



City of Port Hueneme

City Council Regular Meeting Minutes Port Hueneme Housing Authority Board Regular Meeting Minutes Port Hueneme Successor Agency Board Special Meeting Minutes

December 2, 2019

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

5:00 p.m. Council Closed Session | 6:30 p.m. Regular Meeting

5:00 P.M. – CITY COUNCIL CLOSED SESSION AGENDA

CALL TO ORDER The meeting was called to order by Mayor Berg at 5:01 p.m., at the above listed address

ROLL CALL

Present: Council Members Gama, Muñoz-Schnopp (arrived after the roll call vote at 5:04 p.m.), and Rollins; Mayor Pro-Tem Hernandez; and, Mayor Berg

Absent: None

PUBLIC COMMENT

There were no members of the public appearing to speak.

CLOSED SESSION ITEMS

City Attorney Green listed the items to be discussed in Closed Session and removed item #2.

1. CONFERENCE WITH PROPERTY NEGOTIATORS

Authority: Government Code section 54956.8

PROPERTIES:

The vacant property on the west side of Market Street, between Scott Street and Port Hueneme Road, Port Hueneme, CA (APN 206-0-091-285, -305).

AGENCY NEGOTIATORS: Rod Butler - City Manager; Charles Green - City Attorney; Steve Kinney - Consultant Kharis Navigating

NEGOTIATING PARTIES: City of Port Hueneme

UNDER NEGOTIATION: Negotiate price and terms of payment

~~2. CONFERENCE WITH PROPERTY NEGOTIATORS~~

~~Authority: Government Code section 54956.8~~

~~PROPERTY: Northeast Corner of San Pedro Street and West C Street, Port Hueneme, CA (APN 206-0-031-070)~~

~~AGENCY NEGOTIATORS: Rod Butler - City Manager, Tony Stewart - Community Development Director, Steve Kinney - Consultant Kharis Navigating~~

~~NEGOTIATING PARTIES: City of Port Hueneme and Habitat for Humanity~~

~~UNDER NEGOTIATION: Negotiate price and terms of payment~~

Closed session item #2 was removed by City Attorney Green.

3. **CONFERENCE WITH PROPERTY NEGOTIATORS**
Authority: Government Code section 54956.8
PROPERTY: 241-245 E. Port Hueneme Road, Port Hueneme, CA
AGENCY NEGOTIATORS: Rod Butler - City Manager, Tony Stewart - Community Development Director, Steve Kinney - Consultant Kharis Navigating
NEGOTIATING PARTIES: City of Port Hueneme and Genesis, LLC
UNDER NEGOTIATION: Negotiate price and terms of payment
4. **PUBLIC EMPLOYEE SELECTION PROCESS / PUBLIC EMPLOYEE APPOINTMENT**
Authority: Government Code § 54957 and Government Code § 354954.5(e)
Position: Interim City Manager

RECESS TO CLOSED SESSION The meeting recessed to Closed Session at 5:04 p.m.

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

CALL TO ORDER / FLAG SALUTE Mayor Berg reconvened the meeting at 6:32 p.m. with all members present, and Mayor Pro Tem Hernandez led the Flag Salute.

ROLL CALL

Present: Council Members Gama, Muñoz-Schnopp, and Rollins; Mayor Pro-Tem Hernandez; and, Mayor Berg

Absent: None

INSPIRATION Councilmember Muñoz-Schnopp provided the inspiration.

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

It was moved by Council Member Rollins, seconded by Council Member Gama and unanimously carried to approve the City Council agenda of December 2, 2019, with the removal of item #4 and the amendment of moving item #18 to immediately follow the presentations (heard after item #5).

REPORT ON CITY COUNCIL CLOSED SESSION ACTION

City Attorney Green stated there was no reportable action on the closed session items and restated the removal of closed session item #2.

RECESS TO HOUSING AUTHORITY MEETING The Mayor recessed the City Council meeting and convened the Port Hueneme Housing Authority.

ROLL CALL HOUSING AUTHORITY

Present: Members Brown, Gama, Muñoz-Schnopp, and Rollins; Vice Chair Hernandez; and, Chair Berg

Absent: None

AGENDA APPROVAL FOR HOUSING AUTHORITY

[Housing Authority Meeting Agenda Approval](#)

It was moved by Council Member Muñoz-Schnopp, seconded by Mayor Pro Tem Hernandez and unanimously carried to approve the Housing Authority Agenda of December 2, 2019.

