
TOTAL CITY FUNDS	12,075,524	32,988,528	5,907,117	50,971,169
HOUSING AUTHORITY				
Conventional	79,196	776,029	0	855,225
Section 8 Vouchers	215,700	3,505,636	0	3,721,336
Modernization Grant	354	0	0	354
TOTAL HOUSING AUTHORITY	295,250	4,281,665	0	4,576,915
REDEVELOPMENT AGENCY				
CENTRAL COMMUNITY PROJECT AREA				
Capital Projects	4,197	35,936	258,917	299,050
20% Setaside	(330,922)	255,460	1,006,400	930,938
Debt Service	2,262,588	5,094,000	0	7,356,588
TOTAL CENTRAL COMMUNITY PROJECT	1,935,864	5,385,396	1,265,317	8,586,577
R-76 PROJECT AREA				
Capital Projects	(47)	50	46,560	46,563
20% Setaside	1,134,233	27,000	158,547	1,319,780
Debt Service	1,434,539	809,733	0	2,244,272
TOTAL R76 PROJECT	2,568,725	836,783	205,107	3,610,615
NCEL PROJECT AREA				
Capital Projects	(9)	0	10,070	10,061
20% Setaside	176,557	3,000	24,000	203,557
Debt Service	1,796	121,500	0	123,296
TOTAL NCEL PROJECT	178,345	124,500	34,070	336,915
TOTAL REDEVELOPMENT AGENCY	4,682,933	6,346,679	1,504,494	12,534,106
SURPLUS PROPERTY AUTHORITY	395,769	259,615	0	655,384
GRAND TOTAL	17,449,476	43,876,487	7,411,611	68,737,574

**CITY OF PORT HUENEME
SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND
FY 2010-11 BUDGET**

Projected Salaries & Benefits	Projected Operating Charges	Projected Capital Expenditures	Projected Transfers Out	Projected Total Appropriations FY 2010-11 BUDGET	Projected Unappropriated Reserve June 30, 2011
12,374,115	4,063,798	649,250	517,900	17,605,063	6,489,859
67,938	207,700	0	29,800	305,438	426,320
0	226,018	0	0	226,018	39,198
0	0	0	0	0	24,380
0	0	0	0	0	926,015
67,938	433,718	0	29,800	531,456	1,415,912
130,802	7,000	0	0	137,802	(3,745)
0	0	0	46,100	46,100	0
0	0	0	0	0	0
0	0	0	0	0	0
130,802	7,000	0	46,100	183,902	(3,745)
0	0	0	20,400	20,400	0
0	0	0	20,400	20,400	0
0	354,402	215,000	178,800	748,202	(444)
0	170,500	930,000	160,400	1,260,900	8,295
0	0	100,000	0	100,000	162,772
0	524,902	1,245,000	339,200	2,109,102	170,622
0	227,010	80,000	13,500	320,510	(2,522)
198,740	1,192,630	1,325,000	449,000	3,165,370	1,580,267
385,217	4,640,036	270,835	923,400	6,219,488	1,052,744
0	0	0	0	0	148,105
368,836	642,000	0	168,800	1,179,636	52,443
946,746	1,800,414	49,335	866,000	3,662,495	77,537
0	0	1,240,000	0	1,240,000	2,775,748
0	2,700	0	500,000	502,700	(3,622,763)
824,476	1,539,361	112,835	954,700	3,431,372	1,319,618
2,525,275	8,624,511	1,673,005	3,412,900	16,235,691	1,803,433
628,362	775,764	0	305,510	1,709,636	0
0	6,500	0	158,400	164,900	120,515
0	147,000	0	0	147,000	(85,573)
0	0	0	179,000	179,000	2,783
0	153,500	0	337,400	490,900	37,724
0	493,900	0	0	493,900	477,419
0	0	0	884,407	884,407	(2,500)
0	493,900	0	884,407	1,378,307	474,919
15,726,492	15,304,103	3,647,255	5,907,117	40,584,967	10,386,202
425,498	347,933	0	0	773,431	81,794
206,207	3,243,864	0	0	3,450,071	271,265
0	0	0	0	0	354
631,705	3,591,797	0	0	4,223,502	353,413
20,813	274,040	0	0	294,853	4,197
328,351	820,650	19,500	0	1,168,501	(237,563)
0	2,521,632	0	1,265,317	3,786,949	3,569,639
349,164	3,616,322	19,500	1,265,317	5,250,303	3,336,274
0	46,610	0	0	46,610	(47)
0	163,350	0	0	163,350	1,156,430
0	303,188	0	205,107	508,295	1,735,977
0	513,148	0	205,107	718,255	2,892,360
0	10,070	0	0	10,070	(9)
0	2,500	0	0	2,500	201,057
0	87,430	0	34,070	121,500	1,796
0	100,000	0	34,070	134,070	202,845
349,164	4,229,470	19,500	1,504,494	6,102,628	6,431,478
0	211,931	0	0	211,931	443,453
16,707,361	23,337,301	3,666,755	7,411,611	51,123,028	17,614,546



Projected Fund Balances Summary FY 2010-11

	General Fund	Enterprise Funds	NBVC Contract	Special Revenue Funds	Special Assess. Districts	Debt Service Funds	Total City Funds
Projected Unreserved Fund Balance 7/1/10	\$ 6,560,560	\$ 2,751,618	\$ -	\$ 2,268,803	\$ 19,624	\$ 474,919	\$ 12,075,524
Projected Revenues	13,885,062	14,787,506	1,709,636	2,121,324	485,000	0	32,988,528
Projected Transfers In	3,649,300	500,000	0	355,510	24,000	1,378,307	5,907,117
Total City Revenues	17,534,362	15,287,506	1,709,636	2,476,834	509,000	1,378,307	38,895,645
Total Available Funds	24,094,922	18,039,124	1,709,636	4,745,637	528,624	1,853,226	50,971,169
Projected Salaries/Benefits	12,374,115	2,525,275	628,362	198,740	0	0	15,726,492
Projected Operating Charges	4,063,798	8,624,511	775,764	1,192,630	153,500	493,900	15,304,103
Projected Capital Expenditures	649,250	1,673,005	0	1,325,000	0	0	3,647,255
Projected Transfers Out	517,900	3,412,900	305,510	449,000	337,400	884,407	5,907,117
Total City Expenditures	17,605,063	16,235,691	1,709,636	3,165,370	490,900	1,378,307	40,584,967
Net Change in Revenues/Expenditures	(70,701)	(948,185)	0	(688,536)	18,100	0	(1,689,322)
Available Fund Balance 6/30/11	6,489,859	1,803,433	0	1,580,267	37,724	474,919	10,386,202
Percentage Change in Available Fund Balance	-1.1%	-34.5%	0.0%	-30.3%	92.2%	0.0%	-14.0%
Reserves/Designations:							
Reserves/Retirement Stabilization	75,451	14,902	3,736	1,156			95,245
Designated for Encumbrances	400,000	50,000					450,000
Designated for Economic Uncertainty	2,816,200						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	158,750	1,269,300					1,428,050
Designated for Facility Replacement	85,000	1,321,500					1,406,500
Designated for Capital Assets	8,291,682	0					8,291,682
Designated Bureau of Reclamation	0	1,949,906					1,949,906
Total Designations⁽¹⁾	12,327,083	5,406,708	3,736	1,156	0	0	17,738,683
Total Unreserved/Designated Fund Balance 6/30/11	\$ 18,816,942	\$ 7,210,141	\$ 3,736	\$ 1,581,423	\$ 37,724	\$ 474,919	\$ 28,124,885

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

The Water Operations fund balance excludes a reserve for advances from other funds, since it is not available for spending.

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

Explanations for changes in fund balance greater than 10%:

Enterprise Funds	Use of remaining funds from Wastewater Revenue Bonds for capital improvement projects.
Special Revenue Funds	Street projects of approximatley \$1M is budgeted using Gas Tax and TDA fund balances.
Special Assessment Districts	Limited funding is available for all assessment districts.



Combined Funds Statement

Revenues/Sources	Adopted 2010-11
Taxes Levied on Property	\$1,302,500
Delinquent Property Taxes Collected	35,000
Penalties & Interest on Taxes	20,000
Other County/State Taxes	5,454,100
Intergovernmental	3,784,324
Licenses & Permits	516,300
Charges for Services	18,016,460
Use of Money & Property	1,922,386
Rental Income	289,408
Assessments	485,000
Miscellaneous	463,750
Subtotal Revenues	32,289,228
Other Financing Sources:	
General Long-Term Debt Proceeds	0
Transfers In	6,606,417
Beginning Fund Balance	12,075,524
Total Available Resources (City Funds):	
\$50,971,169	
Expenditures/Uses	Adopted 2010-11
Public Safety	\$6,432,892
Roads and Transportation	3,374,487
Government Services to Residents	12,360,976
Community Development	1,497,266
Administration	6,717,574
Assessments	153,500
Debt Service	493,900
Capital Projects	3,647,255
Subtotal Expenditures	34,677,850
Other Financing Uses:	
Transfers Out	5,907,117
Ending Fund Balance	10,386,202
Total Uses and Fund Balance (City Funds):	
\$50,971,169	



Revenues and Transfers from Other Funds

GENERAL FUND	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Revenues					
Taxes					
Current Secured	1,205,993	1,350,000	1,300,000	1,300,000	1,332,500
Unsecured Current Year	37,056	40,000	40,000	35,000	36,100
Unsecured Prior Year	2,061	1,000	1,000	2,500	1,000
Interest/Penalties	11,584	15,000	20,000	20,000	20,000
Supplemental Taxes	63,470	72,300	72,300	20,000	20,600
HOPTR Taxes	13,028	13,000	13,000	10,000	10,000
Sales and Use Tax	709,390	1,025,000	1,225,000	1,253,200	1,282,000
Prop Tax In-Lieu Sales Tax (ERAF)	210,102	210,000	153,000	157,600	162,300
Motel Tax	323,960	334,800	334,800	344,800	355,100
Housing Authority in Lieu Tax	5,701	0	0	0	0
Property Transfer Tax	51,294	60,000	60,000	50,000	50,000
PSAF Prop 172 Tax	167,941	191,600	191,600	170,000	175,100
Utility Users Tax	976,685	1,245,800	1,245,800	1,250,000	1,287,500
Prop Tax In-Lieu VLF (ERAF)	1,679,775	1,730,200	1,550,000	1,596,500	1,644,400
Motor Vehicle in-lieu	76,271	159,100	159,100	163,900	168,800
Developer Tax Fees	4,950	0	0	0	0
Subtotal	5,539,261	6,447,800	6,365,600	6,373,500	6,545,400
Franchises					
So. California Gas	57,877	57,200	57,200	58,300	59,500
So. California Edison	159,399	166,500	166,500	169,800	173,200
Cable	214,670	210,000	210,000	210,000	210,000
Subtotal	431,946	433,700	433,700	438,100	442,700
Licenses & Permits					
Business License	410,676	378,800	378,800	325,000	328,300
Building Permit	127,204	122,400	122,400	124,800	127,300
Plumbing Permit	38,835	15,000	19,200	25,000	15,000
Electrical Permit	16,354	10,000	10,000	15,000	10,000
Mechanical Permit	6,395	6,500	6,500	6,500	6,500
Miscellaneous Permit	24,840	15,000	22,000	20,000	15,000
Subtotal	624,304	547,700	558,900	516,300	502,100
Fees					
Traffic/Court Fees	392,969	345,100	350,000	360,500	371,300
Return Check Fee	359	2,500	500	400	500
Late Rent Fee	100	0	100	100	100
Traffic Impact Dev Fees	25,444	0	0	0	0
Zoning/Planning Fees	12,851	5,000	8,500	7,000	7,000
Subdivision Fees	0	1,000	1,000	1,000	1,000
Engineering Fees	7,263	8,000	8,000	8,000	8,000
Cost Rec-Parking/Code Enf.	22,875	25,000	25,000	25,000	25,000
Cost Rec-Public Nuisance	18,193	0	23,152	0	0
Subtotal	480,054	386,600	416,252	402,000	412,900
Public Safety					
Street and Curb Repair	15,037	1,000	18,000	10,000	1,000
Bldg & Inspection/Plan Ck	0	1,000	1,000	1,000	1,000
Police Services	9,336	84,200	84,200	85,900	87,600
Subtotal	24,373	86,200	103,200	96,900	89,600



Revenues and Transfers from Other Funds

GENERAL FUND	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Revenues					
NBVC Contract					
Admin Fees	268,072	217,685	217,685	225,000	231,750
NBVC Overhead Revenue	290,405	214,300	214,300	220,700	227,300
Subtotal	558,477	431,985	431,985	445,700	459,050
Rental Income					
Community Center	41,614	40,000	40,000	40,000	41,200
Marine Supply	125,976	125,600	135,072	135,072	141,900
Clear Channel Outdoor	14,436	15,300	15,300	0	0
Pac Foundries	154,838	72,000	72,000	70,000	71,440
Beach/Pier Concession	13,981	16,000	16,000	16,500	17,000
PH Little League Maint	2,135	3,100	3,100	3,100	3,100
Tennis Concessions	911	1,000	1,000	1,000	1,000
Jane Drive	22,010	23,700	10,879	23,736	24,400
Subtotal	375,901	296,700	293,351	289,408	300,040
Interest Income					
Water Fund Prom Note #7	15,476	15,200	15,200	15,000	14,700
Water Fund Prom Note #8	13,541	13,300	13,300	13,100	12,900
Water Fund Prom Note #9	6,632	6,500	6,500	6,420	6,300
Water Fund Prom Note #03-01	503,593	495,700	495,700	487,500	478,800
Water Fund Prom Note #06-01	246,407	250,000	250,000	265,280	33,700
RDA Central Comm. Prom Note #5	41,857	39,300	39,300	36,630	186,500
RDA Central Comm. Prom Note #6	224,982	213,100	213,100	200,320	166,340
RDA Central Comm. Prom Note #7	224,775	206,800	206,800	187,340	11,900
RDA R76 Prom Note #2	16,073	14,786	14,786	13,396	0
PHWA #2	8,088	2,900	2,900	0	0
PHWA NAWS Prom Note #3B	48,490	52,000	52,000	0	265,280
Investments	24,772	50,000	50,000	50,000	50,000
Miscellaneous Interest	1	5,000	5,000	5,000	5,000
Fund Interest	575,232	450,000	500,000	550,000	600,000
Enterprise Fund Interest-CARE	0	80,000	80,000	84,000	86,520
Enterprise Admin-CARE	0	0	0	8,400	8,652
Subtotal	1,949,919	1,894,586	1,944,586	1,922,386	1,926,592
District Revenue					
MOU 1983 Agreement	424,341	366,500	366,500	377,500	388,800
MOU 1987 Agreement	294,794	515,000	315,000	324,500	334,200
MOU 1995 Agreement	242,460	300,400	300,400	309,400	318,700
Subtotal	961,595	1,181,900	981,900	1,011,400	1,041,700
Beach Revenue					
Beach Parking Machine	273,456	366,600	366,600	377,600	388,900
Grants & Reimbursements					
Bulletproof Vest Grant	0	3,000	3,000	3,000	3,000
ARRA Grant	0	0	0	400,000	0
Port/Maritime Security Grant	0	250,000	0	250,000	0
Post Reimbursement	14,723	5,500	15,500	10,000	5,500
Click It Grant	0	0	0	0	0
SB90 Reimbursement	11,323	25,000	55,053	30,000	35,000
Workers Comp Contra Revenue	0	0	7,000	0	0
CDBG Grant	76,655	60,000	61,684	56,018	60,000
Subtotal	102,701	343,500	142,237	749,018	103,500



Revenues and Transfers from Other Funds

GENERAL FUND	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Revenues					
Parks & Recreation					
Moranda Park	568	700	700	500	500
Community Center	6,512	8,400	8,400	6,000	6,100
Jr. Lifeguard	27,273	46,600	46,600	30,000	30,600
Beach Festival	67,040	58,200	58,200	58,200	58,200
Advertising Revenue	5,000	5,000	5,000	5,000	5,000
Subtotal	106,393	118,900	118,900	99,700	100,400
Miscellaneous					
Misc. Refunds and Claims	41,813	20,000	20,000	20,000	20,000
NBVC Contract Reimbursement	1,066	85,220	85,220	285,000	300,000
Salvage Sales	4,065	10,000	10,000	5,000	5,100
Miscellaneous Revenues	197,693	10,000	11,000	12,500	10,000
Vehicle Reserves	0	0	0	141,250	0
Donations	40	0	0	0	80,000
Subtotal	244,677	125,220	126,220	463,750	415,100
Subtotal Revenues	11,673,057	12,661,391	12,283,431	13,185,762	12,727,982
Cost Allocation Revenues - Other Agencies					
RDA - Central Comm. Project Area	401,980	355,200	355,200	365,900	380,500
RDA - R76 Project Area	63,554	56,000	56,000	57,700	60,000
RDA - NCEL Project Area	5,866	5,500	5,500	5,700	5,900
Surplus Property Authority	68,500	85,200	85,200	87,800	91,300
Housing Authority Conventional	134,800	129,700	129,700	133,600	138,900
Housing Authority Section 8 Voucher	56,100	47,200	47,200	48,600	50,500
Subtotal Revenues-Other Agencies	730,800	678,800	678,800	699,300	727,100
Total Revenues	12,403,857	13,340,191	12,962,231	13,885,062	13,455,082
Transfers In					
Traffic Safety	51,611	46,100	46,100	46,100	42,000
Senior Nutrition Grant	21,028	20,400	20,400	20,400	17,400
Solid Waste Infrastructure	100,000	100,000	100,000	100,000	100,000
Cost Allocation Revenues - Other Funds					
Transportation Dev Act (TDA)	114,300	125,000	125,000	128,800	134,000
Gas Tax	152,900	155,700	155,700	160,400	166,800
Neighborhood Preservation	59,200	28,900	28,900	29,800	31,000
Water Operations	802,400	896,500	896,500	923,400	960,300
Water Plant Operations	163,500	163,900	163,900	168,800	175,600
Wastewater Operations	888,600	941,300	941,300	866,000	900,600
Stormwater Program	17,800	13,500	13,500	13,500	13,500
Solid Waste Operations	793,800	829,800	829,800	854,700	888,900
Drainage Assessment	147,000	158,400	158,400	158,400	158,400
Lighting Assessment	26,400	26,400	0	0	0
Median Assessment	175,800	179,000	179,000	179,000	179,000
Subtotal Transfers In	3,514,339	3,684,900	3,658,500	3,649,300	3,767,500
Total General Fund	15,918,196	17,025,091	16,620,731	17,534,362	17,222,582



Revenues and Transfers from Other Funds

SPECIAL REVENUE FUNDS	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Revenues					
Neighborhood Preservation					
Housing In-Lieu Fees	67,720	0	0	0	0
Miscellaneous Interest	0	60,000	39,300	60,000	60,000
Fund Interest	43,927	55,000	600	600	600
Miscellaneous Revenues	1,268	500	500	500	500
Loan Payoff Revenue	13,740	60,000	0	60,000	60,000
Total Neighborhood Preservation	126,655	175,500	40,400	121,100	121,100
Community Development Block Grants (CDBG)					
Jane Drive Rental Income	29,541	10,000	3,000	10,000	10,000
Fund Interest	10,779	3,000	5,000	3,000	3,000
CDBG Entitlement	62,172	538,298	238,593	216,018	216,018
CDBG Program Income	9,716	190,267	330,757	0	0
Total CDBG Grant	112,208	741,565	577,350	229,018	229,018
Homebuyer Program					
Homebuyer Program Revenue	36,480	0	0	0	0
Homebuyer Program Income	10,800	0	13,580	0	0
Miscellaneous Revenue	75	0	0	0	0
Total Home Program	47,355	0	13,580	0	0
Development Trust Fund					
Fund Interest	44,177	30,000	25,000	25,000	25,000
Total Development Trust	44,177	30,000	25,000	25,000	25,000
Citizens Option Public Safety (COPS)					
COPS Grant Fund	57,989	100,000	142,311	101,500	101,500
Total COPS Grant	57,989	100,000	142,311	101,500	101,500
Traffic Safety					
Traffic Safety Fund	51,611	46,100	50,330	46,100	42,000
Total Traffic Safety	51,611	46,100	50,330	46,100	42,000
JAG Grant					
JAG Grant	0	56,718	56,613	0	0
Total Homeland Security Grant	0	56,718	56,613	0	0
Homeland Security Grant					
Homeland Security Grant Fund	7,154	78,800	78,800	0	0
Total Homeland Security Grant	7,154	78,800	78,800	0	0
Senior Nutrition Grant					
Senior Nutrition Grant	17,721	15,000	15,000	15,000	15,000
Senior Nutrition Prog Income	3,307	5,400	5,400	5,400	5,400
Total Senior Nutrition Grant	21,028	20,400	20,400	20,400	20,400
Transportation Development Act (TDA)					
Fund Interest	28,446	15,000	20,891	15,000	15,000
STP Grant	0	0	0	0	0
TDA Article 8	682,343	621,076	553,431	587,714	587,714
Misc Revenue	1,415	400	375	400	400
Total TDA	712,204	636,476	574,697	603,114	603,114



Revenues and Transfers from Other Funds

SPECIAL REVENUE FUNDS	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Gas Tax					
Fund Interest	31,236	16,000	22,000	16,000	16,000
2105 Apportionment	111,314	130,000	119,672	119,137	119,137
2106 Apportionment	78,393	90,000	84,707	84,328	84,328
2107 Apportionment	148,214	175,000	159,425	158,712	158,712
2107.5 Apportionment	0	5,000	5,000	5,000	5,000
Traffic Congestion Relief	187,793	0	202,095	223,515	0
Prop 1B Revenue	0	0	0	293,000	0
Total Gas Tax	556,950	416,000	592,899	899,692	383,177
Special Bike Path (Article 3)					
Fund Interest	4,178	400	3,800	400	400
Article 3 Grant Revenue	50,000	50,000	50,000	50,000	50,000
Article 3 Maintenance Revenue	4,451	10,000	10,000	10,000	10,000
Transfer In - TDA Fund	12,091	50,000	50,000	50,000	50,000
Total Bike Path (Article 3)	70,720	110,400	113,800	110,400	110,400
Stormwater Program					
Stormwater Program Revenue	30,774	15,000	15,000	15,000	15,000
Transfer In from Solid Waste	0	50,000	0	0	0
Transfer In from NBVC Contract	0	246,700	149,050	305,510	0
Total Stormwater Program	30,774	311,700	164,050	320,510	15,000
Total Special Revenues	1,838,825	2,723,659	2,450,230	2,476,834	1,650,709
ENTERPRISE FUNDS					
Description	Actual	Budgeted	Projected	Proposed	Estimated
2008-09	2009-10	2009-10	2010-11	2011-12	
Revenues					
Water Operations					
Delinquent Fee Revenue	130,213	72,000	87,000	100,000	100,000
COPH Variable Water Revenue	2,805,422	1,890,266	2,035,266	2,152,380	2,152,380
COPH Fixed Water Revenue	1,750,355	3,539,734	3,395,481	4,032,620	4,032,620
Fund Interest	49,276	0	0	0	0
Miscellaneous Revenue	6,601	18,000	18,000	10,000	10,000
Total Water Operations	4,741,867	5,520,000	5,535,747	6,295,000	6,295,000
Water Capital Reserve					
Water Meter Grant	0	34,533	34,533	0	0
Miscellaneous Revenues	0	0	27,732	0	0
Total Water Capital Reserves	0	34,533	62,265	0	0
Water Plant Operations					
Port Hueneme Water Agency Revenue	1,069,936	1,185,875	1,185,875	1,181,636	1,181,636
Misc Revenue	15,859	0	1,300	0	0
Fund Interest	(1,942)	(2,000)	0	(2,000)	0
Total Water Plant Operations	1,083,853	1,183,875	1,187,175	1,179,636	1,181,636
Wastewater Operations					
COPH Services	2,064,821	2,065,000	2,238,000	2,806,000	2,806,000
Oxnard City Services	342,783	360,000	360,000	170,000	0
US Navy Commercial Services	32,832	43,000	43,000	43,000	43,000



Revenues and Transfers from Other Funds

ENTERPRISE FUNDS	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
CIBCS D Wheeling Agreement	587,163	564,900	595,000	304,000	0
Fund Interest	13,509	0	0	0	0
NBVC Contract Reimbursement	165,761	207,000	207,000	139,000	139,000
Miscellaneous Revenue	8,789	6,000	12,000	6,000	0
Stormwater Program	0	214,400	50,000	158,810	0
Total Wastewater Operations	3,215,658	3,460,300	3,505,000	3,626,810	2,988,000
Wastewater Capital					
Connection Fees	30,000	0	0	0	0
Note Interest	56,803	50,329	50,329	0	0
Fund Interest	127,377	0	0	0	0
Miscellaneous Revenue	0	0	0	0	0
Transfer In - WW Bond Fund	567,104	4,070,000	3,200,000	500,000	0
Total Wastewater Capital	781,284	4,120,329	3,250,329	500,000	0
Wastewater Bonds					
Investment Interest	80,020	150,000	23,037	150,000	150,000
Total Wastewater Bonds	80,020	150,000	23,037	150,000	150,000
Solid Waste Operations					
Delinquent Fees	30,184	7,000	20,000	15,000	15,000
COPH Services	938,099	942,000	1,012,000	1,126,600	1,126,600
US Navy - Commercial Services	715,550	710,000	735,000	813,000	813,000
US Navy - Residential Services	169,766	169,700	182,000	202,900	202,900
COPH Commercial Revenue	777,786	840,000	903,000	1,004,000	1,004,000
Misc Commercial Revenue	247,258	240,000	275,000	276,000	276,000
Misc Interest	116	60	0	60	60
Fund Interest	56,705	20,000	17,045	20,000	20,000
Use Oil Grant	604	5,000	0	0	0
Beverage Container Grant	24,309	20,000	6,500	6,500	6,500
Curbside Recycling Revenue	25,194	0	30,000	36,000	36,000
Miscellaneous Revenue	33,818	30,000	55,000	36,000	36,000
Total Solid Waste Operations	3,019,389	2,983,760	3,235,545	3,536,060	3,536,060
Total Enterprise Funds	12,922,071	17,452,797	16,799,098	15,287,506	14,150,696
NBVC CONTRACT					
Description	Actual	Budgeted	Projected	Proposed	Estimated
	2008-09	2009-10	2009-10	2010-11	2011-12
NBVC Contract					
Navy Contract Revenue	2,140,170	1,709,636	1,813,525	1,709,636	1,709,636
Total NBVC Contract	2,140,170	1,709,636	1,813,525	1,709,636	1,709,636
ASSESSMENT DISTRICT FUNDS					
Description	Actual	Budgeted	Projected	Proposed	Estimated
	2008-09	2009-10	2009-10	2010-11	2011-12
Revenues					
Drainage Assessment District					
Assessment Revenues	182,367	180,500	183,000	183,000	183,000
Street Lighting Assessment District					
Assessment Revenues	122,337	121,000	123,000	147,000	147,000
Median Assessment District					
Assessment Revenues	178,583	176,700	179,000	179,000	179,000
Total Assessment Districts	483,287	478,200	485,000	509,000	509,000



Revenues and Transfers from Other Funds

DEBT SERVICE FUNDS	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Revenues					
Pension Obligation Bonds					
Transfer In - General Fund	564,354	786,780	769,657	884,407	880,407
Total Pension Obligation Bonds	564,354	786,780	769,657	884,407	880,407
Certificates of Participation (1992A COP)					
Fiscal Agent Interest	2,498	5,000	0	0	0
Fund Interest	(118)	0	(29)	0	0
Transfer In - General Fund	494,170	490,400	495,429	493,900	493,900
Total 1992A COP	496,550	495,400	495,400	493,900	493,900
Total Debt Service	1,060,904	1,282,180	1,265,057	1,378,307	1,374,307
CITY GRAND TOTAL	34,363,453	40,671,563	39,433,641	38,895,645	36,616,930



Revenues and Transfers from Other Funds

HOUSING AUTHORITY	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Revenues					
Conventional Program					
Late Rent Fees	0	100	100	300	300
Rental Income	328,369	350,000	271,000	350,000	350,000
AT&T Cell Site	24,427	25,100	25,600	26,927	26,927
Verizon Cell Site	19,004	19,600	19,600	20,952	20,952
Sprint Cell Site	22,859	23,500	23,500	24,250	24,250
Cable TV Revenues	8,207	8,100	4,429	0	0
Investments	13,269	8,000	4,684	4,500	4,500
Fund Interest	127	100	50	100	100
CDBG Entitlement	0	314,890	434,890	0	0
Operating Subsidy	142,714	70,000	97,638	125,000	125,000
RDA Operating Grant	290,000	220,000	220,000	220,000	220,000
RDA Capital Project Fund	33,493	1,233,741	1,233,741	0	0
Miscellaneous Revenues	2,234	2,500	75	2,500	2,500
Tenant Fraud Recoveries	0	500	100	500	500
Tenant Miscellaneous Revenues	280	1,000	230	1,000	1,000
Transfer In from Mod Grants	25,225	0	0	0	0
Total Conventional Revenues	910,208	2,277,131	2,335,637	776,029	776,029
Section 8 Voucher Program					
Investments	4,998	7,000	0	0	0
Fund Interest	128	100	100	100	100
Administration Fee	306,233	240,000	297,300	350,000	350,000
HAP's Revenue	2,605,152	2,330,028	2,937,500	3,155,436	3,155,436
Tenant Fraud Recoveries	2,589	2,000	100	100	100
Total Section 8 Revenues	2,919,100	2,579,128	3,235,000	3,505,636	3,505,636
Modernization Grant Revenue					
Modernization Grant Revenues	65,320	278,346	278,346	0	0
American Rec & Reinv Act	32,955	104,387	104,387	0	0
Total Mod Grant Revenues	98,275	382,733	382,733	0	0
Total Housing Authority	3,927,583	5,238,992	5,953,370	4,281,665	4,281,665
REDEVELOPMENT AGENCY					
Description	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Revenues					
Central Community Project Area					
CC - Capital Projects					
Late Rent Fees	50	100	100	100	100
Rental Revenue	23,040	23,736	23,736	23,736	23,736
Investment Interest	26,540	25,000	11,600	12,000	12,000
Fund Interest	-386	100	-200	100	100
Transfer in - Debt Service	228,609	427,851	2,703,750	258,917	258,917
Total CC - Capital Projects	277,853	476,787	2,738,986	294,853	294,853



Revenues and Transfers from Other Funds

REDEVELOPMENT AGENCY	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
CC - 20% Set-Aside					
Late Rent Fees	225	100	150	100	100
Rental Revenue	127,069	140,040	96,499	178,360	178,360
Investment Interest	42,005	40,000	2,500	40,000	40,000
Miscellaneous Interest	17,826	10,000	0	10,000	10,000
Fund Interest	-2,426	1,000	-425	1,000	1,000
Miscellaneous Revenue	2,803	1,000	700	1,000	1,000
Loan Payoff Revenue	84,316	25,000	0	25,000	25,000
Transfer in - Debt Service	1,067,567	1,006,400	990,707	1,006,400	1,006,400
Total CC - 20% Set-Aside	1,339,385	1,223,540	1,090,131	1,261,860	1,261,860
CC - Debt Service					
Tax Increment	5,337,833	5,032,000	4,953,534	5,032,000	5,032,000
Pass Through Contra Account	-415,870	-40,000	-150,000	-40,000	-40,000
Investment Interest	79,906	30,000	32,000	30,000	30,000
Fiscal Agent Interest	84,170	60,000	64,113	60,000	60,000
Fund Interest	19,846	12,000	-400	12,000	12,000
Total CC - Debt Service	5,105,885	5,094,000	4,899,247	5,094,000	5,094,000
Total Central Community	6,723,123	6,794,327	8,728,364	6,650,713	6,650,713
R76 Project Area					
R76 - Capital Projects					
Fund Interest	-37	50	-50	50	50
Transfer In - Debt Service	37,059	65,320	43,170	46,560	46,560
Total R76 - Capital Projects	37,022	65,370	43,120	46,610	46,610
R76 - 20% Set-Aside					
Investment Interest	15,217	15,000	7,000	15,000	15,000
Miscellaneous Interest	0	1,000	11,420	1,000	1,000
Fund Interest	1,951	1,000	6,000	1,000	1,000
Loan Payoff Revenue	50,000	10,000	0	10,000	10,000
Transfer In - Debt Service	168,292	158,547	157,848	158,547	158,547
Total R76 - 20% Set-Aside	235,460	185,547	182,268	185,547	185,547
R76 - Debt Service					
Tax Increment	841,462	792,733	789,238	792,733	792,733
Investment Interest	18,245	7,000	8,600	7,000	7,000
Fiscal Agent Interest	14,756	7,000	14,750	7,000	7,000
Fund Interest	6,606	3,000	800	3,000	3,000
Total R76 - Debt Service	881,069	809,733	813,388	809,733	809,733
Total R76 Project Area	1,153,551	1,060,650	1,038,776	1,041,890	1,041,890
NCEL Project Area					
NCEL - Capital Projects					
Fund Interest	-122	0	10	0	0
Transfer In-Debt Service	9,263	10,265	9,255	10,070	10,070
Total NCEL - Capital Projects	9,141	10,265	9,265	10,070	10,070
NCEL - 20% Set-Aside					
Investment Interest	2,518	2,000	1,000	2,000	2,000
Fund Interest	413	100	1,000	1,000	1,000
Transfer In-Debt Service	17,196	15,600	23,318	24,000	24,000
Total NCEL - 20% Set-Aside	20,127	17,700	25,318	27,000	27,000



Revenues and Transfers from Other Funds

REDEVELOPMENT AGENCY	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
NCEL - Debt Service					
Tax Increment	85,981	78,000	116,592	120,000	120,000
Fund Interest	1,833	200	1,500	1,500	1,500
Total NCEL - Debt Service	87,814	78,200	118,092	121,500	121,500
Total NCEL Project Area	117,082	106,165	152,675	158,570	158,570
Total Redevelopment Agency	7,993,756	7,961,142	9,919,815	7,851,173	7,851,173
SURPLUS PROPERTY AUTHORITY					
Description	Actual	Budgeted	Projected	Proposed	Estimated
	2005-06	2006-07	2006-07	2010-11	2011-12
Revenues					
Surplus Property Authority					
Rental Income	174,462	158,350	154,877	167,185	167,185
RDA NCEL Promissory Note	501,891	51,335	84,519	86,430	86,430
Investment Income	6,587	5,000	5,000	5,000	5,000
Fund Interest	30	100	1,000	1,000	1,000
Total Surplus Property Authority	682,970	214,785	245,396	259,615	259,615
GRAND TOTAL (ALL ENTITIES)	46,967,762	54,086,482	55,552,222	51,288,098	49,009,383



