



# City of Port Hueneme

## City Council Special Meeting Minutes Surplus Property Authority Special Meeting Minutes Port Hueneme Housing Authority Special Meeting Minutes

### Community Budget Workshop

**Monday, August 9, 2021 at 10:00 A.M.**

**Port Hueneme City Hall: Large Conference Room  
250 North Ventura Road / Port Hueneme, CA 93041 (Virtual Meeting/Broadcast Live)**

**THIS MEETING WAS CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20 AND THE ORDERS OF THE VENTURA COUNTY PUBLIC HEALTH OFFICER ISSUED MARCH 20, 2020 (STAY WELL AT HOME ORDER)**

#### **10:00 A.M. – CITY COUNCIL, SURPLUS PROPERTY AUTHORITY, AND HOUSING AUTHORITY SPECIAL MEETING**

**CALL TO ORDER / FLAG SALUTE** Mayor Gama called the special meeting to order at 10:03 a.m. and led the flag salute.

#### **ROLL CALL CITY COUNCIL**

Present: Council Members Hernandez and Perez; Mayor Pro-Tem Rollins; and Mayor Gama  
Absent: Martinez (arrived at 11:46 a.m.)

#### **GENERAL PUBLIC COMMENT**

No public comments were submitted.

#### **CITY COUNCIL BUSINESS ITEM**

1. Intra Departmental Budget Transfer Authority

Interim Finance Director Inez Kiriu presented the report to the City Council regarding intra departmental budget transfer authority and answered questions from the Council.

#### **ROLL CALL VOTE**

A motion was made by Mayor Pro Tem Rollins seconded by Councilmember Perez and passed by majority vote (3-1-1 with Councilmember Martinez absent and Mayor Gama dissenting) to adopt Resolution No. 4371 of the City Council amending the approval process and authority to transfer intra departmental funds.

AYES: Rollins, Perez, Hernandez

NOES: Gama

ABSENT: Martinez

#### **CALL TO ORDER JOINT MEETING OF THE CITY COUNCIL, SURPLUS PROPERTY AUTHORITY, AND PORT HUENEME HOUSING AUTHORITY**

Mayor Gama called to order the Joint meeting at 10:17 a.m.

#### **ROLL CALL SURPLUS PROPERTY AUTHORITY**

Present: Members Hernandez and Perez; Vice-Chair Rollins; Chair Gama  
Absent: Member Martinez (arrived at 11:46 a.m.)

## ROLL CALL HOUSING AUTHORITY

Present: Members Hernandez and Perez; Vice-Chair Rollins; Chair Gama

Absent: Members Brown and Martinez (arrived at 11:46 a.m.)

## JOINT MEETING BUSINESS ITEM

### 2. Budget Workshop – Biennial Budget Fiscal Years 2021-22 and 2022-23

Interim Finance Director Inez Kiriou presented the comprehensive budget report to the City Council, the Surplus Property Authority Members, and the Port Hueneme Housing Authority Members for fiscal years 2021-22 and 2022-23 and answered questions from the Council and Boards.

The budget was then broken up by department and reviewed in depth with individual focus on departmental staffing requests. City Council actions taken below reflect their approvals or amendments that will be reflected in the final budget presented for adoption at the public hearing scheduled for August 16, 2021.

### DEPARTMENT BUDGET REVIEWS:

#### City Council / City Manager's Department / City Clerk's Department:

- **Budget:** No changes to presented budget, which approved the following:
  - A new Banner Program in FY22
  - Consolidated Election Services with Ventura County
  - Agenda Management Program
  - Records Management and Document Imaging System
  - Electronic Signature Program
- **Staffing Requests:** No positions requested for approval.

#### Human Resources Department:

- **Budget:** No changes to department budget, which approved the following:
  - Increases for public sector labor law services, employee backgrounds and related services
  - Capital monies budgeted in each fiscal year for office furniture
- **Staffing Requests:** A motion was made by Mayor Pro Tem Rollins, seconded by Mayor Gama and passed by majority vote to deny the new position request and maintain existing staffing levels as they are with no increase, including an option to review the requested HR Administrative Specialist position during the mid-year budget review. Motion passed 3-1-1 with Councilmember Martinez absent for the vote and Councilmember Hernandez dissenting.

*Councilmember Martinez joined the City Council meeting at 11:46 a.m. during the Information Technology Department's budget review.*

#### Information Technology Department:

- **Staffing Requests:**
  - A motion was made by Councilmember Hernandez to approve the Information Technology budget as presented. The motion was seconded by Councilmember Perez. An amendment to the motion was proposed by Mayor Pro Tem Rollins to approve only one of the requested full-time positions and to move consideration of the second position to next year's mid-year budget review. The amended motion was seconded by Councilmember Perez. After much discussion and some confusion regarding the initial motion, Councilmember Hernandez withdrew her motion.
  - A revised motion was made by Mayor Pro Tem Rollins, seconded by Mayor Gama, and passed unanimously to approve one requested position for the

Information Technology department at the IT Manager's discretion, and to review each individual project funding independently.

