



City of Port Hueneme

City Council Regular Meeting Minutes Housing Authority Special Meeting Minutes

November 16, 2020

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

5:30 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 November 16, 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 to order the closed session meeting at 5:30 p.m.

ROLL CALL

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

Absent: None

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

None submitted

CLOSED SESSION ITEMS

Deputy City Attorney Spaulding read the closed session item listed below:

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Authority: Government Code Section 54957(b)(1)
TITLE: City Manager

RECESS TO CLOSED SESSION The Council recessed to Closed Session at 5:35 p.m.

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

CALL TO ORDER Mayor Hernandez called the meeting to order at 6:30 p.m.

Mayor Hernandez provided comments regarding the outcome of the election and encouraged the Council to find common ground and work together in the upcoming year.

ROLL CALL

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

Absent: None

FLAG SALUTE Mayor Hernandez led the flag salute.

CLOSED SESSION REPORT Deputy City Attorney Kevin Spaulding announced there was no reportable action for the closed session item.

INSPIRATION Mayor Pro Tem Muñoz-Schnopp 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 November 16, 2020.

RECESS TO SPECIAL HOUSING AUTHORITY MEETING Mayor Hernandez recessed the City Council meeting at 6:42 p.m. and called to order the Special Housing Authority Meeting.

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 Vice-Chair Muñoz-Schnopp, seconded by Member Rollins and passed unanimously to approve the Housing Authority agenda of November 16, 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 comments were submitted.

CONSENT CALENDAR AGENDA FOR HOUSING AUTHORITY

1. [Approved the Minutes of the Housing Authority Special Meeting of September 21, 2020](#)
2. [Received and Filed Finance Cash Disbursements for September 12 through November 6, 2020](#)

CONSENT CALENDAR ROLL CALL VOTE FOR HOUSING AUTHORITY

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

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

BUSINESS ITEMS FOR HOUSING AUTHORITY

3. Lease Agreement with the Port Hueneme Police Explorers Post 9988, Inc.

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 Vice-Chair Muñoz-Schnopp and carried unanimously to authorize the Executive Director to enter into a Lease Agreement with the Port Hueneme Police Explorers Post 9988, INC., for the exclusive use of 118 Willowbrook Drive, Port Hueneme, CA, subject to review and approval of the City Attorney.

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

CALL TO ORDER JOINT MEETING OF THE PORT HUENEME HOUSING AUTHORITY AND PORT HUENEME CITY COUNCIL

4. Award of Contract for Architect and Engineering Services

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

ROLL CALL VOTE #1 FOR HOUSING AUTHORITY AND CITY COUNCIL

It was moved by Mayor Pro Tem/Vice-Chair Muñoz-Schnopp, seconded by Councilmember /Housing Authority Member Gama and carried unanimously to authorize the City Manager/Executive Director to select Lauterbach and Associates to provide Architect and Engineering Services to the Housing Authority and the City Council for the project at 323 E. C Street and 157 East Scott Street and authorize the City Manager/Executive Director to execute a contract, subject to review and approval of the City Attorney.

Housing Authority:

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

City Council:

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

Councilmember/Housing Authority Member Gama recused himself announcing a conflict of interest due to living within 500 feet of Moranda Park and was placed in a virtual waiting room while the Housing Authority and City Council took a vote regarding the vote on the Moranda Park Structure Analysis.

ROLL CALL VOTE #2 FOR HOUSING AUTHORITY AND CITY COUNCIL

It was moved by Mayor Pro Tem/Vice-Chair Muñoz-Schnopp, seconded by Councilmember /Housing Authority Member Rollins and carried by majority vote (Councilmember/Housing Authority Member Gama abstained due to conflict of interest) to authorize the City Manager/Executive Director to select Lauterbach and Associates to provide Architect and Engineering Services to the Housing Authority and the City Council for the Moranda Park Structure Analysis and authorize the City Manager/Executive Director to execute a contract, subject to review and approval of the City Attorney.

Housing Authority:

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

ABSTAIN: Gama (Recused due to a conflict of interest and left the virtual meeting for the vote)

City Council:

AYES: Muñoz-Schnopp, Berg, Rollins, Hernandez

ABSTAIN: Gama (Recused due to a conflict of interest and left the virtual meeting for the vote)

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

Member Muñoz-Schnopp announced it would be her last meeting, as well as Member Berg's, following the results of the election, and said it was a privilege to serve on the Board.

Members Brown and Rollins, and Chair Hernandez thanked the two outgoing members for their service.

ADJOURNMENT OF HOUSING AUTHORITY

The Housing Authority adjourned at 7:28 p.m. to the regular meeting of December 7, 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.

No comments were received.

PRESENTATIONS

1. Crime and Community Update

Chief Salinas provided the City Council an update on the Crime statistics in Port Hueneme and a Community Update including topics such as the upcoming virtual Holiday Tree lighting, Movies in the Park, Habitat for Humanity project, Breast Cancer Awareness and the generous funds raised, the Banner program including honoring our Veterans, the regression of the Venture County COVID-19 tier and the changing restrictions on the community and local businesses. Chief Salinas answered Council questions.

2. Reserve Policy and Unfunded Liabilities

City Manager Conners presented on the City's reserve policy and unfunded liabilities. He spoke in regards to the CalPERS performance returns, the City's unfunded actuarial liability, key impacts on the budget, and budget management strategic elements. City Manager Conners answered Council questions.

