

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

JUNE 7, 2010

**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 6:15 p.m., Monday, June 7, 2010, in the Council Conference Room, 250 North Ventura Road, Port Hueneme, California.

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

ABSENT: Council Member Jonathan Sharkey

Staff members present were David J. Norman, City Manager; Mark D. Hensley, City Attorney; Fernando Estrella, Chief of Police; Joseph Gately, Housing and Facilities Maintenance Director; Andres Santamaria, Public Works Director; Carmen Camarillo, Assistant to the City Manager; Michelle Ascencion, Deputy City Clerk.

Agenda items and time estimates were reviewed. No action was taken.

Respectfully submitted,

Michelle Ascencion, CMC
Deputy City Clerk

APPROVED:

MAYOR

06/07/2010

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

JUNE 7, 2010

MINUTES

The Regular Meeting of the Port Hueneme City Council was called to order by Mayor Griffaw at 6:30 p.m. in the City Hall Council Chamber, 250 North Ventura Road, Port Hueneme, California. After the flag salute, Council Member Morales gave the Inspiration. The Deputy City Clerk called the roll:

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

ABSENT: Council Member Jonathan Sharkey

Mayor Griffaw excused Council Member Sharkey's absence.

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 and Facilities Maintenance Director; Andres Santamaria, Public Works Director; Ray Evans, Solid Waste and Fleet Superintendent; Carmen Camarillo, Assistant to the City Manager; Michelle Ascencion, Deputy City Clerk.

AGENDA:

The Council Members had previously received copies of the Agenda.

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

PRESENTATIONS:

A. CERTIFICATE OF RECOGNITION FOR HUENEME CHRISTIAN SCHOOL SPELLING CHAMP

Action: Present Certificate to Lourdes Albea, Hueneme Christian School fifth grader.

Mayor Griffaw presented Miss Albea with a certificate and offered the Council's congratulations. Miss Albea's teacher, Elizabeth Jose, made some remarks and thanked the Council.

B. TRAUMA CENTER DESIGNATION PRESENTATIONS

Action: It is recommended Council listen to the presentations to be given by Barry Fisher and Steve Carroll of the Emergency Medical Services Division of the Ventura County Health Care Agency, and Tim Maurice of St. John's Regional Medical Center, and provide direction to Staff, if any.

Mr. Carroll gave a presentation on behalf of the County. Discussion ensued among Council and Mr. Carroll. Mr. Maurice gave a presentation on behalf of St. John's Regional Medical Center.

The following persons requested to speak on this matter:

1. Tony Trembley, St. John's Community Board Member
Spoke in support of a St. John's appeal.
2. Paul Lorenz, VCMC and Santa Paula Hospital Administrator
Spoke in support of the American College of Surgeons' findings.

Discussion ensued among Council and staff.

Council Member Breeze recommended that a letter be drafted for the Mayor's signature to be sent to the County Board of Supervisors requesting a fair, open and thorough appeal process for St. John's. Council approved this recommendation by acclamation.

PUBLIC HEARING:

- A. RESOLUTIONS ORDERING THE LEVY AND COLLECTION OF THE ANNUAL ASSESSMENTS FOR ASSESSMENT DISTRICT NO. 87-1, ASSESSMENT DISTRICT NO. 91-1, AND ASSESSMENT DISTRICT NO. 95-3.

Action: It is recommended that the Council, at the close of the public hearing, adopt the following resolutions.

The Public Works Director gave a report. Mayor Griffaw opened the public hearing and asked if anyone present wished to speak on the item. No one requested to speak. Mayor Griffaw closed the public hearing.

Council Member Morales, seconded by Mayor Pro Tem Schnopp, moved to approve staff's recommendation as presented. Motion carried 4-0 (Sharkey absent).

RESOLUTION NO. 3955

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE "LIGHTING MAINTENANCE ASSESSMENT DISTRICT NO. 87-1" FOR THE FISCAL YEAR

BEGINNING JULY 1, 2010, AND ENDING JUNE 30, 2011, PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972.

RESOLUTION NO. 3956

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE "PARKWAY AND MEDIAN MAINTENANCE ASSESSMENT DISTRICT NO. 91-1" FOR THE FISCAL YEAR BEGINNING JULY 1, 2010, AND ENDING JUNE 30, 2011, PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972.

RESOLUTION NO. 3957

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE "PORT HUENEME DRAINAGE MAINTENANCE ASSESSMENT DISTRICT NO. 95-3" FOR THE FISCAL YEAR BEGINNING JULY 1, 2010, AND ENDING JUNE 30, 2011, PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972.

CONSENT AGENDA:

A. APPROVAL OF MINUTES

Action: It is recommended the City Council approve the Minutes of the May 17, 2010 Regular Meeting.

B. CASH DISBURSEMENTS RATIFICATION

Action: It is recommended the City Council ratify the attached listing of cash disbursements for the period May 8, 2010 through May 21, 2010.

C. TREASURER'S MONTHLY INVESTMENT REPORT - APRIL 30, 2010

Action: It is recommended the City Council receive and file the April 30, 2010 Treasurer's Report as presented.

