

City of Port Hueneme

FY 2012-13

Operating Budget



“The Friendly City by the Sea”



CITY OF PORT HUENEME

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Port Hueneme, CA 93041
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www.ci.port-hueneme.ca.us



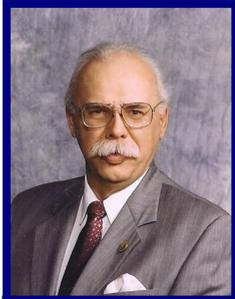
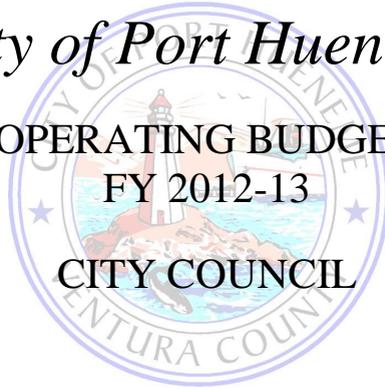
Photo on cover:
Sand sculptures from the 13th Annual Toni Young Hueneme Beach Festival 2011

City of Port Hueneme

OPERATING BUDGET

FY 2012-13

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Greg Brown - Community Development Director

Lisa Donley - Recreation & Community Services Director

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Joseph Gately - Housing/Facilities Director

Andres Santamaria - Public Works Director

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For the Fiscal Year Beginning

July 1, 2011

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Certificate of Award

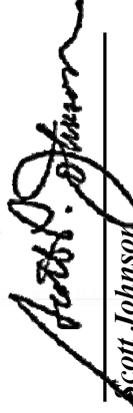
***Excellence Award in Operating Budget
Fiscal Year 2011-2012***

Presented to the

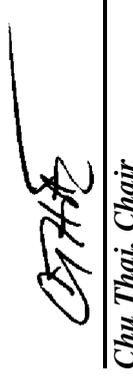
City of Port Hueneme

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

February 29, 2012



Scott Johnson
CSMFO President



Chu Thai, Chair
Professional Standards and
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Dedicated Excellence in Municipal Financial Reporting



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

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“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
FY 2012/13 BUDGET CALENDAR**

2012 DATE/TIME			PLACE	RESPONSIBILITY	DESCRIPTION
Feb 13	Mon	9:30 am	Comm Center	Council/Staff	Council/Staff Workshop Mid-year Budget Review
Feb 16	Thur	10:00 am	Large Conf Rm	All Departments & Budget Users	Budget Kick-off meeting. Budget workbooks/worksheets open for data entry. Only 1 session will be available.
Mar 2	Fri	5:00 pm	---	All Departments	Deadline for departments to have budgets entered in budget system. (including CIP Budget)
Mar 5- Mar 16	---	---	---	Finance	Finance review
Mar 19 - Mar 23	---	---	Large Conf Rm	City Manager/ Directors	City Manager/Finance Director – departmental budget review meetings.
Apr 12	Thur	5:00 pm	---	Finance	Finance Dept. submits first draft of Proposed Budget to City Manager for review.
Apr 16 - Apr 27	---	---	Large Conf Rm	City Manager	City Manager/Finance. Director – departmental budget follow-up as required.
May 18	Fri	5:00 pm	---	Finance	Finance Dept. submits second draft of Proposed Budget to City Manager for review.
May 25	Fri	5:00 pm	CM Office	City Manager	City Manager submits Proposed Budget to City Council for review.
Jun 4	Mon	5:00 pm	Council Chambers	Council/Staff	City Council Workshop; review and identify any adjustments.
Jun 18	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

"The Friendly City by the Sea"

ABOUT THE CITY

Single Family Median Home Price			
	Apr 2012	Apr 2011	% Chng
Port Hueneme	\$250,000	\$230,000	8.5%
Santa Paula	\$285,000	\$213,000	31.3%
Fillmore	\$235,000	\$240,000	-2.1%
Moorpark	\$563,000	\$556,000	1.2%

Source: DQNews.com, April 2012 Chart

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

Source: Dept. of Finance, Census 2010

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

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

In the City of Port Hueneme, *public safety* is priority one. Port Hueneme has its own police force comprised of 24 sworn officers, 8 full-time support staff and 5 canines (K-9's). With a service area of less than five square miles, response time is generally within five minutes.

City of Port Hueneme

"The Friendly City by the Sea"

ABOUT THE CITY

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

Parks

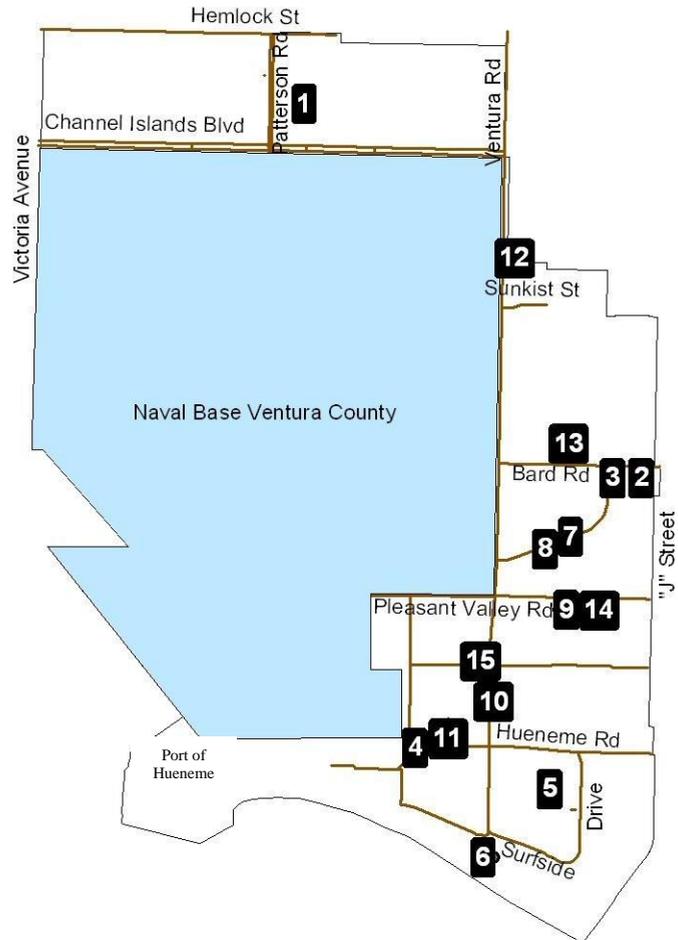
- 1 Bolker Park
- 2 Bard Park
- 3 Bubbling Springs
- 4 Dewar Park
- 5 Moranda Park
- 6 Hueneme Beach

Community Buildings

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

Elementary Schools

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



City of Port Hueneme

"The Friendly City by the Sea"

ABOUT THE CITY

General information about Port Hueneme:

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

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

Source: Dept. of Finance, Census 2010

- The population of Port Hueneme is approximately 21,682 persons.

Source: Department of Finance, May 2012

- The City of Port Hueneme was incorporated in 1948 as a General Law city; 1996 as a Charter city.
- The City has a Council-Manager form of government, with the Mayor and other Council Members elected at large for four-year terms.
- School District: Hueneme School District. Schools in Hueneme (All Elementary): Sunkist, Parkview, Bard, and Hueneme.
- Community Buildings: Orvene S. Carpenter Community Center, Ray D. Prueter Library, Boys and Girls Club, City Hall/Civic Center, and Historical Museum.
- Parks: Bolker Park, Bard Park, Dewar Park, Moranda Park, Bubbling Springs Recreation Corridor, and Hueneme Beach.
- The median household income is approximately \$51,407.
- The median age is about 30.3 years.

ABOUT THE CITY

Recent developments in the City of Port Hueneme:

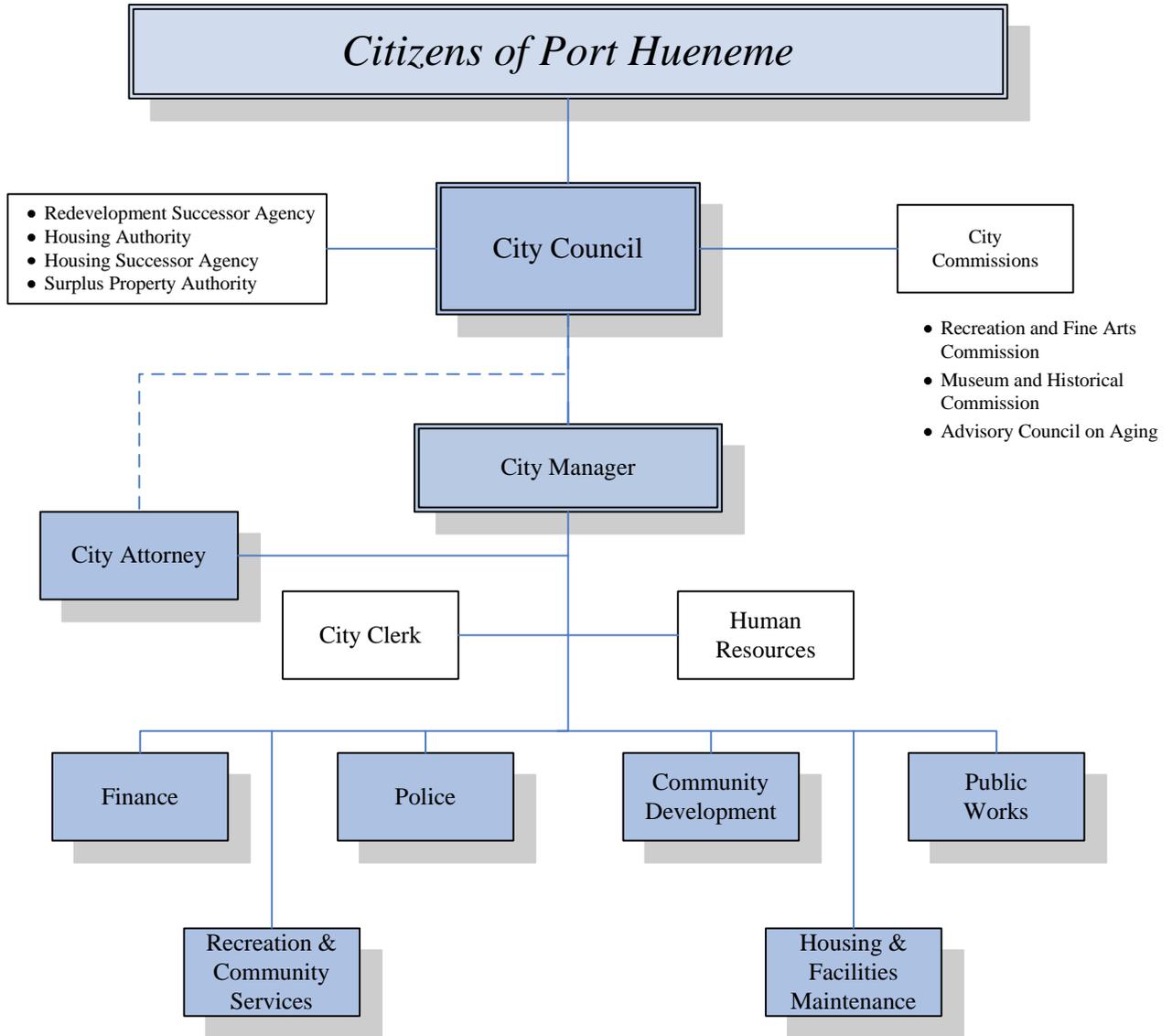
- **THE HIDEAWAY TOWNHOMES**
86 for-sale attached 2-story town homes in six floor plans (42 completed with 44 awaiting construction) encompassing 1,206-1,637 square feet of floor area with 2-4 bedrooms 2.5-3 baths on 8.6 vacant acres located at the terminus of Industrial Avenue.
- **BEACH HOUSE HOMES**
64 for-sale detached 2-story homes in four floor plans (34 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**
Shell building completed in 2011 encompassing 30,000 square feet of interactive museum and hospitality space located at the Ventura Road and Sunkist Street gate. The Museum's internal exhibits and grand opening is expected in 2012-2013.
- **STREET AND BEACH PARKING LOT REPAIR**
Reconstruction of all City Beach parking lots and wide-ranging street cape seal and overlay project completed in 2011-2012.
- **BIKE PATHS**
Renovation of the Bubbling Springs Recreational Corridor bike path and extension of the Ventura Road bike path from Park Avenue to Pleasant Valley Road completed in 2011-12 with new renovation work scheduled for Hueneme Beach shoreline pathways scheduled in 2012-2013.
- **HUENEME BAY STREET REHABILITATION.**
Renovation of all City streets in the 773-unit subdivision scheduled in 2012-2013.

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

FACT SHEET

Date of Incorporation.....	March 24, 1948
Date incorporated as Charter City.....	December 1996
Type of Government.....	Charter City
Form of Government.....	Council/Manager
County.....	Ventura
State Assembly.....	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	21,682
Police Protection	24 Sworn Officers, 8 FT Support Staff
Fire Protection.....	Ventura County Fire Protection District
Recreation and Parks.....	Bolker Park, Bard Park, Dewar Park, Moranda Park, Bubbling Springs Recreation Corridor, and Hueneme Beach
Municipal Bus Lines	Gold Coast Transit/Vista

City of Port Hueneme



Organization Chart

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BUDGET MESSAGE

City Manager's Budget Message

June 2012

Honorable Members of the City Council:

INTRODUCTION

On behalf of the City staff, the FY 2012-13 Budget is presented to the City Council for review and approval. The formulation of the Budget is the culmination of months of effort that began with Council's annual Mid-Year Financial Review and Strategic Plan Workshop. After Council reviewed the City's Mid-Year Financial Status and Five-Year General Fund Forecast, direction was given to staff on the goals, objectives, and projects to be included in the following year's Strategic Plan. Staff developed the draft Strategic Plan and began the development of the Annual Budget. The Council will usually adopt the Strategic Plan in May each year, while adoption of the Annual Budget will follow a month later in June. The new budget will be effective the first of July.

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 are issued to the Council on a quarterly basis.

The Budget's format produces an easy to read, and easy to understand guide to the City's financial condition and operating plan through June 30, 2013. As a result, this format has earned awards from the Government Finance Officers' Association (GFOA) and the

California Society of Municipal Finance Officers (CSMFO) in previous years, and is expected to earn awards in the future.

BUDGET HIGHLIGHTS

- The City has continued with a one-year budget, serving as the means of focusing attention on the General Fund's ongoing structural deficit.
- The Budget assumes a General Fund operating deficit of \$249,880. The Budget will be balanced through the one-time use of the Economic Uncertainty Reserve. The City is in the midst of adjusting to the elimination of its Redevelopment Agency and the loss of the Navy wastewater maintenance contract, both of which significantly contributed revenues to General Fund operations in the past. Absent the use of the Economic Uncertainty Reserve, the shortfall could be remedied through a variety of strategies, the most prominent being a combination of layoffs or furloughs, employee contributions toward retirement and other benefits, reduction in library hours, reduction or elimination of discretionary services, the contracting of services, and the raising of new or existing local taxes.

GF Surplus/ (Deficit)	PROJECTED 2011-12	PROPOSED 2012-13
General Fund Revenues	\$17,300,644	\$17,279,779
General Fund Expenditures	\$17,670,262	\$17,529,659
Operating Surplus/ (Deficit)	(\$369,618)	(\$249,880)
Contribution from Reserves	\$369,618	\$249,880
Net Surplus/(Deficit)	\$0	\$0



BUDGET MESSAGE

City Manager's Budget Message

- Cost-of-living increases have been eliminated through prior-year labor agreements running through June 30, 2013, though merit increases may be granted to those still in grade.
- Due to the elimination of revenue available from the State's Public Library Fund and Neighborhoods for Learning (NfL), the cost of providing 16 hours of general library service and adult and child literacy programs has increased by \$91,632, up from \$32,500. The total cost from the General Fund to provide these 16 hours of service will be \$124,132 beginning this Fiscal Year.
- The Budget reflects a continuing trend of optimizing staff levels to reflect revenue reductions and increases in personnel expenses. Overall, the number of full-time personnel has decreased from 123 in FY 2007-08 to 111 in FY 2012-13. For FY 2012-13, five Wastewater positions were eliminated due to the loss of the Navy wastewater maintenance contract, and a vacant Administrative Assistant II position was eliminated due to the realignment of duties in the Public Works Department. Of the five eliminated Wastewater positions, three employees were "Y" rated into existing, open positions, one is temporarily filling an existing open position, and one found employment with the new Navy wastewater maintenance contractor.
- The Budget addresses the continuing effort to modernize the Police Department and reduce crime. To this end, the Budget adds a part-time Property & Evidence Technician to assist in the establishment of a fully functioning Records Division, a part-time Police Communications Officer to help

eliminate overtime hours in Dispatch, and additional hours for the Park Rangers for graffiti enforcement and enhanced trail safety.

EMPLOYEES	BUDGETED 2011-12	PROPOSED 2012-13
Full-Time	117	111
Part-Time/Seasonal	30	30.75
TOTAL	147.00	141.75

BUDGET DEVELOPMENT

As briefly noted in the Introduction, the FY 2012-13 budget process was initiated in a February 13, 2012 Council Workshop to discuss FY 2011-12 actual and projected financial results, the annual Strategic Plan, and goals for the FY 2012-13 budget.

Immediately after that Workshop, staff went to work on developing the FY 2012-13 Strategic Plan and Budget. On February 16, 2012 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.

On May 21, 2012, the City Council adopted six Strategic Goals with new projects and programs. The Budget provides sufficient resources to perform many - but not all - of the new projects and programs embodied in the FY 2012-13 Strategic Plan. The Council's six Strategic Goals for FY 2012-13 are to:



BUDGET MESSAGE

City Manager's Budget Message

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

As in the past, the FY 2012-13 Budget was developed in concert with Council's goals as expressed in the annual Strategic Plan and prepared in accordance with the City Council's philosophy of being fiscally conservative while providing the highest level of service to the community, given available revenues. Based on the Council's direction, the Budget strives to maintain high levels of service while living within the General Fund's financial constraints.

The Budget includes a five-year Capital Improvement Program (CIP) with a total of \$41 million in identified projects to be completed over the next five years. The CIP centralizes

capital project information in a single location, thereby assisting the reader in identifying the range and potential cost of the City's efforts to maintain and improve its infrastructure. By consolidating capital project information, the Council can more easily provide direction to staff on citywide infrastructure priorities.

A number of capital *replacement* items appear in the Budget. As the name indicates, replacement items replace existing equipment that is considered hazardous or unsafe, not economically repairable, or no longer able to function as intended due to damage, age, or altered regulatory requirements. General Fund capital replacement items in FY 2012-13 total \$407,518 in this budget and are funded by either direct expenditure, or in the case of some long-term assets, through long-term, low-cost interdepartmental financing.

GENERAL FUND

The General Fund Budget for FY 2012-13 will generate an operating deficit of \$249,880, absent exigencies wrought by additional actions by the State Legislature to balance the State budget, or adverse actions experienced in the distribution of funds in the redevelopment dissolution process. The General Fund's Unreserved Fund Balance for June 30, 2013 is projected to be approximately \$4.8 million. This \$4.8 million Unreserved Fund Balance represents approximately 27 percent of the General Fund Operating budget, which amply exceeds the Council-adopted Unreserved Fund Balance goal of 20%, or 2.5 months of General Fund expenditures.



BUDGET MESSAGE

City Manager's Budget Message

Revenues

General Fund revenue estimates are based upon reasonable and conservative projections in the growth of current General Fund revenue sources. Although decreases in revenues are anticipated from the loss of the Navy wastewater maintenance contract and dissolution of the former Redevelopment Agency, this shortfall will be partially offset by newly redistributed property taxes once counted as the Agency's Tax Increment. A \$250,000 administrative fee for the City serving as the Redevelopment Successor Agency will also be received. (See the section "Redevelopment Agency/Successor Agency", below.)

Secured property taxes have been a major source of General Fund revenues and will become increasingly important as the General Fund transitions from the cost allocation of former Redevelopment Agency tax increment revenues to the use of directly received property tax. Projections for FY 2012-13 show property tax revenues *increasing* by approximately \$232,911 primarily due to this shift as the former Redevelopment Agency is dissolved and property tax once again flows to the City's General Fund. Since many variables are involved in estimating the amount of property taxes generated from the Redevelopment Agency project areas, the amount of increased revenue is difficult to estimate and will be subject to revision once actual revenues are received.

Revenue from Sales Tax in FY 2012-13 is anticipated to increase by \$6,419 from the previous fiscal year projected revenues.

In 2008, the City successfully passed a half-cent Transactions and Use Tax initiative. This tax is anticipated to generate approximately \$653,000 in General Fund revenues in FY 2012-13, up by \$6,000 from FY 2011-12 projected revenues. The City of Port Hueneme lacks car dealerships, but citizens who purchase vehicles within the County and register their vehicles with Port Hueneme addresses pay the half-cent Tax. The average age of vehicles on the road reflects a pent-up demand for new automobile sales, and it is expected that receipts from this tax will increase as Port Hueneme citizens purchase new vehicles once the economy improves and more people become gainfully employed.

Interest income in past years had represented a significant portion of General Fund revenues (as much as 15 to 20 percent). However, due to interest rates remaining at extremely low levels, this source of revenue now contributes little in comparison to past years. We project the rate of return on funds invested to remain below 1% for FY 2012-13, based on pronouncements from the Federal Reserve that they expect to keep interest rates low through 2013. Certainly, re-inflation of the economy will improve the rates of return we experience on funds invested as interest rates increase for short-term debt. Based on the current size of the investment portfolio, an additional one percent in investment interest will increase General Fund income by approximately \$205,000.

Expenditures

Overall, General Fund expenditures for FY 2012-13 are approximately \$644,943 *less* than FY 2011-12 budgeted amounts. This decrease is due in large part to one-time grants received in FY 2011-12.



BUDGET MESSAGE

City Manager's Budget Message

A review of General Fund expenditures by department shows that the Police Department expends approximately 37% of the General Fund budget, followed by Public Works at 17%, reflecting the community's priorities for responsive public safety services and well-maintained streets, parks, and public landscaping. The percentage increase from last year for Public Works is primarily due to the purchase of a boom truck for the Landscape Division. The increase in General Government is due to the consolidation of City-wide radio expenditures in the this account (which also partially accounts for the 2% decrease in the Police Department), \$86,768 of former CDBG funded projects now accounted as General Fund projects, and a \$91,632 increase in the cost of Library services.

Department	BUDGETED 2011-12	PROPOSED 2012-13
Police Department	39%	37%
Public Works	16%	17%
Administration	12%	12%
General Government	8%	9%
Finance	8%	8%
Recreation & Community Services	6%	6%
Community Development	6%	6%
Facilities Maintenance	5%	5%

The cost to service the City's Pension Obligation Bonds will increase through FY 2015-16, as noted below. Beginning in FY 2016-17, the cost of annual debt service will decrease by \$695,775, but then begin increasing at a much slower rate. The General Fund is responsible for approximately 80% of the costs of debt service. As such, the General Fund will realize a savings of \$556,110 in FY 2016-17. The Bonds will fully defease in 2035.

Fiscal Year	POB Debt Service
FY 2012-13	\$1,014,408
FY 2013-14	\$1,097,834
FY 2014-15	\$1,163,511
FY 2015-16	\$1,210,775
FY 2016-17	\$515,000
FY 2017-18	\$530,000
FY 2018-19	\$550,000

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. Interest earnings from idle funds invested are used for operational expenses. If funds are loaned from the General Fund reserves, it is the City Council's practice to return principal payments to the reserve fund from which they came, while using the earned interest for General Fund operations.

Fiscal Year	GF Reserves
FY 2012-13	\$20.5 million
FY 2011-12	\$20.7 million
FY 2010-11	\$21.2 million
FY 2009-10	\$18.3 million
FY 2008-09	\$18.1 million
FY 2007-08	\$16.8 million
FY 2006-07	\$15.7 million
FY 2005-06	\$20.0 million



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City Manager's Budget Message

The City's General Fund Reserves are projected to be \$20.5 million at the end of FY 2012-13, of which approximately \$15.7 million is designated for Economic Uncertainty, Disasters, Encumbrances, Capital Assets, and Future Redevelopment Projects designations. The remaining \$4.8 million in Unreserved Fund Balance is set aside for emergency requirements or to finance unanticipated programs/activities that occur outside the budget adoption process. Designated Reserve Funds may only be unrestricted and/or redesignated by action of the City Council.

It should be noted that the level of reserves rose from a low of \$15.7 million in FY 2006-07 to \$21.2 million 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 Water Operations for the purchase and installation of water meters throughout the City. Increases in reserves since that time are due to the repayment of the water meter loan on a fully conforming basis and to the City Council's fiscal prudence.

In March 2011, the City Council, acting as the Redevelopment Agency Board, paid off \$3.2 million worth of General Fund promissory notes to the Redevelopment Agency, placing the money in a designated reserve fund for future redevelopment projects.

However, the dissolution of the Redevelopment Agency, the loss of the Navy wastewater maintenance contract, and the continuing economic recession have prompted a draw upon reserves in FY 2011-12 and now in FY 2012-13.

ENTERPRISE FUNDS

The City has three enterprise funds that are funded through rates charged to customers. The General Fund also derives approximately \$2.9 million in revenue from these funds through interest on 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 reserves from these funds, or the City's General Fund, must subsidize operations.

Water Fund

Water Operations Surplus/(Deficit)	PROJECTED 2011-12	PROPOSED 2012-13
Revenues	\$7,196,241	\$7,385,710
Expenditures	\$7,196,241	\$7,385,710*
Surplus/(Deficit)	\$0	\$0
Contribution to Reserves	\$1,610,379	\$675,896

*Excludes \$2m Capital Project

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

In August 2011, the City Council adopted the Water Distribution System Master Plan. The Plan details the deficiencies of the City's aging



BUDGET MESSAGE

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and fragile water distribution system and prioritizes the repair of the most critical portions of the distribution system. In FY 2012-13, the City Council will decide how to finance the \$2 million design of the first four phases of the replacement project. This action will begin a multi-year program of needed capital investment that will benefit current and future generations.

The current water rate schedule is up for review starting in November 2012. If it is determined that a rate increase is needed, a Proposition 218 election will occur in April 2013. New rates would go into effect on July 1, 2013.

Wastewater Fund

Wastewater Ops Surplus/(Deficit)	PROJECTED 2011-12	PROPOSED 2012-13
Revenues	\$3,346,663	\$3,684,066
Expenditures	\$3,346,663	\$3,684,066
Surplus/(Deficit)	\$0	\$0
Contribution to Reserves	\$2,139	\$311,444

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

In December 2011, due to a new Navy bidding requirement that precluded the City from placing a bid, the Division lost a 14-year contract that provided wastewater maintenance

services to Naval Base Ventura County. This resulted in a decrease in annual revenues to the Wastewater Fund of \$110,000 and to the General Fund of \$389,467 (for cost allocation and administrative charges). In addition, the Wastewater Division lost five positions, though most of the affected employees found positions in other Divisions, or with the new contractor.

The current wastewater rate schedule is up for review starting in November 2013. If it is determined that a rate increase is needed, a Proposition 218 election will occur in April 2014. New rates would go into effect on July 1, 2014.

Solid Waste Fund

Solid Waste Ops Surplus/(Deficit)	PROJECTED 2011-12	PROPOSED 2012-13
Revenues	\$3,482,162	\$3,959,960
Expenditures	\$3,609,609	\$3,959,960*
Surplus/(Deficit)	\$0	\$0
Contribution to Reserves	\$110,478	\$519,825

*Excludes \$200,000 transfer to General Fund

Solid Waste operations are projected to have a balanced budget with healthy reserves as a result of a multi-year rate adjustment approved in FY 2009-10. The Fund will loan \$200,000 to the General Fund in FY 2012-13 to facilitate the purchase of a replacement boom truck for the Landscaping Division and a replacement utility van for the Housing and Facilities Department. This low-cost, long term inter-fund loan will allow for the purchase of these needed vehicles on terms more favorable than those offered by lease-finance companies, and yet allow the Solid Waste Division to realize a slightly greater return on its investment of idle funds.



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The current solid waste rate schedule is up for review starting in November 2014. If it is determined that a rate increase is needed, a Proposition 218 election will occur in April 2015. New rates would go into effect on July 1, 2015.

OTHER CITY ENTITIES

Housing Authority

The Housing Authority's FY 2012-13 budget is comprised of three separate budgets: the Conventional Housing/Operating Subsidy budget, \$758,862; Section 8 Housing Choice Voucher Program budget, \$2.8 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. All Housing budgets (excluding reimbursable grants) are projected to have positive fund balances as of June 30, 2013.

Redevelopment Agency/Successor Agencies

As part of the State's 2011-2012 budget bills, the California Legislature adopted, and the Governor signed, ABx1 26 (AB 26) and AB x1 27 (AB 27) into law on June 29, 2011. The constitutionality of AB 26 and AB 27 was challenged, and on December 29, 2011, the California Supreme Court ruled that AB 27 was unconstitutional and AB 26 was constitutional, essentially resulting in the elimination of redevelopment agencies throughout the State of California. On February 1, 2012, the City of

Port Hueneme assumed the role of the Successor Agency to the former Redevelopment Agency, taking responsibility for winding down the Redevelopment Agency's operations and liquidating its assets. The California Supreme Court's decision also requires the payment of enforceable obligations and the remittance of unencumbered balances to the County Auditor-Controller for distribution to all other taxing agencies.

In addition, AB 26 allows cities the option of retaining the affordable housing assets and functions previously performed by its redevelopment agency. The City of Port Hueneme has long been a strong supporter of affordable housing construction, and the City Council welcomed the opportunity to become the Housing Successor Agency. The City has under its control the houses and properties purchased with former Low and Moderate Income Housing Fund monies, and will continue to receive the lease revenue generated from the rental of these housing units. Unfortunately, at the time of this writing the question of whether or not the City will be able to retain the \$1,451,011 currently on deposit in its Housing Fund.

Successor Agency Asset Summary

Financial assets transferred to the Successor Agency include \$2,163,651 in RDA capital fund balance; \$1,451,011 in LMIHF balance; \$1,048,056 in RDA bond proceeds; and \$1,796,851 in bond reserves. Real property assets transferred to the Successor Agency include six parcels of land acquired and/or used by the RDA for non-housing purposes with an estimated 2012 land value of \$863,780.



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Housing Successor Asset Summary

Financial assets transferred to the Housing Successor include the following receivable accounts: \$1,582,345 in principal and interest on outstanding RDA residential rehabilitation loans and first-time homebuyer loans; \$2,854,531 million in principal on deferrals from the RDA's LMIHF; \$292,717 in principal borrowed from the LMIHF to make the 2002-03 and 2003-04 fiscal year ERAF payments; and real property assets that currently generate \$18,700 per month (rents from 21 affordable housing units). Real property assets that transferred to the Housing Successor include fourteen parcels of improved and vacant land that were acquired by the RDA for affordable housing purposes with a 2012 value estimated at \$3,954,381 (the 21 affordable housing units are located on seven of the fourteen parcels).

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, 2013 is estimated to be approximately \$268,869 up from a projected \$233,762 at June 30, 2012.

GENERAL FUND FORECAST

Looking to future years, the General Fund five-year forecast shows a major deficit for FY 2012-13 that continues to grow. PERS and medical insurance rates are expected to increase again FY 2013-14, thus continuing to drive a

significant deficit in following years. Increases in Sales Tax, Transactions and Use Tax, Utility Users Tax, Property Tax, and Port Impact Mitigation revenues are expected to slowly recover over the next 5 years, but not to the pre-recession highs experienced in 2006 and 2007.

While the General Fund's healthy reserves can be used to abate some of these deficits, such a strategy is unsustainable for the long term. Other measures to increase revenue and decrease expenses will be needed to ensure the long-term viability of City service delivery.

Fiscal Year	Projected Operating Surplus/ (Deficit)
FY 2012-13	(\$249,880)
FY 2013-14	(\$442,018)
FY 2014-15	(\$669,029)
FY 2015-16	(\$901,350)
FY 2016-17	(\$610,000)

CONTINUED REVENUE ENHANCEMENTS/ EXPENDITURE REDUCTIONS

As the new fiscal year begins, staff anticipates continuing our revenue enhancement efforts by reviewing the Business License Tax, which has not been adjusted since its inception in 1978. The FY 2012-13 Strategic Plan includes a project to review and redraft the Business License Tax Ordinance and to place the Ordinance on the November 2014 General Election ballot for voter approval.

Labor negotiations will begin in the Fall of 2012 for new agreements beginning on July 1, 2013. Opportunities exist to negotiate labor con-



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cessions, especially in the areas of retirement contributions and two-tiered pension systems. The Police Officers Association agreed to two-year contract in 2011 that included pension contributions of 5% and 6% in years one and two of the agreement. This concession provided General Fund savings of \$165,982 in FY 2011-12 and \$199,179 in FY 2012-13. Employees represented by Service Employees International Union and the Management & Confidential group do not currently contribute to the cost of their retirement benefit.

For every 1% of employee retirement contribution made, \$97,308 of annual savings will result (all funds). Of this amount, the General Fund would realize savings of \$73,954 annually.

CONTINUING BUDGET CHALLENGES

The City faces continuing budget challenges, including:

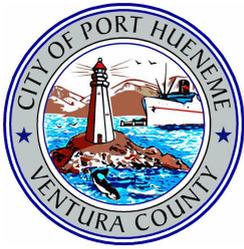
- The effects of the continuing economic recession, which has depressed property and sales tax revenues, and eliminated funding from the State of California.
- Realigning the organization to account for the loss of former Redevelopment Agency revenue. The fiscal effects of the dissolution of the City's Redevelopment Agency are not fully understood at this time due to the poorly written legislation enacted and the many conflicts in interpretation that have resulted. The fiscal effects of this legislative debacle may not be known until a full year's worth of newly distributed property tax is received, and legislation on this issue is settled.

- Increasing PERS retirement contribution rates and medical insurance costs are anticipated to continue applying significant cost pressures for the foreseeable future, thereby driving a major portion of the City's ongoing structural deficit.
- Increasing debt service on the City's Pension Obligation Bond will continue to place pressure on all budgets, and especially the General Fund, until FY 2016-17, when savings will be realized and the rate of cost increases will slow.
- Increased costs for infrastructure replacement will become a necessity beginning in FY 2012-13 to address replacement of the City's aging water, wastewater and storm water distribution systems.

CONCLUSION

The City of Port Hueneme, like most cities in California, is in the midst of a very disruptive and challenging fiscal transition period as it addresses the effects of the ongoing economic recession and the loss of former Redevelopment Agency revenues. Adding to these losses is the elimination of General Fund revenue derived from the City's former wastewater maintenance contract with Naval Base Ventura County, and the Library's loss of State-provided Public Library Fund and Neighborhoods for Learning grant funding that supported 16 hours of general library services and literacy programs.

Through the use of Economic Uncertainty Reserve funds, the City will be able to maintain current service levels in FY 2012-13. As noted above, while the General Fund has ample reserve capacity, continued reliance upon the



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use of reserve funds for operational expenses is fiscally unsustainable over the long term. Unless there is a dramatic improvement in the local economy, and/or the final effects of Redevelopment Agency dissolution prove much less damaging than currently believed, the City Council will need to take action to cut expenses and/or increase taxes to bring the General Fund back into balance.

It is our primary goal to soon balance the General Fund and to once again be in a position to offer enhanced levels of service to the community.

On behalf of the City staff, I would like to thank the City Council for its leadership in moving our City forward in a fiscally responsible direction. In addition, I would like to express my sincere appreciation to all the many employees throughout our organization who contributed towards the compilation and production of this year's Annual Budget under extremely challenging and changing circumstances. They have done an excellent job of developing what I anticipate will be yet another award-winning budget document.