Summary of Expenditures by Fund and Fiscal Year

GENERAL FUND	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Administration					
City Council	108,563	125,219	119,611	134,682	138,722
City Manager	434,916	447,739	400,832	435,974	449,053
Human Resources/City Clerk	330,918	354,278	330,183	393,656	405,466
Risk Management	999,114	1,132,348	1,123,823	1,118,681	1,152,241
Administration Total	1,873,511	2,059,584	1,974,449	2,082,993	2,145,483
General Government					
General Government	1,357,572	1,685,074	1,532,191	1,607,439	1,605,662
Finance					
Finance	1,157,405	1,250,329	1,183,894	1,325,820	1,365,595
Community Development					
Community Development Admin	321,656	344,635	308,315	351,506	362,051
Building And Safety	187,491	209,146	201,685	214,036	220,457
Code Enforcement	276,712	280,146	257,763	281,885	290,342
Parking Enforcement	131,037	144,650	141,495	148,183	152,628
Community Development Total	916,896	978,577	909,258	995,610	1,025,478
Police					
Police Admin	678,859	716,119	670,210	757,434	780,157
Patrol/Detectives	4,335,162	4,554,807	4,533,034	4,840,984	4,986,214
Police Support	730,142	787,261	757,653	694,420	715,253
Crossing Guards	58,421	61,714	60,048	61,187	63,023
Reserves Program	0	62,440	45,730	24,065	24,787
Police Total	5,802,584	6,182,341	6,066,675	6,378,090	6,569,433
Recreation & Community Services					
Recreation Administration	223,436	227,647	206,232	233,711	240,722
Community Center	278,329	314,878	286,592	341,301	351,540
Parks and Facilities	87,774	95,788	95,788	89,200	91,876
Beach and Pier	32,270	22,300	22,300	46,700	48,101
Culture and Leisure	102,060	110,000	107,125	120,700	124,321
Lifeguards	185,040	221,256	208,793	213,068	219,460
Recreation & Community Svcs Total	908,909	991,869	926,830	1,044,680	1,076,020
Facilities Maintenance					
Facilities Maintenance	726,536	830,485	774,381	832,596	857,574
Public Works					
Engineering	534,279	527,262	498,528	480,881	495,307
Streets	424,740	434,718	448,284	842,460	467,734
Fleet Maintenance	808,212	962,953	941,202	982,012	1,011,472
Landscape Maintenance	901,395	968,569	903,020	1,032,482	1,063,456
Public Works Total	2,668,626	2,893,502	2,791,034	3,337,835	3,037,970
Total General Fund	15,412,039	16,871,761	16,158,712	17,605,063	17,683,215



Summary of Expenditures by Fund and Fiscal Year

SPECIAL REVENUE FUNDS	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Neighborhood Preservation	208,352	303,290	130,612	305,438	305,438
CDBG Grant	114,601	738,565	552,345	226,018	226,018
HOME Program Grant	0	0	0	0	0
Development Trust	0	0	0	0	0
State COPS Grant	121,269	130,931	128,330	137,802	137,802
Traffic Safety	51,611	46,100	50,330	46,100	46,100
JAG Grant	0	56,718	56,613	0	0
Homeland Security Grant	7,153	78,800	78,800	0	0
Senior Nutrition Grant	21,028	20,400	20,400	20,400	20,400
Transportation Development Act	541,354	1,350,764	1,350,764	748,202	748,202
Gas Tax	863,679	1,045,473	1,035,473	1,260,900	1,260,900
Bike Path (Article 3)	24,183	100,000	100,000	100,000	100,000
Stormwater Program	25,674	307,400	164,050	320,510	320,510
Total Special Revenues	1,978,904	4,178,441	3,667,717	3,165,370	3,165,370
ENTERPRISE FUNDS	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Water Operations	4,977,293	5,846,553	5,813,746	6,219,488	6,219,488
Water Capital	2,533	593,366	593,366	0	0
Water Plant Operations	1,090,375	1,179,375	1,134,524	1,179,636	1,179,636
Wastewater Operations	3,463,273	3,949,113	3,745,131	3,662,495	3,662,495
Wastewater Capital	173,220	4,616,973	3,095,000	1,240,000	0
Wastewater Bonds	584,180	4,072,700	3,203,100	502,700	0
Solid Waste Operations	2,826,435	3,679,826	3,569,493	3,431,372	3,431,372
Total Enterprise Funds	13,117,309	23,937,906	21,154,360	16,235,691	14,492,991
NBVC CONTRACT	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
NBVC Contract	2,064,150	1,799,645	1,813,525	1,709,636	1,709,636
Total NBVC Contract	2,064,150	1,799,645	1,813,525	1,709,636	1,709,636
ASSESSMENT DISTRICT FUNDS	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Drainage Assessment	152,953	190,100	164,400	164,900	164,900
Street Lighting Assessment	174,064	175,400	147,000	147,000	147,000
Median Assessment District	175,800	179,000	179,000	179,000	179,000
Total Assessment Districts	502,817	544,500	490,400	490,900	490,900
DEBT SERVICE FUNDS	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Pension Obligation Bonds	561,855	786,780	772,157	884,407	948,520
Certificates of Participation (1992A COP)	495,892	495,400	495,400	493,900	486,500
Total Debt Service	1,057,747	1,282,180	1,267,557	1,378,307	1,435,020
CITY GRAND TOTAL	34,132,966	48,614,433	44,552,271	40,584,967	38,977,131



Summary of Expenditures by Fund and Fiscal Year

HOUSING AUTHORITY	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Conventional Program	688,357	2,270,236	2,384,971	773,431	796,634
Section 8 Voucher Program	3,090,092	2,592,909	3,188,486	3,450,071	3,553,573
Modernization Grants	80,905	382,733	382,733	0	100,000
Housing Authority Total	3,859,354	5,245,878	5,956,190	4,223,502	4,450,207
REDEVELOPMENT AGENCY	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Central Community Project Area					
Capital Project	250,964	460,141	2,738,986	294,853	303,699
20% Setaside	1,610,519	3,095,006	2,448,903	1,168,501	1,203,556
Debt Service	3,797,555	3,958,359	6,218,565	3,786,949	3,900,557
Total Central Community Project	5,659,038	7,513,506	11,406,454	5,250,303	5,407,812
R76 Project Area					
Capital Project	36,952	45,620	43,120	46,610	48,008
20% Setaside	175,481	352,206	29,000	163,350	168,251
Debt Service	505,847	528,879	506,030	508,295	523,544
Total R76 Project	718,280	926,705	578,150	718,255	739,803
NCEL Project Area					
Capital Project	9,134	9,765	9,265	10,070	10,372
20% Setaside	0	2,500	0	2,500	2,575
Debt Service	86,196	78,200	118,092	121,500	125,145
Total NCEL Project	95,330	90,465	127,357	134,070	138,092
Total Redevelopment Agency	6,472,648	8,530,676	12,111,961	6,102,628	6,285,707
SURPLUS PROPERTY AUTHORITY	Actual	Budgeted	Projected	Proposed	Estimated
Description	2008-09	2009-10	2009-10	2010-11	2011-12
Surplus Property Authority	119,283	212,305	186,131	211,931	211,931
Total Surplus Property Authority	119,283	212,305	186,131	211,931	211,931
GRAND TOTAL	44,584,251	62,603,292	62,806,553	51,123,028	49,924,976



Summary of Expenditures by Fund and Division FY 2010-11

GENERAL FUND	Salaries &					
Description	Benefits	Operations	Capital	Total	% City	% GF
Administration						
City Council	107,802	26,880	0	134,682	0.33%	0.77%
City Manager	268,424	167,550	0	435,974	1.07%	2.48%
Human Resources/City Clerk	314,474	79,182	0	393,656	0.97%	2.24%
Risk Management	0	1,118,681	0	1,118,681	2.76%	6.35%
Administration Total	690,700	1,392,293	0	2,082,993	5.13%	11.83%
General Government						
General Government	225,925	1,366,514	15,000	1,607,439	3.96%	9.13%
Finance						
Finance	1,250,840	72,480	2,500	1,325,820	3.27%	7.53%
Community Development						
Community Development Admin.	332,956	18,550	0	351,506	0.87%	2.00%
Building And Safety	197,186	16,850	0	214,036	0.53%	1.22%
Code Enforcement	213,485	68,400	0	281,885	0.69%	1.60%
Parking Enforcement	99,733	48,450	0	148,183	0.37%	0.84%
Community Development Total	843,360	152,250	0	995,610	2.45%	5.66%
Police						
Police Admin	674,164	73,270	10,000	757,434	1.87%	4.30%
Patrol/Detectives	4,674,484	93,500	73,000	4,840,984	11.93%	27.50%
Police Support	655,940	38,480	0	694,420	1.71%	3.94%
Crossing Guards	60,687	500	0	61,187	0.15%	0.35%
Reserve Program	0	24,065	0	24,065	0.06%	0.14%
Police Total	6,065,275	229,815	83,000	6,378,090	15.72%	36.23%
Recreation & Community Services						
Recreation Administration	218,061	15,650	0	233,711	0.58%	1.33%
Community Center	269,841	49,960	21,500	341,301	0.84%	1.94%
Parks and Facilities	0	75,200	14,000	89,200	0.22%	0.51%
Beach and Pier	0	21,700	25,000	46,700	0.12%	0.27%
Culture and Leisure	0	120,700	0	120,700	0.30%	0.69%
Lifeguards	188,068	25,000	0	213,068	0.52%	1.21%
Recreation & Community Svcs. Total	675,970	308,210	60,500	1,044,680	2.57%	5.93%
Facilities Maintenance						
Facilities Maintenance	613,200	219,396	0	832,596	2.05%	4.73%
Public Works						
Engineering	437,431	43,450	0	480,881	1.18%	2.73%
Streets	417,060	25,400	400,000	842,460	2.08%	4.79%
Fleet Maintenance	292,512	689,500	0	982,012	2.42%	5.58%
Landscape Maintenance	861,842	82,390	88,250	1,032,482	2.54%	5.86%
Public Works Total	2,008,845	840,740	488,250	3,337,835	8.22%	18.96%
Total General Fund	12,374,115	4,581,698	649,250	17,605,063	43.38%	100.00%



Summary of Expenditures by Fund and Division FY 2010-11

SPECIAL REVENUE FUNDS					
Description	Salaries & Benefits	Operations	Capital	Total	% City
Neighborhood Preservation	67,938	237,500	0	305,438	0.75%
CDBG Grant	0	226,018	0	226,018	0.56%
HOME Program Grant	0	0	0	0	0.00%
Development Trust	0	0	0	0	0.00%
State COPS Grant	130,802	7,000	0	137,802	0.34%
Traffic Safety	0	46,100	0	46,100	0.11%
JAG Grant	0	0	0	0	
Homeland Security Grant	0	0	0	0	0.00%
Senior Nutrition Grant	0	20,400	0	20,400	0.05%
Transportation Development Act	0	330,900	930,000	1,260,900	3.11%
Gas Tax	0	533,202	215,000	748,202	1.84%
Bike Path (Article 3)	0	0	100,000	100,000	0.25%
Stormwater Program	0	240,510	80,000	320,510	0.79%
Total Special Revenues	198,740	1,641,630	1,325,000	3,165,370	7.80%
ENTERPRISE FUNDS					
Description	Salaries & Benefits	Operations	Capital	Total	% City
Water Operations	385,217	5,563,436	270,835	6,219,488	15.32%
Water Capital	0	0	0	0	0.00%
Water Plant Operations	368,836	810,800	0	1,179,636	2.91%
Wastewater Operations	946,746	2,666,414	49,335	3,662,495	9.02%
Wastewater Capital	0	0	1,240,000	1,240,000	3.06%
Wastewater Bonds	0	502,700	0	502,700	1.24%
Solid Waste Operations	824,476	2,494,061	112,835	3,431,372	8.45%
Total Enterprise Funds	2,525,275	12,037,411	1,673,005	16,235,691	40.00%
NBVC CONTRACT					
Description	Salaries & Benefits	Operations	Capital	Total	% City
NBVC Contract	628,362	1,081,274	0	1,709,636	4.21%
Total NBVC Contract	628,362	1,081,274	0	1,709,636	4.21%
ASSESSMENT DISTRICT FUNDS					
Description	Salaries & Benefits	Operations	Capital	Total	% City
Drainage Assessment	0	164,900	0	164,900	0.41%
Street Lighting Assessment	0	147,000	0	147,000	0.36%
Median Assessment District	0	179,000	0	179,000	0.44%
Total Assessment Districts	0	490,900	0	490,900	1.21%
DEBT SERVICE FUNDS					
Description	Salaries & Benefits	Operations	Capital	Total	% City
Pension Obligation Bonds	0	493,900	0	493,900	1.22%
Certificates of Participation (1992A)	0	884,407	0	884,407	2.18%
Total Debt Service	0	1,378,307	0	1,378,307	3.40%
CITY GRAND TOTAL	15,726,492	21,211,220	3,647,255	40,584,967	100.00%



Summary of Expenditures by Fund and Division FY 2010-11

REDEVELOPMENT AGENCY					
Description	Salaries & Benefits	Operations	Capital	Total	%Total
Central Community Project Area					
Capital Project	20,813	274,040	0	294,853	4.83%
20% Setaside	328,351	820,650	19,500	1,168,501	19.15%
Debt Service	0	3,786,949	0	3,786,949	62.05%
Total Central Community Project	349,164	4,881,639	19,500	5,250,303	86.03%
R76 Project Area					
Capital Project	0	46,610	0	46,610	0.76%
20% Setaside	0	163,350	0	163,350	2.68%
Debt Service	0	508,295	0	508,295	8.33%
Total R76 Project	0	718,255	0	718,255	11.77%
NCEL Project Area					
Capital Project	0	10,070	0	10,070	0.17%
20% Setaside	0	2,500	0	2,500	0.04%
Debt Service	0	121,500	0	121,500	1.99%
Total NCEL Project	0	134,070	0	134,070	2.20%
Total Redevelopment Agency	349,164	5,733,964	19,500	6,102,628	100.00%
SURPLUS PROPERTY AUTHORITY					
Description	Salaries & Benefits	Operations	Capital	Total	%Total
Surplus Property Authority	0	211,931	0	211,931	100.00%
Total Surplus Property	0	211,931	0	211,931	100.00%
HOUSING AUTHORITY					
Description	Salaries & Benefits	Operations	Capital	Total	%Total
Conventional Program	425,498	347,933	0	773,431	18.31%
Section 8 Voucher Program	206,207	3,243,864	0	3,450,071	81.69%
Modernization Grants	0	0	0	0	0.00%
Total Housing Authority	631,705	3,591,797	0	4,223,502	100.00%
GRAND TOTAL	16,707,361	30,748,912	3,666,755	51,123,028	100.00%



Schedule of Operating Transfers In/Out FY 2010-11

Fund/Description	Operating Transfer In	Operating Transfer Out
General Fund		
Transfer In - Traffic Safety	46,100	
Transfer In - Senior Nutrition Grant	20,400	
Transfer In - Solid Waste Infrastructure Fee	100,000	
Cost Allocation TDA	128,800	
Cost Allocation Gas Tax	160,400	
Cost Allocation Neighborhood Preservation	29,800	
Cost Allocation Water Operations	923,400	
Cost Allocation Water Plant Operations	168,800	
Cost Allocation Wastewater Operations	866,000	
Cost Allocation Stormwater Program	13,500	
Cost Allocation Solid Waste Operations	854,700	
Cost Allocation Drainage Assessment	158,400	
Cost Allocation Lighting Assessment	0	
Cost Allocation Median Assessment	179,000	
Transfer Out - 1992A COP Fund		493,900
Transfer Out - Street Light Assessment		24,000
Total General Fund Transfers In/Out	3,649,300	517,900
Traffic Safety Fund		
Transfer Out - General Fund		46,100
Senior Nutrition Grant		
Transfer Out - General Fund		20,400
Neighborhood Preservation Fund		
Transfer Out - General Fund		29,800
TDA Fund		
Transfer Out - Bike Path Fund		50,000
Transfer Out - General Fund		128,800
Gas Tax Fund		
Transfer Out - General Fund		160,400
Article 3 - Special Bike Path		
Transfer In - TDA Fund	50,000	
Stormwater Program		
Transfer In - NBVC Contract	305,510	
Transfer Out - General Fund		13,500
Water Operations Fund		
Transfer Out - General Fund		923,400
Water Plant Operations Fund		
Transfer Out - General Fund		168,800
Wastewater Operations Fund		
Transfer Out - General Fund		866,000



Schedule of Operating Transfers In/Out FY 2010-11

Fund/Description	Operating Transfer In	Operating Transfer Out
Wastewater Capital Fund		
Transfer In - Wastewater Bond Fund	500,000	
Wastewater Bond Fund		
Transfer Out - Wastewater Capital Fund		500,000
Solid Waste Operations Fund		
Transfer Out - General Fund		954,700
NBVC Contract		
Transfer Out - Stormwater Program		305,510
Drainage Assessment District		
Transfer Out - General Fund		158,400
Lighting Assessment District		
Transfer In - General Fund	24,000	
Transfer Out - General Fund		0
Median Assessment District		
Transfer Out - General Fund		179,000
Pension Obligation Bond		
Transfer In - General Fund	884,407	
Transfer Out - General Fund		884,407
1992A COP Fund		
Transfer In - General Fund	493,900	
Total City Transfers In/Out	5,907,117	5,907,117
Redevelopment Agency		
Central Community Project Area		
Capital Project Fund	258,917	
20% Set-Aside Fund	1,006,400	
Debt Service Fund		1,265,317
R76 Project Area		
Capital Project Fund	46,560	
20% Set-Aside Fund	158,547	
Debt Service Fund		205,107
NCEL Project Area		
Capital Project Fund	10,070	
20% Set-Aside Fund	24,000	
Debt Service Fund		34,070
Total RDA Transfers In/Out	1,504,494	1,504,494
Grand Total Transfers In/Out	7,411,611	7,411,611

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CITY OF PORT HUENEME

City Administration

General Fund

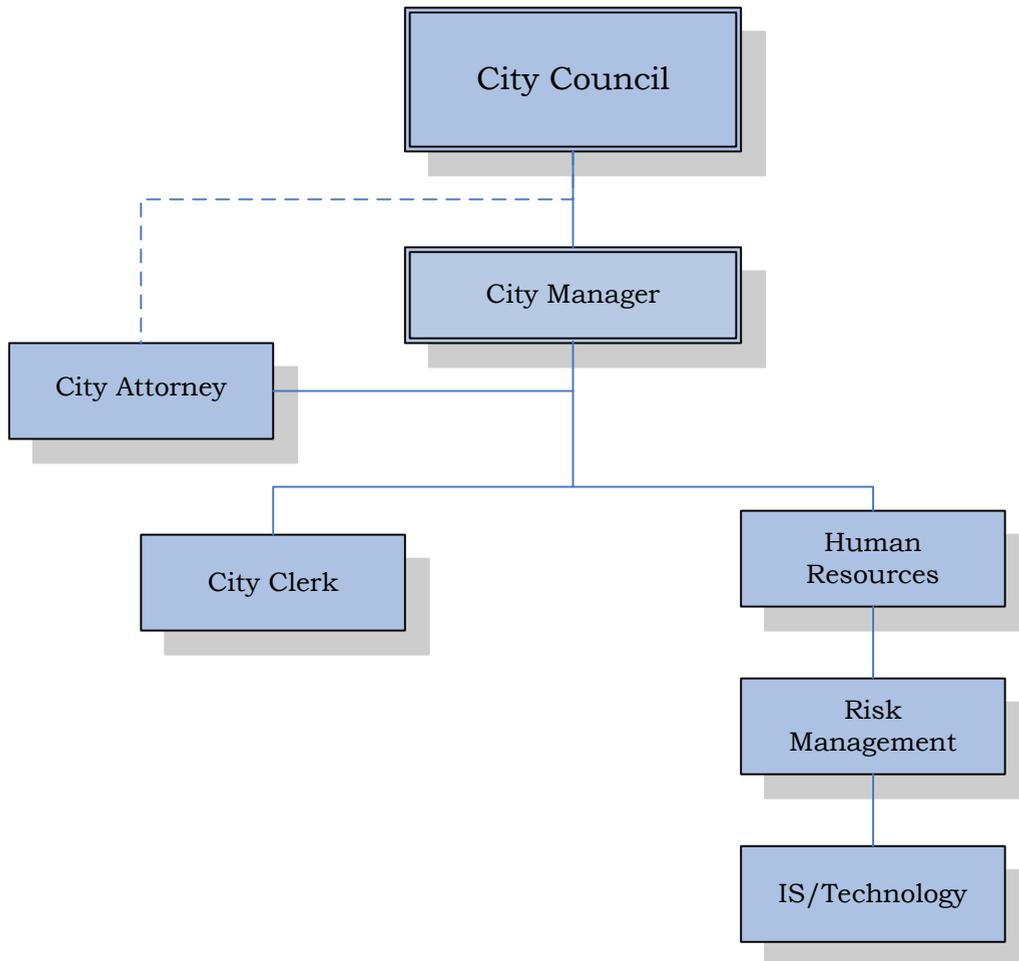


The Mission of the City Administration Department is to provide strong community leadership through policy direction and public information, and to provide professional administrative and legal oversight and support to the City organization.

“The Friendly City by the Sea”

City of Port Hueneme

City Administration



Organization Chart



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund **City Administration Department**
Department Overview

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
Workers Comp Contra Revenue	0	0	7,000	0
Total Revenues	0	0	7,000	0

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	641,012	688,494	622,176	690,700
Operational Charges	1,232,499	1,371,090	1,352,273	1,392,293
Capital Expenditures	0	0	0	0
Total Expenditures	1,873,511	2,059,584	1,974,449	2,082,993

Net Appropriations	-1,873,511	-2,059,584	-1,967,449	-2,082,993
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Authorized Positions:

City Council Member	5.00	5.00	5.00	5.00
City Manager	0.75	0.75	0.75	0.75
Assistant to the City Manager	0.00	1.00	1.00	0.85
Human Resources Administrator	1.00	0.00	0.00	0.00
Deputy City Clerk	1.00	1.00	1.00	0.50
City Clerk	0.00	0.00	0.00	0.50
Admin Svcs Coordinator - PT (1)	0.50	0.50	0.50	0.50
Total	8.25	8.25	8.25	8.10

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**City Council
General Fund**

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 2009-10

- Provided policy direction and directed the implementation of the many projects and programs found in the Major Accomplishments sections in each Division Budget.
- Adopted a new Graffiti Enforcement Ordinance that significantly enhances the enforcement and deterrence mechanisms available to Law Enforcement.
- Achieved “TsunamiReady” Status (the first community in Ventura County to do so), thereby assisting our citizens to better prepare for evacuation in the event of a tsunami.
- Adopted new Water Conservation and Water Supply Shortage program and regulations to respond to California’s lingering drought.
- Purchased and installed new playground equipment at Bolker Park, significantly enhancing the play value of this park.
- Made Council Meetings more convenient and accessible to the public and staff by changing the regular meeting date and time to the first and third Mondays at 6:30 p.m.

- Formed a Branding Committee comprising of Council, staff, business, and community members to help promote the City’s assets.

MAJOR INITIATIVES 2010-11

Fulfill 2010-11 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 2010-11 Budget ■ ■ ■

General Fund 001-1111

**City Council
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				

Total Revenues	0	0	0	0
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Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	93,007	99,439	101,981	107,802
Operational Charges	15,556	25,780	17,630	26,880
Capital Expenditures	0	0	0	0
Total Expenditures	108,563	125,219	119,611	134,682
Net Appropriations	-108,563	-125,219	-119,611	-134,682

Authorized Positions:				
City Council Member	5.00	5.00	5.00	5.00

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**City Manager
General Fund**

MISSION

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

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

PRIMARY ACTIVITIES

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

- Serves as the Executive Director of the 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 2009-10

- Provided administrative oversight for the projects and programs found in the Major Accomplishments sections in each Division Budget.
- Successfully completed the updating of the City's Utility Rates, thus ensuring balanced budgets for the City's three utilities, and the accumulation of appropriate operating and capital reserves.
- Entered into a contract for Gang Affiliation Intervention and Prevention services, fulfilling a long-term City Council goal of playing an active ground-level role in the battle against youth gang activity.
- Investigated various development and community entertainment scenarios and assisted the City Council in determining the best course of action to build upon current and proven successes.

MAJOR INITIATIVES 2010-11

- Complete the projects identified in the FY 2010-11 Strategic Plan.
- Update the Utility Users Tax to conform to the Federal Telecommunications act and thereby preserve existing revenues from this source.
- Initiate the development recommendations for the City's remaining major in-fill sites as presented in the Congleton Report.
- Timely complete negotiations for a new labor agreement with the Port Hueneme Police Officers Association.
- Implement the recommendations of the City's Branding Committee.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**City Manager
General Fund**

PERFORMANCE MEASURE 2010-11

- Meet or exceed the ending FY 2010-11 budgeted General Fund Unreserved Fund Balance.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Ending General Fund Unreserved Fund balance	\$6,098,541	\$5,185,941	\$6,560,560	\$6,489,859



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-1113

**City Manager
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				

Total Revenues	0	0	0	0
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Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	266,864	289,889	256,302	268,424
Operational Charges	168,052	157,850	144,530	167,550
Capital Expenditures	0	0	0	0
Total Expenditures	434,916	447,739	400,832	435,974
Net Appropriations	-434,916	-447,739	-400,832	-435,974

Authorized Positions:

City Manager	0.75	0.75	0.75	0.75
Assistant to the City Manager	0.00	0.00	0.00	0.15
Deputy City Clerk	0.75	0.75	0.75	0.125
City Clerk	0.00	0.00	0.00	0.125
Total	1.50	1.50	1.50	1.15

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Human Resources/City Clerk
General Fund**

MISSION

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

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

PRIMARY ACTIVITIES

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

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

MAJOR ACCOMPLISHMENTS IN 2009-10

- Reduced days off work for injured employees by implementing a Transitional Return To Work Program.
- Completed LossCAP risk management evaluation.
- Developed Core Competencies and training development for all classifications.
- Conducted wellness activities for better health of City staff.
- Participated in Leibert Cassidy Whitmore training consortium, providing supervisory training on various personnel-related topics
- Successful implementation of automated Agenda Processing System for City Council and PHWA agendas.
- Conducted two successful Proposition 218 elections for water and wastewater/solid waste rates.

MAJOR INITIATIVES 2010-11

- Continue to provide job-specific training for staff and effective management training for supervisors to avoid costly personnel actions and investigations.
- Implement training in support of core competencies established in evaluation process.
- Successful execution of the 2010 Municipal General Election.
- Improve skills and competencies through continued training and development.
- Implement HTE KA applicant tracking, allowing job applicants to apply online and eliminate duplicate data entry.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Human Resources/City Clerk
General Fund**

PERFORMANCE MEASURES 2010-11

- Reduce days off work by 50% for injured employees by implementing the TRTW program by June 30.
- Complete 100% of mandatory training for all employees by June 30, 2011.
- Complete 100% of all employee performance evaluations by the evaluation due date.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Reduce days off work by 35% for injured employees by implementing the TRTW program by June 30.	N/A	50%	20%	50%
Complete 100% of mandatory training for all employees by June 30.	N/A	100%	95%	100%
Complete 100% of all employee performance evaluations by the due date.	N/A	100%	90%	100%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-1115

**Human Resources/City Clerk
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				

Total Revenues	0	0	0	0
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Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	281,141	299,166	263,893	314,474
Operational Charges	49,777	55,112	66,290	79,182
Capital Expenditures	0	0	0	0
Total Expenditures	330,918	354,278	330,183	393,656

Total Expenditures	330,918	354,278	330,183	393,656
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Net Appropriations	-330,918	-354,278	-330,183	-393,656
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Authorized Positions:

Assistant to the City Manager	0.00	1.00	1.00	0.70
Human Resources Administrator	1.00	0.00	0.00	0.00
Deputy City Clerk	0.25	0.25	0.25	0.375
City Clerk	0.00	0.00	0.00	0.375
Admin Svcs Coordinator - PT (1)	0.50	0.50	0.50	0.50
Total	1.75	1.75	1.75	1.95



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-1264

**Risk Management
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
Workers Comp Contra Revenue	0	0	7,000	0
Total Revenues	0	0	7,000	0

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	999,114	1,132,348	1,123,823	1,118,681
Capital Expenditures	0	0	0	0
Total Expenditures	999,114	1,132,348	1,123,823	1,118,681

Net Appropriations	-999,114	-1,132,348	-1,116,823	-1,118,681
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Authorized Positions:

None

Purpose of Account:

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

CITY OF PORT HUENEME

General Government

General Fund



“The Friendly City by the Sea”

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**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**General Government
General Fund**

PRIMARY ACTIVITIES

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

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

MAJOR ACCOMPLISHMENTS IN 2009-10

- Replacement of 19 desktop computers throughout the City and Police Department.
- Conversion of utility billing system to volumetric billing of water usage through electronic meter reading interface to HTE.
- Improved web filtering and audit protection levels on City's network.

- Completed penetration testing and remediation based upon results and recommendations provided by Information Security Consultant.
- Installed GPS-based timing system to standardize timing for PSAP and network computers.

MAJOR INITIATIVES 2010-11

- Replacement of 16 desktop computers throughout the City and Police Department.
- Implementation of secure, point-to-point network for all HTE data traffic.
- Implementation of HTE Click2Gov self-service web interface for utility billing, including history of water usage.
- Continued vigilance to protect City network resources from unauthorized access.

PERFORMANCE MEASURE 2010-11

- Unplanned outages of internet and/or email systems during normal business hours are less than 7 events during the fiscal year.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of unplanned outages	N/A	<7	2	<7



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-1903	General Government Account Summary			
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	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	14,762,110	15,837,291	15,366,179	15,512,512
Homeland Security Grant	0	0	0	250,000
Total Revenues	14,762,110	15,837,291	15,366,179	15,762,512

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	159,539	192,338	185,004	225,925
Operational Charges	531,253	852,378	677,829	771,084
Capital Expenditures	33,752	16,100	16,100	15,000
Debt Service	133,858	133,858	133,858	77,530
Other/Transfers	499,170	490,400	519,400	517,900
Total Expenditures	1,357,572	1,685,074	1,532,191	1,607,439

Net Appropriations	13,404,538	14,152,217	13,833,988	14,155,073
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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
Assistant to the City Manager	0.00	0.00	0.00	0.15
Total	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>	<u>1.35</u>

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

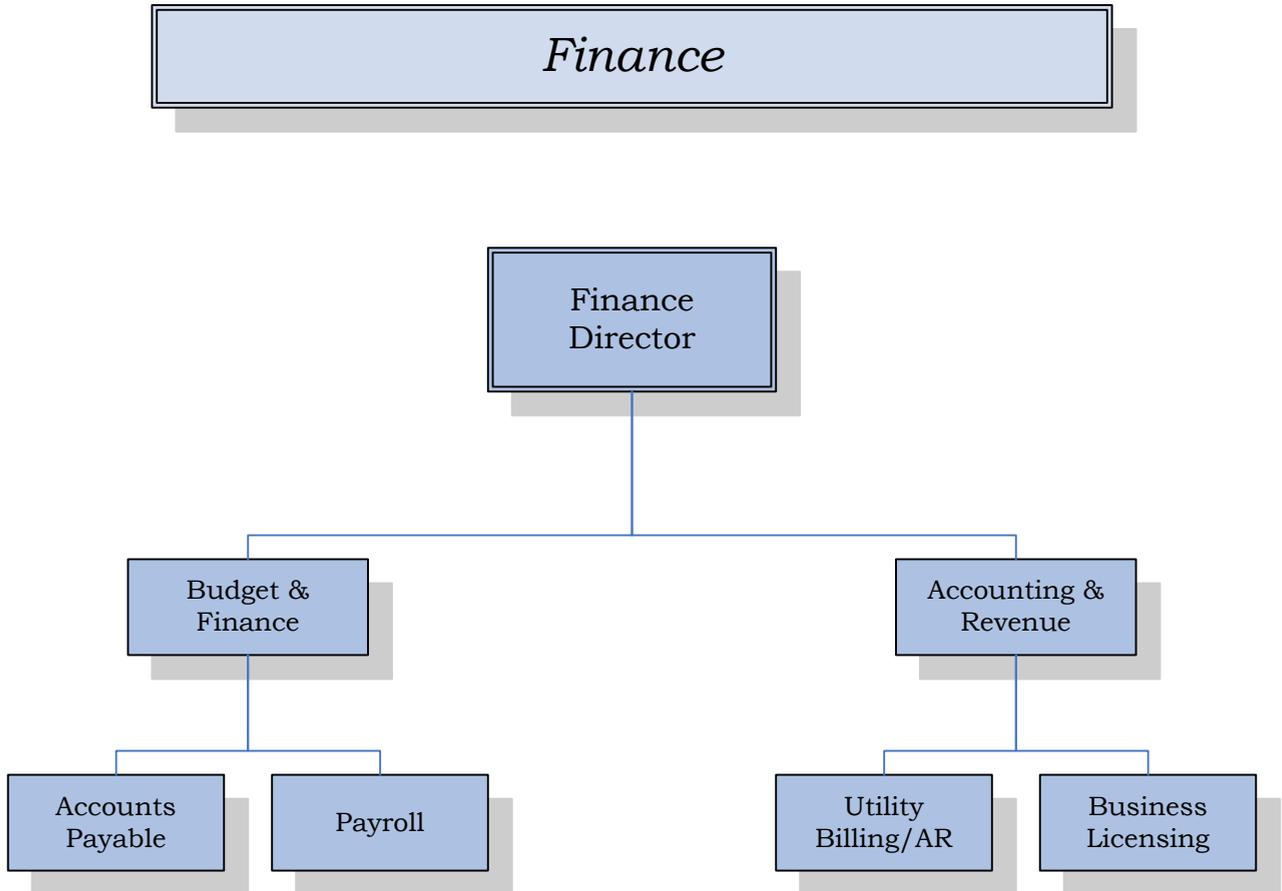
General Fund



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 2010-11 BUDGET**

**Finance
General Fund**

MISSION

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

PRIMARY ACTIVITIES

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

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

MAJOR ACCOMPLISHMENTS IN 2009-10

- Continued utilizing in-house staff for updating the City's Cost Allocation Plan for FY 2009-10, preparing the State Mandated Local Claims forms and conducting the latest Solid Waste 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 2009-10 Budget for review and received Excellence in Operating Budgeting award from the California Society of Municipal Financial Officers and the Certificate of Recognition from the Government Finance Officers Association.
- Submitted FY 2008-09 Financial Statements for review to the Government Finance Officers Association.
- Received unqualified opinions on all City entity audits for FY 2008-09.
- Transitioned from a flat-rate water billing system to one based on volumetric billing.

