



City of Port Hueneme

City Council Regular Meeting Minutes Housing Authority Special Meeting Minutes

June 15, 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

THIS MEETING WAS 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 June 15, 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 called the closed session to order at 5:34 p.m.

Mayor Hernandez began the City's 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 stated that the Council Chamber has been closed to the public due to the local emergency.

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 by 5:00p.m. on the day of the meeting.

No general public comment were submitted.

CLOSED SESSION ITEMS

Deputy City Attorney Kevin Spaulding read the closed session items into the record.

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; Kevin Spaulding – Deputy City Attorney; Steve Kinney - Consultant Kharis Navigating

NEGOTIATING PARTIES: City of Port Hueneme and Oxnard Harbor District

UNDER NEGOTIATION: Negotiate price and terms of payment

2. CONFERENCE WITH PROPERTY NEGOTIATORS

Authority: Government Code section 54956.8

PROPERTIES: The property located at 241-245 E. Port Hueneme Road, Port Hueneme, CA (APN 206-0-094-050, -060).

AGENCY NEGOTIATORS: Brad Conners - City Manager; Charles Green - City Attorney; Kevin Spaulding – Deputy City Attorney; Steve Kinney - Consultant Kharis Navigating

NEGOTIATING PARTIES: City of Port Hueneme and Tony Suleiman and Hueneme Beach Ventures

UNDER NEGOTIATION: Negotiate price and terms of payment

RECESS TO CLOSED SESSION Council recessed to closed session at 5:38 p.m.

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

CALL TO ORDER / FLAG SALUTE Mayor Hernandez called the meeting to order at 6:32 p.m. and led the flag salute.

Mayor Hernandez re-announced that due to 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 that the Council Chamber has been closed to the public due to the local emergency. City Council and Staff participated remotely to help social distancing efforts and reduce the spread of COVID-19.

ROLL CALL

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

Absent: None

INSPIRATION Mayor Hernandez provided the inspiration.

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

It was moved by Mayor Pro Tem Muñoz-Schnopp, seconded by Councilmember Rollins, and passed unanimously to approve the City Council agenda of June 15, 2020.

REPORT ON CITY COUNCIL CLOSED SESSION ACTION

Deputy City Attorney Kevin Spaulding announced there was no reportable closed session action.

RECESS TO HOUSING AUTHORITY MEETING Mayor Hernandez recessed the City Council meeting at 6:39 p.m.

ROLL CALL HOUSING AUTHORITY

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

Absent: None

AGENDA APPROVAL FOR HOUSING AUTHORITY

Housing Authority Agenda Approval

It was moved by Member Berg, seconded by Vice-Chair Muñoz-Schnopp and passed unanimously to approve the Housing Authority agenda of June 15, 2020.

GENERAL PUBLIC COMMENT FOR HOUSING AUTHORITY

There were no members of the public appearing to speak due to the City's response to the Local Emergency Declaration, which required that Housing Authority meeting be closed to the public. Public comments were accepted via email to the Authority Clerk by 5:00p.m. on the day of the meeting.

No general public comment were submitted.

CONSENT CALENDAR AGENDA FOR HOUSING AUTHORITY

1. Approved the Minutes of the Housing Authority Regular Meeting of May 18, 2020
2. Received and Filed Finance Cash Disbursements for May 9, 2020 through June 5, 2020

CONSENT CALENDAR ROLL CALL VOTE FOR HOUSING AUTHORITY

It was moved by Member Berg, seconded by Member Rollins and carried unanimously to approve the Consent Calendar Agenda items #1-2.

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

BUSINESS ITEMS FOR HOUSING AUTHORITY

3. Adoption of Amended Housing Authority Budget for Fiscal Year 2020-2021

Housing Programs Manager Gabby Basua presented the report and answered the Boards questions.

ROLL CALL VOTE FOR HOUSING AUTHORITY

It was moved by Member Rollins, seconded by Member Gama and carried unanimously to adopt Resolution No. 558 of the Board of Commissioners of the Housing Authority of the City of Port Hueneme, California, approving the FY 2020-2021 amended budget.

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

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

Vice Chair Muñoz-Schnopp– Requested for a future report on housing projects and the short and long-term Housing Authority goals.

Member Rollins – Requested an update on the windows at Mar Vista for the next Housing Authority Meeting.