GENERAL PUBLIC COMMENT FOR HOUSING AUTHORITY

There were no members of the public appearing to speak.

CONSENT CALENDAR AGENDA FOR HOUSING AUTHORITY

1. [Approved Minutes of the Housing Authority Special Meeting of November 4, 2019](#)
2. [Approved Finance Cash Disbursements for October 26, 2019 through November 22, 2019](#)

CONSENT CALENDAR ROLL CALL VOTE FOR HOUSING AUTHORITY

It was moved by Member Gama, seconded by Member Rollins, and unanimously carried to approve items 1-2 on the Housing Authority Consent Calendar Agenda.

BUSINESS ITEMS FOR HOUSING AUTHORITY

3. [Appointment of an Interim Executive Director for the Port Hueneme Housing Authority](#)

ROLL CALL VOTE FOR HOUSING AUTHORITY

It was moved by Member Gama, seconded by Member Rollins, and unanimously carried to adopt Housing Authority Resolution No. 557 which appoints Andrew Salinas to serve as the Interim Executive Director for the Port Hueneme Housing Authority.

AYES: Gama, Rollins, Muñoz-Schnopp, Brown, Hernandez, Berg

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

- Johnny Brown apologized to Housing Manager Gabby Basua for comments previously made and acknowledged the repairs that were made immediately to the windows at his residence addressing his housing concerns.

ADJOURNMENT OF HOUSING AUTHORITY

The Housing Authority adjourned at 6:42 p.m. to the regular meeting of February 3, 2020, to be held at 6:30 p.m. in the City Hall Council Chamber.

RECONVENE CITY COUNCIL REGULAR MEETING Mayor Berg reconvened the City Council.

GENERAL PUBLIC COMMENT

The following provided public comment:

- Edythe Beaman
- Sharon Kloeris

PRESENTATIONS

1. [Veteran's Day Awards](#)

Mayor Berg presented Award certificates recognizing the following for their service, dedication and volunteerism to our community and recognizing their participation in the Port Hueneme's Veteran's Day event:

- Port Hueneme Sea Cadets
- Hueneme High School Band
- Oxnard and Port Hueneme Boys and Girls Club
- Hueneme High School Navy Junior Reserve Officer Training Corps
- Mr. Larry Downing

2. [Human Resources Manager Melanie Hanisco Introduction](#)

City Manager Rod Butler introduced new Human Resources Manager Melanie Hanisco who spoke regarding her extensive Human Resources background and answered questions from Council.

3. [Community Cats Coalition Presentation](#)

Leigh Busse from the Community Cats Coalition, which serves Ventura County, presented to Council on the community cat population, Ventura County resources available and the best practices of spaying and neutering feral cats.

4. [Presentation by 746 Industrial LLC, Regarding the Status of the Industrial Way Project](#)
746 Industrial LLC

This presentation was removed at the request of 746 Industrial LLC, and was not heard.

5. [City Manager Rod Butler Proclamation](#)

Mayor Berg presented a proclamation to City Manager Rod Butler in honor of his service and dedication to the City of Port Hueneme. Council Members spoke and complimented Butler for his success in the City's financial stability, cannabis implementation, staff development, and recognized his professionalism and knowledge of municipal government.

Rod Butler thanked the past and present Council and acknowledged the true efforts of the entire City team indicating how proud he was of the success and progress of the City of Port Hueneme's over the past 3 years. Butler then announced Chief Andrew Salinas as Interim City Manager until the completion of the City's recruitment for a permanent City Manager.

PUBLIC COMMENT

The following provided public comment:

- Tom Dunn

DISCUSSION ITEM MOVED EARLIER IN AGENDA AT COUNCIL'S REQUEST

18. [Delegation of Authority to the Honorable Mayor Will Berg to Send a Letter to the Mayor of the City of Puerto Vallarta, Mexico, Proposing to Enter a Sister City Agreement](#)

Council Member Sylvia Muñoz-Schnopp presented to Council providing the background on the City's desire to establish a Sister City partnership and Council's past decision to pursue the City of Ensenada which did not come to fruition.

Muñoz-Schnopp introduced Pat Fallon and Gill Garcia who head the Sister Cities International Organization and the Sister Cities Santa Barbara partnership. Fallon and Garcia spoke regarding the City of Port Hueneme's potential partnership with the City of Puerto Vallarta and the close ties between the two cities and answered Council questions.

