

# PORT HUENEME HOUSING AUTHORITY



FY 2017-18  
and  
FY 2018-19

OPERATING

BUDGET

**CITY OF PORT HUENEME  
FY 2017-18 and FY 2018-19 BUDGET**

**Housing Authority**

**MISSION**

The Mission of the Housing Authority is to effectively administer and manage two Federally-sponsored housing programs, 39 City owned residential properties and the commercial leases to the satisfaction of the residents, business owners, Department of Housing and Urban Development and the City of Port Hueneme, while attaining certain profitability margins.

**PRIMARY ACTIVITIES**

The primary activities of the Housing Authority are to manage and maintain 90 units of Public Housing, administer 279 Housing Choice Vouchers, oversee the administration and management of 39 other non-HUD City owned affordable units.

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

**MAJOR ACCOMPLISHMENTS IN 2016-2017:**

- The HCV program remained a high performer with a 94% score in the HUD Section Eight Management Assessment Program (SEMAP).
- The Public Housing remained a high performer with a HUD Public Housing Assessment System score of 93%.
- Continued full lease-up of both programs thereby providing the maximum Housing for the community.

- Maximization of lease revenue.
- Issue new lease to Ventura Fire Department at Mar Vista

**MAJOR INITIATIVES 2017-18 and 2018-19**

- Attain HUD approval for the Annual and Five-Year Action Plans.
- Maintain High Performer status for HCV and Public Housing programs.
- Continue the emphasis on and provide additional staff training.
- Maintain full lease-up in both programs.
- Continue the process of establishing a Resident Advisory Board (RAB) in Public Housing.
- Provide tree trimming at Mar Vista and



■ ■ ■ City of Port Hueneme - FY 2017-18 and FY 2018-19 Budget ■ ■ ■

<b>Housing Authority</b>		<b>Housing Authority</b>			
		<b>Department Overview</b>			
<b>Source of Funds</b>	<b>Actual 2015-16</b>	<b>Projected 2016-17</b>	<b>Proposed 2017-18</b>	<b>Proposed 2018-19</b>	
Revenues	3,854,647	4,322,688	4,054,464	3,916,825	
<b>Total Revenues</b>	<b>3,854,647</b>	<b>4,322,688</b>	<b>4,054,464</b>	<b>3,916,825</b>	
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<b>Expenditure Description</b>	<b>Actual 2015-16</b>	<b>Projected 2016-17</b>	<b>Proposed 2017-18</b>	<b>Proposed 2018-19</b>	
Salaries & Benefits	488,569	465,907	535,993	504,842	
Operational Charges	3,200,854	3,393,269	3,342,543	3,168,776	
Capital Expenditures	17,761	0	155,500	0	
Cost Allocation Charges	97,081	97,081	72,354	72,354	
Internal Services Fund Charges	21,070	28,504	20,486	20,880	
<b>Total Expenditures</b>	<b>3,825,335</b>	<b>3,984,761</b>	<b>4,126,876</b>	<b>3,766,852</b>	
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<b>Net Appropriations</b>	<b>29,312</b>	<b>337,927</b>	<b>(72,412)</b>	<b>149,973</b>	



■■■ City of Port Hueneme - FY 2017-18 and FY 2018-19 Budget ■■■

Housing Authority 912-9101	Conventional Housing Division Summary			
Source of Funds	Actual 2015-16	Projected 2016-17	Proposed 2017-18	Proposed 2018-19
Revenues	828,697	1,006,129	820,195	830,325
<b>Total Revenues</b>	<b>828,697</b>	<b>1,006,129</b>	<b>820,195</b>	<b>830,325</b>

Expenditure Description	Actual 2015-16	Projected 2016-17	Proposed 2017-18	Proposed 2018-19
Salaries & Benefits	265,495	269,733	289,601	281,600
Operational Charges	477,714	307,167	368,150	343,932
Capital Expenses	12,957	-	155,500	-
Cost Allocation Charges	36,258	36,258	22,655	22,655
Internal Services Fund Charges	12,016	14,252	12,856	13,097
<b>Total Expenditures</b>	<b>804,440</b>	<b>627,410</b>	<b>848,762</b>	<b>661,284</b>

