

**CITY OF PORT HUENEME  
PRE-AGENDA SESSION OF THE CITY COUNCIL  
REGULAR MEETING**

**FEBRUARY 4, 2009**

**250 NORTH VENTURA ROAD  
PORT HUENEME, CA 93041**

**MINUTES**

A Pre-Agenda Session of the City Council of the City of Port Hueneme was held at 6:45 p.m., Wednesday, February 4, 2009, in the Council Conference Room, 250 North Ventura Road, Port Hueneme, California.

**PRESENT:** Council Members Douglas A. Breeze, Maricela P. Morales, Sylvia Muñoz Schnopp, Mayor Pro Tem Norman E. Griffaw, Mayor Jonathan Sharkey

**ABSENT:** None

Staff members present were David J. Norman, City Manager; Mark D. Hensley, City Attorney; Greg Brown, Community Development Director; Fernando Estrella, Chief of Police; Joseph Gately, Housing/Facilities Maintenance Director; Andres Santamaria, Public Works Director; Pamela Strautman, Community Development Programs Manager; Michelle Ascencion, Deputy City Clerk.

The Public Works Director announced an addendum to an item on the Consent Agenda. Agenda items and time estimates were reviewed. No action was taken.

Respectfully submitted,

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Michelle Ascencion  
Deputy City Clerk

**APPROVED:**

\_\_\_\_\_  
MAYOR

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

**FEBRUARY 4, 2009**

**MINUTES**

The Regular Meeting of the Port Hueneme City Council was called to order by Mayor Sharkey at 7:00 p.m. in the Council Chamber, 250 North Ventura Road, Port Hueneme, California. After the flag salute, Council Member Breeze gave the inspiration. The Deputy City Clerk called the roll:

PRESENT: Council Members Douglas A. Breeze, Maricela P. Morales, Sylvia Muñoz Schnopp, Mayor Pro Tem Norman E. Griffaw, Mayor Jonathan Sharkey

ABSENT: None

Staff members present were David J. Norman, City Manager; Mark D. Hensley, City Attorney; Greg Brown, Community Development Director; Fernando Estrella, Chief of Police; Joseph Gately, Housing/Facilities Maintenance Director; Andres Santamaria, Public Works Director; Pamela Strautman, Community Development Programs Manager; Michelle Ascencion, Deputy City Clerk.

**AGENDA:**

The Council Members had previously received copies of the Agenda.

Mayor Pro Tem Griffaw, seconded by Council Member Breeze, moved to approve the Agenda as presented. Motion carried.

**PRESENTATION:**

A. 2010 UNITED STATES CENSUS

Action Item: Present proclamation to US Census Bureau representative Michael Rodriguez.

Mayor Sharkey presented a proclamation to Mr. Rodriguez, who thanked the Council and made some remarks about the importance of the Census.

**CONSENT AGENDA:**

A. MINUTES: Pre-Agenda Session and Regular Meeting – January 21,

2009

Action Item: Approve Minutes of January 21, 2009.

B. CASH DISBURSEMENTS RATIFICATION

Action Item: Ratify cash disbursements for the period January 10, 2009 through January 23, 2009.

C. TREASURER'S MONTHLY INVESTMENT REPORT – DECEMBER 31, 2008

Action Item: It is recommended the City Council receive and file the December 31, 2008 Treasurer's Report as presented.

D. AUTHORIZATION TO ADVERTISE FOR BIDS FOR MAR VISTA SENIOR APARTMENTS PLUMBING REPAIR PROJECT

Action Item: It is recommended the City Council authorize staff to solicit bids for the Mar Vista Senior Apartments Plumbing Repair Project.

Council Member Morales, seconded by Mayor Pro Tem Griffaw, moved to approve the Consent Agenda as presented. Motion carried 5-0.

**COMMUNITY DEVELOPMENT DIRECTOR:**

A. HOME BUYER ASSISTANCE PROGRAM ("HBAP") MODIFICATIONS

Action Item: It is recommended the Council and Board adopt the Resolution that enacts revisions to the HBAP guidelines depicted in Exhibit "A" of the resolution.

(Mayor Sharkey opened the Redevelopment Agency meeting at this time so the Council and Board could consider this item concurrently. The Deputy Agency Secretary called the roll and the Agenda was approved.)

The Community Development Programs Manager gave a report.

Council Member Morales, seconded by Council Member Breeze, moved to approve staff's recommendation as presented. Motion carried 5-0.