Member Gama – Requested a target date for the installation of the Mar Vista windows.

Member Brown – Thanked the Board Members for their support in helping get the windows installed.

ADJOURNMENT OF HOUSING AUTHORITY

The Housing Authority adjourned at 6:51p.m. to the regular meeting of July 6, 2020, to be broadcasted at 6:30 p.m. in the City Hall Council Chamber.

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

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 by 5:00p.m. on the day of the meeting.

Public comments were read into the record by Mayor Hernandez. Comments were received by the following:

- David Scrivner
- Janet Contreras
- Kenny Paddock

PRESENTATIONS

1. [4th of July Holiday Police Department Report](#)
Item #1 and Item #2 presentations were combined. Police Chief Andrew Salinas reported to Council on the City's plan for the 4th of July holiday and reminded the community that fireworks are prohibited and are illegal within the City of Port Hueneme. Chief Salinas encouraged all to enjoy a safe holiday.
2. [Police Department Community Update](#)
Item #1 and Item #2 presentations were combined. Police Chief Andrew Salinas provided Council a comprehensive update on COVID-19 and the City's response to the pandemic and the strategy to begin resuming City operations such as street sweeping, recreation classes, and the reopening the Hueneme Pier. Chief Salinas also addressed the issue of civil unrest, notated that the State of California has declared a second state of emergency, and described local vandalism. Chief Salinas answered Council questions regarding his presentation and reminded the public to view the City's Emergency website at PortHuenemeEmergency.org.
3. [Public Works Community Update and Sidewalk Maintenance Management Program Report](#)
Public Works Director Don Villafana provided Council an update on the City's Sidewalk Maintenance Management Program and detailed the current inspection process and the zones in which the City is currently inspecting and actively repairing.

CONSENT CALENDAR AGENDA

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

4. [Approved Minutes of the City Council for the regular meeting of June 1, 2020](#)
5. [Finance Cash Disbursements for May 22, 2020 - June 5, 2020](#)
This item was pulled for discussion by Councilmember Gama.
6. [Authorized the Mayor to Execute the Response to the Ventura Grand Jury Report on Human Trafficking](#)

CONSENT CALENDAR ROLL CALL VOTE #1

It was moved by Councilmember Berg, seconded by Councilmember Rollins to approve the Consent Calendar Agenda items #4-6.

Councilmember Gama requested item #5 be pulled for discussion after the motion to move but prior to the roll call vote.

CONSENT CALENDAR ROLL CALL VOTE #2

It was moved by Councilmember Berg, seconded by Councilmember Rollins and passed unanimously to approve the amended Consent Calendar Agenda items #4 and #6, with item #5 being pulled for discussion.

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

PULLED FOR DISCUSSION

5. Finance Cash Disbursements for May 22, 2020 - June 5, 2020

This item was pulled for discussion by Councilmember Gama. Councilmember Gama requested additional detail in the cash disbursement reports and asked questions regarding CalPERS Contributions versus unfunded liability.

It was moved by Councilmember Berg, seconded by Mayor Pro Tem Muñoz-Schnopp and passed unanimously to approve item #5 to receive and file the cash disbursement report as presented.

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

PUBLIC HEARINGS

7. Levy and Collection of the Annual Assessments for Assessment District No. 87-1, Assessment District No. 91-1, and Assessment District No. 95-3; and Agreement with the Ventura County Auditor-Controller for Billing of Direct Assessments

The Public Hearing was opened at 8:07 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.

Public Works Director Don Villafana presented the report to Council and answered questions.

No public comment were submitted from the public.

The public hearing was closed at 8:09 p.m.

ROLL CALL VOTE

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

1. Adopt Resolution No. 4325 of the City Council of the City of Port Hueneme, California, ordering the levy and collection of assessments within the Lighting Maintenance Assessment District No. 87-1 for the Fiscal Year beginning July 1, 2020, and ending June 30, 2021, pursuant to the Landscape and Lighting act of 1972; and
2. Adopt Resolution No. 4326 of the City Council of the City of Port Hueneme, California, ordering the levy and collection of assessments within the Parkway and Median Assessment District No. 91-1 for the Fiscal Year beginning July 1, 2020, and ending June 30, 2021, pursuant to the Landscape and Lighting act of 1972; and
3. Adopt Resolution No. 4327 of the City Council of the City of Port Hueneme, California, ordering the levy and collection of assessments within the Port Hueneme Drainage Maintenance Assessment District No. 95-3 for the Fiscal Year beginning July 1, 2020, and ending June 30, 2021, pursuant to the Landscape and Lighting act of 1972.