DAVID J. NORMAN
CITY MANAGER



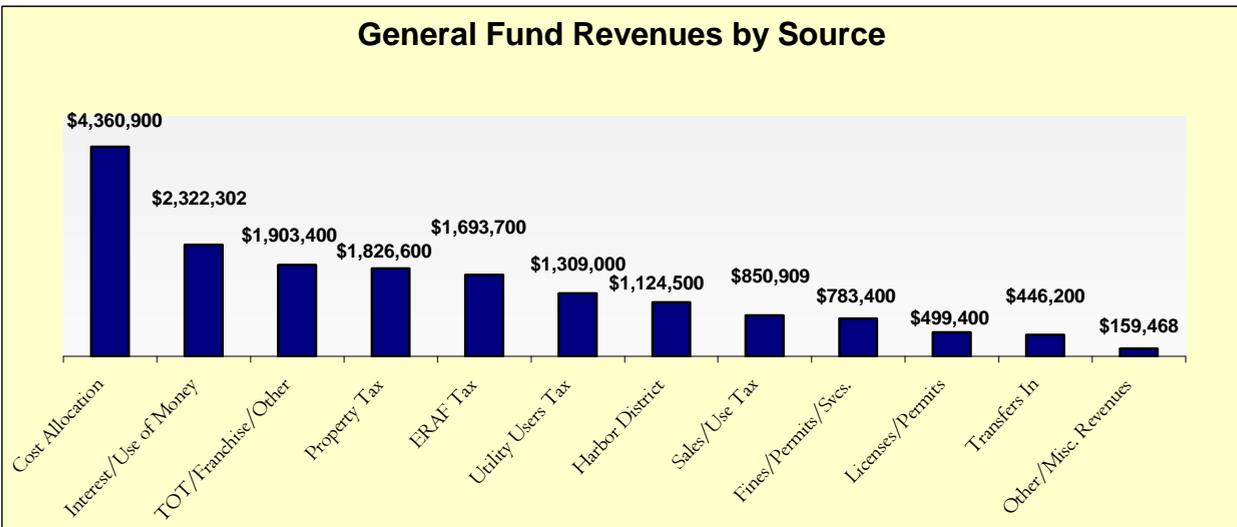
BUDGET AT A GLANCE

FY 2012-13 OPERATING BUDGET

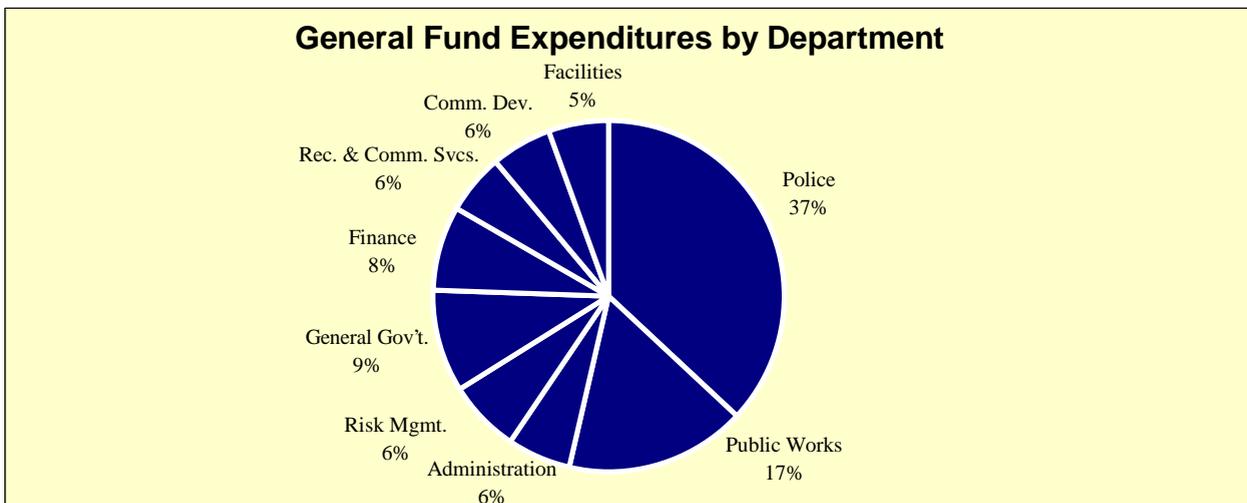
<i>Funds</i>	<i>Revenues</i>	<i>Expenditures</i>	<i>Surplus/Deficit</i>
General Fund	\$17,279,779	\$17,529,659	(\$249,880)
Enterprise Funds*	15,029,736	15,029,736	0
NBVC Wastewater Contract	250,000	220,965	29,035
Special Revenue Funds	2,286,670	2,442,391	(155,721)
Special Assessment District Funds	520,800	488,800	32,000
Debt Service Funds	1,511,609	1,511,609	0
Housing Authority	4,372,565	3,574,110	798,455
Housing Successor Agency	797,840	923,428	(125,588)
Redevelopment Successor Agency	743,624	743,624	0
Surplus Property Authority	245,922	268,869	(22,947)
Total All Funds	\$43,038,545	\$42,733,191	\$305,354

*Excludes Capital, Bond, & Water Plant Funds

General Fund Revenues by Source



General Fund Expenditures by Department



Schedules

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CITY OF PORT HUENEME SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND FY 2012-13 BUDGET				
FUNDS	Projected Unreserved Fund Balance/ Retained Earnings 7/1/2012	Projected Revenue FY 2012-13 BUDGET	Projected Transfers In	Projected Total Funds Available
GENERAL FUND	5,032,482	13,035,779	4,244,000	22,312,261
SPECIAL REVENUES FUNDS:				
COMMUNITY DEVELOPMENT:				
Neighborhood Preservation	(33,329)	110,500	401,065	478,236
Community Development Block Grants (CDBG)	(1,438)	145,033	0	143,595
SUB TOTAL COMMUNITY DEVELOPMENT	(34,767)	255,533	401,065	621,831
PUBLIC SAFETY:				
State COPS Grant	0	100,000	0	100,000
Traffic Safety	0	46,200	0	46,200
JAG Grant	0	0	0	0
Homeland Security Grant	0	0	0	0
SUB TOTAL PUBLIC SAFETY	0	146,200	0	146,200
RECREATION & COMMUNITY SERVICES:				
Senior Nutrition Grant	0	20,400	22,337	42,737
SUB TOTAL RECREATION & COMM SVCS	0	20,400	22,337	42,737
PUBLIC WORKS:				
Transportation Development Act (TDA)	219,352	673,756	0	893,108
Gas Tax	188,820	587,079	0	775,899
Bike Path (Article 3)	83,474	5,600	0	89,074
SUB TOTAL PUBLIC WORKS	491,646	1,266,435	0	1,758,081
STORMWATER PROGRAM:	0	13,735	160,965	174,700
TOTAL SPECIAL REVENUE FUND	456,880	1,702,303	584,367	2,743,550
ENTERPRISE FUNDS				
Water Operations	2,042,043	7,385,710	0	9,427,753
Water Capital Reserve	824,965	2,000,000	0	2,824,965
Water Plant Operations	0	1,102,620	0	1,102,620
Wastewater Operations	813,899	3,684,066	0	4,497,965
Wastewater Capital	3,007,269	50,000	0	3,057,269
Wastewater Bond Fund	380,745	0	5,000	385,745
Solid Waste Operations	1,867,354	3,959,960	0	5,827,314
TOTAL ENTERPRISE FUNDS	8,936,276	18,182,356	5,000	27,123,632
NBVC CONTRACT	0	250,000	0	250,000
ASSESSMENT DISTRICTS FUNDS				
Drainage	167,593	184,300	0	351,893
Street Lights	(159,235)	123,000	34,500	(1,735)
Median	(456)	179,000	0	178,544
TOTAL ASSESSMENT DISTRICTS	7,902	486,300	34,500	528,702
DEBT SERVICE FUNDS				
1992A COP	478,950	0	493,200	972,150
Pension Obligation Bonds	0	0	1,018,409	1,018,409
TOTAL DEBT SERVICE FUNDS	478,950	0	1,511,609	1,990,559
TOTAL CITY FUNDS	14,912,490	33,656,738	6,379,476	54,948,704
HOUSING AUTHORITY				
Conventional	1,077,177	735,088	0	1,812,265
Section 8 Vouchers	447,729	2,861,600	0	3,309,329
Modernization Grant	83,974	0	0	83,974
TOTAL HOUSING AUTHORITY	1,608,880	3,596,688	0	5,205,568
HOUSING SUCCESSOR AGENCY	(22,887)	797,840	0	774,953
REDEVELOPMENT SUCCESSOR AGENCY				
CENTRAL COMMUNITY PROJECT AREA				
Capital Projects	1,066,450	0	371,812	1,438,262
20% Setaside	666,977	0	0	666,977
Debt Service	938,575	371,812	0	1,310,387
TOTAL CENTRAL COMMUNITY PROJECT	2,672,002	371,812	371,812	3,415,626
R-76 PROJECT AREA				
Capital Projects	0	0	0	0
20% Setaside	563,603	0	0	563,603
Debt Service	1,259,280	0	0	1,259,280
TOTAL R76 PROJECT	1,822,883	0	0	1,822,883
NCEL PROJECT AREA				
Capital Projects	0	0	0	0
20% Setaside	230,986	0	0	230,986
Debt Service	0	0	0	0
TOTAL NCEL PROJECT	230,986	0	0	230,986
TOTAL REDEVELOPMENT SUCCESSOR AGENCY	4,725,870	371,812	371,812	5,469,494
SURPLUS PROPERTY AUTHORITY	612,093	291,642	0	903,735
GRAND TOTAL	21,836,446	38,714,720	6,751,288	67,302,454

**CITY OF PORT HUENEME
SUMMARY OF FUND BALANCES, SOURCES AND USES BY FUND
FY 2012-13 BUDGET**

Projected Salaries & Benefits	Projected Operating Charges	Projected Capital Expenditures	Projected Transfers Out	Projected Total Appropriations FY 2012-13 BUDGET	Projected Unappropriated Reserve June 30, 2013
12,509,628	4,062,476	407,518	550,037	17,529,659	4,782,602
151,069	208,700	0	36,000	395,769	82,467
0	145,033	0	0	145,033	(1,438)
151,069	353,733	0	36,000	540,802	81,029
0	0	0	100,000	100,000	0
0	0	0	46,200	46,200	0
0	0	0	0	0	0
0	0	0	0	0	0
0	0	0	146,200	146,200	0
41,237	1,500	0	0	42,737	0
41,237	1,500	0	0	42,737	0
0	366,726	405,000	92,700	864,426	28,682
0	207,000	235,000	150,000	592,000	183,899
0	0	81,526	0	81,526	7,548
0	573,726	721,526	242,700	1,537,952	220,129
0	83,400	80,000	11,300	174,700	0
192,306	1,012,359	801,526	436,200	2,442,391	301,159
727,671	5,046,839	2,622,500	988,700	9,385,710	42,043
0	0	2,000,000	0	2,000,000	824,965
321,270	543,250	4,500	233,600	1,102,620	0
933,808	1,716,258	35,500	998,500	3,684,066	813,899
0	0	1,240,000	0	1,240,000	1,817,269
0	0	0	5,000	5,000	380,745
842,248	1,745,412	314,000	1,258,300	4,159,960	1,667,354
2,824,997	9,051,759	6,216,500	3,484,100	21,577,356	5,546,276
0	60,000	0	160,965	220,965	29,035
0	2,600	0	149,700	152,300	199,593
0	157,500	0	0	157,500	(159,235)
0	0	0	179,000	179,000	(456)
0	160,100	0	328,700	488,800	39,902
0	493,200	0	0	493,200	478,950
0	0	0	1,018,409	1,018,409	0
0	493,200	0	1,018,409	1,511,609	478,950
15,526,931	14,839,894	7,425,544	5,978,411	43,770,780	11,177,924
355,482	403,380	0	0	758,862	1,053,403
224,898	2,590,350	0	0	2,815,248	494,081
0	0	0	0	0	83,974
580,380	2,993,730	0	0	3,574,110	1,631,458
100,503	421,860	0	401,065	923,428	(148,475)
121,812	250,000	0	0	371,812	1,066,450
0	0	0	0	0	666,977
0	0	0	371,812	371,812	938,575
121,812	250,000	0	371,812	743,624	2,672,002
0	0	0	0	0	0
0	0	0	0	0	563,603
0	0	0	0	0	1,259,280
0	0	0	0	0	1,822,883
0	0	0	0	0	0
0	0	0	0	0	230,986
0	0	0	0	0	0
0	0	0	0	0	230,986
121,812	250,000	0	371,812	743,624	4,725,870
52,239	216,630	0	0	268,869	634,866
16,381,865	18,722,114	7,425,544	6,751,288	49,280,811	18,021,643



Budgeted Fund Balances Summary FY 2012-13

	General Fund	Enterprise Funds	NBVC Contract	Special Revenue Funds	Special Assess. Districts	Debt Service Funds	Total City Funds
Projected Unreserved Fund Balance 7/1/12	\$ 5,032,482	\$ 8,936,276	\$ -	\$ 456,880	\$ 7,902	\$ 478,950	\$14,912,490
Projected Revenues	13,035,779	18,182,356	250,000	1,702,303	486,300	0	33,656,738
Projected Transfers In	4,244,000	5,000	0	584,367	34,500	1,511,609	6,379,476
Total City Revenues	17,279,779	18,187,356	250,000	2,286,670	520,800	1,511,609	40,036,214
Total Available Funds	22,312,261	27,123,632	250,000	2,743,550	528,702	1,990,559	54,948,704
Projected Salaries/Benefits	12,509,628	2,824,997	0	192,306	0	0	15,526,931
Projected Operating Charges	4,062,476	9,051,759	60,000	1,012,359	160,100	493,200	14,839,894
Projected Capital Expenditures	407,518	6,216,500	0	801,526	0	0	7,425,544
Projected Transfers Out	550,037	3,484,100	160,965	436,200	328,700	1,018,409	5,978,411
Total City Expenditures	17,529,659	21,577,356	220,965	2,442,391	488,800	1,511,609	43,770,780
Net Change in Revenues/Expenditures	(249,880)	(3,390,000)	29,035	(155,721)	32,000	0	(3,734,566)
Projected Unreserved Available Fund Balance 6/30/13	4,782,602	5,546,276	29,035	301,159	39,902	478,950	11,177,924
Percentage Change in Available Fund Balance	-5.0%	-37.9%	0.0%	-34.1%	405.0%	0.0%	-25.0%
Reserves/Designations:							
Reserves/Vehicle/Equipment Reserves	148,265	1,383,336					1,531,601
Reserves/Facility Reserves	270,000	2,973,358					3,243,358
Reserves/Retirement Stabilization	96,093	25,703		760			122,556
Designated for Encumbrances	400,000	50,000					450,000
Designated for Economic Uncertainty	2,816,200	0					2,816,200
Designated for Operations	0	801,100					801,100
Designated for Disaster	500,000	0					500,000
Designated for Future Redevelopment Projects	3,200,000						3,200,000
Designated for Capital Assets	8,291,682	0					8,291,682
Designated for Capital Projects	0	750,000					750,000
Designated Bureau of Reclamation	0	1,949,906					1,949,906
Total Designations⁽¹⁾	15,722,240	7,933,403	0	760	0	0	22,906,403
Total Unreserved/Designated Fund Balance 6/30/13	\$20,504,842	\$ 13,479,679	\$29,035	\$ 301,919	\$ 39,902	\$ 478,950	\$34,084,327

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

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

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

Explanations for changes in fund balances greater than 10%:

Enterprise Funds	Use of fund balance from Wastewater Capital and Water Operations fund for capital improvements.
Special Revenue Funds	Use of fund balance from TDA Article 8 fund for street projects.
Special Assessment District Funds	Limited funding is available for all assessment districts.



Combined Funds Statement

Revenues/Sources	Budgeted 2012-13
Taxes Levied on Property	\$1,743,600
Delinquent Property Taxes Collected	33,200
Penalties & Interest on Taxes	20,000
Other County/State Taxes	5,786,809
Intergovernmental	2,608,203
Licenses & Permits	499,400
Charges for Services	20,009,189
Use of Money & Property	1,469,834
Rental Income	277,635
Assessments	486,300
Miscellaneous	159,468
Subtotal Revenues	33,093,638
Other Financing Sources:	
General Long-Term Debt Proceeds	0
Transfers In	6,942,576
Beginning Fund Balance	14,912,490
Total Available Resources (City Funds):	\$54,948,704
Expenditures/Uses	Budgeted 2012-13
Public Safety	\$6,693,333
Roads and Transportation	3,329,028
Government Services to Residents	12,722,148
Community Development	1,480,910
Administration	5,488,106
Assessments	160,100
Debt Service	493,200
Capital Projects	7,425,544
Subtotal Expenditures	37,792,369
Other Financing Uses:	
Transfers Out	5,978,411
Ending Fund Balance	11,177,924
Total Uses and Fund Balance (City Funds):	\$54,948,704



Revenues and Transfers from Other Funds

GENERAL FUND	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Revenues					
Taxes					
Current Secured	1,075,082	1,224,000	1,509,689	1,742,600	1,777,500
Unsecured Current Year	16,573	36,100	32,200	33,200	34,200
Unsecured Prior Year	1,253	1,000	2,159	1,000	1,000
Interest/Penalties	11,426	20,000	20,000	20,000	20,000
Supplemental Taxes	22,045	20,600	19,200	19,800	20,400
HOPTR Taxes	11,497	10,000	10,000	10,000	10,000
Pass-Through Taxes	33,780	0	71,822	40,000	40,000
Transactions and Use Tax	684,707	613,800	647,000	653,000	668,000
Sales Tax	634,524	644,800	631,779	638,198	652,900
Prop Tax In-Lieu Sales Tax (ERAF)	291,723	300,500	181,731	212,711	219,100
Motel Tax	295,439	351,700	358,700	358,700	365,900
Housing Authority in Lieu Tax	4,307	0	0	0	0
Property Transfer Tax	42,336	50,000	50,000	50,000	50,000
PSAF Prop 172 Tax	159,647	175,100	180,400	180,400	185,800
Utility Users Tax	1,119,550	1,234,654	1,296,054	1,309,000	1,348,300
Prop Tax In-Lieu VLF (ERAF)	1,509,198	1,644,400	1,491,072	1,693,700	1,744,500
Motor Vehicle in-lieu	97,753	168,800	173,900	173,900	179,100
Developer Tax Fees	3,600	0	6,750	0	0
Subtotal	6,014,440	6,495,454	6,682,456	7,136,209	7,316,700
Franchises					
So. California Gas	37,930	59,500	60,700	60,700	61,900
So. California Edison	137,169	173,200	176,700	176,700	180,200
Cable	186,177	210,000	210,000	210,000	210,000
Subtotal	361,276	442,700	447,400	447,400	452,100
Licenses & Permits					
Business License	300,024	306,000	312,100	312,100	318,300
Building Permits	125,719	127,300	127,300	129,800	132,400
Plumbing Permits	12,879	15,000	15,000	15,000	15,000
Electrical Permits	12,402	10,000	15,000	15,000	15,000
Mechanical Permits	7,521	6,500	7,500	7,500	7,500
Miscellaneous Permits	28,764	15,000	20,000	20,000	20,000
Subtotal	487,309	479,800	496,900	499,400	508,200
Fees					
Traffic/Court Fees	343,489	371,300	371,300	382,400	393,900
Return Check Fee	250	500	500	500	500
Late Rent Fee	0	100	50	100	100
Delinquent Fees	0	160,000	160,000	160,000	160,000
Traffic Impact Dev Fees	4,448	0	8,340	0	0
Zoning/Planning Fees	7,325	17,000	17,000	7,000	7,000
Subdivision Fees	0	1,000	1,000	1,000	1,000
Engineering Fees	4,120	8,000	15,000	15,000	15,000
Cost Rec-Parking/Code Enf.	18,601	25,000	25,000	25,000	25,000
Cost Rec-Public Nuisance	132	0	5,493	0	0
Subtotal	378,365	582,900	603,683	591,000	602,500
Public Safety					
Street and Curb Repair	1,142	1,000	13,861	1,000	1,000
Bldg & Inspection/Plan Ck	0	0	0	0	0
Police Services	111,986	88,500	88,500	90,300	92,100
Subtotal	113,128	89,500	102,361	91,300	93,100



Revenues and Transfers from Other Funds

GENERAL FUND	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Revenues					
NBVC Contract					
NBVC Overhead Revenue	278,372	217,667	108,834	0	0
Subtotal	278,372	217,667	108,834	0	0
Rental Income					
Community Center	51,094	41,200	41,200	42,400	43,700
Marine Supply	135,072	137,800	140,600	142,000	144,800
Clear Channel Outdoor	98	0	0	0	0
Pac Foundries	30,240	31,100	48,000	48,000	49,400
Beach/Pier Concession	10,072	17,000	17,500	17,500	18,000
PH Little League Maint	2,670	3,100	2,635	2,635	2,635
Jane Drive	20,744	24,400	24,400	25,100	25,900
Subtotal	249,990	254,600	274,335	277,635	284,435
Interest Income					
Water Fund Prom Note #7	14,980	14,700	14,700	14,430	14,140
Water Fund Prom Note #8	13,107	12,900	12,900	12,630	12,370
Water Fund Prom Note #9	6,420	6,300	6,300	6,200	6,100
Water Fund Prom Note #03-01	487,464	478,800	478,800	469,650	460,040
Water Fund Prom Note #06-01	265,282	265,280	265,280	275,319	278,400
RDA Central Comm. Prom Note #5	36,626	0	0	0	0
RDA Central Comm. Prom Note #6	200,323	0	0	0	0
RDA Central Comm. Prom Note #7	187,335	142,423	142,423	120,000	102,000
RDA R76 Prom Note #2	13,396	0	0	0	0
PHWA #2	0	0	0	0	0
PHWA NAWs Prom Note #3B	49,540	53,700	53,700	48,330	43,497
Investments	4,589	25,000	25,000	25,000	25,000
Fund Interest	115,934	450,000	200,000	300,000	350,000
Enterprise Fund Interest-CARE	146,516	175,000	175,000	180,250	185,658
Enterprise Admin-CARE	14,652	17,500	17,500	18,025	18,566
Subtotal	1,556,164	1,641,603	1,391,603	1,469,834	1,495,771
District Revenue					
MOU 1983 Agreement	369,639	388,800	388,800	400,500	412,500
MOU 1987 Agreement	445,188	334,200	334,200	344,200	354,500
MOU 1995 Agreement	219,731	368,700	368,700	379,800	391,200
Subtotal	1,034,558	1,091,700	1,091,700	1,124,500	1,158,200
Beach Revenue					
Beach Parking Machine	229,606	360,500	371,300	371,300	382,400
Grants & Reimbursements					
Bulletproof Vest Grant	0	3,000	3,000	3,000	3,000
FEMA Reimbursement	32,691	0	0	0	0
ARRA Grant	400,000	0	0	0	0
Port Security Grant Program	279,621	217,379	242,379	0	0
Port & Maritime Security Grant	57,160	234,690	209,690	0	0
Avoid the 14 Grant	3,467	4,000	10,549	0	0
Post Reimbursement	1,796	5,500	5,500	5,500	5,500
Click It Grant	1,769	0	0	0	0
SB90 Reimbursement	23,432	50,000	50,000	50,000	60,000
Workers Comp Contra Revenue	13,329	0	0	0	0
CDBG Grant	68,101	62,136	62,136	145,033	145,033
Subtotal	881,366	576,705	583,254	203,533	213,533



Revenues and Transfers from Other Funds

GENERAL FUND	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Revenues					
Parks & Recreation					
Moranda Park	800	500	850	500	500
Community Center	6,055	6,100	6,200	6,200	6,300
Jr. Lifeguard	28,503	30,600	31,200	31,200	31,800
Beach Festival	68,156	58,200	58,200	58,200	58,200
Advertising Revenue	9,000	5,000	5,000	5,000	5,000
Subtotal	112,514	100,400	101,450	101,100	101,800
Miscellaneous					
Misc. Refunds and Claims	31,757	20,800	20,800	20,800	20,800
Salvage Sales	11,368	13,600	13,600	13,900	14,200
Miscellaneous Revenues	21,098	10,000	10,000	10,000	10,000
PW Misc Work Requests	0	2,532	57,005	0	0
Water Note Principal Reserves	0	62,000	62,000	0	0
Equipment/Vehicle Reserves	0	171,472	161,089	28,000	0
Facility Reserves	0	80,000	80,000	0	0
PERS Retirement Reserves	0	57,500	57,500	0	0
CDBG Project Reserves	0	0	0	86,768	0
Subtotal	64,223	417,904	461,994	159,468	45,000
Subtotal Revenues					
	11,761,311	12,751,433	12,717,270	12,472,679	12,653,739
Cost Allocation Revenues - Other Agencies					
RDA - Central Comm. Project Area	354,199	369,200	215,367	0	0
RDA - R76 Project Area	55,799	60,000	35,000	0	0
RDA - NCEL Project Area	8,400	8,740	5,098	0	0
Successor Admin Cost Reimb	0	0	0	250,000	250,000
Surplus Property Authority	84,900	88,300	88,300	91,800	95,500
Housing Authority Conventional	142,400	154,400	154,400	162,100	170,200
Housing Authority Section 8 Voucher	54,700	56,890	56,890	59,200	61,600
Subtotal Revenues-Other Agencies	700,398	737,530	555,055	563,100	577,300
Total Revenues					
	12,461,709	13,488,963	13,272,325	13,035,779	13,231,039
Transfers In					
Traffic Safety	38,599	50,300	38,000	46,200	46,200
Senior Nutrition Grant	20,000	0	0	0	0
Solid Waste Infrastructure	100,000	100,000	100,000	300,000	100,000
NBVC Contract	166,800	171,800	100,217	0	0
COPS Grant	0	0	77,847	100,000	100,000
Cost Allocation Revenues - Other Funds					
Transportation Dev Act (TDA)	85,700	89,100	89,100	92,700	96,400
Gas Tax	156,600	162,900	162,900	150,000	156,000
Neighborhood Preservation	33,300	34,600	34,600	36,000	37,400
Water Operations	917,700	960,285	960,285	988,700	1,028,200
Water Plant Operations	216,000	224,600	224,600	233,600	242,900
Wastewater Operations	926,700	969,685	969,685	998,500	1,038,400
Stormwater Program	11,300	11,300	11,300	11,300	11,300
Solid Waste Operations	889,600	931,085	931,085	958,300	996,600
Drainage Assessment	149,700	149,700	149,700	149,700	149,700
Median Assessment	179,000	179,000	179,000	179,000	179,000
Subtotal Transfers In					
	3,890,999	4,034,355	4,028,319	4,244,000	4,182,100
Total General Fund					
	16,352,708	17,523,318	17,300,644	17,279,779	17,413,139



Revenues and Transfers from Other Funds

SPECIAL REVENUE FUNDS	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Revenues					
Neighborhood Preservation					
Housing In-Lieu Fees	53,000	0	53,000	0	0
Loan Payoff Interest	8,910	60,000	0	10,000	10,000
Fund Interest	40,265	40,000	39,000	40,000	40,000
Miscellaneous Revenues	815	500	0	500	500
Loan Payoff Revenue	53,348	60,000	0	60,000	60,000
Housing Successor Fund	0	0	0	401,065	401,065
Total Neighborhood Preservation	156,338	160,500	92,000	511,565	511,565
Community Development Block Grants (CDBG)					
Urban County CDBG	193,169	350,453	321,698	145,033	145,033
CDBG Program Income	4,150	0	0	0	0
Total CDBG Grant	197,319	350,453	321,698	145,033	145,033
Citizens Option Public Safety (COPS)					
COPS Grant Fund	100,000	0	100,000	100,000	100,000
Total COPS Grant	100,000	0	100,000	100,000	100,000
Traffic Safety					
Traffic Safety Fund	38,599	50,300	38,000	46,200	42,000
Total Traffic Safety	38,599	50,300	38,000	46,200	42,000
JAG Grant					
JAG Grant	12,962	9,968	9,968	0	0
Total JAG Grant	12,962	9,968	9,968	0	0
Homeland Security Grant					
Homeland Security Grant Fund	14,393	58,975	56,246	0	0
Total Homeland Security Grant	14,393	58,975	56,246	0	0
Senior Nutrition Grant					
Senior Nutrition Grant	15,000	15,000	15,000	15,000	15,000
Senior Nutrition Prog Income	5,000	5,400	5,400	5,400	5,400
Transfer In - General Fund	0	18,615	16,986	22,337	22,337
Total Senior Nutrition Grant	20,000	39,015	37,386	42,737	42,737
Transportation Development Act (TDA)					
Fund Interest	1,526	2,000	1,500	1,500	1,500
TDA Article 8	541,133	672,256	672,256	672,256	672,256
Misc Revenue	3,925	400	0	0	0
Total TDA	546,584	674,656	673,756	673,756	673,756
Gas Tax					
Fund Interest	8,346	5,000	10,000	2,000	2,000
2103 Apportionment	212,506	200,000	236,688	236,688	236,688
2105 Apportionment	115,152	119,137	109,656	109,656	109,656
2106 Apportionment	81,176	84,328	78,165	78,165	78,165
2107 Apportionment	153,792	158,712	155,570	155,570	155,570
2107.5 Apportionment	5,000	5,000	5,000	5,000	0
Traffic Congestion Relief	0	0	0	0	0
Prop 1B Revenue	293,345	0	0	0	0
Misc Revenues	163,262	1,000	0	0	0
Total Gas Tax	1,032,579	573,177	595,079	587,079	582,079



Revenues and Transfers from Other Funds

SPECIAL REVENUE FUNDS	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Special Bike Path (Article 3)					
Fund Interest	906	500	800	600	600
Article 3 Grant Revenue	50,000	50,000	50,000	0	0
Article 3 Maintenance Revenue	5,201	5,000	5,000	5,000	5,000
Transfer In - TDA Fund	0	0	0	0	0
Total Bike Path (Article 3)	56,107	55,500	55,800	5,600	5,600
Stormwater Program					
Stormwater Program Revenue	13,736	15,647	13,735	13,735	13,735
Transfer In - NBVC Contract	76,138	192,338	151,315	160,965	160,965
Total Stormwater Program	89,874	207,985	165,050	174,700	174,700
Total Special Revenues	2,264,755	2,180,529	2,144,983	2,286,670	2,277,470
ENTERPRISE FUNDS					
Description	Actual	Budgeted	Projected	Budgeted	Estimated
2010-11	2011-12	2011-12	2012-13	2013-14	
Revenues					
Water Operations					
Delinquent Fee Revenue	84,774	150,000	150,000	150,000	150,000
COPH Variable Water Revenue	1,731,985	2,519,220	2,521,171	2,716,710	2,716,710
COPH Fixed Water Revenue	4,490,300	4,514,169	4,514,169	4,509,000	4,509,000
Fund Interest	0	0	0	0	0
Miscellaneous Revenue	7,962	10,000	4,348	10,000	180,250
Water Meter Install	298,036	3,253	6,553	0	180,250
Total Water Operations	6,613,057	7,196,642	7,196,241	7,385,710	7,736,210
Water Capital Reserve					
Water Meter Grant	0	0	0	0	0
Miscellaneous Revenues	0	0	0	2,000,000	0
Total Water Capital Reserves	0	0	0	2,000,000	0
Water Plant Operations					
Port Hueneme Water Agency Revenue	979,114	1,157,654	1,012,057	1,102,620	1,102,620
Misc Revenue	0	0	0	0	0
Fund Interest	(869)	(2,000)	0	0	0
Total Water Plant Operations	978,245	1,155,654	1,012,057	1,102,620	1,102,620
Wastewater Operations					
Delinquent Fees	0	45,000	42,000	40,000	40,000
COPH Services	2,870,313	3,101,000	3,101,000	3,401,000	0
Oxnard City Services	315,642	0	0	0	0
US Navy Commercial Services	31,898	30,000	25,000	30,000	0
CIBCSO Wheeling Agreement	423,711	0	0	100,000	100,000
Fund Interest	0	0	0	0	0
NBVC Contract Reimbursement	135,581	140,000	75,000	30,000	0
Miscellaneous Revenue	68,787	46,475	68,663	44,066	0
Stormwater Program	32,579	60,000	35,000	39,000	0
Total Wastewater Operations	3,878,511	3,422,475	3,346,663	3,684,066	140,000



Revenues and Transfers from Other Funds

ENTERPRISE FUNDS	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Wastewater Capital					
Connection Fees	24,000	24,000	45,000	30,000	30,000
Note Interest	0	0	0	0	0
Fund Interest	26,727	20,000	35,515	20,000	0
Miscellaneous Revenue	43,912	0	12,523	0	0
WW Bond Fund	282,766	0	122,922	0	0
Total Wastewater Capital	377,405	44,000	215,960	50,000	30,000
Wastewater Bonds					
Investment	296	0	22	0	0
Wastewater Capital Fund	105,343	0	5,000	5,000	5,000
Total Wastewater Bonds	105,639	0	5,022	5,000	5,000
Solid Waste Operations					
Delinquent Fees	0	15,000	25,000	15,000	15,000
COPH Services	1,139,309	1,144,000	1,144,000	1,189,760	1,189,760
US Navy - Commercial Services	846,893	848,500	875,000	888,000	888,000
US Navy - Residential Services	203,041	211,000	207,000	218,000	218,000
COPH Commercial Revenue	1,077,321	1,035,800	1,035,800	1,077,200	1,077,200
Misc Commercial Revenue	243,171	271,000	235,000	235,000	235,000
Misc Interest	0	60	0	0	0
Fund Interest	0	0	0	0	0
Used Oil Grant	590	0	0	0	0
Beverage Container Grant	8,533	5,700	5,284	5,000	5,000
Curbside Recycling Revenue	57,789	45,000	51,000	51,000	51,000
Miscellaneous Revenue	33,499	41,000	31,525	25,000	25,000
Vehicle Reserves	0	0	0	256,000	256,000
Retained Earnings	0	183,527	0	0	0
Total Solid Waste Operations	3,610,146	3,800,587	3,609,609	3,959,960	3,959,960
Total Enterprise Funds	15,563,003	15,619,358	15,385,552	18,187,356	12,973,790
NBVC CONTRACT					
Description	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
NBVC Contract					
Firm Fixed Revenue	1,260,764	1,090,600	519,480	0	0
Delivery Order Revenue	379,122	619,036	350,000	250,000	0
Workers Comp Contra Acct	0	0	29,767	0	0
Total NBVC Contract	1,639,886	1,709,636	899,247	250,000	0
ASSESSMENT DISTRICT FUNDS					
Description	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Revenues					
Drainage Assessment District					
Assessment Revenues	180,878	184,300	184,300	184,300	184,300
Street Lighting Assessment District					
Assessment Revenues	120,386	123,000	123,000	123,000	123,000
Transfer In - General Fund	0	24,000	34,500	34,500	34,500
Median Assessment District					
Assessment Revenues	176,255	179,000	179,000	179,000	179,000
Total Assessment Districts	477,519	510,300	520,800	520,800	520,800



Revenues and Transfers from Other Funds

DEBT SERVICE FUNDS	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Revenues					
Pension Obligation Bonds					
Transfer In - General Fund	884,360	952,520	952,520	1,018,409	1,018,409
Total Pension Obligation Bonds	884,360	952,520	952,520	1,018,409	1,018,409
Certificates of Participation (1992A COP)					
Fiscal Agent Interest	0	0	0	0	0
Fund Interest	0	0	0	0	0
Transfer In - General Fund	495,292	493,900	491,500	493,200	493,200
Total 1992A COP	495,292	493,900	491,500	493,200	493,200
Total Debt Service	1,379,652	1,446,420	1,444,020	1,511,609	1,511,609
CITY GRAND TOTAL	37,677,523	38,989,561	37,695,246	40,036,214	34,696,808



Revenues and Transfers from Other Funds

HOUSING AUTHORITY	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Revenues					
Conventional Program					
Late Rent Fees	0	300	100	100	100
Rental Income	336,056	350,000	340,000	350,000	350,000
AT&T Cell Site	26,930	26,927	28,273	29,686	29,686
Verizon Cell Site	20,952	20,952	22,000	23,005	23,005
Sprint Cell Site	24,251	24,250	24,978	25,728	25,728
Cable TV Revenues	777	0	0	0	0
Investments	4,254	4,500	3,500	3,000	3,000
Fund Interest	3	100	20	100	100
CDBG Entitlement	0	0	0	0	0
Operating Subsidy	157,776	125,000	221,643	210,000	210,000
RDA Operating Grant	220,000	220,000	128,333	0	0
Management Fee Revenue	0	0	0	20,460	20,460
Miscellaneous Revenues	5,247	2,500	2,500	2,500	2,500
Tenant Fraud Recoveries	0	500	100	100	100
Tenant Miscellaneous Revenues	554	500	300	500	500
Modernization Grants	0	86,000	86,000	69,909	69,909
Total Conventional Revenues	796,800	861,529	857,747	735,088	735,088
Section 8 Voucher Program					
Investments	959	500	1,000	1,000	1,000
Fund Interest	58	100	50	100	100
Administration Fee	304,520	280,000	272,000	260,000	260,000
HAP's Revenue	2,935,942	3,155,436	2,700,000	2,600,000	2,600,000
Tenant Fraud Recoveries	4,304	1,000	500	500	500
Total Section 8 Revenues	3,245,783	3,437,036	2,973,550	2,861,600	2,861,600
Modernization Grant Revenue					
Modernization Grant Revenues	102,164	236,956	285,165	0	0
Miscellaneous Revenues	261	0	0	0	0
Total Mod Grant Revenues	102,425	236,956	285,165	0	0
Total Housing Authority	4,145,008	4,535,521	4,116,462	3,596,688	3,596,688
HOUSING SUCCESSOR AGENCY					
Description	Actual	Budgeted	Projected	Budgeted	Estimated
2010-11	2011-12	2011-12	2012-13	2013-14	
Revenues					
Housing Successory Agency					
Housing Successor Tax Inc	0	0	0	500,000	500,000
Late Rent Fees	0	0	0	100	100
Rental Income	0	93,500	94,634	267,540	267,540
Loan Payoff Revenue	0	15,000	742	25,000	25,000
Fund Interest	0	100	100	5,200	5,200
Total Housing Successor Agency	0	108,600	95,476	797,840	797,840