OBJECTIVES 2010-11

- Prepare annual financial statements and submit for the Comprehensive Annual Financial Report (CAFR) Award.
- Submit FY 2010-11 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.
- Assist with updating the Utility Users Tax for passage during November 2010 election.
- Implement Click-to-Gov and lock box system to allow City customers an additional option to pay charges and to streamline billing operations.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Finance
General Fund**

PERFORMANCE MEASURES 2010-11

- Increase the number of City Business Licenses issued by 5% by June 30.
- 95% of all business licenses will be issued/ renewed within 48 hours of application.
- Continually have the City pooled investments outperform LAIF each month by at least 25 basis points.
- Maintain number of audit adjustments to 15 or less 100% of the time.
- Utility bill collection rate to be 98% or higher 100% of the time.
- Handle 20% of all customer service transactions for Utility Billing through self-service options.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of Business Licenses issued	1,351	1,419	1,455	1,530
Percentage Change	NA	5%	7.7%	5%
Rate of business licenses issued within 48 hours of application	96%	95%	97%	95%
City pooled investments average performance rate as of June 30	2.96%	2.44%	1.8%	1.6%
LAIF average performance rate as of June 30	2.19%	2.19%	0.7%	0.95%
Difference	0.77%	0.25%	1.10%	0.70%
Number of audit adjustments at June 30.	25	10	10	15
Utility Billing Revenue	\$10,976,000	\$12,276,000	\$12,276,000	\$13,482,000
Collections over 90 days	\$80,483	\$160,000	\$160,000	\$150,000
Collection rate	0.74%	1.31%	1.31%	1.12%
Total number of utility billing customers	5631	5709	5709	5720
Total number of customers using self-service options	488	631	631	1144
Percentage self-service users	9%	11%	11%	20%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund	Finance Department Department Overview			
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	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				

Total Revenues	0	0	0	0
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Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	1,099,883	1,178,669	1,111,054	1,250,840
Operational Charges	57,522	69,160	70,340	72,480
Capital Expenditures	0	2,500	2,500	2,500
Total Expenditures	1,157,405	1,250,329	1,183,894	1,325,820

Total Expenditures	1,157,405	1,250,329	1,183,894	1,325,820
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Net Appropriations	-1,157,405	-1,250,329	-1,183,894	-1,325,820
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Authorized Positions:				
	2008-09	2009-10	2009-10	2010-11
Finance Director	1.00	1.00	1.00	1.00
Accounting & Revenue Manager	1.00	1.00	1.00	1.00
Budget & Finance Manager	1.00	1.00	1.00	1.00
Supervising Accountant	1.00	1.00	1.00	1.00
Accountant	0.95	0.95	0.95	0.95
Payroll Services Specialist	1.00	1.00	1.00	1.00
Fiscal Assistant	3.00	3.00	3.00	3.00
Fiscal Assistant PT - (1)	0.50	0.50	0.50	0.50
Total	9.45	9.45	9.45	9.45



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Fund 511				
Certificates of Participation				
Account Summary				
Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Fiscal Agent Interest	2,498	5,000	0	0
Fund Interest	-118	0	-29	0
Transfer In - General Fund	494,170	490,400	495,429	493,900
Total Revenues	496,550	495,400	495,400	493,900
<hr/>				
Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Fiscal Agent Fees	4,892	5,000	5,000	5,000
Debt Service	491,000	490,400	490,400	488,900
Total Expenditures	495,892	495,400	495,400	493,900
<hr/>				
Net Appropriations	658	0	0	0

Authorized Positions:
None

Purpose of Account:

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



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Fund 512		Pension Obligation Bonds			
		Account Summary			
Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11	
Transfer In - General Fund	564,354	786,780	769,657	884,407	
Total Revenues	564,354	786,780	769,657	884,407	
Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11	
Fiscal Agent Fees	3,965	1,600	4,058	4,000	
Debt Service	557,890	785,180	768,099	880,407	
Total Expenditures	561,855	786,780	772,157	884,407	
Net Appropriations	2,499	0	-2,500	0	

Authorized Positions:

None

Purpose of Account:

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

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Community Development

General Fund

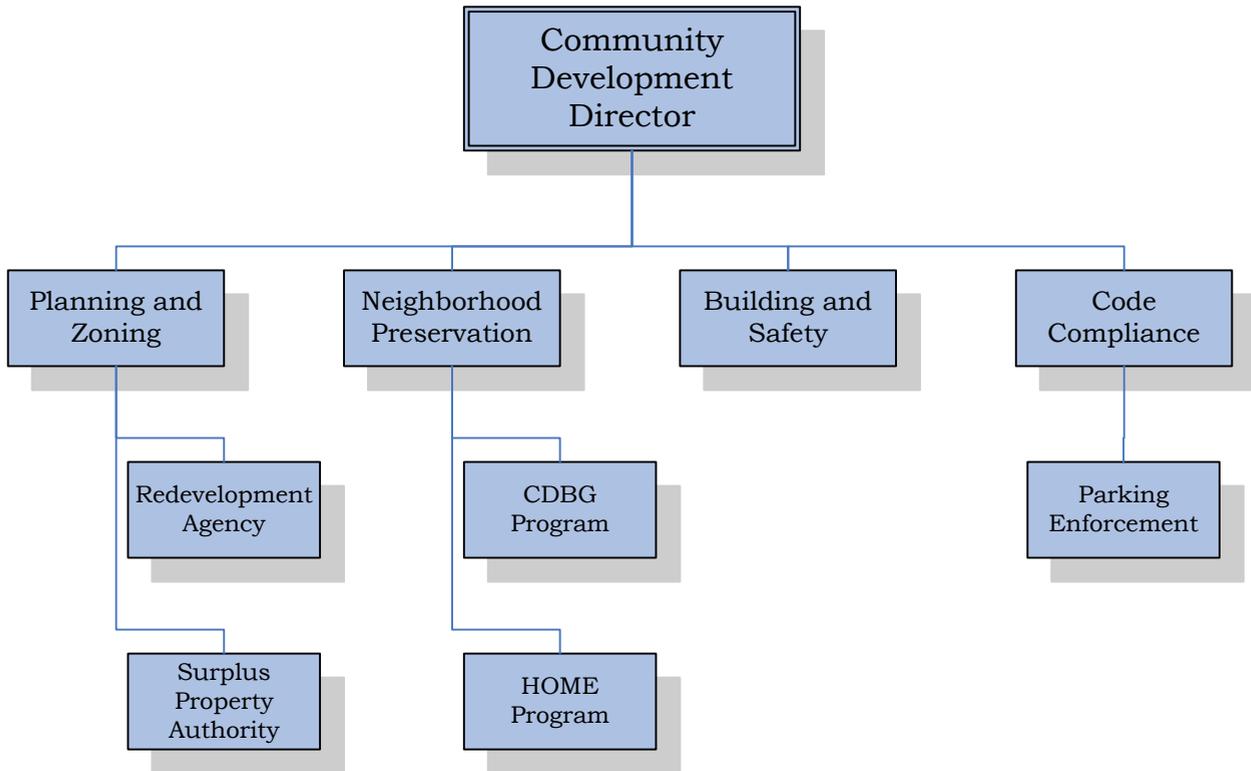


The Mission of the Community Development Department is to provide efficient service and support in a fair and responsive manner and to plan, coordinate, and implement various enforcement, regulatory, environmental, housing, building, and land use policies, laws, and programs while seeking to promote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

“The Friendly City by the Sea”

City of Port Hueneme

Community Development



Organization Chart



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund **Community Development Department**
Department Overview

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	685,960	546,000	588,752	585,800
Total Revenues	685,960	546,000	588,752	585,800

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	754,290	826,727	762,540	843,360
Operational Charges	162,606	151,850	146,718	152,250
Capital Expenditures	0	0	0	0
	0	0	0	0
Total Expenditures	916,896	978,577	909,258	995,610

Net Appropriations	-230,936	-432,577	-320,506	-409,810
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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	0.85	0.85	0.85	0.85
Building Inspector - PT (1)	0.25	0.25	0.25	0.25
Code Compliance Manager	1.00	1.00	1.00	1.00
Code Compliance Officer	1.00	1.00	1.00	1.00
Parking Officer - PT (2)	1.00	1.00	1.00	1.00
	6.60	6.60	6.60	6.60

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Administration/Planning & Zoning
General Fund**

MISSION

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

PRIMARY ACTIVITIES

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

MAJOR ACCOMPLISHMENTS IN 2009-10

- Adopted Model Water Efficient Landscape Ordinance in compliance with AB 1881.
- Prepared & concluded City adoption of a new Reasonable Accommodation Ordinance.
- Processed County Cultural Heritage Board Service Agreement with City.
- Concluded adoption of City's 2008-2014 Housing Element Update and obtained state HCD certification.
- Completed Strategic Plan Objective 1-1, Project 3 regarding feasibility of future visitor-serving commercial uses on Hueneme Beach Fishing Pier/Park.
- Prepared and concluded City coastal Development Permit for County's "J" Street Drain project.
- Prepared & concluded adoption of City Massage Permit Ordinance amendment to comply with SB 731.
- Prepared and concluded adoption of FEMA required flood hazard overlay zone amendment and submitted to Coastal Commission as LCP amendment for processing.
- Prepared and concluded Liquor License (Tacos Jalisco).
- 2010 Census outreach and coordination ongoing for enumeration in April 2010.
- Local Contractor Spending Initiative Program concluded.
- Participated in FY 2009-10 SEIU labor negotiations.
- Continued Committee assignments with CCPA, EDC-VC, SCAG, APCD, Chamber of Commerce, Housing & Homeless Coalition, Ventura County Compact, LAFCO, and OHD Waterfront Working Group.

MAJOR INITIATIVES 2010-11

- Process entitlements for Yara Tank Farm's sixth liquid fertilizer tank at Port valued at \$2 million.
- Process entitlements for new restaurant to replace the former Baker's Square site.
- Evaluate and process proposed outdoor dining enclosure for Andy's Seafood Pier Bait Tackle and Snack Shop Franchise.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Administration/Planning & Zoning
General Fund**

- Commence replacement of the bus shelters on the City’s fixed route system.
- Participate in 2010 SEIU labor negotiations.
- 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 2008-2014 Housing Element.
- Continue to evaluate feasibility of Market Street for reuse.
- Participate on City Branding Committee.

historical levels (current allocations based upon employee Fund Split Report and FY 2009-10 Cost Allocation Plan):

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

PERFORMANCE MEASURES 2010-11

- Maintain Department 100% efficiencies, cross training, and multiple skill sets to provide a diverse set of programs, services, and controls with staffing levels reduced from

FTE = Full-time equivalent

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

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Department efficiency rate	100%	100%	100%	100%
Percentage of customers served within five minutes at City Hall	95%	95%	95%	95%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-5101

Community Development Administration

Division Summary

Direct Revenue	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
General Fund	38,295	6,000	9,500	8,000
Total Revenues	38,295	6,000	9,500	8,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	314,672	327,885	296,317	332,956
Operational Charges	6,984	16,750	11,998	18,550
Capital Expenditures	0	0	0	0
Total Expenditures	321,656	344,635	308,315	351,506

Net Appropriations	-283,361	-338,635	-298,815	-343,506
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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	0.50	0.50	0.50	0.50
Total	2.00	2.00	2.00	2.00

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Building & Safety
General Fund**

MISSION

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

PRIMARY ACTIVITIES

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

MAJOR ACCOMPLISHMENTS IN 2009-10

- Completed construction/occupancy for Big Lots, Dollar Tree, and Rite Aid at the Oliveira Plaza shopping center and renovation of Bank of America building.
- Assisted City metering project by inspecting and permitting private service lines and assist Housing Authority with inspections for Mar Vista re-plumbing and disabled access improvement project.
- Concluded plan check and completed construction of two new homes at San Pedro and West "B" Streets and four homes at 570 Joyce Drive.

MAJOR INITIATIVES 2010-11

- Adopt and Implemented the State's new 2010 Building Code Standards.
- Retain at least one inspector who is a certified access specialist to review compliance with state-construction related access standards pursuant to SB 1608.
- 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.
- Continue to update and enhance the Building and Safety Emergency Operations Manual and procure emergency operations equipment.
- Conclude plan check and final for Harbor District's Central Gate Security projects.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Building & Safety
General Fund**

PERFORMANCE MEASURES 2010-11

- Issue 1,000 annual permits issued on an annual basis.
- Complete 95% of all inspections within 24 hours of making appointment on an ongoing

basis. Total number of construction inspections completed and percentage of construction inspections completed within 24 hour of making an appointment.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of annual permits issued	1,065	1,000	1,000	1,000
Percentage of inspections completed within 24 hours	95%	95%	95%	95%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-5123 **Building & Safety**
Division Summary

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	213,628	169,900	181,100	192,300
Total Revenues	213,628	169,900	181,100	192,300

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	161,953	190,696	183,615	197,186
Operational Charges	25,538	18,450	18,070	16,850
Capital Expenditures	0	0	0	0
Total Expenditures	187,491	209,146	201,685	214,036

Net Appropriations	26,137	-39,246	-20,585	-21,736
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Authorized Positions:

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

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Code Compliance/Parking Enforcement
General Fund**

MISSION

It is the Mission of the Code Compliance and Parking Code 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 2009-10

- 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.
- Instituted a system for signing off violations of handicap parking.
- Continue Parking Enforcement's Roadside Assistance Program.
- Backup Crossing Guard and Traffic Control functions for Police Department.

MAJOR INITIATIVES 2010-11

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

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Code Compliance/Parking Enforcement
General Fund**

PERFORMANCE MEASURES 2010-11

- Reduce the number of repeat violations relating to outdoor temporary signage in commercial zones by 5% over FY 2009-10 numbers by June 30, 2011.
- Work with Streets Division to maintain effectiveness of curbside street sweeping and to help enhance quality of storm-water runoff by providing continued enforcement of posted parking restrictions for weekly sweeping and ongoing re-removal of abandoned vehicles on City Streets. Educate new residents and decrease street sweeping violations by 5% over FY 2009-10 numbers by June 30, 2011.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of repeat outdoor temporary signage violations	43	41	41	39
Percentage change	-5%	-5%	-5%	-5%
Number of street sweeping violations	4,855	4,612	4,612	4,370
Percentage change	-5%	-5%	-5%	-5%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-5124	Code Compliance Division Summary			
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	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	18,193	0	23,152	0
Total Revenues	18,193	0	23,152	0

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	191,282	211,946	189,563	213,485
Operational Charges	85,430	68,200	68,200	68,400
Capital Expenditures	0	0	0	0
Total Expenditures	276,712	280,146	257,763	281,885

Net Appropriations	-258,519	-280,146	-234,611	-281,885
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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
Total	<hr/> 1.75	<hr/> 1.75	<hr/> 1.75	<hr/> 1.75



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-5125

**Parking Code Enforcement
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	415,844	370,100	375,000	385,500
Total Revenues	415,844	370,100	375,000	385,500

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	86,383	96,200	93,045	99,733
Operational Charges	44,654	48,450	48,450	48,450
Capital Expenditures	0	0	0	0
Total Expenditures	131,037	144,650	141,495	148,183

Net Appropriations	284,807	225,450	233,505	237,317
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Authorized Positions:

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

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

Neighborhood Preservation

MISSION

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

PRIMARY ACTIVITIES

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

MAJOR ACCOMPLISHMENTS IN 2009-10

- Established FY 2009-10 CDBG program budget/projects.
- Processed Ralf Moll/McCown Short Pay and then lead the adoption of a homebuyer loan default policy and modifications to the Homebuyer Assistance Program Guidelines in response to adverse changes in the housing market.
- Assisted in CDBG funding and design of Mar Vista Senior Apartment rehabilitation.
- Processed new 2010-2012 CDBG Operating Agreement with County.
- Processed three-year contract for landscape maintenance services at various City/RDA owned housing units.
- Funded one RRLP loan for the rehabilitation of an owner-occupied single-family home.
- Continues to jointly manage, monitor, and oversee the backbone Land Database for the City's new HTE system.
- Prepared housing statistics for RDA's Annual HCD audit/report.
- Revised Neighborhood Preservation Program Guidelines to add new simple interest rehabilitation loan option. Disbursed small grants under the Home Maintenance Incentive Rebate Program resulting in the improvement of residential units located within designated target neighborhoods.
- Administered FY 2009-10 CDBG Program allocations including the preparation of contracts, quarterly status reports, drawdown reports, and the Consolidated Annual Performance and Evaluation Report (CAPER) for FY 2008-09.
- Assisted in the preparation of the County-wide analysis of Impediments to Fair Housing Choice and the 2010-2015 Consolidated Plan.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

Neighborhood Preservation

MAJOR INITIATIVES 2010-11

- Fund two Residential Rehabilitation Loans.
 - Continue annual task of updating and maintaining parcel information in the prescribed County format to ensure accuracy for Assessment Districts and all HTE applications.
 - Manage CDBG Program by preparing City's project proposals, assisting in the evaluation and scoring of all proposals submitted to the Urban County Entitlement Program, and assisting in the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) for FY2010-11.
 - Continue funding cost allocation revenue to City's General Fund.
- Manage the design and rehabilitation of five apartments at 841 Jane Drive and place 5 new tenants.

PERFORMANCE MEASURES 2010-11

- Maintain number of annual residential loans and rebates under the RRLP, HMIRP, and HBAP at 75% over the previous year.
- Add and/or rehabilitate 5 units of rental housing to inventory of City/RDA/CDBG affordable rental housing units and outstanding homebuyer loans. (Does not include Housing Authority's affordable rental units at Mar Vista and Hueneme Village or Navy Base housing.)

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of annual residential loans/rebates	35	26	30	22
Percentage over previous year	NA	75%	86%	75%
Inventory count of affordable rental housing units.	109	114	114	119



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Neighborhood 128-5102 Preservation Fund	Neighborhood Preservation Account Summary			
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Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Housing In-Lieu Fees	67,720	0	0	0
Miscellaneous Interest	0	60,000	39,300	60,000
Fund Interest	43,927	55,000	600	600
Miscellaneous Revenues	1,268	500	500	500
Loan Payoff Revenue	13,740	60,000	0	60,000
Total Revenues	126,655	175,500	40,400	121,100

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	65,688	66,690	63,805	67,938
Operational Charges	83,464	207,700	37,907	207,700
Cost Allocation	59,200	28,900	28,900	29,800
Capital Expenditures	0	0	0	0
Total Expenditures	208,352	303,290	130,612	305,438

Net Appropriations	-81,697	-127,790	-90,212	-184,338
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Authorized Positions:

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



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

CDBG 254-5300

**CDBG
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Jane Drive Rental Income	29,541	10,000	3,000	10,000
Fund Interest	10,779	3,000	5,000	3,000
CDBG Entitlement	62,172	538,298	238,593	216,018
CDBG Program Income	9,716	190,267	330,757	0
Total Revenues	112,208	741,565	577,350	229,018

Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	114,601	738,565	552,345	226,018
Capital Expenditures	0	0	0	0
Total Expenditures	114,601	738,565	552,345	226,018

Net Appropriations	-2,393	3,000	25,005	3,000
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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 2010-11 Budget ■ ■ ■

HOME Program 264-5200

**Homebuyer Program
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Homebuyer Program Revenue	36,480	0	0	0
Homebuyer Program Income	10,800	0	13,580	0
Miscellaneous Revenue	75	0	0	0
Total Revenues	47,355	0	13,580	0

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	0	0
Capital Expenditures	0	0	0	0
Total Expenditures	0	0	0	0

Net Appropriations	47,355	0	13,580	0
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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

Police

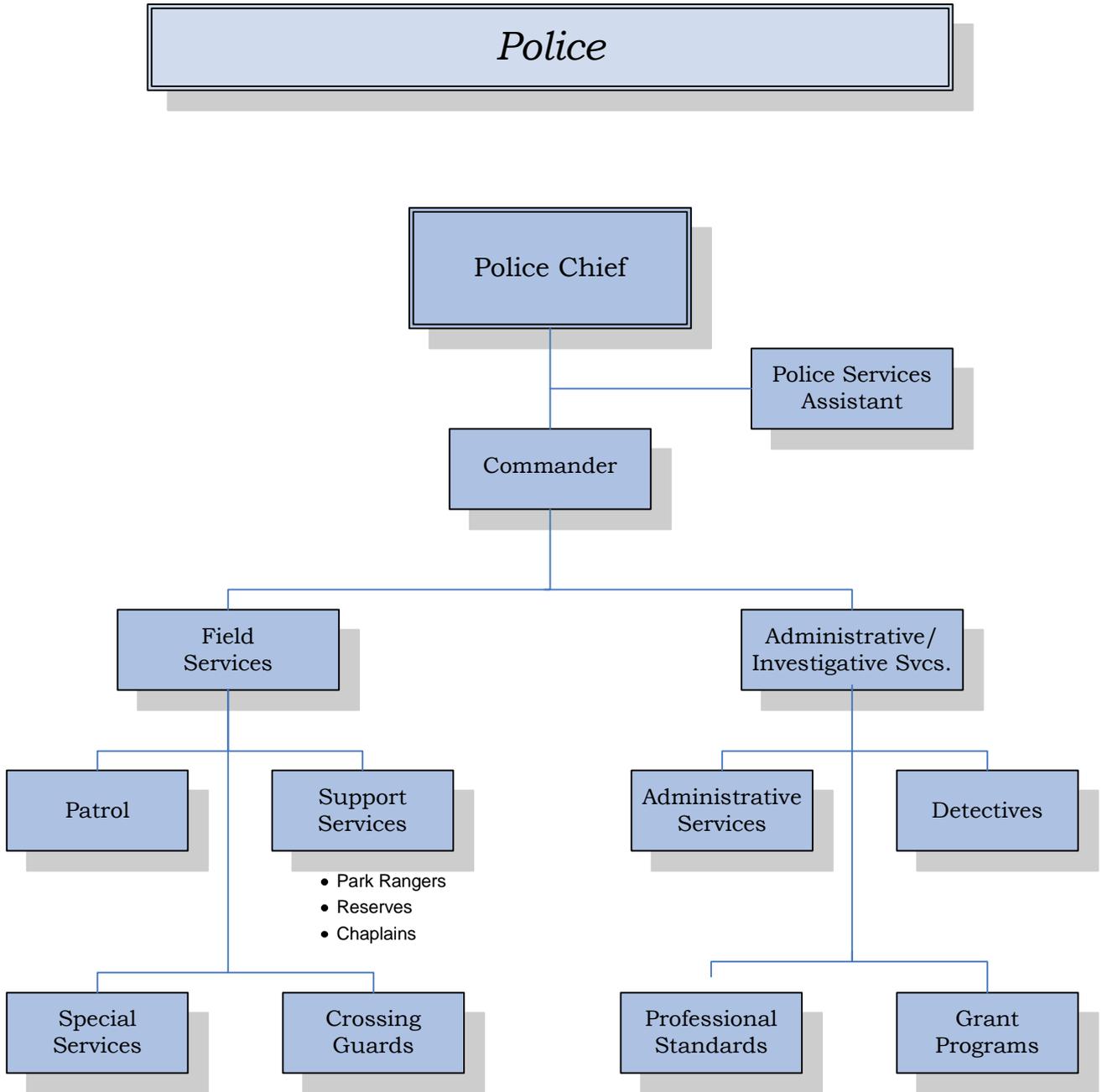
General Fund



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

“The Friendly City by the Sea”

City of Port Hueneme



Organization Chart



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund	Police Department Department Overview			
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	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	9,336	87,200	87,200	141,900
Total Revenues	9,336	87,200	87,200	141,900

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	5,561,520	5,883,626	5,781,675	6,065,275
Operational Charges	158,120	273,715	259,900	229,815
Capital Expenditures	82,944	25,000	25,100	83,000
Total Expenditures	5,802,584	6,182,341	6,066,675	6,378,090

Net Appropriations	-5,793,248	-6,095,141	-5,979,475	-6,236,190
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Authorized Positions:

Police Chief	1.00	1.00	1.00	1.00
Police Commander	1.00	1.00	1.00	1.00
Police 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	7.00	7.00	7.00	7.00
Police Officer/Detective	3.00	3.00	3.00	3.00
Police Officer/SPU	2.00	2.00	2.00	2.00
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 Supp Svcs Officer PT - (1)	0.50	0.50	0.50	0.50
Police Records Technician	1.00	1.00	1.00	1.00
Crossing Guard PT - (5)	2.50	2.50	2.50	2.50
Park Ranger PT - (1)	0.25	0.25	0.25	0.25
Total	35.25	35.25	35.25	35.25

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Police Administration
General Fund**

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 the 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 2009-10

- The National Weather Service has certified the City of Port Hueneme as a Tsunami-Ready community, one of only two communities in Southern California that has earned this designation.
- Presented a Community Forum on Violence to discuss with our community the current violence prevention efforts that have been implemented by the Police Department.
- Presented classes on CERT (Civilian Emergency Response Team) training providing community members a hands-on opportunity to learn about disaster preparedness, fire safety and suppression, utility control, light search and rescue, disaster psychology and team leadership.
- Developed an ongoing working relationship with the Oxnard-Port Hueneme Clergy Council to provide intervention and prevention services for our youth as it relates to gang violence and prevention strategies.

- Held Emergency Operations training sessions for City Administration staff and key support staff.
- Continued our working relationship with NBVC by participating in mutually beneficial training while sharing training resources.
- Enhanced our working relationship with the Oxnard Harbor District by participating in training exercises with the port and various other agencies to increase the emergency response and security readiness that would be involved in an emergency.
- Command Staff participated in a POST approved Team Building Workshop for our management team.
- At the request of the Superintendent of the Hueneme School District, an informational meeting was presented to administrators, PTA members, teachers, concerned parents and School Board Members regarding gangs and signs of involvement.
- Co-sponsored a regional tsunami workshop presented by Emergency Management Professionals and Tsunami Experts from Cal-EMA.
- Conducted a successful Bicycle Rodeo program at Hueneme Elementary School.
- Established, implemented our HERO Program in the elementary schools, providing more interaction activities between Police Department personnel and the kids in our schools.
- Established our TOUCH (Together Our Understanding Can Help) Program which keeps track of calls for service when checking on the well being of some of our senior citizens.
- Contracted with Edgar Mohorko Consulting, specifically his Social Outreach Service (SOS), for gang affiliation prevention and intervention services to augment the efforts of the Police Department.
- Increased our Reserve Police Officer Unit by two people.
- Obtained approximately \$178,320 from several grant funds to supplement the Police Department budget enabling to enhance services and programs and purchase needed equipment.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Police Administration
General Fund**

MAJOR INITIATIVES 2010-11

- Complete the installation of equipment in our Emergency Operations Center permitting this area to become a fully functional portion of our Police Department.
- Continue our working relationship with NBVC and the Oxnard Harbor District with additional joint training exercises and information sharing to heighten community safety for all of the affected areas.
- Within budget constraints, continue to build upon our StormReady and TsunamiReady certifications to enhance our response capabilities if/when an emergency occurs.
- Increase and develop membership in our Volunteers In Policing (VIP) Program to better serve our Police Department, schools and the community at large.
- Enlarge HERO Program and elevate the programs that we currently have to better interact with our kids in the elementary schools.
- Work closely with Oxnard-Port Hueneme Clergy Council, Mohorko Consulting and the Social Outreach Service to create additional gang intervention and prevention strategies to reach some of our kids who may be susceptible to choosing the gang lifestyle.

- Hire six (6) new Reserve Police Officers during the coming fiscal year.
- Hire five (5) new Volunteers In Policing individuals during the coming fiscal year.

PERFORMANCE MEASURES 2010-11

- Maintain the current level of Part 1 Crimes, and prevent the overall crime rate from increasing by December 31, 2010.
- Complete 90% of citizen complaints filed by community members within 30 days of receipt of complaint.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of Part I Crimes at December 31.	484	484	495	488
Percentage of complaints completed within 30 days of receipt.	NA	90%	90%	90%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-2101

**Police Administration
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	9,336	84,200	84,200	85,900
Total Revenues	9,336	84,200	84,200	85,900

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	630,494	635,669	588,970	674,164
Operational Charges	48,365	77,950	78,640	73,270
Capital Expenditures	0	2,500	2,600	10,000
Total Expenditures	678,859	716,119	670,210	757,434

Net Appropriations	-669,523	-631,919	-586,010	-671,534
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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
Total	3.50	3.00	3.00	3.00

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Patrol/Investigations
General Fund**

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.

The Investigations Division's Mission is to provide investigative and technical support to the efforts of Patrol and the overall goals and mission of the Police Department, respecting the needs of our community by providing prompt, efficient, courteous and professional service when they have been victimized, by using every resource available to achieve a positive outcome.

PRIMARY ACTIVITIES

- Patrols the City to preserve the peace and enforce the law, controls traffic; prevents, detects, and investigates misconduct involving Federal, State, County, and City laws and ordinances, 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.
- Conducts follow-up investigations of crimes committed.
- Obtains evidence and compiles information regarding crimes and crime trends.
- Prepares a variety of reports and records including officers' reports, field interrogation

reports, alcohol reports, drug influence reports for criminal case prosecutions.

- Acts in the District Attorney liaison capacity for all filing of felony cases.
- Maintains roster of all criminal complaints.

MAJOR ACCOMPLISHMENTS IN 2009-10

- Instituted more structured Community Policing Procedures that include *Quality Checks* performed by Sergeants following up on calls for service, *Community Policing Checks* by Officers in both residential and business districts, *School Checks/Visits* performed by Officers supplementing the HERO Program.
- Transferred more responsibility for the 290 (Sex Registrant) Checks to the Senior Officers for more consistent and timely checks/updates.
- Received an award from MADD (Mothers Against Drunk Drivers). Officer arrested 43 drunk drivers removing them from roadways before they could injure themselves or someone else.
- Participated in a County-Wide Auto Theft Task Force (VCATTF) lead by the California Highway Patrol.
- Upgraded all department personnel's audio recording equipment and cameras to digital technology.
- Obtained grant funding to purchase and equip an Emergency Response Vehicle used by Patrol for Disaster and Major Incident Response.
- Reinstated the Special Problems Unit to enhance the Department's response to Gang/Narcotics/Domestic Violence and other spikes in crime throughout the City.
- Implemented changes in tracking and monitoring procedures for Sex Registrants allowing to be within compliance range.
- MOU was signed for agency participation in the LinX Program, which has allowed investigation to readily review criminal records from other Ventura County Agencies. Furthermore, this program will assist investigators with crime case clearances.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Patrol/Investigations
General Fund**

- Maintained case clearance for missing persons/runaways at 95%.
- Crime Analysis Unit participated in Intelligence Analysis for investigations including Homeland Security which has allowed for a more efficient flow of information to department personnel.

- Update, organize and complete an Audit of the Property/Evidence Room.
- Through the use of Asset Forfeiture monies, implement a Bar Code System for the Evidence Room, which will assist with proper monitoring of evidence.
- Complete the upstairs remodeling to securely store additional property, saving the yearly cost of an offsite storage facility.
- Purchase of additional Narcotic Safety Equipment for the Special Problems Unit for Search Warrant Entry's.

MAJOR INITIATIVES 2010-11

- 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.
- Expand our relationship with the Oxnard/Port Hueneme Police Clergy Council to include the utilization of the Peace Makers after major gang-related incidents that could trigger retaliation.
- Continue to participate in Security Readiness Drills with naval Base Ventura County to develop our combined response to suspected terrorist activities.

PERFORMANCE MEASURES 2010-11

- Maintain the 10% reduction in injury and non-injury traffic collisions utilizing statistical information for the deployment of the Motorcycle Traffic Officer.
- Increase the enforcement efforts concerning the failure-to-yield to pedestrians by 5%, thus increasing pedestrian safety Citywide.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of Injury Traffic collisions	46	41	17	15
Percentage change	NA	-10%	-63%	-10%
Number of Non-Injury Traffic collisions	79	71	53	47
Percentage change	NA	-10%	-33%	-10%
Number of enforcement hours spent in pedestrian cross walk zones	31	32	35	37
Percentage change	NA	+5%	+12.9%	+5%



■■■ City of Port Hueneme - FY 2010-11 Budget ■■■

General Fund 001-2102

**Police Patrol/ Investigations
Division Summary**

Direct Revenue	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
General Fund	0	3,000	3,000	3,000
Reserves	0	0	0	53,000
Total Revenues	0	3,000	3,000	56,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	4,169,966	4,435,621	4,411,543	4,674,484
Operational Charges	82,252	96,686	98,991	93,500
Capital Expenditures	82,944	22,500	22,500	73,000
Total Expenditures	4,335,162	4,554,807	4,533,034	4,840,984

Net Appropriations	-4,335,162	-4,551,807	-4,530,034	-4,784,984
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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	7.00	7.00	7.00	7.00
Police Officer/Detective	3.00	3.00	3.00	3.00
Police Officer/SPU	2.00	2.00	2.00	2.00
Park Ranger PT - (1)	0.25	0.25	0.25	0.25
Total	22.25	22.25	22.25	22.25

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Police Support Services
General Fund**

MISSION

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

PRIMARY ACTIVITIES

The Support Services Division provides assistance for the Patrol and Investigative Division by 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 2009-10

- Hired and initiated the training of a new Part-Time Support Services Officer for the Property/Evidence Division.
- Hired and initiated the training of a new Part-Time Dispatcher for the Communications Division.
- Initiated an audit and began incorporating new guidelines for the Property/Evidence Room for placing items of Evidence in the Property Room.

- Completed annual update for the Emergency Preparedness Manual.
- Relocated 60% of the Department's arrest and report records (54,000 records) to newly renovated storage location at the Utility Services Yard.
- Conducted a series of Emergency Management Training courses, including a Tabletop exercise, for various City staff.
- Installed EcaTS emergency call tracking system by the State providing access to reliable 911 call data (i.e. call answer time) therefore improving efficiency.

MAJOR INITIATIVES 2010-11

- Continue the process of training Explorers and Volunteers to assist with records, lobby window and various clerical tasks.
- Continue training additional Dispatch Staff on the Reserve 911 Program.
- Relocation and upgrade of our radio band # 3 to ensure dependable communication on that frequency and improve officer safety.
- Increase available space in the Property/Evidence room by 25% as a result of audit/reorganization project.

PERFORMANCE MEASURES 2010-11

- Answer 90% of 9-1-1 calls within 10 seconds (currently 88.75%)

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Rate of 9-1-1 calls answered within 10 seconds	NA	90%	88.75%	90%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-2104

**Police Support Services
Division Summary**

Direct Revenue	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
General Fund	0	0	0	0
Total Revenues	0	0	0	0

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	703,168	751,122	721,614	655,940
Operational Charges	26,974	36,139	36,039	38,480
Capital Expenditures	0	0	0	0
Total Expenditures	730,142	787,261	757,653	694,420

Net Appropriations	-730,142	-787,261	-757,653	-694,420
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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
Total	7.50	7.50	7.50	7.50

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Crossing Guards
General Fund**

MISSION

The Mission of the Crossing Guard Division is to provide a safe and protective environment for the community's children crossing the streets, 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 2009-10

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

MAJOR INITIATIVES 2010-11

- Evaluate/review Crossing Guard Procedures during the school year.
- Recruit and hire at least 1-2 substitute crossing guards to assist with coverage for the regular crossing guards to assure 100% coverage.
- Evaluate the new Pedestrian Warning Flasher Systems with in-put from the crossing guards and provide information to Public Works (Street Superintendent).



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-2105

**Crossing Guards
Division Summary**

Direct Revenue	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
General Fund	0	0	0	0
Total Revenues	0	0	0	0

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	57,892	61,214	59,548	60,687
Operational Charges	529	500	500	500
Capital Expenditures	0	0	0	0
Total Expenditures	58,421	61,714	60,048	61,187

Net Appropriations	-58,421	-61,714	-60,048	-61,187
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Authorized Positions:

Crossing Guard PT - (5)	2.50	2.50	2.50	2.50
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■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-2106

**Reserves Program
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	0	0	0	0
Total Revenues	0	0	0	0

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	0	62,440	45,730	24,065
Capital Expenditures	0	0	0	0
Total Expenditures	0	62,440	45,730	24,065

Net Appropriations	0	-62,440	-45,730	-24,065
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Authorized Positions:

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



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

COPS Grant Fund 205-2110

**COPS Grant
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
COPS Grant Fund	57,989	100,000	142,011	100,000
Fund Interest	1,613	1,500	300	1,500
Total Revenues	59,602	101,500	142,311	101,500
Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	115,349	123,931	121,830	130,802
Operational Charges	5,920	7,000	6,500	7,000
Capital Expenditures	0	0	0	0
Total Expenditures	121,269	130,931	128,330	137,802
Net Appropriations	-61,667	-29,431	13,981	-36,302

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 2010-11 Budget ■ ■ ■

Traffic Safety Fund 206-2117

**Traffic Safety
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Traffic Safety Fund	51,611	46,100	50,330	46,100
Total Revenues	51,611	46,100	50,330	46,100

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	51,611	46,100	50,330	46,100
Capital Expenditures	0	0	0	0
Total Expenditures	51,611	46,100	50,330	46,100

Net Appropriations	0	0	0	0
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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.