ROLL CALL VOTE

It was moved by Mayor Pro Tem/Council Member Gama, seconded by Mayor Pro Tem/Council Member Rollins, and unanimously carried to delegate the authority to Mayor Will Berg to send a revised letter to the Mayor of the City of Puerto Vallarta, Mexico proposing to enter a Sister City Agreement to establish a Sister City Program.

CONSENT CALENDAR AGENDA

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

6. [Approved Minutes of the City Council Regular Meeting of November 18, 2019](#)
7. [Approved Finance Cash Disbursements for November 9, 2019 through November 22, 2019](#)
8. [Read, by Title Only, Waiving Full Reading, and Adopted Ordinance No. 758 and Ordinance of the City Council of the City of Port Hueneme Approving and Adopting a Development Agreement under Government Code Sections 65864 to 65869.5 and Ordinance 727 and Ordinance No. 734 of the Port Hueneme Municipal Code Related to the Operation of a](#)

Cannabis Facility for Port Hueneme Organic Team, Inc. (No. PHDA-859 Cannabis Microbusiness, Located at 475 W. Channel Islands Blvd).

9. An Ordinance of the City Council of the City of Port Hueneme, Adding Article VI, Chapter 1, Part A, Sections 6011.1 through 6011.2 of the Municipal Code of the City of Port Hueneme Imposing Liability on Owners of Property for Repairs, Cleaning, and Maintenance of Sidewalks and Driveways and Providing for Recovery of Public Works Maintenance Costs Pursuant to a Lien in Accordance with California Streets & Highways Code Sections 5610 Et Seq.

***This item was pulled for Discussion by Council Member Gama**

10. Authorized the City Manager to Award Contract to J&H Engineering General Contractors, Inc. for the Slurry Seal of Streets in the Bolker Neighborhood for an Amount Not-To-Exceed \$159,687.99 from the Gas Tax Funds
11. Authorized the City Manager to Award Contract to J&H Engineering General Contractors, Inc. for the Slurry Seal of Ventura Road from Port Hueneme Road to Surfside Drive for an Amount Not-To-Exceed \$79,078 from Gas Tax Funds
12. Authorized the City Manager to Award Contract to J&H Engineering General Contractors, Inc. for the Construction of Exterior ADA Improvements to City Hall in an Amount Not-To-Exceed \$49,590.38
13. Authorized the Sole Source Purchase of Public Safety Equipment Faro Imaging System from FARO Technologies in an Amount Not-To-Exceed \$63,973.71
14. Received and Filed the First Quarter Investment Reports

CONSENT CALENDAR ROLL CALL VOTE

It was moved by Council Member Muñoz-Schnopp, seconded by Council Member Gama, and carried unanimously to approve the Consent Calendar Agenda items 6-8 and 10-14. Amended Council Minutes to correct notation that Peter Candy represented the Port Hueneme Water Agency. Item #9 was pulled by Council Member Gama to be heard under the discussion category.

AYES: Muñoz-Schnopp, Gama, Rollins, Hernandez, Berg

PULLED ITEM FROM CONSENT CALENDAR FOR DISCUSSION

9. Read, by Title Only, Waiving Full Reading, and Adopt an Ordinance of the City Council of the City of Port Hueneme, Adding Article VI, Chapter 1, Part A, Sections 6011.1 through 6011.2 of the Municipal Code of the City of Port Hueneme Imposing Liability on Owners of Property for Repairs, Cleaning, and Maintenance of Sidewalks and Driveways and Providing for Recovery of Public Works Maintenance Costs Pursuant to a Lien in Accordance with California Streets & Highways Code Sections 5610 Et Seq.

Item #9 was pulled from the consent calendar by Council Member Gama.

Mayor Berg notated a written public comment received from Mr. David Scrivner which will be included in the official minute's record.

Council discussed the need to lengthen the 14-day requirement, the need to bring back City Management Program, and questions regarding the residents use of licenses contractors for repairs.

City Attorney Green answered Council questions and recounted Council past direction from the Nov. 18th Council meeting and clarified the City's inability to recommend or solicit business from individual contractors.

Public Works Director answered Council questions and clarified the timeline for staff to implement a management program.

Council Member Gama made a motion to send this item back to staff and return with a comprehensive inspection and maintenance program and a revised deadline of 60 days. Motion failed for lack of a second.

City Attorney Green asked for further clarification on Council's desired deadline.

ROLL CALL VOTE

Council Member Gama made a motion, Mayor Pro Tem Hernandez seconded, and motion carried unanimously to bring this item back at a future Council meeting with an amended deadline of 60 days and an accompanying comprehensive maintenance management program.