CITY COUNCIL RESOLUTION NO. 3910  
REDEVELOPMENT AGENCY RESOLUTION NO. 811  
A JOINT RESOLUTION OF THE CITY COUNCIL AND THE CITY OF  
PORT HUENEME AND THE PORT HUENEME REDEVELOPMENT  
AGENCY TO ADOPT AND AMEND CERTAIN PROVISIONS OF THE  
CITY'S NEIGHBORHOOD PRESERVATION PROGRAM  
OPERATIONAL GUIDELINES

(Mayor Sharkey held the Redevelopment Agency's Open Forum portion of the

Agenda and then adjourned the Agency meeting.)

**CITY MANAGER:**

A. PROPOSED CHANGE OF COUNCIL MEETING DAYS AND TIME

Action Item: It is recommended the City Council introduce an Ordinance to change the days and starting times of City Council Regular Meetings (read by title only and waive further reading), and direct staff to bring the Ordinance forward for adoption at a future meeting.

The City Manager gave a report. Discussion ensued among Council and staff.

Council Member Griffaw, seconded by Council Member Morales, moved to approve staff's recommendation as presented. Motion carried 5-0.

The City Attorney introduced the Ordinance by title:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME AMENDING THE MEETING DAYS AND TIMES OF REGULAR CITY COUNCIL MEETINGS (PORT HUENEME MUNICIPAL CODE SECTIONS 2001 AND 2002)

**COUNCIL MEMBERS' REPORTS:**

A. COUNCIL MEMBERS' COMMITTEES/MEETINGS/EVENTS:

Informational Item.

Council Member Morales reported on recent Gold Coast Transit and Ventura County Transportation Commission activities. She requested a discussion on transportation at the Council's February 11, 2009 Strategic Planning Workshop.

Council Members Schnopp and Breeze reported on attending the League of California Cities' New Mayors and Council Members Conference in Sacramento.

Council Member Breeze reported on the Alaska Air Flight 261 memorial ceremony on January 31, 2009.

Mayor Sharkey reported on judging the Science Fair at Hollywood Beach School and attending the California Association of Sanitation Agencies conference.

**OPEN FORUM:**

Mayor Sharkey asked if there was anyone present who wished to speak on any matter not on the Agenda. No one requested to speak.

**CLOSED SESSION AGENDA:** None.

**ADJOURNMENT:**

Mayor Sharkey, without objection, adjourned the City Council Regular Meeting at 7:27 p.m. to the **Special Meeting** to be held February 11, 2009 at 9:30 a.m. at the Community Center (Senior Activities Room), 550 Park Avenue, Port Hueneme, California.

Respectfully submitted,

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Michelle Ascencion  
Deputy City Clerk

APPROVED:

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MAYOR

# PORT HUENEME REDEVELOPMENT AGENCY

## REGULAR MEETING

FEBRUARY 4, 2009

### MINUTES

The Regular Meeting of the Port Hueneme Redevelopment Agency was called to order by Chair Sharkey at 7:07 p.m. (during the City Council Regular Meeting) in the Council Chamber, 250 North Ventura Road, Port Hueneme, California. The Deputy Agency Secretary called the roll:

PRESENT: Members Douglas A. Breeze, Maricela P. Morales, Sylvia Muñoz Schnopp, Vice Chair Norman E. Griffaw, Chair Jonathan Sharkey

ABSENT: None

Staff members present were David J. Norman, Executive Director; Mark D. Hensley, Agency Counsel; Greg Brown, Community Development Director; Fernando Estrella, Chief of Police; Joseph Gately, Housing/Facilities Maintenance Director; Andres Santamaria, Public Works Director; Pamela Strautman, Community Development Programs Manager; Michelle Ascencion, Deputy Agency Secretary.

### **AGENDA:**

Member Morales, seconded by Vice Chair Griffaw, moved to approve the Agenda as presented. Motion carried.

### **CONSENT AGENDA:**

- A. MINUTES: Regular Meeting – January 21, 2009  
Action Item: Approve Minutes of January 21, 2009.
- B. CASH DISBURSEMENTS RATIFICATION  
Action Item: Ratify cash disbursements for the period January 10, 2009 through January 23, 2009.
- C. HOME BUYER ASSISTANCE PROGRAM (“HBAP”) MODIFICATIONS  
Action Item: It is recommended the Council and Board adopt the Resolution that enacts revisions to the HBAP guidelines depicted in Exhibit “A” of the resolution.

CITY COUNCIL RESOLUTION NO. 3910  
REDEVELOPMENT AGENCY RESOLUTION NO. 811  
A JOINT RESOLUTION OF THE CITY COUNCIL AND THE CITY OF  
PORT HUENEME AND THE PORT HUENEME REDEVELOPMENT  
AGENCY TO ADOPT AND AMEND CERTAIN PROVISIONS OF THE  
CITY'S NEIGHBORHOOD PRESERVATION PROGRAM  
OPERATIONAL GUIDELINES

Member Morales, seconded by Member Breeze, moved to approve the Consent Agenda as presented. Motion carried 5-0.