- A motion was made by Mayor Gama, seconded by Councilmember Perez, and passed unanimously to support the Information Technology Manager's request to add the Senior Applications Specialist position.
- **Project Funding:** Projects were reviewed and voted on individually as notated below:
  - Cloud Based Email: Rollins motion to approve / Perez seconded / passed unanimously 5-0
  - Staff Computer Replacement: Rollins motion to approve / Perez seconded / passed 4-1 (Gama no)
  - Council Chamber Audio/Video:
    - Mayor Gama motioned to reject this project; motion failed for lack of second
    - Rollins motion to approve / Hernandez seconded / passed 3-1-1 (Perez absent for vote and Gama no)
  - Cyber Security Assessment: Hernandez motion to approve / Gama seconded / passed unanimously 5-0
  - Data Analytics Assessment: Hernandez motion to approve / Rollins seconded / passed unanimously 5-0
  - KnowBe4 Training: Gama motion to approve / Perez seconded / passed unanimously 5-0
  - Parks and Recreation Software: Will address during Recreation Department's briefing later in the meeting
  - Staff Computer Technology Training: Rollins motion to approve / Perez seconded / passed unanimously 5-0
  - Information Technology Staff Training: Gama motion to approve / Hernandez seconded / passed unanimously 5-0
  - Police Mobile Data Computer Replacement: Will address this project's funding during Police Department's briefing later in the meeting
  - Police Radio System Assessment: Will address this project's funding during Police Department's briefing later in the meeting

#### **Finance Department:**

- **Budget:** No changes to presented budget, which approved the following:
  - Hiring of all previously authorized positions, including a permanent Finance Director
  - Two laptops and office furniture in each fiscal year
  - Transfer of an employee from Finance to Community Development
  - Pension Obligation Bonds – Fund 512 allocations
- **Staffing Requests:** No new positions requested for approval.

#### **Community Development Department:**

- **Budget:** No changes to presented budget.
- **Staffing Requests:** A motion was made by Councilmember Hernandez, seconded by Councilmember Martinez, and passed by majority vote (3-2 with Mayor Gama and Councilmember Perez dissenting) to approve the Community Development entire budget including approval of the following:
  - Addition of a new full-time Assistant Planner in FY22
  - Filling Building Official Position
  - Filling part-time Code Compliance Officer position
  - Filling vacant part-time Parking Enforcement Officer position
  - Transfer of a full-time position from Finance to Community Development
  - Complete General Plan with previously budgeted funding
  - Lease of one new vehicle

### **Neighborhood Preservation Fund 128 and Housing in Lieu Fees Fund 129:**

- Mayor Gama motioned to approve the Neighborhood Preservation and Housing in Lieu fees as presented. Motion was seconded by Councilmember Perez and passed unanimously 5-0.

*City Council took a brief break at 12:58 p.m.*

*City Council resumed the workshop at 1:09 p.m.*

### **Police Department:**

- **Budget:** A motion was made by Councilmember Hernandez, seconded by Councilmember Perez, and passed unanimously to approve the Police Department's budget as presented approving the following:
  - Hiring/Filling all authorized positions
  - Upgrade vehicle mobile computers
  - Upgrade the police radio infrastructure
  - Modify access to the California Law Enforcement Telecommunications Service
  - Begin paperless citations
  - Deploy new scheduling software
  - Approving out-of-state travel for Police Chief
  - Fund increases for three new vehicle leases
  - Purchase of body cameras
  - Purchase of personal protective equipment needs
  - Furniture for the Records station
  - Increase reserve officer staffing
  - Reinstate the Park Ranger detail
  - Approved State COPS Grant Fund 205
  - Approved Traffic Safety Fund 206
- **Project Funding:** A motion was made by Councilmember Hernandez, seconded by Councilmember Perez, and passed unanimously to approve project funding for the Police Mobile Data Computer Replacement and the Police Radio Assessment projects.

### **Recreation and Community Services Department:**

- A motion was made by Councilmember Martinez, seconded by Councilmember Hernandez, and passed unanimously to approve the Recreation and Community Services budget and staffing requests as presented. This included approval of the following:
  - New full-time Recreation Coordinator for the Community Center
  - Funding for part-time hours for Learn to Swim Program
  - Replacement of park bench, BBQ, picnic tables, and playground equipment
  - Funding for Software at \$140,000 and maintenance funding
  - Increase part-time hours to accommodate placement of ocean lifeguards
  - New program for merchandise sales
  - Approved Senior Nutrition Fund 265

### **Facilities Department:**

- A motion was made by Councilmember Hernandez, seconded by Councilmember Martinez, and passed by majority vote (4-1 with Councilmember Perez absent for the vote) to approve the Facilities Division entire budget as presented including approval of the following:
  - Moving janitorial services under this division, adding part-time custodial personnel
  - Modifying the Housing Program Manager position to Director
  - Increasing part-time salary for grounds maintenance and custodial work to be offset by a reduction in overtime



