



# City of Port Hueneme

## City Council Regular Meeting Minutes

**November 2, 2020**

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

**6:00 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](mailto:kbuxkemper@ci.port-hueneme.ca.us) and must be received by 5:00p.m. on November 2, 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](http://www.PortHuenemeEmergency.org)*

### **6:00 P.M. – CITY COUNCIL CLOSED SESSION AGENDA**

**CALL TO ORDER** Mayor Hernandez called to order the closed session meeting at 6:00 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. **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

**RECESS TO CLOSED SESSION** The Council recessed to Closed Session at 6:03 p.m.

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

**CALL TO ORDER / FLAG SALUTE** Mayor Hernandez called the meeting to order at 6:58 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

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

**INSPIRATION** Councilmember Berg provided the inspiration.

### AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

#### ROLL CALL VOTE

It was moved by Councilmember Gama, seconded by Councilmember Berg, and passed unanimously to approve the City Council agenda of November 2, 2020.

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

Public Comments were read into the record by Mayor Hernandez and were submitted by:

- Kendall Lousen
- Dolly Knight

### PRESENTATIONS

1. [Channel Deepening Project Verbal Update by Port of Hueneme](#)  
K.J. May with the Port of Hueneme presented to the City Council regarding an update on Port Projects and the Channel deepening project.
2. [Dog Park Research Update](#)  
Deputy City Manager Charles Peretz presented to Council regarding the City's research and future potential of installing a Dog Park within the City of Port Hueneme.
3. [COVID-19 and Community Update](#)  
Police Chief Andrew Salinas presented a COVID-19 and Community update to the City Council and answered questions.

### CONSENT CALENDAR AGENDA

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

4. [Minutes of the City Council for the Regular Meeting of October 19, 2020](#)  
This item was pulled for discussion by Councilmember Rollins and no action was taken under the consent calendar.

5. [Received and Filed the Finance Cash Disbursements for October 14, 2020 through October 20, 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 #5.

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

#### **PULLED FOR DISCUSSION**

4. [Minutes of the City Council for the Regular Meeting of October 19, 2020](#)

Councilmember Rollins requested the names of the volunteers recognized during his October 19<sup>th</sup> inspiration be notated in the official record and added to the minutes. Mayor Hernandez asked for a clerical correction to change wording on page 4 under her Council comments.

#### **ROLL CALL #1**

It was moved by Mayor Hernandez, seconded by Mayor Pro Tem Muñoz-Schnopp and unanimously approved to direct the City Clerk to input names of those recognized during Councilmember inspirations only upon a verbal request by Councilmembers.

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

#### **ROLL CALL #2**

It was moved by Councilmember Gama, seconded by Mayor Pro Tem Muñoz-Schnopp and unanimously passed to approve the minutes with the amended direction given by Council to add the names of volunteers and to correct the clerical error on page #4.

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

#### **PUBLIC HEARINGS**

6. [Planned Development/Conditional Use Permit No. PHCU-869 for Cottage Urgent Care Clinic \(563 B and C, West Channel Islands Blvd\) – Continued Public Hearing from 10/19/2020](#)

The Public Hearing was opened at 8:26 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.

Community Development Director Tony Stewart presented the report to Council and answered questions.

Dudek Consultants presented to Council and answered questions.

No public comment were submitted from the public.

The public hearing was closed at 9:00 p.m.

#### **ROLL CALL VOTE**

It was moved by Councilmember Berg, seconded by Mayor Pro Tem Muñoz-Schnopp and carried unanimously to, after considering the evidence, adopt a *Resolution No. 4336 of the City Council of the City of Port Hueneme, granting approval of Conditional Use Permit No. PHCU-869 (Cottage Urgent Care)*

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

7. [Planned Development Permit No. PHCU-882 Minor Modification for Color Palette Revisions for Habitat for Humanity 5-Unit Townhome Project \(716 San Pedro Street\)](#)

The Public Hearing was opened at 9:01 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.

Community Development Director Tony Stewart presented the report to Council and answered questions.

No public comment were submitted from the public.

The public hearing was closed at 9:09 p.m.

#### **ROLL CALL VOTE**

It was moved by Mayor Pro Tem Muñoz-Schnopp, seconded by Councilmember Rollins and carried unanimously to, after considering the evidence, to adopt a *Resolution No. 4337 of the City Council of the City of Port Hueneme, granting approval of Planned Development Permit PHPD-882 (Habitat for Humanity Minor Modification)*.

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

### **BUSINESS ITEMS**

#### ***Administration Department***

8. [Award of Contract for Information Technology Master Plan \(ITMP\)](#)

Information Technology Manager Aaron Wedemeyer presented the report and answered Council questions.

#### **ROLL CALL VOTE**

It was moved by Councilmember Berg, seconded by Mayor Pro Tem Muñoz-Schnopp and passed unanimously to select ThirdWave Corporation to prepare an Information Technology Master Plan (ITMP), and authorized the City Manager to execute a contract subject to review and approval of the City Attorney.

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

9. [City Financial Update – Fourth Quarter Fiscal Year 2019-2020](#)

K. McDonald, Finance Director

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

Discussion ensued among the Councilmembers regarding the Fourth Quarter Fiscal Year Budget.

#### **ROLL CALL VOTE**

It was moved by Councilmember Gama seconded by Councilmember Berg and passed unanimously to receive and file the City's Fiscal Year 2019-20 Budget Report – Revenues/Expenditures and the City Treasurer's Report through June 30, 2020.

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

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

**Mayor Hernandez:** Announced she participated in the event recognizing the donations totaling \$32,500 to go towards the Habitat for Humanity project and thanked the donors for their contributions. Acknowledged Chief Salinas for organizing and the cannabis businesses who donated. Shared that the local organization Cat's Cradle rescues feral cats by the Port of Hueneme, which they fix and release or adopt the kittens. Suggested that the City should consider funding the vital services of the organization on an annual basis from the Community Benefit Fund. Recommended adjourning the meeting in honor of Joanna Bard, who passed away recently at the age of 103 and extended hearts and prayers to her family. Thanked the City Council for doing their part and continuing to wear masks and practice COVID-19 protocols.

**Mayor Pro Tem Muñoz-Schnopp:** Applauded resident Seth Bonita who created a poster for the beach that was accepted by the City, and encouraged citizens who wished to get involved to be empowered to engage with the City. Spoke regarding Hueneme Jones, and honorary Port Hueneme citizen who lives in the Midwest, and detailed her family connection to Port Hueneme and the background behind her being named after our City.

**Council Member Berg:** No report.


**Council Member Gama:** Nothing to report on other than an upcoming meeting with BEACON. Requested staff to look at the problematic shopping area at the Tradewinds and 99 cent store area which are in need of clean up. Also recommended the Council to address the City trees which are 40+ years old and beginning to be problematic. Indicated he's witnessed some road racing near the beach with reckless driving down Hueneme Road.

**Council Member Rollins:** No report.

Mayor Hernandez reminded the public to visit the City's Emergency Website for updated information regarding COVID-19 at [www.PortHuenemeEmergency.org](http://www.PortHuenemeEmergency.org).

### ADJOURNMENT

The City Council adjourned at 9:57 p.m. in honor of Joanna Bard to the regular meeting of Monday, November 16, 2020, to be broadcasted at 6:30 p.m. from the City Hall Council Chamber.

  
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Laura Hernandez  
Mayor

  
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Kristy Buxkemper  
City Clerk