Revenues and Transfers from Other Funds

REDEVELOPMENT SUCCESSOR AGENCY	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Revenues					
Central Community Project Area					
CC - Capital Projects					
Late Rent Fees	0	100	0	0	0
Rental Revenue	18,791	23,736	12,449	0	0
Investment Interest	8,801	6,500	2,013	0	0
Fund Interest	(59)	100	777	0	0
Transfer in - Debt Service	223,468	1,227,034	175,584	371,812	371,812
Total CC - Capital Projects	251,001	1,257,470	190,823	371,812	371,812
CC - 20% Set-Aside					
Late Rent Fees	200	25	25	0	0
Rental Revenue	157,963	114,319	114,319	0	0
Investment Interest	1,104	850	850	0	0
Fund Interest	713	623	623	0	0
Miscellaneous Revenue	24,094	386	386	0	0
Loan Payoff Revenue	58,210	10,000	10,000	0	0
Transfer in - Debt Service	925,910	485,585	485,585	0	0
Total CC - 20% Set-Aside	1,168,194	611,788	611,788	0	0
CC - Debt Service					
Tax Increment	4,629,550	4,600,000	2,439,323	371,812	371,812
Pass Through Contra Account	(184,778)	(40,000)	(394,765)	0	0
Investment Interest	6,641	10,000	513	0	0
Fiscal Agent Interest	78,039	83,800	28,863	0	0
Fund Interest	(276)	300	(583)	0	0
Total CC - Debt Service	4,529,176	4,654,100	2,073,351	371,812	371,812
Total Central Community	5,948,371	6,523,358	2,875,962	743,624	743,624
R76 Project Area					
R76 - Capital Projects					
Fund Interest	(41)	50	11	0	0
Transfer In - Debt Service	550,724	47,970	23,009	0	0
Total R76 - Capital Projects	550,683	48,020	23,020	0	0
R76 - 20% Set-Aside					
Investment Interest	2,452	1,000	777	0	0
Loan Payoff Interest	0	1,000	0	0	0
Fund Interest	1,470	200	531	0	0
Loan Payoff Revenue	0	10,000	0	0	0
Transfer In - Debt Service	156,707	156,000	69,695	0	0
Total R76 - 20% Set-Aside	160,629	168,200	71,003	0	0
R76 - Debt Service					
Tax Increment	783,537	780,000	352,441	0	0
Investment Interest	4,848	1,000	1,523	0	0
Fiscal Agent Interest	14,709	14,000	14,800	0	0
Fund Interest	965	200	1,330	0	180,250
Total R76 - Debt Service	804,059	795,200	370,094	0	18,025
Total R76 Project Area	1,515,371	1,011,420	464,117	0	18,025



Revenues and Transfers from Other Funds

REDEVELOPMENT SUCCESSOR AGENCY	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
NCEL Project Area					
NCEL - Capital Projects					
Fund Interest	(7)	0	4	0	0
Transfer In-Debt Service	12,276	13,300	9,154	0	0
Total NCEL - Capital Projects	12,269	13,300	9,158	0	0
NCEL - 20% Set-Aside					
Investment Interest	890	1,000	289	0	0
Fund Interest	495	500	376	0	0
Transfer In-Debt Service	31,888	30,900	20,394	0	0
Total NCEL - 20% Set-Aside	33,273	32,400	21,059	0	0
NCEL - Debt Service					
Tax Increment	159,440	154,660	100,559	0	0
Fund Interest	491	500	98	0	0
Total NCEL - Debt Service	159,931	155,160	100,657	0	0
Total NCEL Project Area	205,473	200,860	130,874	0	0
Total Redevelopment Successor Agency	7,669,215	7,735,638	3,470,953	743,624	761,649
SURPLUS PROPERTY AUTHORITY					
Description	Actual	Budgeted	Projected	Budgeted	Estimated
2010-11	2011-12	2011-12	2012-13	2013-14	2013-14
Revenues					
Surplus Property Authority					
Rental Income	222,804	200,112	200,112	200,112	200,112
RDA NCEL Promissory Note	573,364	86,430	70,109	86,430	86,430
Investment Income	1,220	5,000	900	900	900
Fund Interest	1,914	1,000	4,200	4,200	4,200
Total Surplus Property Authority	799,302	292,542	275,321	291,642	291,642
GRAND TOTAL (ALL ENTITIES)	50,291,048	51,661,862	45,653,458	45,466,008	40,144,627



Summary of Expenditures by Fund and Fiscal Year

GENERAL FUND	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Administration					
City Council	120,493	123,982	119,139	126,484	130,279
City Manager	416,841	441,504	425,511	494,475	509,309
Human Resources/City Clerk	404,804	411,617	398,145	381,390	392,832
Risk Management	1,200,982	1,098,951	1,095,595	1,155,404	1,190,066
Administration Total	2,143,120	2,076,054	2,038,390	2,157,753	2,222,486
General Government					
General Government	1,531,966	2,456,454	2,195,736	1,655,542	1,705,208
Finance					
Finance	1,249,196	1,405,933	1,316,146	1,398,564	1,440,521
Community Development					
Community Development Admin	319,307	360,049	340,488	295,393	304,255
Building And Safety	196,896	222,336	213,291	245,875	253,251
Code Enforcement	267,030	316,085	262,167	227,181	233,996
Parking Enforcement	126,295	145,115	158,289	207,659	213,889
Community Development Total	909,528	1,043,585	974,235	976,108	1,005,391
Police					
Police Admin	645,854	452,267	451,835	473,369	487,570
Patrol/Detectives	4,890,548	5,112,892	5,230,623	5,123,885	5,277,602
Police Support	838,232	894,609	885,307	821,717	846,369
Crossing Guards	58,205	60,873	60,623	62,184	64,050
Reserves Program	14,529	21,565	16,265	18,150	18,695
Police Total	6,447,368	6,542,206	6,644,653	6,499,305	6,694,284
Recreation & Community Services					
Recreation Administration	214,249	234,842	227,468	234,862	241,908
Community Center	303,399	266,954	265,345	264,927	272,875
Parks and Facilities	90,174	87,150	86,150	90,150	92,855
Beach and Pier	41,013	26,106	26,106	23,936	24,654
Culture and Leisure	114,687	127,600	124,600	124,630	128,369
Lifeguards	209,096	228,828	229,128	229,528	236,414
Recreation & Community Svcs Total	972,618	971,480	958,797	968,033	997,074
Facilities Maintenance					
Facilities Maintenance	797,472	916,503	850,788	954,052	982,674
Public Works					
Engineering	467,689	434,383	430,217	444,791	458,135
Streets	854,230	471,776	457,194	452,422	465,995
Fleet Maintenance	803,974	951,836	942,348	992,975	1,022,764
Landscape Maintenance	975,765	904,392	861,758	1,030,114	1,061,017
Public Works Total	3,101,658	2,762,387	2,691,517	2,920,302	3,007,911
Total General Fund	17,152,926	18,174,602	17,670,262	17,529,659	18,055,549



Summary of Expenditures by Fund and Fiscal Year

SPECIAL REVENUE FUNDS	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Neighborhood Preservation	117,344	277,826	125,329	395,769	395,769
CDBG Grant	55,311	350,257	321,698	145,033	145,033
State COPS Grant	149,254	0	100,000	100,000	100,000
Traffic Safety	38,599	50,300	38,000	46,200	46,200
JAG Grant	12,962	9,968	9,968	0	0
Homeland Security Grant	14,393	58,975	56,246	0	0
Senior Nutrition Grant	20,000	39,015	37,386	42,737	42,737
Transportation Development Act	1,173,000	655,845	608,928	864,426	864,426
Gas Tax	986,312	1,582,878	1,451,855	592,000	592,000
Bike Path (Article 3)	179,173	58,625	44,725	81,526	81,526
Stormwater Program	90,163	207,985	165,050	174,700	174,700
Total Special Revenues	2,836,511	3,291,674	2,959,185	2,442,391	2,442,391
ENTERPRISE FUNDS	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Water Operations	5,404,117	7,083,330	7,196,241	9,385,710	9,385,710
Water Capital	0	0	0	2,000,000	0
Water Plant Operations	985,113	1,155,654	1,012,057	1,102,620	1,102,620
Wastewater Operations	3,571,209	3,432,877	3,346,663	3,684,066	3,684,066
Wastewater Capital	105,343	1,468,777	950,000	1,240,000	0
Wastewater Bonds	297,118	0	127,923	5,000	0
Solid Waste Operations	2,904,567	3,800,587	3,609,609	4,159,960	4,159,960
Total Enterprise Funds	13,267,467	16,941,225	16,242,493	21,577,356	18,332,356
NBVC CONTRACT	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
NBVC Contract	1,636,150	1,901,433	893,791	220,965	220,965
Total NBVC Contract	1,636,150	1,901,433	893,791	220,965	220,965
ASSESSMENT DISTRICT FUNDS	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Drainage Assessment	150,820	152,300	152,300	152,300	152,300
Street Lighting Assessment	158,382	147,000	157,500	157,500	157,500
Median Assessment District	179,000	179,000	179,000	179,000	179,000
Total Assessment Districts	488,202	478,300	488,800	488,800	488,800
DEBT SERVICE FUNDS	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Pension Obligation Bonds	884,361	952,520	952,520	1,018,409	948,520
Certificates of Participation (1992A COP)	493,792	493,900	491,500	493,200	486,500
Total Debt Service	1,378,153	1,446,420	1,444,020	1,511,609	1,435,020
CITY GRAND TOTAL	36,759,409	42,233,654	39,698,551	43,770,780	40,975,080



Summary of Expenditures by Fund and Fiscal Year

HOUSING AUTHORITY	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Conventional Program	979,490	826,303	730,691	758,862	781,628
Section 8 Voucher Program	3,136,653	3,433,600	3,080,064	2,815,248	2,899,705
Modernization Grants	54,215	236,956	285,165	0	100,000
Housing Authority Total	4,170,358	4,496,859	4,095,920	3,574,110	3,781,333
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HOUSING SUCCESSOR AGENCY	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Housing Successor Agency	0	317,365	158,285	923,428	923,428
Total Housing Successor Agency	0	317,365	158,285	923,428	923,428
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REDEVELOPMENT SUCCESSOR AGENCY	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Central Community Project Area					
Capital Project	242,377	1,634,406	512,223	371,812	382,966
20% Setaside	883,269	471,584	458,444	0	0
Debt Service	6,695,097	4,157,582	2,673,404	371,812	382,966
Total Central Community Project	7,820,743	6,263,572	3,644,071	743,624	765,933
 R76 Project Area					
Capital Project	550,683	48,020	23,020	0	0
20% Setaside	35,833	152,500	17,500	0	0
Debt Service	1,153,390	477,845	366,579	0	0
Total R76 Project	1,739,906	678,365	407,099	0	0
 NCEL Project Area					
Capital Project	12,270	13,300	9,158	0	0
20% Setaside	0	2,500	0	0	0
Debt Service	159,931	131,630	100,657	0	0
Total NCEL Project	172,201	147,430	109,815	0	0
Total Redevelopment Successor Agency	9,732,850	7,089,367	4,160,985	743,624	765,933
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SURPLUS PROPERTY AUTHORITY	Actual	Budgeted	Projected	Budgeted	Estimated
Description	2010-11	2011-12	2011-12	2012-13	2013-14
Surplus Property Authority	198,057	230,030	233,762	268,869	268,869
Total Surplus Property Authority	198,057	230,030	233,762	268,869	268,869
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GRAND TOTAL	50,860,674	54,367,275	48,347,503	49,280,811	46,714,643



Summary of Expenditures by Fund and Division FY 2012-13

GENERAL FUND	Salaries &					
Description	Benefits	Operations	Capital	Total	% City	% GF
Administration						
City Council	109,264	17,220	0	126,484	0.29%	0.72%
City Manager	295,490	198,985	0	494,475	1.13%	2.82%
Human Resources/City Clerk	332,019	49,371	0	381,390	0.87%	2.18%
Risk Management	0	1,155,404	0	1,155,404	2.64%	6.59%
Administration Total	736,773	1,420,980	0	2,157,753	4.93%	12.31%
General Government						
General Government	227,655	1,338,119	89,768	1,655,542	3.78%	9.44%
Finance						
Finance	1,301,504	94,560	2,500	1,398,564	3.20%	7.98%
Community Development						
Community Development Admin.	281,593	13,800	0	295,393	0.67%	1.69%
Building And Safety	220,005	25,870	0	245,875	0.56%	1.40%
Code Enforcement	126,806	100,375	0	227,181	0.52%	1.30%
Parking Enforcement	159,384	48,275	0	207,659	0.47%	1.18%
Community Development Total	787,788	188,320	0	976,108	2.23%	5.57%
Police						
Police Admin	413,769	57,100	2,500	473,369	1.08%	2.70%
Patrol/Detectives	5,000,985	89,900	33,000	5,123,885	11.71%	29.23%
Police Support	785,302	36,415	0	821,717	1.88%	4.69%
Crossing Guards	61,684	500	0	62,184	0.14%	0.35%
Reserve Program	0	18,150	0	18,150	0.04%	0.10%
Police Total	6,261,740	202,065	35,500	6,499,305	14.85%	37.08%
Recreation & Community Services						
Recreation Administration	220,582	14,280	0	234,862	0.54%	1.34%
Community Center	217,767	47,160	0	264,927	0.61%	1.51%
Parks and Facilities	0	70,900	19,250	90,150	0.21%	0.51%
Beach and Pier	0	23,936	0	23,936	0.05%	0.14%
Culture and Leisure	0	124,630	0	124,630	0.28%	0.71%
Lifeguards	181,028	48,500	0	229,528	0.52%	1.31%
Recreation & Community Svcs. Total	619,377	329,406	19,250	968,033	2.21%	5.52%
Facilities Maintenance						
Facilities Maintenance	661,689	196,863	95,500	954,052	2.18%	5.44%
Public Works						
Engineering	402,441	42,350	0	444,791	1.02%	2.54%
Streets	428,122	24,300	0	452,422	1.03%	2.58%
Fleet Maintenance	299,325	693,650	0	992,975	2.27%	5.66%
Landscape Maintenance	783,214	81,900	165,000	1,030,114	2.35%	5.88%
Public Works Total	1,913,102	842,200	165,000	2,920,302	6.67%	16.66%
Total General Fund	12,509,628	4,612,513	407,518	17,529,659	40.05%	100.00%



Summary of Expenditures by Fund and Division FY 2012-13

SPECIAL REVENUE FUNDS					
Description	Salaries & Benefits	Operations	Capital	Total	% City
Neighborhood Preservation	151,069	244,700	0	395,769	0.90%
CDBG Grant	0	145,033	0	145,033	0.33%
State COPS Grant	0	0	100,000	100,000	0.23%
Traffic Safety	0	46,200	0	46,200	0.11%
JAG Grant	0	0	0	0	0.00%
Homeland Security Grant	0	0	0	0	0.00%
Senior Nutrition Grant	41,237	1,500	0	42,737	0.10%
Transportation Development Act	0	459,426	405,000	864,426	1.97%
Gas Tax	0	357,000	235,000	592,000	1.35%
Bike Path (Article 3)	0	0	81,526	81,526	0.19%
Stormwater Program	0	94,700	80,000	174,700	0.40%
Total Special Revenues	192,306	1,348,559	901,526	2,442,391	5.58%
ENTERPRISE FUNDS					
Description	Salaries & Benefits	Operations	Capital	Total	% City
Water Operations	727,671	6,035,539	2,622,500	9,385,710	21.44%
Water Capital	0	0	2,000,000	2,000,000	4.57%
Water Plant Operations	321,270	776,850	4,500	1,102,620	2.52%
Wastewater Operations	933,808	2,714,758	35,500	3,684,066	8.42%
Wastewater Capital	0	0	1,240,000	1,240,000	2.83%
Wastewater Bonds	0	5,000	0	5,000	0.01%
Solid Waste Operations	842,248	3,003,712	314,000	4,159,960	9.50%
Total Enterprise Funds	2,824,997	12,535,859	6,216,500	21,577,356	49.30%
NBVC CONTRACT					
Description	Salaries & Benefits	Operations	Capital	Total	% City
NBVC Contract	0	220,965	0	220,965	0.50%
Total NBVC Contract	0	220,965	0	220,965	0.50%
ASSESSMENT DISTRICT FUNDS					
Description	Salaries & Benefits	Operations	Capital	Total	% City
Drainage Assessment	0	152,300	0	152,300	0.35%
Street Lighting Assessment	0	157,500	0	157,500	0.36%
Median Assessment District	0	179,000	0	179,000	0.41%
Total Assessment Districts	0	488,800	0	488,800	1.12%
DEBT SERVICE FUNDS					
Description	Salaries & Benefits	Operations	Capital	Total	% City
Certificates of Participation (1992A)	0	493,200	0	493,200	1.13%
Pension Obligation Bonds	0	1,018,409	0	1,018,409	2.33%
Total Debt Service	0	1,511,609	0	1,511,609	3.45%
CITY GRAND TOTAL	15,526,931	20,718,305	7,525,544	43,770,780	100.00%



Summary of Expenditures by Fund and Division FY 2012-13

HOUSING AUTHORITY		Salaries &			
Description	Benefits	Operations	Capital	Total	%Total
Conventional Program	355,482	403,380	0	758,862	21.23%
Section 8 Voucher Program	224,898	2,590,350	0	2,815,248	78.77%
Modernization Grants	0	0	0	0	0.00%
Total Housing Authority	580,380	2,993,730	0	3,574,110	100.00%

HOUSING SUCCESSOR AGENCY		Salaries &			
Description	Benefits	Operations	Capital	Total	%Total
Drainage Assessment					
Housing Successor Agency	100,503	822,925	0	923,428	100.00%
Total Housing Successor Agency	100,503	822,925	0	923,428	100.00%

REDEVELOPMENT SUCCESSOR AGENCY		Salaries &			
Description	Benefits	Operations	Capital	Total	%Total
Central Community Project Area					
Capital Project	121,812	250,000	0	371,812	50.00%
20% Setaside	0	0	0	0	0.00%
Debt Service	0	371,812	0	371,812	50.00%
Total Central Community Project	121,812	621,812	0	743,624	100.00%

R76 Project Area					
Capital Project	0	0	0	0	0.00%
20% Setaside	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Total R76 Project	0	0	0	0	0.00%

NCEL Project Area					
Capital Project	0	0	0	0	0.00%
20% Setaside	0	0	0	0	0.00%
Debt Service	0	0	0	0	0.00%
Total NCEL Project	0	0	0	0	0.00%
Total Redevelopment Successor Agency	121,812	621,812	0	743,624	100.00%

SURPLUS PROPERTY AUTHORITY		Salaries &			
Description	Benefits	Operations	Capital	Total	%Total
Surplus Property Authority	52,239	216,630	0	268,869	100.00%
Total Surplus Property	52,239	216,630	0	268,869	100.00%

GRAND TOTAL	16,381,865	25,373,402	7,525,544	49,280,811	100.00%
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Schedule of Operating Transfers In/Out FY 2012-13

Fund/Description	Operating Transfer In	Operating Transfer Out
General Fund		
Transfer In - Traffic Safety	46,200	
Transfer In - Solid Waste Infrastructure Fee	300,000	
Transfer In - NBVC Contract	0	
Transfer In - COPS Grant	100,000	
Cost Allocation TDA	92,700	
Cost Allocation Gas Tax	150,000	
Cost Allocation Neighborhood Preservation	36,000	
Cost Allocation Water Operations	988,700	
Cost Allocation Water Plant Operations	233,600	
Cost Allocation Wastewater Operations	998,500	
Cost Allocation Stormwater Program	11,300	
Cost Allocation Solid Waste Operations	958,300	
Cost Allocation Drainage Assessment	149,700	
Cost Allocation Median Assessment	179,000	
Transfer Out - 1992A COP Fund		493,200
Transfer Out - Senior Nutrition Program		22,337
Transfer Out - Street Light Assessment		34,500
Total General Fund Transfers In/Out	4,244,000	550,037
Neighborhood Preservation Fund		
Transfer In - Housing Successor Agency	401,065	
Transfer Out - General Fund		36,000
COPS Grant		
Transfer Out - General Fund		100,000
Traffic Safety Fund		
Transfer Out - General Fund		46,200
Senior Nutrition Grant		
Transfer In - General Fund	22,337	
TDA Fund		
Transfer Out - General Fund		92,700
Gas Tax Fund		
Transfer Out - General Fund		150,000
Stormwater Program		
Transfer In - NBVC Contract	160,965	
Transfer Out - General Fund		11,300
Water Operations Fund		
Transfer Out - General Fund		988,700
Water Plant Operations Fund		
Transfer Out - General Fund		233,600
Wastewater Operations Fund		
Transfer Out - General Fund		998,500



Schedule of Operating Transfers In/Out FY 2012-13

Fund/Description	Operating Transfer In	Operating Transfer Out
Transfer Out - Wastewater Bond Fund		5,000
Wastewater Bond Fund		
Transfer In - Wastewater Operations Fund	5,000	
Solid Waste Operations Fund		
Transfer Out - General Fund		1,258,300
NBVC Contract		
Transfer Out - Stormwater Program		160,965
Transfer Out - General Fund		0
Drainage Assessment District		
Transfer Out - General Fund		149,700
Lighting Assessment District		
Transfer In - General Fund	34,500	
Median Assessment District		
Transfer Out - General Fund		179,000
Pension Obligation Bond		
Transfer In - General Fund	1,018,409	
Transfer Out - General Fund		1,018,409
1992A COP Fund		
Transfer In - General Fund	493,200	
Total City Transfers In/Out	6,379,476	5,978,411
Housing Successor Agency		
Transfer Out - Neighborhood Pres.		401,065
Total Housing Successor Agency Transfers In/Out	0	401,065
Redevelopment Successor Agency		
Capital Project Fund	371,812	
Debt Service Fund		371,812
Total RDA Successor Agency Transfers In/Out	371,812	371,812
Grand Total Transfers In/Out	6,751,288	6,751,288

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City Administration

General Fund

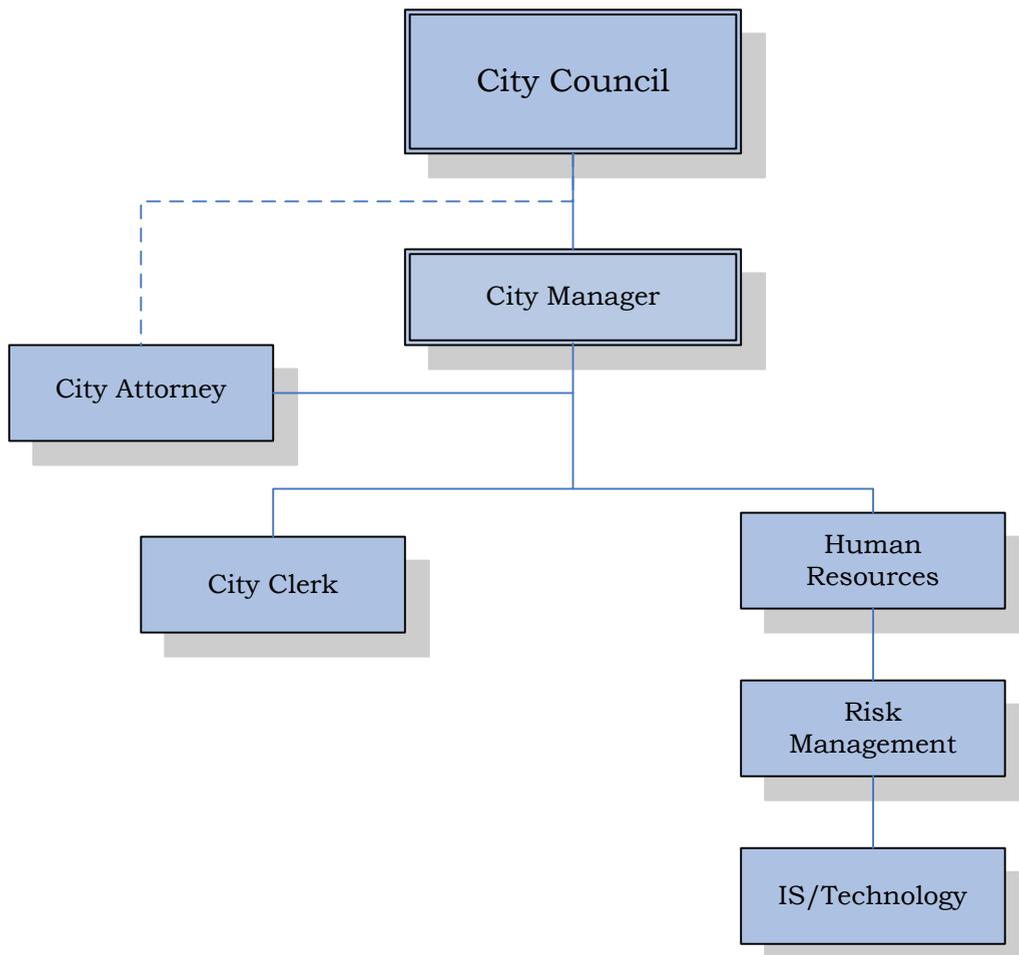


The Mission of the City Administration Department is to provide strong community leadership through policy direction and public information, and to provide professional administrative and legal oversight and support to the City organization.

“The Friendly City by the Sea”

City of Port Hueneme

City Administration



Organization Chart



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund **City Administration Department**
Department Overview

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
Workers Comp Contra Revenue	13,329	0	0	0
Total Revenues	13,329	0	0	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	677,944	714,497	682,552	736,773
Operational Charges	1,465,176	1,361,557	1,355,838	1,420,980
Capital Expenditures	0	0	0	0
Total Expenditures	2,143,120	2,076,054	2,038,390	2,157,753

Net Appropriations	-2,129,791	-2,076,054	-2,038,390	-2,157,753
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Authorized Positions:

City Council Member	5.00	5.00	5.00	5.00
City Manager	0.75	0.75	0.85	0.85
Assistant to the City Manager	1.00	0.85	0.85	0.85
Deputy City Clerk	1.00	1.00	0.90	0.90
Admin Svcs Coordinator - PT (1)	0.50	0.50	0.50	0.50
Total	8.25	8.10	8.10	8.10

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**City Council
General Fund**

MISSION

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

PRIMARY ACTIVITIES

- Evaluates public service needs and determines proper course of action.
- Enacts local laws and establishes policies for the health, welfare, 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 2011-12

- Provided policy direction and directed the implementation of the many projects and programs found in the Major Accomplishments sections in each Division Budget.
- Approved the reconstruction of Beach Parking Lots B, C, E & F, and the Moranda Park parking lot, using dormant Redevelopment Agency Bond proceeds.
- Awarded Best Overall Performance in the California Joint Powers Authority's Liability Insurance Program.
- Approved a two-year, no-COLA labor agreement with the Port Hueneme Police Officers Association. The agreement included the payment of 5% of the employee's portion of PERS in the first year of the agreement and 6% in the second year.
- Approved 18-month, no-COLA labor agreements with SEIU and the Management & Confidential Unit.
- Approved the conversion of the Surfside Motel into 66 affordable apartment units. The approval required strict professional management standards incorporated into the CC&R's.

MAJOR INITIATIVES 2012-13

Fulfill 2012-13 Strategic Goals:

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



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-1111

**City Council
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				

Total Revenues	0	0	0	0
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Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	103,332	108,202	107,959	109,264
Operational Charges	17,161	15,780	11,180	17,220
Capital Expenditures	0	0	0	0
Total Expenditures	120,493	123,982	119,139	126,484

Net Appropriations	-120,493	-123,982	-119,139	-126,484
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Authorized Positions:

City Council Member	5.00	5.00	5.00	5.00
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**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**City Manager
General Fund**

MISSION

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

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

PRIMARY ACTIVITIES

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

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

MAJOR ACCOMPLISHMENTS IN 2011-12

- Provided administrative oversight for the projects and programs found in the Major Accomplishments sections in each Division Budget.
- Substantially reduced the layoff impacts due to the loss of the Navy Wastewater Contract.
- Completed the redesign and roll-out of the City's new website, providing new communications capabilities to citizens and visitors.
- Began design of the conversion of the Surfside Seafood snack bar into a full indoor restaurant.
- Developed a financing plan to avoid layoffs and major service cuts as a result of the dissolution of the City's Redevelopment Agency.

MAJOR INITIATIVES 2012-13

- Complete the projects identified in the FY 2012-13 Strategic Plan.
- Begin the study and update of the Business License Tax Ordinance in preparation for placement on the 2014 General Election ballot. The Tax has not been revised since 1978.
- Review and possibly update water rates. The current water rate adjustment schedule ends June 30, 2013.
- Liquidate the assets of the former Redevelopment Agency through the auspices of the Successor Agency.

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**City Manager
General Fund**

PERFORMANCE MEASURE 2012-13

- Meet or exceed the FY 2012-13 budgeted General Fund Unreserved Fund Balance.

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Ending General Fund Unreserved Fund balance	\$6,489,859	\$8,602,100	\$5,668,385	\$5,032,482	\$4,782,602
Dollar Change +/-	NA	+\$2,112,241	NA	-\$635,903	-\$249,880
Percentage Change	NA	+32.5%	NA	-11.2%	-5%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-1113

**City Manager
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				

Total Revenues	0	0	0	0
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Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	266,856	277,383	255,368	295,490
Operational Charges	149,985	164,121	170,143	198,985
Capital Expenditures	0	0	0	0

Total Expenditures	416,841	441,504	425,511	494,475
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Net Appropriations	-416,841	-441,504	-425,511	-494,475
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Authorized Positions:

City Manager	0.75	0.75	0.85	0.85
Assistant to the City Manager	0.00	0.15	0.15	0.15
Deputy City Clerk	0.75	0.25	0.25	0.25
Total	1.50	1.15	1.25	1.25

**CITY OF PORT HUENEME
FY 2012-13 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; ensures 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, 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; acting as the City's filing officer for Campaign Statements and Statements of Economic Interest; and ensuring timely submission of required filings.

MAJOR ACCOMPLISHMENTS IN 2011-12

- Partnership with Alliant Insurance Services and CSAC-EIA, which has generated savings on various health insurance plans.
- Training tracking on H.R. Calendar to ensure employees are compliant with mandated and recommended training
- Transitioned Surplus Property Authority meetings from monthly to quarterly.

MAJOR INITIATIVES 2012-2013

- Continue to provide job-specific training for staff and effective management training for supervisors to avoid costly personnel actions and investigations.
- Improve skills and competencies through continued training and development.
- Successfully conduct the 2012 Municipal General Election.

PERFORMANCE MEASURES 2012-2013

- Reduce days off work by 35% by June 30th for injured employees by assigning limited duties under The Return To Work (TRTW) Program.
- Complete 100% of mandatory training for all employees by June 30.
- Complete 100% of all employee performance evaluations by the evaluation due date.
- Reduce offsite records storage costs by at least 10%.

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Human Resources/City Clerk
General Fund**

Performance Measure Indicators	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Reduce days off work by 35% for injured employees by implementing the TRTW program by June 30.					
Number of days off work for injured employees	106	244	230	250	190
Percentage Change	31%	130%	-5%	9%	-24%
Complete 100% of mandatory training for all employees by June 30.					
Total Number of employees due for training	123	122	122	122	122
Employees Trained	123	122	122	122	122
Percentage	100%	100%	100%	100%	100%
Complete 100% of all employees performance evaluations by due date.					
# Employees Evals Due	121	122	122	122	122
# Employees Evals Completed by due date	96	61	61	74	85
Percentage	80%	50%	50%	60%	70%
Reduce offsite records storage costs by at least 10% by June 30.					
Records Storage Costs	\$6,720	\$6,726	\$6,720	\$6,720	\$6,720
Amount Change +/-	NA	\$0	\$0	\$0	\$0
Percentage Change	NA	0%	0%	0%	0%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-1115

**Human Resources/City Clerk
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				

Total Revenues	0	0	0	0
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Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	307,756	328,912	319,225	332,019
Operational Charges	97,048	82,705	78,920	49,371
Capital Expenditures	0	0	0	0
Total Expenditures	404,804	411,617	398,145	381,390

Net Appropriations	-404,804	-411,617	-398,145	-381,390
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Authorized Positions:

Assistant to the City Manager	1.00	0.70	0.70	0.70
Deputy City Clerk	0.25	0.75	0.65	0.65
Admin Svcs Coordinator - PT (1)	0.50	0.50	0.50	0.50
Total	1.75	1.95	1.85	1.85



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-1264

**Risk Management
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
Workers Comp Contra Revenue	13,329	0	0	0
Total Revenues	13,329	0	0	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	1,200,982	1,098,951	1,095,595	1,155,404
Capital Expenditures	0	0	0	0
Total Expenditures	1,200,982	1,098,951	1,095,595	1,155,404

Net Appropriations	-1,187,653	-1,098,951	-1,095,595	-1,155,404
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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 2012-13 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 2011-12

- Replacement of 16 desktop computers throughout the City and Police Department.
- Implementation of secure, point-to-point network for all HTE data traffic.
- Improved web filtering and audit protection levels on City's network.
- Completed penetration testing and remediation based upon results and

recommendations provided by Information Security Consultant.

- Initial installation of HTE Click2Gov self-service web interface for utility billing, including history of water usage.

MAJOR INITIATIVES 2012-13

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

PERFORMANCE MEASURE 2012-13

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

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Unplanned outages of internet and/or email systems during normal business hours are less than 10 events during the period July 1st to June 30th.					
No. of unplanned outages	NA	2	< 7	1	< 10
Replace 100% of required desktop computers throughout the City.					
No. of Required Replacement Computers	NA	19	16	16	8
No. of Computers replaced	NA	19	16	16	8
Percentage replaced	NA	100%	100%	100%	100%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-1903	General Government Account Summary			
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	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	14,818,737	16,057,046	15,781,627	16,004,844
Total Revenues	14,818,737	16,057,046	15,781,627	16,004,844

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	263,535	227,718	218,933	227,655
Operational Charges	672,156	1,628,032	1,369,628	777,044
Capital Expenditures	9,545	49,500	49,500	89,768
Debt Service	77,530	14,689	14,689	11,038
Other/Transfers	509,200	536,515	542,986	550,037
Total Expenditures	1,531,966	2,456,454	2,195,736	1,655,542

Net Appropriations	13,286,771	13,600,592	13,585,891	14,349,302
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Authorized Positions:

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

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

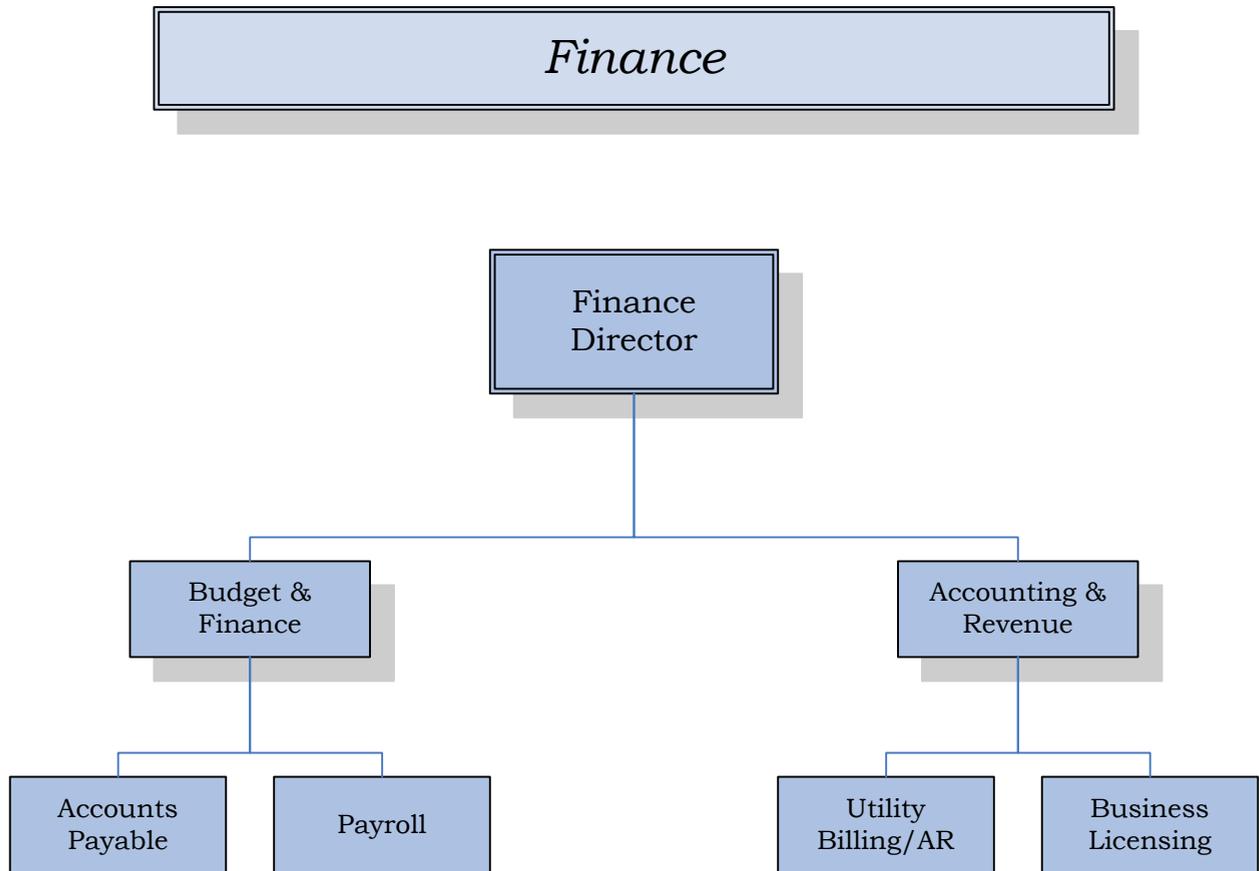
General Fund



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 2012-13 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 2011-12

- Updated the Five Year Financial Forecast to evaluate each fiscal related issue and its respective impact on the City's budget.
- Submitted the FY 2011-12 Budget for review and received the 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 2010-11 Financial Statements for review and received an award for Outstanding Financial Reporting from to the California Society of Municipal Financial Officers.
- Received unqualified opinions on all City entity audits for FY 2010-11.
- Implemented Click-to-Gov and lock box system to allow City customers an additional option to pay charges and to streamline billing operations.

