



City of Port Hueneme

City Council Regular Meeting Minutes

October 19, 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 October 19, 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 6:32 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.

ROLL CALL

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

Absent: None

INSPIRATION Councilmember Rollins provided the inspiration honoring Lynn Emerson, Jackie Mann, Sue Kabel, and Linda Cain for their volunteer service to the community and dedication to delivering meals during the COVID-19 pandemic.

AGENDA APPROVAL FOR CITY COUNCIL

City Council Agenda Approval

It was noted by City Clerk Kristy Buxkemper that consent agenda item #5 will be pulled from the consent calendar to read into the record a clerical error on the original posting. The rest of the agenda remained as initially posted.

ROLL CALL VOTE

It was moved by Councilmember Rollins, seconded by Mayor Pro Tem Muñoz-Schnopp, and passed unanimously to approve the City Council agenda of October 19, 2020 as amended.

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

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 Public Comments were submitted.

PRESENTATIONS

1. Capital Improvement Projects Update

City Manager Brad Conners presented to the City Council an update regarding FY2020-2021 Capital Improvement Projects, including cost allocation by department, project execution challenges, and project status. He also detailed projects that were transferred or reprogramed for cost savings, and an update on Community Benefit Fund allocations and execution. City Manager Conners closed with a summary of budget implications and summary for FY2020-21 and FY2021-22.

2. Engie Project Update

Housing Manager Gabby Basua presented to the City Council an update on the Engie project including the updates to City Hall, the Community Center, Public Works Department, Moranda Park, City-wide Street light retrofiting, and provide a community engagement update. Ms. Basua also detailed the construction challenges throughout the project development.

Engie Consultant Tony Lumino spoke to City Council regarding the Community Engagement Program and the shift to an online program due to COVID-19. Mr. Lumino thanked staff and Ms. Basua for her assistance and coordination and clarified that project change orders were the unforeseen conditions and that the mediation of the roof leak was covered by Engie.

CONSENT CALENDAR AGENDA

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

3. Approved Minutes of the City Council for the Regular Meeting of October 5, 2020

4. Received and Filed the Finance Cash Disbursements for September 30, 2020 through October 13, 2020

CONSENT CALENDAR ROLL CALL

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

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

PULLED FOR DISCUSSION

5. 2020 Biennial Review of the Conflict of Interest Code for the City of Port Hueneme and City Agencies

Deputy City Attorney Kevin Spaulding read into a record a change to Section 6(b) of the City of Port Hueneme's Conflict of Interest Code to reflect a clerical error and update the gift amount from \$470 to the correct amount of \$500.

ROLL CALL VOTE

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

1. Adopt Resolution No. 4335 of the City Council of the City of Port Hueneme Amending the Conflict of Interest Code of the City of Port Hueneme and City Agencies as modified to include the amendment to section 6(b) to reflect the corrected amount of \$500.
2. Authorize the City Manager to sign and submit the attached 2020 Local Agency Biennial Notice for the Conflict of Interest Code of the City of Port Hueneme, Housing Authority, Successor Agency Oversight Board, and Surplus Property Authority

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

PUBLIC HEARINGS

6. [Planned Development/Conditional Use Permit No. PHCU-869 for Cottage Urgent Care Clinic \(563 B and C, West Channel Islands Blvd\)](#)

The Public Hearing was opened at 8:01 p.m. There were no disclosures by Council.

No public comments were submitted from the public.

The public comments section was closed at 8:03 p.m.

ROLL CALL VOTE

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

1. Open the public hearing and accept all public testimony, and
2. Continue the public hearing for a date certain of the November 2, 2020 City Council regular meeting.

BUSINESS ITEMS

Administration Department

7. [Grand Jury Response – Cybersecurity Strategies for Cities in Ventura County](#)

IT Manager Aaron Wedemeyer presented the report and answered Council questions.

ROLL CALL VOTE

It was moved by Mayor Pro Tem Muñoz-Schnopp, seconded by Councilmember Berg and passed unanimously to authorize the Mayor to execute the response to the Ventura Grand Jury Report on *Cybersecurity Strategies for Cities in Ventura County*.

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

8. [Brown Act \(Gov. Code §§ 54950 et seq.\) Overview and Agenda Setting](#)

Deputy City Attorney presented the report and answered Council questions.

Discussion ensued among the Councilmembers regarding the proposed policy.

ROLL CALL VOTE

It was moved by Mayor Pro Tem Muñoz-Schnopp seconded by Councilmember Berg and passed unanimously to request the City Manager to update the policy taking into consideration the Council's comments and their request for a section to be added

regarding a process for requesting future agenda items. Council requested that they have two weeks to review and submit individual comments to the City Manager, and for staff to return with a revised Council Policy inclusive of their suggested edits.

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

Mayor Hernandez: Applauded Public Works Director Don Villafana for conducting the Great Shake Out and requested a report on how the drill went and the amount of participation. Indicated the Census has finished and thanked the Police Explorer Program for their help in making sure our community was represented. Mayor announced she'd attended an RDP-21 strategic planning meeting and they were looking at ways to get the Navy base to be in support of the dredging and sand replenishment program. Mentioned her plan to hold another meeting with stakeholders and dovetail with BEACON.

Mayor Pro Tem Muñoz-Schnopp: Announced that the JPIA had their annual conference called "Resilient Together," with over 500 members in attendance for the virtual conference. Mayor Pro Tem also attended the Sister City quarterly meeting and indicated the new norm has been to use zoom to communicate. Requested on a future agenda to have a report addressing the insurance that the City pays for medical retirees. Also asked for a Closed Session meeting to conduct the City Manager's 6-month review.

Council Member Berg: Applauded Public Works Director Don Villafana who assisted the community in taking care of a mosquito abatement issue very quickly and for his responsiveness and being on top of the issue.

Council Member Gama: Shared that he's been tracking the dredge process and announced that that everything is set up they are just waiting on some equipment. With the help of some cameras that will be placed, they will document the dredge in time-lapse format and will make it available. Announced that volunteers cleaning up the beach and Moranda Park had picked up nearly 1,000 cigarette butts in the last 2 weeks.

Council Member Rollins: As a continuation of Gama's discussion about cigarette butts, he requested staff to develop a program to put up cigarette butt stations at beaches, parks, and potentially city businesses following the Surfrider presentation. Also requested a future agenda on expanding the no smoking ordinance to include parks. Announced that the REACH program had a meeting last week and they were adding to brick program for anyone interested in participating. Notated that the Air Pollution District was presented with a resolution to incentivize cargo ships to lower their speeds which will help reduce emissions and save sea life which would hopefully be adopted at the next meeting.

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 9:14 p.m. to the regular meeting of Monday, November 2, 2020, to be broadcasted at 6:30 p.m. from the City Hall Council Chamber.



Laura Hernandez
Mayor



Kristy Buxkemper
City Clerk