



City of Port Hueneme

City Council Regular Meeting Minutes Housing Authority Special Meeting Minutes

September 21, 2020

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

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 September 21, 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*

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

CALL TO ORDER / FLAG SALUTE Mayor Hernandez called the meeting to order at 6:30 p.m. and led the flag salute.

Mayor Hernandez 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.

City Clerk Buxkemper clarified for the record that the Special Housing Authority Meeting was concurrently being called to order.

ROLL CALL

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

Absent: None

INSPIRATION Councilmember Gama provided the inspiration.

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

It was moved by Mayor Pro Tem Muñoz-Schnopp, seconded by Councilmember Berg, and passed unanimously to approve the City Council agenda of September 21, 2020.

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

RECESS TO HOUSING AUTHORITY MEETING Mayor Hernandez recessed the City Council meeting at 6:41 p.m. and called to order the Special Housing Authority Meeting.

ROLL CALL HOUSING AUTHORITY

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

AGENDA APPROVAL FOR HOUSING AUTHORITY

[Housing Authority Agenda Approval](#)

It was moved by Member Berg, seconded by Member Rollins and passed unanimously to approve the Housing Authority agenda of September 21, 2020 with the amendment to pull item #2 from the consent calendar for further discussion.

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

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 Minutes of the Housing Authority Regular Meeting of June 15, 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 item #1.

Item #2 was pulled from the consent calendar for discussion and no action was taken during the consent calendar roll call vote on this item.

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

PULLED FOR DISCUSSION

2. [Finance Cash Disbursements for June 6 through September 11, 2020](#)

Item #2 was pulled from the consent calendar by Mayor Pro Tem Muñoz-Schnopp for further discussions to clarify the acronym HAP and to verify those disbursements regarding the vouchers for Section 8 housing.

Housing Programs Manager Gabby Basua clarified and answered questions regarding the Cash Disbursement report.

ROLL CALL VOTE

It was moved by Member Berg, seconded by Vice-Chair Muñoz-Schnopp and carried unanimously to approve item #2 to receive and file the finance cash disbursements for June 6 – September 11, 2020.

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

BUSINESS ITEMS FOR HOUSING AUTHORITY

3. Tenant Receivable Write-Offs

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

ROLL CALL VOTE FOR HOUSING AUTHORITY

It was moved by Vice-Chair Muñoz-Schnopp, seconded by Member Berg and carried unanimously to adopt Resolution No. 560 of the Board of Commissioners of the Housing Authority of the City of Port Hueneme, California, approving the write-off of \$994.00 of tenant receivables deemed uncollectible in the Public Housing Program.

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

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

No Comments were provided from the Housing Authority Board Members

ADJOURNMENT OF HOUSING AUTHORITY

The Housing Authority adjourned at 6:54p.m. to the regular meeting of October 5, 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:

- Tom Figg

PRESENTATIONS

1. Surfrider Presentation

Joan Tharp and Juli Marciel presented on the "Hold onto your Butt" program which strives to get people to dispose of cigarette butts responsibly by installing ash cans to collect the non-biodegradable cigarette butts. They encouraged the City to be partners in their efforts and encouraged volunteers to participate.

2. Public Works Department Waterline Break and Repair Update

Public Works Director Don Villafana provided Council an update regarding the Emergency Water Main Repair from the break in July 2020, updated the Council on the challenges the City faced, and reported on the repairs that have been made. Director Villafana answered questions from the Council.

3. [Cannabis Update](#)

Chief Salinas provided the City Council a comprehensive update regarding the City's Cannabis Businesses, dispensary employees, the background and application process, revenue from sales, customer demographics, and total community contributions. Chief Salinas requested the Council's opinion on whether the City has excessive concentration and would like to explore regulating the number of retail dispensaries or instituting a moratorium in the near future. Chief Salinas answered Council questions and will explore the option of holding a Cannabis-related workshop in the upcoming months for Council to consider all options.