OBJECTIVES 2012-13

- Prepare annual financial statements and submit for the Comprehensive Annual Financial Report (CAFR) Awards.
- Submit FY 2012-13 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, Investment and Purchasing policies.
- Receive unqualified opinions for all City entity audits.

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Finance
General Fund**

PERFORMANCE MEASURES 2012-13

- Increase the number of City Business Licenses issued by 2.5% by June 30.
 - 95% of all business licenses will be issued/ renewed within 48 hours of application.
 - Have the City pooled investments outperform LAIF each month by at least 60 basis points.
 - Maintain number of audit adjustments to 5 or less 100% of the time.
- Utility bill collection rate to be 98% or higher 100% of the time.
 - Handle 20% of all customer service transactions for Utility Billing through self-service options.

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Number of Business Licenses issued	1,530	1,396	1,490	1,492	1,529
Percentage Change	5%	-8.8%	2.5%	6.8%	2.5%
Rate of business licenses issued within 48 hours of application	95%	97%	95%	98%	95%
City pooled investments average performance rate as of June 30	1.60%	1.37%	1.60%	0.93%	1.05%
LAIF average performance rate as of June 30	0.95%	0.50%	0.90%	0.39%	0.45%
Difference	0.70%	0.87%	0.70%	0.54%	0.60%
Number of audit adjustments at June 30.	15	4	10	5	5
Utility Billing Revenue	\$13,482,000	\$14,420,000	\$14,238,000	\$14,152,000	\$14,774,000
Collections over 90 days	\$150,000	\$208,000	\$285,000	\$288,000	\$296,000
Collection rate	98.69%	98.55%	98.00%	97.96%	98.00%
Total number of utility billing customers	5,720	5,742	5,760	5,758	5,760
Total number of customers using self-service options	1,144	1,090	1,152	1,103	1,152
Percentage self-service users	20%	19%	20%	19%	20%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund

**Finance Department
Department Overview**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				

Total Revenues	0	0	0	0
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Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	1,183,241	1,308,213	1,218,426	1,301,504
Operational Charges	63,463	95,220	95,220	94,560
Capital Expenditures	2,492	2,500	2,500	2,500
Total Expenditures	1,249,196	1,405,933	1,316,146	1,398,564

Net Appropriations	-1,249,196	-1,405,933	-1,316,146	-1,398,564
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Authorized Positions:

Finance Director	1.00	1.00	0.95	0.95
Accounting & Revenue Manager	1.00	1.00	1.00	1.00
Budget & Finance Manager	1.00	1.00	1.00	1.00
Supervising Accountant	1.00	1.00	1.00	1.00
Accountant	0.95	0.95	0.95	0.95
Payroll Services Specialist	1.00	1.00	1.00	1.00
Fiscal Assistant	3.00	3.00	3.00	3.00
Fiscal Assistant PT - (1)	0.50	0.50	0.50	0.50
Fiscal Aide PT - (1)	0.00	0.50	0.50	0.50
Total	9.45	9.95	9.90	9.90



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Fund 511

**Certificates of Participation
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Fiscal Agent Interest	0	0	0	0
Fund Interest	0	0	0	0
Transfer In - General Fund	495,292	493,900	491,500	493,200
Total Revenues	495,292	493,900	491,500	493,200

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Fiscal Agent Fees	4,892	5,000	5,000	5,000
Debt Service	488,900	488,900	486,500	488,200
Total Expenditures	493,792	493,900	491,500	493,200

Net Appropriations	1,500	0	0	0
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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 2012-13 Budget ■ ■ ■

Fund 512		Pension Obligation Bonds		
		Account Summary		
Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Transfer In - General Fund	884,360	952,520	952,520	1,018,409
Total Revenues	884,360	952,520	952,520	1,018,409
Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Fiscal Agent Fees	4,006	4,000	4,000	4,000
Debt Service	880,355	948,520	948,520	1,014,409
Total Expenditures	884,361	952,520	952,520	1,018,409
Net Appropriations	-1	0	0	0

Authorized Positions:
None

Purpose of Account:

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

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Community Development

General Fund

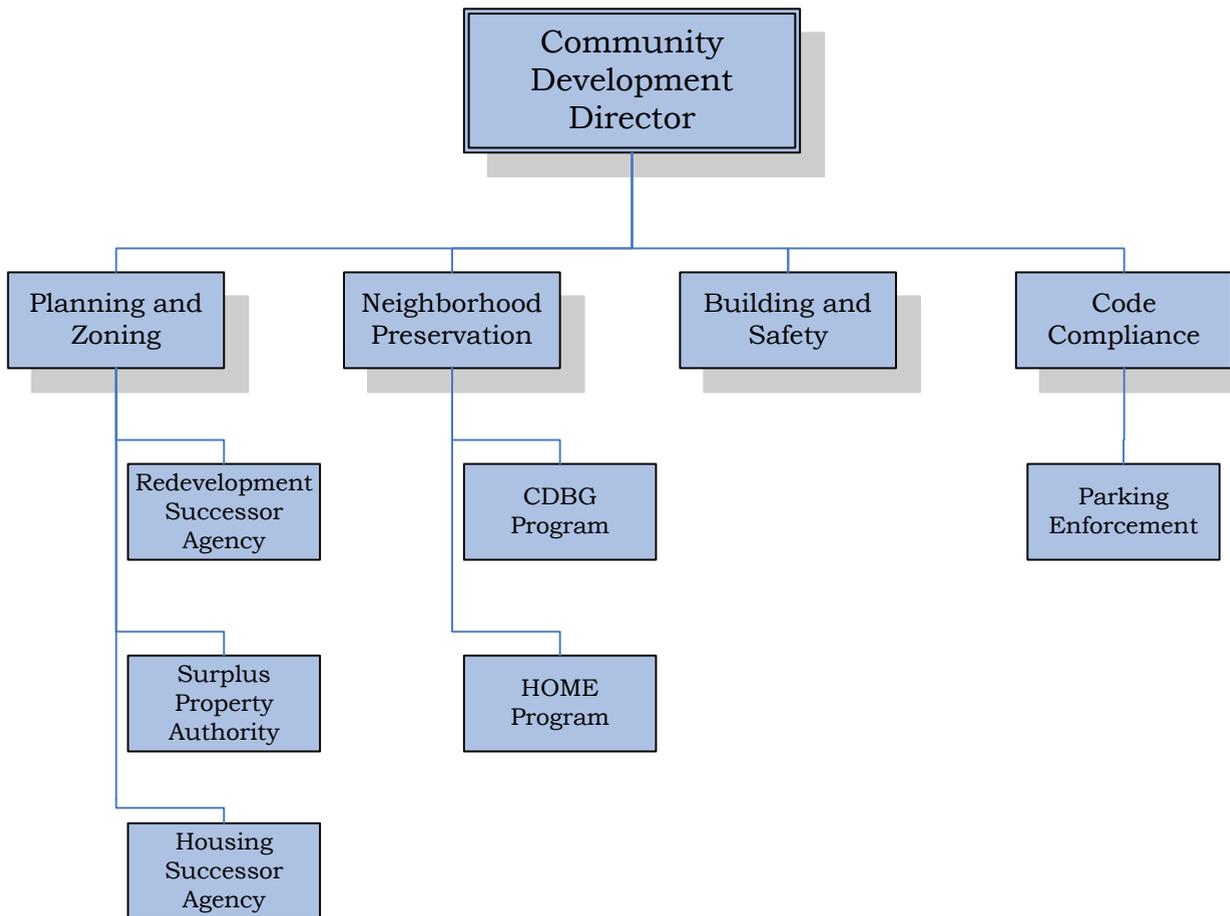


The Mission of the Community Development Department is to provide efficient service and support in a fair and responsive manner and to plan, coordinate, and implement various enforcement, regulatory, environmental, housing, building, and land use policies, laws, and programs while seeking to promote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

“The Friendly City by the Sea”

City of Port Hueneme

Community Development



Organization Chart



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund **Community Development Department**
Department Overview

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	561,280	588,100	612,933	602,700
Total Revenues	561,280	588,100	612,933	602,700

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	773,847	854,665	795,365	787,788
Operational Charges	135,681	188,920	178,870	188,320
Capital Expenditures	0	0	0	0
	0	0	0	0
Total Expenditures	909,528	1,043,585	974,235	976,108

Net Appropriations	-348,248	-455,485	-361,302	-373,408
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Authorized Positions:

Comm Dev Director	1.00	1.00	0.75	0.75
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	1.00	1.00
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	0.00
Parking Officer	0.00	0.00	0.00	1.00
Parking Officer - PT (1)	1.00	1.00	1.00	0.50
	6.60	6.60	6.50	6.00

**CITY OF PORT HUENEME
FY 2012-13 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.
- Staffs the dissolution of City's Redevelopment Agency via the Successor Agency encompassing three former Project Areas.
- 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, SCAG, and CCPA.
- Provides public relations including the oversight of over 50 commercial, industrial and residential Planned Unit Developments and over 30 homeowners associations.
- Acts as ex-officio member to the Port Hueneme Chamber of Commerce and City's Business Ombudsman.

MAJOR ACCOMPLISHMENTS IN 2011-12

- Development Permit PHPD-817 issued to covert 86-room Surfside Motel into 64 apartment units with 55-year affordability covenants plus occupancy and maintenance provisions.
- Draft zoning ordinance revisions prepared for further Coastal Commission review regarding density bonuses, emergency shelters, transitional and supportive housing, single-room occupancies, and an update to the City's definition of families and its reasonable accommodation procedures.
- Continued City participation with CCPA, EDC-VC Roundtable, SCAG, APCD, Chamber of Commerce, Ventura County Housing & Homeless Coalition, Ventura County Compact, LAFCO, FEMA, and OHD Water-front Working Group.
- Concluded Conceptual plans and architects estimate to add indoor dining and restrooms to Andy's Seafood.
- Concluded RHNA process resulting a two unit affordable requirement for 8-year period.
- Conclude Development Permit modification for Surfside I exterior renovation.
- Prepared business resource brochure and conducted Business License outreach.
- Created Business Ombudsman and webpage contact.
- Completed roofing, signage, and name change for Surfside Seafood.
- Massage ordinance revision (3rd) completed to comply with state law.
- Completed grant application for PD parking lot lighting and cameras.
- Completed "Grow Your Business – Live Your Life" branding campaign for County/10 cities.
- Assist in SEIU negotiations.
- SUP issued for Copa Cabana Beach Soccer Tournament.

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Administration/Planning & Zoning
General Fund**

MAJOR INITIATIVES 2012-13

- Commence formal entitlements for Victoria Apartments mixed-use grocery and residential project including LCP Amendments.
- Perform Successor Agency duties and serve as one of seven Oversight Board Members dealing with dissolution/disposition of RDA assets.
- Commence 2014-2021 Housing Element Update.
- Participate and monitor SCAG's 2012 RTP/SCS process.
- Respond to military encroachment issues.
- Continue Strategic Plan projects revolving around business attraction, property profiles, and Surfside Seafood expansion.
- Oversee Successor Housing Agency and affordable housing units.
- Given the RDA dissolution, accomplish Department reorganization.
- Recommence Beach House subdivision construction with new ownership.
- Process new ownership modifications to the Mandalay Village Marketplace shopping center.

PERFORMANCE MEASURES 2012-13

- Maintain Department 100% efficiencies, cross training, and multiple skill sets to provide a diverse set of new and existing programs, services, and controls with staffing levels reduced from historical levels (current allocations based upon employee Fund Split Report and FY 2012-13 Cost Allocation Plan):

Department Administration	0.50 FTE
Planning & Zoning/CEQA	0.50 FTE
Surplus Property Authority	0.50 FTE
Neighborhood Pres./CDBG	1.00 FTE
Code Compliance/Animal Control	1.00 FTE
Parking Enforcement	1.00 FTE
Building & Safety/Fire	1.50 FTE
Redevelopment Successor	1.00 FTE
Counter Reception/Switchboard	<u>1.00 FTE</u>
Department Total	8.00 FTE*

FTE = Full-time equivalent

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

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Department efficiency rate	8 FTE	8 FTE	8 FTE	8 FTE	8 FTE
Average number of customers served	NA	23,000*	21,000	21,000	21,000
Customers served within five minutes at City Hall.	NA	22,950	22,950	22,950	22,950
Percentage	NA	99.8%	95%	95%	95%

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



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-5101

**Community Development Administration
Division Summary**

Direct Revenue	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
General Fund	11,773	18,000	26,340	8,000
Total Revenues	11,773	18,000	26,340	8,000

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	308,513	336,949	320,488	281,593
Operational Charges	10,794	23,100	20,000	13,800
Capital Expenditures	0	0	0	0
Total Expenditures	319,307	360,049	340,488	295,393

Net Appropriations	-307,534	-342,049	-314,148	-287,393
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Authorized Positions:

Comm Dev Director	1.00	1.00	0.75	0.75
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	1.75	1.75

**CITY OF PORT HUENEME
FY 2012-13 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 2011-12

- Conclude plan check and final for Harbor District's Central Gate Security projects.
- Recommended plan check, permits, and inspections for The Hideaway Townhomes subdivision (86 units).
- Completed extensive site and building renovation inspections and permits at Surfside III.
- Hosted and conducted Tsunami Training for all local Building Departments in Ventura County.

MAJOR INITIATIVES 2012-13

- Continue to implement the State's new CalGreen Building Standards Code.
- Commence plan check and inspection for exterior renovation work at Surfside I.
- Continue to update and enhance the Building and Safety Emergency Operations Manual and procure emergency operations equipment.
- Recommence plan check, permits, and inspections for Beach House subdivision (32 remaining homes).
- Commence retail incentive for permit/plan check waivers.
- Commence plan check and inspection for conversion of 86-room Surfside Motel to 64 apartment units (Surfside Apartments).
- Commence plan check and inspections for Surfside Seafood expansion.
- Update Building & Safety construction handouts and link handout information to City Web Page.

PERFORMANCE MEASURES 2012-13

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

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Building & Safety
General Fund**

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Number of annual inspections	1,000	1,050	1,000	1,000	1,000
Percentage of inspections completed within 24 hours	95%	95%	95%	95%	95%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-5123	Building & Safety Division Summary			
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	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	187,285	173,800	184,800	187,300
Total Revenues	187,285	173,800	184,800	187,300

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	184,022	197,216	192,921	220,005
Operational Charges	12,874	25,120	20,370	25,870
Capital Expenditures	0	0	0	0
Total Expenditures	196,896	222,336	213,291	245,875

Net Appropriations	-9,611	-48,536	-28,491	-58,575
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Authorized Positions:

Building Official	0.85	0.85	1.00	1.00
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	1.75	1.75

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Code Compliance/Parking Enforcement
General Fund**

MISSION

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

PRIMARY ACTIVITIES

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

MAJOR ACCOMPLISHMENTS IN 2011-12

- Maintained the Crime Free Multi-Housing Program for rental units (over 158 apartments certified as crime free in total program).
- Continued mitigation of several significant residential hoarding occupancies in the City.
- Continued enforcement for removing temporary outdoor lighting (holiday lights).
- Outreach, education, and enforcement of allowable outdoor advertising.
- Continue Parking Enforcement's Roadside Assistance Program.
- Continue backup Traffic Control functions for Police Department.
- Amended annual beach parking fee structure to allow reduced rates for two or more household vehicles.

MAJOR INITIATIVES 2012-13

- Continuation of certification of additional rental properties under the Crime Free Multi-Housing Program.
- Enforcement of the removal of trash and recycle receptacles from public view.
- 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 2012-13 BUDGET**

**Code Compliance/Parking Enforcement
General Fund**

PERFORMANCE MEASURES 2012-13

- Reduce the number of repeat violations relating to outdoor temporary signage in commercial zones by 5% over FY 2011-12 numbers by June 30, 2013.
- Work with Streets Division to maintain effectiveness of curbside street sweeping and to help enhance quality of storm water runoff by providing continued enforcement of posted parking restrictions for weekly sweeping and ongoing removal of abandoned vehicles on streets. Educate new residents and decrease street sweeping violations by 5% over FY 2011-12 numbers by June 30, 2013.

Performance Measure Indicator	Actual 2009-10	Actual FY 2010-11	Projected FY 2011-12	Budgeted FY 2012-13
Number of repeat outdoor temporary signage violations	10	25	20	19
Percentage change	NA	+150%	-20%	-5%
Number of street sweeping violations	4,662	5,015	4,464	4,241
Percentage change	NA	+7.5%	-11%	-5%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-5124	Code Compliance Division Summary			
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	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	132	0	5,493	0
Total Revenues	132	0	5,493	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	190,487	223,660	171,942	126,806
Operational Charges	76,543	92,425	90,225	100,375
Capital Expenditures	0	0	0	0
Total Expenditures	267,030	316,085	262,167	227,181

Net Appropriations	-266,898	-316,085	-256,674	-227,181
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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	0.00
Total	<hr/> 1.75	<hr/> 1.75	<hr/> 1.75	<hr/> 0.75



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-5125

**Parking Code Enforcement
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	362,090	396,300	396,300	407,400
Total Revenues	362,090	396,300	396,300	407,400

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	90,825	96,840	110,014	159,384
Operational Charges	35,470	48,275	48,275	48,275
Capital Expenditures	0	0	0	0
Total Expenditures	126,295	145,115	158,289	207,659

Net Appropriations	235,795	251,185	238,011	199,741
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Authorized Positions:

Code Compliance Manager	0.25	0.25	0.25	0.25
Parking Officer	0.00	0.00	0.00	1.00
Parking Officer - PT (1)	1.00	1.00	1.00	0.50
Total	1.25	1.25	1.25	1.75

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

Neighborhood Preservation

MISSION

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

PRIMARY ACTIVITIES

- Manages the Residential Rehabilitation Loan Program (RRLP) to provide loans for eradicating substandard housing conditions.
 - Manages the Home Maintenance Incentive Rebate Program (HMIRP) to provide grants to encourage exterior property maintenance.
 - Services unpaid Home Buyer Assistance Program (HBAP) loans following suspension of the program.
 - Manages the federal Community Development Block Grant (CDBG) Program to eradicate slums and blight and undertake projects that benefit low and moderate-income persons.
 - Manages various grants including the CalHome Program to promote housing affordability for low-income households.
 - Oversees management of City's affordable housing (27 units).
 - Maintains parcel information in the City's land database that serves as the basis for all HTE applications.
- Prepared housing statistics for RDA's Annual HCD audit/report.
 - Revised Neighborhood Preservation Program Guidelines to terminate most homebuyer assistance except that available under the City's CalHome grant, restrict eligibility for home rehabilitation loans and grants to low and moderate income owner-occupants and reduce rehabilitation grant amounts by 5% for eligible applicants. Disbursed small grants under the Home Maintenance Incentive Rebate Program resulting in the improvement of residential units located within designated target neighborhoods.
 - Administered FY 2011-12 CDBG Program allocations including the preparation and/or review of bid documents that comply with federal requirements, submittal of quarterly status reports, and drawdown reports .
 - Managed major moisture-proofing repairs at 730 Jane Drive.
 - Monitored compliance of the Top Deck Apartments with long term affordability covenants.
 - Worked with contract planner to develop conditions of approval and housing affordability provisions related to the issuance of a development permit for the conversion of the Surfside Motel to apartments units affordable to low income tenants.
 - Undertook enforcement of maintenance covenants at previously rehabilitated duplexes on Ann Avenue.
 - Investigated cases of borrower non-compliance with loan terms and accelerated loans and undertook foreclosure as appropriate.

MAJOR ACCOMPLISHMENTS IN 2011-12

- Drafted successful FY 2012-13 CDBG project proposals that were authorized by the County Board of Supervisors.
- Assisted in CDBG project administration for the Bubbling Springs Bikepath project .
- Continues to jointly manage, monitor, and oversee the backbone Land Database for the City's new HTE system.
- Manage consultant contract to set up a functional Access database to track RRLP performance.

MAJOR INITIATIVES 2012-13

- 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 assisting with required public hearings, evaluating and scoring of all proposals submitted to the

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

Neighborhood Preservation

Urban County Entitlement Program, and assisting in the preparation of the Consolidated Annual Performance and Evaluation Report (CAPER) for FY2011-12 and the Urban County Entitlement’s multi-year Consolidated Plan.

- Staff Housing Successor Agency to the City’s Redevelopment Agency and operate or dispose of residential property in accordance with the relevant legislation.
- Evaluate the benefits of selling two Jane Drive duplexes purchased with CDBG funds to the Surplus Property Authority (“SPA). The SPA could operate the four rental units as transitional housing for the homeless thereby accelerating the accumulation of credits to offset the City’s 30-year homeless obligation under the NCEL Base Reuse Plan. After fulfillment of the City’s homeless

obligation has been accomplished, the property can be conveyed to the City to provide a rental revenue stream to the General Fund.

PERFORMANCE MEASURES 2012-13

- Fund residential loans and rebates under the RRLP and HMIRP at a reduced level from the previous year. For the first time since the inception of those programs in 1978, eligibility has been restricted exclusively to low and moderate income owner-occupants. Therefore, as middle/high income owner-occupants and investor-owners are no longer eligible for RRLP or HMIRP, performance is expected to be significantly affected.

Performance Measure Indicator	Actual FY 2009-10	Actual FY 2010-11	Projected FY 2011-12	Budgeted FY 2012-13
Number of annual residential loans/rebates	30	15	15	10



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

**Neighborhood 128-5102
Preservation Fund**

**Neighborhood Preservation
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Housing In-Lieu Fees	53,000	0	53,000	0
Loan Payoff Interest	8,910	60,000	0	10,000
Fund Interest	40,265	40,000	39,000	40,000
Miscellaneous Revenues	815	500	0	500
Loan Payoff Revenue	53,348	60,000	0	60,000
Housing Successor Fund	0	0	0	401,065
Fund Balance	0	117,326	33,329	0
Total Revenues	156,338	277,826	125,329	511,565

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	64,880	67,526	65,089	151,069
Operational Charges	19,164	175,700	25,640	208,700
Cost Allocation	33,300	34,600	34,600	36,000
Capital Expenditures	0	0	0	0
Total Expenditures	117,344	277,826	125,329	395,769

Net Appropriations	38,994	0	0	115,796
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Authorized Positions:

Building Official	0.05	0.05	0.00	0.00
Comm Dev Programs Manager	0.20	0.20	0.30	0.30
Comm Dev Specialist	0.25	0.25	1.00	1.00
Total	0.50	0.50	1.30	1.30



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

CDBG 254-5300

**CDBG
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Urban County CDBG	193,169	350,453	321,698	145,033
CDBG Program Income	4,150	0	0	0
Total Revenues	197,319	350,453	321,698	145,033

Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	55,311	350,257	321,698	145,033
Capital Expenditures	0	0	0	0
Total Expenditures	55,311	350,257	321,698	145,033

Net Appropriations	142,008	196	0	0
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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.

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Police

General Fund

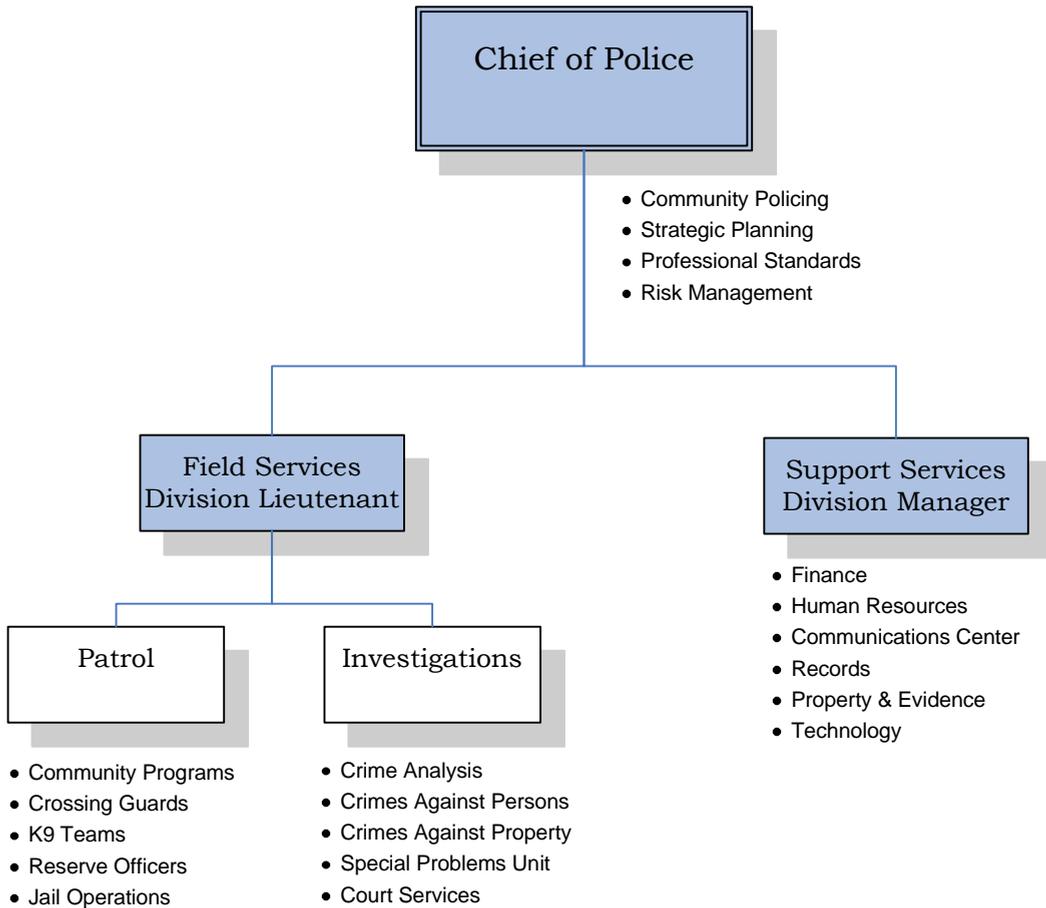


The Mission of the Port Hueneme Police Department is to provide dedicated police service at the highest level to all persons within our community, utilizing fairness, equality, justice, and honor.

“The Friendly City by the Sea”

City of Port Hueneme

Police



Organization Chart



■■■ City of Port Hueneme - FY 2012-13 Budget ■■■

General Fund		Police Department Department Overview		
	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	148,144	95,500	102,049	93,300
Vehicle Reserves	0	143,000	143,000	28,000
Total Revenues	148,144	238,500	245,049	121,300
Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	6,145,120	6,123,747	6,248,304	6,261,740
Operational Charges	242,425	264,459	242,349	202,065
Capital Expenditures	59,823	154,000	154,000	35,500
Total Expenditures	6,447,368	6,542,206	6,644,653	6,499,305
Net Appropriations	-6,299,224	-6,303,706	-6,399,604	-6,378,005

Authorized Positions:

Police Chief	1.00	1.00	1.00	1.00
Police Support Svcs. Div. Mgr.	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00
Police Sergeant	5.00	5.00	5.00	5.00
Senior Police Officer	5.00	5.00	5.00	5.00
Police Officer	7.00	7.00	6.00	6.00
Police Officer/Detective	3.00	3.00	3.00	3.00
Police Officer/SPU	2.00	2.00	3.00	3.00
Senior Police Comm Officer	1.00	1.00	1.00	1.00
Property & Evidence Supervisor	0.00	0.00	1.00	1.00
Property & Evidence Tech PT - (1)	0.00	0.00	0.00	0.50
Police Comm Officer	4.00	4.00	4.00	4.00
Police Comm Officer PT - (2)	0.50	0.50	0.50	1.00
Police Support Svcs Officer	1.00	1.00	0.00	0.00
Police Supp Svcs Officer PT - (1)	0.50	0.50	0.50	0.50
Police Records Technician Lead	0.00	0.00	0.00	1.00
Police Records Technician	1.00	1.00	1.00	0.00
Crossing Guard PT - (5)	2.50	2.50	2.50	2.50
Park Ranger PT - (4)	0.25	0.25	0.25	0.50
Total	35.75	35.75	35.75	37.00

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Police Administration
General Fund**

MISSION

It is the Mission of Police Administration to lead Community Policing and crime fighting, establish and maintain Professional Standards, conduct Strategic Planning, and achieve effective Risk Management.

PRIMARY ACTIVITIES

- Plans, coordinates, supervises and evaluates police department operations; reviews department performance and effectiveness, and, formulates programs or policies to alleviate deficiencies.
- Develops departmental policies and procedures for the smooth and orderly implementation of the goals and directives of the City Council and/or City Manager.
- Ensures that laws and ordinances are enforced and that public peace and safety is maintained.
- Provides overall leadership and direction of the Department through the development and implementation of department policy.

MAJOR ACCOMPLISHMENTS IN 2011-12

- Purchased an integrated Computer Aided Dispatch/Records Management System (CAD/RMS), which includes Mobile Data Terminals in the patrol vehicles. This purchase was made possible through a Department of Homeland Security Grant administered by the Oxnard Harbor District, Port of Hueneme.
- Assisted Housing with the purchase and selection of security gates for the Police Department parking area, to provide better security for the structure.
- Completed the application process and became a member of the Military Surplus Materials Programs. These programs allow our police department to obtain military surplus equipment at no cost and to purchase equipment at Government Sales Administration (GSA) pricing.
- Updated the Department's radio system to provide better coverage throughout the city and alleviate the current "dead zones".

- Worked with the Port Hueneme Boys' and Girls' Club to improve the facilities and to dissuade juveniles from delinquency.
- The Hueneme Assisting Residents Together (HART) was recognized and awarded by the Attorney General for service to the senior citizens of our community.
- Became regular participants in School Attendance Resources Board (SARB) to reduce truancy.
- Met all training and exercise requirements for the Tsunami Emergency Evacuation and Hazard Mitigation Plan.
- Successfully completed all National Incident Management System (NIMS) compliance objectives throughout the Department.
- Completed installation of additional equipment in the Department Emergency Operations Center (EOC).
- Established a Risk Management System and better documentation of Use Of Force and complaints
- Received \$1,545,411 from Grant Funding and other sources, to supplement the budget and improve public safety.

MAJOR INITIATIVES 2012-13

- Fully implement the Computer Aided Dispatch/Records Management System (CAD/RMS), and Mobile Data Terminals in the patrol vehicles. This will require significant problem solving, liaison with city and outside entities, as well as training of our own police personnel.
- Perform additional improvements to the Department's radio system.
- Implement a new 911 System, using State Funds
- Establish a Fiber Optic Network connection between the Port Hueneme and Oxnard Police Departments, as well as the Port of Hueneme
- Add License Plate Reader technology to our network, in order to deter Grand Thefts of Automobiles and to capture criminals.
- Expand LiveScan FingerPrinting

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Police Administration
General Fund**

PERFORMANCE MEASURES 2012-13

- Reduce the 2010 level of Part 1 Crimes by 15% by July 1, 2014.

Performance Measure Indicator	Actual 2010	Actual 2011	Projected 2012	Budgeted 2013
Number of Part I Crimes in these years:	525	483	446	446
Percent Change in Part I Crimes from 2010	NA	-8%	-15%	-15%
Number of Arson Crimes	4	5	4	4
Number of Domestic Violence Crimes	294	272	249	249

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



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-2101

**Police Administration
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	111,986	88,500	88,500	90,300
Total Revenues	111,986	88,500	88,500	90,300

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	550,284	385,167	384,875	413,769
Operational Charges	87,093	64,600	64,460	57,100
Capital Expenditures	8,477	2,500	2,500	2,500
Total Expenditures	645,854	452,267	451,835	473,369

Net Appropriations	-533,868	-363,767	-363,335	-383,069
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Authorized Positions:

Police Chief	1.00	1.00	1.00	1.00
Police Support Svcs. Div. Mgr.	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Patrol/Investigations
General Fund**

MISSION

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

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

PRIMARY ACTIVITIES

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

MAJOR ACCOMPLISHMENTS IN 2011-12

- Implemented "MapPoint" to track crimes and arrests on a daily basis. Conducted "Crime Control" meetings at nearly every briefing, in order to form strategies, locate criminals and deter future crimes.
- Conducted more Crime Action Teams (CAT). CAT Teams were organized quickly to attack crime trends in a timely manner.
- Implemented Daily Briefing Training, which provides targeted instruction in the areas of Law, Report Writing, and Field Tactics. This training is improving performance and reducing liability.
- Crime and Arrest Reports have been revised, in order to better document elements of the crime, reasonable Suspicion and Probable Cause to Arrest.
- Watch Commander Shift Rosters have been implemented, to track Jail Inspections, Juvenile Logs, and current Crime and Arrestee information.
- The Hueneme Assisting Residents Together (HART) Program is conducting visits to Senior Citizens. HART reaches out to residents with no family in the area to check their health and welfare.
- Patrol is now 100% digital in all audio recording and photography, providing a smoother and cleaner capture for evidentiary purposes.
- The Special Problems Unit (SPU) is having a strong impact to reduce Gang, Narcotics, Graffiti, and other crime. SPU has conducted an unprecedented number of arrests and search warrants.
- Implemented a Community Problem Solving System (CPSS) within the Special Problems Unit. Any citizen-initiated complaint of crime, such as suspected drug dealing, is now addressed; results are documented and communicated back to the citizens.
- Every detective and Special Problems Unit Officer has prepared a detailed "Affiant Statement", documenting their training and experience in Narcotics, Gang, and Crimes of Violence. This was a critical step to making search warrant preparation more timely, more achievable, and more legally sound.

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Patrol/Investigations
General Fund**

- Liaison to outside law enforcement agencies is stronger than ever, including both training and field operations with local, State and Federal Authorities.
- The Department expanded the K-9 Program to include five teams, each consisting of a trained handler and dog. Field officers and the public enjoy a higher level of protection and narcotic detection.
- Used asset-forfeiture funds to purchase additional safety equipment for the Special Problems Unit and Patrol, in order to conduct High Risk entries and events.
- Purchased Load Bearing Vests to mitigate the risk of back injuries related to the wearing of Sam Browne gun belts.
- Revised Court Liaison duties and improved the liaison to the District Attorney’s office, yielding better prosecutions.
- A sergeant volunteered to lead Crime-Free Housing, in order to assist Code Enforcement with Evictions, Criminal Abatements and long-term solutions for nuisance properties.

MAJOR INITIATIVES 2012-13

- Expand Daily Briefing Training, which will provide targeted instruction in the areas of Law, Report Writing, and Field Tactics.
- Consider Spanish-Language and Leadership Training for Police personnel, if it can be accomplished without excessive cost.
- Bring all field personnel into compliance with State standards for Continuous Professional Training, with an emphasis on Risk Management topics such as Use of Force and Driver Training.

PERFORMANCE MEASURES 2012-13

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

Performance Measure Indicator	Actual FY 2008-09	Actual FY 2009-10	Actual FY 2010-11	Projected FY 2011-12	Budgeted FY 2012-13
Number of Injury Traffic collisions	46	69	49	54	49
Percentage change	NA	50%	-29%	+9%	-10%
Number of Non-Injury Traffic collisions	79	117	65	67	60
Percentage change	NA	48%	-44%	+3%	-10%
Number of DUI arrests	31	57	45	48	53
Percentage change	NA	-46%	-21%	+6%	+8%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-2102

**Police Patrol/ Investigations
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	36,158	7,000	13,549	3,000
Vehicle Reserves	0	143,000	143,000	28,000
Total Revenues	36,158	150,000	156,549	31,000

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	4,750,612	4,851,589	4,979,740	5,000,985
Operational Charges	88,590	109,803	99,383	89,900
Capital Expenditures	51,346	151,500	151,500	33,000
Total Expenditures	4,890,548	5,112,892	5,230,623	5,123,885

Net Appropriations	-4,854,390	-4,962,892	-5,074,074	-5,092,885
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Authorized Positions:

Police Lieutenant	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	6.00	6.00	6.00
Police Officer/Detective	3.00	3.00	3.00	3.00
Police Officer/SPU	2.00	3.00	3.00	3.00
Park Ranger PT - (4)	0.25	0.25	0.25	0.50
Total	23.25	23.25	23.25	23.50

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Police Support Services
General Fund**

MISSION

To support the Police Department by fulfilling Finance, Human Resource, Communications, Records, Property and Evidence and Technology functions.