<b>Net Appropriations</b>	<b>24,257</b>	<b>378,719</b>	<b>(28,567)</b>	<b>169,041</b>
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Authorized Positions:

City Manager	0.025	0.025	0.025	0.025
Deputy City Manager	0.00	0.05	0.05	0.05
Comm Dev Director	0.00	0.00	0.00	0.000
Deputy Comm Dev & Housing Dir	0.45	0.00	0.00	0.00
Housing Manager			0.50	0.50
Housing Programs Manager Lead	0.45	0.55	0.00	0.00
Housing Specialist			0.75	0.75
Housing Cust Svc Assistant	0.47	0.30	0.00	0.00
Clerical Aide	0.45	0.60	0.25	0.25
Fiscal Aide - PT	0.00	0.50	0.00	0.00
Housing Maint Worker II			1.00	1.00
Housing Maint Worker I	0.00	0.90	0.00	0.00
Housing Maint Worker I PT - (1)	0.00	0.00	0.00	0.00
Senior Accountant	0.00	0.00	0.10	0.10
Payroll Services Specialist	0.00	0.00	0.05	0.05
Total	1.85	2.93	2.73	2.73

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Actuals FY 15/16	Projected FY 16/17	Proposed 17-18	Proposed 18-19
<b>Conventional Housing</b>					
912-0000-531.14-00	Late Rent Fees	940	500	500	500
912-0000-551.12-00	H/A Rental Income	421,759	447,000	449,125	449,125
912-0000-551.61-00	AT&T Cell Site	36,330	38,142	40,049	42,051
912-0000-551.62-00	Verizon Cell Site	27,329	28,695	29,979	31,478
912-0000-551.63-00	Sprint Cell Site	30,000	28,254	29,667	31,150
912-0000-551.66-00	T-Mobile Cell Site	25,836	31,933	34,200	35,910
912-0000-551.67-00	Fire Department Antenna	-	2,000	6,000	6,240
912-0000-552.21-00	Investments	1,071	1,800	2,000	2,200
912-0000-561.16-12	Operating Subsidy	209,841	183,973	187,652	190,000
912-0000-584.00-00	Miscellaneous Revenues	6,594	4,200	4,200	4,284
912-0000-584.06-00	Management Fee Revenue	25,287	-	35,823	36,367
912-0000-589.00-00	Tenant Misc Revenue	2,310	700	1,000	1,020
912-0000-591.56-00	Modernization Grants	41,400	238,932	-	-
<b>TOTAL REVENUE</b>		<b>828,697</b>	<b>1,006,129</b>	<b>820,195</b>	<b>830,325</b>
912-9101-891.10-01	Full Time	125,427	134,350	155,207	156,882
912-9101-891.10-02	Part Time	18,378	13,000	1,200	1,230
912-9101-891.10-03	Overtime	3,950	2,700	4,400	4,510
912-9101-891.10-04	Standby	4,896	4,650	16,750	8,560
912-9101-891.11-02	Cafeteria Earnings	11,070	8,200	5,001	7,598
912-9101-891.11-03	Longevity Pay	898	848	702	792
912-9101-891.11-04	Mgmt Benefit	660	-	-	-
912-9101-891.11-05	Car Allowance	411	13	120	123
912-9101-891.11-06	Bilingual Premium	1,157	1,363	1,495	1,440
912-9101-891.11-09	Annual Leave Buyout	18,350	1,639	5,000	5,125
912-9101-891.11-10	Compensatory Leave Buyout	35	-	-	-
912-9101-891.20-01	Taxes FICA-Employer	10,355	9,591	9,954	9,204
912-9101-891.20-02	Taxes FICA-Employee	4,812	-	-	-
912-9101-891.20-03	Taxes Medicare-Employer	2,504	2,243	2,372	2,198
912-9101-891.20-04	Taxes Medicare-Employee	1,204	-	-	-
912-9101-891.21-01	PERS	40,796	59,204	42,674	35,840
912-9101-891.21-04	POB PERS Debt Svc Alloc	17,331	15,310	15,310	15,693
912-9101-891.21-05	PERS Rate Stabilization	-	-	-	-
912-9101-891.22-01	LTD/Life Insurance	985	1,220	1,182	1,351
912-9101-891.23-01	City Contr Def Comp-401K	571	-	204	209
912-9101-891.23-02	City Contr Def Comp-457	93	102	457	468
912-9101-891.25-01	Medical Insurance	7,887	12,500	24,042	26,717
912-9101-891.25-02	Dental Insurance	884	2,500	2,938	3,234
912-9101-891.25-03	Vision Insurance	171	300	593	426
912-9101-891.28-01	Incr/Decr Annual Lv Value	(7,330)	-	-	-
<b>SALARIES AND BENEFITS</b>		<b>265,495</b>	<b>269,733</b>	<b>289,601</b>	<b>281,600</b>
912-9101-891.36-02	Cont Svcs-Outside Auditor	8,474	8,486	8,486	8,486
912-9101-891.36-08	Cont Svcs-Miscellaneous	5,738	16,700	35,660	5,660

