

**CITY OF PORT HUENEME  
REGULAR MEETING OF THE CITY COUNCIL**

**APRIL 18, 2016**

**MINUTES**

The Regular Meeting of the Port Hueneme City Council was called to order by Mayor Breeze at 6:30 p.m. in the City Council Chamber at City Hall, 250 North Ventura Road, Port Hueneme, California. After the flag salute, Council Member Jonathan Sharkey gave the Inspiration and stated the meeting will adjourn in memory of Paul Boog and Robert "Bob" Brant.

The City Clerk called the roll:

PRESENT: Council Members Tom Figg, Jim Hensley Sylvia Muñoz Schnopp; Mayor Pro Tem Jonathan Sharkey; Mayor Douglas A. Breeze.

ABSENT: None.

Staff members present were: John Baker, Interim City Manager, Karl H. Berger, Deputy City Attorney; Carmen Nichols, Deputy City Manager; Robert Albertson, Interim Chief of Police; Alvin Burrell, Interim Finance Director; Chris Theisen, Public Works Director; Fred Camarillo, Environmental Services Manager, Michele Kostenuik City Clerk.

**AGENDA:**

The Council Members had previously received copies of the Agenda, which was approved unanimously.

**PRESENTATIONS:**

- A. RECOGNITION OF RETIRING PORT HUENEME CITY EMPLOYEE DANIEL STOWE, FLEET MAINTENANCE MECHANIC  
Action: Presented plaque.

Mayor Breeze made remarks and presented a plaque to Mr. Stowe.

- B. INTRODUCTION AND OATH OF OFFICE FOR NEW PORT HUENEME RESERVE POLICE OFFICER, NANCY SERRATOS  
Action: Performed Oath of Office swearing in Reserve Police Officer Nancy Serratos.

Police Chief Robert Albertson performed the Oath of Office and remarks were made

by the Council Members.

C. PROCLAMATION IN MEMORY OF RETIRED PORT HUENEME POLICE CANINE "DON"

Action: Presented proclamation to Port Hueneme Police Officer Ryan Bates.

Mayor Breeze presented the proclamation and remarks were made by Council Members commending Officer Canine "Don", along with his handler Officer Bates, for their years of service together protecting the community.

D. PROCLAMATION RECOGNIZING THE VENTURA COUNTY LIBRARY CENTENNIAL

Action: Presented proclamation to Bernadette McDowell, City of Port Hueneme Librarian, and Nancy Schram, Ventura County Deputy Director.

Mayor Breeze presented the proclamation. Ms. McDowell spoke about the upcoming centennial event on Wednesday, April 20, 2016 and Ms. Schram spoke about the Ventura County Library system and new services they are offering to the community.

**OPEN FORUM:**

Mayor Breeze asked if anyone present wished to speak on any matter not on the Agenda. The following persons requested to speak:

1. Tracy Sisson Phillips, CEO Hueneme Chamber of Commerce  
Announced upcoming events in the community and thanked key City staff for their assistance.
2. Mr. Jones, Port Hueneme  
Commented on the Port Hueneme City's Charter proposed amendment. He disagrees with the section that states the Chamber of Commerce can overrule City Council decisions.

**CONSENT AGENDA:**

A. APPROVAL OF MINUTES

Action: It is recommended the City Council approve the Minutes of the March 21, 2016 Regular Meeting and the April 4, 2106 Regular meetings.

Council Member Figg objected to the Minutes stating they didn't reflect his comments accurately:

Mayor Pro Tem Sharkey, seconded by Council Member Schnopp moved to approve

the minutes. The motion carried 4-1 by the following roll call vote.

AYES: Council Members Hensley, Schnopp; Mayor Pro Tem Sharkey; Mayor Breeze.

NOES: Council Member Figg.

ABSTAINING: None.

ABSENT: None.

B. CASH DISBURSEMENTS RATIFICATION

Action: It is recommended the City Council ratify the cash disbursements listing for the period March 12, 2016 through March 25, 2016.

D. AUTHORIZATION TO SEEK BIDS FOR CHEMICAL PURCHASES FOR USE AT THE BRACKISH WATER RECLAMATION DEMONSTRATION FACILITY

Action: It is recommended the City Council authorize staff to proceed with the bidding process for the purchase of chemicals for use at the Brackish Water Reclamation Demonstration Facility (BWRDF).

Mayor Pro Tem Sharkey, seconded by Council Member Schnopp, moved to approve the cash disbursements and to seek bids for chemical purchases for BWRDF. The motion carried 5-0 by the following roll call vote.

AYES: Council Members Figg, Hensley, Schnopp; Mayor Pro Tem Sharkey; Mayor Breeze.

NOES: None.

ABSTAINING: None.

ABSENT: None.