PRIMARY ACTIVITIES

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

MAJOR ACCOMPLISHMENTS IN 2011-12

- Revised Dispatch Supervisor position description to accurately represent current job. Selected and appointed a new Dispatch Supervisor.
- The entire Radio System, especially Band #3, was upgraded and improved. These changes improved radio communication capability and officer safety measures.
- Worked with Ventura County to establish a "VC Alert" system, which will replace Reverse 911 and make all calls paid for by Grant Funding. Trained Dispatch Staff on the new VC Alert System.
- Revised the Property and Evidence Supervisor position description to accurately represent the current job. Selected and appointed a new Property and Evidence Supervisor.
- Converted and improved four distinct areas of the Property and Evidence Rooms. This conversion project included painting, re-flooring, extensive security additions and shelving purchase/ assembly.
- Reconciled and transferred \$29,799.80 in unclaimed funds to a revenue account for Property and Evidence improvements.

- Implemented a bar-coding system to track all evidence for timely analysis, court transfers, retention, purge and destruction.
- Performed initial internal audits of the Property and Evidence Room.
- Reviewed all police personnel advertisements, selections, and promotions for compliance with policy and the law.
- Advanced the technology and professionalism of the Police Department by evaluating CAD/RMS, 911, Evidence on Q, Cop-Vu, LPR, Digi-Ticket, LiveScan mobile, Facial Recognition Software and other systems.
- Conducted extensive liaison with Oxnard, Ventura Police and Ventura County Sheriffs Department and Forensic Services Laboratory, in order to capitalize upon their technical expertise and to ensure interoperability of systems for Dispatch and Analyzed Evidence.

MAJOR INITIATIVES 2012-13

- Initiate a more extensive upgrade of the radio system, using Grant Funding wherever possible.
- Implement new 9-1-1 software, using State fund allotments. Train all Dispatch and Support personnel in its use.
- Fully implement CAD/RMS, including training and trouble-shooting.
- Begin implementation of License Plate Reader technology
- Establish a Fiber Optic Network connection between Port Hueneme and Oxnard Police Departments, as well as the Port of Hueneme.
- Designate and develop a distinct Records Division function within the Police Department.
- Perform a more extensive internal audit and request an external POST audit of the Property and Evidence Room.
- Write Standard Operating Procedures, Policy and Training Manuals for the Property and Evidence Room, Dispatch and Records Divisions.

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Police Support Services
General Fund**

PERFORMANCE MEASURE 2012-13

- Answer 94% of 9-1-1 calls within 10 seconds

Performance Measure Indicator	Actual FY 2009-10	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Rate of 9-1-1 calls answered within 10 seconds	88.75%	90.36%	90%	91%	94%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-2104

**Police Support Services
Division Summary**

Direct Revenue	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
General Fund	0	0	0	0
Total Revenues	0	0	0	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	786,338	826,618	823,316	785,302
Operational Charges	51,894	67,991	61,991	36,415
Capital Expenditures	0	0	0	0
Total Expenditures	838,232	894,609	885,307	821,717

Net Appropriations	-838,232	-894,609	-885,307	-821,717
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Authorized Positions:

Senior Police Comm Officer	1.00	1.00	1.00	1.00
Property & Evidence Supervisor	0.00	0.00	1.00	1.00
Property & Evidence Tech PT - (1)	0.00	0.00	0.00	0.50
Police Comm Officer	4.00	4.00	4.00	4.00
Police Comm Officer PT - (2)	0.50	0.50	0.50	1.00
Police Support Svcs Officer	1.00	1.00	0.00	0.00
Police Supp Svcs Officer PT - (1)	0.50	0.50	0.50	0.50
Police Records Technician Lead	0.00	0.00	0.00	1.00
Police Records Technician	1.00	1.00	1.00	0.00
Total	8.00	8.00	8.00	9.00



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-2105

**Crossing Guards
Division Summary**

Direct Revenue	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
General Fund	0	0	0	0
Total Revenues	0	0	0	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	57,886	60,373	60,373	61,684
Operational Charges	319	500	250	500
Capital Expenditures	0	0	0	0
Total Expenditures	58,205	60,873	60,623	62,184

Net Appropriations	-58,205	-60,873	-60,623	-62,184
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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 2012-13 Budget ■ ■ ■

General Fund 001-2106

**Reserves Program
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	0	0	0	0
Total Revenues	0	0	0	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	14,529	21,565	16,265	18,150
Capital Expenditures	0	0	0	0
Total Expenditures	14,529	21,565	16,265	18,150

Net Appropriations	-14,529	-21,565	-16,265	-18,150
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Authorized Positions:

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



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

COPS Grant Fund 205-2110

**COPS Grant
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
COPS Grant Fund	100,000	0	100,000	100,000
Fund Interest	-75	0	0	0
Fund Balance	13,908	0	0	0
Total Revenues	113,833	0	100,000	100,000

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	146,564	0	22,153	0
Operational Charges	2,690	0	0	0
Capital Expenditures	0	0	0	0
Operating Transfer Out	0	0	77,847	100,000
Total Expenditures	149,254	0	100,000	100,000

Net Appropriations	-35,421	0	0	0
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Authorized Positions:

Crime Prevention Officer	1.00	0.00	0.00	0.00
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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 2012-13 Budget ■ ■ ■

Traffic Safety Fund 206-2117

**Traffic Safety
Division Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Traffic Safety Fund	38,599	50,300	38,000	46,200
Total Revenues	38,599	50,300	38,000	46,200

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	38,599	50,300	38,000	46,200
Capital Expenditures	0	0	0	0
Total Expenditures	38,599	50,300	38,000	46,200

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 2012-13 Budget ■■■

JAG Grant Fund 251-2118

**JAG Grant
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
JAG Grant Fund	12,962	9,968	9,968	0
Total Revenues	12,962	9,968	9,968	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	12,962	9,968	9,968	0
Capital Expenditures	0	0	0	0
Total Expenditures	12,962	9,968	9,968	0

Net Appropriations	0	0	0	0
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Authorized Positions:

None

Purpose of Account:

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



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Homeland Security Fund 252-2116

**Homeland Security Grant
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Homeland Security Grant Fund	14,393	58,975	56,246	0
Total Revenues	14,393	58,975	56,246	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	14,393	58,975	56,246	0
Capital Expenditures	0	0	0	0
Total Expenditures	14,393	58,975	56,246	0
Net Appropriations	0	0	0	0

Authorized Positions:

None

Purpose of Account:

The Homeland Security Grant (HSG) is a Federal 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.

Recreation/Community Services

General Fund

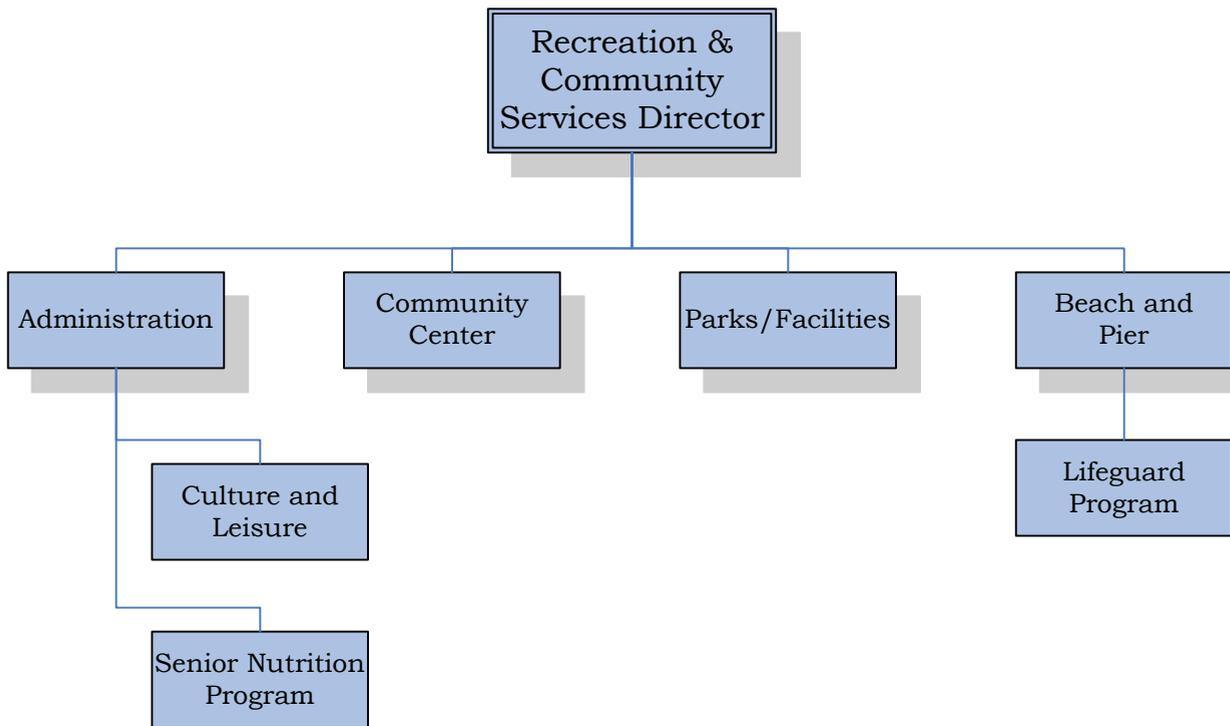


The Mission of the Recreation and Community Services Department is to foster human development, increase cultural unity, strengthen community image and sense of place, support economic development, strengthen safety and security, promote health and wellness, protect environmental resources, facilitate 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 2012-13 Budget ■ ■ ■

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

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	405,956	522,200	534,085	557,272
Total Revenues	405,956	522,200	534,085	557,272

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	623,869	619,289	610,306	619,377
Operational Charges	291,842	334,771	331,071	329,406
Capital Expenditures	56,907	17,420	17,420	19,250
Total Expenditures	972,618	971,480	958,797	968,033

Net Appropriations	-566,662	-449,280	-424,712	-410,761
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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
Lifeguard PT - (21)	8.00	8.00	8.00	8.00
Jr. Lifeguard PT - (10)	8.00	8.00	8.00	8.00
Total	19.80	19.80	19.80	19.80

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Recreation Administration
General Fund**

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Recreation Administration Division include:

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

MAJOR ACCOMPLISHMENTS IN 2011-12

- Premiered living history film, "Hueneme Stories III", a Historical/Museum Commission project and community special event.
- Participated in the California Recreation & Park Society's "Parks Make Life Better" campaign, promoting healthy living.
- Explored the feasibility of producing special events at the Beach.
- Explored the desirability of off-leash dog exercise area.

MAJOR INITIATIVES 2012-13

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

PERFORMANCE MEASURES 2012-13

- Please see other Recreation and Community Services divisions for applicable performance measures.



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-4181

**Recreation Administration
Division Summary**

Direct Revenue	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
General Fund	0	0	0	0
Total Revenues	0	0	0	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	198,607	219,767	212,393	220,582
Operational Charges	15,642	15,075	15,075	14,280
Capital Expenditures	0	0	0	0
Total Expenditures	214,249	234,842	227,468	234,862

Net Appropriations	-214,249	-234,842	-227,468	-234,862
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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 2012-13 BUDGET**

**Community Center
General Fund**

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Community Center Division include:

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

MAJOR ACCOMPLISHMENTS IN 2011-12

- Replaced Community Center play equipment.
- Increased weekend facility rental income to 92% capacity of available dates.
- Implemented a dance, art, and music class recital special event during the holidays.

MAJOR INITIATIVES 2012-13

- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.
- Present informational seminars in partnership with the Port Hueneme Advisory Council on Aging with focus on current senior issues.
- Replace concrete picnic tables.
- Develop web pages to promote Community Center activities, special events, and facility rentals.

PERFORMANCE MEASURES 2012-13

- Increase center rental income by 3%, over previous year.

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Increase rental income by 3%.	\$40,000	\$51,094	\$41,200	\$41,200	\$42,436
Percentage Change	+3%	+3%	+3%	+3%	+3%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-4182

**Community Center
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	57,149	47,300	47,400	48,600
Total Revenues	57,149	47,300	47,400	48,600

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	238,415	218,494	216,885	217,767
Operational Charges	42,489	48,460	48,460	47,160
Capital Expenditures	22,495	0	0	0
Total Expenditures	303,399	266,954	265,345	264,927

Net Appropriations	-246,250	-219,654	-217,945	-216,327
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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	0.00	0.00	0.00
Total	3.30	2.80	2.80	2.80

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Parks and Facilities
General Fund**

MISSION

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

PRIMARY ACTIVITIES

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

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

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

MAJOR ACCOMPLISHMENTS IN 2011-12

- Premiered “Hueneme Stories III”, a living history film as part of a community special event.
- Replaced slump stone block planter wall at Dewar Park
- Developed guidelines and fee structure for rental of Moranda Park softball facilities.
- Moranda Park Tennis Complex successfully hosted The Ojai Tennis Tournament College Division III finals.
- Renewed facility use agreement with Ocean View Pony Baseball.

MAJOR INITIATIVES 2012-13

- Improve citizen opportunities to live healthy and fulfilling lifestyles.
- Organize historical museum inventory of printed resources and photographs.
- Continue to explore options for resurfacing tennis courts through the United States Tennis Association and other funding sources.

PERFORMANCE MEASURES 2012-13

- Increase participation by 3% in United States Tennis Association youth program for low-income participants.

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Increase participation 3% in United States Tennis Association youth program for low-income participants.	15	30	31	50	40
Percentage Change	NA	N/A	+3%	+100%	+3%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-4183

**Parks and Facilities
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	3,470	3,600	3,485	3,135
Total Revenues	3,470	3,600	3,485	3,135

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	75,292	71,900	70,900	70,900
Capital Expenditures	14,882	15,250	15,250	19,250
Total Expenditures	90,174	87,150	86,150	90,150

Net Appropriations	-86,704	-83,550	-82,665	-87,015
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Authorized Positions:

None

**CITY OF PORT HUENEME
FY 2012-13 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 2012-13 Budget ■ ■ ■

General Fund 001-4184

**Beach/Pier
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	239,678	377,500	388,800	388,800
Total Revenues	239,678	377,500	388,800	388,800

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	21,483	23,936	23,936	23,936
Capital Expenditures	19,530	2,170	2,170	0
Total Expenditures	41,013	26,106	26,106	23,936

Net Appropriations	198,665	351,394	362,694	364,864
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Authorized Positions:
None

**CITY OF PORT HUENEME
FY 2012-13 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 2011-12

- Fielded a Port Hueneme team to participate in the third annual “County Wii Bowling Tournament”. The “Port Hueneme Alley Cats” placed fourth overall.
- Increased Toni Young Hueneme Beach Festival attendance from 16,500 to approximately 19,400.
- Designed a sand sculpture web site www.huenemesand.com to promote the contest as an attraction to the Toni Young Hueneme Beach Festival.

- Expanded the Toni Young Hueneme Beach Festival sand sculpture contest from 5 to 20 teams.
- Improved sand sculpture contest as an attraction for the Toni Young Hueneme Beach Festival by offering a demonstration.
- Successfully added a car show as an attraction to the Toni Young Hueneme Beach Festival.

MAJOR INITIATIVES 2012-13

- Present a successful Toni Young Hueneme Beach Festival in 2012.
- Continue to introduce innovative public relations plans for promoting the Toni Young Hueneme Beach Festival.
- Continue to promote healthy lifestyles in programs for all age groups.
- Promote anti-gang lifestyles in youth programming.

PERFORMANCE MEASURES 2012-13

- Increase Toni Young Beach Festival attendance by 10% over the previous year.
- Increase participation in the 2012 Toni Young Hueneme Beach Festival Sand Sculpture Contest by 3%.

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Actual FY 2011-12	Budgeted FY 2012-13
Increase Toni Young Beach Festival attendance by 10%.	15,537	16,500	16,995	19,400	21,340
Percentage Change	NA	+6.2%	NA	+14.2%	+10.0%
Increase Sand Sculpture Contest Participation by 3%.	NA	5	NA	20	21
Percentage Change	NA	NA	NA	300%	3%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-4185

**Culture and Leisure
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	77,156	63,200	63,200	63,200
Total Revenues	77,156	63,200	63,200	63,200

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	114,687	127,600	124,600	124,630
Capital Expenditures	0	0	0	0
Total Expenditures	114,687	127,600	124,600	124,630

Net Appropriations	-37,531	-64,400	-61,400	-61,430
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Authorized Positions:

None

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Lifeguard/Jr. Lifeguard
General Fund**

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Lifeguard Program:

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

MAJOR ACCOMPLISHMENTS IN 2011-12

- Participated in Public Safety Forum at Naval Base Ventura County.
- Awarded five scholarships for low-income residents to participate in the Junior Lifeguard Program.
- Secured the beach area during a busy day for a beached baby whale. Lifeguards worked with marine mammal specialists to ensure the safety of the whale and the public.
- Filed application for United States Lifesaving Association Agency Recertification.

MAJOR INITIATIVES 2012-13

- Improve citizen opportunities to live healthy and fulfilling lifestyles.
- Promote anti-gang lifestyles in youth programming.
- Field a competition team to participate in a minimum of three “Junior Lifeguard Competitions”.

PERFORMANCE MEASURES 2012-13

- Increase participation in Junior Lifeguard Program by 5% over previous year.

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Increase participation in Junior Lifeguard Program by 5%.	151	151	151	129	135
Percentage Change	NA	0%	NA	-16%	+5%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-4186

**Lifeguard/Jr. Lifeguard
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	28,503	30,600	31,200	31,200
Total Revenues	28,503	30,600	31,200	31,200

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	186,847	181,028	181,028	181,028
Operational Charges	22,249	47,800	48,100	48,500
Capital Expenditures	0	0	0	0
Total Expenditures	209,096	228,828	229,128	229,528

Net Appropriations	-180,593	-198,228	-197,928	-198,328
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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 2012-13 BUDGET**

Senior Nutrition Program

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Grant Division:

- Operation of Senior Nutrition Grant

MAJOR ACCOMPLISHMENTS IN 2011-12

- Filed a grant application to continue to receive funding renewable through FY 2015-16.
- Successfully adjusted to an 11% decrease in meals provided by grant.
- Implemented guidelines for volunteers.

MAJOR INITIATIVES 2012-13

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

PERFORMANCE MEASURES 2012-13

- Increase Senior Nutrition meals served per week by 4% over the previous year.*

*Due to funding reductions, meals provided by the Senior Nutrition grant have decreased by 11%. The program will need to adapt to anticipate further reductions.

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Increase Senior Nutrition meals served per week by 4%.	7,056	9,214	7,920	7,284	6,500
Percentage Change	+4%	+31%	NA	-21%	-11%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Fund 265

**Senior Nutrition Program
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Senior Nutrition Grant	15,000	15,000	15,000	15,000
Senior Nutrition Prog Income	5,000	5,400	5,400	5,400
Transfer In - General Fund	0	18,615	16,986	22,337
Total Revenues	20,000	39,015	37,386	42,737

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	37,515	35,886	41,237
Operational Charges	20,000	1,500	1,500	1,500
Capital Expenditures	0	0	0	0
Total Expenditures	20,000	39,015	37,386	42,737

Net Appropriations	0	0	0	0
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Authorized Positions:

Senior Nutrition Coord PT - (1)	0.00	0.50	0.50	0.50
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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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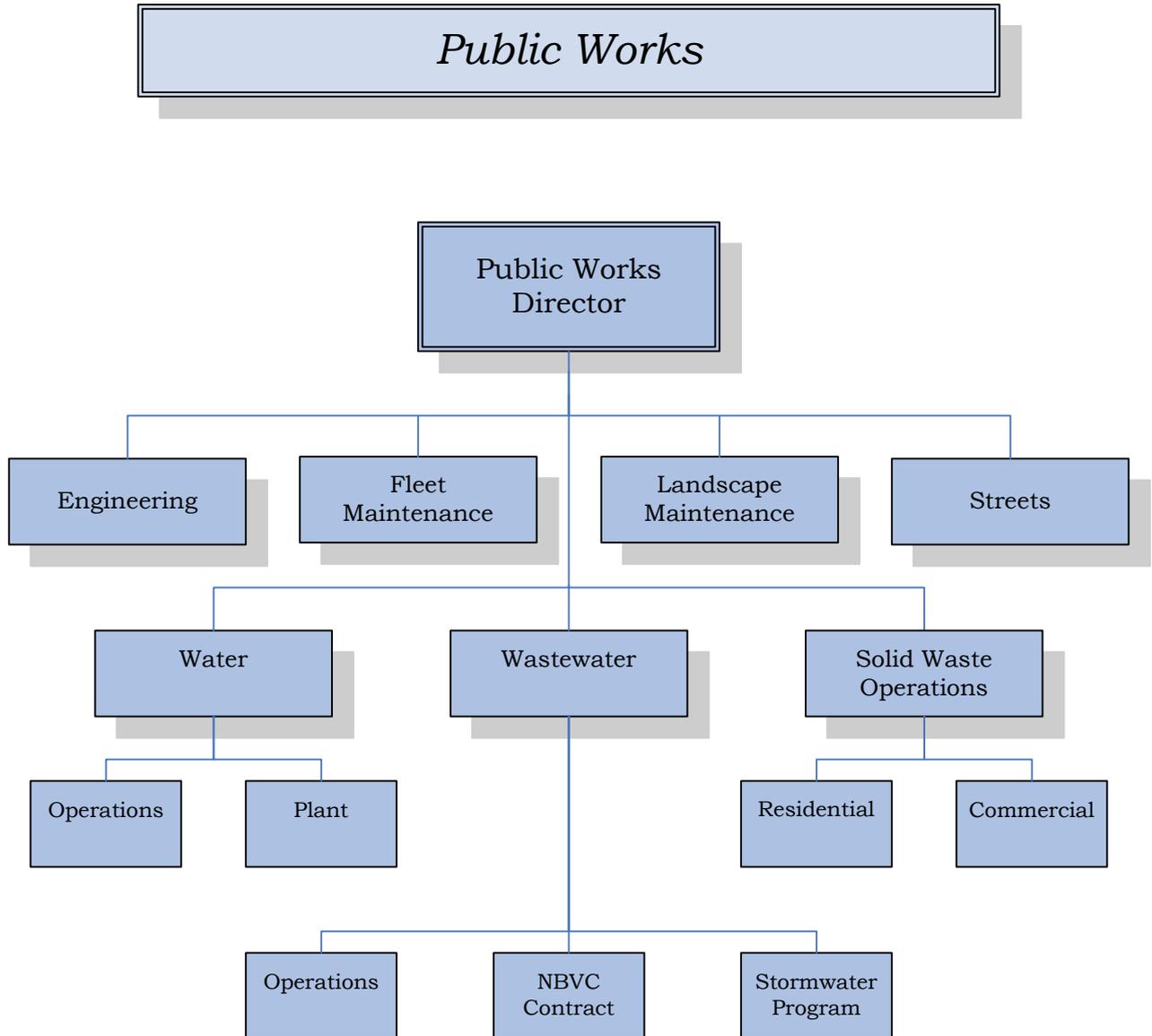
Public Works



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

"The Friendly City by the Sea"

City of Port Hueneme



Organization Chart



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund/Enterprise Funds

**Public Works
Department Overview**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
General Fund	5,262	9,000	28,861	16,000
Vehicle/Equipment Reserves	0	28,472	18,472	0
ARRA Grant	400,000	0	0	0
Water Operations Revenue	6,315,021	7,193,389	7,189,688	7,385,710
Water Capital Revenue	0	0	0	2,000,000
Water Plant Revenue	978,245	1,155,654	1,012,057	1,102,620
Wastewater Operations Revenue	3,878,511	3,422,475	3,346,663	3,684,066
Wastewater Capital Revenue	377,405	44,000	215,960	50,000
Wastewater Bond Revenue	105,639	0	5,022	5,000
Solid Waste Operations Revenue	3,610,146	3,617,060	3,609,609	3,959,960
Retained Earnings/Reserves	489,515	197,182	129,454	0
Total Revenues	16,159,744	15,667,232	15,555,786	18,203,356
Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	4,216,270	4,568,894	4,442,827	4,738,099
Operational Charges	7,626,706	7,542,335	7,284,267	7,789,906
Cost Allocation	3,050,000	3,185,655	3,185,655	3,179,100
Capital Expenditures	1,054,146	2,528,564	1,697,578	6,381,500
Capital/Equipment Reserves	145,087	1,182,676	1,720,857	1,510,848
Debt Service	276,916	595,227	600,687	598,205
Transfers Out	0	0	0	300,000
Total Expenditures	16,369,125	19,603,351	18,931,871	24,497,658
Net Appropriations	-209,381	-3,936,119	-3,376,085	-6,294,302



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund/Enterprise Funds

**Public Works
Department Overview**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Authorized Positions:				
Public Works Director	1.00	1.00	1.00	1.00
City Engineer/Streets Supt	1.00	1.00	1.00	1.00
Construction Coordinator	1.00	1.00	0.00	0.00
Construction Inspector I	0.00	0.00	1.00	1.00
Engineering Aide	1.00	1.00	1.00	1.00
Engineering Intern PT - (1)	0.00	0.50	0.50	0.50
Streets Maint Worker Lead	1.00	1.00	1.00	1.00
Streets Maint Worker I	3.00	3.00	3.00	3.00
Mechanic II	2.00	2.00	2.00	2.00
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	2.00	2.00	2.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
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	4.00	4.00	3.00
Water Utility Operator II	0.00	0.00	0.00	1.00
Wastewater Superintendent	0.60	0.60	1.00	1.00
Environmental Compliance Coord.	1.00	1.00	0.00	0.00
Water Resource Inspector I	0.00	0.00	1.00	1.00
Electrical/Instrumentation Technician	1.80	1.80	2.00	2.00
Electrical/Mechanical Technician	0.95	0.95	0.00	0.00
Wastewater Maintenance Lead	0.95	0.95	1.00	1.00
Wastewater Maintenance II	0.75	0.75	2.00	2.00
Wastewater Maintenance I	2.35	2.35	2.00	2.00
Solid Waste/Fleet Superintendent	1.00	1.00	1.00	1.00
Solid Waste Coordinator	0.00	0.00	0.00	1.00
Solid Waste Equipment Operator, Lead	1.00	1.00	1.00	0.00
Solid Waste Equipment Operator II	5.00	5.00	5.00	5.00
Admin Specialist III	2.00	2.00	2.00	2.00
Admin Specialist II	2.50	2.50	2.00	2.00
Total	44.40	44.90	45.00	45.00



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund	Public Works			
	General Fund Overview			

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	5,262	9,000	28,861	16,000
Vehicle/Equipment Reserves	0	28,472	18,472	0
ARRA Grant	400,000	0	0	0
Total Revenues	405,262	37,472	47,333	16,000

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	1,869,347	1,904,393	1,856,272	1,913,102
Operational Charges	746,367	825,522	814,745	842,200
Capital Expenditures	485,944	32,472	20,500	165,000
Total Expenditures	3,101,658	2,762,387	2,691,517	2,920,302

Net Appropriations	-2,696,396	-2,724,915	-2,644,184	-2,904,302
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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	0.00
Construction Inspector I	0.00	0.00	0.00	1.00
Administrative Specialist II	1.64	1.14	0.64	0.64
Streets Maint Worker Lead	1.00	1.00	1.00	1.00
Streets Maint Worker I	3.00	3.00	3.00	3.00
Engineering Aide	1.00	1.00	1.00	1.00
Engineering Intern PT - (1)	0.00	0.15	0.15	0.13
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	2.00	2.00	2.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
Total	21.78	19.43	18.93	18.91

**CITY OF PORT HUENEME
FY 2012-13 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 2011-12

- Coordinated the work of contractors in various pavement repairs on select arterial and local streets.
- The citywide tree trimming project was completed.
- Completed the yearly bikeway repair project.
- Flashing beacons were installed at two locations.
- Provided project management support for the Mar Vista Apartments Landscape Project, the City Hall Water Heater Installation Project, and the Regional Fiber Optic Connectivity Project.
- Completed the Bubbling Springs Bike Path Restoration Project.
- Coordinated the installation of the new bus stop signs and street furniture.

MAJOR INITIATIVES 2012-13

- Design and construct a water distribution upgrade project.
- Coordinate the construction of various street repair projects.
- Complete the Ventura Road Bikeway Project.
- Complete the Hueneme Beach Bikeway Project.
- Coordinate the construction of the City Hall Electrical System Upgrade Project – Generator Installation.
- Assist with the processing for the installation of playground equipment at the Community Center.

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Engineering
General Fund**

PERFORMANCE MEASURES 2012-13

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

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Number of Capital Improvement Projects completed on time	10 of 16	14 of 24	5 of 5	5 of 5	9 of 9
Percentage completed on time	63%	58%	100%	100%	100%
Number of mutual interest projects coordinated with other agencies	1 of 1	2 of 2	3 of 3	3 of 3	2 of 2
Percentage coordinated	100%	100%	100%	100%	100%
Number of grants that met federal and state requirements	1 of 1	2 of 2	1 of 1	1 of 1	1 of 1
Percentage met	100%	100%	100%	100%	100%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-3101

**Engineering
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	4,120	8,000	15,000	15,000
Total Revenues	4,120	8,000	15,000	15,000

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	370,807	386,801	386,534	402,441
Operational Charges	96,882	47,582	43,683	42,350
Capital Expenditures	0	0	0	0
Total Expenditures	467,689	434,383	430,217	444,791

Net Appropriations	-463,569	-426,383	-415,217	-429,791
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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	0.00
Construction Inspector I	0.00	0.00	0.00	1.00
Administrative Specialist II	0.34	0.34	0.34	0.34
Total	2.68	2.68	2.68	2.68

**CITY OF PORT HUENEME
FY 2012-13 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.

PRIMARY ACTIVITIES

Services provided by the Streets Maintenance Division include the following:

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

MAJOR ACCOMPLISHMENTS IN 2011-12

- Performed street rehabilitation enhancements slurring and striping over 60% of the city.
- Replaced bus stop signs throughout City.
- Installed new bus stop benches and perches in City where needed.

- Painted turn arrows, stop legends and other pavement markings citywide.
- Installed flashing beacon system in Bard Road School Zone.

MAJOR INITIATIVES 2012-13

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

PERFORMANCE MEASURES 2012-13

- Replace/repair street signs within two weeks from notification of damage 90% of the time.
- Repair potholes within two weeks of notification 90% of the time.
- Complete the repair of malfunctioning traffic signals within 24 hours of notification 80% of the time.

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
# of damaged street signs	213	161	200	180	282
# of signs repaired within two weeks of notification	213	161	200	180	282
Percentage	100%	76%	100%	90%	100%
Number of potholes	194	186	200	210	217
# of potholes repaired within two weeks of notification	154	167	170	189	217
Percentage	79%	90%	85%	90%	100%
# of malfunctioning traffic signals	40	52	50	28	52
# of malfunctioning traffic signals repaired within 24 hours	40	52	50	28	52
Percentage	100%	100%	100%	100%	100%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-3102

**Streets
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
General Fund	1,142	1,000	13,861	1,000
ARRA Grant	400,000	0	0	0
Total Revenues	401,142	1,000	13,861	1,000

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	406,853	432,176	429,182	428,122
Operational Charges	47,377	27,600	28,012	24,300
Capital Expenditures	400,000	12,000	0	0
Total Expenditures	854,230	471,776	457,194	452,422

Net Appropriations	-453,088	-470,776	-443,333	-451,422
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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
Engineering Intern	0.00	0.15	0.15	0.13
Total	5.00	5.15	5.15	5.13

**CITY OF PORT HUENEME
FY 2012-13 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 2011-12

- 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.
- Renewed Fuel Contract for 3 years plus 2-one year extensions

MAJOR INITIATIVES 2012-13

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

PERFORMANCE MEASURES 2012-13

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

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Fleet Maintenance
General Fund**

Performance Measure Indicators	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Number of vehicle breakdown responses	4	6	5	5	5
Number of vehicle breakdown provided within 30 minutes or less	4	6	5	5	5
Percentage	100%	100%	100%	100%	100%
Number of maintenance operations	1,000	1068	1,050	1,050	1,070
Number of maintenance operations in compliance	1,000	1068	1,050	1,050	1,070
Percentage	100%	100%	100%	100%	100%
Number of safety and maintenance inspections required	360	368	360	368	368
Number of safety and maintenance inspections completed	360	368	360	368	368
Percentage	100%	100%	100%	100%	100%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-3103

**Fleet Maintenance
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				

Total Revenues	0	0	0	0
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Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	283,324	293,886	292,048	299,325
Operational Charges	520,650	657,950	650,300	693,650
Capital Expenditures	0	0	0	0
Total Expenditures	803,974	951,836	942,348	992,975

Net Appropriations	-803,974	-951,836	-942,348	-992,975
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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 2012-13 BUDGET**

**Landscape Maintenance
General Fund**

MISSION

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

PRIMARY ACTIVITIES

Services provided by the Landscape Maintenance Division include the following:

- Proper and timely maintenance for landscaping in the parks, medians, and parkways.
- 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 2011-12

- The Mar Vista Landscaping Project was installed and the plants are thriving.
- Creek maintenance continues to be done while maintaining the aesthetic value of the habitat.
- Completed coordinating the Citywide Tree Maintenance Project.
- Prepared the Day of Caring site at Bubbling Springs Park for public participation in the event.
- Trimmed and cleaned Oleanders on Channel Islands Boulevard.
- Expanded the Water Conservation Demonstration Garden plant palette to the Community Center, Prueter Library, and Public Works yards.

MAJOR INITIATIVES 2012-13

- Maintain the City's irrigation systems efficiently through monitoring the site conditions.
- Perform weeding, edging and pruning as a continuous on-going operation.
- Perform appropriate pruning of shrubs to minimize maintenance efforts.
- Provide systematic inspection of the City's trees and provide regular pruning and maintenance of the trees.
- Monitor median island irrigation systems for breaks in order to minimize water runoff into the street.

PERFORMANCE MEASURES 2012-13

- Continue effort to reduce water consumption within City parks, parkways, and medians by 5% by June 30, 2013.
- Add or maintain at least 5,000 square feet of landscape covered by wood chips by June 30, 2013.
- Reduce the amount of green waste and labor by 5% with the application of plant growth regulator in select areas where ground cover and shrubs are present.

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Landscape Maintenance
General Fund**

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Reduce volume of water consumption by HCF (hundred cubic feet)	Irrigation was shut down for 5 Months	Irrigation was shut down for 5 Months	Irrigation was shut down for 4 Months	Irrigation was shut down for 4 Months	Awaiting normal rain cycle
Percentage change	NA	NA	NA	NA	NA
Maintain at least 5,000 s.f. feet of landscape covered by wood chips	17,000	17,000	17,000	17,000	17,000
Reduce amount of green waste and labor by 5% using plant growth regulator	39 Tons	39 Tons	39 Tons *	39 Tons *	37 Tons
Percentage change	NA	NA	NA	NA	5%

* Plant growth regulators were not used this past year due to weather conditions.



