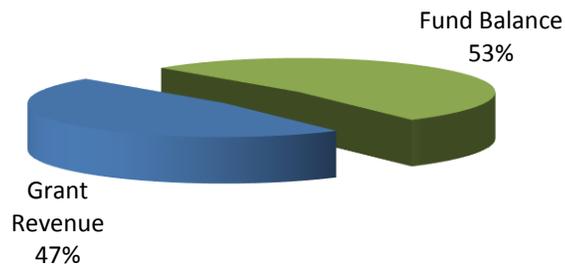


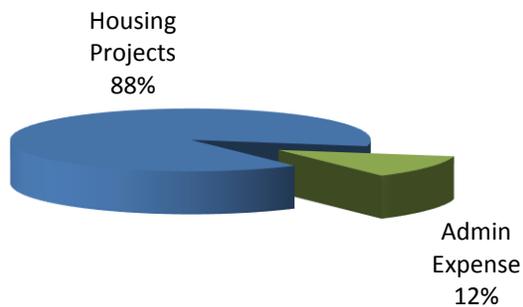
# CITY OF PORT ST. LUCIE S.H.I.P FUND ANNUAL BUDGET 2015-16

Revenue Source	Amount
Grant Revenue	\$533,714
Fund Balance	594,626
<b>Total</b>	<b>\$1,128,339</b>

## Sources



## Uses



Expenditure by Function	Amount
Housing Projects	\$992,426
Admin. Expenses	135,913
<b>Total</b>	<b>\$1,128,339</b>

## **State Housing Initiative Partnership (S.H.I.P.) Fund**

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The state SHIP grant that the City receives is accounted for in this fund and is used to assist low-income households with down payment and housing rehabilitation costs. The applicants must qualify according to an income level based on family size. Any request for repair funding must deal with a health and/or safety issue on their existing home. For down payment assistance, the applicants must meet the low-income standard to qualify but then also qualify with a financial institution for their home mortgage.

### **Major Revenue Source**

Revenue for this fund is from the state grant and is received by the City on a monthly basis. The state earns these funds through documentary stamps charged to all real estate transfers. The expected revenue is \$533,714 plus an expected fund balance to carryforward into next year of \$594,625.

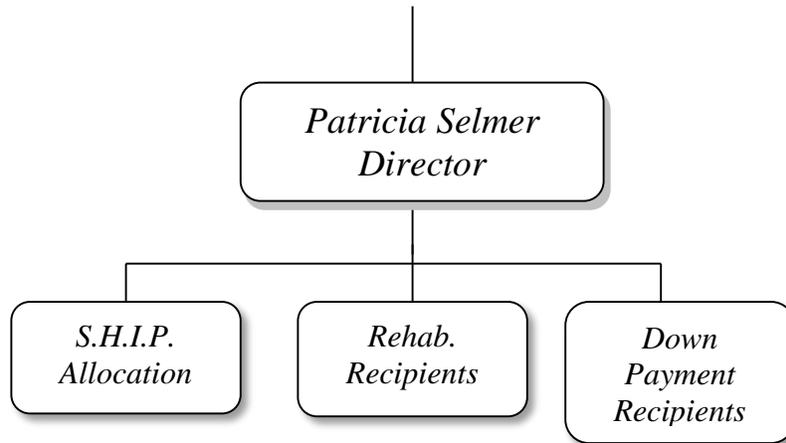
### **Expenditure Trends**

The proposed budget for this program is budgeted at \$135,913 for administrative costs with \$992,426 available for the housing program.

**CITY OF PORT ST. LUCIE**  
**APPROVED BUDGET - S.H.I.P. FUND #119**  
**FY 2015-16**

	AUDITED 2012-13 *****	AUDITED 2013-14 *****	ESTIMATED 2014-15 *****	APPROVED 2015-16 *****
<b>REVENUES &amp; SOURCES:</b>				
Hardest Hit Grant Revenue	\$10,400	\$15,125	\$9,495	\$13,000
Cash Carryforward (Housing \$'s)	0	0	537,216	535,163
Cash Carryforward (Administrative \$'s)	0	0	0	59,463
Interest Income	2,086	1,705	1,586	0
Refund of Prior Year Expenses	89,203	69,063	28,703	0
SHIP Grant Revenue	364,787	312,404	470,973	520,713
TOTAL	<u>\$466,476</u>	<u>\$398,297</u>	<u>\$1,047,973</u>	<u>\$1,128,339</u>
<b>EXPENDITURES:</b>				
Personal Services - SHIP Grant	\$12,611	\$18,891	\$52,314	\$55,820
Operating Expense	4,575	1,943	1,034	80,093
Capital Outlay	0	0	0	0
Fund Transfer	0	0	0	0
Sub-Total Admin. Exp.	<u>\$17,186</u>	<u>\$20,834</u>	<u>\$53,348</u>	<u>\$135,913</u>
HOUSING PROJECTS	<u>\$152,734</u>	<u>\$249,891</u>	<u>\$400,000</u>	<u>\$992,426</u>
Total Expenditures	<u>\$169,920</u>	<u>\$270,726</u>	<u>\$453,348</u>	<u>\$1,128,339</u>
<b>SURPLUS &lt;DEFICIT&gt;</b>	<u>\$296,556</u>	<u>\$127,571</u>	<u>\$594,625</u>	<u>\$0</u>