**OPEN FORUM:**

Chair Sharkey asked if there was anyone present who wished to speak on any matter not on the Agenda. No one requested to speak.

**CLOSED SESSION:** None.

**ADJOURNMENT:**

Chair Sharkey, without objection, adjourned the Redevelopment Agency Regular Meeting at 7:10 p.m. to the next Regular Meeting to be held February 18, 2009 in the Council Chamber, immediately following the City Council meeting.

Respectfully submitted,

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Michelle Ascencion  
Deputy Agency Secretary

APPROVED:

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CHAIR

**PORT HUENEME HOUSING AUTHORITY**

**REGULAR MEETING**

**FEBRUARY 4, 2009**

**MINUTES**

The Regular Meeting of the Port Hueneme Housing Authority was called to order by Chair Sharkey at 7:27 p.m. in the Council Chamber, 250 North Ventura Road, Port Hueneme, California. The Deputy Authority Secretary called the roll:

PRESENT: Members Douglas A. Breeze, Maricela P. Morales, Sylvia Muñoz Schnopp, Margaret Johnson, Vice Chair Norman E. Griffaw, Chair Jonathan Sharkey

ABSENT: None

Staff members present were David J. Norman, Executive Director; Mark D. Hensley, Authority Counsel; Greg Brown, Community Development Director; Fernando Estrella, Chief of Police; Joseph Gately, Housing/Facilities Maintenance Director; Andres Santamaria, Public Works Director; Pamela Strautman, Community Development Programs Manager; Michelle Ascencion, Deputy Authority Secretary.

**AGENDA:**

Member Breeze, seconded by Member Morales, moved to approve the Agenda as presented. Motion carried.

**CONSENT AGENDA:**

- A. MINUTES: Regular Meeting – January 7, 2009  
Action Item: Approve Minutes of January 7, 2009.
- B. CASH DISBURSEMENTS RATIFICATION  
Action Item: Ratify cash disbursements for the period December 20, 2008 through January 23, 2009.

Member Breeze, seconded by Member Morales, moved to approve the Consent Agenda. Motion carried 5-0.

**OPEN FORUM:**

Chair Sharkey asked if there was anyone present who wished to speak on any matter not on the Agenda. No one requested to speak.

**ADJOURNMENT:**

Chair Sharkey, without objection, adjourned the Housing Authority Regular Meeting at 7:28 p.m. to the next Regular Meeting to be held March 4, 2009 in the Council Chamber, immediately following the City Council and Redevelopment Agency meetings.

Respectfully submitted,

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Michelle Ascencion  
Deputy Authority Secretary

APPROVED:

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CHAIR

**PORT HUENEME  
SURPLUS PROPERTY AUTHORITY COMMISSION**

**REGULAR MEETING**

**FEBRUARY 4, 2009**

**MINUTES**

The Regular Meeting of the Port Hueneme Surplus Property Authority Commission was called to order by President Sharkey at 7:28 p.m. in the Council Chambers, 250 North Ventura Road, Port Hueneme, California. The Deputy Authority Secretary called the roll:

PRESENT: Commissioners Douglas A. Breeze, Maricela P. Morales, Sylvia Muñoz Schnopp, Vice President Norman E. Griffaw, President Jonathan Sharkey

ABSENT: None

Staff members present were David J. Norman, Authority Manager; Mark D. Hensley, Authority Counsel; Greg Brown, Community Development Director; Fernando Estrella, Chief of Police; Joseph Gately, Housing/Facilities Maintenance Director; Andres Santamaria, Public Works Director; Pamela Strautman, Community Development Programs Manager; Michelle Ascencion, Deputy Authority Secretary.

**AGENDA:**

Commissioner Breeze, seconded by Commissioner Morales, moved to approve the Agenda as presented. Motion carried.

**CONSENT AGENDA:**

- A. MINUTES: Regular Meeting – January 7, 2009  
Action Item: Approve Minutes of January 7, 2009.

Commissioner Morales, seconded by Commissioner Breeze, moved to approve the Consent Agenda as presented. Motion carried.

**OPEN FORUM:**

President Sharkey asked if there was anyone present who wished to speak on any

item not on the agenda. No one requested to speak.

**ADJOURNMENT:**

President Sharkey, without objection, adjourned the Surplus Property Authority Regular Meeting at 7:29 p.m. to the next Regular Meeting to be held March 4, 2009 in the Council Chamber, immediately following the City Council, Redevelopment Agency, and Housing Authority meetings.

Respectfully submitted,

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Michelle Ascencion  
Deputy Authority Secretary

APPROVED:

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PRESIDENT