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Actuals FY 15/16	Projected FY 16/17	Proposed 17-18	Proposed 18-19
912-9101-891.36-10	Alarm Services	910	2,000	1,700	1,750
912-9101-891.36-16	Cont Svcs-Elevator	4,809	5,000	7,600	7,752
912-9101-891.36-17	Cont Svcs-Janitorial	9,084	9,200	13,000	13,260
912-9101-891.36-18	Pest Control	9,244	3,000	10,200	10,404
912-9101-891.36-19	Plumbing	2,193	13,000	10,000	10,200
912-9101-891.36-20	Landscape	10,010	8,050	10,700	10,914
912-9101-891.36-21	Unit Turnover	9,697	10,200	10,400	10,608
912-9101-891.36-22	Copier Machine	746	3,500	2,000	2,040
912-9101-891.40-02	Cell Phones	555	700	600	612
912-9101-891.40-03	Telephone	2,434	3,400	3,000	3,060
912-9101-891.50-03	Fire Insurance	3,732	5,672	5,700	5,814
912-9101-891.50-07	Unemployment	10,350	1,350	-	-
912-9101-891-51-01	Conference/Travel	250	7,858	15,300	15,606
912-9101-891.52-01	Office Supplies	3,338	2,500	2,500	2,550
912-9101-891.52-02	Postage	2,033	2,500	2,500	2,550
912-9101-891.58-02	Bad Debt Expense	8,404	-	-	-
912-9101-891.58-26	Depreciation Expense	187,069	-	-	-
912-9101-891.61-04	Clothing Expense/Reimb	441	-	500	510
912-9101-891.61-05	Fac Maint Materials	8,840	7,500	10,200	10,404
912-9101-891.65-01	Dues/Memberships	471	471	1,300	612
912-9101-891.65-02	Publications	588	500	500	510
912-9101-891.68-02	Electric-Mar Vista	33,294	35,000	36,414	37,142
912-9101-891.68-03	Gas-Mar Vista	11,124	18,600	18,600	18,972
912-9101-891.68-07	Other Sundry Expenses	168	50	250	255
912-9101-891.68-08	Payment In-Lieu of Taxes	14,999	25,000	26,010	26,530
912-9101-891.68-10	Solid Waste-Mar Vista	4,305	4,700	6,000	6,120
912-9101-891.68-11	Solid Waste-Willowbrook	8,227	8,230	12,000	12,240
912-9101-891.68-12	Tenant Recreation Expense	3,590	4,500	4,500	4,590
912-9101-891.68-13	Water-Mar Vista	70,777	64,000	70,000	71,400
912-9101-891.68-14	Water-Willowbrook	41,357	35,000	42,000	42,840
912-9101-891.68-15	Cost Allocation Expense	36,258	36,258	22,655	22,655
912-9101-891.68-18	Cable TV Expense - MV	463	500	530	541
912-9101-891.90-03	ISF Allocation Expenses	12,016	14,252	12,856	13,097
<b>OPERATING EXPENSES</b>		<b>525,988</b>	<b>357,677</b>	<b>403,661</b>	<b>379,684</b>
912-9101-891.70-02	Equipment	12,957			
912-9101-891.70-04	Structures/Improvements			110,500	
912-9101-891.70-05	Vehicles		-	45,000	
<b>CAPITAL</b>		<b>12,957</b>	<b>-</b>	<b>155,500</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>804,440</b>	<b>627,410</b>	<b>848,762</b>	<b>661,284</b>
<b>REVENUE/(LOSS)</b>		<b>24,257</b>	<b>378,719</b>	<b>(28,567)</b>	<b>169,041</b>



