



City of Port Hueneme

City Council Regular Meeting Agenda

December 7, 2020

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

5:00 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 December 7, 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*

5:00 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 Councilmember Gama

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

Recommendation: Approve the City Council Agenda of December 7, 2020.

ELECTION RESULTS

1. [November 3, 2020 Certification of Election Results](#)

K. Buxkemper, City Clerk

Recommendation: Adopt a Resolution declaring and certifying the results of the November 3, 2020 Statewide General Election, and direct the City Clerk to proceed with the Oath of Office and issuance of Certificate of Election to newly elected Councilmembers Bobby Martinez and Misty Perez.

ROLL CALL VOTE

COUNCIL RECOGNITION

2. [Honoring and Recognizing Outgoing Councilmembers' Dedication and Service](#)

L. Hernandez, Mayor

- a. Councilmember Will Berg Recognition
- b. Mayor Pro Tem Sylvia Muñoz-Schnopp Recognition

3. [Honoring 2020 Mayor and Mayor Pro Tem](#)

B. Conners, City Manager

- a. Mayor Pro Tem Sylvia Muñoz-Schnopp
- b. Mayor Laura Hernandez

COUNCIL REORGANIZATION

4. [Oaths of Office and Introductions for New Councilmembers](#)

K. Buxkemper, City Clerk / B. Conners, City Manager

- a. City Clerk will conduct the Oath of Office for Councilmember Bobby Martinez
- b. City Clerk will conduct the Oath of Office for Councilmember Misty Perez
- c. City Manager welcome and introduction of new Councilmembers

5. [Nomination for Mayor](#)

L. Hernandez, Mayor

Recommendation: By majority vote, appoint a Councilmember as Mayor.

ROLL CALL VOTE

6. [Nomination for Mayor Pro Tempore](#)

Mayor, TBD

Recommendation: By majority vote, appoint a Councilmember as Mayor Pro Tempore.

ROLL CALL VOTE

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

7. [COVID-19 Update](#)
A. Salinas, Chief of Police

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.

8. [Approve Minutes of the City Council for the Regular Meeting of November 16, 2020 and Special Meeting of November 19, 2020](#)
K. Buxkemper, City Clerk

Recommendation: Approve the minutes.

9. [Receive and File the Finance Cash Disbursements for November 7 - December 2, 2020](#)
K. McDonald, Director of Finance

Recommendation: Receive and file the disbursements.

10. [Heroes, History and Heritage Policy Adoption](#)
B. Conners, City Manager

Recommendation: Re-approve the Heroes, History, and Heritage Policy document for formal adoption and policy implementation.

CONSENT CALENDAR ROLL CALL VOTE

PUBLIC HEARINGS - NONE

BUSINESS ITEMS

11. [Authorization for an Additional Full-Time Facilities Maintenance Worker I Position to Assist with Citywide Custodial Duties](#)
G. Basua, Housing Programs Manager

Recommendation: Approve the following actions:

1. Approve the addition of a full-time Facilities Maintenance Worker I position.
2. Amend the FY 2020-2021 budget to add the additional full-time Facilities Maintenance Worker I position with an annual compensation not to exceed \$73,351.00.
3. Amend the FY 2020-2021 budget to remove one Custodian Part-time position with an annual compensation of \$17,241.00.

ROLL CALL VOTE

12. [Award Contract to J&H Engineering General Contractors, Inc., for Hueneme Bay Alley Grind and Overlay Phase One](#)
D. Villafana, Public Works

Recommendation: Authorize the City Manager to award a contract to J&H Engineering General Contractors, Inc., for the grind and overlay portions of five alleys in the Hueneme Bay Community.

ROLL CALL VOTE

13. [Professional Services Agreement \(PSA\) with Water Resources Engineering Associates \(WREA\) for Engineering Design Services](#)

D. Villafana, Public Works

Recommendation: Authorize the City Manager to execute the Professional Services Agreement (PSA) with Water Resources Engineering Associates (WREA) for Engineering Design Services in the amount of \$205,851.

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.

Councilmember Gama: 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)

Councilmember 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)

Councilmember Martinez: TBD at the 1/19/2021 City Council Meeting

Councilmember Perez: TBD at the 1/19/2021 City Council Meeting

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 regular meeting of Monday, December 21, 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

AFFIDAVIT OF POSTING

I, Kristy Buxkemper, City Clerk of the City Port Hueneme, do hereby affirm that the foregoing agenda was posted at City Hall on December 3, 2020, at _____ p.m.

Kristy Buxkemper

City Clerk