PUBLIC HEARINGS

15. Ordinance to Adopt 2019 Editions of the California Building Standards Code

The Public Hearing was opened at 8:44 p.m. There were no disclosures by Council.

City Clerk Buxkemper affirmed Proof of Publication and a complete set of reports and exhibits were on file in the Office of the City Clerk.

Community Development Director Tony Stewart and Building Official Renee Meriaux gave a presentation and answered Council questions.

No speakers appeared for public testimony.

The public hearing was closed at 8:46 p.m.

ROLL CALL VOTE

At the close of the Public Hearing, it was moved by Mayor Pro Tem Hernandez, seconded by Council Member Muñoz-Schnopp, and unanimously carried to approve the following:

- Read by title only, waiving full reading, and adopted Ordinance No. 759, adopting by reference, the 2019 Editions of the California Building Standard Code ("CBSC") for the City of Port Hueneme, specifically titled:

Amending Article VIII, Building Regulations, of the Port Hueneme Municipal Code incorporating the California Building Standards Code by reference as follows: (1) California Building Code with Appendices C, I and J, California Residential Building Code with Appendix H, and California Green Building Standards Code, 2019 Editions; (2) California Electrical Code, 2019 Edition; (3) California Plumbing Code, 2019 Edition; (4) California Mechanical Code, 2019 Edition; (5) California Building Standards Administrative Code, 2019 Edition; (6) California Energy Code, 2019 Edition; (7) California Existing Building Code, 2019 Edition; (8) International Property Maintenance Code, 2018 Edition; (9) Gypsum Association Fire Resistive Design Manual, Twenty-First Edition, GA-600-15; and (10) Making Miscellaneous revisions to Article VIII, Building Regulations, to provide consistency with the California Building Standards Code.

AYES: Hernandez, Muñoz-Schnopp, Gama, Rollins, Berg

Council recessed for a 5 minute break and reconvened at 8:53 p.m.

16. [Special Use Permit No. 25-19 for the Alaska Flight 261 20th Anniversary Memorial](#)

The Public Hearing was opened at 8:53 p.m. There were no disclosures by Council.

City Clerk Buxkemper affirmed Proof of Publication and a complete set of reports and exhibits were on file in the Office of the City Clerk.

Community Development Director Tony Stewart gave a presentation and answered Council questions.

Applicant's representative Steve Campbell answered Council questions regarding the event and the Special Use Permit request and spoke regarding the tie of the Alaska Airline Flight 261 to Puerto Vallarta and indicated his support of the Sister City partnership.

No speakers appeared for public testimony.

The public hearing was closed at 9:14 p.m.

ROLL CALL VOTE

At the close of the Public Hearing, it was moved by Council Member Muñoz-Schnopp, seconded by Council Member Rollins, and unanimously carried to approve the following:

1. Adopt Resolution No. 4302 of the City Council of the City of Port Hueneme deeming a temporary event exempt from the California Environmental Quality Act and conditionally approving Special Use Permit No. 25-19 (Families of Alaska Flight 261 20th Anniversary Memorial Service remembering Alaska Airlines Flight 261 Event at Hueneme Beach Park and Holiday Inn Express Hotel) and
2. Authorize the Director of Community Development to file a Notice of Exemption for the project in accordance with provisions of the California Environmental Quality Act ("CEQA").

AYES: Muñoz-Schnopp, Rollins, Gama, Hernandez, Berg

RECESS TO PORT HUENEME SUCCESSOR AGENCY MEETING The Mayor recessed the City Council Meeting and convened the Port Hueneme Successor Agency.

ROLL CALL SUCCESSOR AGENCY

Present: Members Gama, Muñoz-Schnopp, and Rollins; Vice-Chair Hernandez; and, Chair Berg
Absent: None

GENERAL PUBLIC COMMENT FOR SUCCESSOR AGENCY

There were no members of the public appearing to speak.

BUSINESS ITEMS FOR SUCCESSOR AGENCY

17. [Approval of Recognized Obligation Payment Schedule 20-21 and the Fiscal Year 2020-21 Successor Agency Administrative Budget \(July 1, 2020 through June 30, 2021\)](#)

Dominique Clark with RGS and Finance Director Ken McDonald presented and answered Council questions and gave a background on the ROPS approval, deadlines, and submittal procedures.

Vice Chair Hernandez recommended that the board see the ROPS report before it goes to the County Oversight Board.