CONSENT CALENDAR AGENDA

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

3. Approved the Minutes of the City Council for the Regular Meeting of November 2, 2020

4. Received and Filed the Minutes of the Transaction and Use Tax Citizen Oversight Regular Committee Meeting of January 13, 2020

5. Receive and File the Finance Cash Disbursements for October 14 through November 6, 2020

Item #5 was pulled by Mayor Pro Tem Muñoz-Schnopp for further discussion and no action was taken on this item during the consent calendar roll call vote.

CONSENT CALENDAR ROLL CALL VOTE

It was moved by Councilmember Gama, seconded by Mayor Pro Tem Muñoz-Schnopp and passed unanimously to approve the Consent Calendar Agenda items #3-4.

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

ITEMS PULLED FROM CONSENT CALENDAR FOR DISCUSSION

5. [Receive and File the Finance Cash Disbursements for October 14 through November 6, 2020](#)

Mayor Pro Tem Muñoz-Schnopp requested additional information regarding the finance disbursement report regarding the Enterprise disbursements. Staff provided explanation to answer Council questions.

It was moved by Mayor Pro Tem Muñoz-Schnopp, seconded by Mayor Hernandez and passed unanimously to approve the Consent Calendar Agenda item #5 to receive and file the finance cash disbursements for October 14 – November 6, 2020.

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

PUBLIC HEARINGS - NONE

BUSINESS ITEMS

City Manager's Department

6. [Resolution Approving City Council Policies and Procedures Manual](#)

Public comments were read into the record by Mayor Hernandez and received by:

- Tom Figg

Deputy City Manager Peretz presented to Council and answered questions.

Discussion ensued among the Councilmembers regarding issues such as contact with the City Attorney, soliciting input from the incoming Councilmembers, and the Council being represented as a whole. Council weighed in on options to revise sections.

Deputy City Manager Peretz clarified that the document is subject to amendment at the Council's request at any time. Mayor Hernandez, Mayor Pro Tem Muñoz-Schnopp, and Councilmember Rollins agreed the document was a good foundation and guideline.

Mayor Hernandez made a motion recommending that Council adopt the document with a provision that updates can be made at a later time. Councilmember Berg seconded the motion.

Councilmember Rollins made a motion to amend the Mayor's motion, to include the document be approved in full with the exception of the section relating to the City Attorney which could be addressed at a future meeting. Mayor Hernandez noted that other important information would be omitted by not approving that entire section and indicated her support for her original motion.

ROLL CALL VOTE

It was moved by Mayor Hernandez seconded by Councilmember Berg and passed by majority vote (4-1 with Councilmember Gama dissenting) to adopt the attached resolution approving the City Council Policies and Procedures Manual with the provision that Council could amended and update the document at their discretion.

AYES: Hernandez, Berg, Rollins, Muñoz-Schnopp

NOES: Gama

7. [2021 City Council Meeting Calendar](#)

City Clerk Kristy Buxkemper presented to Council regarding the upcoming 2021 City Council meeting calendar.

ROLL CALL VOTE

It was moved by Councilmember Gama, seconded by Councilmember Berg and passed unanimously to approve the 2021 City Council meeting schedule as presented.

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

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

Mayor Hernandez: Applauded Mayor Pro Tem Muñoz-Schnopp on her in-depth committee reports. Announced that Ventura County Sanitation is going to get a permit to extend capacity of Toland Landfill, indicating they'd just had a public hearing on the final Environmental Impact Report for which all reports are available on the website. Wanted to thank Public Works Director Don Villafana for his presentation during the Port Hueneme Water Agency (PHWA) meeting, for a good presentation on Perkins Rd. Announced that RDP-21 held a strategic planning meeting last week. Received word of the passing of an RDP-21 member, Colonel Henry Edward Bellion of the 146 Airwing Association, who passed away due to cancer and requested to adjourn in his memory. Thanked staff and Council for their participation.

Mayor Pro Tem Muñoz-Schnopp: Announced an upcoming City/Port meeting and indicated her attendance at a previous CJPIA meeting. Declared it an honor and privilege to work on the CJPIA Executive Committee which has organizations throughout California. Expressed her hope that the Sister City Committee fall into good hands as the Council reorganizes. Announced that it was her final meeting of the Port Hueneme Water Agency earlier today and she was assured she was leaving it in good hands. Indicating she was in the process of unwinding all the relationships she'd formed through her service on different committees and organizations over the past 12 years as a Port Hueneme Councilmember.

Council Member Berg: Looking forward to seeing everyone at the meeting of December 7, 2020 and indicated his attendance at upcoming committee meetings.

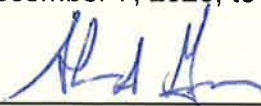
Council Member Gama: Announced an upcoming BEACON meeting. Expressed he was pleased with the current dredging project, which had no breakdowns and has made amazing progress in a 24-hour period. Agreed with Councilmember Rollins' request to have regular project updates. No request for future items but brought up the City's need for tree management.

Council Member Rollins: Announced he had a meeting with REACH who was in the final phase of their brick program with approximately 16-17 bricks still available for purchase. Encouraged the community indicating the bricks provide the ability to permanently recognize and individual or a business. Detailed that his Ventura County Air Pollution meeting entailed them updating their fees which hadn't been raised in seven years. Requested a monthly or regular report on various CIP projects and other major projects throughout the City.

Mayor Hernandez 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, in honor of Colonel Henry Edward Bellion of the 146 Airwing Association, at 9:41 p.m. to the special meeting of November 19, 2020 and the regular meeting of Monday, December 7, 2020, to be broadcasted at 6:30 p.m. from the City Hall Council Chamber.



Steven A. Gama
Mayor



Kristy Buxkemper
City Clerk