# *State Housing Initiatives Partnership*



**CITY OF PORT ST. LUCIE**  
**STATE HOUSING INITIATIVES PARTNERSHIP - #119-5500**

**DEPARTMENTAL FUNCTION**

Community Services works to meet the City’s strategic planning mission of providing excellent municipal services that are responsive to the community by administering the State Housing Initiative Partnership (SHIP) Program when funds are available. These funds provide affordable housing assistance programs for very-low to moderate income households, and include down payment assistance, repair/rehab and special needs programs within the City.

**PERFORMANCE OBJECTIVES**

- Comply with all State regulations.
- Coordinate with Lending Consortium to leverage state funding.
- Coordinate with the general public, social service agencies, lenders, contractors, realtors, businesses and credit agencies to provide affordable housing
- Initiate and record contractual documents for rehabilitation and downpayment program.
- Coordinate and implement mandatory homebuyer education courses for all SHIP recipients of downpayment assistance.

Workload	<b>Performance Indicators Community Services</b>	<b>2012/13 Actual</b>	<b>2013/14 Actual</b>	<b>2014/15 Actual</b>	<b>2015/16 Proposed</b>
	S.H.I.P. Program, Grant #'s Distributed	\$152,734	\$212,101	\$606,581	\$1,128,339
# of Families Provided Repair/rehab Assistance	4	6	13	20	

**City Council Goals and Objectives**

**Goal 1**

***Financially Sound City, High Performance City Organization***

1.3 Maintain high customer satisfaction with City services

**Goal 2**

***Growing Local Economy***

2.5 Develop a reputation as a “business friendly city”

***\*Principle “A” – Exceptional Municipal Services***

2. Incorporating “best practices” into the services and service delivery in Port St. Lucie
4. Providing resources to support defined City services and service levels
5. Maintaining a high level of customer satisfaction
6. Providing resources to support defined City services and services levels
7. Streamlining and improving the delivery processes and identifying ways to improve
8. Evaluating the services and service delivery processes and identifying ways to improve

***\*Principle “B” – Responsive to Community: Residents and Businesses***

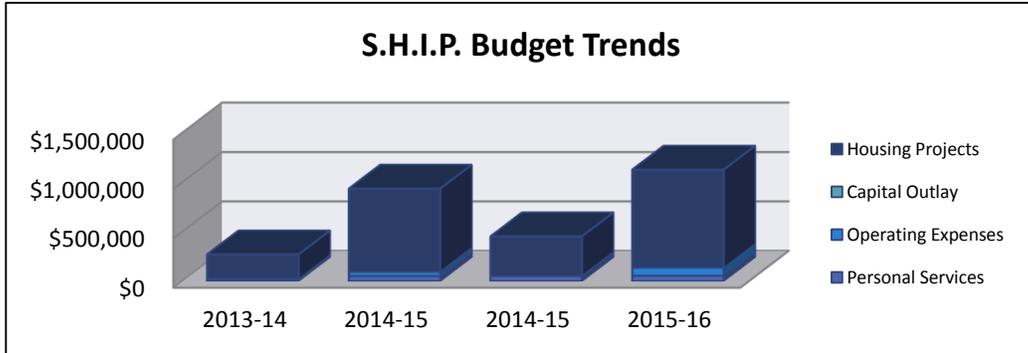
1. Listening and evaluating the needs of the community: residents and businesses
2. Providing a timely response to a request for service information
3. Adjusting City services and service delivery mechanism when needed
4. Seeking and using feedback from City customers to improve services and service delivery
5. Maintaining a high level customer satisfaction with City services
7. Educating the residents about City finances and services
8. Taking time to explain a decision or action, especially when the answer is “no”