ROLL CALL VOTE FOR SUCCESSOR AGENCY

It was moved by Member Gama, seconded by Member Rollins, and unanimously carried to approve Successor Agency Resolution No. 31 of the Successor Agency, in accordance with California Health & Safety Code (“HSC”) Section 34177, the Recognized Obligation Payment Schedule for July 1, 2020 through June 30, 2021 (“ROPS 20-21”) and the attached Fiscal Year 2020-21 Successor Agency Administrative Budget, both prepared pursuant to HSC Section 34177.

AYES: Gama, Rollins, Muñoz-Schnopp, Hernandez, Berg

AGENCY MEMBERS’ REPORTS, COMMENTS, & REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT OF SUCCESSOR AGENCY

The Successor Agency adjourned at 9:35 p.m.

RECONVENE CITY COUNCIL REGULAR MEETING Mayor Berg reconvened the City Council.

CITY COUNCIL BUSINESS ITEMS

City Manager

Agenda item #18 was moved earlier in the agenda to follow the consent calendar

19. [Confirmation of Richard Nick’s Transfer Appointment to the Citizen Advisory Commission and Appointment of Ricky Woodrow to Fill One Vacancy on the Transaction and Use Tax Citizens Oversight Committee](#)

City Manager Rod Butler presented to Council and answered questions.

ROLL CALL VOTE

It was moved by Council Member Gama, seconded by Council Member Rollins, and unanimously carried to approve the transfer appointment of Mr. Richard Nick to the Citizen Advisory Commission and appoint Mr. Ricky Woodrow to the Transactions and Use Tax Citizens Oversight Committee to fill the vacancy.

AYES: Gama, Rollins, Muñoz-Schnopp, Hernandez, Berg

Finance Department

20. [City Financial Update – First Quarter Fiscal Year 2019-20](#)

Finance Director Ken McDonald presented to Council and answered questions. McDonald requested Council feedback regarding formatting and information provided and indicated the next report would be in February or March of 2020.

ROLL CALL VOTE

It was moved by Council Member Rollins, seconded by Council Member Muñoz-Schnopp, and unanimously carried to receive and file the City’s Financial Update for the first quarter of the fiscal year ending September 30, 2019.

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

Mayor Berg: Announced the next RDP-21 meeting and discussed future Council assignments for liaisons and committee appointments including the City-Port Committee. Announced the special City Council meeting of December 3, 2019 at 3:00pm, the upcoming Ventura County Transportation Committee, the Holiday Tree Lighting ceremony on December 5th, the Ventura County Holiday Reception at Bard Mansion December 7th and the Senior Luncheon on December 10th.

Mayor Pro-Tem Hernandez: Announced the upcoming meeting with Captain Chism on December 11th to discuss beach erosion and the City's hopes to take a letter to Washington D.C. Indicated she would like to revisit the Council's policy and stance regarding City credit cards and commented on the administrative issues of those cards previously being cancelled. Request permission for Council to have individual credit cards or one allocated for the Mayor. Questioned whether the City newsletter would be for public dissemination and whether Advisory Boards and the Chamber could receive similar information.

Council Member Gama: Excited for the Holiday and Senior Luncheon and indicated he would be attending and volunteering at the annual event. Announced we are entering into a heavy rain season and cautioned to keep eye on winter storms which accelerate erosion on the beach. Announced the drafting of a letter to the Army Corps of Engineers in conjunction with BEACON to request increase funding for additional sand. Announced the beach cleanup each Saturday and indicated the renewed need for volunteers with the upcoming rain which brings an increase in debris, and complimented the current volunteers for the tremendous job of collecting trash and debris. Requested Council receive a confidential report bi-weekly to be updated on city-related issues.

Council Member Muñoz-Schnopp: Reminded Council that December 3rd was officially recognized as *John Sharkey Day*. Commented on an investment report previously approved by Council and asked for clarification on whether the City could utilize that agreement. Asked for staff to agendize the issue of restating Council Benefits.

Council Member Rollins: Commend staff for bringing back the Holiday Float. Asked for an update regarding the Citizen Advisory Commission and Measure U Committee. Asked for Council's opinion on having a representative from the Air Pollution Board attend a future Council meeting and present on the Indy plant and indicated he'd extend the invitation.

ADJOURNMENT

The City Council voted unanimously to adjourn at 10:02 p.m. to the special Council meeting of December 3, 2019 and the next regular meeting of December 16, 2019, to be held at 6:30 p.m. in the City Hall Council Chamber.



Will Berg
Mayor



Kristy Buxkemper
City Clerk