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Homeland Security Fund 252-2116

**Homeland Security Grant
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Homeland Security Grant Fund	7,154	78,800	78,800	0
Total Revenues	7,154	78,800	78,800	0

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	7,153	78,800	78,800	0
Capital Expenditures	0	0	0	0
Total Expenditures	7,153	78,800	78,800	0
Net Appropriations	1	0	0	0

Authorized Positions:

None

Purpose of Account:

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

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CITY OF PORT HUENEME

Recreation/ Community Services General Fund

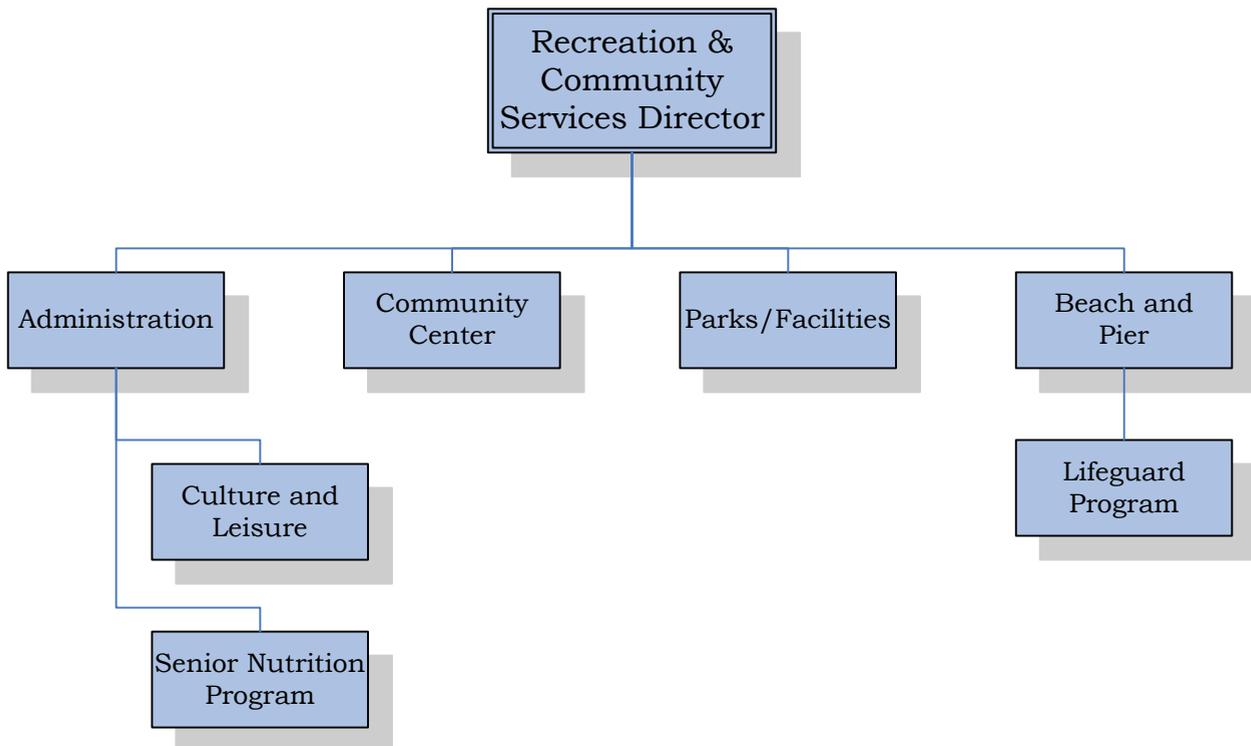


The Mission of the Recreation and Community Services Department is to foster human development, increase cultural unity, strengthen community image and sense of place, support economic development, strengthen safety and security, promote health and wellness, protect environmental resources, facilitate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

“The Friendly City by the Sea”

City of Port Hueneme

Recreation & Community Services



Organization Chart



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

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

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	438,490	545,600	545,600	537,900
Total Revenues	438,490	545,600	545,600	537,900

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	605,350	663,521	601,407	675,970
Operational Charges	280,597	307,260	304,335	308,210
Capital Expenditures	22,962	21,088	21,088	60,500
Total Expenditures	908,909	991,869	926,830	1,044,680

Net Appropriations	-470,419	-446,269	-381,230	-506,780
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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
Total	20.30	20.30	20.30	20.30

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Recreation Administration
General Fund**

MISSION

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

- The Port Hueneme Advisory Council on Aging participated in the Countywide Senior Expo.
- Reviewed fee schedule for filming in the City.

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 INITIATIVES 2010-11

- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.
- Continued participation in the Port Hueneme/ South Oxnard Neighborhoods for Learning project, funded through Proposition 10.
- Promote civic engagement by providing opportunities to influence and learn of City sponsored activities.
- Provide and promote a gardening/composting class.
- Provide the public with information on healthy eating.
- Complete living history film, “Hueneme Stories III”, a Historical Museum Commission project.

MAJOR ACCOMPLISHMENTS IN 2009-10

- Premiered “Hueneme Stories II”, a short living history film developed by the Museum Commission and presentation of the “20th Anniversary of the Ray D. Prueter Library”, celebration including a historical overview of the library, on September 21, 2009.
- Completed “Bike Hueneme”, a Recreation & Fine Arts Commission project. This brochure highlights the City’s bike route system and promotes a positive physical, social, and economic environment that supports the well-being of residents.

PERFORMANCE MEASURES 2010-11

- Provide a recreation or community services item for 50% of City E-News.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of recreation or community services items for City E-News	NA	6 of 12	8 of 12	6 of 12
Percentage	NA	50%	67%	50%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-4181

**Recreation Administration
Division Summary**

Direct Revenue	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
General Fund	0	0	0	0
Total Revenues	0	0	0	0

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	210,674	211,897	190,482	218,061
Operational Charges	12,762	15,750	15,750	15,650
Capital Expenditures	0	0	0	0
Total Expenditures	223,436	227,647	206,232	233,711

Net Appropriations	-223,436	-227,647	-206,232	-233,711
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Authorized Positions:

Recreation & Comm Svcs Dir	1.00	1.00	1.00	1.00
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**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Community Center
General Fund**

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 2009-10

- Presented the second “Senior Information Expo”, a special event designed to provide information on vital services available to seniors in Port Hueneme.

- Started a yoga class for seniors.
- Implemented the “Q” computer program for Senior Nutrition data.
- Implemented a series of art and music classes.

MAJOR INITIATIVES 2010-11

- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.
- Update inventory of tables and chairs.
- Increase meals served per week by 2% for fiscal year 2010-11.
- Present third annual “Senior Information Expo” as an annual event with the Port Hueneme Advisory Council on Aging with focus on improving health.
- Offer at least one new fitness/exercise class to reduce childhood obesity.
- Offer gardening/composting class.

PERFORMANCE MEASURES 2010-11

- Increase Senior Nutrition meals served per week by 4% (July-December)
- Present the “Senior Information Expo with a 5% increase in participation.
- Increase center rental income by 3%.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of Senior Nutrition meals served	2,771	2,881	3,393	3,528
Percentage change	NA	+4%	+22%	+4%
Number of Seniors participating in Expo	40	42	65	68
Percentage change	NA	+5%	+63%	+5%
Center Rental Income	\$41,614	\$42,862	\$44,570	\$45,907
Percentage change	NA	+3%	+7%	+3%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-4182

**Community Center
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	48,126	48,400	48,400	46,000
Total Revenues	48,126	48,400	48,400	46,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	234,305	264,818	236,532	269,841
Operational Charges	44,024	50,060	50,060	49,960
Capital Expenditures	0	0	0	21,500
Total Expenditures	278,329	314,878	286,592	341,301

Net Appropriations	-230,203	-266,478	-238,192	-295,301
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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
Total	3.30	3.30	3.30	3.30

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Parks and Facilities
General Fund**

MISSION

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

the tennis courts with the replacement of windscreens.

- Designed the installation of new play equipment at Bolker Park. Design focuses on upper body strength; equipment design selected by the Recreation & Fine Arts Commission.

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 INITIATIVES 2010-11

- Continue to promote healthy lifestyles in programs for all age groups.
- Continue to explore options for resurfacing tennis courts.
- Develop topics for Hueneme Stories III, a living history film.
- Negotiate renewal terms for Port Hueneme Little League and Seaside Girls Softball.
- Renew facility use agreements for Port Hueneme Little League and Seaside Girls Softball.
- Produce Hueneme Stories III, a living history film.
- Incorporate minimum 15% playground components that promote upper body strength in Bolker Park playground structure.
- Incorporate minimum 15% green friendly playground components in Bolker Park playground structure.

MAJOR ACCOMPLISHMENTS IN 2009-10

- Increased participation in United States Tennis Association youth program by 50%.
- Made improvements to the tennis complex office building with the installation of new flooring, and blinds. Made improvements to

PERFORMANCE MEASURES 2010-11

- Increase participation by one individual in United States Tennis Association youth program for low-income participants.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of tennis participates	15	16	30	31
Percentage change	NA	+3%	+100%	+3%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-4183

**Parks and Facilities
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	3,614	4,800	4,800	4,600
Total Revenues	3,614	4,800	4,800	4,600

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	75,044	74,700	74,700	75,200
Capital Expenditures	12,730	21,088	21,088	14,000
Total Expenditures	87,774	95,788	95,788	89,200

Net Appropriations	-84,160	-90,988	-90,988	-84,600
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Authorized Positions:
None

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

**Beach and Pier
General Fund**

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Beach & Pier Division include:

- Parking Machines
- Decorative Flags
- Utilities



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-4184

**Beach/Pier
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	287,437	382,600	382,600	394,100
Total Revenues	287,437	382,600	382,600	394,100

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	22,038	22,300	22,300	21,700
Capital Expenditures	10,232	0	0	25,000
Total Expenditures	32,270	22,300	22,300	46,700

Net Appropriations	255,167	360,300	360,300	347,400
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Authorized Positions:
None

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Culture and Leisure
General Fund**

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Culture & Leisure Division include:

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

MAJOR ACCOMPLISHMENTS IN 2009-10

- Facilitated official name change of the Hueneme Beach Festival to the Toni Young Hueneme Beach Festival.
- Increased Toni Young Hueneme Beach Festival attendance from 6,512 to approximately 16,000.
- Redesigned Festival web site.
- Presented the second annual “Senior Information Expo”.
- Included the following new attractions to the Toni Young Hueneme Beach Festival:
 - Gardening/composting advice from a master gardener.
 - Sony Playstation Patrol (80 foot interactive display).

- Sand sculpture contest.

- Increased meals served in Senior Nutrition Program by 4% to 5 %.
- Implemented Wii Bowling program and fielded a team for County Tournament.

MAJOR INITIATIVES 2010-11

- Present a successful Toni Young Hueneme Beach Festival in 2010.
- Improve advertisement for sand sculpture contest as an attraction for the Toni Young Hueneme Beach Festival.
- Add another attraction to increase Toni Young Hueneme Beach Festival attendance.
- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.
- Field a Port Hueneme team with minimum 4 players to participate in the second “County Wii Bowling Tournament” scheduled for October 2010.

PERFORMANCE MEASURES 2010-11

- Increase attendance in the 2010 Toni Young Hueneme Beach Festival by 25%
- Increase participation in the 2010 Toni Young Hueneme Beach Festival Sand Sculpture Contest by 25%.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of attendees at Festival	6,512	8,140	15,537	19,421
Percentage change	NA	+25%	+139%	+25%
Number of Sand Sculpture participants	NA	6	6	7
Percentage change	NA	+25%	??	+25%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-4185

**Culture and Leisure
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	72,040	63,200	63,200	63,200
Total Revenues	72,040	63,200	63,200	63,200

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	102,060	110,000	107,125	120,700
Capital Expenditures	0	0	0	0
Total Expenditures	102,060	110,000	107,125	120,700

Net Appropriations	-30,020	-46,800	-43,925	-57,500
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Authorized Positions:

None

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Lifeguard/Jr. Lifeguard
General Fund**

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 competition events with other agencies.

MAJOR ACCOMPLISHMENTS IN 2009-10

- Awarded United States Lifesaving Association Lifeguard Agency Certification renewal April 2009.
- Increased number of scholarships for low-income residents to participate in the Junior Lifeguard Program from 4 to 6.

MAJOR INITIATIVES 2010-11

- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.
- Prepare plan to ensure public safety for “run swim run” competitions at the Toni Young Hueneme Beach Festival.
- Conduct a “Rookie Program”: a training program for new hires following United States Lifesaving Association standards.
- Field a competition team to participate in a minimum of four “Junior Lifeguard Competitions”.

PERFORMANCE MEASURES 2010-11

- Increase participation in Junior Lifeguard Program by 25%.
- Increase number of Junior Lifeguard scholarships by 25%.
- Increase number of lifeguard public education lectures by 20%.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of Junior Lifeguard participants	122	152	121	151
Percentage change	NA	+25%	-1%	+25%
Number of Junior Lifeguard scholarships	4	5	6	7
Percentage change	NA	+25%	+50%	+25%
Number of lifeguard lectures	10	12	12	14
Percentage change	NA	+20%	+20%	+20%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-4186

**Lifeguard/Jr. Lifeguard
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	27,273	46,600	46,600	30,000
Total Revenues	27,273	46,600	46,600	30,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	160,371	186,806	174,393	188,068
Operational Charges	24,669	34,450	34,400	25,000
Capital Expenditures	0	0	0	0
Total Expenditures	185,040	221,256	208,793	213,068

Net Appropriations	-157,767	-174,656	-162,193	-183,068
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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
Total	16.00	16.00	16.00	16.00

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

Senior Nutrition Program

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Grant Division:

- Operation of Senior Nutrition Grant

MAJOR ACCOMPLISHMENTS IN 2009-10

- Implemented the “Q” computer program for Senior Nutrition data.
- Adjusted delivery to Mar Vista clients during plumbing project.

MAJOR INITIATIVES 2010-11

- Continue to promote healthy lifestyles with emphasis on the importance of good nutrition as it relates to health and supports independent living.
- Promote the Senior Nutrition Program to new and returning residents of the Mar Vista senior housing complex. Mar Vista residents were relocated during the FY 2009-10 plumbing and remodeling project.
- Provide an “introduction to the Port Hueneme Senior Nutrition program” mailing to all Mar Vista residents.

PERFORMANCE MEASURES 2010-11

- Increases meals served per week by 4% for fiscal year 2010-11.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of Senior meals served	2,771	2,881	3,393	3,528
Percentage change	NA	+4%	+22%	+4%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Fund 265

**Senior Nutrition Program
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Senior Nutrition Grant	17,721	15,000	15,000	15,000
Senior Nutrition Prog Income	3,307	5,400	5,400	5,400
Total Revenues	21,028	20,400	20,400	20,400

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	21,028	20,400	20,400	20,400
Capital Expenditures	0	0	0	0
Total Expenditures	21,028	20,400	20,400	20,400

Net Appropriations	0	0	0	0
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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

General Fund

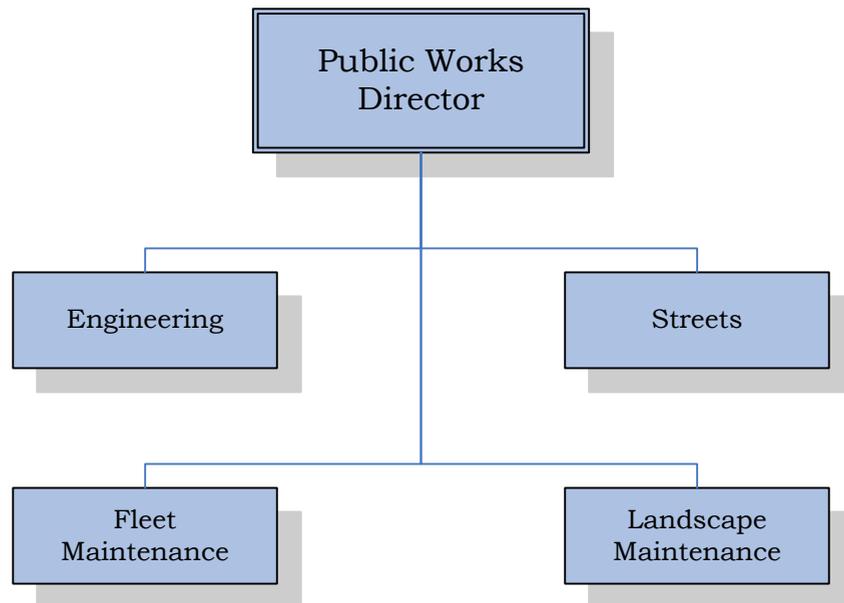


The Mission of the Public Works Department is to provide exemplary customer service and enhance the quality of life in the community by improving and preserving the condition of the City's beaches, streets, sidewalks, bike paths, and landscape areas, and by ensuring the safety, efficiency, and dependability 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 2010-11 Budget ■ ■ ■

General Fund	Public Works			
	Department Overview			

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	22,300	9,000	26,000	506,250
Total Revenues	22,300	9,000	26,000	506,250

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	2,012,476	2,063,602	1,938,834	2,008,845
Operational Charges	615,931	819,900	843,200	840,740
Capital Expenditures	40,219	10,000	9,000	488,250
Total Expenditures	2,668,626	2,893,502	2,791,034	3,337,835

Net Appropriations	-2,646,326	-2,884,502	-2,765,034	-2,831,585
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Authorized Positions:

Public Works Director	0.34	0.34	0.34	0.34
City Engineer/Streets Supt	1.00	1.00	1.00	1.00
Construction Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist III	0.50	0.00	0.00	0.00
Administrative Specialist II	1.30	1.64	1.64	1.14
Streets Maint Worker Lead	1.00	1.00	1.00	1.00
Streets Maint Worker I	3.00	3.00	3.00	3.00
Engineering Aide	1.00	1.00	1.00	1.00
Solid Waste/Fleet Superintendent	0.30	0.30	0.30	0.30
Mechanic II	2.00	2.00	2.00	2.00
Landscape Coordinator	1.00	1.00	1.00	1.00
Landscape Maint Worker II	2.00	2.00	2.00	2.00
Landscape Maint Worker I	3.00	3.00	3.00	3.00
Laborer	4.00	4.00	4.00	4.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
Total	21.94	21.78	21.78	21.28

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Engineering
General Fund**

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Engineering Division include the following:

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

MAJOR ACCOMPLISHMENTS IN 2009-10

- Awarded a contract for citywide street sweeping services.
- Processed a Resolution of the City Council regulating parking on City streets for street sweeping purposes.
- Coordinated the work of contractors in various pavement repairs on select arterial and local streets.
- Initiated TDA Bikeways Grant Project: This project will included 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).

- Traffic Studies: Various street intersections were studied and designs to provide solutions are in progress.
- Street Lighting Master Plan: Design of last phase of the STMP was completed. Installation to begin in mid-2010.
- Public Works Parking Lot Repavement Project was completed.
- Tree Pruning: Yearly contract was initiated to provide pruning and trimming of City trees.

MAJOR INITIATIVES 2010-11

- Complete TDA Bikeways Grant Project.
- Street Lighting Master Plan: Review of existing lighting needs at selected intersections.
- Bridge Repair: The Channel Islands Boulevard damaged bridge is to be repaired once all permits have been obtained.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Engineering
General Fund**

PERFORMANCE MEASURES 2010-11

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

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of Capital Improvement Projects completed on time	11 of 19	9 of 11	8 of 11	23 of 29
Percentage completed on time	58%	80%	73%	80%
Number of mutual interest projects coordinated with other agencies	5 of 5	3 of 3	9 of 9	5 of 5
Percentage coordinated	100%	100%	100%	100%
Number of grants that met federal and state requirements	5 of 5	3 of 3	9 of 9	5 of 5
Percentage met	100%	100%	100%	100%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-3101

**Engineering
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	7,263	8,000	8,000	8,000
Total Revenues	7,263	8,000	8,000	8,000
Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	481,869	487,462	459,428	437,431
Operational Charges	30,173	39,800	39,100	43,450
Capital Expenditures	22,237	0	0	0
Total Expenditures	534,279	527,262	498,528	480,881
Net Appropriations	-527,016	-519,262	-490,528	-472,881

Authorized Positions:

Public Works Director	0.34	0.34	0.34	0.34
City Engineer/Streets Supt	1.00	1.00	1.00	1.00
Construction Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist II	1.00	0.34	0.34	0.34
Total	3.34	2.68	2.68	2.68

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Streets
General Fund**

MISSION

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

- Painted turn arrows, stop legends and other pavement markings citywide.
- Initiated the process of installing flashing beacon systems at two pedestrian intersections: Ventura Road/Clara Street and Pleasant Valley Road/Florence Avenue.

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 INITIATIVES 2010-11

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

MAJOR ACCOMPLISHMENTS IN 2009-10

- Performed street preparatory measures in advance of the street paving contracts.
- Replaced street name signs throughout the City.
- Replaced street signs in the City where needed.

PERFORMANCE MEASURES 2010-11

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

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of damaged street signs	NA	350	351	200
Number of signs repaired within two weeks of notification	NA	350	351	200
Percentage	NA	100%	100%	100%
Number of potholes	NA	40	42	40
Number of potholes repaired within two weeks of notification	NA	40	42	40
Percentage	NA	100%	100%	100%
Number of malfunctioning traffic signals	NA	40	59	40
Number of malfunctioning traffic signals repaired within 24 hours	NA	40	59	40
Percentage	NA	100%	100%	100%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-3102

**Streets
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
General Fund	15,037	1,000	18,000	10,000
ARRA Grant	0	0	0	400,000
Total Revenues	15,037	1,000	18,000	410,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	389,506	410,618	394,184	417,060
Operational Charges	26,932	24,100	54,100	25,400
Capital Expenditures	8,302	0	0	400,000
Total Expenditures	424,740	434,718	448,284	842,460

Net Appropriations	-409,703	-433,718	-430,284	-432,460
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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
Total	5.00	5.00	5.00	5.00

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Fleet Maintenance
General Fund**

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Fleet Division include the following:

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

MAJOR ACCOMPLISHMENTS IN 2009-10

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

MAJOR INITIATIVES 2010-11

- Perform preventive and corrective maintenance on all equipment.
- Monitor and purchase fuel and oil for City use.
- Maintain permits and monthly monitoring for underground storage tanks.
- Maintain permit for hazardous materials in the City Yard.
- Maintain permit for Air Pollution Control District.
- Maintain records and perform testing for pollution control of all City vehicles.
- Meet deadline on installation of Particulate Traps on three diesel vehicles by 12/31/10.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Fleet Maintenance
General Fund**

PERFORMANCE MEASURES 2010-11

- 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.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of vehicle breakdown responses	2	2	2	2
Number of vehicle breakdown provided within 30 minutes or less	2	2	2	2
Percentage	100%	100%	100%	100%
Number of maintenance operations	1021	1000	1040	1040
Number of maintenance operations in compliance	1021	1000	1040	1040
Percentage	100%	100%	100%	100%
Number of safety and maintenance inspections required	79	80	83	80
Number of safety and maintenance inspections completed	79	80	83	80
Percentage	100%	100%	100%	100%



■■■ City of Port Hueneme - FY 2010-11 Budget ■■■

General Fund 001-3103

**Fleet Maintenance
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				

Total Revenues	0	0	0	0
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Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	324,915	286,703	272,852	292,512
Operational Charges	483,297	676,250	668,350	689,500
Capital Expenditures	0	0	0	0
Total Expenditures	808,212	962,953	941,202	982,012

Net Appropriations	-808,212	-962,953	-941,202	-982,012
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Authorized Positions:

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

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Landscape Maintenance
General Fund**

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Landscape Maintenance Division include the following:

- Proper and timely maintenance for the entire 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 2009-10

- Installation of new irrigation systems on the median islands to reduce water consumption and landscape maintenance.
- Removed creek vegetation while maintaining the aesthetic value of the habitat.
- Installation of a Water Conservation Demonstration Site at City Hall to highlight the various plants and flowers the residents can use to conserve water.
- Increased use of wood chips throughout the City to reduce water use and maintenance efforts.
- Trimmed and cleaned oleanders along east and west bound Channel Islands Boulevard.

MAJOR INITIATIVES 2010-11

- Continue to reduce staff labor hours spent removing vegetation in City creeks by using environmentally friendly chemical applications.
- Maintain the City's irrigation systems efficiently by monitoring the weather conditions.
- Perform weeding, edging and pruning as a continuous on-going operation.
- Perform appropriate pruning of shrubs to minimize maintenance efforts.
- Provide systematic inspection of the City's trees and provide regular pruning and maintenance of the trees.
- Log all labor and materials used for after-hours maintenance of City beach restrooms between June and September.

PERFORMANCE MEASURES 2010-11

- Reduce staff labor hours spent removing vegetation in City creeks by using environmentally friendly chemical applications by 5% by June 30.
- Reduce water consumption within City parks, parkways, and medians by 5% by June 30.
- Add or maintain at least 5,000 square feet of landscape covered by wood chips by June 30.
- Reduce landscape trimming hours by 5% by June 30.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Landscape Maintenance
General Fund**

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Staff labor hours spent removing vegetation in City creeks. (Labor hours)	70	60	57	54
Percentage change	NA	-14%	-5%	-5%
Volume of water consumption by HCF (hundred cubic feet)	NA	NA	57,501	54,626
Percentage change	NA	-5%	NA	-5%
Amount of square footage of landscape added or maintained with wood chips	4,500	5,000	7,000	5,000
Staff labor hours spent on tree trimming	1,633.50	1,551	1,621	1,540
Percentage change	NA	-5%	-.8%	-5%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-3104

**Landscape Maintenance
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				
Reserves	0	0	0	88,250
Total Revenues	0	0	0	88,250

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	816,186	878,819	812,370	861,842
Operational Charges	75,529	79,750	81,650	82,390
Capital Expenditures	9,680	10,000	9,000	88,250
Total Expenditures	901,395	968,569	903,020	1,032,482

Net Appropriations	-901,395	-968,569	-903,020	-944,232
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Authorized Positions:

Landscape Coordinator	1.00	1.00	1.00	1.00
Landscape Maint Worker II	2.00	2.00	2.00	2.00
Landscape Maint Worker I	3.00	3.00	3.00	3.00
Administrative Specialist III	0.50	0.00	0.00	0.00
Administrative Specialist II	0.00	1.00	1.00	0.50
Laborer	4.00	4.00	4.00	4.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
Total	11.00	11.50	11.50	11.00



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

TDA Fund 207-3110

**Transportation Development Act
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Fund Interest	28,446	15,000	20,891	15,000
STP Grant	0	0	0	0
TDA Article 8	682,343	621,076	553,431	587,714
Misc Revenue	1,415	400	375	400
Total Revenues	712,204	636,476	574,697	603,114

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	387,037	384,196	384,196	354,402
Cost Allocation Charges	114,300	125,000	125,000	128,800
Capital Expenditures	27,926	791,568	791,568	215,000
Transfer Out - Bike Path Fund	12,091	50,000	50,000	50,000
Total Expenditures	541,354	1,350,764	1,350,764	748,202

Net Appropriations	170,850	-714,288	-776,067	-145,088
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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 2010-11 Budget ■ ■ ■

Gas Tax Fund 210-3112

**Gas Tax
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Fund Interest	31,236	16,000	22,000	16,000
2105 Apportionment	111,314	130,000	119,672	119,137
2106 Apportionment	78,393	90,000	84,707	84,328
2107 Apportionment	148,214	175,000	159,425	158,712
2107.5 Apportionment	0	5,000	5,000	5,000
Traffic Congestion Relief	187,793	0	202,095	223,515
Prop 1B Revenue	0	0	0	293,000
Total Revenues	556,950	416,000	592,899	899,692

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	517,680	194,773	194,773	170,500
Cost Allocation Charges	152,900	155,700	155,700	160,400
Capital Expenditures	193,099	695,000	685,000	930,000
Total Expenditures	863,679	1,045,473	1,035,473	1,260,900

Net Appropriations	-306,729	-629,473	-442,574	-361,208
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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 2010-11 Budget ■ ■ ■

Bike/Pedestrian Fund 212-3111

**Bike/Pedestrian Path
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Fund Interest	4,178	400	3,800	400
Article 3 Grant Revenue	50,000	50,000	50,000	50,000
Article 3 Maintenance Revenue	4,451	10,000	10,000	10,000
Transfer In - TDA Fund	12,091	50,000	50,000	50,000
Total Revenues	70,720	110,400	113,800	110,400

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	0	0
Capital Expenditures	24,183	100,000	100,000	100,000
Total Expenditures	24,183	100,000	100,000	100,000

Net Appropriations	46,537	10,400	13,800	10,400
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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 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”

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■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Assessment District Funds	Assessment Districts Account Overview			
Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Assessment Revenues	483,287	478,200	485,000	485,000
Transfer In - General Fund	0	0	24,000	24,000
Total Revenues	483,287	478,200	509,000	509,000
Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	153,617	180,700	153,000	153,500
Capital Expenditures	349,200	363,800	337,400	337,400
Total Expenditures	502,817	544,500	490,400	490,900
Net Appropriations	-19,530	-66,300	18,600	18,100

Authorized Positions:
None



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

**Drainage Assessment District
151-3246**

**Drainage Assessment District
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Assessment Revenues	182,367	180,500	183,000	183,000
Total Revenues	182,367	180,500	183,000	183,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	5,953	31,700	6,000	6,500
Cost Allocation Charges	147,000	158,400	158,400	158,400
Capital Expenditures	0	0	0	0
Total Expenditures	152,953	190,100	164,400	164,900

Net Appropriations	29,414	-9,600	18,600	18,100
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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 2010-11 Budget ■ ■ ■

**Lighting Assessment District
152-3248**

**Lighting Assessment District
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Assessment Revenues	122,337	121,000	123,000	123,000
Transfer In - General Fund	0	0	24,000	24,000
Total Revenues	122,337	121,000	147,000	147,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	147,664	149,000	147,000	147,000
Cost Allocation Charges	26,400	26,400	0	0
Capital Expenditures	0	0	0	0
Total Expenditures	174,064	175,400	147,000	147,000

Net Appropriations	-51,727	-54,400	0	0
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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 2010-11 Budget ■ ■ ■

**Median Assessment District
153-3247**

**Median Assessment District
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Assessment Revenues	178,583	176,700	179,000	179,000
Total Revenues	178,583	176,700	179,000	179,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	0	0
Cost Allocation Charges	175,800	179,000	179,000	179,000
Capital Expenditures	0	0	0	0
Total Expenditures	175,800	179,000	179,000	179,000

Net Appropriations	2,783	-2,300	0	0
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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

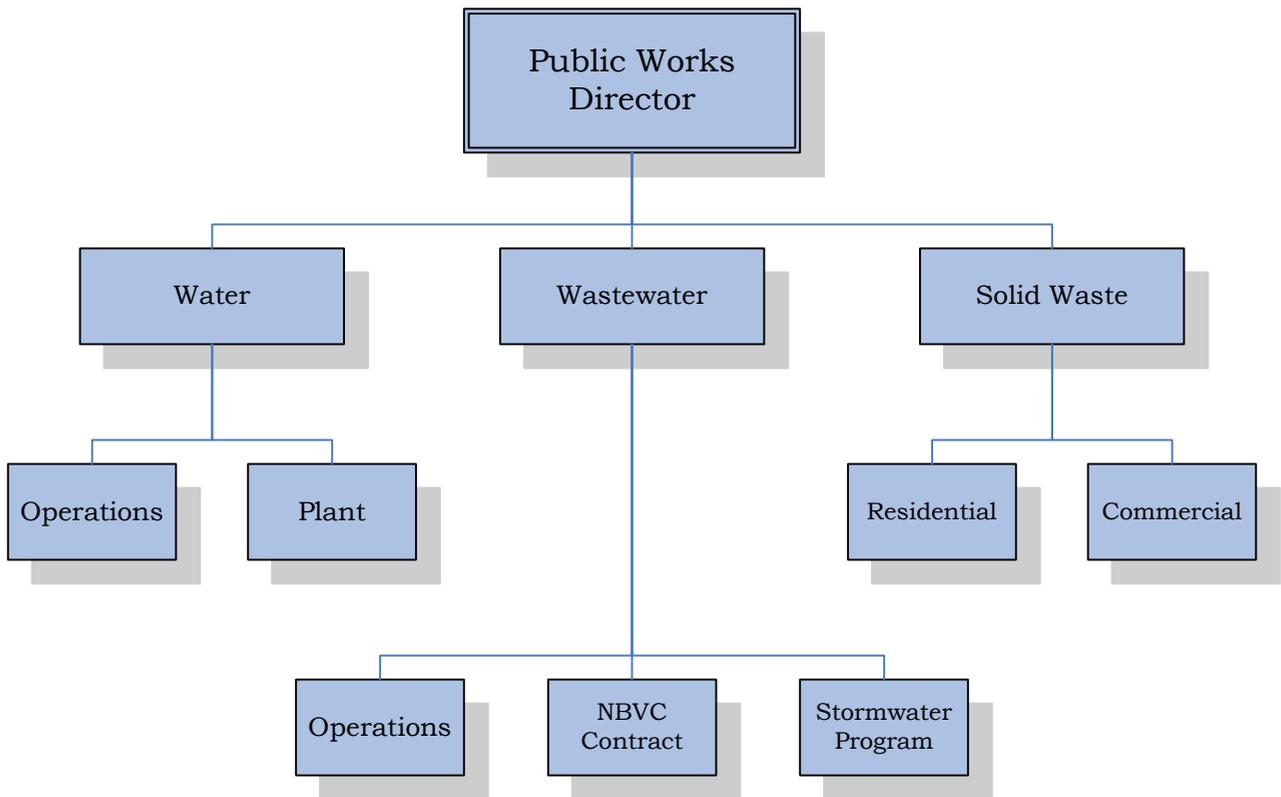


The Mission of the Public Works Enterprise Department is to provide services vital to the health of the community by delivering a high-quality, uninterrupted supply of water and efficiently managing waste materials.

“The Friendly City by the Sea”

City of Port Hueneme

Public Works Enterprise



Organization Chart



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Enterprise Funds	Public Works Enterprise Department Overview			
Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Water Operations Revenue	4,741,867	5,520,000	5,535,747	6,295,000
Water Capital Revenue	0	34,533	62,265	0
Water Plant Revenue	1,083,853	1,183,875	1,187,175	1,179,636
Wastewater Operations Revenue	3,215,658	3,460,300	3,505,000	3,626,810
Wastewater Capital Revenue	781,284	4,120,329	3,250,329	500,000
Wastewater Bond Revenue	164,151	150,000	23,037	150,000
Solid Waste Operations Revenue	3,019,389	2,983,760	3,235,545	3,536,060
Total Revenues	13,006,202	17,452,797	16,799,098	15,287,506
Expenditure	Actual	Budgeted	Projected	Adopted
Description	2008-09	2009-10	2009-10	2010-11
Salaries & Benefits	2,282,685	2,503,666	2,282,626	2,525,275
Operational Charges	6,476,705	7,068,175	6,546,300	5,961,450
Cost Allocation	2,648,300	2,831,500	2,831,500	2,812,900
Capital Expenditures	51,492	5,535,178	4,075,598	1,673,005
Capital/Equipment Reserve	0	250,000	492,600	1,042,600
Debt Service	1,091,023	1,629,387	1,625,736	1,620,461
Transfers Out	567,104	4,120,000	3,300,000	600,000
Total Expenditures	13,117,309	23,937,906	21,154,360	16,235,691
Net Appropriations	-111,107	-6,485,109	-4,355,262	-948,185
Authorized Positions:				
Public Works Director	0.66	0.66	0.66	0.66
Solid Waste/Fleet Superintendent	0.70	0.70	0.70	0.70
Wastewater Superintendent	1.00	0.60	0.60	0.60
Environmental Compliance Coord.	1.00	1.00	1.00	1.00
Water Superintendent	1.00	1.00	1.00	1.00
Water Operator Lead	1.00	1.00	1.00	1.00
Water Utility Operator I	2.00	2.00	2.00	2.00
Electrical/Instrumentation Technician	1.00	1.80	1.80	1.80
Electrical/Mechanical Technician	0.75	0.95	0.95	0.95
Wastewater Maintenance I	2.00	2.35	2.35	2.35
Wastewater Maintenance II	0.00	0.75	0.75	0.75
Wastewater Maintenance Lead	1.50	0.95	0.95	0.95
Solid Waste Equipment Operator II	5.00	5.00	5.00	5.00
Solid Waste Equipment Operator, Lead	1.00	1.00	1.00	1.00
Admin Specialist III	1.00	1.50	1.50	2.00
Admin Specialist II	1.70	1.36	1.36	1.36
Total	21.31	22.62	22.62	23.12

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Water Operations
Enterprise Fund**

MISSION

It is the Mission of the Water Division to protect public health by ensuring an uninterrupted supply of water is delivered to the residents that meets or exceeds State Department of 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 2009-10

- Completed a volumetric Water Rate Study.
- Processed the Proposition 218 Majority Protest Procedure regarding Proposed Water Rate Adjustments.
- Completed the installation of water meters throughout the City.
- Processed the contract for the 2010 Urban Water Management Plan Update.