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

BUSINESS ITEMS

City Manager's Department

8. Authorization to Enter into a Wastewater Agreement with Oxnard Harbor District

Deputy Public Works Director Fred Camarillo presented the report and answered Council questions.

ROLL CALL VOTE

It was moved by Councilmember Berg, seconded by Mayor Pro Tem Muñoz-Schnopp, and carried unanimously to authorize the City Manager to enter into a Wastewater Agreement with the Oxnard Harbor District to establish a wastewater billing rate that accurately reflects the District's wastewater stream from the Port.

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

9. [Resolution Adopting the Revised Annual Operating Budget for Fiscal Year 2020-21 and Establishing the Annual Appropriations Limit for the Fiscal Year 2020-21](#)

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

ROLL CALL VOTE

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

1. Adopt Resolution No. 4328 of the City Council of the City of Port Hueneme, California, adopting the revised annual Operating Budget for Fiscal Year 2020-21; and approving and adopting the annual appropriations limit for the fiscal year 2020-21.

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

10. [Extension of Economic Development Consultant Contract – Kharis Navigating/Steve Kinney](#)

City Manager Brad Connors presented the report and answered Council questions.

ROLL CALL VOTE

It was moved Mayor Pro Tem/Councilmember Rollins, seconded by Mayor Pro Tem Muñoz-Schnopp, and passed by a 4-1 vote (Councilmember Gama declined) to approve and authorize the City Manager to execute an extension of the existing contract for professional economic development services with Steven Kinney, dba Kharis Navigating, through June 30, 2021 for an amount not-to-exceed \$50,000.

AYES: Rollins, Muñoz-Schnopp, Berg, Hernandez

NOES: Gama

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

Mayor Hernandez: Indicated that many of her regularly schedule meetings were zoom-based. Requested the City Manager and Recreation Programs Manager or Library to help support and host a local "Feed the Front Lines" event on June 27th. Requested a presentation by the Ventura County homeless coordinator. Thanked Mayor Pro Tem Muñoz-Schnopp for assisting with the State of the City address.

Mayor Pro Tem Muñoz-Schnopp: Detailed the Port Hueneme Water Agency's earlier meeting in which they discussed a possible variance request regarding water allocation and had an insightful presentation by Peter Candy. Announced the CJPIA Executive Committee approved a pooled source of insurance and that their annual conference may be zoom-based and will be held in October. Requested to honor an influential CJPIA colleague and said his passing was a huge loss to the organization. The Council of Governments had to push their annual meeting, and will now attempt to hold a socially distanced event on September 24th at the Moorpark Country Club. Spoke regarding recent HdL presentations and the effects of COVID-19. Indicated she was pleased to have an upcoming Red Mule updated and

appreciated the Council moving forward with the Community Benefit Fund and the important developments for our community.

Council Member Berg: Recently participated in meetings with the Transportation Committee, Gold Coast Transit, and SCAG. Requested the City Clerk distribute the Port Hueneme City Profile to Council from the SCAG website. Spoke regarding the new normal, and the need to be patient and make the changes we can.

Council Member Gama: Indicated that he'd like to see an effort to improve communications with Council and received notification when major changes are planned. Notated that the Library parking lot was in disrepair and would like to know who is responsible for the maintenance of that lot to help make it more appealing.

Council Member Rollins: Recently attended a REACH regarding how to help local schools and the board is looking at different ways to build up daycares. The Air Pollution Board report indicates less people are on the streets, so emission readings are low in Ventura County. Commended city staff on the ability to now go online and fill out the application for the Beach Parking Permit program, but encouraged staff to help make it more easily accessible on the website.

Mayor reminded the public to visit the City's Emergency Website for updated information regarding COVID-19 at www.PortHuenemeEmergency.org.

ADJOURNMENT

The City Council adjourned at 9:19p.m. to the regular meeting of Monday, July 6, 2020, to be broadcasted at 6:30 p.m. from the City Hall Council Chamber.



Laura Hernandez
Mayor



Kristy Buxkemper
City Clerk