4. [Emergency Preparedness Manager Update](#)

Emergency Preparedness Manager Scott Matalon presented a comprehensive update to Council regarding the many responsibilities the new position has been tasked with and the City's efforts to increase community communication and elevate the City's emergency preparedness.

5. [Strategic Plan Presentation](#)

Christine Grimm with ARIA Consulting presented a final update on the strategic planning process and the final elements of the comprehensive plan the City Council will soon be presented for adoption.

CONSENT CALENDAR AGENDA

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

6. [Approved Minutes of the City Council for the regular meeting of September 8, 2020](#)

7. Pulled for discussion

8. [Read, By Title Only, Waiving Full Reading, and Adopt Ordinance No. 772 Approving Development Agreement No. PHDA-881 – Front Door Enterprises LLC / DBA EcoMeds Dispensary \(521 W. Channel Islands Blvd, Suite 13\)](#)

9. Pulled for Discussion

10. Pulled for Discussion

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 #6 & 8.

Items 7, 9 and 10 were pulled from the consent calendar for further discussion.

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

PULLED FOR DISCUSSION

7. [Receive and File the Finance Cash Disbursements for September 1 through September 11, 2020](#)

This item was pulled from the consent calendar by Mayor Pro Tem Muñoz-Schnopp for further discussion and clarification and staff answered questions on the cash disbursements report.

ROLL CALLL VOTE

It was moved by Councilmember Gama, seconded by Mayor Pro Tem Muñoz-Schnopp and passed unanimously to approve item #7 to receive and file the finance cash disbursements for September 1-September 11, 2020.

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

9. [Read, By Title Only, Waiving Full Reading, and Adopt Ordinance No. 773 Adding Sections 4215 through 4216 to Chapter 3 of Article IV and Adding Section 4314 to Chapter 4 Article IV of the Municipal Code Relating to Smoking and Vaping on or Around the Beach Park, Wharf, or Pier](#)

This item was pulled from the consent calendar by Councilmember Gama for further discussion, who requested to bring the Ordinance back to Council after considering all City areas instead of just the beach.

Discussion ensued among Councilmembers. City Attorney Spaulding helped to clarify the Ordinance process and the reason why each section of the City would require different Municipal Code section revisions and amendments and reasoning why each would have their own specific considerations.

ROLL CALL VOTE

It was moved by Mayor Pro Tem Muñoz-Schnopp, seconded by Councilmember Berg and passed unanimously to approve item #9 to read, by title only, waiving full reading, and Adopt Ordinance No. 773 adding sections 4215 through 4216 to Chapter 3 of Article IV and adding sections 4314 to Chapter 4 Article IV of the Municipal Code relating to smoking and vaping on or around the Beach Park, wharf, or pier.

AYES: Muñoz-Schnopp, Berg, Rollins, Hernandez

NOES: Gama

10. [Professional Services Agreement \(PSA\) with Milner-Villa Engineers for Additional Engineering and Temporary Staffing Services and Authorized the City Manager to Execute the Contract in an Amount Not-to-Exceed \\$150,000](#)

This item was pulled from the consent calendar by Councilmember Gama for further discussion. Public Works Director Don Villafana answered Council questions regarding the proposed agreement.

ROLL CALL VOTE

It was moved by Councilmember Gama, seconded by Councilmember Berg and passed unanimously to approve item #10 to approve a Professional Services Agreement with Milner-Villa Engineers for additional engineering and temporary staffing services and authorized the City Manager to execute the contract in an amount not-to-exceed \$150,000.

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

PUBLIC HEARINGS - NONE

BUSINESS ITEMS

City Manager's Department

11. [Voting Delegate Direction on Resolution for the 2020 League of California Cities Annual Conference](#)

City Clerk Buxkemper presented to Council. Discussion ensued among Councilmembers regarding the proposed League Resolution and what direction should be provided to the City's Voting Delegate.

