



City of Port Hueneme

City Council Regular Meeting Agenda Housing Authority Special Meeting Agenda

November 16, 2020

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

5:30 Closed Session | 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 November 16, 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](#) and at the end of the agenda*
- *Detailed information and updates about COVID-19, can be found on the City of Port Hueneme's Emergency Website at: www.PortHuenemeEmergency.org*

5:30 P.M. – CITY COUNCIL CLOSED SESSION AGENDA

CALL TO ORDER Mayor Hernandez

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

GENERAL PUBLIC COMMENT (10 Minutes)

The Council will hear public comments for a maximum of 10 minutes. The Council cannot enter into a detailed discussion or take any action on comments, but may refer them to the City Manager for follow up or scheduling on a subsequent agenda for discussion. Each submitted comment must be 500 words or less.

CLOSED SESSION ITEMS

With respect to every item of business to be discussed in CLOSED SESSION, pursuant to the California Government Code:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Authority: Government Code Section 54957(b)(1)
TITLE: City Manager

RECESS TO CLOSED SESSION

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.

CLOSED SESSION REPORT

INSPIRATION Mayor Pro Tem Muñoz-Schnopp

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

Recommendation: Approve the City Council Agenda of November 16, 2020.

RECESS TO SPECIAL HOUSING AUTHORITY MEETING

ROLL CALL HOUSING AUTHORITY Members Berg, Brown, Gama, and Rollins; Vice Chair Muñoz-Schnopp; and, Chair Hernandez

AGENDA APPROVAL FOR HOUSING AUTHORITY

[Housing Authority Agenda Approval](#)

Recommendation: Approve the Housing Authority Agenda of November 16, 2020.

GENERAL PUBLIC COMMENT FOR HOUSING AUTHORITY (10 Minutes)

The Housing Authority will hear public comments for a maximum of 10 minutes. A person may address the Authority on matters not appearing on the agenda and within the Authority's subject matter jurisdiction. The Authority cannot enter into a detailed discussion or take any action on comments, but may refer them to the Executive Director for follow up or scheduling on a subsequent agenda for discussion. Each speaker shall limit comments to three minutes.

CONSENT CALENDAR AGENDA FOR HOUSING AUTHORITY

1. [Minutes of the Housing Authority Special Meeting of September 21, 2020](#)
K. Buxkemper, Authority Clerk

Recommendation: Approve the Housing Authority minutes.

2. [Finance – Cash Disbursements for September 12 through November 6, 2020](#)
K. McDonald, Director of Finance

Recommendation: Receive and file the disbursements.

CONSENT CALENDAR ROLL CALL VOTE FOR HOUSING AUTHORITY

BUSINESS ITEMS FOR HOUSING AUTHORITY

3. [Lease Agreement with the Port Hueneme Police Explorers Post 9988, Inc.](#)
G. Basua, Housing Programs Manager

Recommendation: Authorize the Executive Director to enter into a Lease Agreement with the Port Hueneme Police Explorers Post 9988, INC., for the exclusive use of 118 Willowbrook Drive, Port Hueneme, CA, subject to review and approval of the City Attorney.

ROLL CALL VOTE FOR HOUSING AUTHORITY

CALL TO ORDER JOINT MEETING OF THE PORT HUENEME HOUSING AUTHORITY AND PORT HUENEME CITY COUNCIL

4. [Award of Contract for Architect and Engineering Services](#)
G. Basua, Housing Programs Manager

Recommendation: That the City Council and Housing Authority Board select Lauterbach and Associates to provide Architect and Engineering Services to the Housing Authority and City of Port Hueneme, and authorize the Executive Director/City Manager to execute a contract subject to review and approval of the City Attorney.

ROLL CALL VOTE FOR HOUSING AUTHORITY

ROLL CALL VOTE FOR CITY COUNCIL

AUTHORITY MEMBERS' REPORTS, COMMENTS, & REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT OF HOUSING AUTHORITY

The Housing Authority will adjourn to the regular meeting of December 7, 2020, to be broadcasted at 6:30 p.m. in the City Hall Council Chamber.

RECONVENE CITY COUNCIL REGULAR MEETING

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. [Crime and Community Update](#)
A. Salinas, Chief of Police
2. [Reserve Policy and Unfunded Liabilities](#)
B. Conners, City Manager / K. McDonald, Finance Director

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.

3. [Approve Minutes of the City Council for the Regular Meeting of November 2, 2020](#)
K. Buxkemper, City Clerk
Recommendation: Approve the minutes.
4. [Receive and File the Minutes of the Transaction and Use Tax Citizen Oversight Regular Committee Meeting of January 13, 2020](#)
K. McDonald, Committee Clerk
Recommendation: Receive and file the minutes.
5. [Receive and File the Finance Cash Disbursements for October 14 through November 6, 2020](#)
K. McDonald, Director of Finance
Recommendation: Receive and file the disbursements.

CONSENT CALENDAR ROLL CALL VOTE

PUBLIC HEARINGS - NONE

BUSINESS ITEMS

City Manager's Department

6. [Resolution Approving City Council Policies and Procedures Manual](#)
B. Conners, City Manager

Recommendation: Consider the City Council Policy and Procedures Manual, make such revisions, additions or deletions as the majority of the City Council might elect, and adopt the attached resolution approving the Manual as modified.

ROLL CALL VOTE

7. [2021 City Council Meeting Calendar](#)

K. Buxkemper, City Clerk

Recommendation: Approve the proposed 2021 City Council meeting schedule.

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

ADJOURNMENT

The City Council will adjourn to the special meeting of November 16, 2020 and the regular meeting of Monday, December 7, 2020, to be broadcasted at 6:30 p.m. from 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



COVID-19 COMMUNITY UPDATE

How to Participate in City Meetings

While all city buildings are temporarily closed to the public due to the State and County's Stay at Home Orders, residents are encouraged to participate remotely.



MEETING AGENDA

*Visit the City's website at <https://www.ci.port-hueneme.ca.us/> and click on "agenda and minutes"

*Agenda item links provide comprehensive reports for each item

*Regular meeting agendas are posted on the website at least 72 hours before the meeting for public review



WATCH MEETINGS

*All City meetings can be viewed live at <http://porthueneme-ca.suiteonemedia.com/web/Home.aspx>

*Video recordings are typically made available online following the meeting

*Meetings can be found on YouTube by searching "City of Port Hueneme"



PUBLIC COMMENTS

* The Public is encouraged to submit comments for items on the agenda via email to the City Clerk as follows:

1. Submit comments to kbuxkemper@ci.port-hueneme.ca.us
2. Identify the meeting date and agenda item in subject line
3. Must be received by 5pm on the meeting date
4. Comments must be 500 words or less

**All comments are subject to the Public Records Act*

FOR ADDITIONAL INFORMATION ON COVID-19
PLEASE VISIT

www.PortHuenemeEmergency.org