



City of Port Hueneme

City Council Regular Meeting Minutes

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

Mayor Hernandez began the City's first virtual meeting by referencing the Governor's Executive Order N-29-20 and the Orders of the Ventura County Public Health Officer's "Stay Well at Home" Order of March 20, 2020 and indicated that the Council Chamber has been closed to the public due to the local emergency. City Council and Staff participated remotely to help play their part by social distancing to help reduce the spread of COVID-19.

Mayor Hernandez thanked healthcare providers, first responders, and essential workers for their bravery and commitment during this time and discussed the procedural aspects of the virtual meeting, including the public information that had been disseminated regarding how to submit public comments for agenda items and public hearings.

CALL TO ORDER / FLAG SALUTE Mayor Hernandez called the meeting to order 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 Mayor Hernandez provided the inspiration recognizing all essential workers, first responders, and healthcare workers and thanked them for supporting our community as we battle COVID-19.

AGENDA APPROVAL FOR CITY COUNCIL

City Council Agenda Approval

It was moved by Councilmember Rollins, seconded by Mayor Pro Tem Muñoz-Schnopp and passed unanimously to approve the City Council agenda of April 6, 2020.

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

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, the following submitted general public comment:

- Jack McGrath
- Dolly Knight

PRESENTATIONS

1. Autism Awareness Month Proclamation

Chief Andrew Salinas read a Proclamation recognizing and honoring April as Autism Awareness Month and detailed the efforts the Police Department has made to support and promote awareness.

CONSENT CALENDAR AGENDA

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

2. Approved Minutes of the City Council for the regular meeting of March 16, 2020
3. Finance Cash Disbursements for March 6, 2020 through March 27, 2020
Pulled for discussion by Councilmember Gama
4. Adopted Resolution No. 4311 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 Operations for the Senior Nutrition Program

CONSENT CALENDAR ROLL CALL VOTE

It was moved by Councilmember Rollins, seconded by Councilmember Berg and carried unanimously to approve the Consent Calendar Agenda items #2 and 4. (Item #3 was pulled for discussion by Councilmember Gama).

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

PULLED FOR DISCUSSION

3. Finance Cash Disbursements for March 6, 2020 through March 27, 2020

Councilmember Gama indicated he pulled consent calendar item #3 to discuss various payments and staff answered questions related to the finance cash disbursements.

ROLL CALL VOTE

It was moved by Mayor Pro Tem Muñoz-Schnopp, seconded by Councilmember Berg and carried unanimously to approve item #3 from the Consent Calendar.

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

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

The Public Hearing was opened at 6:54 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.

Finance Director Ken McDonald presented the report to Council and answered questions.

No public comment were submitted from the public.

Discussion ensued among the Council and Deputy City Attorney Spaulding clarified and answered Council questions regarding the effects of COVID-19 on SB998.

The public hearing was closed at 7:00 p.m.

ROLL CALL VOTE

It was moved by Councilmember Berg, seconded by Councilmember Rollins and carried unanimously to:

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 Resolution No. 4312 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.

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

BUSINESS ITEMS

Finance Department

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

Finance Director Ken McDonald presented the report to Council and answered questions.

Discussion ensued among the City Councilmembers regarding the 2019-2020 Mid-Year Budget.

Staff, City Manager, and the Deputy City Attorney answered questions and provided clarification regarding:

- Waste water collection fees
- City employee vacancy cost-savings
- General Fund land revenue
- Shared expense of the School Crossing Guard program with the School District
- Contract City services
- Oxnard waste water plant issues and payments
- Clarification on the recommendation and approval process for proposed budget adjustments
- Mitigations for budget impacts from COVID-19 and how to support residents impacted by the local state of emergency
- Unfunded liability payments and potential alternative investment options

Council further recommended the City be cautious and conservative when filling vacant positions until the impacts of COVID-19 can be fully recognized, and requested additional information on how the state of emergency will impact the budget and community. It was

also recommended to prioritize additional steps towards addressing the City's unfunded liability.

ROLL CALL VOTE

It was moved by Councilmember Rollins, seconded by Councilmember Gama and carried unanimously 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 took the following actions after considering mid-year budget adjustments:

1. Received and filed the 2019-20 Mid-Year Budget Review; and
2. Approved proposed Budget Adjustments

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

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

Mayor Hernandez: Announced most committees have cancelled meetings with the exception of RDP-21 who will hold a strategic planning meeting. The Ventura County Regional Sanitation District meeting will be held via zoom. Announced the City's Strategic Planning efforts are continuing and she has scheduled meetings with ARIA and the City Manager in which she'll be working towards refining the mission statement. No agenda item requests other than those requested by other Councilmembers, but would like to see a report regarding sand replenishment.

Mayor Pro Tem Muñoz-Schnopp: Indicated that the Sister City Committee held a virtual zoom meeting with over 60 participants from across the United States, which was a very lively discussion with COVID-19 being the primary topic. She was hopeful that the Port Hueneme Water Agency will hold a virtual zoom meeting in late-April and announced the PHWA reorganization took place in March with the new Chair appointment going to Jared Bouchard from the Channel Islands Beach Community District and the Vice-Chair position being filled by Councilmember Rollins. She was chosen to serve on the Executive Committee for the JPIA and they are now looking at all the aspects of COVID-19, and announced that the annual meeting, usually held in July each year, has been moved to coordinate with the annual conference in October. She encouraged her colleagues to take advantage as a member and attend the informative conference. Requested an update on the City-Port standing committee and indicated the need to take a deeper look at the Community Benefit Fund. Applauded staff for their coordinated efforts and successful implementation of the virtual zoom meeting platform.