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-3104

**Landscape Maintenance
Division Summary**

Direct Revenue	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Vehicle/Equipment Reserves	0	28,472	18,472	0
Total Revenues	0	28,472	18,472	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	808,363	791,530	748,508	783,214
Operational Charges	81,458	92,390	92,750	81,900
Capital Expenditures	85,944	20,472	20,500	165,000
Total Expenditures	975,765	904,392	861,758	1,030,114
Net Appropriations	-975,765	-875,920	-843,286	-1,030,114

Authorized Positions:

Landscape Coordinator	1.00	1.00	1.00	1.00
Landscape Maint Worker II	2.00	2.00	2.00	2.00
Landscape Maint Worker I	3.00	3.00	3.00	3.00
Administrative Specialist II	1.00	0.50	0.00	0.00
Laborer	4.00	2.00	2.00	2.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
Total	11.50	9.00	8.50	8.50



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

TDA Fund 207-3110

**Transportation Development Act
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Fund Interest	1,526	2,000	1,500	1,500
TDA Article 8	541,133	672,256	672,256	672,256
Misc Revenue	3,925	400	0	0
Fund Balance	626,416	0	0	190,670
Total Revenues	1,173,000	674,656	673,756	864,426

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	339,830	371,745	370,997	366,726
Cost Allocation Charges	85,700	89,100	89,100	92,700
Capital Expenditures	747,470	195,000	148,831	405,000
Total Expenditures	1,173,000	655,845	608,928	864,426

Net Appropriations	0	18,811	64,828	0
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Authorized Positions:
None

Purpose of Account:

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



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Gas Tax Fund 210-3112

**Gas Tax
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Fund Interest	8,346	5,000	10,000	2,000
2103 Apportionment	212,506	200,000	236,688	236,688
2105 Apportionment	115,152	119,137	109,656	109,656
2106 Apportionment	81,176	84,328	78,165	78,165
2107 Apportionment	153,792	158,712	155,570	155,570
2107.5 Apportionment	5,000	5,000	5,000	5,000
Traffic Congestion Relief	0	0	0	0
Prop 1B Revenue	293,345	0	0	0
Misc Revenues	163,262	1,000	0	0
Fund Balance	0	1,009,701	856,776	4,921
Total Revenues	1,032,579	1,582,878	1,451,855	592,000

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	455,491	228,000	228,000	207,000
Cost Allocation Charges	156,600	162,900	162,900	150,000
Capital Expenditures	374,221	1,191,978	1,060,955	235,000
Total Expenditures	986,312	1,582,878	1,451,855	592,000

Net Appropriations	46,267	0	0	0
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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 2012-13 Budget ■ ■ ■

Bike/Pedestrian Fund 212-3111

**Bike/Pedestrian Path
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Fund Interest	906	500	800	600
Article 3 Grant Revenue	50,000	50,000	50,000	0
Article 3 Maintenance Revenue	5,201	5,000	5,000	5,000
Fund Balance	123,066	3,125	0	75,926
Total Revenues	179,173	58,625	55,800	81,526

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	0	0
Capital Expenditures	179,173	58,625	44,725	81,526
Total Expenditures	179,173	58,625	44,725	81,526

Net Appropriations	0	0	11,075	0
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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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■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Assessment District Funds	Assessment Districts Account Overview			
Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Assessment Revenues	477,519	486,300	486,300	486,300
Transfer In - General Fund	0	24,000	34,500	34,500
Fund Balance	2,745	0	0	0
Total Revenues	480,264	510,300	520,800	520,800
Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	159,502	149,600	160,100	160,100
Capital Expenditures	328,700	328,700	328,700	328,700
Total Expenditures	488,202	478,300	488,800	488,800
Net Appropriations	-7,938	32,000	32,000	32,000

Authorized Positions:
None



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Drainage Assessment District 151-3246	Drainage Assessment District Account Summary			
Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Assessment Revenues	180,878	184,300	184,300	184,300
Total Revenues	180,878	184,300	184,300	184,300
Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	1,120	2,600	2,600	2,600
Cost Allocation Charges	149,700	149,700	149,700	149,700
Capital Expenditures	0	0	0	0
Total Expenditures	150,820	152,300	152,300	152,300
Net Appropriations	30,058	32,000	32,000	32,000

Authorized Positions:
None

Purpose of Account:

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



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

**Lighting Assessment District
152-3248**

**Lighting Assessment District
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Assessment Revenues	120,386	123,000	123,000	123,000
Transfer In - General Fund	0	24,000	34,500	34,500
Total Revenues	120,386	147,000	157,500	157,500

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	158,382	147,000	157,500	157,500
Cost Allocation Charges	0	0	0	0
Capital Expenditures	0	0	0	0
Total Expenditures	158,382	147,000	157,500	157,500

Net Appropriations	-37,996	0	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 2012-13 Budget ■ ■ ■

**Median Assessment District
153-3247**

**Median Assessment District
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Assessment Revenues	176,255	179,000	179,000	179,000
Fund Balance	2,745	0	0	0
Total Revenues	179,000	179,000	179,000	179,000

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	0	0
Cost Allocation Charges	179,000	179,000	179,000	179,000
Capital Expenditures	0	0	0	0
Total Expenditures	179,000	179,000	179,000	179,000

Net Appropriations	0	0	0	0
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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.

**CITY OF PORT HUENEME
FY 2012-13 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 maintaining of the potable water treatment and distribution system and providing public outreach on water conservation, rebate programs and customer service.

MAJOR ACCOMPLISHMENTS IN 2011-12

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

- Completed and adopted the 2010 Urban Water Management Plan.
- Implemented the annual meter maintenance program for large water meters 2” and above.

MAJOR INITIATIVES 2012-13

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

PERFORMANCE MEASURES 2012-13

- Respond to all customer complaints within 60 minutes of notification 95% of the time.
- Reduce system-wide water demands by 52 acre-feet a year (from the previous year) using public outreach, water conservation practices and the adopted volumetric rate structure.

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Number of customer complaints	100	66	100	100	100
Number of complaints responded within 60 minutes of notification	95	64	95	99	95
Percentage	95%	97%	95%	95%	95%
Volume of water usage in AF (acre-feet)	2,252	2,232	2,152	2152	2100
Amount Reduced	150	170	100	100	52



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Water Fund 441-6151

**Water Operations
Division Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Delinquent Fee Revenue	84,774	150,000	150,000	150,000
COPH Variable Water Revenue	1,731,985	2,519,220	2,521,171	2,716,710
COPH Fixed Water Revenue	4,490,300	4,514,169	4,514,169	4,509,000
Fund Interest	0	0	0	0
Miscellaneous Revenue	7,962	10,000	4,348	10,000
Water Meter Install	298,036	3,253	6,553	0
Total Revenues	6,613,057	7,196,642	7,196,241	7,385,710

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	353,342	496,366	486,194	727,671
Operational Charges	3,938,677	4,158,788	4,043,383	4,370,606
Cost Allocation	917,700	960,285	960,285	988,700
Capital/Equipment Reserves	145,087	971,743	1,610,379	676,233
Capital Expenditure	49,311	496,148	96,000	2,622,500
Debt Service	0	0	0	0
Total Expenditures	5,404,117	7,083,330	7,196,241	9,385,710

Net Appropriations	1,208,940	113,312	0	-2,000,000
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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 Resource Operator I	0.00	0.00	0.30	0.30
Water Utility Operator I	1.50	3.50	3.50	2.50
Water Utility Operator II	0.00	0.00	0.00	1.00
Engineering Intern PT - (1)	0.00	0.35	0.35	0.36
Admin Specialist II	0.22	0.22	0.22	0.22
Admin Specialist III	0.50	1.00	1.00	1.00
Total	2.94	5.79	6.09	6.10



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Water Capital Fund 442-6157

**Water Capital Reserve
Division Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Water Meter Grant	0	0	0	0
Miscellaneous Revenues	0	0	0	2,000,000
Total Revenues	0	0	0	2,000,000
Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	0	0
Cost Allocation	0	0	0	0
Capital Expenditures	0	0	0	2,000,000
Total Expenditures	0	0	0	2,000,000
Net Appropriations	0	0	0	0

Authorized Positions:

None

Purpose of Account:

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



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Water Plant Fund 443-6152

**Water Plant Operations
Division Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Port Hueneme Water Agency Revent	979,114	1,157,654	1,012,057	1,102,620
Misc Revenue	0	0	0	0
Fund Interest	-869	-2,000	0	0
Total Revenues	978,245	1,155,654	1,012,057	1,102,620

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	360,971	382,331	343,757	321,270
Operational Charges	408,142	548,723	443,700	543,250
Cost Allocation	216,000	224,600	224,600	233,600
Capital Expenditures	0	0	0	4500
Total Expenditures	985,113	1,155,654	1,012,057	1,102,620

Net Appropriations	-6,868	0	0	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	0.00	0.00
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	2.50	2.50

**CITY OF PORT HUENEME
FY 2012-13 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 Channel Islands Beach Community Services District (CIBCSO) for the operation and maintenance of their collection systems.

MAJOR ACCOMPLISHMENTS IN 2011-12

- Developed CIP projects list for rehabilitation of the collection system
- Began completion of repairs identified through Sewer System Analysis
- Conducted Flow Monitoring Study to help identify further deficiencies in the collection system
- Rehabilitation and upgrade of C Station
- Completed GIS data collection of infrastructure and created new maps

MAJOR INITIATIVES 2012-13

- Negotiate new wastewater discharge agreement with City of Oxnard.
- Successful performance of new contract with CIBCSO
- Perform wastewater system maintenance that maintains a zero wastewater spill result
- Negotiate new transportation and use charges with NBVC for their wastewater flows through City system
- Successful completion of identified CIP in FY 12-13 budget

PERFORMANCE MEASURES 2012--13

- Perform repairs on inflow and infiltration that will reduce overall flows by 5% from previous year.
- Complete Work Orders within designated time frames 100% of the time.
- 100% completion of identified CIP projects
- Zero spills in the collection system

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Actual FY 2011-12	Budgeted FY 2012-13
Overall flow rates in million gallons per day (MGD)	0.98	0.98	NA**	NA**	0.95
Percentage change	5%	5%	NA**	NA**	New Baseline
Number of total Work Orders	5,800	5,800	5,800	5,800	750
Number of Work Orders completed on time	5,800	5,800	5,800	5,500	750
Percentage completed	100%	100%	100%	95%	100%

** Flow was not monitored due to construction, therefore no readings are available



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Wastewater Fund 444-6153

**Wastewater Operations
Division Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Delinquent Fees	0	45,000	42,000	40,000
COPH Services	2,870,313	3,101,000	3,101,000	3,401,000
Oxnard City Services	315,642	0	0	0
US Navy Commercial Services	31,898	30,000	25,000	30,000
CIBCSO Wheeling Agreement	423,711	0	0	100,000
Fund Interest	0	0	0	0
NBVC Contract Reimbursement	135,581	140,000	75,000	30,000
Miscellaneous Revenue	68,787	46,475	68,663	44,066
Stormwater Program	32,579	60,000	35,000	39,000
Retained Earnings/Reserves	0	10,402	0	0
Total Revenues	3,878,511	3,432,877	3,346,663	3,684,066

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	814,423	957,265	932,038	933,808
Operational Charges	1,586,300	1,051,602	1,111,749	1,092,250
Cost Allocation	926,700	969,685	969,685	998,500
Capital Expenditures	30,222	42,500	19,488	35,500
Debt Service	213,564	311,564	311,564	312,564
Capital Reserves	0	100,261	2,139	311,444
Total Expenditures	3,571,209	3,432,877	3,346,663	3,684,066

Net Appropriations	307,302	0	0	0
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Authorized Positions:

Public Works Director	0.22	0.22	0.22	0.22
Wastewater Superintendent	0.60	0.60	1.00	1.00
Environmental Compliance Coord.	1.00	1.00	0.00	0.00
Water Resource Inspector I	0.00	0.00	0.70	0.70
Electrical/Instrumentation Tech	1.30	1.30	1.50	1.50
Electrical/Mechanical Technician	0.45	0.45	0.00	0.00
Wastewater Maintenance I	2.35	2.35	2.00	2.00
Wastewater Maintenance II	0.75	0.75	2.00	2.00
Wastewater Maintenance Lead	0.95	0.95	1.00	1.00
Engineering Intern PT - (1)	0.00	0.35	0.35	0.36
Admin Specialist III	1.00	1.00	1.00	1.00
Admin Specialist II	0.22	0.22	0.22	0.22
Total	8.84	9.19	9.99	10.00



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

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

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Connection Fees	24,000	24,000	45,000	30,000
Note Interest	0	0	0	0
Fund Interest	26,727	20,000	35,515	20,000
Miscellaneous Revenue	43,912	0	12,523	0
WW Bond Fund	282,766	0	122,922	0
Retained Earnings/Reserves	0	0	0	0
Total Revenues	377,405	44,000	215,960	50,000

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	0	0	0	0
Cost Allocation	0	0	0	0
Capital Expenditures	105,343	1,468,777	950,000	1,240,000
Total Expenditures	105,343	1,468,777	950,000	1,240,000

Net Appropriations	272,062	-1,424,777	-734,040	-1,190,000
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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 2012-13 Budget ■ ■ ■

Wastewater Bond Fund 446-6155

**Wastewater Bonds
Division Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Investment	296	0	22	0
Wastewater Capital Fund	105,343	0	5,000	5,000
Retained Earnings/Reserves	191,479	0	122,901	0
Total Revenues	297,118	0	127,923	5,000

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	9,000	0	0	0
Cost Allocation	0	0	0	0
Debt Service	5,352	0	5,000	5,000
Capital Expenditures	282,766	0	122,923	0
Transfer Out - WW Capital Fund	0	0	0	0
Total Expenditures	297,118	0	127,923	5,000

Net Appropriations	0	0	0	0
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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 2012-13 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 2011-12

- Exceeded state mandated AB939 recycling goals.
- No preventable vehicle accidents in 2011.
- Replaced 220 old residential trash carts in the City's residential areas.
- Replaced 63 three-yard commercial bins with fresh, refurbished bins at various commercial locations.
- Responded to all service calls within 24 hours.

MAJOR INITIATIVES 2012-13

- Exceed AB939 recycling goals.
- Continue three-yard commercial bin enhancement project.
- No time-loss injuries in 2012.
- No preventable vehicle accidents in 2012.
- Continue replacement of old residential trash and recycle carts.

PERFORMANCE MEASURES 2012-13

- Respond to all service calls within 24 hours 100% of the time.
- Continue enhancement of commercial areas by replacing 50 old three-yard bins with freshly painted refurbished bins.

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Number of service calls	756	744	750	745	750
Number of service calls responded to within 24 hours	756	744	750	745	750
Percentage	100%	100%	100%	100%	100%
Number of 3-yard bins in need of replacement	NA	65	60	63	50
Number of three-yard bins replaced	NA	65	60	63	50
Percentage	NA	100%	100%	100%	100%



■■■ City of Port Hueneme - FY 2012-13 Budget ■■■

Solid Waste Fund 447-6150

**Solid Waste Operations
Division Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Delinquent Fees	0	15,000	25,000	15,000
COPH Services	1,139,309	1,144,000	1,144,000	1,189,760
US Navy - Commercial Services	846,893	848,500	875,000	888,000
US Navy - Residential Services	203,041	211,000	207,000	218,000
COPH Commercial Revenue	1,077,321	1,035,800	1,035,800	1,077,200
Misc Commercial Revenue	243,171	271,000	235,000	235,000
Misc Interest	0	60	0	0
Fund Interest	0	0	0	0
Used Oil Grant	590	0	0	0
Beverage Container Grant	8,533	5,700	5,284	5,000
Curbside Recycling Revenue	57,789	45,000	51,000	51,000
Miscellaneous Revenue	33,499	41,000	31,525	25,000
Vehicle Reserves	0	0	0	256,000
Retained Earnings	0	183,527	0	0
Total Revenues	3,610,146	3,800,587	3,609,609	3,959,960

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	818,187	828,539	824,566	842,248
Operational Charges	938,220	957,700	870,690	941,600
Vehicle/Equipment Reserves	0	210,933	110,478	523,171
Capital Expenditures	100,560	488,667	488,667	314,000
Debt Service	58,000	283,663	284,123	280,641
Cost Allocation	989,600	1,031,085	1,031,085	958,300
Transfer Out - Stormwater Program	0	0	0	0
Transfer Out - General Fund	0	0	0	300,000
Total Expenditures	2,904,567	3,800,587	3,609,609	4,159,960

Net Appropriations	705,579	0	0	-200,000
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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 Coordinator	0.00	0.00	0.00	1.00
Solid Waste Equipment Operator, Lead	1.00	1.00	1.00	0.00
Solid Waste Equipment Operator II	5.00	5.00	5.00	5.00
Admin Specialist II	0.92	0.92	0.92	0.92
Total	7.84	7.84	7.84	7.84



■■■ City of Port Hueneme - FY 2012-13 Budget ■■■

Fund 005-1902

**NBVC Wastewater Contract
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Firm Fixed Revenue	1,260,764	1,090,600	519,480	0
Delivery Order Revenue	379,122	619,036	350,000	250,000
Workers Comp Contra Acct	0	0	29,767	0
Total Revenues	1,639,886	1,709,636	899,247	250,000

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	580,657	605,258	291,533	0
Operational Charges	534,183	714,370	350,726	60,000
Cost Allocation Charges	166,800	171,800	100,217	0
Transfer Out - Operating	278,372	217,667	0	0
Stormwater	76,138	192,338	151,315	160,965
Total Expenditures	1,636,150	1,901,433	893,791	220,965

Net Appropriations	3,736	-191,797	5,456	29,035
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Authorized Positions:

Wastewater Superintendent	0.40	0.40	0.00	0.00
Electrical Instrumentation Tech	0.20	0.20	0.00	0.00
Electrical Mechanical Tech	0.05	0.05	0.00	0.00
Administrative Specialist II	0.50	0.50	0.00	0.00
Wastewater Maintenance I	2.65	2.65	0.00	0.00
Wastewater Maintenance II	1.25	1.25	0.00	0.00
Wastewater Maintenance Lead	1.05	1.05	0.00	0.00
Total	6.10	6.10	0.00	0.00



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Stormwater Fund 133-6155

**Stormwater Program
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Stormwater Program Revenue	13,736	15,647	13,735	13,735
Transfer In - NBVC Contract	76,138	192,338	151,315	160,965
Miscellaneous Revenues	290	0	0	0
Total Revenues	90,164	207,985	165,050	174,700

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	77,990	114,595	73,750	83,400
Cost Allocation	11,300	11,300	11,300	11,300
Capital Expenditures	873	82,090	80,000	80,000
Total Expenditures	90,163	207,985	165,050	174,700

Net Appropriations	1	0	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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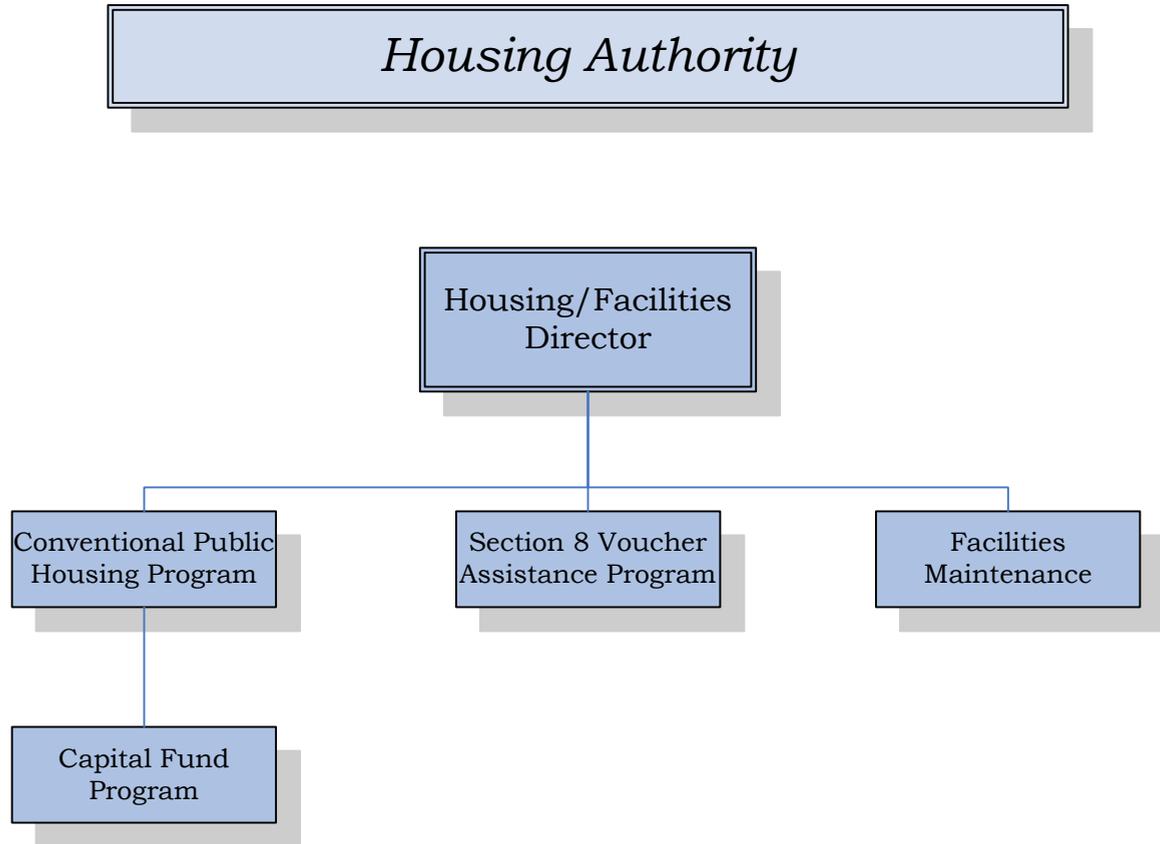
Housing Authority



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 residents and to the standards of the Department of Housing and Urban Development in an efficient and fiscally responsible manner.

“The Friendly City by the Sea”

City of Port Hueneme



Organization Chart

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

Housing Authority

MISSION

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

PRIMARY ACTIVITIES

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

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

MAJOR ACCOMPLISHMENTS IN 2011-12

- The HCV program remained a high performer with a 96% score in the Section Eight Management Assessment Program (SEMAP), 3 points higher than the previous year.
- The Public Housing remained a high performer with a Public Housing Assessment System score of 96%, 6 points higher than the previous year. As a result is eligible for a Capital Fund bonus if they are approved for next year.
- Continued full lease-up of both programs thereby providing the maximum Housing for the community.
- Obligated and spent all stimulus and Capital Fund money on schedule and no recapture by HUD was necessary.

MAJOR INITIATIVES 2012-13

- 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.
- Select two replacement Resident Commissioners, one from each Development.
- Continue the process of establishing a Resident Advisory Board (RAB) in Public Housing.
- Maintain full lease-up in both programs.

PERFORMANCE MEASURES 2012-13

- Complete Public Housing unit turnaround in less than 8 days 100% of the time
- Attain and maintain a 98% Public Housing occupancy rate 100% of the time.
- Attain and maintain a 98% reporting rate for the Form HUD-50058 program. (Data collected on Form HUD-50058 provides HUD with a demographic of people who participate in subsidized housing programs.)

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

Housing Authority

Performance Measure Indicator	Budgeted FY 2010-11	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-13
Percentage of Public Housing units turned around in less than 8 days.	100%	100%	100%	100%	100%
Public Housing Occupancy Rate	95%	95%	98%	99%	99%
Reporting rate for the Form HUD-50058 program.	96%	96%	100%	100%	100%



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Housing Authority

**Housing Authority
Department Overview**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Late Rent Fees	0	300	100	100
Rental Income	336,056	350,000	340,000	350,000
Cell Site Revenues	72,133	72,129	75,251	78,419
Cable TV Revenues	777	0	0	0
Investments	5,213	5,000	4,500	4,000
Fund Interest	61	200	70	200
CDBG Entitlement	0	0	0	0
Operating Subsidy	157,776	125,000	221,643	210,000
RDA Operating Grant	220,000	220,000	128,333	0
RDA Capital Project Fund	0	0	0	20,460
Miscellaneous Revenues	5,247	2,500	2,500	2,500
Tenant Fraud Recoveries	4,304	1,500	600	600
Tenant Miscellaneous Revenues	554	500	300	500
Transfer In from Mod Grants	0	86,000	86,000	69,909
Administration Fee	304,520	280,000	272,000	260,000
HAP's Revenue	2,935,942	3,155,436	2,700,000	2,600,000
Modernization Grant Revenue	102,164	236,956	285,165	0
American Rec & Reinv Act	261	0	0	0
Fund Balance	250,629	0	0	23,774
Total Revenues	4,395,637	4,535,521	4,116,462	3,620,462

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	597,542	642,033	527,186	580,380
Operational Charges	3,324,796	3,535,161	3,249,069	2,772,430
Cost Allocation	237,287	319,665	319,665	221,300
Capital Expenditures	10,733	0	0	0
Total Expenditures	4,170,358	4,496,859	4,095,920	3,574,110

Net Appropriations	225,279	38,662	20,542	46,352
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Authorized Positions:

City Manager	0.10	0.10	0.05	0.05
Housing/Facilities Maint Director	0.60	0.60	0.60	0.60
Housing Property Manager	1.00	1.00	1.00	0.00
Housing Program Manager	0.00	0.00	0.00	1.00
Housing Specialist	1.00	1.00	1.00	0.00
Housing Cust Svc Assistant	1.00	1.00	1.00	1.00
Housing & Facilities Svcs Asst	0.35	0.35	0.35	0.35
Clerical Aide	0.00	0.00	0.00	1.00
Facilities Maint Superintendent	0.25	0.25	0.25	0.25
Facilities Maint Worker II	1.00	1.00	1.00	1.00
Facilities Maint Worker I	0.25	0.25	0.25	0.25
Total	5.55	5.55	5.50	5.50



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Housing Authority 912-9101

**Conventional Housing
Division Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Late Rent Fees	0	300	100	100
Rental Income	336,056	350,000	340,000	350,000
AT&T Cell Site	26,930	26,927	28,273	29,686
Verizon Cell Site	20,952	20,952	22,000	23,005
Sprint Cell Site	24,251	24,250	24,978	25,728
Cable TV Revenues	777	0	0	0
Investments	4,254	4,500	3,500	3,000
Fund Interest	3	100	20	100
CDBG Entitlement	0	0	0	0
Operating Subsidy	157,776	125,000	221,643	210,000
RDA Operating Grant	220,000	220,000	128,333	0
Management Fee Revenue	0	0	0	20,460
Miscellaneous Revenues	5,247	2,500	2,500	2,500
Tenant Fraud Recoveries	0	500	100	100
Tenant Miscellaneous Revenues	554	500	300	500
Modernization Grants	0	86,000	86,000	69,909
Fund Balance	182,690		0	23,774
Total Revenues	979,490	861,529	857,747	758,862
Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	401,465	430,669	315,769	355,482
Operational Charges	424,892	241,234	260,522	241,280
Cost Allocation	142,400	154,400	154,400	162,100
Capital Expenditures	10,733	0	0	0
Total Expenditures	979,490	826,303	730,691	758,862
Net Appropriations	0	35,226	127,056	0

Authorized Positions:

City Manager	0.05	0.05	0.025	0.025
Housing/Facilities Maint Director	0.35	0.35	0.35	0.35
Housing Property Manager	1.00	1.00	1.00	0.00
Housing Cust Svc Assistant	0.50	0.50	0.50	0.50
Clerical Aide	0.00	0.00	0.00	1.00
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	3.63	3.63



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Housing Authority 915-9103

**Section 8 Vouchers
Division Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Investments	959	500	1,000	1,000
Fund Interest	58	100	50	100
Administration Fee	304,520	280,000	272,000	260,000
HAP's Revenue	2,935,942	3,155,436	2,700,000	2,600,000
Tenant Fraud Recoveries	4,304	1,000	500	500
Port In Revenue	67,939	0	0	0
Total Revenues	3,313,722	3,437,036	2,973,550	2,861,600

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	196,077	211,364	211,417	224,898
Operational Charges	2,885,876	3,165,346	2,811,757	2,531,150
Cost Allocation	54,700	56,890	56,890	59,200
Capital Expenditures	0	0	0	0
Total Expenditures	3,136,653	3,433,600	3,080,064	2,815,248

Net Appropriations	177,069	3,436	-106,514	46,352
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Authorized Positions:

City Manager	0.05	0.05	0.025	0.025
Housing/Facilities Maint Director	0.25	0.25	0.25	0.25
Housing Program Manager	0.00	0.00	0.00	1.00
Housing Specialist	1.00	1.00	1.00	0.00
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	1.88	1.88



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

Mod Fund 916

**Capital Fund Programs
Account Summary**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Modernization Grant Revenues	102,164	236,956	285,165	0
Miscellaneous Revenues	261	0	0	0
Total Revenues	102,425	236,956	285,165	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	14,028	128,581	176,790	0
Capital Expenditures	40,187	108,375	108,375	0
Total Expenditures	54,215	236,956	285,165	0

Net Appropriations	48,210	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 consistent high quality and cost effectiveness.

“The Friendly City by the Sea”

CITY OF PORT HUENEME
FY 2012-13 BUDGET

Facilities Maintenance
General Fund

MISSION

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

PRIMARY ACTIVITIES

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

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

MAJOR ACCOMPLISHMENTS IN 2011-12

- Completed parking lot security upgrades to the Police Department parking lot that included new vehicle gates, cameras, lighting and power.
- Completed the Phase 1 Electrical Upgrade project at the Civic Center, which involved the removal of the old water heater from the electrical room and installation of new tankless water heaters.
- Replaced 7 roof-top heating and air conditioning units at the Police Department.
- Installed a new CCTV system at the Mar Vista Apartments including new digital recording equipment and 30 cameras.
- Replaced the windows on the west end of Mar Vista with new tinted energy efficient windows.
- Completed the installation of new energy efficient lighting at City facilities and in the parks and pier.

- Completed roof over coating project at the Community Center to extend roof life for another 7 years.
- The Phase 2 Electrical Upgrade project is underway and includes installation of a new generator and switchgear for the Civic Center. Work on this project is scheduled for completion by June 30th of this year.
- Helped the Housing Authority to achieve high performer status as a result of HUD's physical inspection of Housing Authority properties.

MAJOR INITIATIVES 2012-13

- Provide graffiti abatement on City property and right-of-way.
- Provide a dedicated maintenance person and additional support as required to the Housing Authority.
- Continue preventive maintenance program for City and Housing Authority facilities.
- Maintain lighting systems for City facilities, Housing Authority properties, and parks.
- Perform ongoing repair and maintenance to City facilities and Housing Authority properties.

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

**Facilities Maintenance
General Fund**

PERFORMANCE MEASURES 2012-13

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

Performance Measure Indicator	Actual FY 2009-10	Actual FY 2010-11	Budgeted FY 2011-12	Projected FY 2011-12	Budgeted FY 2012-2013
Number of graffiti calls	228	235	435	712	712
Number of graffiti calls responded to within two business days	209	221	435	655	676
Percentage	92%	94%	100%	92%	95%
Civic Center energy use in kilowatt hours (kwh)	441,960	420,720	416,513	408,183	400,019
Percentage change	-1.0%	-4.8%	-1.0%	-2.0%	-2.0%
Energy costs in dollars	\$54,620	\$50,697	\$50,000	\$50,606	NA



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

General Fund 001-1370

**Facilities Maintenance
Division Summary**

	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Direct Revenue				
Facility Reserves	0	80,000	80,000	0
Vehicle Reserves	0	0	0	0
Total Revenues	0	80,000	80,000	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	599,673	627,062	614,032	661,689
Operational Charges	124,163	209,441	191,756	196,863
Capital Expenditures	73,636	80,000	45,000	95,500
Total Expenditures	797,472	916,503	850,788	954,052

Net Appropriations	-797,472	-836,503	-770,788	-954,052
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Authorized Positions:

Housing/Facilities Director	0.40	0.40	0.40	0.40
Housing & Facilities Svcs Asst	0.65	0.65	0.65	0.65
Facilities Maintenance Supt	0.75	0.75	0.75	0.75
Facilities Maintenance Worker, Lead	1.00	1.00	1.00	1.00
Facilities Maintenance Worker I	0.50	0.50	0.75	0.75
Facilities Maintenance Worker II	2.00	2.00	2.00	2.00
Total	5.30	5.30	5.55	5.55

Redevelopment Successor Agency



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

“The Friendly City by the Sea”

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

Redevelopment Successor Agency

MISSION

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

PRIMARY ACTIVITIES

Successor Agencies are required to do the following:

- Continue to make payments due for enforceable obligations.
- Maintain reserves in the amount required by indentures, trust indentures, or similar documents governing the issuance of outstanding redevelopment agency bonds.
- Perform obligations required pursuant to any Enforceable Obligations.
- Remit unencumbered balances of the redevelopment agency funds to the county auditor-controller for distribution to taxing entities.
- Dispose of the assets and properties of the former redevelopment agency as directed by the Oversight Board.
- Enforce all former redevelopment agency rights for the benefit of taxing entities, including, but not limited to, continuing to collect loans, rents and other revenues due the redevelopment agency.
- Effectuate the transfer of housing functions and assets to the appropriate entity.
- Prepare a proposed administrative budget and submit it to the Oversight Board for approval.
- Provide administrative cost estimates from its approved administrative budget that are to be paid for each six month period to the county auditor-controller.
- Before each six month period prepare a Recognized Obligation Payment Schedule.



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

RSA **Redevelopment Successory Agency (Previously Central Community)**
Overview

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Late Rent Fees	200	125	25	0
Rental Revenue	176,754	138,055	126,768	0
Tax Increment	4,629,550	4,600,000	2,439,323	371,812
Pass Through Contra Account	-184,778	-40,000	-394,765	0
Fiscal Agent Interest	78,039	83,800	28,863	0
Investment Interest	16,546	17,350	3,376	0
Miscellaneous Interest	0	0	0	0
Fund Interest	378	1,023	817	0
Miscellaneous Revenue	24,094	386	386	0
Loan Payoff Revenue	58,210	10,000	10,000	0
Transfer in - Debt Service	1,149,378	1,712,619	661,169	371,812
Fund Balance	0	0	0	0
Total Revenues	5,948,371	6,523,358	2,875,962	743,624

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	342,214	224,001	257,084	121,812
Operational Charges	477,651	1,319,354	263,904	0
Cost Allocation	354,200	292,283	215,366	250,000
Capital Expenditures	8,485	355,352	321,000	0
Debt Service	5,488,815	1,925,548	1,925,548	0
Transfer Out	1,149,378	2,147,034	661,169	371,812
Total Expenditures	7,820,743	6,263,572	3,644,071	743,624

Net Appropriations	-1,872,372	259,786	-768,109	0
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Authorized Positions:

City Manager	0.15	0.15	0.10	0.10
Deputy City Clerk	0.00	0.00	0.10	0.10
Finance Director	0.00	0.00	0.05	0.05
Accountant	0.05	0.05	0.05	0.05
Community Dev Director	0.00	0.00	0.15	0.15
Comm Dev Programs Manager	0.80	0.80	0.20	0.20
Comm Dev Specialist	1.25	1.25	0.00	0.00
Building Official	0.10	0.10	0.00	0.00
Facilities Maint Worker I	0.25	0.25	0.00	0.00
Total	2.60	2.60	0.65	0.65



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

RSA 871-8702 (Previously 20% CC Set-A-Side Fund)
Summary

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Late Rent Fees	200	25	25	0
Rental Revenue	157,963	114,319	114,319	0
Investment Interest	1,104	850	850	0
Miscellaneous Interest	0	0	0	0
Fund Interest	713	623	623	0
Miscellaneous Revenue	24,094	386	386	0
Loan Payoff Revenue	58,210	10,000	10,000	0
Transfer in - Debt Service	925,910	485,585	485,585	0
Fund Balance	0	0	0	0
Total Revenues	1,168,194	611,788	611,788	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	318,275	199,201	200,196	0
Operational Charges	384,694	164,300	150,965	0
Cost Allocation	177,100	107,683	107,683	0
Capital Expenditures	3,200	400	-400	0
Total Expenditures	883,269	471,584	458,444	0

Net Appropriations	284,925	140,204	153,344	0
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Authorized Positions:

City Manager	0.075	0.075	0.00	0.00
Accountant	0.05	0.05	0.00	0.00
Comm Dev Programs Manager	0.80	0.80	0.00	0.00
Comm Dev Specialist	1.25	1.25	0.00	0.00
Building Official	0.10	0.10	0.00	0.00
Facilities Maint Worker I	0.25	0.25	0.00	0.00
Total	2.53	2.53	0.00	0.00

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 2012-13 Budget ■ ■ ■

RSA 872-8703

RSA (Previously CC Debt Service Fund)

Summary

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Tax Increment	4,629,550	4,600,000	2,439,323	371,812
Pass Through Contra Account	-184,778	-40,000	-394,765	0
Investment Interest	6,641	10,000	513	0
Fiscal Agent Interest	78,039	83,800	28,863	0
Fund Interest	-276	300	-583	0
Fund Balance	0	0	0	0
Total Revenues	4,529,176	4,654,100	2,073,351	371,812

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	56,904	85,000	86,687	0
Debt Service	5,488,815	1,925,548	1,925,548	0
Transfer Out	1,149,378	2,147,034	661,169	371,812
Total Expenditures	6,695,097	4,157,582	2,673,404	371,812

Net Appropriations	-2,165,921	496,518	-600,053	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.



