



City of Port Hueneme

City Council Regular Meeting Agenda

April 6, 2020

Port Hueneme City Hall: 250 North Ventura Road
Port Hueneme, CA 93041

6:30 p.m. Regular Meeting

THIS MEETING WILL BE 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)

In order to minimize the spread of the COVID-19 virus, all meetings are closed to the public until further notice. The following provides information to the public on how to observe and/or participate remotely:

- *Meetings can be viewed live at:*
<http://porthuenemeca.suiteonemedia.com/web/Home.aspx>.
- *Public Comments can be submitted to kbuxkemper@ci.port-hueneme.ca.us and must be received by 5:00p.m. on April 6, 2020 in order to be considered by City Council. All comments will be part of the official record and minutes will notate all submissions.*
- *Additional electronic meeting guidelines can be found [here](#).*
- *Detailed information and updates about COVID-19, can be found on the City of Port Hueneme's Emergency Website at: www.PortHuenemeEmergency.org*

6:30 P.M. CITY COUNCIL REGULAR MEETING AGENDA

CALL TO ORDER / FLAG SALUTE Mayor Hernandez

ROLL CALL Council Members Berg, Gama, Rollins; Mayor Pro Tem Muñoz-Schnopp; and Mayor Hernandez.

INSPIRATION Mayor Hernandez

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

Recommendation: Approve the City Council Agenda of April 6, 2020.

GENERAL PUBLIC COMMENT (via submitted comments to the City Clerk)

Members of the public may submit comments on the Agenda or that is within the subject matter jurisdiction of the City Council. Comments should be submitted to the City Clerk by 5:00p.m. on the day of the City Council meeting to ensure they are received and considered by Council. All comments should be no more than 500 words and will be part of the official record and subject to the Public Records Request Act.

PRESENTATIONS

1. [Autism Awareness Month Proclamation](#)

CONSENT CALENDAR AGENDA

All matters listed on the Consent Calendar are to be considered routine by the governing body, and will be enacted by one motion in the form listed. There will be no discussion of these items unless, before the governing body votes on the motion to adopt, specific items are removed from the Consent Calendar for separate motions

The Mayor shall read the titles of the items on the Consent Calendar prior to the motion.

2. [Approve Minutes of the City Council for the regular meeting of March 16, 2020](#)

K. Buxkemper, City Clerk

Recommendation: Approve the minutes.

3. [Approve Finance Cash Disbursements for March 6, 2020 through March 27, 2020](#)

K. McDonald, Director of Finance

Recommendation: Ratify the disbursements.

4. [Adopt a Resolution Authorizing Staff to Operate the Senior Nutrition Program in Cooperation with the County of Ventura](#)

A. Hanely, Recreation Programs Manager

Recommendation: Adopt a resolution authorizing the Community Services and Recreation Programs Manager to contract with the Ventura County Area Agency on Aging for the City to continue day-to-day site operations for the Senior Nutrition Program.

CONSENT CALENDAR ROLL CALL VOTE

PUBLIC HEARINGS

5. [Amendments to Article VII, Chapter 1 of the City Municipal Code and Adoption of a Resolution Regarding Utility Billing Policy and Procedures in Accordance with SB998](#)

K. McDonald, Finance Director

Recommendation:

1. Introduce for first reading, waiving full reading of text, and consider adoption of an Ordinance of the City Council of the City of Port Hueneme, California, Amending Article VII, Chapter 1, Sections 7102.5, 7102.10, 7102.15, 7102.25, 7103, and 7108 of the City of Port Hueneme Municipal Code to achieve compliance with Senate Bill 998 relating to residential water policies.
2. Adopt a Resolution of the City Council of the City of Port Hueneme, California, adopting a new Utility Billing Policy and Procedures, in accordance with Senate Bill 998.

ROLL CALL VOTE

BUSINESS ITEMS

Finance Department

6. [City Financial Update – Mid-Year 2019-2020 Budet Review](#)

K. McDonald, Finance Director

Recommendation: For the City Council to conduct a mid-year budget review regarding the City's financial position based on the first six months of the fiscal year, as of December 31, 2019. Council is recommended to consider mid-year budget adjustments that are being proposed at this time and to:

1. Receive and file the 2019-20 Mid-Year Budget Review
2. Approve proposed Budget Adjustments
3. Discuss Reserve Recommendations

ROLL CALL VOTE

COUNCIL MEMBERS' REPORTS, COMMENTS, AND REQUEST FOR FUTURE AGENDA ITEMS

Council Members are appointed to various Regional Committees/Agencies/Boards and will report out on their activities with these organizations at this time, as well as request items to be placed on future agendas and put forth any comments in regards to community events.