- Processed the Water Conservation and Water Supply Shortage Program and Regulations.
- Completed 100% of the annual valve exercise program by December 2010.
- Reduced system-wide water demands by 300 acre-feet by July 2010 using public outreach efforts and installation of water meters.

MAJOR INITIATIVES 2010-11

- Update the Urban Water Management Plan.
- Improve customer service.
- Increase public outreach regarding water conservation.
- Complete bi-annual hydrant maintenance and painting program.
- Establish an annual meter maintenance program for large water meters.

PERFORMANCE MEASURES 2010-11

- Respond to all customer complaints within 60 minutes of notification 95% of the time.
- Reduce system-wide water demands by 150 acre-feet a year (from the previous year) using public outreach and water conservation efforts.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of customer complaints	NA	100	173	100
Number of complaints responded within 60 minutes of notification	NA	95	166	95
Percentage	NA	95%	96%	95%
Volume of water usage in AF (acre-foot)	2,781	2,631	2,402	2,252
Percentage change	NA	-150	-379	-150



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Water Fund 441-6151	Water Operations Division Summary			
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Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Delinquent Fee Revenue	130,213	72,000	87,000	100,000
COPH Variable Water Revenue	2,805,422	1,890,266	2,035,266	2,152,380
COPH Fixed Water Revenue	1,750,355	3,539,734	3,395,481	4,032,620
Fund Interest	49,276	0	0	0
Miscellaneous Revenue	6,601	18,000	18,000	10,000
Total Revenues	4,741,867	5,520,000	5,535,747	6,295,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	354,153	344,778	322,971	385,217
Operational Charges	3,034,295	3,311,800	3,300,800	3,119,500
Cost Allocation	802,400	896,500	896,500	923,400
Capital/Equipment Reserve	0	250,000	250,000	500,000
Capital Expenditure	796	14,813	14,813	270,835
Debt Service	785,649	1,028,662	1,028,662	1,020,536
Total Expenditures	4,977,293	5,846,553	5,813,746	6,219,488

Net Appropriations	-235,426	-326,553	-277,999	75,512
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Authorized Positions:				
Public Works Director	0.22	0.22	0.22	0.22
Water Superintendent	0.50	0.50	0.50	0.50
Water Utility Operator I	1.50	1.50	1.50	1.50
Admin Specialist II	1.00	0.22	0.22	0.22
Admin Specialist III	0.00	0.50	0.50	1.00
Total	3.22	2.94	2.94	3.44



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Water Capital Fund 442-6157

**Water Capital Reserve
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Water Meter Grant	0	34,533	34,533	0
Miscellaneous Revenues	0	0	27,732	0
Total Revenues	0	34,533	62,265	0
Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	2,533	0	0	0
Cost Allocation	0	0	0	0
Capital Expenditures	0	593,366	593,366	0
Total Expenditures	2,533	593,366	593,366	0
Net Appropriations	-2,533	-558,833	-531,101	0

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 2010-11 Budget ■ ■ ■

Water Plant Fund 443-6152

**Water Plant Operations
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Port Hueneme Water Agency Revent	1,069,936	1,185,875	1,185,875	1,181,636
Misc Revenue	15,859	0	1,300	0
Fund Interest	-1,942	-2,000	0	-2,000
Total Revenues	1,083,853	1,183,875	1,187,175	1,179,636

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	340,363	357,475	358,324	368,836
Operational Charges	586,512	658,000	612,300	642,000
Cost Allocation	163,500	163,900	163,900	168,800
Capital Expenditures	0	0	0	0
Total Expenditures	1,090,375	1,179,375	1,134,524	1,179,636

Net Appropriations	-6,522	4,500	52,651	0
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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 Lead	1.00	1.00	1.00	1.00
Water Utility Operator I	0.50	0.50	0.50	0.50
Total	3.00	3.00	3.00	3.00

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Wastewater Operations
Enterprise Fund**

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Wastewater Division include the maintenance and repair of the wastewater collection system. The division also provides contract services to Naval Base Ventura County (NBVC) for the operation and maintenance of their collection systems.

MAJOR ACCOMPLISHMENTS IN 2009-10

- Completed the J Station elimination project.
- Processed the NBVC Wastewater and Stormdrain Maintenance contract.
- Completed the Sewer Manhole Rehabilitation Project.
- Provided technical assistance used to establish new wastewater agreement between the City and Oxnard Harbor District.
- Completed the Surfside Elimination Project.
- Processed Proposition 218 Majority Protest procedure for Proposed Wastewater Rate Adjustments.

MAJOR INITIATIVES 2010-11

- Completion of Strategic Plan Sewer System Assessment data collection.
- Negotiate new wastewater discharge agreement with City of Oxnard.
- Work with Finance department to ensure all customer classifications are accurately identified .
- Successfully negotiate new sewer and stormdrain maintenance contract with NBVC.
- Perform wastewater system maintenance that maintains a zero wastewater spill result
- Finalize detailed report of Sewer System Assessment.

PERFORMANCE MEASURES 2010--11

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

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Overall flow rates in million gallons per day (MGD)	NA	1.03 MGD	0.98 MGD	0.94 MGD
Percentage change	NA	NA	5%	5%
Number of total Work Orders	NA	5,800	5,800	5,800
Number of Work Orders completed on time	NA	5,880	5,220	5,800
Percentage	NA	100%	90%	100%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Wastewater Fund 444-6153

**Wastewater Operations
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
COPH Services	2,064,821	2,065,000	2,238,000	2,806,000
Oxnard City Services	342,783	360,000	360,000	170,000
US Navy Commercial Services	32,832	43,000	43,000	43,000
CIBCSO Wheeling Agreement	587,163	564,900	595,000	304,000
Fund Interest	13,509	0	0	0
NBVC Contract Reimbursement	165,761	207,000	207,000	139,000
Miscellaneous Revenue	8,789	6,000	12,000	6,000
Stormwater Program	0	214,400	50,000	158,810
Total Revenues	3,215,658	3,460,300	3,505,000	3,626,810

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	797,769	982,361	832,948	946,746
Operational Charges	1,545,429	1,613,475	1,583,700	1,186,850
Cost Allocation	888,600	941,300	941,300	866,000
Capital Expenditures	10,311	97,613	72,819	49,335
Debt Service	221,164	314,364	314,364	313,564
Capital Reserves	0	0	0	300,000
Total Expenditures	3,463,273	3,949,113	3,745,131	3,662,495

Net Appropriations	-247,615	-488,813	-240,131	-35,685
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Authorized Positions:

Public Works Director	0.22	0.22	0.22	0.22
Wastewater Superintendent	1.00	0.60	0.60	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	0.50	1.30	1.30	1.30
Electrical/Mechanical Technician	0.25	0.45	0.45	0.45
Wastewater Maintenance I	2.00	2.35	2.35	2.35
Wastewater Maintenance II	0.00	0.75	0.75	0.75
Wastewater Maintenance Lead	1.50	0.95	0.95	0.95
Admin Specialist III	1.00	1.00	1.00	1.00
Admin Specialist II	0.00	0.22	0.22	0.22
Total	7.47	8.84	8.84	8.84



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

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

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Connection Fees	30,000	0	0	0
Note Interest	56,803	50,329	50,329	0
Fund Interest	127,377	0	0	0
Miscellaneous Revenue	0	0	0	0
Transfer In - WW Bond Fund	567,104	4,070,000	3,200,000	500,000
Total Revenues	781,284	4,120,329	3,250,329	500,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	173,220	160,000	75,000	0
Cost Allocation	0	0	0	0
Capital Expenditures	0	4,456,973	3,020,000	1,240,000
Total Expenditures	173,220	4,616,973	3,095,000	1,240,000

Net Appropriations	608,064	-496,644	155,329	-740,000
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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 2010-11 Budget ■ ■ ■

Wastewater Bond Fund 446-6155

**Wastewater Bonds
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Investment Interest	80,020	150,000	23,037	150,000
Wastewater Capital Fund	84,131	0	0	0
Total Revenues	164,151	150,000	23,037	150,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	9,582	0	0	0
Cost Allocation	0	0	0	0
Debt Service	7,494	2,700	3,100	2,700
Capital Expenditures	0	0	0	0
Transfer Out to WW Capital Fund	567,104	4,070,000	3,200,000	500,000
Total Expenditures	584,180	4,072,700	3,203,100	502,700

Net Appropriations	-420,029	-3,922,700	-3,180,063	-352,700
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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 2010-11 BUDGET**

**Solid Waste Operations
Enterprise Fund**

MISSION

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

PRIMARY ACTIVITIES

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

MAJOR ACCOMPLISHMENTS IN 2009-10

- Exceeded state mandated AB939 recycling goals by 1.4 pounds per person per day.
- Successfully completed rate study and Proposition 218 process to restore financial stability.

- Performed commercial route audit generating an additional \$4,700 in annual revenue.
- No preventable accidents in 2009.
- No injuries from July 2009 through June 2010.

MAJOR INITIATIVES 2010-11

- Exceed AB939 recycling goals.
- Perform service and efficiency audits.
- Renegotiate five year Navy Contract.
- No preventable vehicle accidents in 2010.
- Continue public outreach including booth at the Hueneme Beach Festival.

PERFORMANCE MEASURES 2010-11

- 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 1.0-1.4 pounds per person per day over the State requirement of 50% diversion.

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of service calls	740	750	780	750
Number of service calls responded to within 24 hours	740	750	780	750
Percentage	100%	100%	100%	100%
Disposal volume	1.1	1.11	1.1	1.11
Percentage	100%	100%	99%	100%



■■■ City of Port Hueneme - FY 2010-11 Budget ■■■

Solid Waste Fund 447-6150

**Solid Waste Operations
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Delinquent Fees	30,184	7,000	20,000	15,000
COPH Services	938,099	942,000	1,012,000	1,126,600
US Navy - Commercial Services	715,550	710,000	735,000	813,000
US Navy - Residential Services	169,766	169,700	182,000	202,900
COPH Commercial Revenue	777,786	840,000	903,000	1,004,000
Misc Commercial Revenue	247,258	240,000	275,000	276,000
Misc Interest	116	60	0	60
Fund Interest	56,705	20,000	17,045	20,000
Use Oil Grant	604	5,000	0	0
Beverage Container Grant	24,309	20,000	6,500	6,500
Curbside Recycling Revenue	25,194	0	30,000	36,000
Miscellaneous Revenue	33,818	30,000	55,000	36,000
Total Revenues	3,019,389	2,983,760	3,235,545	3,536,060

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	790,400	819,052	768,383	824,476
Operational Charges	1,125,134	1,324,900	974,500	1,013,100
Equipment Reserve	0	0	242,600	242,600
Capital Expenditures	40,385	372,413	374,600	112,835
Debt Service	76,716	283,661	279,610	283,661
Cost Allocation	793,800	829,800	829,800	854,700
Transfer Out to Stormwater Program	0	50,000	0	0
Transfer Out to General Fund	0	0	100,000	100,000
Total Expenditures	2,826,435	3,679,826	3,569,493	3,431,372

Net Appropriations	192,954	-696,066	-333,948	104,688
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Authorized Positions:

Public Works Director	0.22	0.22	0.22	0.22
Solid Waste/Fleet Superintendent	0.70	0.70	0.70	0.70
Solid Waste Equipment Operator, Lead	1.00	1.00	1.00	1.00
Solid Waste Equipment Operator II	5.00	5.00	5.00	5.00
Admin Specialist II	0.70	0.92	0.92	0.92
Total	7.62	7.84	7.84	7.84



■■■ City of Port Hueneme - FY 2010-11 Budget ■■■

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

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Navy Contract Revenue	2,140,170	1,709,636	1,813,525	1,709,636
Total Revenues	2,140,170	1,709,636	1,813,525	1,709,636

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	559,585	603,852	589,883	628,362
Operational Charges	1,282,315	649,573	678,000	555,064
Cost Allocation Charges	222,250	214,300	214,300	220,700
Navy Contract Expenditures	0	0	0	0
NBVC Reimb to General Fund	0	85,220	182,292	0
Transfer Out	0	246,700	149,050	305,510
Total Expenditures	2,064,150	1,799,645	1,813,525	1,709,636

Net Appropriations	76,020	-90,009	0	0
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Authorized Positions:

Wastewater Superintendent	0.00	0.40	0.40	0.40
Electrical Instrumentation Tech	1.00	0.20	0.20	0.20
Electrical Mechanical Tech	0.25	0.05	0.05	0.05
Administrative Specialist III	0.50	0.50	0.50	0.00
Administrative Specialist II	0.00	0.00	0.00	0.50
Wastewater Maintenance I	3.00	2.65	2.65	2.65
Wastewater Maintenance II	2.00	1.25	1.25	1.25
Wastewater Maintenance Lead	0.50	1.05	1.05	1.05
Total	7.25	6.10	6.10	6.10



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Stormwater Fund 133-6155

**Stormwater Program
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Stormwater Program Revenue	30,774	15,000	15,000	15,000
Transfer In from Solid Waste	0	50,000	0	0
Transfer In from NBVC Contract	0	246,700	149,050	305,510
Total Revenues	30,774	311,700	164,050	320,510

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	7,874	293,900	150,550	227,010
Cost Allocation	17,800	13,500	13,500	13,500
Capital Expenditures	0	0	0	80,000
Total Expenditures	25,674	307,400	164,050	320,510

Net Appropriations	5,100	4,300	0	0
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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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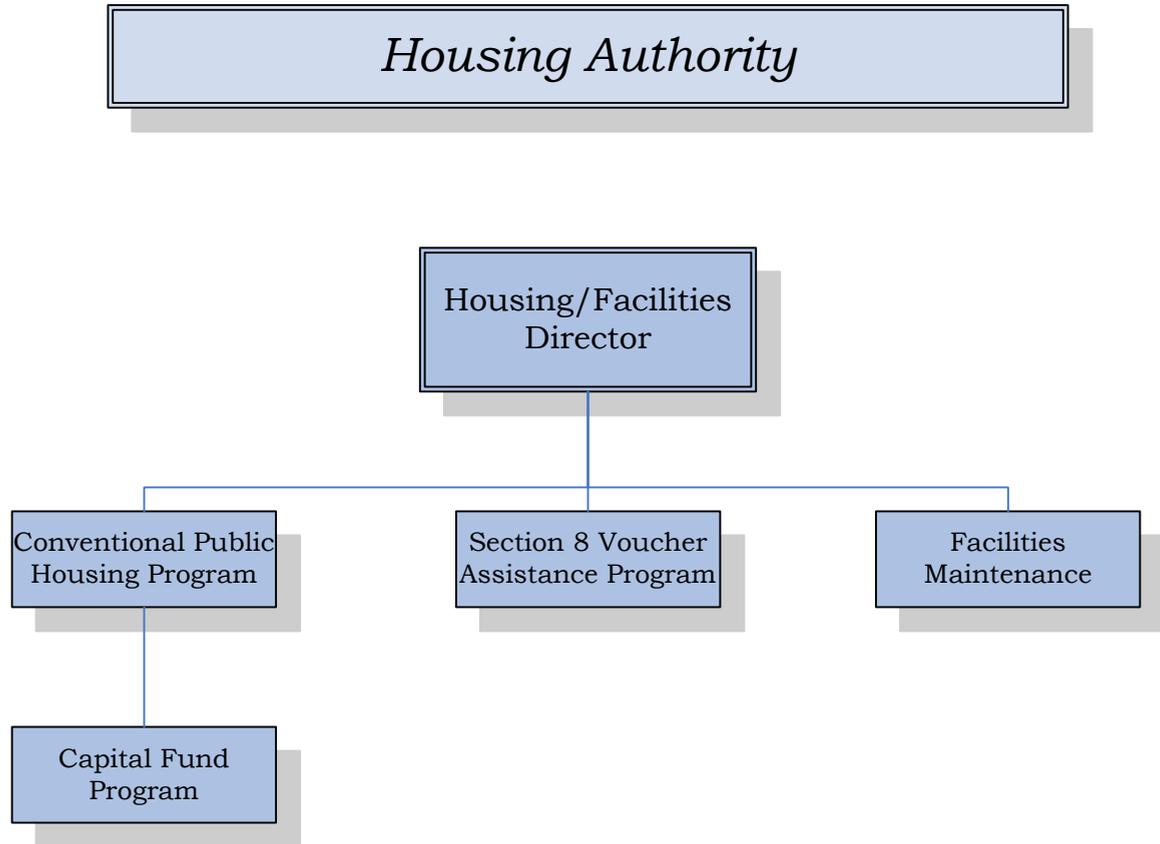
Housing Authority



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 2010-11 BUDGET**

Housing Authority

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 (HVC; 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 2009-10

- The HVC program remained a high performer with a 96% in the Section Eight Management Assessment Program (SEMAP).
- The Public Housing program maintained a score of 90% on the Public Housing Assessment System and as a result a 3% Capital Fund Bonus for the Public Housing Program was received.
- Fully leased up the HCV program thereby providing the maximum Housing for the community.
- Completed the major plumbing renovation to the Mar Vista Development.
- All residents have completed their relocation due to the plumbing project.

- The following upgrades were completed at the Mar Vista development:
 1. New unit doors with code compliant hardware
 2. State of the art fully monitored fire alarm system.
 3. Replacement of all telephone and cable TV wiring giving residents more choice of services.

MAJOR INITIATIVES 2010-11

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

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

Housing Authority

PERFORMANCE MEASURES 2009-10

- Complete Public Housing unit turnaround in less than 10 days 100% of the time
- Maintain minimum 95% Public Housing occupancy rate 100% of the time.
- Maintain a 95% reporting rate for the Form HUD-50058 program. (Data collected on Form HUD-50058 provides HUD with a demographic of people who participate in subsidized housing programs.)

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Percentage of Public Housing units turned around in less than 10 days.	100%	100%	100%	100%
Public Housing Occupancy Rate	92%	95%	98%	95%
Reporting rate for the Form HUD-50058 program.	92%	95%	96%	95%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Housing Authority

**Housing Authority
Department Overview**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Late Rent Fees	0	100	100	300
Rental Income	328,369	350,000	271,000	350,000
Cell Site Revenues	66,290	68,200	68,700	72,129
Cable TV Revenues	8,207	8,100	4,429	0
Investments	18,267	15,000	4,684	4,500
Fund Interest	255	200	150	200
CDBG Entitlement	0	314,890	434,890	0
Operating Subsidy	142,714	70,000	97,638	125,000
RDA Operating Grant	290,000	220,000	220,000	220,000
RDA Capital Project Fund	33,493	1,233,741	1,233,741	0
Miscellaneous Revenues	2,234	2,500	75	2,500
Tenant Fraud Recoveries	2,589	2,500	200	600
Tenant Miscellaneous Revenues	280	1,000	230	1,000
Transfer In from Mod Grants	25,225	0	0	0
Administration Fee	306,233	240,000	297,300	350,000
HAP's Revenue	2,605,152	2,330,028	2,937,500	3,155,436
Modernization Grant Revenue	65,320	278,346	278,346	0
American Rec & Reinv Act	32,955	104,387	104,387	0
Total Revenues	3,927,583	5,238,992	5,953,370	4,281,665

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	592,467	614,252	571,393	631,705
Operational Charges	3,061,493	2,906,094	3,539,266	3,409,597
Cost Allocation	190,900	176,900	176,900	182,200
Capital Expenditures	14,494	1,548,632	1,668,631	0
Total Expenditures	3,859,354	5,245,878	5,956,190	4,223,502

Net Appropriations	68,229	-6,886	-2,820	58,163
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Authorized Positions:

City Manager	0.10	0.10	0.10	0.10
Housing/Facilities Maint Director	0.65	0.60	0.60	0.60
Housing Property Manager	1.00	1.00	1.00	1.00
Housing Specialist	1.00	1.00	1.00	1.00
Housing Cust Svc Assistant	1.00	1.00	1.00	1.00
Housing & Facilities Svcs Asst	0.50	0.35	0.35	0.35
Facilities Maint Superintendent	0.25	0.25	0.25	0.25
Facilities Maint Worker II	1.00	1.00	1.00	1.00
Facilities Maint Worker I	0.25	0.25	0.25	0.25
Total	5.75	5.55	5.55	5.55



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Housing Authority 912-9101

**Conventional Housing
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Late Rent Fees	0	100	100	300
Rental Income	328,369	350,000	271,000	350,000
AT&T Cell Site	24,427	25,100	25,600	26,927
Verizon Cell Site	19,004	19,600	19,600	20,952
Sprint Cell Site	22,859	23,500	23,500	24,250
Cable TV Revenues	8,207	8,100	4,429	0
Investments	13,269	8,000	4,684	4,500
Fund Interest	127	100	50	100
CDBG Entitlement	0	314,890	434,890	0
Operating Subsidy	142,714	70,000	97,638	125,000
RDA Operating Grant	290,000	220,000	220,000	220,000
RDA Capital Project Fund	33,493	1,233,741	1,233,741	0
Miscellaneous Revenues	2,234	2,500	75	2,500
Tenant Fraud Recoveries	0	500	100	500
Tenant Miscellaneous Revenues	280	1,000	230	1,000
Transfer In from Mod Grants	25,225	0	0	0
Total Revenues	910,208	2,277,131	2,335,637	776,029

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	370,834	405,441	383,445	425,498
Operational Charges	168,229	186,463	203,195	214,333
Cost Allocation	134,800	129,700	129,700	133,600
Capital Expenditures	14,494	1,548,632	1,668,631	0
Total Expenditures	688,357	2,270,236	2,384,971	773,431

Net Appropriations	221,851	6,895	-49,334	2,598
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Authorized Positions:

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



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Housing Authority 915-9103

**Section 8 Vouchers
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Investments	4,998	7,000	0	0
Fund Interest	128	100	100	100
Administration Fee	306,233	240,000	297,300	350,000
HAP's Revenue	2,605,152	2,330,028	2,937,500	3,155,436
Tenant Fraud Recoveries	2,589	2,000	100	100
Total Revenues	2,919,100	2,579,128	3,235,000	3,505,636

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	221,633	208,811	187,948	206,207
Operational Charges	2,812,359	2,336,898	2,953,338	3,195,264
Cost Allocation	56,100	47,200	47,200	48,600
Capital Expenditures	0	0	0	0
Total Expenditures	3,090,092	2,592,909	3,188,486	3,450,071

Net Appropriations	-170,992	-13,781	46,514	55,565
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Authorized Positions:

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



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Mod Fund 916-9209

**Capital Fund Programs
Account Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Modernization Grant Revenues	65,320	278,346	278,346	0
American Rec & Reinv Act	32,955	104,387	104,387	0
Total Revenues	98,275	382,733	382,733	0

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	80,905	382,733	382,733	0
Capital Expenditures	0	0	0	0
Total Expenditures	80,905	382,733	382,733	0

Net Appropriations	17,370	0	0	0
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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).

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”

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Facilities Maintenance
General Fund**

MISSION

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

PRIMARY ACTIVITIES

Services provided by Facilities Maintenance include routine and preventative maintenance on all City 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 2009-10

- Performed electrical modifications and installed audio and visual equipment for the PD EOC.
- Replaced 60 apartment doors, jambs, and locking hardware at Mar Vista.
- Installed a security camera system at the Hueneme Village housing project.
- Installed new low-voltage wiring systems at Mar Vista for alarms, telephones, and cable television.
- Remodeled City Hall Annex to provide improved security and customer service.
- Completed Mar Vista plumbing replacement project by calendar-year-end 2009 within approved budget.
- Installed waterless urinals in Police Department.
- Completed plans and specifications for Police Department parking lot security improvements.

MAJOR INITIATIVES 2010-11

- 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.
- Complete the second phase of water main replacement at the Hueneme Village housing project.
- Install waterless urinals in City Hall lobby restroom.
- Perform repairs to wooden railings at Bubbling Springs Park.
- Conduct an energy audit in an attempt to reduce energy city-wide.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

**Facilities Maintenance
General Fund**

PERFORMANCE MEASURES 2010-11

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

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Number of graffiti calls	390	277	280	250
Number of graffiti calls responded to within two business days	300	263	200	225
Percentage	NA	95%	71%	95%
Volume of energy used in kilowatts (kwh)	649,306	638,463	640,000	629,312
Percentage change	NA	-1.7%	-1.45%	-1.7%
Energy costs in dollars	\$588,180	\$578,181	\$512,217	\$503,509
Percentage change	NA	-1.7%	-12.9%	-1.7%



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

General Fund 001-1370

**Facilities Maintenance
Division Summary**

	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Direct Revenue				

Total Revenues	0	0	0	0
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Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	553,613	607,476	554,465	613,200
Operational Charges	135,270	223,009	219,916	219,396
Capital Expenditures	37,653	0	0	0
Total Expenditures	726,536	830,485	774,381	832,596
Net Appropriations	-726,536	-830,485	-774,381	-832,596

Authorized Positions:

Housing/Facilities Director	0.35	0.40	0.40	0.40
Housing & Facilities Svcs Asst	0.50	0.65	0.65	0.65
Facilities Maintenance Supt	0.75	0.75	0.75	0.75
Facilities Maintenance Worker, Lead	1.00	1.00	1.00	1.00
Facilities Maintenance Worker II	2.00	2.00	2.00	2.00
Facilities Maintenance Worker I	0.50	0.50	0.50	0.50
Facilities Maintenance PT - (1)	0.25	0.25	0.00	0.00
Total	5.35	5.55	5.30	5.30

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”

**CITY OF PORT HUENEME
FY 2010-11 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 2009-10

- Completed purchase of 841 Jane Drive with rehabilitation design and tenant relocation work completed (5-unit apartment building).
- Completed remediation/disposal of lead based paint and cleared all site improvements at 241 East Port Hueneme Road (former Oxnard Welding site).
- Negotiated purchase and closed escrow on 245 East Port Hueneme Road (Triplex).
- Completed feasibility study for expanding and/or amending time limits for the Central Community Redevelopment Project Area
- Concluded mid-term evaluation of RDA's 5 Year Implementation Plans for all three Project Areas and close out R-76 housing obligations.
- Completed AB 1389 Property Tax Pass-through Payments and Memo to RDA Board.
- McGown Short Pay request resolved and new RDA Homebuyer Loan Default Policy adopted.
- Completed AB 987 RDA affordable housing database placed on webpage.
- Strategic Plan Objective 1-1, Project 2, property negotiations commenced for 244 Market Street (Trigg Schafer) and terminated due to ERAF shift to State.

- Contracted with Linda Congleton & Associates to perform retail/commercial demand analysis & opportunities and constraints market study for the Market Street site and other developable properties.

MAJOR INITIATIVES 2010-11

- Complete the renovation and occupancy of 841 Jane Drive (5-units).
- Commence CEQA review, relocate tenant, and remediate lead base paint/asbestos, and evaluate final disposition of the triplex residence at 245 East Port Hueneme Road.
- Identify and evaluate an opportunity for assisting Many Mansions in acquiring and converting Surfside Motel.
- Process entitlements to renovate and convert the Top Deck Motel into 11 studio apartments affordable to very-low income persons.
- Continue funding cost allocation revenue to City's General Fund.
- Complete retail/commercial demand analysis and opportunities and constraints market study.

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

Redevelopment Agency

PERFORMANCE MEASURES 2010-11

- Attempt to limit reduction of annual gross tax increment revenues to less than 10% each for FY 2008-09 and FY 2009-10.
- Acquire/assist two to five additional units for affordable housing. Number of units/properties acquired/rehabilitated for current or future affordable housing over past four fiscal years:

FY 2008-09:
 124 West Pleasant Valley Road
 241 East Port Hueneme Road

FY 2009-10:
 841 Jane Drive (5-Units)
 245 East Port Hueneme Road

FY 2010-11
 Target 100-108 West Pleasant Valley Road (11-units)

Performance Measure Indicator	FY 2008-09 Actual	FY 2009-10 Budgeted	FY 2009-10 Projected	FY 2010-11 Proposed
Amount of gross tax increment revenues	\$6,091,971	\$5,482,773	\$6,165,075	\$5,548,567
Percentage change	NA	-10%	+1.2%	-10%
Number of additional units acquired	2	2	6	12

**CITY OF PORT HUENEME
FY 2010-11 BUDGET**

Central Community Project Area

The Central Community Project Area was established on February 7, 1973 with territory added along Pleasant Valley Road in 1975 and additional territory added in the Ann Avenue area in 1998. In 1998 the Plan was also amended and restated to extend its time limitations for establishing debt, the 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 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 20010-11 Budget ■ ■ ■

Central Community 870-8701

**CC Capital Project Fund
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Late Rent Fees	50	100	100	100
Rental Revenue	23,040	23,736	23,736	23,736
Investment Interest	26,540	25,000	11,600	12,000
Fund Interest	-386	100	-200	100
Transfer in - Debt Service	228,609	427,851	2,703,750	258,917
Total Revenues	277,853	476,787	2,738,986	294,853

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	22,263	23,777	20,635	20,813
Operational Charges	27,711	257,564	2,539,551	91,090
Cost Allocation	200,990	177,600	177,600	182,950
Capital Expenditures	0	1,200	1,200	0
Total Expenditures	250,964	460,141	2,738,986	294,853

Net Appropriations	26,889	16,646	0	0
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Authorized Positions:

City Manager	0.075	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 2010-11 Budget ■ ■ ■

Central Community 871-8702

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

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Late Rent Fees	225	100	150	100
Rental Revenue	127,069	140,040	96,499	178,360
Investment Interest	42,005	40,000	2,500	40,000
Miscellaneous Interest	17,826	10,000	0	10,000
Fund Interest	-2,426	1,000	-425	1,000
Miscellaneous Revenue	2,803	1,000	700	1,000
Loan Payoff Revenue	84,316	25,000	0	25,000
Transfer in - Debt Service	1,067,567	1,006,400	990,707	1,006,400
Total Revenues	1,339,385	1,223,540	1,090,131	1,261,860

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	316,167	319,313	305,475	328,351
Operational Charges	423,752	2,203,483	1,571,218	637,700
Cost Allocation	200,990	177,600	177,600	182,950
Capital Expenditures	669,610	394,610	394,610	19,500
Total Expenditures	1,610,519	3,095,006	2,448,903	1,168,501

Net Appropriations	-271,134	-1,871,466	-1,358,772	93,359
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Authorized Positions:

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

Purpose of Account:

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



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

Central Community 872-8703	Debt Service Fund Division Summary			
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Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Tax Increment	5,337,833	5,032,000	4,953,534	5,032,000
Pass Through Contra Account	-415,870	-40,000	-150,000	-40,000
Investment Interest	79,906	30,000	32,000	30,000
Fiscal Agent Interest	84,170	60,000	64,113	60,000
Fund Interest	19,846	12,000	-400	12,000
Total Revenues	5,105,885	5,094,000	4,899,247	5,094,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	62,008	85,000	85,000	85,000
Debt Service	2,439,371	2,439,108	2,439,108	2,436,632
Transfer Out	1,296,176	1,434,251	3,694,457	1,265,317
Total Expenditures	3,797,555	3,958,359	6,218,565	3,786,949

Net Appropriations	1,308,330	1,135,641	-1,319,318	1,307,051
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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 2010-11 BUDGET**

R76 Project Area

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

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

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



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

R76		R76 Project Area		
		Project Overview		
Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Tax Increment	841,462	792,733	789,238	792,733
Fiscal Agent Interest	14,756	7,000	14,750	7,000
Investment Interest	33,462	22,000	15,600	22,000
Miscellaneous Interest	0	1,000	11,420	1,000
Fund Interest	8,520	4,050	6,750	4,050
Loan Payoff Revenue	50,000	10,000	0	10,000
Transfer In - Debt Service	205,351	223,867	201,018	205,107
Total Revenues	1,153,551	1,060,650	1,038,776	1,041,890
Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	155,017	356,826	31,120	167,260
Cost Allocation	63,554	56,000	56,000	57,700
Capital Expenditures	2,945	0	0	0
Debt Service	291,413	290,012	290,012	288,188
Transfer Out	205,351	223,867	201,018	205,107
Total Expenditures	718,280	926,705	578,150	718,255
Net Appropriations	435,271	133,945	460,626	323,635

Authorized Positions:

None



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

R76 873-8801

**R76 Capital Project Fund
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Fund Interest	-37	50	-50	50
Transfer In - Debt Service	37,059	65,320	43,170	46,560
Total Revenues	37,022	65,370	43,120	46,610

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	5,176	17,620	15,120	17,760
Cost Allocation	31,776	28,000	28,000	28,850
Capital Expenditures	0	0	0	0
Total Expenditures	36,952	45,620	43,120	46,610

Net Appropriations	70	19,750	0	0
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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 2010-11 Budget ■ ■ ■

R76 874-8802

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

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Investment Interest	15,217	15,000	7,000	15,000
Miscellaneous Interest	0	1,000	11,420	1,000
Fund Interest	1,951	1,000	6,000	1,000
Loan Payoff Revenue	50,000	10,000	0	10,000
Transfer In - Debt Service	168,292	158,547	157,848	158,547
Total Revenues	235,460	185,547	182,268	185,547

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	140,758	324,206	1,000	134,500
Cost Allocation	31,778	28,000	28,000	28,850
Capital Expenditures	2,945	0	0	0
Total Expenditures	175,481	352,206	29,000	163,350

Net Appropriations	59,979	-166,659	153,268	22,197
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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 2010-11 Budget ■ ■ ■

R76 875-8803

**R76 Debt Service Fund
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Tax Increment	841,462	792,733	789,238	792,733
Investment Interest	18,245	7,000	8,600	7,000
Fiscal Agent Interest	14,756	7,000	14,750	7,000
Fund Interest	6,606	3,000	800	3,000
Total Revenues	881,069	809,733	813,388	809,733

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	9,083	15,000	15,000	15,000
Capital Expenditures	0	0	0	0
Debt Service	291,413	290,012	290,012	288,188
Transfer Out	205,351	223,867	201,018	205,107
Total Expenditures	505,847	528,879	506,030	508,295

Net Appropriations	375,222	280,854	307,358	301,438
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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 2010-11 BUDGET**

NCEL Project Area

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

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

- Implementing reuse activities pursuant to the NCEL Community Reuse Plan and 1995 MOU.
- The elimination and prevention of the spread of blight and deterioration; and the 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 2010-11 Budget ■ ■ ■

NCEL		NCEL Project Area		
		Project Overview		
Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Tax Increment	85,981	78,000	116,592	120,000
Investment Interest	2,518	2,000	1,000	2,000
Fund Interest	2,124	300	2,510	2,500
Transfer In-Debt Service	26,459	25,865	32,573	34,070
Total Revenues	117,082	106,165	152,675	158,570
Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	4,332	7,765	4,765	7,870
Cost Allocation	5,866	5,500	5,500	5,700
Capital Expenditures	0	0	0	0
Debt Service	58,673	51,335	84,519	86,430
Transfer Out	26,459	25,865	32,573	34,070
Total Expenditures	95,330	90,465	127,357	134,070
Net Appropriations	21,752	15,700	25,318	24,500

Authorized Positions:
None



■ ■ ■ City of Port Hueneme - FY 2010-11 Budget ■ ■ ■

NCEL 876-8901

**NCEL Capital Project fund
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Fund Interest	-122	0	10	0
Transfer In-Debt Service	9,263	10,265	9,255	10,070
Total Revenues	9,141	10,265	9,265	10,070

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	3,268	4,265	3,765	4,370
Cost Allocation	5,866	5,500	5,500	5,700
Capital Expenditures	0	0	0	0
Total Expenditures	9,134	9,765	9,265	10,070

Net Appropriations	7	500	0	0
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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 2010-11 Budget ■ ■ ■

NCEL 877-8902

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

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Investment Interest	2,518	2,000	1,000	2,000
Fund Interest	413	100	1,000	1,000
Transfer In-Debt Service	17,196	15,600	23,318	24,000
Total Revenues	20,127	17,700	25,318	27,000

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	0	2,500	0	2,500
Cost Allocation	0	0	0	0
Capital Expenditures	0	0	0	0
Total Expenditures	0	2,500	0	2,500

Net Appropriations	20,127	15,200	25,318	24,500
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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 2010-11 Budget ■ ■ ■

NCEL 878-8903

**NCEL Debt Service Fund
Division Summary**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Tax Increment	85,981	78,000	116,592	120,000
Fund Interest	1,833	200	1,500	1,500
Total Revenues	87,814	78,200	118,092	121,500

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	1,064	1,000	1,000	1,000
Cost Allocation	0	0	0	0
Capital Expenditures	0	0	0	0
Debt Service	58,673	51,335	84,519	86,430
Transfer Out	26,459	25,865	32,573	34,070
Total Expenditures	86,196	78,200	118,092	121,500

Net Appropriations	1,618	0	0	0
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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”

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

Surplus Property Authority

MISSION

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

PRIMARY ACTIVITIES

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

MAJOR ACCOMPLISHMENTS IN 2009-10

- Rent reduction ended January 1, 2010 and market rent commenced for Lot #10 (McMullin)
- Replaced two electrical transformers in February 2010.
- Negotiated short-term sublease of Lot #11 to Northrop-Grumman for testing radar.
- Extended lease agreement for five additional years through August 1, 2014 for Lot #2 increasing rent to market rates.