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**Housing Authority 915-9103**

**Section 8 Vouchers  
Division Summary**

Source of Funds	Actual 2015-16	Projected 2016-17	Proposed 2017-18	Proposed 2018-19
Revenues	2,975,587	3,077,627	3,100,698	3,086,500
<b>Total Revenues</b>	<b>2,975,587</b>	<b>3,077,627</b>	<b>3,100,698</b>	<b>3,086,500</b>

Expenditure Description	Actual 2015-16	Projected 2016-17	Proposed 2017-18	Proposed 2018-19
Salaries & Benefits	223,074	196,174	246,392	223,242
Operational Charges	2,677,581	2,847,170	2,840,822	2,824,844
Cost Allocation Charges	60,823	60,823	49,699	49,699
Internal Services Fund Charges	9,054	14,252	7,630	7,783
<b>Total Expenditures</b>	<b>2,970,532</b>	<b>3,118,419</b>	<b>3,144,543</b>	<b>3,105,568</b>

<b>Net Appropriations</b>	<b>5,055</b>	<b>(40,792)</b>	<b>(43,845)</b>	<b>(19,068)</b>
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Authorized Positions:

City Manager	0.025	0.025	0.025	0.025
Deputy City Manager	0.000	0.050	0.050	0.050
Comm Dev Director	0.00	0.00	0.00	0.00
Deputy Comm Dev & Housing Dir	0.45	0.00	0.00	0.00
Housing Manager	0.00	0.00	0.50	0.50
Housing Programs Manager Lead	0.45	0.45	0.00	0.00
Housing Specialist	0.00	0.00	1.25	1.25
Housing Cust Svc Assistant	0.47	0.70	0.00	0.00
Clerical Aide	0.45	0.40	0.75	0.75
Fiscal Aide - PT	0.00	0.50	0.00	0.00
Housing Maint Worker II	0.00	0.00	0.00	0.00
Housing Maint Worker I	0.00	0.10	0.00	0.00
Housing Maint Worker I PT - (1)	0.00	0.00	0.00	0.00
Senior Accountant	0.00	0.00	0.10	0.10
Payroll Services Specialist	0.00	0.00	0.05	0.05

