



City of Port Hueneme

City Council Regular Meeting Minutes

March 16, 2020

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

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

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

CALL TO ORDER Mayor Hernandez called the meeting to order at 5:30 p.m. at the above listed address.

ROLL CALL

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

Absent: None

GENERAL PUBLIC COMMENT

There were no members of the public appearing to speak due to the City's response to the Local Emergency Declaration, which required that City Council meeting be closed to the public. Public comments were accepted via email to the City Clerk, but none were received for closed session general public comment.

CLOSED SESSION ITEM

City Attorney Green listed the items to be discussed in Closed Session.

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: Brad Conners - City Manager; Charles Green - City Attorney; Steve Kinney - Consultant Kharis Navigating

NEGOTIATING PARTIES: City of Port Hueneme and the Port of Hueneme

UNDER NEGOTIATION: Negotiate price and terms of payment

2. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Authority: Government Code section 54956.9

City of Port Hueneme v. Dario Pini, et al.

Case No. 56-2019-00533286-CU-PT-VTA

RECESS TO CLOSED SESSION The meeting recessed to Closed Session at 5:32 p.m.

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

CALL TO ORDER / FLAG SALUTE Mayor Hernandez reconvened the meeting at 6:30 p.m. and led the Flag Salute.

ROLL CALL

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

Absent: None

INSPIRATION Councilmember Gama provided the inspiration recognizing the Oxnard Union School District nurses for their honorable service to our community and school-age children.

AGENDA APPROVAL FOR CITY COUNCIL

City Council Agenda Approval

It was moved by Councilmember Berg, seconded by Mayor Pro Tem Muñoz-Schnopp and passed unanimously to approve the City Council agenda of March 16, 2020.

REPORT ON CITY COUNCIL CLOSED SESSION ACTION

City Attorney Green announced a reminder to the public regarding the ability to submit public comments electronically. City Attorney Green announced there was not reportable action on either closed session item.

GENERAL PUBLIC COMMENT

There were no members of the public appearing to speak due to the City's response to the Local Emergency Declaration, which required that City Council meeting be closed to the public. Public comments were accepted via email to the City Clerk, but none were received for regular session general public comment.

PRESENTATIONS

1. COVID-19 Community Update

Chief Salinas gave a presentation to City Council on the Coronavirus (COVID-19) and provided an update on the City's response to the Local Declaration of Emergency.

2. Many Mansions Presentation

Due to the Local Emergency Declaration and the City Council meeting being closed to the public, the Many Mansion's presentation will be rescheduled for a date to be determined.

3. Red Cross Month Proclamation

Mayor Hernandez read a proclamation proclaiming March to be Red Cross Month and thanked the volunteers for their humanitarian efforts.

4. Public Works Quarterly Update

Public Works Director Villafana presented to Council and gave a quarterly update on the Public Work Department accomplishments over the last quarter.

CONSENT CALENDAR AGENDA

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

5. Approved Minutes of the City Council for the regular meeting of March 2, 2020

6. Approved Finance Cash Disbursements for February 25, 2020 through March 5, 2020

7. Authorized the City Manager to Execute the Professional Services Agreement with Milner-Villa Engineers for Additional Engineering and Temporary Staffing Services for an Amount not-to-exceed \$90,000

8. [Adopted Resolution No. 4309 Amending the Benefits and Additional Compensation for Unrepresented Executive Management and Management and Professional Employees](#)
9. [Ratified a Side Letter to the Comprehensive Memorandum of Agreement with Port Hueneme Police Officers Association for the Contract Period of July 1, 2019 to June 30, 2022](#)

CONSENT CALENDAR ROLL CALL VOTE

It was moved by Mayor Pro Tem Muñoz-Schnopp, seconded by Councilmember Berg, and carried unanimously to approve the Consent Calendar Agenda items #5-9 with Mayor Hernandez abstaining on item #5 only (due to absence at the 3/2/2020 meeting).

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

NOES: None

ABSTAIN: Hernandez (Item #5 only)

PUBLIC HEARINGS - NONE

BUSINESS ITEMS

Community Development

10. [2019 Annual General Plan and Housing Progress Report](#)

Community Development Director Tony Stewart presented to Council and answered questions.

ROLL CALL VOTE

It was moved by Councilmember Rollins, seconded by Councilmember Gama and carried unanimously to receive the information provided by staff, file any public comment made on the item, and direct staff to submit the annual report to the California Department of Housing and Community Development and the Governor's Office of Planning and Research.

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

11. [Tobacco Retailer and Electronic Vaping Products Licensing Resolution Setting Fees](#)

Community Development Director Tony Stewart presented to Council and answered questions.

ROLL CALL VOTE

It was moved by Councilmember Gama, seconded by Councilmember Rollins and carried unanimously to adopt *Resolution No. 4310 of the City Council of the City of Port Hueneme, approving the establishment of a Tobacco Retailer's License and Annual Renewal Fee, in accordance with the Port Hueneme Municipal Code Section 5618.*

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

Finance Department

12. [Contract Extension for Auditing Services](#)

Finance Director Ken McDonald presented to Council and answered questions.