Council Member Berg: Announced Gold Coast Transit and the Ventura County Transportation Committee will meet via Zoom and indicated that many fellow agencies are suffering due to the economic slowing down. Requested to have an open Council discussion about issues related to COVID-19 and the Port Hueneme Beach closure.

Council Member Gama: Referenced the signs in the background of his screen which encouraged residents to stay home, to stay safe and to practice universal precautions. Praised the County's response to sheltering in place. Indicated a desire to place a COVID update on the next Council agenda and expressed his appreciation to the City Manager for his work addressing complex issues, especially related to the Community Benefit Fund. Requested staff to address the status of the advisory committees. Announced he had a conflict and was unable to attend the BEACON meeting of March 2nd but looking forward to them presenting at an upcoming Council meeting. Expressed his appreciation to Mayor Pro Tem Muñoz-Schnopp for working to organize the JPIA meeting that he and the City Manager participated in. Expressed interest in receiving a Parks and Recreation update and information in advance regarding the public survey.

Council Member Rollins: Announced the meeting cancellations for REACH and the Air Pollution Control District. Recounted a previous report from the Director of the Air Pollution Control District Board regarding the impact and research on the plant and detailed his personal observation of a deafening sound from the Indy Plant, expressing the need to have another update. Requested an update on Parks and Recreation Master Plan and would like an update regarding the survey results. Thanked staff for their help training and implementing the virtual zoom meeting platform.


Mayor Hernandez reminded the public to view the City's emergency website and encouraged the public to stay safe at home and that the next few peak weeks were crucial to combatting COVID-19.

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 8:27 p.m. to the regular meeting of Monday, April 20, 2020, to be held at 6:30 p.m. in the City Hall Council Chamber.



Laura Hernandez
Mayor



Kristy Buxkemper
City Clerk

Buxkemper, Kristy

From: Dolly Knight <Dolly.Knight@ventura.org>
Sent: Monday, April 06, 2020 4:24 PM
To: Buxkemper, Kristy; cityclerk@ci.port-hueneme.ca.us
Subject: Public comment for 4/6/20 council meeting

CAUTION: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. If in doubt, contact IT at x517

(Thank you Kristy!)

Mayor Hernandez, Mayor Pro Tem Munoz Schnopp, Council, and City Staff:

The Port Hueneme Library has been closed to the public since March 16. We have locked our bookdrops and are encouraging patrons to keep any materials they have checked out until we reopen. No fines will be assessed during this closure period.

In these difficult times, the Ventura County Library continues to provide services through our website, vencolibrary.org. We offer eBooks, eAudiobooks, and other digital content; all you need is a library card. Don't have a library card? You can register for a temporary card that will give you access to all the resources on our site!

Our incredible Youth Services staff are offering storytimes and programming for children live on the library's Facebook page, Monday through Friday. Art lessons, "bedtime stories," and bilingual storytimes are all being offered.

Our talented web team is working to keep our site and social media updated with the latest news from the library and the county, and to highlight official resources to increase public awareness and understanding of this changing situation.

Facilities staff is monitoring our building during this closure. As we assess the situation, we hope to offer more digital programming; stay tuned. We will reopen when there is a way to do so that will keep our patrons and staff healthy.

Council, staff, and residents are all encouraged to email me at dolly.knight@ventura.org with thoughts. On our website, the "contact a librarian" button on our front page can connect you with technology help and other resources, as well.

Please stay healthy and stay home - we hope to see everyone again soon.

Thanks,

Dolly Knight
City Librarian

From: [Jack McGrath](#)
To: [Buxkemper, Kristy](#)
Subject: Fwd: Beach parking in Port Hueneme, CA
Date: Monday, April 06, 2020 10:41:18 AM

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Clarification to my letter of 4/4/2020: Removing the traffic cones would allow the existing boardwalk users to park their vehicles on the street, and walk a short distance to their physical activity on the walk. Jack McGrath

From: jjackmcgrath@aol.com
To: kbuxkemper@ci.port-hueneme.ca.us
Sent: 4/4/2020 5:15:14 PM Pacific Standard Time
Subject: Beach parking in Port Hueneme, CA

My name is Jack McGrath, and I reside in Port Hueneme with my wife Pauline, and our dog, Rosie. We have resided at the Hideaway development since 2011.

I walk my pooch every afternoon on the boardwalk adjacent to the Six Flags area. The walk area is host to senior citizens using walkers, canes, and walking sticks. They are regular users of the beach boardwalk.

On any given day, there are younger skate boarders, bicyclists, joggers, runners, dog walkers, and regular walkers. Since the state virus mandate, our citizens have adhered to the six foot space between people on the boardwalk.

I have observed the beach area since Friday afternoon April 3, and not one person was on any part of the beach. The "Beach Closed" signs placed by the city staff at each entrance at the boardwalk reminded our citizens that violating the order was a misdemeanor, with a fine, and/or jail time.

The traffic cones along the street should be removed to allow senior citizens and other runners to continue their physical activity on the beach boardwalk. Many of these people are physical participants on doctor's orders. The city should not prohibit these citizens from increasing their physical capability and possible extension of their life.

I request that the city remove all of the parking cones on Surfside Dr. between Market St. and Ventura Road. The city could then start collecting parking revenue as they have in the past from these boardwalk users. The beach would remain closed to all residents and visitors to Port Hueneme.

This proposed change would not undercut the closed beach policy, but would allow many citizens to continue their physical activity on the boardwalk.

Regards. Jack McGrath