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	Actuals FY 15/16	Projected FY 16/17	Proposed 17-18	Proposed 18-19
<b>Section 8 Vouchers</b>					
915-0000-552.21-00	Investments	652	1,050	500	500
915-0000-561.16-14	Administration Fee	309,572	297,000	283,470	285,000
915-0000-561.16-15	HAP's Revenue	2,653,935	2,777,827	2,815,728	2,800,000
915-0000-584.05-00	Port In Revenues	10,122	-	-	-
915-0000-585.00-00	Tenant Fraud Recoveries	1,306	1,750	1,000	1,000
<b>TOTAL REVENUE</b>		<b>2,975,587</b>	<b>3,077,627</b>	<b>3,100,698</b>	<b>3,086,500</b>
915-9103-891.10-01	Full Time	110,064	100,900	148,593	119,591
915-9103-891.10-02	Part Time	2,355	9,500	-	-
915-9103-891.10-03	Overtime	1,090	1,400	-	1,428
915-9103-891.10-04	Standby	3,196	3,150	-	3,343
915-9103-891.11-02	Cafeteria Earnings	10,160	8,450	11,624	9,443
915-9103-891.11-03	Longevity Pay	759	722	702	648
915-9103-891.11-04	Mgmt Benefit	660	-	-	-
915-9103-891.11-05	Car Allowance	411	13	120	123
915-9103-891.11-06	Bilingual Premium	962	919	1,495	1,012
915-9103-891.11-09	Annual Leave Buyout	18,596	1,959	-	-
915-9103-891.11-10	Compensatory Leave Buyout	4	-	-	-
915-9103-891.20-01	Taxes FICA-Employer	8,532	7,127	9,880	7,575
915-9103-891.20-02	Taxes FICA-Employee	5,617	-	-	-
915-9103-891.20-03	Taxes Medicare-Employer	2,078	1,667	2,354	1,816
915-9103-891.20-04	Taxes Medicare-Employee	1,392	-	-	-
915-9103-891.21-01	PERS	39,161	43,991	40,765	48,783
915-9103-891.21-04	POB PERS Debt Svc Alloc	16,799	8,399	8,399	8,399
915-9103-891.21-05	PERS Rate Stabilization	-	-	-	-
915-9103-891.22-01	LTD/Life Insurance	945	800	1,210	1,102
915-9103-891.23-01	City Contr Def Comp-401K	570	-	204	209
915-9103-891.23-02	City Contr Def Comp-457	93	96	457	480
915-9103-891.25-01	Medical Insurance	5,714	5,000	17,977	16,752
915-9103-891.25-02	Dental Insurance	901	1,915	2,434	2,328
915-9103-891.25-03	Vision Insurance	169	166	178	210
915-9103-891.28-01	Incr/Decr Annual Lv Value	(7,154)	-	-	-
<b>SALARIES AND BENEFITS</b>		<b>223,074</b>	<b>196,174</b>	<b>246,392</b>	<b>223,242</b>
915-9103-891.36-02	Cont Svcs-Outside Auditor	7,317	7,986	7,986	7,986
915-9103-891.36-08	Cont Svcs-Miscellaneous	6,208	7,600	6,360	6,487
915-9103-891.36-22	Copier Machine	-	-	2,000	2,040
915-9103-891.40-02	Cell Phones	-	-	300	306
915-9103-891.40-03	Telephone	304	300	1,080	510
915-9103-891.52-01	Office Supplies	2,014	2,500	2,550	2,601
915-9103-891.52-02	Postage	500	200	2,000	2,040
915-9103-891.58-02	Bad Debt	666	-	-	-
915-9103-891.68-05	Housing Assistance Pmt	2,647,803	2,825,821	2,815,728	2,800,000
915-9103-891.68-15	Cost Allocation Expense	60,823	60,823	49,699	49,699



<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>Actuals FY 15/16</b>	<b>Projected FY 16/17</b>	<b>Proposed 17-18</b>	<b>Proposed 18-19</b>
915-9103-891.68-16	Admin Fees		2,763	2,818	2,874
915-9103-891.69-02	Outs - Admin Fee	2,647	-	-	-
915-9103-891.69-03	Ins - HAP's	10,122	-	-	-
915-9103-891.90-03	ISF Allocation Expenses	9,054	14,252	7,630	7,783
<b>OPERATING EXPENSES</b>		<b>2,747,458</b>	<b>2,922,245</b>	<b>2,898,151</b>	<b>2,882,326</b>
<b>TOTAL EXPENDITURES</b>		<b>2,970,532</b>	<b>3,118,419</b>	<b>3,144,543</b>	<b>3,105,568</b>
<b>REVENUE/(LOSS)</b>		<b>5,055</b>	<b>(40,792)</b>	<b>(43,845)</b>	<b>(19,068)</b>