- Increased operational expenses related to rent for the Industrial Avenue building
- Approved capital funding for the coordinated effort with Recreation for the replacement of park benches, BBQs, picnic tables, playground equipment components and playground ground cover consistent with the updated Parks Master Plan

*City Council took a brief break at 2:51 p.m.*

*City Council resumed the workshop at 3:02 p.m.*

**Public Works Department:**

● **Staffing Requests:**

- A motion was made by Councilmember Hernandez, seconded by Mayor Pro Tem Rollins, and passed by majority vote (3-1-1 with Councilmember Perez absent for the vote and Mayor Gama dissenting) to approve the Senior Engineer Position request.
- A motion was made by Councilmember Hernandez, seconded by Mayor Pro Tem Rollins and passed by majority vote (4-1 with Mayor Gama dissenting) to approve the Public Works Supervisor position (Arborist) and Landscape request.

● **Budget:**

- A motion was made by Councilmember Hernandez, seconded by Mayor Gama and passed by majority vote (4-1 with Councilmember Martinez absent for the vote) to approve the Public Works Department budget as presented; including the reclassifications of the following positions:
  - Street Maintenance Worker II (3)
  - Landscape Maintenance Worker II (2)
  - Water Utility Operators II (4)
  - Admin Specialist II/III (2)
- A motion was made by Mayor Gama, seconded by Councilmember Hernandez and passed unanimously to approve the Streets Department budget and Landscape Division Budget as presented including approval of the following significant areas:
  - Streets Division:
    - ◆ Resurfacing of Patterson Road
    - ◆ Ann Street Phase 1
    - ◆ Implementation of the pavement management and sidewalk maintenance programs
    - ◆ Restriping of the promenade, including bike and pedestrian pathways
    - ◆ Signage and accessibility upgrades
    - ◆ Funding for incentive program recognition for certifications
    - ◆ Purchase of compressor, saw cutter, and a crack filling machine
    - ◆ Striping machine (FY23)
  - Landscape Division:
    - ◆ Replanting of medians and parkways with drought tolerant materials
    - ◆ Reed removal and creek clearing of Bubbling Springs Creek
    - ◆ Purchase and implementation of tree inventory software
    - ◆ Filling of existing vacancies in division
    - ◆ Funding for incentive program recognition for certifications
    - ◆ Three new vehicle leases
    - ◆ Labor cost-increases for the Ventura County Probation work crews

- ♦ Annual tree pruning and miscellaneous rental and programmatic costs
- ♦ Purchase of a new lawn mower in each FY 22 and FY 23

**Special Revenue Funds:** (Including Transportation Development Act Fund 207, Gas Tax Fund 210, Bike/Pedestrian Path Fund 212, and Stormwater Program Fund 133):

- A motion was made by Councilmember Hernandez, seconded by Mayor Pro Tem Rollins and passed unanimously to approve the Special Revenue Funds.

**Enterprise Funds:** (Including Water Operations Fund 441, Water Plant Distribution Fund 443, Wastewater Operations Fund 444, Solid Waste Operations Fund 447):

- A motion was made by Mayor Gama, seconded by Councilmember Hernandez and passed unanimously to approve the Enterprise Funds.

**Assessment Districts:** (Including Drainage Assessment Fund 151, Lighting Assessment Fund 152, and Parkway and Median Assessment Fund 153):

- A motion was made by Councilmember Hernandez, seconded by Mayor Gama and passed unanimously to approve the Assessment Districts.

**Internal Service Funds:** (Including Fleet Maintenance Fund 448 and Risk Administration Fund 449):

- A motion was made by Mayor Gama, seconded by Councilmember Hernandez and passed unanimously to approve the Internal Service Funds.

**Other Related Entities:** (Including Housing Authority Funds 912, 913, 915, 916, 917, and 918; Surplus Property Authority Fund 713; Redevelopment Successor Agency Fund 882; and Housing Successor Agency Fund 714):

- A motion was made by Mayor Gama, seconded by Councilmember Hernandez and passed unanimously to approve the Other Related Entities budgets which included the addition of an Administration Specialist position and a part-time Accountant.

**Upcoming Funding Opportunities:**

- Presentation included upcoming funding opportunities including the American Rescue Plan, sale of City owned property at 700 E. Port Hueneme Rd, and Proposition 68 Statewide Park Program.
- No vote was taken.

City Manager Conners provided a report to Council and answered questions regarding the following:

- 5-Year Capital Improvement Planning
- American Rescue Plan Act Principles and Guidance
- ARPA Priorities and Ranking
- Park and Facilities Priority Ranking
- Park Amenity Priority Ranking
- Capital Improvement Program

## ADJOURNMENT

The City Council, Surplus Property Authority, and Port Hueneme Housing Authority adjourned to the special Budget Adoption meeting of August 16, 2021, to be held at 3:00 p.m. via zoom.

**Minutes approved by City Council: September 7, 2021**



Steven A. Gama, Mayor



Kristy Buxkemper, City Clerk