MAJOR INITIATIVES 2010-11

- Continue to seek SPA tenants at Aquacultural Park.
- Evaluate upcoming tenant lease renewals.
- Continue funding cost allocation and law enforcement hours.
- Seek rental payment for 3-yard commercial bin and Lifeguard Tower storage on Lot #3.

PERFORMANCE MEASURES 2010-11

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

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



■■■ City of Port Hueneme - FY 2010-11 Budget ■■■

SPA 713-8113

**Surplus Property Authority
Account Overview**

Source of Funds	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Rental Income	174,462	158,350	154,877	167,185
RDA NCEL Promissory Note	501,891	51,335	84,519	86,430
Investment Income	6,587	5,000	5,000	5,000
Fund Interest	30	100	1,000	1,000
Total Revenues	682,970	214,785	245,396	259,615

Expenditure Description	Actual 2008-09	Budgeted 2009-10	Projected 2009-10	Adopted 2010-11
Salaries & Benefits	0	0	0	0
Operational Charges	48,910	127,105	100,931	124,131
Cost Allocation	68,500	85,200	85,200	87,800
Capital Expenditures	1,873	0	0	0
Total Expenditures	119,283	212,305	186,131	211,931

Net Appropriations	563,687	2,480	59,265	47,684
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Authorized Positions:
None

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CITY OF PORT HUENEME



CAPITAL IMPROVEMENT PROGRAM

FY 2010-11 to FY 2014-15

CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

Frequently Asked Questions

CITY OF PORT HUENEME

FY 2011-2015 CAPITAL IMPROVEMENT PROGRAM

FREQUENTLY ASKED QUESTIONS

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

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

What is a five-year Capital Improvement Program?

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

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

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

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

- **Maximizes State and Federal Aid** – Many State and Federal programs require early identification of community needs and incorporation of these needs into regional plans before the community can apply for project funding. A long-range capital improvement program allows the community to program its needs in sufficient time to be included in regional plans. Also, it allows the community to coordinate future needs with various Federal and State Program criteria.
- **Establishes the level of capital expenditures the community can afford over the next five-years** – Multiple-year financial planning sets the basis from which the City Council can make capital project financial decisions. Pre-determining expenditures and revenues allows the community to prioritize capital expenditures and new programs without creating adverse impacts to existing services in the community.

- **Provides greater opportunity to fund larger projects** – The long-range capital plan provides a mechanism for funding larger more expensive capital improvement projects. This encourages a broad overview of needs and avoids a “piecemeal” approach to improving the community’s infrastructure. By identifying projects early, planning helps the community avoid commitments and debts that may limit the initiation of more important projects at a later date.
- **Keeps the community informed of current and future projects** – The Capital Improvement Program informs the public about the short and long-range fiscal and capital development goals for the community. It assists the residents in understanding the constraints and limitations of capital improvements.
- **Focuses attention on community goals, needs and capabilities** – The capital improvement process ensures the City objectives, future needs, and financial capabilities are incorporated into the planning of capital projects and services. The Capital Improvement Program provides a mechanism for prioritizing new capital projects and programs based upon identifiable needs and available resources.

How do I read a Capital Improvement Program?

By Project Type:

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

Who develops the CIP?

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

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

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

What is the general philosophy behind the funding decisions?

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

Will the CIP have any impact on the Operating Budget?

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

Is there a policy behind the CIP?

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

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

CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

Projected Revenues



CIP Revenue by Source FY 2011 - 2015 CIP Budget

Funding Source	2010-11*	2011-12	2012-13	2013-14	2014-15	Total Project Budget
CDBG	160,000	75,000				235,000
General Fund	57,000	61,000				118,000
Gas Tax	627,000	630,000		600,000		1,857,000
ARRA	400,000					400,000
EECBG Funds	214,635					214,635
Prop 1B Funds	293,000					293,000
Redevelopment Agency Fund	19,500					19,500
Solid Waste Operations	5,835					5,835
Storm Drain Fund	80,000					80,000
TDA Article 3	100,000					100,000
TDA Article 8	265,000		600,000		600,000	1,465,000
Wastewater Operations	5,835					5,835
Wastewater Capital	940,000		135,000			1,075,000
Wastewater Bonds	300,000					300,000
Water Operations	255,835	30,000				285,835
TBD (To Be Determined)	955,000	449,000	305,000	160,000	150,000	2,019,000
Total CIP Projects	4,678,640	1,245,000	1,040,000	760,000	750,000	8,473,640

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

City of Port Hueneme - Capital Improvement Program 2011-2015

Project Title	Total Project Budget	Source of Funds
<i>Housing/Facilities Projects</i>		
Citywide Energy Efficiency Project	\$159,640	RDA
Community Center Roof Overcoating	\$12,000	General Fund
Beach Bait Shop/Restaurant Re-Roofing	\$25,000	General Fund
Hueneme Beach Walk Lighting Replacement	\$40,000	EECBG
Police Department HVAC Replacement	\$72,000	General Fund /EECBG
Public Works Surfside/Marine Supply/School Dist-Termite Fumigation	\$35,000	TBD
Police Department Remodeling Project	\$25,000	General Fund
Hueneme Beach Gazebo Repair/Flagpoles	\$65,000	TBD
Police Department Parking Lot Repavement	\$50,000	TBD
Public Works Surfside Re-Roofing	\$180,000	TBD
Hueneme Beach Pier-Handrail Replacement	\$125,000	TBD
<i>Total Housing/Facilities Projects</i>	\$788,640	
<i>Public Works Projects</i>		
Tree Pruning - Citywide	\$50,000	Gas Tax
Bus Shelter Project	\$100,000	Gas Tax
Water Distribution Upgrade Project	\$200,000	Water Fund
Sidewalk Replacement Project	\$25,000	Gas Tax
Street Name Sign Replacement Program	\$15,000	TDA 8
Pleasant Valley Road Bikeway Pedestrian Crossing	\$200,000	TDA 3 / TDA 8
Wheelhouse Avenue Signal Upgrade	\$12,000	Gas Tax
Storm Drain Repair - 3 Sites	\$80,000	Storm Drain Fund
Channel Islands Boulevard Bridge Left Turn Lane	\$60,000	Gas Tax
Mainline Sewer Line Repair/Replacement Citywide	\$300,000	Wastewater Capital
Wastewater System Flow Monitoring Study	\$30,000	Wastewater Capital
Clara Station Rehabilitation	\$30,000	Wastewater Capital
C-Station Upgrades and Downsizing	\$300,000	Wastewater Capital
Wastewater Collection System Inflow and Infiltration Repairs	\$100,000	Wastewater Capital
Pleasant Valley Lift Station Coating Rehabilitation	\$30,000	Wastewater Capital
Sewer Main Repair/Replacement at Bard Road and Seventh Street	\$150,000	Wastewater Capital
Park Avenue / Ventura Road Signal Installation	\$225,000	Gas Tax
Victoria Avenue Sewer Gravity Line	\$300,000	Wastewater Bond
Pavement Management Program 2010/2011	\$140,000	Gas Tax / TDA 8
Pavement Repair Stimulus Package	\$535,000	ARRA/TDA 8
Street Light Installation	\$60,000	Gas Tax
Air-Vac Replacement Project	\$80,000	Water Fund
Proposition 1B Street Paving Project	\$293,000	Prop 1B Funds
Bubbling Springs Bike Path	\$160,000	CDBG
Pavement Management Program 2011/2012	\$600,000	Gas Tax
Five Points Sewer Interconnection	\$135,000	Wastewater Capital
Pavement Management Program 2012/2013	\$600,000	TDA 8
Pavement Management Program 2013/2014	\$600,000	Gas Tax
Pavement Management Program 2014/2015	\$600,000	TDA 8
<i>Total Public Works Projects</i>	\$6,010,000	
<i>Recreation/Community Services</i>		
Moranda Park Basketball Courts Replacement	\$40,000	TBD
Moranda Park Tennis Courts Replacement	\$880,000	TBD
Automated Park Facility Lighting System at Moranda Park	\$8,000	General Fund
Replace Moranda Park Tennis Complex Lexan Windows	\$10,000	General Fund
Moranda Park Tennis Light Replacement	\$18,000	General Fund
Moranda Park Walking Path	\$40,000	TBD
Replace Lifeguard "Pier Tower"	\$40,000	TBD
Replace Two Lifeguard Towers	\$64,000	TBD
Replace Community Center Playground Equipment	\$75,000	CDBG
Bolker Park Main Line Conduit Replacement	\$100,000	TBD
Replace Moranda Park Playground Equipment	\$150,000	TBD
Bolker Park Improvements	\$100,000	TBD
Replace Bubbling Springs Park Playground Equipment	\$150,000	TBD
<i>Total Recreation/Community Services Projects</i>	\$1,675,000	
Total CIP Projects	\$8,473,640	

City of Port Hueneme - Capital Improvement Program 2011-2015

2010-11	2011-12	2012-13	2013-14	2014-15	Funding to Complete
\$159,640					\$159,640
\$12,000					\$12,000
\$25,000					\$25,000
\$40,000					\$40,000
\$72,000					\$72,000
\$35,000					\$35,000
	\$25,000				\$25,000
	\$65,000				\$65,000
	\$50,000				\$50,000
	\$180,000				\$180,000
		\$15,000	\$110,000		\$125,000
\$343,640	\$320,000	\$15,000	\$110,000	\$0	\$788,640

\$50,000					\$50,000
\$100,000					\$100,000
\$200,000					\$200,000
\$25,000					\$25,000
\$15,000					\$15,000
\$200,000					\$200,000
\$12,000					\$12,000
\$80,000					\$80,000
\$60,000					\$60,000
\$300,000					\$300,000
\$30,000					\$30,000
\$30,000					\$30,000
\$300,000					\$300,000
\$100,000					\$100,000
\$30,000					\$30,000
\$150,000					\$150,000
\$225,000					\$225,000
\$300,000					\$300,000
\$140,000					\$140,000
\$535,000					\$535,000
\$30,000	\$30,000				\$60,000
\$50,000	\$30,000				\$80,000
\$293,000					\$293,000
\$160,000					\$160,000
	\$600,000				\$600,000
		\$135,000			\$135,000
		\$600,000			\$600,000
			\$600,000		\$600,000
				\$600,000	\$600,000
\$3,415,000	\$660,000	\$735,000	\$600,000	\$600,000	\$6,010,000

\$40,000					\$40,000
\$880,000					\$880,000
	\$8,000				\$8,000
	\$10,000				\$10,000
	\$18,000				\$18,000
	\$40,000				\$40,000
	\$40,000				\$40,000
	\$64,000				\$64,000
	\$75,000				\$75,000
	\$10,000	\$90,000			\$100,000
		\$150,000			\$150,000
		\$50,000	\$50,000		\$100,000
				\$150,000	\$150,000
\$920,000	\$265,000	\$290,000	\$50,000	\$150,000	\$1,675,000
\$4,678,640	\$1,245,000	\$1,040,000	\$760,000	\$750,000	\$8,473,640

CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

Description of CIP Revenue Sources

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

Housing/ Facility Projects
FY 2011-15

Project Title	Citywide Energy Efficiency Project	Dept. Project:	Housing/Facilities
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PROJECT DESCRIPTION

This project will provide for an "energy efficient" upgrade to City facilities, which includes improved lighting and other features.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete
			Date	2010-11	2011-12	2012-13	2013-14	
	EECBG	\$122,635		\$122,635				\$122,635
	3 Utilities	\$37,000		\$17,505				\$17,505
	RDA	\$19,500		\$19,500				\$19,500

Expenditures

	Budget	Expenditures					Cost to Complete
		to Date	2010-11	2011-12	2012-13	2013-14	
Studies							\$0
Design							\$0
Construction	\$159,640		\$159,640				\$159,640
Inspection							\$0

Project Title	Community Center Roof Overcoating	Dept. Project:	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	2010-11	2011-12	2012-13	2013-14	
	General Fund	\$12,000		\$12,000				\$12,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$12,000	\$12,000				\$12,000	
Inspection						\$0	



Project Title	Beach Bait Shop/Restaurant Re-Roofing	Dept. Project:	Housing/Facilities
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PROJECT DESCRIPTION

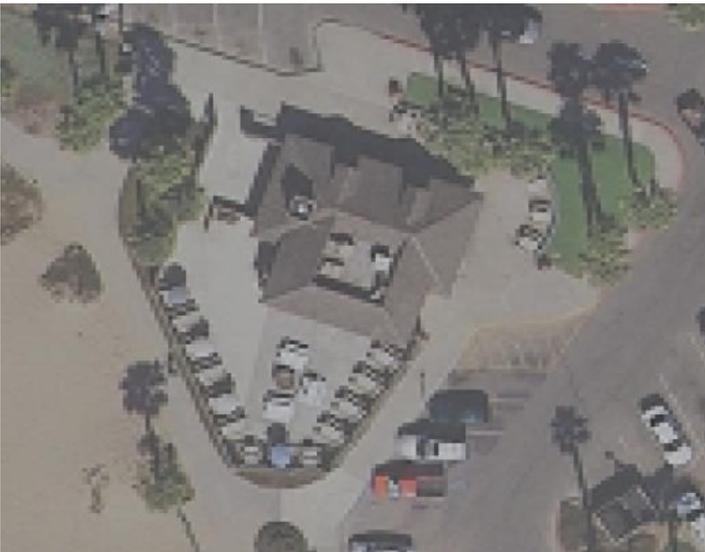
This project will provide removal of wood shake and re-roofing with lightwiehgt concrete tile to match that used in Surfside Beach area.

Revenue

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

Expenditures

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



Project Title	Hueneme Beach Walk Lighting Replacement	Dept. Project:	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					Funding to Complete
			Date	2010-11	2011-12	2012-13	2013-14	
	EECBG	\$40,000		\$40,000				\$40,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$40,000	\$40,000				\$40,000	
Inspection						\$0	



Project Title	Police Department HVAC Replacement	Dept. Project:	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	2010-11	2011-12	2012-13	2013-14	
	General Fund	\$20,000		\$72,000				\$72,000
	EECBG	\$52,000						

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$72,000	\$72,000				\$72,000	
Inspection						\$0	



Project Title	Public Works Surside/Marine Supply/School District - Termite Fumigation	Dept. Project:	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
			2010-11	2011-12	2012-13	2013-14	2014-15	
	TBD	\$35,000	\$35,000					\$35,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$35,000	\$35,000				\$35,000	
Inspection						\$0	



Project Title	Police Department Remodeling Project	Dept. Project:	Housing/Facilities
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PROJECT DESCRIPTION

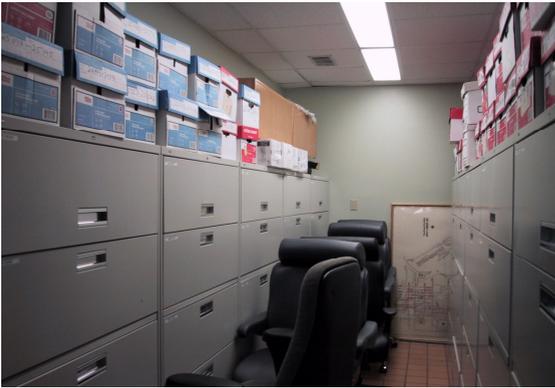
This project will provide for the remodeling of the interior walls of the Police Department in order to provide more efficient operations.

Revenue

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

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design	\$25,000		\$25,000			\$25,000	
Construction						\$0	
Inspection						\$0	



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

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	TBD	\$65,000		\$65,000				\$65,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$65,000		\$65,000			\$65,000	
Inspection						\$0	



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

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

Revenue

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

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$50,000		\$50,000			\$50,000	
Inspection						\$0	



Project Title	Public Works-Surfside Re-Roofing	Dept. Project:	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	2010-11	2011-12	2012-13	2013-14	
	TBD	\$180,000			\$180,000			\$180,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$180,000		\$180,000			\$180,000	
Inspection						\$0	



Project Title	Hueneme Beach - Pier Handrail Replacement	Dept. Project:	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					Funding to Complete
			Date	2010-11	2011-12	2012-13	2013-14	
	TBD	\$125,000				\$15,000	\$110,000	\$125,000

Expenditures

	Budget	Expenditures to Date	2010-11	2011-12	2012-13	2013-14	2014-15	Cost to Complete
			Studies					
Design	\$15,000				\$15,000			\$15,000
Construction	\$110,000					\$110,000		\$110,000
Inspection								



CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

Public Works Projects
FY 2011-15

Project Title	2010-11 Citywide Tree Pruning Project	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will include the pruning of trees in the public right-of-way on Eastbound Channel Islands Boulevard (Ventura Road to Patterson Road), Ventura Road (Hueneme Road to Bard Road), Pleasant Valley Road (J Street to Ventura Road), and Hueneme Road (J Street to Market Street).

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	Gas Tax	\$50,000	\$50,000					\$50,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$50,000	\$50,000				\$50,000	
Inspection						\$0	



Project Title	Bus Shelter Project	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide transit stop improvements including 31+ display signs and 2-3 bus stop shelters.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete	
			Date	2010-11	2011-12	2012-13	2013-14		2014-15
	Gas Tax	\$100,000		\$100,000					\$100,000

Expenditures

	Budget	Expenditures					Cost to Complete
		to Date	2010-11	2011-12	2012-13	2013-14	
Studies							\$0
Design							\$0
Construction	\$100,000		\$100,000				\$100,000
Inspection							\$0



Project Title	Water Distribution Upgrade Project	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide for the upgrade, repair, and installtion of main water lines, laterals, valves, and connections Citywide.

Revenue

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

Expenditures

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

Project Title	Sidewalk Replacement Project	Dept. Project:	Public Works
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PROJECT DESCRIPTION

Repair and replace damaged sidewalks throughout the City.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	Gas Tax	\$25,000	\$25,000					\$25,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$25,000	\$25,000				\$25,000	
Inspection						\$0	



Project Title	Street Name Sign Replacement Program	Dept. Project:	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					Funding to Complete
			Date	2010-11	2011-12	2012-13	2013-14	
	TDA Art 8	\$15,000		\$15,000				\$15,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$15,000	\$15,000				\$15,000	
Inspection						\$0	



Project Title	Pleasant Valley Road Bikeway Pedestrian Crossing	Dept. Project:	Public Works
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to					Funding to Complete
			Date	2010-11	2011-12	2012-13	2013-14	
	TDA Art 3	\$100,000		\$100,000				\$100,000
	TDA Art 8	\$100,000		\$100,000				\$100,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$200,000	\$200,000				\$200,000	
Inspection						\$0	



Project Title	Wheelhouse Avenue Signal Upgrade	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide for the installation of alternate signal heads at the intersection of Wheelhouse Avenue and Channel Islands Boulevard to diminish confusion for permission to enter the intersection.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	Gas Tax	\$12,000	\$12,000					\$12,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$12,000	\$12,000				\$12,000	
Inspection						\$0	



Project Title	Storm Drain Repair - 3 Sites	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide for the replacement of broken corrugated pipe in the City's storm drain system at various sites.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	Storm Drain Fund	\$80,000	\$80,000					\$80,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$80,000	\$80,000				\$80,000	
Inspection						\$0	



Project Title	Channel Islands Boulevard Bridge - Left Turn Lane	Dept. Project:	Public Works
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	Gas Tax	\$60,000	\$60,000					\$60,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$60,000	\$60,000				\$60,000	
Inspection						\$0	



Project Title	Mainline Sewer Line Repair/Replacement Citywide	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide the repair/replacement of mainline sewer lines Citywide. It will also provide for a financial study for rates charged to other agencies.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete	
			Date	2010-11	2011-12	2012-13	2013-14		2014-15
	Wastewater Capital	\$300,000		\$300,000					\$300,000

Expenditures

	Budget	Expenditures					Cost to Complete	
		to Date	2010-11	2011-12	2012-13	2013-14		2014-15
Studies	\$100,000		\$100,000					\$100,000
Design								\$0
Construction	\$200,000		\$200,000					\$200,000
Inspection								\$0

Project Title	Wastewater System Flow Monitoring Study	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide an analysis/study of the structural integrity and flow capacities of the wastewater system.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete
			Date	2010-11	2011-12	2012-13	2013-14	
	Wastewater Fund	\$30,000		\$30,000				\$30,000

Expenditures

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

Project Title	Clara Station Rehabilitation	Dept. Project:	Public Works
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PROJECT DESCRIPTION

Rehabilitate and upgrade the Master Control Center and coat wetwell.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	Wastewater Capital	\$30,000	\$30,000					\$30,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$30,000	\$30,000				\$30,000	
Inspection						\$0	



PROJECT DESCRIPTION

This project will provide for the upgrade and downsizing of the current lift station located at the northeast corner of Channel Islands Boulevard and Victoria Avenue.

Revenue

Account	Source	Budget	Revenues to Date	2010-11	2011-12	2012-13	2013-14	2014-15	Funding to Complete
	Wastewater Capital	\$300,000		\$300,000					\$300,000

Expenditures

	Budget	Expenditures to Date	2010-11	2011-12	2012-13	2013-14	2014-15	Cost to Complete
Studies								\$0
Design								\$0
Construction	\$300,000		\$300,000					\$300,000
Inspection								\$0



Project Title	Wastewater Collection System Inflow and Infiltration Repairs	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide various methods to eliminate and reduce inflow and infiltration throughout the collection system citywide.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	Wastewater Capital	\$100,000	\$100,000					\$100,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$10,000	\$100,000				\$100,000	
Inspection						\$0	



Water infiltrating into a sewer line.

Project Title	Pleasant Valley Lift Station Coating Rehabilitation	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will remove and replace existing coating inside of lift station wetwell.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete	
			Date	2010-11	2011-12	2012-13	2013-14		2014-15
	Wastewater Capital	\$30,000		\$30,000					\$30,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies							\$0
Design							\$0
Construction	\$30,000	\$30,000					\$30,000
Inspection							\$0



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

This project will provide for the repair and replacement of the undersized sewer main at Bard Road and Seventh Street.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	Wastewater Capital	\$150,000	\$150,000					\$150,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$150,000	\$150,000				\$150,000	
Inspection						\$0	



Project Title	Park Avenue / Ventura Road Signal Installation	Dept. Project:	Public Works
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to					Funding to Complete
			Date	2010-11	2011-12	2012-13	2013-14	
	Gas Tax	\$225,000		\$225,000				\$225,000

Expenditures

	Budget	Expenditures					Cost to Complete
		to Date	2010-11	2011-12	2012-13	2013-14	
Studies							\$0
Design	\$25,000		\$25,000				\$25,000
Construction	\$200,000		\$200,000				\$200,000
Inspection							\$0



Project Title	Victoria Avenue Gravity Sewer Line	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide the Pro Rata share of construction costs for a new gravity sewer line on Victoria Avenue (Based on Transportation Agreement between COPH and Oxnard).

Revenue

Account	Source	Budget	Revenues to					Funding to Complete	
			Date	2010-11	2011-12	2012-13	2013-14		2014-15
	Wastewater Bond	\$300,000		\$300,000					\$300,000

Expenditures

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



*Red Solid Line Denotes City Boundary

PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	Gas Tax	\$125,000	\$125,000					\$125,000
	TDA Art 8	\$15,000	\$15,000					\$15,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies							\$0
Design	In House						\$0
Construction	\$140,000	\$140,000					\$140,000
Inspection							\$0



Project Title	Pavement Repair Stimulus Package	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide for the repair of pavement of various streets in the City using Stimulus Package Funds.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	ARRA	\$400,000	\$400,000					\$400,000
	TDA Art 8	\$135,000	\$135,000					\$135,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies							\$0
Design							\$0
Construction	\$535,000	\$535,000					\$535,000
Inspection							\$0



Project Title	Street Lights Installation	Dept. Project:	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
			2010-11	2011-12	2012-13	2013-14	2014-15	
	Gas Tax	\$60,000	\$30,000	\$30,000				\$60,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies							\$0
Design							\$0
Construction	\$60,000	\$30,000	\$30,000				\$60,000
Inspection							\$0



Project Title	Air-Vac Replacement Project	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will replace the existing air-vac and isolation valves in the PHWA water system.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	Water Fund	\$80,000	\$50,000	\$30,000				\$80,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies							\$0
Design							\$0
Construction	\$80,000	\$50,000	\$30,000				\$80,000
Inspection							\$0



Project Title	Proposition 1B Street Paving Project	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide for the repaving of various streets Citywide and is funded by Proposition 1B Funds.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete	
			Date	2010-11	2011-12	2012-13	2013-14		2014-15
	Prop 1B Funds	\$293,000		\$293,000					\$293,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies							\$0
Design							\$0
Construction	\$293,000	\$293,000					\$293,000
Inspection							\$0



Project Title	Bubbling Springs Bike Path Repair	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide for the repair/replacement portions of the Bubbling Springs Bike Path.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete	
			Date	2010-11	2011-12	2012-13	2013-14		2014-15
	CDBG	\$160,000		\$160,000					\$160,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies							\$0
Design							\$0
Construction	\$160,000	\$160,000					\$160,000
Inspection							\$0



Project Title	Pavement Management Program 2011/2012	Dept. Project:	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 pavement of various streets in the City.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	Gas Tax	\$600,000		\$600,000				\$600,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies							\$0
Design	In House						\$0
Construction	\$600,000		\$600,000				\$600,000
Inspection							\$0



Project Title	Five Points Sewer Interconnection	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide for the reconfiguration of the sewerline interconnection behind Surfside Village.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete
			Date	2010-11	2011-12	2012-13	2013-14	
	Wastewater Capital	\$135,000				\$135,000		\$135,000

Expenditures

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



PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date	2010-11	2011-12	2012-13	2013-14	2014-15	Funding to Complete
	TDA Art 8	\$600,000				\$600,000			\$600,000

Expenditures

	Budget	Expenditures to Date	2010-11	2011-12	2012-13	2013-14	2014-15	Cost to Complete
Studies								\$0
Design	In House							\$0
Construction	\$600,000				\$600,000			\$600,000
Inspection								\$0



PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date	2010-11	2011-12	2012-13	2013-14	2014-15	Funding to Complete
	Gas Tax	\$600,000					\$600,000		\$600,000

Expenditures

	Budget	Expenditures to Date	2010-11	2011-12	2012-13	2013-14	2014-15	Cost to Complete
Studies								\$0
Design	In House							\$0
Construction	\$600,000					\$600,000		\$600,000
Inspection								\$0



PROJECT DESCRIPTION

Pavement Management Program 2014/2015 - Street Repairs City Wide - This project will provide for the repair of pavement of various streets in the City.

Revenue

Account	Source	Budget	Revenues to Date	2010-11	2011-12	2012-13	2013-14	2014-15	Funding to Complete
	TDA Art 8	\$600,000						\$600,000	\$600,000

Expenditures

	Budget	Expenditures to Date	2010-11	2011-12	2012-13	2013-14	2014-15	Cost to Complete
Studies								\$0
Design	In House							\$0
Construction	\$600,000						\$600,000	\$600,000
Inspection								\$0



CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

Recreation/Community Services Projects
FY 2011-15

Project Title	Moranda Park Basketball Court Replacement	Dept. Project:	Recreation
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	TBD	\$40,000	\$40,000					\$40,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$40,000	\$40,000				\$40,000	
Inspection						\$0	



Project Title	Moranda Park Tennis Courts Replacement	Dept. Project:	Recreation
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	TBD	\$880,000	\$880,000					\$880,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design	\$80,000	\$80,000				\$80,000	
Construction	\$800,000	\$800,000				\$800,000	
Inspection						\$0	



Project Title	Automated Park Facility Lighting System at Moranda Park	Dept. Project:	Recreation
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	General Fund	\$8,000		\$8,000				\$8,000

Expenditures

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



Project Title	Replace Moranda Park Tennis Complex Lexan Windows	Dept. Project:	Recreation
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	General Fund	\$10,000		\$10,000				\$10,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$10,000		\$10,000			\$10,000	
Inspection						\$0	



Project Title	Moranda Park Tennis Light Replacement	Dept. Project:	Recreation
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	General Fund	\$18,000		\$18,000				\$18,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$18,000		\$18,000			\$18,000	
Inspection						\$0	



Project Title	Moranda Park Walking Path	Dept. Project:	Recreation
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	TBD	\$40,000		\$40,000				\$40,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$40,000		\$40,000			\$40,000	
Inspection						\$0	



Project Title	Replace Lifeguard "Pier Tower"	Dept. Project:	Recreation
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	TBD	\$40,000		\$40,000				\$40,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$40,000		\$40,000			\$40,000	
Inspection						\$0	



Project Title	Replace Two Lifeguard Towers	Dept. Project:	Recreation
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	TBD	\$64,000		\$64,000				\$64,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2011-12	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$64,000		\$64,000			\$64,000	
Inspection						\$0	



Project Title	Replace Community Center Playground Equipment	Dept. Project:	Recreation
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PROJECT DESCRIPTION

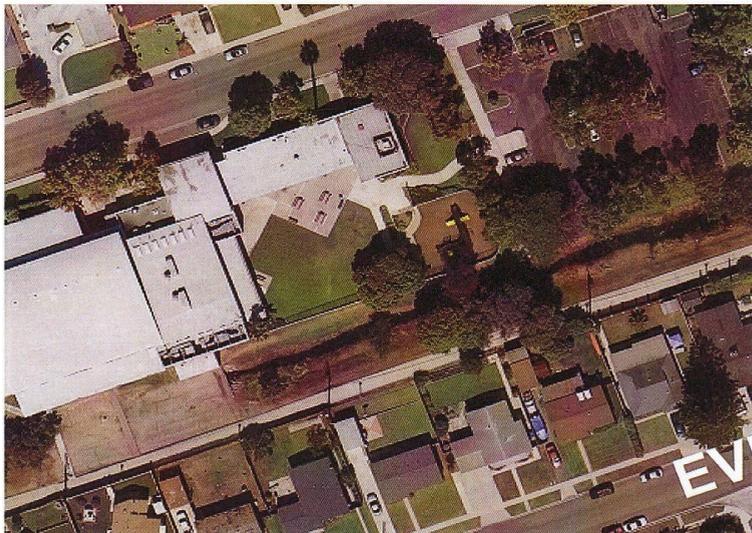
Installed in 2001, structure is aging and after approximately ten years of heavy use does not comply with safety standards. Replace play structure for tots ages 2 to 5, benches, forest fiber, and signs at Community Center site.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	CDBG	\$75,000		\$75,000				\$75,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$75,000		\$75,000			\$75,000	
Inspection						\$0	



Project Title	Bolker Park Main Line Conduit Replacemnt	Dept. Project:	Recreation
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	TBD	\$100,000		\$10,000	\$90,000			\$100,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies							\$0
Design	\$10,000		\$10,000				\$10,000
Construction	\$90,000			\$90,000			\$90,000
Inspection							\$0



Project Title	Replace Moranda Park Playground Equipment	Dept. Project:	Recreation
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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	TBD	\$150,000			\$150,000			\$150,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies							\$0
Design							\$0
Construction	\$150,000			\$150,000			\$150,000
Inspection							\$0



Project Title	Bolker Park Improvements	Dept. Project:	Recreation
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PROJECT DESCRIPTION

Activity areas in Bolker Park require reconfiguration to better suit the park to the needs of the surrounding neighborhood. There are no drinking fountains, trash receptacles are deteriorated, and some plantings are dead, dying, or ill-suited to their locations. Installation of a soft surface walking path, relocation of the basketball court and demolition of the old court, selective sidewalk removal to allow for the expansion of turf areas for greater flexibility. Also installation of drinking fountains, new trash receptacles, and selective plant replacement.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2010-11	2011-12	2012-13	2013-14	2014-15	
	TBD	\$100,000			\$50,000	\$50,000	\$100,000	

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies						\$0	
Design						\$0	
Construction	\$100,000			\$50,000	\$50,000	\$100,000	
Inspection						\$0	



Project Title	Replace Bubbling Springs Park Playground Equipment	Dept. Project:	Recreation
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PROJECT DESCRIPTION

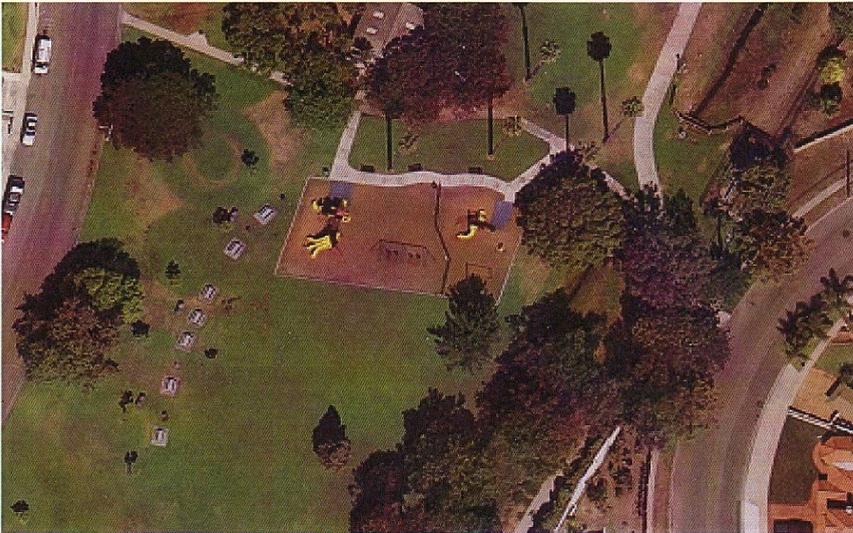
Installed in 2004, structure is aging and after approximately ten years of heavy use does not comply with safety standards. Replace play structure for tots, ages 2 to 5, replace play structure for youth, ages 6 to 12, swings, signs, forest fiber, fencing, and benches at Bubbling Springs Park.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete	
			Date	2010-11	2011-12	2012-13	2013-14		2014-15
	TBD	\$150,000						\$150,000	\$150,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2010-11	2011-12	2012-13	2013-14	2014-15	
Studies							\$0
Design							\$0
Construction	\$150,000					\$150,000	\$150,000
Inspection							\$0