ROLL CALL VOTE

It was moved by Councilmember Berg, seconded by Councilmember Rollins and carried unanimously to extend the contract for auditing services with Patel & Associates for FY 2019 and FY 2020.

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

Councilmember Gama additionally requested a future agenda item regarding a presentation and report on the City's Unfunded Liability.

13. 2018-19 Fiscal Year Comprehensive Annual Financial Report (CAFR) Presentation

Finance Director Ken McDonald presented to Council and answered questions.

ROLL CALL VOTE

It was moved by Councilmember Berg, seconded by Councilmember Rollins and carried unanimously to receive and file the City's Comprehensive Annual Financial Report for the fiscal year ended June 30, 2019.

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

14. City/Port Community Benefit Fund Update

Finance Director Ken McDonald presented to Council. City Manager Conners detailed that some of the Community Benefit Funds could be used for COVID-19 Emergency Response measures up to \$50,000 which will be presented for approval on agenda item #15 and answered Council questions clarifying the process to submit nominations and recommendations.

ROLL CALL VOTE

It was moved by Councilmember Berg, seconded by Councilmember Rollins and carried unanimously to receive and file the City's update for all approvals to-date for the City/Port Community Benefit Fund. Council approved all amounts that have exceeded the original Council approval and discussed the process of nominating and submitting further recommendations to be included in the pending Mid-Year Budget adjustments.

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

15. CONFIRMATION OF A RESOLUTION PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY AND AUTHORIZATION OF UP TO \$50,000 TO FACILITATE THE CITY'S EMERGENCY RESPONSE IN SUPPORT OF COVID-19 VIRUS RESPONSE OPTIONS

B. Conners, City Manager

City Manager Conners reported on the process of the Resolution adopted declaring a Local State of Emergency. Council commended staff on their quick and forward-thinking.

ROLL CALL VOTE

It was moved by Councilmember Berg, seconded by Mayor Pro Tem Muñoz-Schnopp and carried unanimously to:

1. Confirm the execution of a Resolution by the Director of Civil Defense and Disaster of the City of Port Hueneme, California, proclaiming the existence of a Local Emergency due to the Novel Coronavirus (COVID-19) under Government Code Section 8630 and Chapter 2 of the Port Hueneme Municipal Code ("Disaster Council"); and
2. Authorize the expenditure of up to \$50,000 of Community Benefit Funds to facilitate the City's local emergency response

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

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

Mayor Hernandez: Spoke regarding Take 5 and Read to Kids 2020 coming up Friday, May 8-11, 2020. Updated on the activity and progress of the City's Strategic Plan moving forward on the 10-year vision and confirming strategic initiatives. Looked to Council for their feedback on her City Mission Statement which would be included in the Strategic Plan, and received Council's approval. Notated the opportunity to work with yellow jackets out of Oxnard and Hueneme High School, an advanced technology group, who are seeking funding to compete on a national basis. She submitted a grant request to the City Manager to help fund this group, which is in line with the strategic plan initiative to help make Port Hueneme the hub of technology.

Mayor Pro Tem Muñoz-Schnopp: Provided an update on the Sister City Committee meeting scheduled in Port Hueneme and the cancellation due to COVID-19. The meeting will be held as a teleconference meeting instead and she hopes to host a local meeting in the future for the Southern California section. Indicated that the Port Hueneme Water Agency Meeting schedule for today was cancelled due to our Local State of Emergency. Notated that she attended the Seabee ball and the City was well represented to support Seabees and their wonderful work. Announced that the Federal Employed Women (FEW) have an upcoming local conference being hosted and she and Mayor Hernandez were asked to present a proclamation.

Council Member Berg: Indicated he had nothing to report.

Council Member Gama: Provided an update that one year ago the final dredging was completed and the City still has a long way to go till the next cycle. BEACON continues to work on the City's behalf, but suffered a set-back due to an upcoming Washington D.C. trip being cancelled. Announced BEACON is going through a transition and change the way they function. A teleconference is scheduled for Friday and he is hoping to have BEACON come make a presentation at future Council meeting. Expressed concern that the beach may run up to sidewalks again and requested an update on the dredging cycle. Requested staff looking into a trash boom at J Street canal which would benefit the environment greatly. Request Council have a future agenda item scheduled regarding the City's unfunded liability.

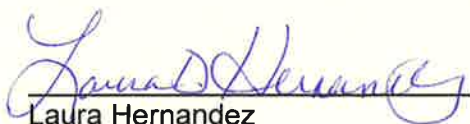
Council Member Rollins: Announced his attendance at the recent REACH meeting and the forward movements to consider contracting outreach to make REACH program more robust in fundraising and to develop Board and defined goals and objectives. Indicated that REACH also plans to bring in a student from Hueneme High School to serve on BOARD to help involve our community's youth.

PUBLIC COMMENT CONTINUATION

Due to the Local Declaration of Emergency, the City Council meeting was closed to the public. No public comments were received via email.

ADJOURNMENT

The City Council adjourned at 9:00 p.m. to the regular meeting of Monday, April 6, 2020, to be held at 6:30 p.m. in the City Hall Council Chamber.


Laura Hernandez
Mayor


Kristy Buxkemper
City Clerk