***\*Principle “D” – Financially Responsible Manner***

5. Delivering City services in the most cost effective and efficient way

**CITY OF PORT ST. LUCIE**  
**S.H.I.P. FUND**  
**DEPARTMENTAL BUDGET SUMMARY**

**DEPARTMENT:** (S.H.I.P.) PROGRAM -- #119-550000/551000/554000  
 Pat Selmer, Community Services Director



**EXPENDITURE SUMMARY:**

	2013-14 AUDITED *****	2014-15 BUDGET *****	2014-15 ESTIMATED *****	2015-16 BUDGET *****
Personal Services	\$18,891	\$52,996	\$52,314	\$55,820
Operating Expenses	1,943	42,635	1,034	80,093
Capital Outlay	0	0	0	0
Interfund Transfer	0	0	0	0
Housing Projects	249,891	841,079	400,000	992,426
Total	\$270,726	\$936,710	\$453,348	\$1,128,339

**STAFFING SUMMARY:**

(Full Time Equivalent)	FY 2013-14 *****	FY 2014-15 *****	FY 2015-16 *****
Community Services & Redevelopment Director	0.00	0.05	0.10
Assistant Director	0.00	0.05	0.00
Community Services Coordinator	0.32	0.45	0.45
Housing Specialist	0.10	0.10	0.10
Total	0.42	0.65	0.65

**CAPITAL OUTLAY:**

None

**CITY OF PORT ST. LUCIE**  
**STATE HOUSING INITIATIVE PARTNERSHIP - #119**  
**ECONOMIC ENVIRONMENT - SHIP PROGRAM - #550000**

OBJ CODE	ACCOUNT DESCRIPTION	2012-13 AUDITED	2013-14 AUDITED	2014-15 ESTIMATED	2015-16 BUDGET
12-0	Salaries & Wages	\$0	\$0	\$0	\$0
14-0	Overtime	0	0	0	0
21-1	F.I.C.A.	0	0	0	0
21-2	Medicare	0	0	0	0
22-0	Retirement Contributions	0	0	0	0
23-0	Life & Health Ins.	0	0	0	0
24-0	Worker's Compensation	0	0	0	0
25-0	Unemployment Compensation	0	0	0	0
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
49-0	Other Current Charges & Oblig.	\$0	\$0	\$0	\$0
49-111	Repair & Rehabilitation	152,734	249,891	400,000	992,426
49-112	Homebuyer Education	0	0	0	0
49-444	Down payment	0	0	0	0
	<b>TOTAL OPERATING EXPENSE</b>	<b>\$152,734</b>	<b>\$249,891</b>	<b>\$400,000</b>	<b>\$992,426</b>
	<b>TOTAL *</b>	<b>\$152,734</b>	<b>\$249,891</b>	<b>\$400,000</b>	<b>\$992,426</b>

**CITY OF PORT ST. LUCIE**  
**STATE HOUSING INITIATIVE PARTNERSHIP - #119**  
**ECONOMIC ENVIRONMENT - S.H.I.P. ADMINISTRATION #551000/554000**

OBJ CODE	ACCOUNT DESCRIPTION	2012-13 AUDITED	2013-14 AUDITED	2014-15 ESTIMATED	2015-16 BUDGET
12-0	Salaries & Wages	\$8,977	\$13,361	\$40,222	\$41,009
14-0	Overtime	0	0	0	0
21-1	F.I.C.A.	530	781	2,163	2,543
21-2	Medicare	124	183	506	594
22-0	Retirement Contributions	943	1,403	3,802	4,306
23-0	Life & Health Ins.	2,037	3,164	5,621	6,117
23-2	OPEB	0	0	0	1,046
24-0	Worker's Compensation	0	0	0	0
25-0	Unemployment Compensation	0	0	0	205
	<b>TOTAL PERSONAL SERVICES</b>	<b>\$12,611</b>	<b>\$18,891</b>	<b>\$52,314</b>	<b>\$55,820</b>
31-0	Professional Services	\$0	\$0	\$0	\$0
32-0	Accounting & Audit	201	94	167	500
34-0	Other Contractual Svcs.	0	0	0	0
40-4	Travel Expense	2,183	220	202	800
41-0	Communications Service	0	0	0	0
42-0	Transportation	92	118	85	700
45-0	Insurance	0	0	0	0
46-2	Repairs/Maint.-Office Equip.	0	0	0	0
47-0	Printing & Binding	0	0	0	0
49-0	Other Current Charges & Oblig.	1,854	1,512	145	76,093
51-0	Office Supplies	45	0	384	500
52-0	Operating Supplies	0	0	51	500
54-0	Books, Public., Memberships	200	0	0	0
54-1	Training-Education	0	0	0	1,000
	<b>TOTAL OPERATING EXPENSE</b>	<b>\$4,575</b>	<b>\$1,943</b>	<b>\$1,034</b>	<b>\$80,093</b>
64-2	Office Furniture	\$0	\$0	\$0	\$0
	<b>TOTAL OPERATING EXPENSE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
	<b>*TOTAL SHIP *</b>	<b>\$17,186</b>	<b>\$20,834</b>	<b>\$53,348</b>	<b>\$135,913</b>