(Item C. was pulled for discussion by Council Member Hensley)

Discussion ensued among Council and staff. Chris Theissen, Director of Public Works spoke in detail about the specifications of the RFP.

Council Member Hensley, seconded by Mayor Pro Tem Sharkey, moved to approve RFP for a three-year water quality analysis contract. Motion carried 5-0.

AYES: Council Members Figg, Hensley, Schnopp; Mayor Pro Tem Sharkey; Mayor Breeze.

NOES: None.

ABSTAINING: None.

ABSENT: None.

**CITY MANAGER:**

A. INFORMATION REQUESTS FROM CITY COUNCIL

Action: It is recommended the City Council receive and file informational reports regarding Mar Vista issues and water billing.

The Interim City Manager, John Baker gave a report and update regarding Mar Vista Apartments' issues brought up by residents at the April 18, 2016 Housing Authority Regular Meeting of smoking on the premises and condition of vents in the units. Discussion ensued among Council and staff. Alvin Burrell, Interim Finance Director answered questions. Request was made for staff to add Spanish signage in the building, and benches and trash receptacles across the street from the facility. An update by staff was requested at the May 16, 2016 Regular Meeting regarding the issues outlined.

Mayor Breeze, seconded by Council Member Hensley, moved to have staff perform an assessment of Mar Vista Apartments' entire facility and report back to the Council of their findings and recommendations for resolution. The motion carried 5-0 by the following roll call vote:

AYES: Council Members Figg, Hensley, Schnopp; Mayor Pro Tem Sharkey; Mayor Breeze.

NOES: None.

ABSTAINING: None.

ABSENT: None.

The following person requested to speak:

1. Steven Gama, Port Hueneme  
Condition of ventilation system at Mar Vista Apartments.

Further discussion ensued.

The Interim City Manager, John Baker gave a report and update regarding the City's water billing process and the Owner Guarantor Program. Discussion ensued among Council and staff in relation to processes for shutting off services due to non-payment, arrangements for partial payment, and residential/commercial billing. Alvin

Burrell, Interim Finance Director explained in detail the program and processes.

The following person requested to speak:

2. Robert Herrera, Oxnard (Port Hueneme property owner)  
Spoke on current water billing system (every other month) and the impact it has on him as a landlord for tenants that don't pay their water bill.

Further discussion ensued. Council stated current City's water billing system is effective and appropriate as it exists.

The following person requested to speak:

3. Tracy Sisson Phillips, Port Hueneme  
Agreed the City's current billing system and procedures were effective.

Further discussion ensued.

**B. GENERAL MANAGER BROCHURE**

Action: It is recommended the City Council review the proposed recruitment brochure for a permanent City Manager and make recommended alterations.

The Interim City Manager, John Baker presented and requested input on the draft City Manager recruitment brochure produced by Avery Associates. Discussion ensued among Council and staff regarding language in brochure, compensation, and recruitment timeline. Suggestion was made to include language regarding the current situation of the City. Mr. Baker stated he would provide the revised brochure, with the recommendations, at the May 2, 2016 Regular Meeting.

**CITY MANAGER REPORTS/COMMENTS:**

The Interim City Manager, John Baker announced upcoming presentations by California Joint Powers Insurance Authority (JPIA), Kristen Decas, CEO of The Port of Hueneme, and Ventura County Animal Services.

**COUNCIL MEMBERS' REPORTS, COMMENTS, AND REQUESTS FOR FUTURE AGENDA ITEMS:**

Council Member Schnopp made comments on standing issue of JPIA.

Council Member Figg stated the Council should present a proclamation to the fourteen year old female Hueneme High School student who helped save a 7 year old child of a near drowning at Kiddie Beach in Oxnard. He also requested that the Karl Berger, Deputy City Attorney establish ground rules for the Council to follow

during meetings as the election season starts.

Council Member Hensley commented on the fast response time of the Port Hueneme City Police Department to incidents.

Mayor Pro Tem Sharkey reported on a stress test analysis conducted by the California Policy Center, stating the City of Port Hueneme received a perfect score (one of only three cities within Ventura County).

Mayor Breeze commented regarding the Ventura County Animal Services increasing their fees.

The following persons requested to speak:

1. Tamah Figg, Port Hueneme  
Disagreed with comments made by Council Member Schnopp.
2. Steven Gama, Port Hueneme  
Spoke regarding his requests for information of claims related to prior employee Ms. Haas and JPIA.

**CONTINUATION OF OPEN FORUM:** No one requested to speak.

**CLOSED SESSION:** None.

**ADJOURNMENT:**

Mayor Breeze, without objection, adjourned the meeting at 8:31 p.m. to the next Regular Meeting to be held May 2, 2016 at 6:30 p.m. in the City Council Chamber (Closed Session at 6:00 p.m.).

Respectfully submitted,

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Michele Kostenuik  
City Clerk

APPROVED:

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MAYOR BREEZE