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

R76 **(Previously R76 Project Area)**
Project Overview

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Tax Increment	783,537	780,000	352,441	0
Fiscal Agent Interest	14,709	14,000	14,800	0
Investment Interest	7,300	2,000	2,300	0
Miscellaneous Interest	0	1,000	0	0
Fund Interest	2,394	450	1,872	0
Loan Payoff Revenue	0	10,000	0	0
Transfer In - Debt Service	707,431	203,970	92,704	0
Fund Balance	0	0	0	0
Total Revenues	1,515,371	1,011,420	464,117	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	539,802	155,520	20,520	0
Cost Allocation	55,800	60,000	35,000	0
Capital Expenditures	0	0	0	0
Debt Service	436,873	258,875	258,875	0
Transfer Out	707,431	203,970	92,704	0
Total Expenditures	1,739,906	678,365	407,099	0

Net Appropriations	-224,535	333,055	57,018	0
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Authorized Positions:
None



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

R76 873-8801

(Previously R76 Capital Project Fund)

Division Summary

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Fund Interest	-41	50	11	0
Transfer In - Debt Service	550,724	47,970	23,009	0
Total Revenues	550,683	48,020	23,020	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	522,783	18,020	5,520	0
Cost Allocation	27,900	30,000	17,500	0
Capital Expenditures	0	0	0	0
Total Expenditures	550,683	48,020	23,020	0

Net Appropriations	0	0	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 2012-13 Budget ■ ■ ■

R76 874-8802

(Previously R76 20% Set-A-Side Fund)

Division Summary

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Investment Interest	2,452	1,000	777	0
Loan Payoff Interest	0	1,000	0	0
Fund Interest	1,470	200	531	0
Loan Payoff Revenue	0	10,000	0	0
Transfer In - Debt Service	156,707	156,000	69,695	0
Fund Balance	0	0	0	0
Total Revenues	160,629	168,200	71,003	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	7,933	122,500	0	0
Cost Allocation	27,900	30,000	17,500	0
Capital Expenditures	0	0	0	0
Total Expenditures	35,833	152,500	17,500	0

Net Appropriations	124,796	15,700	53,503	0
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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 2012-13 Budget ■ ■ ■

R76 875-8803

(Previously R76 Debt Service Fund)

Division Summary

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Tax Increment	783,537	780,000	352,441	0
Investment Interest	4,848	1,000	1,523	0
Fiscal Agent Interest	14,709	14,000	14,800	0
Fund Interest	965	200	1,330	0
Total Revenues	804,059	795,200	370,094	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	9,086	15,000	15,000	0
Capital Expenditures	0	0	0	0
Debt Service	436,873	258,875	258,875	0
Transfer Out	707,431	203,970	92,704	0
Total Expenditures	1,153,390	477,845	366,579	0

Net Appropriations	-349,331	317,355	3,515	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.



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

NCEL (Previously NCEL Project Area)
Project Overview

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Tax Increment	159,440	154,660	100,559	0
Investment Interest	890	1,000	289	0
Fund Interest	979	1,000	478	0
Transfer In-Debt Service	44,164	44,200	29,548	0
Fund Balance	0	0	0	0
Total Revenues	205,473	200,860	130,874	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	5,940	8,060	5,060	0
Cost Allocation	8,400	8,740	5,098	0
Capital Expenditures	0	0	0	0
Debt Service	113,697	86,430	70,109	0
Transfer Out	44,164	44,200	29,548	0
Total Expenditures	172,201	147,430	109,815	0

Net Appropriations	33,272	53,430	21,059	0
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Authorized Positions:

None



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

NCEL 876-8901 (Previously NCEL Capital Project Fund)
Division Summary

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Fund Interest	-7	0	4	0
Transfer In-Debt Service	12,276	13,300	9,154	0
Total Revenues	12,269	13,300	9,158	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	3,870	4,560	4,060	0
Cost Allocation	8,400	8,740	5,098	0
Capital Expenditures	0	0	0	0
Total Expenditures	12,270	13,300	9,158	0

Net Appropriations	-1	0	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 2012-13 Budget ■ ■ ■

NCEL 877-8902

(Previously NCEL 20% Set-A-Side Fund)

Division Summary

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Investment Interest	890	1,000	289	0
Fund Interest	495	500	376	0
Transfer In-Debt Service	31,888	30,900	20,394	0
Total Revenues	33,273	32,400	21,059	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	0	2,500	0	0
Cost Allocation	0	0	0	0
Capital Expenditures	0	0	0	0
Total Expenditures	0	2,500	0	0

Net Appropriations	33,273	29,900	21,059	0
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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 2012-13 Budget ■ ■ ■

NCEL 878-8903

(Previously NCEL Debt Service Fund)

Division Summary

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Tax Increment	159,440	154,660	100,559	0
Fund Interest	491	500	98	0
Fund Balance	0	0	0	0
Total Revenues	159,931	155,160	100,657	0

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	0	0
Operational Charges	2,070	1,000	1,000	0
Cost Allocation	0	0	0	0
Capital Expenditures	0	0	0	0
Debt Service	113,697	86,430	70,109	0
Transfer Out	44,164	44,200	29,548	0
Total Expenditures	159,931	131,630	100,657	0

Net Appropriations	0	23,530	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.

Housing Successor Agency



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

"The Friendly City by the Sea"

**CITY OF PORT HUENEME
FY 2012-13 BUDGET**

Housing Successor Agency

MISSION

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

PRIMARY ACTIVITIES

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



■ ■ ■ City of Port Hueneme - FY 2012-13 Budget ■ ■ ■

**Housing Successor Fund
714-8702**

**Housing Successor Fund
Account Overview**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Housing Successor Tax Inc	0	0	0	500,000
Late Rent Fees	0	0	0	100
Rental Income	0	93,500	94,634	267,540
Loan Payoff Revenue	0	15,000	742	25,000
Fund Interest	0	100	100	5,200
Total Revenues	0	108,600	95,476	797,840

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	133,327	38,833	100,503
Operational Charges	0	107,121	42,535	171,860
Cost Allocation	0	76,917	76,917	250,000
Transfer Out	0	0	0	401,065
Total Expenditures	0	317,365	158,285	923,428

Net Appropriations	0	-208,765	-62,809	-125,588
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Authorized Positions:

Community Dev Director	0.00	0.00	0.10	0.10
Community Programs Manager	0.00	0.00	0.50	0.50
	0.00	0.00	0.60	0.60

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Surplus Property Authority



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

“The Friendly City by the Sea”

**CITY OF PORT HUENEME
FY 2012-13 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 2011-12

- Stellar. Assisted the relocated of office and lab functions to off-site location (Beachport Shopping Center).
- Lighthouse Promenade. Completed slurry coat of asphalt in Winter 2012.
- Northrop-Grumman. 2-year sublease extension issued to for Lot #11 to Northrop-Grumman for radar testing.

MAJOR INITIATIVES 2012-13

- Continue to seek SPA tenants at Aquacultural Park.
- Continue funding cost allocation and general fund staff hours.
- Cross-train CD Specialist with tenant relations and site maintenance.
- Evaluate replacing security swing gate with lift gate for main vehicle entry.
- Retrofit Promenade lighting with energy efficient fixtures.

PERFORMANCE MEASURES 2012-13

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

-FY 2004-05:	6 of 10 lots
-FY 2005-06:	7 of 10 lots
-FY 2006-07:	7 of 10 lots
-FY 2007-08:	6 of 10 lots
-FY 2008-09:	6 of 10 lots
-FY 2009-10:	7 of 10 lots
-FY 2010-11:	7 of 10 lots
-FY 2011-12:	7 of 10 lots
-FY 2012-13:	N/A



■■■ City of Port Hueneme - FY 2012-13 Budget ■■■

SPA 713-8113

**Surplus Property Authority
Account Overview**

Source of Funds	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Rental Income	222,804	200,112	200,112	200,112
RDA NCEL Promissory Note	573,364	86,430	70,109	86,430
Investment Income	1,220	5,000	900	900
Fund Interest	1,914	1,000	4,200	4,200
Total Revenues	799,302	292,542	275,321	291,642

Expenditure Description	Actual 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Salaries & Benefits	0	0	18,061	52,239
Operational Charges	113,157	129,730	115,401	124,830
Cost Allocation	84,900	88,300	88,300	91,800
Capital Expenditures	0	12,000	12,000	0
Total Expenditures	198,057	230,030	233,762	268,869

Net Appropriations	601,245	62,512	41,559	22,773
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Authorized Positions:

Community Dev Specialist	0.00	0.00	0.50	0.50
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CITY OF PORT HUENEME



CAPITAL IMPROVEMENT PROGRAM

FY 2012-13 to FY 2016-17

CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

Frequently Asked Questions

CITY OF PORT HUENEME

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 2013 - 2017 CIP Budget

Funding Source	2012-13*	2013-14	2014-15	2015-16	2016-17	Total Project Budget
CDBG	0	150,000	150,000	0	0	300,000
General Fund	50,000	0	0	0	0	50,000
Gas Tax	235,000	500,000	500,000	500,000	500,000	2,235,000
Storm Drain Fund	80,000	0	0	0	0	80,000
TDA Article 3	60,000	0	0	0	0	60,000
TDA Article 8	365,000	0	0	0	0	365,000
Wastewater Capital	1,240,000	0	0	0	0	1,240,000
Water Operations	220,000	0	0	0	0	220,000
Water Capital	2,000,000	0	0	0	0	2,000,000
Federal Grant	370,000	0	0	0	0	370,000
TBD (To Be Determined)	0	16,716,000	15,660,000	660,000	90,000	33,126,000
Total CIP Projects	4,620,000	17,366,000	16,310,000	1,160,000	590,000	40,046,000

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

City of Port Hueneme - Capital Improvement Program 2013-2017

Project Title	Total Project Budget	Source of Funds
<i>Housing/Facilities Projects</i>		
Police Department Parking Lot Repavement	\$50,000	General Fund
Hueneme Beach Gazebo Repair/Flagpoles	\$65,000	TBD
Public Works Surfside Re-Roofing	\$180,000	TBD
Pier Deck Replacement Project	\$210,000	TBD
Library HVAC Systems Replacement Project	\$585,000	TBD
Total Housing/Facilities Projects	\$1,090,000	
<i>Public Works Projects</i>		
FY 12-13 Tree Pruning Program	\$35,000	Gas Tax
FY 12-13 Street Rehabilitation	\$430,000	Gas Tax TDA 8
Water Distribution System Upgrade FY 12-13	\$80,000	Water Fund
Water Meter Relocation Project FY 12-13	\$140,000	Water Fund
FY 12-13 Wastewater System Rehabilitation-Grouting	\$40,000	Wastewater Capital
FY 12-13 Wastewater System Rehabilitation-Manholes	\$100,000	Wastewater Capital
FY 12-13 Wastewater System Rehabilitation-Sewer Lining	\$1,100,000	Wastewater Capital
FY 12-13 Storm Drain Master Plan	\$80,000	Stormdrain
FY 12-13 Street Mill and Overlay	\$445,000	Federal Grant TDA 8
Hueneme Beach Park Bikeway Upgrades (FY 11-12/12-13 TDA 3 Discretionary Grant)	\$120,000	TDA 3 TDA 8
FY 12-13 Water Distribution Design Project 1,2,3,4	\$2,000,000	Water Capital
FY 13-14 Street Rehabilitation	\$500,000	Gas Tax
FY 12-13 Storm Drain Rehabilitation-Seaview Flood Control Station	\$30,000	TBD
FY 12-13 Storm Drain Rehabilitation-Surfside Flood Control Station	\$40,000	TBD
Public Works Industrial Parking Lot Rehabilitation	\$50,000	TBD
FY 13-14 Water Distribution Upgrade Project	\$16,000,000	TBD
FY 14-15 Street Rehabilitation	\$500,000	Gas Tax
FY 14-15 Water Distribution Upgrade Project	\$15,000,000	TBD
Pleasant Valley Road Mid-Block Crossing	\$200,000	TBD
Park Avenue at Ventura Road Traffic Signal	\$225,000	TBD
FY 15-16 Street Rehabilitation	\$500,000	Gas Tax
Channel Islands Boulevard Left Turn Lane	\$100,000	TBD
FY 16-17 Street Rehabilitation	\$500,000	Gas Tax
Total Public Works Projects	\$38,215,000	
<i>Recreation/Community Services</i>		
Moranda Park Basketball Courts Replacement	\$40,000	TBD
Moranda Park Tennis Courts Replacement	\$110,000	TBD
Replace Moranda Park Tennis Complex Lexan Windows	\$10,000	TBD
Moranda Park Walking Path	\$40,000	TBD
Replace Lifeguard "Pier Tower"	\$45,000	TBD
Replace Two Lifeguard Towers	\$76,000	TBD
Moranda Park Tennis Light Replacement	\$20,000	TBD
Replace Moranda Park Playground Equipment	\$150,000	CDBG
Replace Bubbling Springs Park Playground Equipment	\$150,000	CDBG
Bolker Park Main Line Conduit Replacement	\$100,000	TBD
Total Recreation/Community Services Projects	\$741,000	
Total CIP Projects	\$40,046,000	

City of Port Hueneme - Capital Improvement Program 2013-2017

2012-13	2013-14	2014-15	2015-16	2016-17	Funding to Complete
\$50,000					\$50,000
	\$65,000				\$65,000
	\$180,000				\$180,000
	\$10,000	\$200,000			\$210,000
		\$35,000	\$550,000		\$585,000
\$50,000	\$255,000	\$235,000	\$550,000	\$0	\$1,090,000
\$35,000					\$35,000
\$200,000					\$200,000
\$230,000					\$230,000
\$80,000					\$80,000
\$140,000					\$140,000
\$40,000					\$40,000
\$100,000					\$100,000
\$1,100,000					\$1,100,000
\$80,000					\$80,000
\$370,000					\$370,000
\$75,000					\$75,000
\$60,000					\$60,000
\$60,000					\$60,000
\$2,000,000					\$2,000,000
	\$500,000				\$500,000
	\$30,000				\$30,000
	\$40,000				\$40,000
	\$50,000				\$50,000
	\$16,000,000				\$16,000,000
		\$500,000			\$500,000
		\$15,000,000			\$15,000,000
		\$200,000			\$200,000
		\$225,000			\$225,000
			\$500,000		\$500,000
			\$100,000		\$100,000
				\$500,000	\$500,000
\$4,570,000	\$16,620,000	\$15,925,000	\$600,000	\$500,000	\$38,215,000
	\$40,000				\$40,000
	\$110,000				\$110,000
	\$10,000				\$10,000
	\$40,000				\$40,000
	\$45,000				\$45,000
	\$76,000				\$76,000
	\$20,000				\$20,000
	\$150,000				\$150,000
		\$150,000			\$150,000
			\$10,000	\$90,000	\$100,000
\$0	\$491,000	\$150,000	\$10,000	\$90,000	\$741,000
\$4,620,000	\$17,366,000	\$16,310,000	\$1,160,000	\$590,000	\$40,046,000

CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

Description of CIP Revenue Sources

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

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

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

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

Federal Grant – Federal grants are defined and governed by the Federal Grant and Cooperative Agreement Act of 1977 and may be spent only for narrowly defined purposes.

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

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

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

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

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

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

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

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

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

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

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

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

CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

Project Summary by Type

CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

Housing/Facilities Projects FY 2013-17

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Project Title	Police Department Parking Lot Repavement	Dept. Project:	Housing-Facilities/ 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 Date					Funding to Complete
			2012-13	2013-14	2014-15	2015-16	2016-17	
	General Fund	\$50,000	\$50,000					\$50,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$50,000	\$50,000				\$50,000	
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					Funding to Complete
			Date	2012-13	2013-14	2014-15	2015-16	
	TBD	\$65,000		65000				\$65,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$65,000	\$65,000				\$65,000	
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 2013.

Revenue

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

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$180,000		\$180,000			\$180,000	
Inspection						\$0	



Project Title	Pier Deck Replacement Project	Dept. Project:	Housing/Facilities
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PROJECT DESCRIPTION

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

Revenue

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

Expenditures

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



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

Replacement of the HVAC systems at Library.

Revenue

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

Expenditures

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



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CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

Public Works Projects FY 2013-17

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PROJECT DESCRIPTION

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

Revenue

Account	Source	Budget	Revenues to Date	2012-13	2013-14	2014-15	2015-16	2016-17	Funding to Complete
	Gas Tax	\$35,000		\$35,000					\$35,000

Expenditures

	Budget	Expenditures to Date	2011-12	2012-13	2013-14	2014-15	2016-17	Cost to Complete
Studies								\$0
Design								\$0
Construction	\$35,000			\$35,000				\$35,000
Inspection								\$0



PROJECT DESCRIPTION

FY 12-13 Street Rehabilitation - 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
			2012-13	2013-14	2014-15	2015-16	2016-17	
	Gas Tax	\$200,000	\$200,000					\$200,000
	TDA 8	\$230,000	\$230,000					\$230,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$500,000	\$500,000				\$500,000	
Inspection						\$0	



Project Title	Water Distribution System Upgrades FY 12/13	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide an upgrade to the water distribution system for Anacapa View Condos and for Pearl St. as identified in the 2011 Water Distribution System Master Plan. Upgrades will alleviate pressure and volume restriction in both of these areas.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete	
			Date	2012-13	2013-14	2014-15	2015-16		2016-17
	Water Fund	\$80,000		\$80,000					\$80,000

Expenditures

	Budget	Expenditures					Cost to Complete
		to Date	2012-13	2013-14	2014-15	2015-16	
Studies							\$0
Design	\$8,000		\$8,000				\$8,000
Construction	\$72,000		\$72,000				\$72,000
Inspection							\$0



PROJECT DESCRIPTION

This project will relocate water meters that are on private property and relocate them into the City's Right-of-Way. In addition, irrigation service connections will be updated in Hueneme Bay.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2012-13	2013-14	2014-15	2015-16	2016-17	
	Water Fund	\$140,000	\$140,000					\$140,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$140,000	\$140,000				\$140,000	
Inspection						\$0	



PROJECT DESCRIPTION

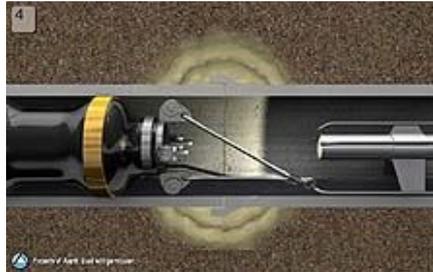
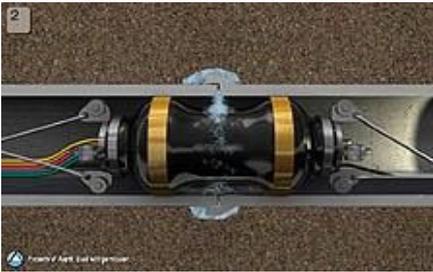
This project will eliminate infiltration in 20% of identified deficiencies in the collection system mains and laterals through chemical grout injection.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete
			Date	2012-13	2013-14	2014-15	2015-16	
	Wastewater Capital	\$40,000		\$40,000				\$40,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$40,000	\$40,000				\$40,000	
Inspection						\$0	



Project Title	FY 12-13 Wastewater System Rehabilitation-Manholes	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide for the rehabilitation of 100 manholes throughout the City.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2012-13	2013-14	2014-15	2015-16	2016-17	
	Wastewater Capital	\$100,000	\$100,000					\$100,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$100,000	\$100,000				\$100,000	
Inspection						\$0	



Project Title	FY 12-13 Wastewater System Rehabilitation-Sewer Lining	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide for the repair and upgrade of sewer mains throughout the City by using a sewer lining process.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2012-13	2013-14	2014-15	2015-16	2016-17	
	Wastewater Capital	\$1,100,000	\$1,100,000					\$1,100,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$1,100,000	\$1,100,000				\$1,100,000	
Inspection						\$0	



Project Title	FY 12-13 Storm Drain Master Plan	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide for the preparation of a Citywide Storm Drain Master Plan to assess storm drain system needs.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2012-13	2013-14	2014-15	2015-16	2016-17	
	Stormdrain	\$80,000	\$80,000					\$80,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$80,000	\$80,000				\$80,000	
Inspection						\$0	



PROJECT DESCRIPTION

Rehabilitation of select portions of roadways throughout the City that are eligible for Federal funding.

Revenue

Account	Source	Budget	Revenues to Date				Funding to Complete
			2012-13	2013-14	2014-15	2015-16	
	Federal Allocation	\$370,000	\$370,000				\$370,000
	Gas Tax	\$75,000	\$75,000				\$75,000

Expenditures

	Budget	Expenditures to Date				Cost to Complete
		2012-13	2013-14	2014-15	2015-16	
Studies						\$0
Design						\$0
Construction	\$445,000	\$445,000				\$445,000
Inspection						\$0



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

FY 11-12 / 12-13 TDA 3 Discretionary Grant

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

Revenue

Account	Source	Budget	Revenues to					Funding to Complete
			Date	2012-13	2013-14	2014-15	2015-16	
	TDA Art 3	\$60,000		\$60,000				\$60,000
	TDA Art 8	\$60,000		\$60,000				\$60,000

Expenditures

	Budget	Expenditures					Cost to Complete
		to Date	2011-12	2012-13	2013-14	2014-15	
Studies							\$0
Design							\$0
Construction	\$120,000		\$120,000				\$120,000
Inspection							\$0



PROJECT DESCRIPTION

This project will provide for the design of the distribution system upgrades identified in the 2011 Water Distribution System Master Plan. Project will alleviate pressure and volume restrictions within the water distribution system.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete	
			Date	2012-13	2013-14	2014-15	2015-16		2016-17
	Water Capital	\$2,000,000		\$2,000,000					\$2,000,000

Expenditures

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



PROJECT DESCRIPTION

FY 13-14 Street Rehabilitation - This project will provide for the repair of pavement of various streets in the City.

Revenue

Account	Source	Budget	Revenues to Date	2012-13	2013-14	2014-15	2015-16	2016-17	Funding to Complete
	Gas Tax	\$500,000			\$500,000				\$500,000

Expenditures

	Budget	Expenditures to Date	2012-13	2013-14	2014-15	2015-16	2016-17	Cost to Complete
Studies								\$0
Design	In House							\$0
Construction	\$500,000			\$500,000				\$500,000
Inspection								\$0



Project Title	FY 12-13 Storm Drain Rehabilitation-Seaview Flood Control Station	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide for the rehabilitation of Seaview Flood Control Station

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2012-13	2013-14	2014-15	2015-16	2016-17	
	TBD	\$30,000	\$30,000					\$30,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$30,000	\$30,000				\$30,000	
Inspection						\$0	



Project Title	FY 12-13 Storm Drain Rehabilitation-Surfside Flood Control Station	Dept. Project:	Public Works
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PROJECT DESCRIPTION

This project will provide for the replacement of two pumps at the Surfside Flood Control Station.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2012-13	2013-14	2014-15	2015-16	2016-17	
	TBD	\$40,000	\$40,000					\$40,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$40,000	\$40,000				\$40,000	
Inspection						\$0	



Project Title	Public Works Industrial Parking Lot Rehabilitation	Dept. Project:	Public Works
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PROJECT DESCRIPTION

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

Revenue

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

Expenditures

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



PROJECT DESCRIPTION

This project will construct an upgrade to the distribution system as identified the 2011 Water Distribution System Master Plan. Repairs will alleviate pressure and volume restrictions within the water distribution system.

Revenue

Account	Source	Budget	Revenues to					Funding to Complete	
			Date	2012-13	2013-14	2014-15	2015-16		2016-17
	TBD	\$16,000,000			\$16,000,000				\$16,000,000

Expenditures

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



PROJECT DESCRIPTION

FY 14-15 Street Rehabilitation - This project will provide for the repair of pavement of various streets in the City.

Revenue

Account	Source	Budget	Revenues to Date	2012-13	2013-14	2014-15	2015-16	2016-17	Funding to Complete
	Gas Tax	\$500,000				\$500,000			\$500,000

Expenditures

	Budget	Expenditures to Date	2012-13	2013-14	2014-15	2015-16	2016-17	Cost to Complete
Studies								\$0
Design	In House							\$0
Construction	\$500,000				\$500,000			\$500,000
Inspection								\$0



PROJECT DESCRIPTION

This project will construct an upgrade to the distribution system as identified the 2011 Water Distribution System Master Plan. Repairs will alleviate pressure and volume restrictions within the water distribution system.

Revenue

Account	Source	Budget	Revenues to Date	2012-13	2013-14	2014-15	2015-16	2016-17	Funding to Complete
	TBD	\$15,000,000				\$15,000,000			\$15,000,000

Expenditures

	Budget	Expenditures to Date	2012-13	2013-14	2014-15	2015-16	2016-17	Cost to Complete
Studies								\$0
Design								\$0
Construction	\$14,500,000				\$14,500,000			\$14,500,000
Inspection	\$500,000				\$500,000			\$500,000



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

FY 10-11 TDA 3 Discretionary Grant

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

Revenue

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

Expenditures

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



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

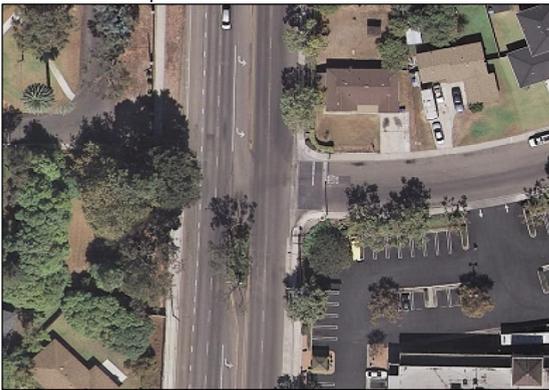
This project will provide for the installation of a new traffic signal at the intersection of Ventura Road and Park Avenue.

Revenue

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

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$225,000			\$225,000		\$225,000	
Inspection						\$0	



Project Title	FY 15-16 Street Rehabilitation	Dept. Project:	Public Works
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PROJECT DESCRIPTION

FY 15-16 Street Rehabilitation - 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
			2012-13	2013-14	2014-15	2015-16	2016-17	
	Gas Tax	\$500,000				\$500,000	\$500,000	

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design	In House					\$0	
Construction	\$500,000				\$500,000	\$500,000	
Inspection						\$0	



Project Title	Channel Islands Boulevard 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					Funding to Complete
			Date	2012-13	2013-14	2014-15	2015-16	
	TBD	\$100,000					\$100,000	\$100,000

Expenditures

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



PROJECT DESCRIPTION

FY 16-17 Street Rehabilitation - This project will provide for the repair of pavement of various streets in the City.

Revenue

Account	Source	Budget	Revenues to Date	2012-13	2013-14	2014-15	2015-16	2016-17	Funding to Complete
	Gas Tax	\$500,000						\$500,000	\$500,000

Expenditures

	Budget	Expenditures to Date	2012-13	2013-14	2014-15	2015-16	2016-17	Cost to Complete
Studies								\$0
Design	In House							\$0
Construction	\$500,000						\$500,000	\$500,000
Inspection								\$0



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CITY OF PORT HUENEME

CAPITAL IMPROVEMENT PROGRAM

Recreation/Community Svcs. Projects FY 2013-17

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

The two basketball courts at Moranda Park are deteriorated and need to be repaired/replaced. The project will resurface two basketball courts.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2012-13	2013-14	2014-15	2015-16	2016-17	
	TBD	\$40,000		\$40,000				\$40,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2014-15	2015-16	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$40,000		\$40,000			\$40,000	
Inspection						\$0	



Project Title	Moranda Park Tennis Courts Replacement	Dept. Project:	Recreation/Community Svcs
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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 court surface.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2012-13	2013-14	2014-15	2015-16	2016-17	
	TBD	\$110,000		\$110,000				\$110,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$110,000		\$110,000			\$110,000	
Inspection						\$0	



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
			2012-13	2013-14	2014-15	2015-16	2016-17	
	TBD	\$10,000		\$10,000				\$10,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$10,000		\$10,000			\$10,000	
Inspection						\$0	



PROJECT DESCRIPTION

This project will provide for the replacement of 3 of the 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
			2012-13	2013-14	2014-15	2015-16	2016-17	
	TBD	\$20,000		\$20,000				\$20,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$20,000		\$20,000			\$20,000	
Inspection						\$0	



Project Title	Moranda Park Walking Path	Dept. Project:	Recreation/Community Svs
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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
			2012-13	2013-14	2014-15	2015-16	2016-17	
	TBD	\$40,000		\$40,000				\$40,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies							\$0
Design							\$0
Construction	\$40,000		\$40,000				\$40,000
Inspection							\$0



Project Title	Replace Lifeguard "Pier Tower"	Dept. Project:	Recreation/Community Svcs
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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
			2012-13	2013-14	2014-15	2015-16	2016-17	
	TBD	\$45,000		\$45,000				\$45,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$45,000		\$45,000			\$45,000	
Inspection						\$0	



Project Title	Replace Two Lifeguard Towers	Dept. Project:	Recreation/Community Svcs
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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 \$38,000 each.

Revenue

Account	Source	Budget	Revenues to Date					Funding to Complete
			2012-13	2013-14	2014-15	2015-16	2016-17	
	TBD	\$76,000		\$76,000				\$76,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$76,000		\$76,000			\$76,000	
Inspection						\$0	



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

Installed in 2002, structure is aging and after approximately eleven 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
			2012-13	2013-14	2014-15	2015-16	2016-17	
	CDBG	\$150,000		\$150,000				\$150,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$150,000		\$150,000			\$150,000	
Inspection						\$0	



Project Title	Replace Bubbling Springs Park Playground Equipment	Dept. Project:	Recreation/Community Svs
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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 Date					Funding to Complete
			2012-13	2013-14	2014-15	2015-16	2016-17	
	CDBG	\$150,000			\$150,000			\$150,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies						\$0	
Design						\$0	
Construction	\$150,000			\$150,000		\$150,000	
Inspection						\$0	



Project Title	Bolker Park Main Line Conduit Replacement	Dept. Project:	Recreation/Community Svs
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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
			2012-13	2013-14	2014-15	2015-16	2016-17	
	TBD	\$100,000				\$10,000	\$90,000	\$100,000

Expenditures

	Budget	Expenditures to Date					Cost to Complete
		2012-13	2013-14	2014-15	2015-16	2016-17	
Studies							\$0
Design	\$10,000				\$10,000		\$10,000
Construction	\$90,000					\$90,000	\$90,000
Inspection							\$0



CITY OF PORT HUENEME



PERSONNEL ALLOCATIONS

FY 2012-13



PERSONNEL ALLOCATIONS

FY 2012-13

Department/Title	Adopted 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
City Administration				
City Council Member	5.00	5.00	5.00	5.00
City Manager	0.75	0.75	0.85	0.85
Assistant to the City Manager	0.85	0.85	0.85	0.85
Deputy City Clerk	1.00	1.00	0.90	0.90
Admin Svcs Coordinator - PT (1)	0.50	0.50	0.50	0.50
Total	8.10	8.10	8.10	8.10
General Government				
Assistant to the City Manager	0.15	0.15	0.15	0.15
IS/Technology Manager	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	0.20	0.20	0.20	0.20
Total	1.35	1.35	1.35	1.35
Finance				
Finance Director	1.00	1.00	0.95	0.95
Accounting and Revenue Manager	1.00	1.00	1.00	1.00
Budget and Finance Manager	1.00	1.00	1.00	1.00
Supervising Accountant	1.00	1.00	1.00	1.00
Accountant	0.95	0.95	0.95	0.95
Payroll Services Specialist	1.00	1.00	1.00	1.00
Fiscal Assistant	3.00	3.00	3.00	3.00
Fiscal Assistant PT - (1)	0.50	0.50	0.50	0.50
Fiscal Aide PT - (1)	0.00	0.50	0.50	0.50
Total	9.45	9.95	9.90	9.90
Community Development				
Comm Dev Director	1.00	1.00	0.75	0.75
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	1.00	1.00
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	0.00
Parking Officer	0.00	0.00	0.00	1.00
Parking Officer - PT (1)	1.00	1.00	1.00	0.50
Total	6.60	6.60	6.50	6.00
Neighborhood Preservation				
Building Official	0.05	0.05	0.00	0.00
Comm Dev Programs Manager	0.20	0.20	0.30	0.30
Comm Dev Specialist	0.25	0.25	1.00	1.00
Total	0.50	0.50	1.30	1.30
Police				
Police Chief	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00
Police Support Svcs. Div. Manager	1.00	1.00	1.00	1.00
Police Sergeant	5.00	5.00	5.00	5.00



PERSONNEL ALLOCATIONS

FY 2012-13

Department/Title	Adopted 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Police (cont'd)				
Senior Police Officer	5.00	5.00	5.00	5.00
Police Officer	7.00	6.00	6.00	6.00
Police Officer/Detective	3.00	3.00	3.00	3.00
Police Officer/SPU	2.00	3.00	3.00	3.00
Senior Police Comm Officer	1.00	1.00	1.00	1.00
Property & Evidence Supervisor	0.00	0.00	1.00	1.00
Property & Evidence Technician PT -(1)	0.00	0.00	0.00	0.50
Police Comm Officer	4.00	4.00	4.00	4.00
Police Comm Officer PT - (2)	0.50	0.50	0.50	1.00
Police Support Svcs Officer	1.00	1.00	0.00	0.00
Police Supp Svcs Officer PT - (1)	0.50	0.50	0.50	0.50
Police Records Technician Lead	0.00	0.00	0.00	1.00
Police Records Technician	1.00	1.00	1.00	0.00
Crossing Guard PT - (5)	2.50	2.50	2.50	2.50
Park Ranger PT - (4)	0.25	0.25	0.25	0.50
Total	35.75	35.75	35.75	37.00
COPS Grant				
Crime Prevention Officer	1.00	0.00	0.00	0.00
Total	1.00	0.00	0.00	0.00
Recreation & Community Services				
Recreation & Comm Svcs Dir	1.00	1.00	1.00	1.00
Rec & Comm Svcs Specialist	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	0.80	0.80	0.80	0.80
Recreation Attendant PT - (1)	0.50	0.50	0.50	0.50
Custodian PT - (1)	0.50	0.50	0.50	0.50
Lifeguard PT - (21)	8.00	8.00	8.00	8.00
Jr. Lifeguard PT - (10)	8.00	8.00	8.00	8.00
Total	19.80	19.80	19.80	19.80
Senior Nutrition Grant				
Senior Nutrition Coord PT - (1)	0.50	0.50	0.50	0.50
Total	0.50	0.50	0.50	0.50
Public Works				
Public Works Director	1.00	1.00	1.00	1.00
City Engineer/Streets Supt	1.00	1.00	1.00	1.00
Construction Coordinator	1.00	1.00	0.00	0.00
Construction Inspector I	0.00	0.00	1.00	1.00
Engineering Aide	1.00	1.00	1.00	1.00
Engineering Intern PT - (1)	0.00	0.50	0.50	0.50
Streets Maint Worker Lead	1.00	1.00	1.00	1.00
Streets Maint Worker I	3.00	3.00	3.00	3.00
Mechanic II	2.00	2.00	2.00	2.00
Landscape Coordinator	1.00	1.00	1.00	1.00



PERSONNEL ALLOCATIONS

FY 2012-13

Department/Title	Adopted 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Public Works (cont'd)				
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	2.00	2.00	2.00
Grounds Maint Aide PT - (1)	0.50	0.50	0.50	0.50
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	4.00	4.00	3.00
Water Utility Operator II	0.00	0.00	0.00	1.00
Wastewater Superintendent	0.60	0.60	1.00	1.00
Environmental Compliance Coord.	1.00	1.00	0.00	0.00
Water Resource Inspector I	0.00	0.00	1.00	1.00
Electrical/Instrumentation Technician	1.80	1.80	2.00	2.00
Electrical/Mechanical Technician	0.95	0.95	0.00	0.00
Wastewater Maintenance Lead	0.95	0.95	1.00	1.00
Wastewater Maintenance II	0.75	0.75	2.00	2.00
Wastewater Maintenance I	2.35	2.35	2.00	2.00
Solid Waste/Fleet Superintendent	1.00	1.00	1.00	1.00
Solid Waste Coordinator	0.00	0.00	0.00	1.00
Solid Waste Equipment Operator, Lead	1.00	1.00	1.00	0.00
Solid Waste Equipment Operator II	5.00	5.00	5.00	5.00
Admin Specialist III	2.00	2.00	2.00	2.00
Admin Specialist II	2.50	2.50	2.00	2.00
Total	44.40	44.90	45.00	45.00
Naval Base				
Wastewater Superintendent	0.40	0.40	0.00	0.00
Electrical Instrumentation Tech	0.20	0.20	0.00	0.00
Electrical Mechanical Tech	0.05	0.05	0.00	0.00
Admin Specialist II	0.50	0.50	0.00	0.00
Wastewater Maintenance I	2.65	2.65	0.00	0.00
Wastewater Maintenance II	1.25	1.25	0.00	0.00
Wastewater Maintenance Lead	1.05	1.05	0.00	0.00
Total	6.10	6.10	0.00	0.00
Housing Authority				
City Manager	0.10	0.10	0.05	0.05
Housing/Facilities Maint. Director	0.60	0.60	0.60	0.60
Housing Property Manager	1.00	1.00	1.00	0.00
Housing Program Manager	0.00	0.00	0.00	1.00
Housing Specialist	1.00	1.00	1.00	0.00
Housing Cust Svc Assistant	1.00	1.00	1.00	1.00
Clerical Aide	0.00	0.00	0.00	1.00
Housing & Facilities Svcs Asst	0.35	0.35	0.35	0.35
Facilities Maint Superintendent	0.25	0.25	0.25	0.25



PERSONNEL ALLOCATIONS

FY 2012-13

Department/Title	Adopted 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
Housing Authority (cont'd)				
Facilities Maint Worker I	1.00	1.00	0.25	0.25
Facilities Maint Worker II	0.25	0.25	1.00	1.00
Total	5.55	5.55	5.50	5.50
Facilities Maintenance				
Housing/Facilities Director	0.40	0.40	0.40	0.40
Housing & Facilities Svcs Asst	0.65	0.65	0.65	0.65
Facilities Superintendent	0.75	0.75	0.75	0.75
Facilities Maint Worker Lead	1.00	1.00	1.00	1.00
Facilities Maint Worker I	0.50	0.50	0.75	0.75
Facilities Maint Worker II	2.00	2.00	2.00	2.00
Total	5.30	5.30	5.55	5.55
Housing Successor Agency				
Comm Dev Director	0.00	0.00	0.10	0.10
Comm Dev Programs Manager	0.00	0.00	0.50	0.50
Total	0.00	0.00	0.60	0.60
Redevelopment Successor Agency				
City Manager	0.15	0.15	0.10	0.10
Deputy City Clerk	0.00	0.00	0.10	0.10
Finance Director	0.00	0.00	0.05	0.05
Accountant	0.05	0.05	0.05	0.05
Comm Dev Director	0.00	0.00	0.15	0.15
Comm Dev Programs Manager	0.80	0.80	0.20	0.20
Comm Dev Specialist	1.25	1.25	0.00	0.00
Building Official	0.10	0.10	0.00	0.00
Facilities Maint Worker I	0.25	0.25	0.00	0.00
Total	2.60	2.60	0.65	0.65
Surplus Property Authority				
Comm Dev Specialist	0.00	0.00	0.50	0.50
Total	0.00	0.00	0.50	0.50



PERSONNEL ALLOCATIONS

FY 2012-13

Department/Title	Adopted 2010-11	Budgeted 2011-12	Projected 2011-12	Budgeted 2012-13
DEPARTMENT RECAP				
City Administration	8.10	8.10	8.10	8.10
General Government	1.35	1.35	1.35	1.35
Finance	9.45	9.95	9.90	9.90
Community Development	6.60	6.60	6.50	6.00
Neighborhood Preservation	0.50	0.50	1.30	1.30
Police	35.75	35.75	35.75	37.00
COPS Grant	1.00	0.00	0.00	0.00
Recreation & Community Services	19.80	19.80	19.80	19.80
Senior Nutrition Grant	0.50	0.50	0.50	0.50
Public Works	44.40	44.90	45.00	45.00
Naval Base	6.10	6.10	0.00	0.00
Housing Authority	5.55	5.55	5.50	5.50
Facilities Maintenance	5.30	5.30	5.55	5.55
Housing Successor Agency	0.00	0.00	0.60	0.60
Redevelopment Successor Agency	2.60	2.60	0.65	0.65
Surplus Property Authority	0.00	0.00	0.50	0.50
Grand Total	147.00	147.00	141.00	141.75
Full Time	118.00	117.00	111.00	111.00
Part Time/Seasonal	29.00	30.00	30.00	30.75
Total	147.00	147.00	141.00	141.75

Changes in Projected FY 2011-12 : Reclassed Police Support Svcs Officer to Property & Evidence Supervisor, Elimination of Navy staff (5) due to loss of Navy contract, and reorganization of staff due to elimination of Redevelopment Agency.