ROLL CALL VOTE

It was moved by Mayor Hernandez, seconded by Councilmember Berg and passed unanimously to provide direction to the voting delegate or alternates to support the proposed resolution.

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

12. Red Mule Purchase and Sale Agreement and Related Resolution Adoption

City Manager Conners presented to Council and answered questions.

Council discussed the various aspects of the Purchase and Sale Agreement for Red Mule.

ROLL CALL VOTE

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

1. Approve and authorize the Mayor to execute the First Amended Purchase & Sale Agreement with Red Mule LLC; and
2. Approve Resolution No. 4334 authorizing the sale of the property located at 700 E. Port Hueneme Road to Red Mule, LLC, and execution of a First Amendment Purchase and Sale Agreement For same.

AYES: Muñoz-Schnopp, Berg, Gama, Hernandez

ABSTAIN: Rollins (due to a declared personal conflict regarding property distance)

13. City Manager Verbal Report the Heroes, History, and Heritage Policy Adoption

City Manager Conners presented to Council and answered questions.

Public Comments were submitted by:

- Juliet Rodriguez
- Steven Auclair

ROLL CALL VOTE

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

1. Receive and file a verbal report from City Manager Conners clarifying the Citizen Advisory Commission's recommendation on the Heroes, History, and Heritage Policy from their meeting of August 12, 2020; and
2. Direct the City Manager to call a special meeting of the Citizen Advisory Commission for a revote on the Heroes, History, and Heritage Policy and return to Council for re-adoption of the Policy; and
3. To provide the Commissioners with a copy of Rosenberg Rules of Orders and clarify to the Commission that they are an advisory body.

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

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

Mayor Hernandez: Announced that the Ventura County of Regional Energy Alliance had a meeting with cities reporting on energy saving measures, lighting, and solar panels.

Requested a written report summarizing what the City of Port Hueneme has done for energy saving measures. Reminded the community that is is National Hispanic Heritage month and to recognize contributions to our community. Announced there was a 9/11 ceremony, for the 19th anniversary, and detailed how some of our officers participated in flag ceremony. Let's never forget 9/11.

Mayor Pro Tem Muñoz-Schnopp: Requested a continued discussion and for the City Manager to schedule another quarterly meeting for the City-Port Standing Committee. Announced the California JPIA Conference will be held via zoom October 14-15 and encouraged colleagues to register and attend. Reported that the Port Hueneme Water Agency also received the report from the Public Works Department regarding the water line repair and received a report regarding a variance request that was submitted on behalf of the PHWA.

Council Member Berg: No reports but detailed a conversation he'd had with Base Auto parts on Channel Islands Blvd, regarding the City's lack of purchasing auto parts from his local company. Councilmember Berg asked if there is a policy to give our local businesses a better opportunity to receive City business.


Council Member Gama: Detailed the most recent BEACON meeting with the primary topic on sea level rise, and spoke regarding the upcoming dredging cycle. Spoke regarding the challenges COVID-19 has posed to the coastal clean-up efforts, and thanked the City of Oxnard and Gabby Basua who partnered with Surfrider and the City of Port Hueneme to be out every Saturday. Army volunteers also participated, and Councilmember Gama indicated how pleased he was to see the level of support and thanked everyone who had participated in the clean-up efforts.

Council Member Rollins: Announced that REACH had a meeting where they approved the development of a REACH Hueneme Beach t-shirt which would be given to key volunteers who meet the goals of REACH. REACH's goal is to increase volunteerism and to present t-shirt to those who make Port Hueneme a better place to live. Requested a separate Ordinance regarding no smoking and no vaping policy for the parks.

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 at 11:28 p.m. to the regular meeting of Monday, October 5, 2020, to be broadcasted at 6:30 p.m. from the City Hall Council Chamber.



Laura Hernandez
Mayor



Kristy Buxkemper
City Clerk