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CITY OF PORT HUENEME



PERSONNEL ALLOCATIONS FY 2010-11



PERSONNEL ALLOCATIONS

FY 2010-11

Department/Title	Adopted 2008-09	Budgeted 2009-10	Projected 2009-10	Proposed 2010-11
City Administration				
City Council Member	5.00	5.00	5.00	5.00
City Manager	0.75	0.75	0.75	0.75
Assistant to the City Manager	0.00	1.00	1.00	0.85
Human Resources Administrator	1.00	0.00	0.00	0.00
City Clerk	0.00	0.00	0.00	0.50
Deputy City Clerk	1.00	1.00	1.00	0.50
Admin Svcs Coordinator - PT (1)	0.50	0.50	0.50	0.50
Total	8.25	8.25	8.25	8.10
General Government				
Assistant to the City Manager	0.00	0.00	0.00	0.15
IS/Technology Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	0.20	0.20	0.20	0.20
Total	1.20	1.20	1.20	1.35
Finance				
Finance Director	1.00	1.00	1.00	1.00
Accounting and Revenue Manager	1.00	1.00	1.00	1.00
Budget and Finance Manager	1.00	1.00	1.00	1.00
Supervising Accountant	1.00	1.00	1.00	1.00
Accountant	0.95	0.95	0.95	0.95
Payroll Services Specialist	1.00	1.00	1.00	1.00
Fiscal Assistant	3.00	3.00	3.00	3.00
Fiscal Assistant PT - (1)	0.50	0.50	0.50	0.50
Total	9.45	9.45	9.45	9.45
Community Development				
Comm Dev Director	1.00	1.00	1.00	1.00
Comm Dev Specialist	0.50	0.50	0.50	0.50
Comm Dev Technician	1.00	1.00	1.00	1.00
Building Official	0.85	0.85	0.85	0.85
Building Inspector - PT (1)	0.25	0.25	0.25	0.25
Code Compliance Manager	1.00	1.00	1.00	1.00
Code Compliance Officer	1.00	1.00	1.00	1.00
Parking Officer - PT (2)	1.00	1.00	1.00	1.00
Total	6.60	6.60	6.60	6.60
Police				
Police Chief	1.00	1.00	1.00	1.00
Police Commander	1.00	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	7.00	7.00	7.00	7.00
Police Officer/Detective	3.00	3.00	3.00	3.00
Police Officer/SPU	2.00	2.00	2.00	2.00
Senior Police Comm Officer	1.00	1.00	1.00	1.00



PERSONNEL ALLOCATIONS

FY 2010-11

Department/Title	Adopted 2008-09	Budgeted 2009-10	Projected 2009-10	Proposed 2010-11
Police (cont'd)				
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)	0.25	0.25	0.25	0.25
Crime Prevention Officer	1.00	1.00	1.00	1.00
Total	36.25	36.25	36.25	36.25
Recreation & Community Services				
Recreation & Comm Svcs Dir	1.00	1.00	1.00	1.00
Rec & Comm Svcs Specialist	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	0.80	0.80	0.80	0.80
Recreation Attendant PT - (1)	0.50	0.50	0.50	0.50
Custodian PT - (1)	0.50	0.50	0.50	0.50
Senior Nutrition Coord PT - (1)	0.50	0.50	0.50	0.50
Lifeguard PT - (21)	8.00	8.00	8.00	8.00
Jr. Lifeguard PT - (10)	8.00	8.00	8.00	8.00
Total	20.30	20.30	20.30	20.30
Public Works				
Public Works Director	0.34	0.34	0.34	0.34
City Engineer/Streets Supt	1.00	1.00	1.00	1.00
Construction Coordinator	1.00	1.00	1.00	1.00
Administrative Specialist III	0.50	0.00	0.00	0.00
Administrative Specialist II	1.30	1.64	1.64	1.14
Streets Maint Worker Lead	1.00	1.00	1.00	1.00
Streets Maint Worker I	3.00	3.00	3.00	3.00
Engineering Aide	1.00	1.00	1.00	1.00
Solid Waste/Fleet Superintendent	0.30	0.30	0.30	0.30
Mechanic II	2.00	2.00	2.00	2.00
Landscape Coordinator	1.00	1.00	1.00	1.00
Landscape Maint Worker II	2.00	2.00	2.00	2.00
Landscape Maint Worker I	3.00	3.00	3.00	3.00
Laborer	4.00	4.00	4.00	4.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
Total	21.94	21.78	21.78	21.28
Public Works Enterprise				
Public Works Director	0.66	0.66	0.66	0.66
Solid Waste/Fleet Superintendent	0.70	0.70	0.70	0.70
Wastewater Superintendent	1.00	0.60	0.60	0.60
Water Superintendent	1.00	1.00	1.00	1.00
Environmental Compliance Coordinator	1.00	1.00	1.00	1.00
Water Utility Operator Lead	1.00	1.00	1.00	1.00



PERSONNEL ALLOCATIONS

FY 2010-11

Department/Title	Adopted 2008-09	Budgeted 2009-10	Projected 2009-10	Proposed 2010-11
Public Works Enterprise (cont'd)				
Water Utility Operator I	2.00	2.00	2.00	2.00
Electrical/Instrumentation Technician	1.00	1.80	1.80	1.80
Electrical/Mechanical Technician	0.75	0.95	0.95	0.95
Wastewater Maintenance I	2.00	2.35	2.35	2.35
Wastewater Maintenance II	0.00	0.75	0.75	0.75
Wastewater Maintenance Lead	1.50	0.95	0.95	0.95
Solid Waste Equipment Operator II	5.00	5.00	5.00	5.00
Solid Waste Equipment Operator, Lead	1.00	1.00	1.00	1.00
Admin Specialist III	1.00	1.50	1.50	2.00
Admin Specialist II	1.70	1.36	1.36	1.36
Total	21.31	22.62	22.62	23.12
Naval Base				
Wastewater Superintendent	0.00	0.40	0.40	0.40
Electrical Instrumentation Tech	1.00	0.20	0.20	0.20
Electrical Mechanical Tech	0.25	0.05	0.05	0.05
Admin Specialist III	0.50	0.50	0.50	0.00
Admin Specialist II	0.00	0.00	0.00	0.50
Wastewater Maintenance I	3.00	2.65	2.65	2.65
Wastewater Maintenance II	2.00	1.25	1.25	1.25
Wastewater Maintenance Lead	0.50	1.05	1.05	1.05
Total	7.25	6.10	6.10	6.10
Housing Authority				
City Manager	0.10	0.10	0.10	0.10
Housing/Facilities Maint. Director	0.65	0.60	0.60	0.60
Housing Property Manager	1.00	1.00	1.00	1.00
Housing Specialist	1.00	1.00	1.00	1.00
Housing Cust Svc Assistant	1.00	1.00	1.00	1.00
Housing & Facilities Svcs Asst	0.50	0.35	0.35	0.35
Facilities Maint Superintendent	0.25	0.25	0.25	0.25
Facilities Maint Worker I	1.00	1.00	1.00	1.00
Facilities Maint Worker II	0.25	0.25	0.25	0.25
Total	5.75	5.55	5.55	5.55
Facilities Maintenance				
Housing/Facilities Director	0.35	0.40	0.40	0.40
Housing & Facilities Svcs Asst	0.50	0.65	0.65	0.65
Facilities Superintendent	0.75	0.75	0.75	0.75
Facilities Maint Worker Lead	1.00	1.00	1.00	1.00
Facilities Maint Worker II	2.00	2.00	2.00	2.00
Facilities Maint Worker I	0.50	0.50	0.50	0.50
Facilities Maint Worker I PT - (1)	0.25	0.25	0.00	0.00
Total	5.35	5.55	5.30	5.30



PERSONNEL ALLOCATIONS

FY 2010-11

Department/Title	Adopted 2008-09	Budgeted 2009-10	Projected 2009-10	Proposed 2010-11
Redevelopment Agency				
City Manager	0.15	0.15	0.15	0.15
Comm Dev Programs Manager	0.80	0.80	0.80	0.80
Comm Dev Specialist	1.25	1.25	1.25	1.25
Facilities Maint Worker I	0.25	0.25	0.25	0.25
Building Official	0.10	0.10	0.10	0.10
Accountant	0.05	0.05	0.05	0.05
Total	2.60	2.60	2.60	2.60
Neighborhood Preservation				
Building Official	0.05	0.05	0.05	0.05
Comm Dev Programs Manager	0.20	0.20	0.20	0.20
Comm Dev Specialist	0.25	0.25	0.25	0.25
Total	0.50	0.50	0.50	0.50
DEPARTMENT RECAP				
	Adopted 2008-09	Budgeted 2009-10	Projected 2009-10	Proposed 2010-11
City Administration	8.25	8.25	8.25	8.10
General Government	1.20	1.20	1.20	1.35
Finance	9.45	9.45	9.45	9.45
Community Development	6.60	6.60	6.60	6.60
Police	36.25	36.25	36.25	36.25
Recreation & Community Services	20.30	20.30	20.30	20.30
Public Works	21.94	21.78	21.78	21.28
Public Works Enterprise	21.31	22.62	22.62	23.12
Naval Base	7.25	6.10	6.10	6.10
Housing Authority	5.75	5.55	5.55	5.55
Facilities Maintenance	5.35	5.55	5.30	5.30
Redevelopment Agency	2.60	2.60	2.60	2.60
Neighborhood Preservation	0.50	0.50	0.50	0.50
Grand Total	146.75	146.75	146.50	146.50
Full Time	117.00	117.00	117.00	117.00
Part Time/Seasonal	29.75	29.75	29.50	29.50
Total	146.75	146.75	146.50	146.50

EMPLOYEE COMPENSATION AND BENEFITS

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

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

Medical Plan: PERS Health Plans
HMO/PPO Options

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

Police Officers' Association Unit
15+ years of PHPD service – lifetime medical

Dental: Assurant Dental – HMO/PPO

Vision: Blue Shield (Medical Eye Services)

EMPLOYEE COMPENSATION AND BENEFITS

Annual Leave:

Management Unit

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

General Unit

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

Police Officers' Association Unit

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

Education Incentive:

Police Officers' Association Unit

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

Experience Differential:

(% of employee's annual salary)

Miscellaneous/Management Unit

2% - 10+ years of service
3.5% - 15+ years of service

EMPLOYEE COMPENSATION AND BENEFITS

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

BUDGET ADOPTION RESOLUTIONS

City of Port Hueneme

Redevelopment Agency

Housing Authority

Surplus Property Authority

CITY COUNCIL RESOLUTION NO. 3964
REDEVELOPMENT AGENCY RESOLUTION NO. 819
HOUSING AUTHORITY RESOLUTION NO. 515
SURPLUS PROPERTY AUTHORITY RESOLUTION NO. 41

A RESOLUTION OF THE CITY COUNCIL, REDEVELOPMENT AGENCY, HOUSING AUTHORITY, AND SURPLUS PROPERTY AUTHORITY OF THE CITY OF PORT HUENEME, CALIFORNIA APPROVING THE FISCAL YEAR 2010-11 ANNUAL BUDGET AND ADOPTING AN AMENDED CITY APPROPRIATIONS LIMIT FOR FISCAL YEAR 2010-11 IN ACCORDANCE WITH THE PROVISIONS OF DIVISION 9 OF TITLE 1 OF THE CALIFORNIA GOVERNMENT CODE

WHEREAS, the City Manager/Executive Director has submitted for consideration of the City Council, Redevelopment Agency Board of Directors, Housing Authority Board of Directors, and Surplus Property Authority Commissioners a final Budget for Fiscal Year 2010-11; and

WHEREAS, the City Council and respective boards have carefully reviewed the final budget for Fiscal Year 2010-11; and

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

WHEREAS, Article XIII B of the Constitution of the State of California as proposed by the Initiative Measure approved by the people at the special statewide election held on November 6, 1979 and amended in June 1990 by the people of the State of California (Proposition 111), provides that the total annual appropriations subject to limitations of each local government shall not exceed the appropriations limit of such entity for the prior year adjusted for changes in the cost of living and population except as otherwise specifically provided for in said Article; and

WHEREAS, the State Legislature added Division 9 (commencing with Section 7900) to Title 1 of the Government Code of the State of California to implement Article XIII B of the California Constitution; and

WHEREAS, Section 7910 of the Government Code provides that each year the governing body of each local jurisdiction shall, by resolution, establish its appropriations limit for the ensuing Fiscal Year pursuant to Article XIII B at a regularly scheduled meeting or a noticed special meeting and that fifteen days prior to such meeting, documentation used in the determination of the appropriations limit shall be available to the public; and

WHEREAS, Proposition 111, as approved by the voters of the State of California, requires a recorded vote of the City Council regarding which of the annual adjustment factors have been selected each year; and

WHEREAS, Section 7902(a) of the Government Code sets forth the method for determining the appropriations limit for each local jurisdiction for the 2010-11 Fiscal Year; and

WHEREAS, the City Council of the City of Port Hueneme wishes to revise the appropriations limit for Fiscal Year 2010-11 for the City of Port Hueneme, California.

NOW, THEREFORE, BE IT RESOLVED by the City Council, Redevelopment Agency Board, Housing Authority Board, and Surplus Property Authority Commission that the final Fiscal Year 2010-11 Budget with modifications, if any, as directed by the City Council and respective Boards, is hereby approved and adopted effective July 1, 2010.

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

BE IT FURTHER RESOLVED that the City Manager/Executive Director is directed to report to the City Council and respective Boards on the Budget status and to propose any changes, if necessary, for consideration.

BE IT FURTHER RESOLVED that the City Council, Redevelopment Agency Board, Housing Authority Board, and Surplus Property Authority Commission hereby authorizes the carryover appropriations from one budget year to the next to complete the authorized fiscal year work plan, authorized capital projects not to exceed full project appropriation, and other special needs.

BE IT FURTHER RESOLVED that it is hereby found and determined that the documentation used in the determination of the appropriations limit for the City of Port Hueneme for Fiscal Year 2010-11 was available to the public in the Finance Department of said city at least fifteen days prior to this date.

BE IT FURTHER RESOLVED that the growth in California Per Capita income and County of Ventura population have been selected for Fiscal Year 2010-11.

BE IT FURTHER RESOLVED that the City of Port Hueneme reserves the right to change or revise any growth factors associated with the calculation of the Proposition 111 limit if such changes or revisions would result in a more advantageous appropriations limit including non-residential assessed valuation data not currently available.

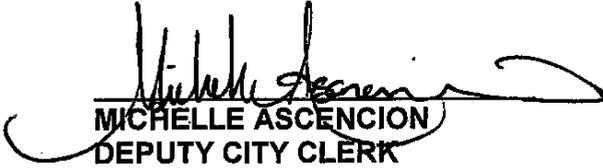
BE IT FURTHER RESOLVED, that the appropriations limit for the City of Port Hueneme as amended in accordance with Section 7902(a) of the California Government Code is \$9,147,321 as set forth in Exhibit "A" included herewith.

PASSED, APPROVED and ADOPTED this 21st day of June, 2010



**NORMAN E. GRIFFAW
MAYOR**

ATTEST:



**MICHELLE ASCENCION
DEPUTY CITY CLERK**

APPROVED AS TO FORM:



**MARK D. HENSLEY
CITY ATTORNEY**

APPROVED AS TO CONTENT:



**DAVID J. NORMAN
CITY MANAGER**

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PROPOSITION 4

THE GANN INITIATIVE

As shown fully in Exhibit “A” of Resolution No. _____, the City Council of the City of Port Hueneme, CA on June 21, 2010, adopted an annual appropriation limitation in the amount of \$9,147,321 for Fiscal Year 2010-11.

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 \$7.4 million in Fiscal Year 2004-05 to \$9.1 million for Fiscal Year 2010-11. 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.

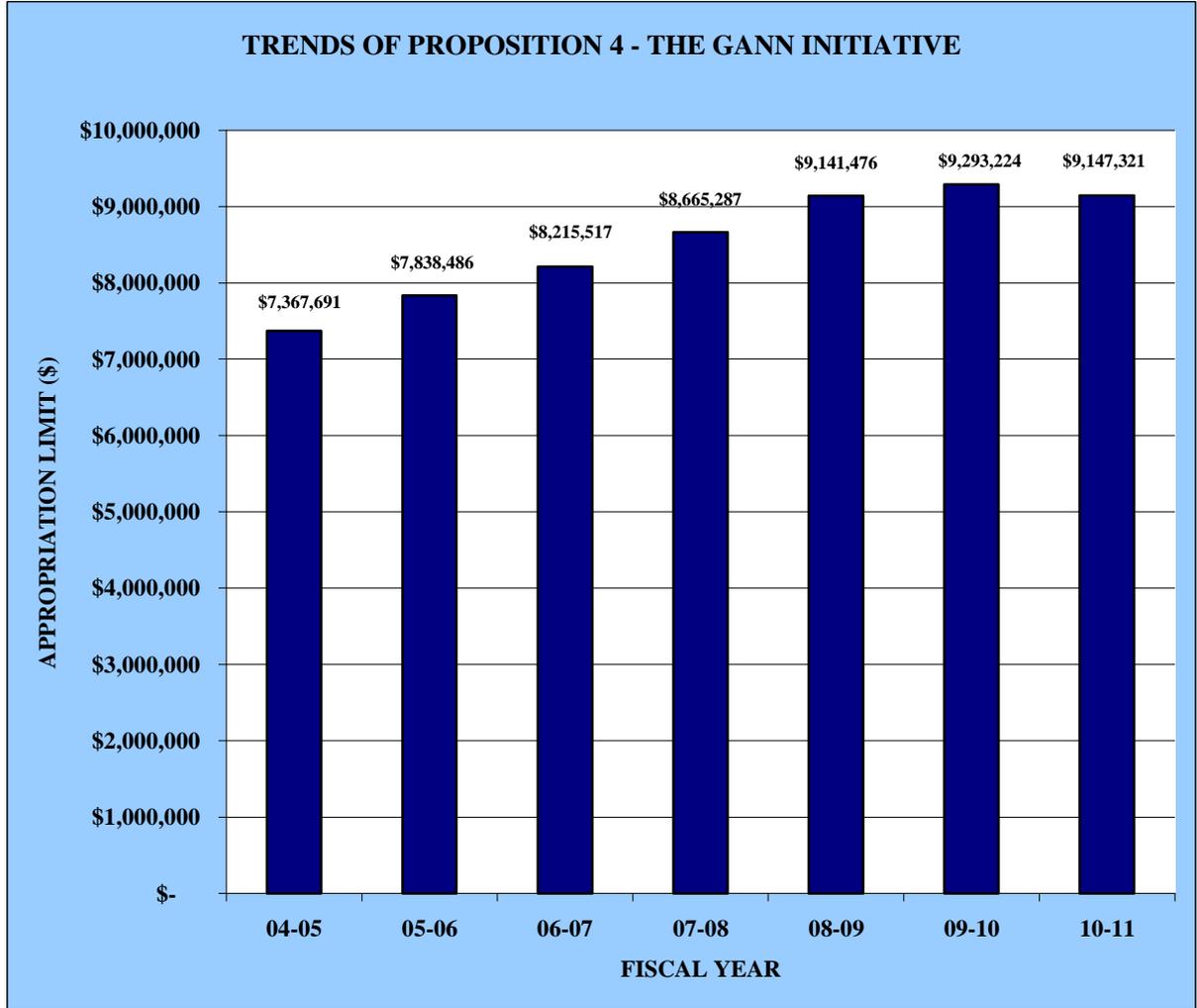
GANN LIMIT CALCULATION

Permitted Growth Rate
City Appropriations for FY 2010-11

Per Capita Personal Income	-2.54		
Civilian Population Change	1.00		
A. Per Capita Personal Income change converted to a ratio	$\frac{-2.54 + 100}{100}$	=	0.9746
B. Civilian Population Change change converted to a ratio	$\frac{1.00 + 100}{100}$	=	1.0100
Aggregate Change Factor (A x B)	0.9746 x 1.0100	=	0.9800
Prior year Appropriation Limit	\$9,293,224	x	0.9843
FY 2010-11 Appropriation Limit	\$9,147,321		
Net increase (decrease)	-\$145,904		

PROPOSITION 4

THE GANN INITIATIVE



KEY REVENUES

BASIS OF ASSUMPTIONS

General Fund

A key analytical methodology utilized in developing the City of Port Hueneme's 2010-11 budget was a quantitative forecast of key revenue and expenditure projection factors including housing price projections, consumer price index (CPI) changes, population demographics, and other growth factors. Revenue forecasts were then subjected to a comparison of actual Fiscal Year 2008-09 results and Fiscal 2009-10 year-to-date results and a determination was made that forecasted amounts were generally on target and no major changes were necessary.

The sources used in developing budget projections include the economic forecast developed for Ventura County by the University California at Santa Barbara forecasting project, economic and fiscal information developed by the State Department of Finance, the State Legislative Analyst's office, the State Controller's Office, and the League of California Cities. Additional sources include forecast data developed by the University of California at Los Angeles forecasting project and economic/financial information reported by major publications including the Wall Street Journal. Despite the foregoing formal, respected sources, the revenue projections included in the City's FY 2010-11 budget come down to how well the local and regional economy does over the next year and how economy-driven revenue performance will impact the General Fund.

Key General Fund Revenues

General Statement: The basic assumption underlying development of the City's 2010-11 budget revenue forecast is that the general economy, particularly the local economy, will remain weak yet reasonably stable. Additionally, in the event either of the local Naval Base Ventura County (NBVC) military facilities (Point Mugu Naval Air Weapons Station and Port Hueneme Naval Construction Battalion Center) are selected in the future for closure or reduction, that substantive implementation of any such action will occur beyond the current FY 2010-11 budget cycle.

In summary, although there is much cautiousness based on the overall weakness in the economy, revenues have been forecasted conservatively given the current economic environment.

KEY REVENUES

BASIS OF ASSUMPTIONS

Sales and Transaction and Use Tax

The City receives 1.5% from all taxable retail sales, including transactions and use tax, within the City which was increased from 1% in April 2009. Sales tax is collected by the State of California along with its share of the tax (6% for the State General Fund, 1% for local transportation purposes, and .25% for local public safety purposes for a total sales tax rate of 8.75%). Based on past actual amounts and year-to-date trends, this revenue source is projected to grow by 2.2% during 2010-11.

FY 2010-11 revenue \$1,253,200:	2.2% growth
Percent of total 2010-11 General Fund revenue:	7.2%

Property Tax

Under Proposition 13 adopted in June 1978, property taxes for general purposes may not exceed 1% of market value. The assessed value of property is capped at 1975-76 base year plus inflation or 2% per year. Property is reassessed at current full value upon change of ownership (with certain exceptions). The County of Ventura performs property tax assessment, collection, and apportionment. Based on minimal increases in property values from sales and a few newer development projects coming on line, the 2010-11 property tax revenues are anticipated to remain relatively constant with no growth.

FY 2010-11 revenue \$1,300,000:	0.0% growth
Percent of total 2010-11 General Fund revenue:	7.4%

Utility Users Tax

The City levies a 4% tax on all residences and business using the following utilities: telephone, electric, natural gas, water, and cable television. The City collects this tax through its own utility billing and through the utility companies. Based on year-to-date trend projections, this revenue source is projected to remain relatively constant with no growth in 2010-11.

FY 2010-11 revenue \$1,250,000:	0.0% growth
Percent of total 2010-11 General Fund revenue:	7.1%

KEY REVENUES

BASIS OF ASSUMPTIONS

Property Tax In-Lieu VLF (ERAF)

Until 1998-99, the State levied vehicle license fees (VLF) at the rate of 2% of the market value of the motor vehicle, in lieu of applying local property tax rates to vehicles. At that time, the State allocated 81.25% of the revenues equally between cities and counties, apportioned based on population. The State subsequently reduced this rate but then backfilled the difference to local agencies through the State General Fund. Beginning in FY 2005-06, the vehicle in-lieu tax (property tax in lieu of VLF) grows with the change in gross assessed valuation of taxable property in the jurisdiction from the prior year. Revenue in this category is expected to continue to decrease based on the sluggish economy by 7.7% in FY 2010-11.

FY 2010-11 revenue \$1,596,500:	7.7% decrease
Percent of total 2010-11 General Fund revenue:	9.1%

Harbor District Fees

The Oxnard Harbor District/Port of Hueneme is a separate and distinct governmental entity physically located entirely within the corporate boundaries of the City of Port Hueneme. In recognition of the fact that City streets incur significant wear and tear attributable to harbor vehicular traffic, particularly heavy car transport vehicles, fee agreements between the City and the Harbor have been developed to offset the increased road maintenance and repair costs attributable to the Harbor.

Based on projected 2009-10 revenues and business forecast information provided by the Harbor District, Harbor revenues for 2010-11 are projected to fall a little over \$1 million and may continue to remain constant in recognition of the continued slow-down in auto importing.

FY 2010-11 revenue \$1,011,400:	14.4% decrease
Percent of total 2010-11 General Fund revenue:	5.8%

KEY REVENUES

BASIS OF ASSUMPTIONS

Cost Allocation Charges

Based on a comprehensive Cost Allocation Plan (CAP), which was approved by the Council on November 2, 2009, the City's General Fund is reimbursed by all non-General Fund operations for a wide range of services provided by general City-General Fund departments/operations. The CAP, through detailed analysis, establishes a reasonable methodology for identifying and allocating indirect cost (for services such as legal, risk management, human resources, accounting and finance, and fleet) to direct cost programs. The CAP is a valuable analytical tool in a number of situations, including allocating organizational resources, performing expense analyses, evaluating the costs of performing services in-house versus contract, establishing fees designed for full cost recovery, recovering indirect costs associated with grant programs and reimbursing service costs provided by the General Fund to other funds and special purpose agencies.

The cost allocation charges budgeted represent \$4,182,000 and 24% of the General Fund's revenues, and, as a result, the General Fund is dependent on these cost allocation charges collected. The major contributors of cost allocation charges collected are the Water, Wastewater, and Solid Waste funds, which contribute a total \$2,644,100 or 63% of these revenues. The growth of this revenue source is dependent on the increase in General Fund operating cost from primarily salary and benefit costs. This revenue will be adjusted when the CAP is updated for FY 2010-11.

FY 2010-11 revenue \$4,182,000:	0.1% growth
Percent of total 2010-11 General Fund revenue:	24%

Interest/Use of Money

As a result of a number of internal loans the City of Port Hueneme has made over the years to its Redevelopment Agency and its enterprise operations, the City's General Fund now enjoys significant interest earnings. Although the basic assumption applicable to all of the notes outstanding with the Water Fund is that the budgeted interest income will be paid, in as much as it is scheduled debt repayment, it must nevertheless be recognized that actual payment is still subject to adequate utility cash flows.

FY 2010-11 revenue \$1,922,386:	5.9% growth
Percent of total 2010-11 General Fund revenue:	11.0%

KEY REVENUES

BASIS OF ASSUMPTIONS

Special Revenue Funds

Transportation Development Act

The Federal government allocates funding to primarily provide transportation services. Any remaining TDA revenues are restricted by the State for street purposes only. This revenue source is projected to decrease by 5.5% in FY 2010-11.

FY 2010-11 revenue \$603,114: 5.5% decrease

Gasoline Tax Subventions

The State allocates a portion of gas tax revenues to cities under four distinct funding categories on a population basis. Gas tax revenues are restricted by the State for street purposes only. This revenue source is projected to increase by 45.8% in FY 2010-11, due to the Traffic Congestion Relief revenue.

FY 2010-11 revenue \$606,692: 45.8% increase

Enterprise Funds

The City Enterprise Funds (Water Operations, Wastewater Operations, and Solid Waste Operations) account for approximately \$13.5 million of the City's fiscal operations. Overall growth is anticipated for FY 2010-11 in the Water, Wastewater and Solid Waste Operation funds due to increases in rates for all the enterprise operation funds.

Water Operations Fund

Revenues for the Water Operations fund are expected to grow by approximately 13.9% for FY 2010-11, primarily due to a rate increase and the change from a flat rate billing system to a volumetric billing system based on consumption of water, which was made effective August 2009 and July 2010.

FY 2010-11 revenue \$6,295,000: 14.0% growth

KEY REVENUES

BASIS OF ASSUMPTIONS

Wastewater Operations Fund

Revenues for the Wastewater Operations fund are expected to grow by approximately 5.4% for FY 2010-11 due to a Wastewater rate increase effective January 2010 and July 2010.

FY 2010-11 revenue \$3,626,810:

5.4% growth

Solid Waste Operations Fund

Solid Waste Operations revenues are expected to increase by 18.5% in FY 2010-11, due to a Solid Waste rate increase effective January 2010 and July 2010.

FY 2010-11 revenue \$3,536,060:

18.5% decrease

DEBT OBLIGATIONS

This section summarizes the debt service obligations of the City as of the beginning of July 1, 2009. These obligations represent the City's annual installment payments of principal and interest for previous capital improvement plan projects, acquisitions or obligation payoffs funded through debt financing.

Governmental Activities – Certificates of Participation

1992 Certificates of Participation Refunding Issue (COP)

On July 3, 1992, the City of Port Hueneme issued \$5,605,000 in Certificates of Participation (Certificates). The proceeds of the sale of the Certificates, together with other available monies, were used to provide for the funding of a security deposit with respect to a portion of certain base rental payments (the Prior Lease Agreement), by and between the City, as lessee, and the Port Hueneme Redevelopment Agency (the Agency), as lessor, which, in turn, will provide for the defeasance of that portion of the City's \$5,000,000 Certificates of Participation (Capital Improvement Program) (the Prior Certificates) represented by the \$1,090,000 Prior Certificates due on April 1, 2008, and the \$3,080,000 Prior Certificates due on April 1, 2018 (such portion hereinafter referred to as the "Refunded Prior Certificates"), (ii) to fund a reserve fund, and (iii) to pay delivery costs incurred in connection with execution, delivery and sale of the Certificates.

Future Debt Payments – 1992 Certificates of Participation

As of June 30, 2009, the total future debt payments for the tax allocation bonds are as follows:

Fiscal year ending June 30	Principal	Interest	Total
2010	275,000	215,400	490,400
2011	290,000	198,900	488,900
2012	305,000	181,500	486,500
2013	325,000	163,200	488,200
2014	345,000	143,700	488,700
2015-2016	750,000	224,100	974,100
2017-2019	1,300,000	159,600	1,459,600
	<u>\$3,590,000</u>	<u>\$1,286,400</u>	<u>\$4,876,400</u>

Governmental Activities – Tax Allocation Bonds Payable

1993 Tax Allocation Refunding Bonds

In 1993, the Redevelopment Agency issued \$23,410,000 (Central Community Project) and \$3,320,000 (R76 Project) 1993 Tax Allocation Refunds Bonds. The purpose of the bonds was to generate additional revenue to the Agency and allowed the Agency to make payment on outstanding debt owed to the City of Port Hueneme. The City used the additional funds to build a Brackish Water Reclamation Demonstration Facility (Desalinization water plant). The new water plant began delivering water to customers in January 2001.

2004 Tax Allocation Refunding Bonds

In 2004, the Redevelopment Agency issued \$12,210,000 (Central Community Project) 2004 Tax Allocation Refunds Bonds. The purpose of the bonds was to provide for a defeasance of a portion of the 1993 Tax Allocation Refunding Bonds and to finance Capital Projects of the Agency.

DEBT OBLIGATIONS

Future Debt Payments – 1993 & 2004 Tax Allocation Refunding Bonds

As of June 30, 2009, the total future debt payments for the tax allocation bonds are as follows:

Fiscal year ending June 30	Principal	Interest	Total
2010	930,000	860,719	1,790,719
2011	975,000	811,419	1,786,419
2012	1,030,000	759,319	1,789,319
2013	1,085,000	703,844	1,788,844
2014	1,145,000	645,229	1,790,229
2015-2018	5,140,000	2,023,074	7,163,074
2019-2023	7,820,000	1,130,305	8,950,305
	\$18,125,000	\$6,933,908	\$25,058,908

Pension Obligation Bonds

On April 1, 2007, the City issued \$10,679,956 in Taxable Pension Obligation Bonds, maturing on various dates between 2007 and 2035 with interest rates ranging from 4% – 4.5%. The net proceeds of these bonds were used to fund a portion of the City’s obligation to PERS for unfunded accrued actuarial liability arising from retirement benefits to members; and to pay bond issuance costs.

Future Debt Payments – Pension Obligation Bonds

As of June 30, 2009, the total future debt payments for the taxable pension obligation bonds are as follows:

Fiscal year ending June 30	Principal	Interest	Total
2010	564,853	220,327	785,180
2011	656,960	223,447	880,407
2012	724,077	224,443	1,014,409
2013	788,701	225,707	1,014,409
2014	865,533	232,302	1,097,835
2015-2018	2,500,912	918,374	3,419,286
2019-2022	1,084,882	1,225,118	2,310,000
2023-2026	980,389	1,644,611	2,625,000
2027-2030	889,566	2,100,434	2,990,000
2031-2035	984,084	3,335,916	4,320,000
	\$10,039,956	\$10,350,678	\$20,390,635

Governmental Activities – Other Debt

Capital Lease Obligation

The outstanding balance for the City’s capital lease obligation as of 6/30/09 was \$216,767.

Compensated Absences

Compensated Absences are accounted for accrued annual leave payable. The current year payable balance as of 6/30/09 was \$499,268 and the long term payable balance as of 6/30/09 was \$230,527 for governmental activities.

DEBT OBLIGATIONS

Governmental Activities – Summary of Long-Term Debt

Type of Liability	Maturity	Interest Rates	Annual Principal Installments	Original Issue Amount	Outstanding as of 6/30/09
<u>Certificates of Participation:</u>					
1992 Refunding COP	4/1/2019	3.25% - 6%	\$215,000 - \$465,000	\$5,605,000	\$3,590,000
<i>Total Certificates of Participation:</i>				5,605,000	3,590,000
<u>Tax Allocation Bonds:</u>					
R76 Project	5/1/2023	6.5%	\$75,000 - \$240,000	3,320,000	2,290,000
Central Community	5/1/2009	2.75% - 5.5%	\$530,000 - \$900,000	23,410,000	4,055,000
2004 Subordinate	5/1/2023	2% - 4.45%	\$55,000 - \$1,470,000	12,210,000	11,780,000
<i>Total Tax Allocation Bond Payables:</i>				38,940,000	18,125,000
<u>Capital Lease Obligation:</u>					
Municipal Finance	8/18/2010	3.7%	\$75,105	341,400	91,331
Municipal Finance	9/29/2011	4.25%	\$58,754	263,400	125,436
<i>Total Capital Lease Obligation:</i>				604,800	216,767
<u>Pension Obligation Bonds:</u>					
Series 2006A-1 Bonds	6/1/2016	5.30%	\$290,000 - \$675,000	4,305,000	3,665,000
Series 2006A-2 Bonds	6/1/2035	5.30%	\$174,853 - \$309,843	6,374,956	6,374,956
<i>Total Pension Obligation Bonds:</i>				10,679,956	10,039,956
<u>Compensated Absences:</u>					
Compensated Absences					230,527
<i>Total Compensated Absences:</i>					230,527
<i>Total Governmental Activities:</i>				\$55,829,756	\$32,202,250

Business-type Activities – Other Debt

2006D-1 CSCDA Wastewater Revenue Bonds

On October 1, 2006, the City's Wastewater enterprise fund issued \$5,270,000 in California Statewide Communities Development Authority (CSCDA) Wastewater Revenue Series 2006D-1 Bonds. Bond proceeds will be used to finance and refinance certain public capital improvements of the City's wastewater system and to pay certain costs of issuance incurred in connection with the Series 2006D Bonds.