■ ■ ■ City of Port Hueneme - FY 2017-18 and FY 2018-19 Budget ■ ■ ■

**Mod Fund 916**

**Capital Fund Programs  
Account Summary**

Source of Funds	Actual 2015-16	Projected 2016-17	Proposed 2017-18	Proposed 2018-19
Revenues	50,363	238,932	133,571	-
Total Revenues	50,363	238,932	133,571	-

Expenditure Description	Actual 2015-16	Projected 2016-17	Proposed 2017-18	Proposed 2018-19
Salaries & Benefits	-	-	-	-
Operational Charges	45,559	238,932	133,571	-
Capital Expenditures	4,804	-	-	-
Total Expenditures	50,363	238,932	133,571	-

Net Appropriations	-	-	-	-
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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).

<b>ACCOUNT NUMBER</b>	<b>ACCOUNT DESCRIPTION</b>	<b>Actuals FY 15/16</b>	<b>Projected FY 16/17</b>	<b>Proposed 17-18</b>	<b>Proposed 18-19</b>
<b>Mod Grants Housing</b>					
916-0000-561.16-35	Mod Grant #501-13	155	41,525	-	-
916-0000-561.16-36	Mod Grant #501-14	50,208	-	28,402	-
916-0000-561.16-37	Mod Grant #501-15		97,025	-	-
916-0000-561.16-38	Mod Grant #501-16		100,382	-	-
916-0000-561.16-38	Mod Grant #501-17		-	105,169	-
<b>TOTAL REVENUE</b>		<b>50,363</b>	<b>238,932</b>	<b>133,571</b>	<b>-</b>
916-9214-892.36-02	Outside Auditor	155	-	-	-
916-9214-892.68-15	Management Improvement		-	28,402	-
916-9214-892.68-17	Fees and Costs		-	-	-
916-9214-892.68-19	Administration		-	-	-
916-9215-892.36-02	Outside Auditor	345	-	-	-
916-9215-892.68-15	Management Improvement	3,321	-	-	-
916-9215-892.68-19	Administration	338	-	-	-
916-9215-892.90-40	Operations	41,400	238,932	105,169	-
<b>OPERATING EXPENSES</b>		<b>45,559</b>	<b>238,932</b>	<b>133,571</b>	<b>-</b>
916-9214-892.70-02	Equipment		-	-	-
916-9215-892.70-02	Equipment	3,154	-	-	-
916-9215-892.70-07	Site Improvement	1,650	-	-	-
916-9215-892.70-09	Non-Dwelling Structure		-	-	-
<b>CAPITAL</b>		<b>4,804</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>50,363</b>	<b>238,932</b>	<b>133,571</b>	<b>-</b>
<b>REVENUE/(LOSS)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Port Hueneme Housing Authority - Capital Improvement Program 2017-2021

PROJECT TITLE / DESCRIPTION	SOURCE OF FUNDS	2017-18	2018-19	2019-20	2020-21	2021-22	FUNDING TO COMPLETE
<b>HOUSING AUTHORITY</b>							
1 Vehicle - Maintenance	Public Housing	\$45,000					
2 Computer Replacement Program	Public Housing					\$8,543	
3 Flooring - Mar Vista	Public Housing	\$35,000					
4 New Furniture at Mar Vista	Public Housing	\$15,000					
5 Shelving at Mar Vista	Public Housing	\$4,500					
6 Smoke Area at Mar Vista	Public Housing	\$14,000					
7 Sewer Line Repairs at Willowbrook	Public Housing	\$12,000					
8 Tree Trimming	Public Housing	\$30,000					
<b>Total Housing Authority Projects</b>		<b>\$155,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,543</b>
<b>Total CIP Projects</b>		<b>\$155,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,543</b>