Changes in Proposed FY 2012-13 : Added Property & Evidence Technician PT and an additional Police Comm Officer PT, added additional Park Rangers, Upgraded Police Records Tech to Sr. Police Records Tech, Upgraded PT Parking Enf Officer to FT, Eliminated Code Compliance Office, Upgraded Solid Waste Lead to Solid Waste Coordinator, Upgraded Water Op I to II, Added Clerical Aide, Eliminated Property Manager, and Eliminated Admin Specialist II position.

EMPLOYEE COMPENSATION AND BENEFITS

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

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

Medical Plan: PERS Health Plans
HMO/PPO Options

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

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

Dental: Assurant Dental – HMO/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

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)

General/Management Unit

2% - 10+ years of service
3.5% - 15+ years of service

EMPLOYEE COMPENSATION AND BENEFITS

Police Officers' Association Unit

4%- 5-9 years of combined agency service

6%-10+ years of combined agency service

Holidays:

11½ + 1 Floating Holiday

**Social Security &
Medicare Tax:**

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

Bilingual pay:

General Unit - \$23.00 per pay period

POA: \$45.00 per pay period

PERS Retirement:

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

POA employees contribute 5% employer cost sharing.

Work Schedule:

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

Life Insurance:

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

Tuition Reimbursement:

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

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

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

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

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**BUDGET ADOPTION
RESOLUTIONS**

City of Port Hueneme

Redevelopment Successor Agency

Housing Authority

Housing Successor Agency

Surplus Property Authority

**CITY OF PORT HUENEME
 PERMITTED GROWTH RATE
 IN CITY APPROPRIATIONS FOR FY 2012-13**

2012-13

Per Capita Personal Income: 3.77
 Civilian Population Change: 0.66

Per Capita Personal Income $\frac{3.77+100}{100}$ = 1.0377
 Change converted to a ratio

Civilian Population Change $\frac{0.66+100}{100}$ = 1.0066
 Change converted to a ratio

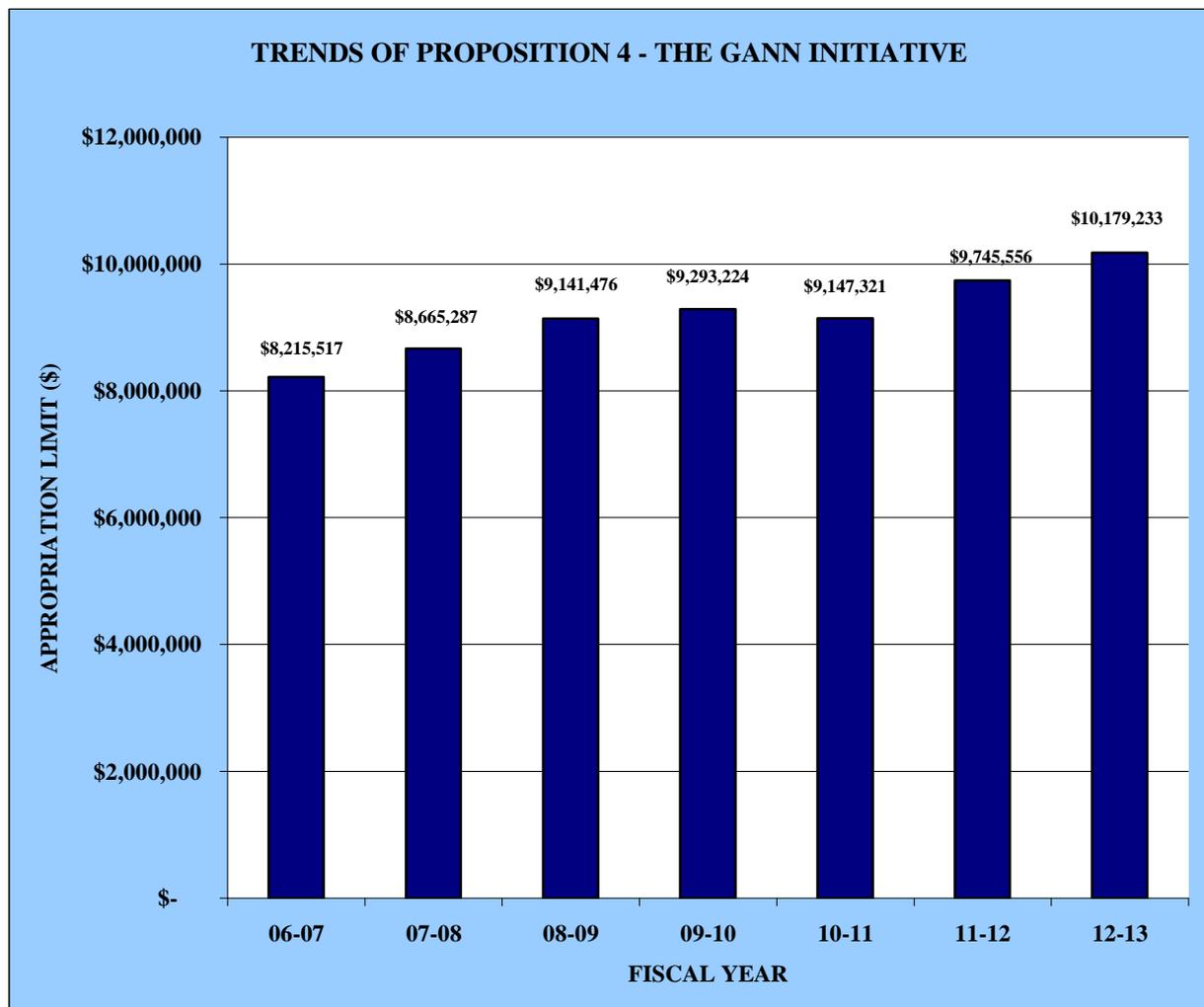
Calculation of factor for FY 2012-13 1.0377 x 1.0066 = 1.0445

PROPOSITION 4

THE GANN INITIATIVE

As shown in Exhibit “A” of Resolution No. ____, the City Council of the City of Port Hueneme, CA on June 18, 2012, adopted an annual appropriation limitation in the amount of \$10,179,233 for Fiscal Year 2012-13.

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 \$8.7 million in Fiscal Year 2006-07 to \$10.2 million for Fiscal Year 2012-13. 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.



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KEY REVENUES

BASIS OF ASSUMPTIONS

General Fund

A key analytical methodology utilized in developing the City of Port Hueneme's Fiscal Year 2012-13 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 2010-11 results and Fiscal Year 2011-12 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 2012-13 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 2012-13 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 2012-13 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 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 0.9% during 2012-13.

FY 2012-13 revenue \$638,198:	1.0% growth
Percent of total 2012-13 General Fund revenue:	3.7%

Transaction and Use Tax

In 2008, the City successfully passed a half-cent Transactions and Use Tax initiative. This tax is anticipated to generate approximately \$653,000 in General Fund revenues in FY 2012-13. However, this revenue source looks to have peaked absent new economic activity. Based on past actual amounts and year-to-date trends, this revenue source is projected to grow by 1.1% during 2012-13.

FY 2012-13 revenue \$653,000:	0.1% growth
Percent of total 2012-13 General Fund revenue:	3.8%

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. Secured property taxes have been a major source of general fund revenues. Projections for FY 2011-12 show property tax revenues increasing by approximately \$285,689 primarily due to anticipated payments from the dissolution and liquidation of the Redevelopment Agency. Property taxes are anticipated to increase by \$232,911 in FY 2012-13 since there will be a full year's impact of the RDA dissolution. Since many variables are involved in estimating the amount of property taxes generated from the former RDA tax increment, the amount the of increase revenue is difficult to estimate and will be subject to revision, once the City receives the revenue.

KEY REVENUES

BASIS OF ASSUMPTIONS

FY 2012-13 revenue \$1,742,600:	15.4% growth
Percent of total 2012-13 General Fund revenue:	10%

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 minimal growth in 2012-13.

FY 2012-13 revenue \$1,309,000:	0.9% growth
Percent of total 2012-13 General Fund revenue:	7.6%

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 increase by 13.6% in FY 2012-13.

FY 2012-13 revenue \$1,693,700:	13.6% increase
Percent of total 2012-13 General Fund revenue:	9.8%

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.

KEY REVENUES

BASIS OF ASSUMPTIONS

Based on projected 2011-12 revenues and business forecast information provided by the Harbor District, Harbor revenues for 2012-13 are projected to grow 3% and remain constant in recognition of the continued slow-down in auto importing.

FY 2012-13 revenue \$1,124,500:	3% increase
Percent of total 2012-13 General Fund revenue:	6.5%

Cost Allocation Charges

Based on a comprehensive Cost Allocation Plan (CAP), which was approved by the Council on December 6, 2010, 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 \$4,360,900 and 25% 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 \$2,945,500 or 67% 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 2012-13.

FY 2012-13 revenue \$4,360,900:	2.2% growth
Percent of total 2012-13 General Fund revenue:	25.2%

KEY REVENUES

BASIS OF ASSUMPTIONS

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 had enjoyed significant interest earnings. Since a substantial portion of the RDA loan principal on outstanding loans was paid off in FY 2010-11, interest earnings have also decreased. 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 2012-13 revenue \$1,469,834:	5.3% decrease
Percent of total 2012-13 General Fund revenue:	8.5%

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 remain the same in FY 2012-13.

FY 2012-13 revenue \$673,756:	0% increase
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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 decrease by 1.3% in FY 2012-13, due to the Traffic Congestion Relief revenue.

FY 2012-13 revenue \$587,079:	1.3% decrease
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KEY REVENUES

BASIS OF ASSUMPTIONS

Enterprise Funds

The City Enterprise Funds (Water Operations, Wastewater Operations, and Solid Waste Operations) account for approximately \$14.2 million of the City's fiscal operations. Overall growth is anticipated for FY 2012-13 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 2.6% for FY 2012-13, primarily due to a rate increase effective July 2012.

FY 2012-13 revenue \$7,385,710: 2.6% growth

Wastewater Operations Fund

Revenues for the Wastewater Operations fund are expected to increase by approximately 10.1% for FY 2012-13 due primarily to Wastewater rate increase effective July 2012.

FY 2012-13 revenue \$3,684,066: 10.1% increase

Solid Waste Operations Fund

Solid Waste Operations revenues are expected to increase by 2.6% in FY 2012-13, due to a Solid Waste rate increase effective July 2012.

FY 2012-13 revenue \$3,703,960: 2.6% increase

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, 2011, the total future debt payments for the tax allocation bonds are as follows:

Fiscal year ending June 30	Principal	Interest	Total
2012	305,000	181,500	486,500
2013	325,000	163,200	488,200
2014	345,000	143,700	488,700
2015	365,000	123,000	488,000
2016	385,000	101,100	486,100
2017-2019	1,300,000	159,600	1,459,600
	<u>\$3,025,000</u>	<u>\$872,100</u>	<u>\$3,897,100</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.

City of Port Hueneme

DEBT OBLIGATIONS

Future Debt Payments – 1993 & 2004 Tax Allocation Refunding Bonds

As of June 30, 2011, the total future debt payments for the tax allocation bonds are as follows:

Fiscal year ending June 30	Principal	Interest	Total
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	1,210,000	583,104	1,793,104
2016	1,255,000	535,073	1,790,073
2017-2019	4,100,000	1,268,038	5,368,038
2020-2023	6,395,000	767,165	7,162,165
	<u>\$16,220,000</u>	<u>\$5,261,770</u>	<u>\$21,481,770</u>

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, 2011, the total future debt payments for the taxable pension obligation bonds are as follows:

Fiscal year ending June 30	Principal	Interest	Total
2012	724,077	224,443	948,520
2013	788,701	225,707	1,014,409
2014	865,533	232,302	1,097,835
2015	929,843	233,669	1,163,511
2016	983,610	227,165	1,210,775
2017-2019	869,697	725,303	1,595,000
2020-2022	802,644	957,356	1,760,000
2023-2025	743,692	1,191,308	1,935,000
2026-2028	691,991	1,443,009	2,135,000
2029-2035	1,418,357	4,446,643	5,865,000
	<u>\$8,818,144</u>	<u>\$9,906,904</u>	<u>\$18,725,049</u>

Governmental Activities – Other Debt

Capital Lease Obligation

The outstanding balance for the City's capital lease obligation as of 6/30/11 was \$14,534.

Compensated Absences

Compensated Absences are accounted for accrued annual leave payable. The current year payable balance as of 6/30/11 was \$580,361 and the long term payable balance as of 6/30/11 was \$275,243 for governmental activities.

City of Port Hueneme

DEBT OBLIGATIONS

Governmental Activities – Summary of Long-Term Debt

Type of Liability	Maturity	Interest Rates	Annual Principal Installments	Original Issue Amount	Outstanding as of 6/30/11
<u>Certificates of Participation:</u>					
1992 Refunding COP	4/1/2019	3.25% - 6%	\$215,000 - \$465,000	\$5,605,000	\$3,025,000
<i>Total Certificates of Participation:</i>				5,605,000	3,025,000
<u>Tax Allocation Bonds:</u>					
R76 Project	5/1/2023	6.5%	\$75,000 - \$240,000	3,320,000	2,075,000
Central Community	5/1/2009	2.75% - 5.5%	\$530,000 - \$900,000	23,410,000	2,565,000
2004 Subordinate	5/1/2023	2% - 4.45%	\$55,000 - \$1,470,000	12,210,000	11,580,000
<i>Total Tax Allocation Bond Payables:</i>				38,940,000	16,220,000
<u>Capital Lease Obligation:</u>					
Municipal Finance	8/18/2010	3.7%	\$75,105	341,400	0
Municipal Finance	9/29/2011	4.25%	\$58,754	263,400	14,534
<i>Total Capital Lease Obligation:</i>				604,800	14,534
<u>Pension Obligation Bonds:</u>					
Series 2006A-1 Bonds	6/1/2016	5.30%	\$290,000 - \$675,000	4,305,000	2,845,000
Series 2006A-2 Bonds	6/1/2035	5.30%	\$174,853 - \$309,843	6,374,956	5,973,144
<i>Total Pension Obligation Bonds:</i>				10,679,956	8,818,144
<u>Compensated Absences:</u>					
Compensated Absences					275,243
<i>Total Compensated Absences:</i>					275,243
<i>Total Governmental Activities:</i>				\$55,829,756	\$28,352,921

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, 2011, the total future debt payments for the revenue bonds are as follows:

Fiscal year ending June 30	Principal	Interest	Total
2012	100,000	211,564	311,564
2013	105,000	207,564	312,564
2014	110,000	203,364	313,364
2015	115,000	198,964	313,964
2016	120,000	194,364	314,364
2017-2021	675,000	896,156	1,571,156
2022-2026	820,000	746,963	1,566,963
2027-2031	1,010,000	552,781	1,562,781
2032-2036	1,260,000	306,900	1,566,900
2037-2039	585,000	39,825	624,825
	\$4,900,000	\$3,558,444	\$8,458,444

City of Port Hueneme

DEBT OBLIGATIONS

Capital Lease Obligation

The outstanding balance for the City's capital lease obligation as of 6/30/11 was \$316,171.

Compensated Absences

Compensated Absences are accounted for accrued annual leave payable. The current year payable balance as of 6/30/11 was \$688,447 and the long term payable balance as of 6/30/11 was \$342,332 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 6/30/11
<u>Revenue Bonds:</u>					
2006D-1 Wastewater Bonds	10/1/2037	4%-4.5%	\$85,000-\$300,000	\$5,270,000	\$4,900,000
<i>Total Capital Lease Obligation:</i>				5,270,000	4,900,000
<u>Capital Lease Obligation:</u>					
Municipal Finance	6/7/2015	4%	\$85,928	712,411	316,171
<i>Total Capital Lease Obligation:</i>				712,411	316,171
<u>Compensated Absences:</u>					
Compensated Absences					342,332
<i>Total Compensated Absences:</i>					342,332
<i>Total Business-type Activities:</i>				\$5,982,411	\$5,558,503

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, 2011	
Gross Assessed Valuation	\$1,993,544,974
Legal Debt Limit – 3.75 Percent of Gross Valuation	74,757,937
General Obligation Bonded Debt	0
Total Net Debt Applicable to Computed Limit	0
Legal Debt Margin	\$74,757,937
Total Debt Applicable to the Limit as % 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

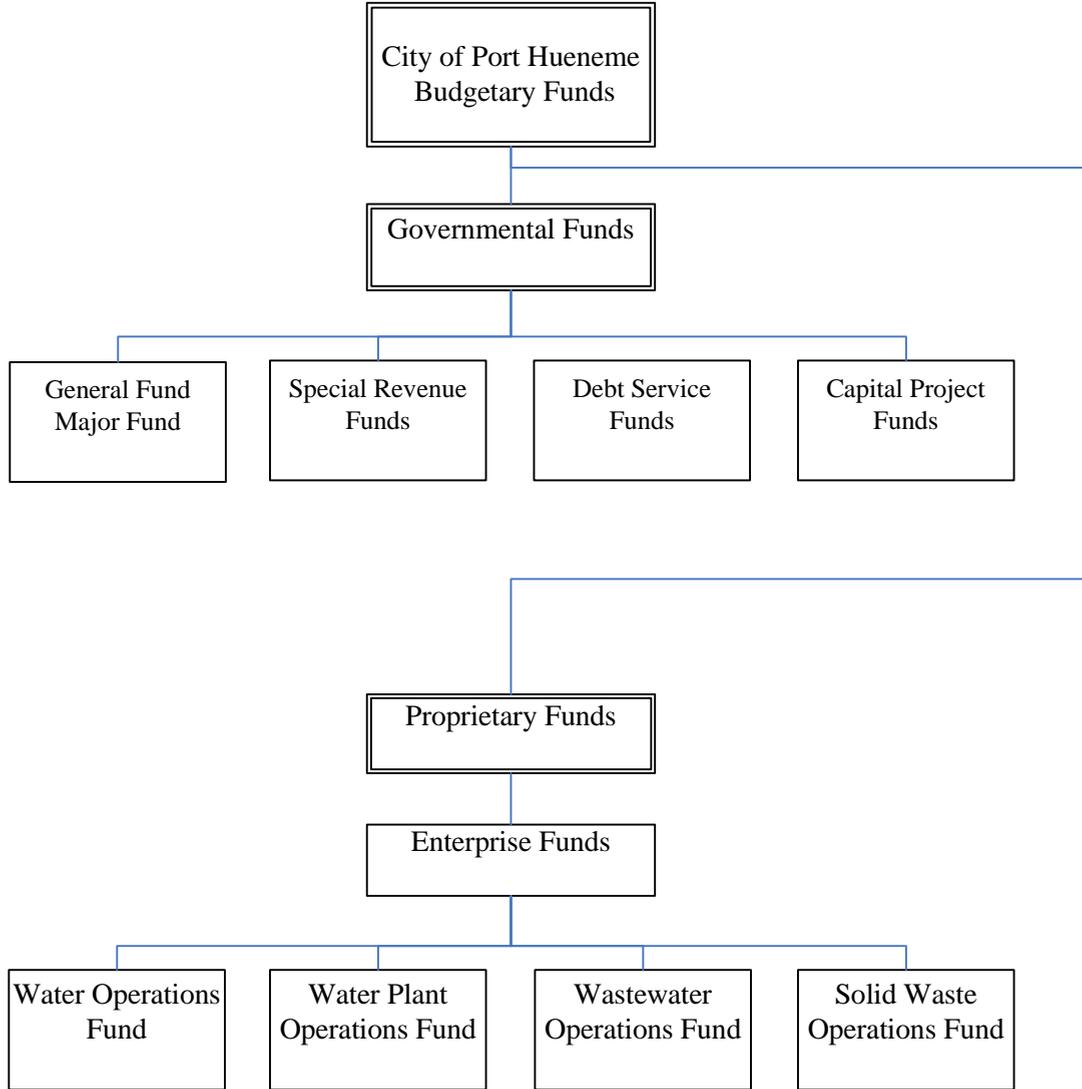
In general, all prior year appropriations shall lapse at the end of each fiscal year with any remaining amounts credited against their respective fund balances with the exception of:

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.

Compleitive quotations will be sought based on established dollar limits.

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

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

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

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

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

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

FISCAL POLICIES

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

LIMITS (\$25,001 & ABOVE)

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

USE OF PROCEDURES NOT REQUIRED

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

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

CONFLICT OF INTEREST/THIRD PARTY TRANSACTIONS

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

FISCAL POLICIES

BUDGET POLICY

PURPOSE

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

A. Budget Objectives

The objectives of this budget policy are:

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

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

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

FISCAL POLICIES

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

C. Budget Carryovers

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

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

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

D. Budget Appropriations/Transfers

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

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

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

FISCAL POLICIES

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

D. Goal Status Reports

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

E. Mid-Year Budget Reviews

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

F. Balanced Budget

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

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

FISCAL POLICIES

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

FINANCIAL REPORTING

A. Annual Reporting

The City will prepare annual financial statements as follows:

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

B. Interim Reporting

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

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

C. Budget Administration

FISCAL POLICIES

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

GENERAL REVENUE MANAGEMENT

A. Diversified and Stable Revenue Base

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

C. Long-Range Focus

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

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

FISCAL POLICIES

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.

City of Port Hueneme
General Fund
Five Year Financial Forecast - May 2012
FY 2012-2017

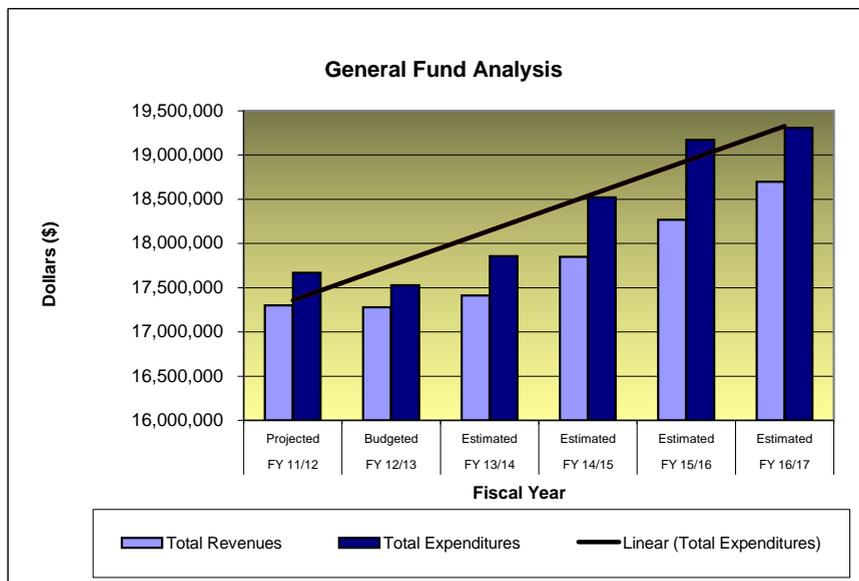
Revenue Forecast Summary

Revenues	FY 11/12 <i>Projected</i>	FY 12/13 <i>Budgeted</i>	FY 13/14 <i>Estimated</i>	FY 14/15 <i>Estimated</i>	FY 15/16 <i>Estimated</i>	FY 16/17 <i>Estimated</i>
Taxes	6,682,456	7,136,209	7,316,700	7,501,900	7,692,100	7,887,200
Franchise Fees	447,400	447,400	452,100	456,900	461,900	467,000
Licenses/Permits	496,900	499,400	508,200	517,200	526,400	535,800
Fees	603,683	591,000	602,500	614,300	626,500	639,000
Public Safety	102,361	91,300	93,100	94,900	96,800	98,700
NBVC Contract	108,834	-	-	-	-	-
Rental Income	274,335	277,635	284,435	291,435	298,735	306,135
Interest Income	1,391,603	1,469,834	1,495,770	1,508,352	1,486,292	1,462,856
District Revenue	1,091,700	1,124,500	1,158,200	1,192,900	1,228,700	1,265,600
Beach Revenue	371,300	371,300	382,400	393,900	405,700	417,900
Grants/Reimbursements	583,254	203,533	213,533	213,533	213,533	213,533
Parks & Recreation	96,450	96,100	96,800	97,500	98,200	99,000
Misc. Revenues	466,994	414,468	300,000	300,300	300,600	300,900
Cost Allocation/Trsf	4,583,374	4,557,100	4,509,401	4,668,001	4,833,201	5,004,901
Total Revenues	17,300,644	17,279,779	17,413,139	17,851,121	18,268,661	18,698,525

Expenditure Forecast Summary

Expenditures	FY 11/12 <i>Projected</i>	FY 12/13 <i>Budgeted</i>	FY 13/14 <i>Estimated</i>	FY 14/15 <i>Estimated</i>	FY 15/16 <i>Estimated</i>	FY 16/17 <i>Estimated</i>
City Administration	942,795	1,002,349	1,014,761	1,053,957	1,087,574	1,101,053
Risk Administration	1,095,595	1,155,404	1,189,961	1,225,555	1,262,217	1,299,978
Finance	1,316,146	1,398,564	1,438,923	1,501,355	1,569,782	1,596,121
Facilities	850,788	954,052	918,805	951,702	987,588	1,002,927
General Government	2,195,735	1,655,542	1,586,198	1,616,133	1,647,673	1,672,219
Police	6,644,653	6,499,305	6,712,604	6,952,818	7,204,419	7,129,296
Public Works	2,691,517	2,920,302	3,021,339	3,167,209	3,286,930	3,349,529
Recreation	958,797	968,033	970,015	1,010,861	1,041,790	1,059,730
Comm. Development	974,235	976,108	1,002,551	1,040,560	1,082,039	1,097,671
Total Expenditures	17,670,262	17,529,659	17,855,158	18,520,150	19,170,011	19,308,525

GF Surplus/(Deficit)	(369,618)	(249,880)	(442,018)	(669,029)	(901,350)	(610,000)
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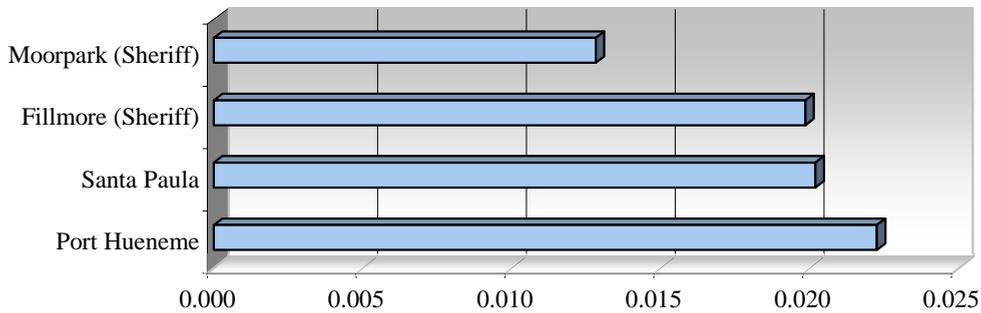


City of Port Hueneme

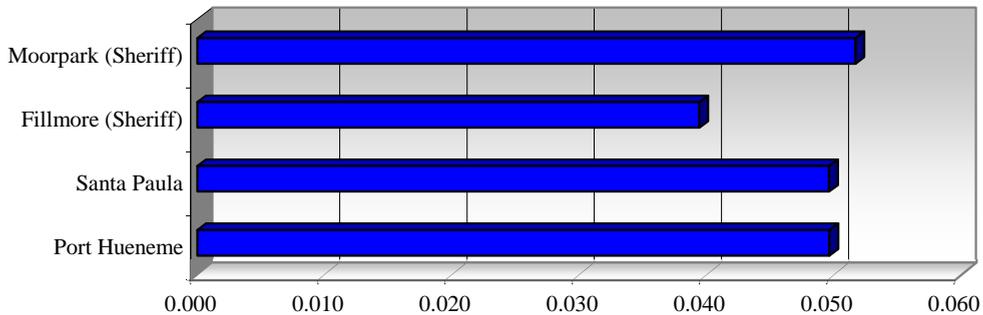
Comparisons to Surrounding Cities

Jurisdiction:	Port			
	Hueneme	Santa Paula	Fillmore	Moorpark
Population at January 1, 2012 ¹	21,682	29,882	15,145	34,826
Part 1 Crimes Jan-Dec 2011 ²	483	604	301	447
Total Sworn Police Officers ³	24	30	11.88	23.13
Police Services Expenses ^{3,4}	\$ 6,385,901	\$ 5,622,303	\$ 4,702,271	\$ 7,070,049
Sales and Use Tax Revenue ^{3,4}	1,823,785	1,417,271	796,685	2,577,105
Transient Occupancy Tax Revenue ^{3,4}	295,439	73,504	75,554	n/a
Total General Fund Cash & Investments ^{3,4}	21,417,347	1,987,332	3,411,386	2,098,674
Total General Fund Revenue ^{3,4}	17,499,602	10,624,460	3,911,447	11,217,370

Part 1 Crime per Capita



Sworn Police Officers per Capita



Source:

1: Department of Finance, 2012

2: Ventura County Sheriff's Department

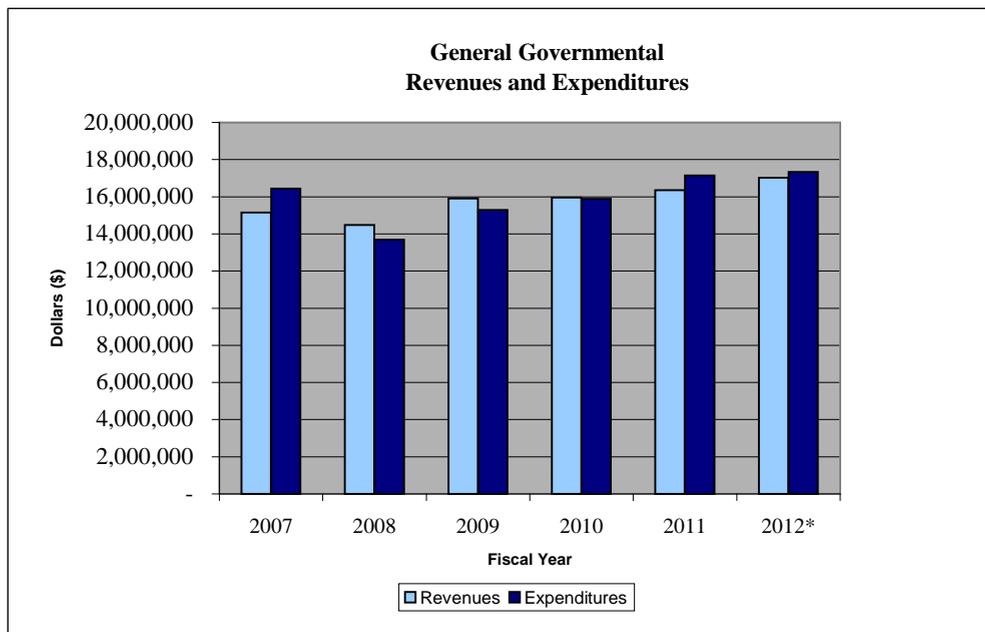
3: Individual City

4: City's Comprehensive Annual Financial Report 2011

City of Port Hueneme

GENERAL GOVERNMENTAL Financial Trend Information

Fiscal Year Ended June 30,	2007	2008	2009	2010	2011	2012*	2013*
Population at January 1, ¹	22,216	22,090	22,171	22,887	22,202	21,887	21,682
Revenues							
Taxes	4,592,915	4,711,491	4,599,748	4,989,345	5,249,337	5,612,100	5,841,009
Property Taxes	1,181,500	1,417,416	1,371,459	1,256,682	1,126,379	1,301,700	1,742,600
Licenses and Permits	590,000	579,198	624,304	468,963	487,309	479,800	499,400
Fines and Penalties	345,400	356,045	418,872	372,652	378,365	582,900	591,000
Charges for Services	371,300	2,704,159	776,256	1,064,823	455,248	550,400	563,700
Use of Money and Property	1,749,700	2,242,164	1,982,023	1,453,793	1,556,164	1,641,603	1,469,834
Rental Income	397,100	327,392	375,901	264,009	249,990	254,600	277,635
Intergovernmental	653,670	722,973	4,714,373	4,936,033	1,159,738	292,436	203,533
Harbor District Revenue	1,242,400	1,311,623	961,595	969,612	1,034,558	1,091,700	1,124,500
Other	348,200	15,324	13,296	8,022	64,223	406,872	159,468
Transfers In - Other Funds	3,676,200	100,000	72,593	179,208	4,591,397	4,817,752	4,807,100
Total Revenues	15,148,385	14,487,785	15,910,420	15,963,142	16,352,708	17,031,863	17,279,779
Total Revenues Per Capita	\$ 681.87	\$ 655.85	\$ 717.62	\$ 697.48	\$ 736.54	\$ 778.17	\$ 796.96
Expenditures							
General Government	3,780,920	2,184,785	5,365,739	5,340,456	5,212,554	5,331,688	5,672,711
Public Safety	5,867,829	7,271,505	5,650,078	5,887,048	6,656,464	6,940,046	6,728,833
Streets and Highways	3,037,305	1,008,101	934,046	961,241	2,125,893	1,839,963	1,890,188
Parks, Recreation & Social Services	1,865,063	1,535,560	1,590,646	1,576,315	1,739,287	1,658,284	1,768,619
Community Development	856,109	749,194	783,541	884,874	909,528	1,043,585	976,108
Transfers Out - Other Funds	1,035,954	932,939	972,075	1,231,694	509,200	517,900	493,200
Total Expenditures	16,443,180	13,682,084	15,296,125	15,881,628	17,152,926	17,331,466	17,529,659
Total Expenditures Per Capita	\$ 740.15	\$ 619.38	\$ 689.92	\$ 693.91	\$ 772.58	\$ 791.86	\$ 808.49



*Projected
Source: 1: Department of Finance

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

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