Future Debt Payments – Wastewater Revenue Bonds

As of June 30, 2009, the total future debt payments for the revenue bonds are as follows:

Fiscal year ending June 30	Principal	Interest	Total
2010	95,000	219,364	314,364
2011	100,000	215,564	315,564
2012	100,000	211,564	311,564
2013	105,000	207,564	312,564
2014	110,000	203,364	313,364
2015-2019	625,000	946,819	1,571,819
2020-2024	755,000	811,465	1,566,465
2025-2029	930,000	635,906	1,565,906
2030-2034	1,150,000	412,613	1,562,613
2035-2038	1,125,000	129,150	1,254,150
	\$5,095,000	\$3,993,371	\$9,088,371

DEBT OBLIGATIONS

Capital Lease Obligation

The outstanding balance for the City's capital lease obligation as of 6/30/09 was \$456,352.

Compensated Absences

Compensated Absences are accounted for accrued annual leave payable. The current year payable balance as of 6/30/09 was \$117,166 and the long term payable balance as of 6/30/09 was \$50,013 for governmental activities.

Business-type Activities – Summary of Long-Term Debt

Type of Liability	Maturity	Interest Rates	Annual Principal Installments	Original Issue Amount	Outstanding as of 6/30/09
<u>Revenue Bonds:</u>					
2006D-1 Wastewater Bonds	10/1/2037	4%-4.5%	\$85,000-\$360,000	\$5,270,000	\$5,095,000
<i>Total Capital Lease Obligation:</i>				5,270,000	5,095,000
<u>Capital Lease Obligation:</u>					
Municipal Finance	6/7/2015	4%	\$63,440	705,357	456,352
<i>Total Capital Lease Obligation:</i>				705,357	456,352
<u>Compensated Absences:</u>					
Compensated Absences					50,013
<i>Total Compensated Absences:</i>					50,013
<i>Total Business-type Activities:</i>				\$5,975,357	\$5,601,365

Legal Debt Limit

California Government Code Section 43605 provides a legal debt limit of 15 percent of gross assessed valuation of all real and personal property of the City. However, this provision was enacted when assessed valuation was established based on 25 percent of market value. Effective with fiscal year 1982-82, taxable property is assessed at 100% of market value. Although the State debt limit provision has not been amended since this change, the percentage has been proportionately modified to 3.75 percent for the purpose of this calculation with the original intent of the debt limit.

Computation of Legal Debt Limit as of June 30, 2009	
Gross Assessed Valuation	\$2,051,144,000
Legal Debt Limit – 3.75 Percent of Gross Valuation	76,917,900
General Obligation Bonded Debt	0
Total Net Debt Applicable to Computed Limit	0
Legal Debt Margin	\$76,917,900
Total Debt Applicable to the Limit as %age of Debt Limit	0%

Source: Finance Department and Ventura County Tax Assessor's Office

BASIS OF ACCOUNTING

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

BASIS OF BUDGETING

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

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

Governmental Funds

General Fund

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

Special Revenue Funds

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

Debt Service Funds

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

BASIS OF BUDGETING

Fiduciary Funds

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

Proprietary Funds

Enterprise Funds

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

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

BUDGET/EXPENDITURE CONTROLS

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

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

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

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

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

Budget Carryovers

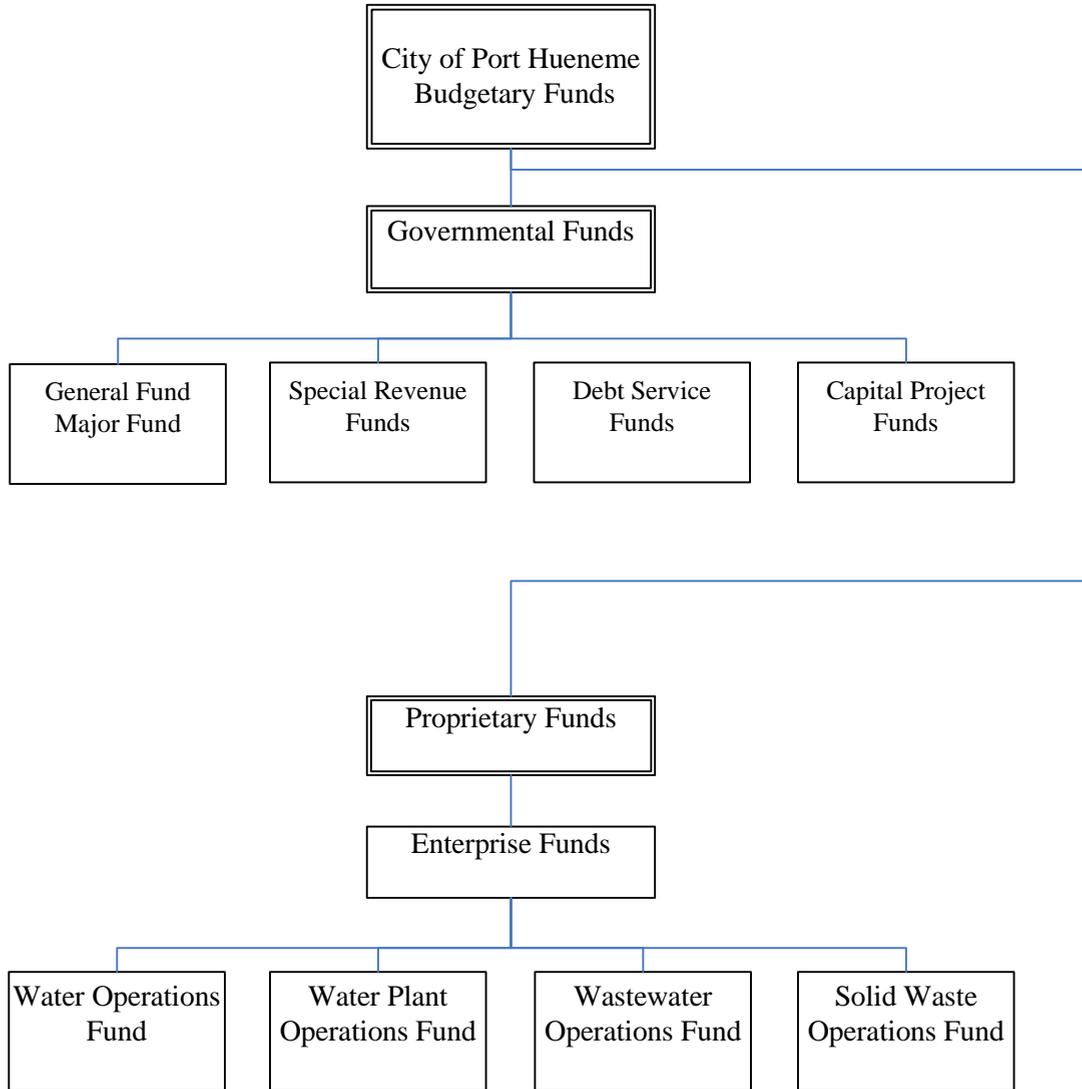
In general, all prior year appropriations shall lapse at the end of each fiscal year with any remaining amounts credited against their respective fund balances with the exception of:

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

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

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

City of Port Hueneme Fund Structure



FISCAL OVERVIEW

Guidelines

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

Interim Financial Reporting

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

Balanced Budget

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

Planning

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

Debt Policy

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

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

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

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

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

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

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

FISCAL OVERVIEW

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

Financial Reserve Policy

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

Investment Policy

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

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

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

Fixed-Assets

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

- New
- Replacement
- Emergency

FISCAL OVERVIEW

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

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

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

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

FISCAL POLICIES

Reserve Fund Policy

Investment Policy

Purchasing Policy

Budget Policy

Debt Policy

Capital Improvement Program Policy

FISCAL POLICIES

RESERVE FUND POLICY

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

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

GENERAL FUND

ECONOMIC UNCERTAINTY RESERVE:

A reserve set aside for future uncertainties such as economic downturns, unanticipated changes in tax and spending policies of the State and County governments, imposition of Federal or State mandates, limitations on the City's taxing and spending levels as the result of voter initiatives, financial impacts of labor agreements and/or errors in estimates especially in a time of changing business cycles.

PROMISSORY NOTE/LOAN RESERVE:

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

SALE OF CAPITAL ASSETS DESIGNATED RESERVE:

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

UNDESIGNATED RESERVE:

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

FISCAL POLICIES

ENTERPRISE FUNDS

DESIGNATED OPERATING RESERVES:

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

EQUIPMENT/FURNISHINGS/VEHICLES REPLACEMENT DESIGNATED RESERVE:

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

FACILITY REPLACEMENT DESIGNATED RESERVE:

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

CAPITAL PROJECTS (INFRASTRUCTURE):

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

SPECIAL REVENUE FUNDS

DESIGNATED OPERATING RESERVES:

Special Revenue Funds are used to account for revenue derived from specific taxes or other earmarked revenue sources (other than for major projects) that are restricted by law or administrative action to expenditures for specified purposes. Where possible, reserves for Special Revenue Funds (e.g. Gas Tax Fund, RDA low/mod Fund 20% set a-side) will be adopted at the same levels as the General Fund, as long as they do not conflict with legal or grantor requirements.

FISCAL POLICIES

DEBT SERVICE FUNDS

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

CITYWIDE

ENCUMBRANCES:

Fund encumbrance reserves shall be reviewed and adjusted, as required, in conjunction with each annual Reserve Policy review to reserve amounts approximately equal to anticipated fiscal year end unpaid obligations.

FISCAL POLICIES

INVESTMENT POLICY

POLICY

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

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

FISCAL POLICIES

3. Enterprise Funds
4. Capital Projects Fund
5. Debt Service Funds
6. Redevelopment Agency
7. Housing Authority
8. Surplus Property Authority

The following are exceptions:

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

DELEGATION OF AUTHORITY

1. Authority to manage the City's investment program is derived from the California Government Code Sections 53600 et seq.
2. The City of Port Hueneme Municipal Code, Chapter 4, Section 2301 and Chapter 6, Section 2502, authorizes the City Treasurer to invest funds in accordance with California Government Code Section 53600 et seq. The Treasurer shall be responsible for all transactions undertaken by the City's internal staff, and shall establish a system of controls to regulate the activities of internal staff and external investment advisers.
3. In the absence of the City Treasurer, investment responsibilities are hereby delegated to the Acting Treasurer who shall be (a) the Accounting Manager, and in his/her absence (b) the City Manager.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

1. The Treasurer will maintain a list of financial institutions authorized to provide investment services to the City pursuant to Government Code Section 53601.5. Within this Government Code authority, institutions eligible to transact investment business with the City include:
 - a. Primary government dealers as designated by the Federal Reserve Bank.

FISCAL POLICIES

- 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

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

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

FISCAL POLICIES

money market funds as described in the proceeding section (#11), unregulated and/or unrated investment pools or trusts, except as specified above, futures and options, strips, variable rate securities and securities with embedded options.

4. Trading securities for the sole purpose of speculating on the future direction of interest rates is prohibited.
5. Purchasing or selling securities on margin is prohibited.
6. The use of reverse repurchase agreements, securities lending or any other form of borrowing or leverage is prohibited.
7. Borrowing for investment purposes is prohibited.
8. Any investment that could result in zero interest accrual if held to maturity.

MONTHLY REPORTING

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

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

LIMIT ON TERM OF MATURITY

The City Financial Services Director or his/her representative is not to invest any City monies in investments allowed under this policy, which have a term remaining to maturity in excess of four years from the term of investment, unless the City Council has granted express authority to make

FISCAL POLICIES

such investment. The City Financial Services Director must request authority from the legislative body prior to the date of investment.

INTERNAL CONTROLS

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

ANNUAL AUDIT

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

ANNUAL REPORTING

The investment policy shall be reviewed and adopted at least annually within 120 days of the end of the fiscal year to ensure its consistency with the overall objectives of preservation of principal, liquidity and return, and its relevance to current law and financial and economic trends.

FISCAL POLICIES

PURCHASING POLICY

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

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

AUTHORIZATION

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

AUTHORIZATION SIGNATURE LIST

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

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

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

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

PURCHASING AUTHORITY AND RESPONSIBILITIES

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

FISCAL POLICIES

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

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

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

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

Completive quotations will be sought based on established dollar limits.

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

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

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

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

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

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

FISCAL POLICIES

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

LIMITS (\$25,001 & ABOVE)

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

USE OF PROCEDURES NOT REQUIRED

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

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

CONFLICT OF INTEREST/THIRD PARTY TRANSACTIONS

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

FISCAL POLICIES

BUDGET POLICY

PURPOSE

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

A. Budget Objectives

The objectives of this budget policy are:

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

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

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

FISCAL POLICIES

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

C. Budget Carryovers

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

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

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

D. Budget Appropriations/Transfers

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

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

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

FISCAL POLICIES

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

D. Goal Status Reports

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

E. Mid-Year Budget Reviews

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

F. Balanced Budget

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

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

FISCAL POLICIES

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

FINANCIAL REPORTING

A. Annual Reporting

The City will prepare annual financial statements as follows:

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

B. Interim Reporting

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

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

C. Budget Administration

FISCAL POLICIES

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

GENERAL REVENUE MANAGEMENT

A. Diversified and Stable Revenue Base

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

C. Long-Range Focus

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

FISCAL POLICIES

DEBT POLICY

PURPOSE

To ensure the proper and orderly issuance of debt for the purpose of achieving the City Council's goals and objectives. It is furthermore to ensure that the City's bonded indebtedness is incurred and administered in a prudent financial manner. A decision by the City Council to incur bonded indebtedness is one of its most important decisions. Bond investors are going to purchase the City's bonds with the absolute expectation that the City will honor its promise to pay the annual debt service without exception for the 25-30 year life of the bonds. Conduit bonds, for which the City has no financial responsibility, will require the same level of scrutiny prior to bond issuance. A decision to incur bonded indebtedness, also incurs the ongoing annual responsibility for the payment of debt service, annual State and Federal reporting requirements and the obligation to address any problems which may arise for as long as the bonds are still in existence.

Although this policy addresses bonded indebtedness, these same policy concerns can be directed to a bank loan or an internal inter-fund loan.

POLICY

1. **Budget Integration:** The decision to incur bonded indebtedness is to be integrated with the City Council approved annual Operating Budget and Capital Improvement Program Budget. A bond issue can be utilized to implement the financing of a Capital Project. Provision for the annual debt service is provided for in the Operating Budget. In addition, the need for bond financing can be incorporated into a capital facilities financing plan relating to the General Fund or an Enterprise Fund. Bond proceeds are not to be used to fund operating expenses.
2. **Required Bond Analysis:** The Financial Services Director is to prepare an analysis of each proposed bond issue. This analysis should include (a) determine that the capital project is eligible for bond financing, (b) identify the sources of financing for the project other than bond financing, (c) identify the total cost of the capital project including its construction cost, cost of furnishings, fixtures and equipment, and source of revenue to fund the annual debt service, (d) analysis of the municipal bond market, including economic and interest rate trends, (e) identify alternative bond structures, option to use bond insurance and the information needed by rating agencies and the disclosure requirements of the Official Statement, (f) the timing of when the City should enter the bond market.
3. **Types of Bond Issues:** The City Council will authorize the issuance of bonds by adopting a bond resolution on behalf of the City of Port Hueneme, Port Hueneme Redevelopment Agency and Port Hueneme Financing Authority. The type of Bonds that the City will issue include General Obligation Bonds, Certificates of Participation, Lease Revenue Bonds, Tax Allocation

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Bonds, Mortgage Revenue Bonds, Assessment District Bonds, Special Tax Bonds and any other bonds which are allowed under State Law and Federal Tax Law.

4. Limitations on Debt Service: In accordance with California Government Code Section 43605 the City shall not incur an indebtedness for public improvements which exceeds 15 percent of the gross assessed valuation of all real and personal property of the City. However, this provision was enacted when assessed valuation was established based on 25 percent of market value. Effective with fiscal year 1982-82, taxable property is assessed at 100% of market value. Although the State debt limit provision has not been amended since this change, the percentage has been proportionately modified to 3.75 percent for the purpose of this calculation with the original intent of the debt limit. Only the City's general obligation bonds are subject to the legal limit. Bond issues supported by the General Fund are restricted to annual debt service of Ten Percent of General Fund Revenue. Bond issues supported by a Redevelopment Project Area Fund can have a higher percentage of revenue allocated to debt service because Redevelopment Project activity is limited to the funding of Capital Projects and has limited administrative expenses. Bond issues supported by Enterprise Funds should ensure that there is sufficient debt service coverage. The ratio of net operating income to annual debt service should be 1.25 to 1.

5. General Provision: The term of a bond issue is not-to-exceed the useful life of the capital project that is being financed. The bonds are to be sold at Competitive Sale, however, the City reserves the option of pursuing a Negotiated Sale if the proposed financing or the Capital Project is unusual or complex. The overall objective is to obtain the lowest possible interest cost. The City is to remain cognizant of fluctuations in interest rates for the purpose of identifying Refunding opportunities. Refund of existing bonds should be undertaken to reduce overall debt service expenses or to remove restrictive covenants in the existing indenture.

6. Financing Consultants: The City is to retain professional consultant including Bond Counsel, Underwriter, Financial Advisor, Trustee and arbitrage analyst. The City will consider the professional qualification and experience of these consultants as it relates to the particular bond issue under consideration. In certain instances, the City will conduct a request for proposal/qualification process to select such consultants.

FISCAL POLICIES

CAPITAL IMPROVEMENT PROGRAM POLICY

PURPOSE

Capital project planning is necessary to give adequate consideration to longer-range needs and goals, evaluate funding requirements and options, and achieve consensus on the physical development of Port Hueneme. An evaluation of asset or facility is chosen based on our policies and goals. Policies and plans for acquisition, maintenance, replacement and retirement of capital assets help ensure that needed capital assets or improvements receive appropriate consideration in the budget process and that older capital assets are considered for retirement or replacement. These policies and plans are necessary to plan for large expenditures and to minimize deferred maintenance.

POLICY

Plans for acquiring capital assets should be part of or consistent with land use, transportation, or other long-range plans of the City. Capital projects are always funded from capital improvement reserves available in respective fund's fund balance.

As part of a long-term capital budget plan, the following should be evaluated and considered:

- Costs, including both capital and operating costs, impact on rates and charges, and impact on costs of other government services;
- Effects on service, including technical and financial capabilities of the entity that owns the asset, ability to control the use of the asset (including expanding or contracting the facility), ability to maintain the asset, and risk of contractual non-performance and default;
- Management issues, including maintaining oversight of the asset and related services and operations, impact on economic growth and development, impact on service coordination, and public access to information;
- Financial issues, including availability of cash, budgetary impacts, impact on outstanding debt, and grant eligibility;
- Impact on government employees, customers, and taxpayers;
- Statutory and regulatory issues, including impact on federal and state legal and regulatory requirements, and liability.

FISCAL POLICIES

Funding for capital projects typically relates to the function the asset will perform. For example, streets and roads projects are funded from Gas Tax or Developer Fees; City Hall or recreation projects from the General Fund; water or wastewater projects are funded from their respective funds.

The first year of the Capital Improvement Plan (COP) are typically adopted as the current capital budget. Capital improvements typically include new street improvements, construction of public facilities and major maintenance/repair projects such as street resurfacing or modifications to public facilities. The remaining four years schedule planned projects and all five years look to potential funding sources.

OBJECTIVES

The objectives of this capital improvement policy are:

1. To provide facilities which are accessible, convenient, flexible and responsive to the changing needs of our customers.
2. To provide facilities which demonstrate excellence in quality and value.
3. To provide adequate, sufficient, and flexible facilities which enable City departments and staff to carry out their required functions and to effectively serve their customers in a professional manner.
4. To provide a healthy, safe, secure, productive and equitable working environment for our employees in order to promote productive service to our customers.
5. To pursue efficient, effective and cost-conscious solutions for the provision of public facilities and services.
6. To maintain a strong financial position balanced with the need to serve the public effectively and promote quality of life.

The recommendations in this Long Range Facilities Plan are based on the following strategies:

- Make the best use of available space before implementing a capital solution. Reserve limited capital funds for the highest priority projects.
- Encourage non-capital solutions.
- Focus on customer service and convenience.

FISCAL POLICIES

- Invite creative use of technology and public/private partnerships where it can improve services.

Capital Outlay vs. Capital Improvements Projects

The following guidelines have been developed in an attempt to clarify the distinction between capital outlay and capital improvement programs. Despite these guidelines, there may be situations that do not fit clearly into either category. In these instances, please consult with the Finance Department with any questions or concerns.

Capital Outlay

This category represents expenditures made within a department's operating budget for fixed assets. Expenditures charged to capital outlay should reflect either initial investment in a fixed asset or improvements, which extend the useful life or increase the capacity of an existing asset. Items designated as capital outlay are generally of a "stand-alone" nature, ready for immediate installation and use, as opposed to an item that will be constructed or completed over a period of time.

Capital outlay expenditures are so designated through account coding into element account 70-02 (Equipment), 70-03 (Office Equipment) or 70-05 (Vehicles).

Capital Improvements

Capital improvements include major projects, infrastructure additions and improvements, land, buildings and improvements other than buildings.

Capital improvement expenditures are so designated through account coding into element accounts 70-04 (Structures/Improvements)

It is important to note that, in addition to the purchase price of the respective categories of assets, the recorded asset cost should include transportation charges, installation costs, taxes and any other expenditures required to place the asset in its intended state of operation.

FINANCIAL DATA/STATISTICS

Financial Forecast

Financial Trend Information

Comparisons to Surrounding Cities

City of Port Hueneme
General Fund
Five Year Financial Forecast
FY 2010-2015

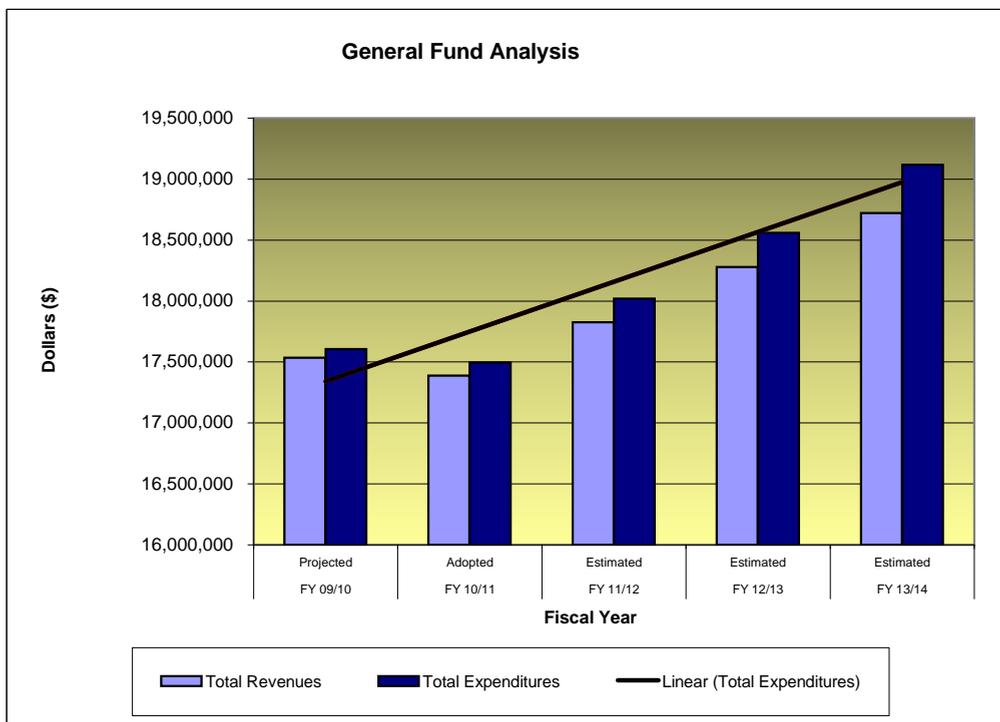
Revenue Forecast Summary

Revenues	FY 09/10 Projected	FY 10/11 Adopted	FY 11/12 Estimated	FY 12/13 Estimated	FY 13/14 Estimated	FY 14/15 Estimated
Taxes	6,365,600	6,373,500	6,545,400	6,723,800	6,907,000	7,095,500
Franchise Fees	433,700	438,100	442,700	447,400	452,100	456,900
Licenses/Permits	558,900	516,300	502,100	507,900	513,800	519,700
Fees	416,252	402,000	412,900	424,000	435,500	447,300
Public Safety	103,200	96,900	89,600	91,400	93,200	95,000
NBVC Contract	431,985	445,700	459,050	472,803	486,964	501,539
Rental Income	293,351	289,408	295,940	302,580	309,421	316,361
Interest Income	1,944,586	1,922,386	2,026,592	2,037,291	2,037,263	2,024,242
District Revenue	981,900	1,011,400	1,091,700	1,124,500	1,158,200	1,192,900
Beach Revenue	366,600	377,600	388,900	400,600	412,600	425,000
Grants/Reimbursements	142,237	749,018	118,500	118,500	128,500	128,500
Parks & Recreation	113,900	94,700	95,400	96,100	96,800	97,500
Misc. Revenues	131,220	468,750	420,100	420,200	420,300	420,400
Cost Allocation/Trsf	4,337,300	4,348,600	4,498,500	4,659,200	4,826,401	5,000,601
Total Revenues	16,620,731	17,534,362	17,387,382	17,826,274	18,278,049	18,721,443

Expenditure Forecast Summary

Expenditures	FY 09/10 Projected	FY 10/11 Adopted	FY 11/12 Estimated	FY 12/13 Estimated	FY 13/14 Estimated	FY 14/15 Estimated
City Administration	850,626	964,312	993,241	1,023,039	1,053,730	1,085,342
Risk Administration	1,123,823	1,118,681	1,152,241	1,186,809	1,222,413	1,259,085
Finance	1,183,894	1,325,820	1,365,595	1,406,562	1,448,759	1,492,222
Facilities	774,381	832,596	857,574	883,301	909,800	937,094
General Government	1,532,191	1,607,439	1,480,562	1,524,979	1,570,728	1,617,850
Police	6,066,675	6,378,090	6,569,433	6,766,516	6,969,511	7,178,596
Public Works	2,791,034	3,337,835	2,974,470	3,063,704	3,155,615	3,250,284
Recreation	926,830	1,044,680	1,076,020	1,108,301	1,141,550	1,175,797
Comm. Development	909,258	995,610	1,025,478	1,056,243	1,087,930	1,120,568
Total Expenditures	16,158,712	17,605,063	17,494,615	18,019,453	18,560,037	19,116,838

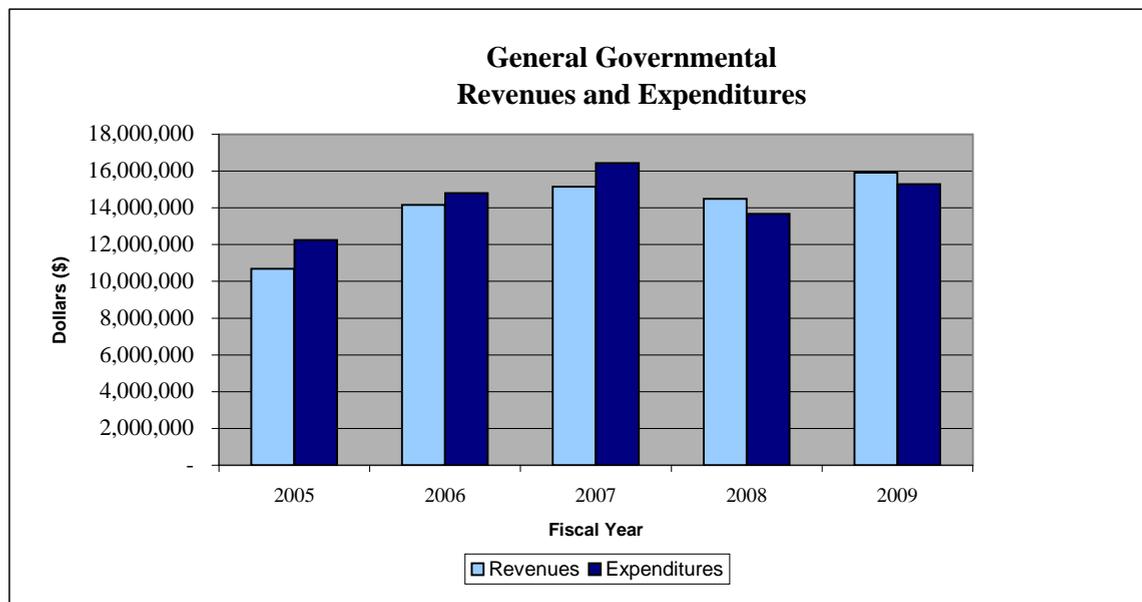
GF Surplus/(Deficit)	462,019	(70,701)	(107,233)	(193,180)	(281,988)	(395,395)
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City of Port Hueneme

GENERAL GOVERNMENTAL Financial Trend Information

Fiscal Year Ended June 30,	2005	2006	2007	2008	2009	2010*	2011*
Population at January 1, ¹	22,568	22,326	22,216	22,090	22,171	22,887	22,887
Revenues							
Taxes	3,592,837	4,776,026	4,592,915	4,711,491	4,599,748	5,403,200	5,434,100
Property Taxes	1,215,506	1,176,283	1,181,500	1,417,416	1,371,459	1,478,300	1,377,500
Licenses and Permits	456,663	478,231	590,000	579,198	624,304	547,700	516,300
Fines and Penalties	307,767	293,451	345,400	356,045	418,872	386,600	402,000
Charges for Services	349,056	2,267,386	371,300	2,704,159	776,256	571,700	574,200
Use of Money and Property	1,783,927	1,810,650	1,749,700	2,242,164	1,982,023	1,894,586	1,922,386
Rental Income	239,642	270,189	397,100	327,392	375,901	296,700	289,408
Intergovernmental	664,364	1,906,638	653,670	722,973	4,714,373	775,485	1,194,718
Services	82,182	0	0	0	0	0	0
Harbor District Revenue	957,012	1,143,750	1,242,400	1,311,623	961,595	1,181,900	1,011,400
Other	465,758	34,090	348,200	15,324	13,296	125,220	463,750
Transfers In - Other Funds	562,393	0	3,676,200	100,000	72,593	4,363,700	4,348,600
Total Revenues	10,677,107	14,156,694	15,148,385	14,487,785	15,910,420	17,025,091	17,534,362
Total Revenues Per Capita	\$ 473.11	\$ 634.09	\$ 681.87	\$ 655.85	\$ 717.62	\$ 743.88	\$ 766.13
Expenditures							
General Government	2,422,226	2,740,247	3,780,920	2,184,785	5,365,739	5,307,560	5,330,948
Public Safety	4,864,635	6,564,356	5,867,829	7,271,505	5,650,078	6,403,597	6,591,158
Streets and Highways	2,233,058	1,188,354	3,037,305	1,008,101	934,046	1,924,933	2,305,353
Parks, Recreation & Social Services	1,463,064	1,667,286	1,865,063	1,535,560	1,590,646	1,732,094	1,864,094
Community Development	522,730	906,697	856,109	749,194	783,541	978,577	995,610
Capital Outlay	253,596	0	0	0	0	0	0
Transfers Out - Other Funds	488,584	1,742,343	1,035,954	932,939	972,075	525,000	517,900
Total Expenditures	12,247,893	14,809,283	16,443,180	13,682,084	15,296,125	16,871,761	17,605,063
Total Expenditures Per Capita	\$ 542.71	\$ 663.32	\$ 740.15	\$ 619.38	\$ 689.92	\$ 737.18	\$ 769.22



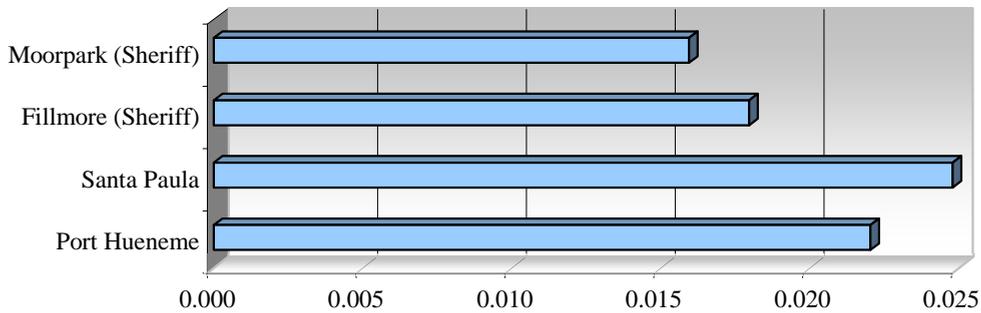
*Projected
Source: 1: Department of Finance

City of Port Hueneme

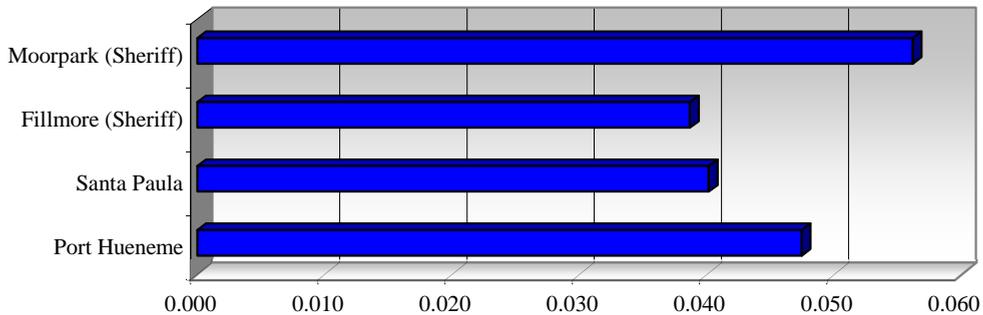
Comparisons to Surrounding Cities

Jurisdiction:	Port			
	Hueneme	Santa Paula	Fillmore	Moorpark
Population at January 1, 2010 ¹	22,887	30,048	15,787	37,576
Part 1 Crimes Jan-Dec 2009 ²	505	746	284	600
Total Sworn Police Officers ³	24	30	11	33.75
Police Services ^{3,4}	\$ 5,796,561	\$ 5,738,870	\$ 4,251,443	\$ 7,035,384
Sales and Use Tax ^{3,4}	1,111,111	1,344,085	607,205	2,329,522
Transient Occupancy Tax ^{3,4}	323,960	92,002	69,401	n/a
Total General Fund Cash & Investments ^{3,4}	19,839,152	2,282,275	7,491,482	2,212,671
Total General Fund Revenue ^{3,4}	15,837,827	9,644,414	7,389,905	13,367,205

Part 1 Crime per Capita



Sworn Police Officers per Capita



Source:

1: Department of Finance, 2010

2: Ventura County Sheriff's Department

3: Individual City

4: City's Comprehensive Annual Financial Report 2009

GLOSSARY OF BUDGET TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF BUDGET TERMS

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF BUDGET TERMS

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

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

Net Assets – The difference between assets and liabilities.

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

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

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

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

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

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

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

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

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

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

ACRONYMS

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

ACRONYMS

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

ACRONYMS

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