Mayor Hernandez: Association of Water Agencies; City-Port Standing Committee; Port Hueneme Water Agency (PHWA); Regional Defense Partnership for the 21st Century (RDP-21); Ventura County Regional Energy Alliance District Board (VCREA); Ventura Regional Sanitation District (VRSD)

Mayor Pro Tem Muñoz-Schnopp: City-Port Standing Committee; California Joint Powers Insurance Authority (CJPIA); Point Mugu Regional Airport Authority; Port Hueneme Sister City Committee; Port Hueneme Water Agency (PHWA); Ventura Council of Governments (VCOG)

Council Member Berg: EDC-VC; Gold Coast Transit; Ventura County Transportation Commission (VCTC); Southern California Association of Governments (SCAG)

Council Member Gama: Animal Services Commission; Beach Erosion Authority for Clean Oceans and Nourishment (BEACON)

Council Member Rollins: Port Hueneme Water Agency (PHWA); Recreation, Education, Arts, Culture in Hueneme (REACH); Air Pollution Control Board

PUBLIC COMMENT CONTINUATION

The Council will allow a continuation of public comments, if necessary, due to exceeding the total time allotted in the earlier Open Forum section

ADJOURNMENT

The City Council will adjourn to the regular meeting of Monday, April 20, 2020, to be held at 6:30 p.m. in the City Hall Council Chamber.

Copies of staff reports or other written documentation relating to each item of business referred to in this Agenda are available for public inspection in the Office of the City Clerk and on the City's website at www.cityofporthueneme.org. Materials received after agenda packet distributions are made available to the public on the City's website and in the City Clerk's office at the same time they are provided to the Council. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, CONTACT THE OFFICE OF THE CITY CLERK AT (805) 986-6503 OR THE CALIFORNIA RELAY SERVICE. NOTICE 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ALLOW PARTICIPATION IN THIS MEETING



City of Port Hueneme

Virtual Public Meeting Participation

The City of Port Hueneme is prepared to ensure continuity of government during this pandemic. Based on the guidance from the California Department of Public Health and the California Governor's Office to minimize the spread of the COVID-19 virus, all public meetings, including City Council, Housing Authority, Water Agency, and Successor Agency meetings, will be available to view online via the City's [website](#), as shall be held as described below.

The Council Chamber will not be available to the public. On March 17th, Governor Newsom implemented Executive Order N-29-20, which excuses a legislative body, under the Brown Act, from providing a physical location for the public to observe and comment if certain conditions are met. A physical location does not need to be provided if the legislative body:

1. "[H]olds a meeting via teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically;"
2. Implements a procedure for receiving and "swiftly resolving" requests for reasonable modification or accommodations from individuals with disabilities, consistent with the Americans with Disabilities Act, and resolving any doubt in favor of accessibility;
3. Gives advance notice of the public meeting and posts agendas according to the timeframes and procedures already prescribed by the Brown Act (i.e. 72 hours for regular meetings and 24 hours for special meetings); and
4. Gives notice of the means by which members of the public may observe the meeting and offer public comment, in each instance where notice or agendas are posted.
5. If there is a change in the means by which the public may observe and comment, this requirement can be satisfied by advertising this change using "the most rapid means of communication available at the time" within the meaning of Government Code section 54954(e). This includes posting the change to the body's website.

The City of Port Hueneme remains committed to continuing to employ social distancing measures by holding online meetings, and, as a result, is following the requirements and ensuring the public has the ability to interact electronically. Accordingly, to participate in our public process for all meetings, please review the guidelines below:

1. Members of the public are strongly encouraged to observe the live stream of the meetings by accessing the City's [website](#) and clicking on the link for the applicable meeting date. Please note that for streaming to take place, the meeting must be live. For those unable to join the live streaming period, the recording of the video will be available shortly thereafter.
2. To make public comments, under the public comment portion of the agenda or on any agenda item, please submit your comment to the City Clerk via email at kbuxkemper@ci.port-hueneme.ca.us. Public comments will be accepted until 5:00 p.m. on the day of the meeting, and must be received by the deadline to be considered by Council. Although all public comments will be distributed to the City Council and/or Board, comments will also be read out loud during the appropriate time for the applicable agenda item.

3. Public should be advised that the City Council and Boards are prohibited from discussing comments made under “general public comment” and submitters should not expect responses to items not listed on the agenda.
4. Personal information volunteered by the user and submitted in public comments will be subject to the Public Records Act and may be subject to public inspection, if not protected by federal or state law.
5. The City Clerk will be responsible for the administration of public comment submittals in accordance with the foregoing user policy requirements.

To ensure comments are timely received, please submit no later than 5:00 p.m. on the day of the meeting and format your public comments as follows:

- Title of email message:
 - Public comment meeting date: XX-XX-XXXX (add date of the meeting)
 - Agenda item XX (identify which item comments reference)
- Name and contact information (address and/or phone number)
- Comment on subject matter jurisdiction or specific agenda item (please keep comments to 500-words or less)

If you have any questions or to submit public comments, please contact Kristy Buxkemper at kbuxkemper@ci.port-hueneme.ca.us.