D. AUTHORIZATION TO EXECUTE VARIOUS RIGHT-OF-WAY DOCUMENTS RELATED TO THE VENTURA ROAD BIKE PATH EXTENSION PROJECT

Action: It is recommended the City Council authorize the City Manager to execute various right-of-way documents currently being prepared by the U.S. Department of the Navy and its ground lease tenant, Lincoln/Clark San Diego, LLC, as they relate to right-of-way for a Bike Path Extension project along Ventura Road between Pleasant Valley Road and the Bard Memorial (opposite Park Avenue).

E. AWARD OF CONTRACT FOR PAVEMENT OVERLAY OF EVERGREEN LANE AND PORTIONS OF NORTHBOUND VENTURA ROAD

Action: It is recommended that the City Council: 1) award a contract in the amount of \$442,330 to Granite Construction Company, the lowest responsive and responsible bidder, for the Street Rehabilitation Tier 1 project (Cash Contract No. 0051; Federal Project No. ESPL-5302[006]); and 2) authorize a contract contingency of \$66,500 (approximately 15%) for unforeseen conditions.

F. ACCEPTANCE OF THE J SEWER LIFT STATION ELIMINATION AND GRAVITY LINE CONSTRUCTION PROJECT

Action: It is recommended that the City Council accept the work performed by Mladen Buntich Construction Company, Inc. for the J Sewer Lift Station Elimination and Gravity Line Construction Project; direct the Deputy City Clerk to file the attached Notice of Completion in the office of the County Recorder; and direct staff to release the project retention 35 days after recordation of the Notice of Completion, provided that no properly executed notices to stop payment have been filed.

G. AWARD OF CONTRACT FOR THE BOLKER PARK PLAYGROUND PROJECT

Action: It is recommended the City Council award a contract for the Bolker Park Playground Project in the amount of \$58,823 to Innovative Playgrounds Company, LLC; and authorize a contract contingency of \$2,500 (4%) for unforeseen conditions.

H. AUTHORIZATION TO AWARD A CONTRACT FOR INSTALLATION OF A TEMPORARY SECURITY FENCE IN SUPPORT OF THE CITY'S BIKEWAY IMPROVEMENTS PROJECT

Action: It is recommended that the City Council award a contract in the amount of \$34,500 to Fence Factory, the lowest responsive and responsible bidder, for the installation of a temporary security fence in support of the City's bikeway improvements project; and authorize a contract contingency of \$5,200 (15%) for unforeseen conditions.

I. RESOLUTION TO PARTICIPATE IN THE LOCAL GOVERNMENT UTILITY PARTNERSHIP PROGRAM, FROM 2010 THROUGH 2012

Action: It is recommended the Council adopt a resolution authorizing the City Manager to have the City participate from 2010 through 2012 in the Local Government Utility Partnership Program with Southern California Edison, Southern California Gas Company and Ventura County Regional Energy Alliance.

RESOLUTION NO. 3958

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT

HUENEME DECLARING SUPPORT FOR PARTICIPATION IN A LOCAL GOVERNMENT ENERGY EFFICIENCY PARTNERSHIP PROGRAM BETWEEN VENTURA COUNTY REGIONAL ENERGY ALLIANCE (VCREA), SOUTHERN CALIFORNIA EDISON (SCE) AND SOUTHERN CALIFORNIA GAS COMPANY (SCG)

J. ADOPT RESOLUTIONS IN PREPARATION FOR THE 2010 MUNICIPAL GENERAL ELECTION

Action: It is recommended the City Council adopt the attached resolutions in preparation for the 2010 Municipal General Election.

RESOLUTION NO. 3959

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME CALLING FOR A MUNICIPAL GENERAL ELECTION, REQUESTING CONSOLIDATION OF THE ELECTION, REQUESTING THE COUNTY CLERK TO RENDER SERVICES AND SUPPLIES TO THE CITY FOR THE ELECTION, AND AUTHORIZING THE BOARD OF SUPERVISORS TO CANVASS THE RETURNS

RESOLUTION NO. 3960

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO MATERIALS SUBMITTED TO THE ELECTORATE AND THE COSTS THEREOF FOR THE MUNICIPAL GENERAL ELECTION TO BE HELD IN SAID CITY ON TUESDAY, NOVEMBER 2, 2010

K. APPROVAL OF REVISIONS TO PERSONNEL HANDBOOK PROCEDURES

Action: It is recommended the City Council approve the revisions to the Personnel Handbook.

The City Attorney announced that Mayor Griffaw would be abstaining from voting on Item D due to a potential conflict with his employment with Naval Base Ventura County.

Council Member Morales, seconded by Mayor Pro Tem Schnopp, moved to approve the Consent Agenda as presented. Motion carried 4-0 (Sharkey absent, Griffaw abstained on Item D).

PUBLIC WORKS DIRECTOR:

A. INTRODUCTION OF AN ORDINANCE ADDING PART L TO ARTICLE VII, CHAPTER 3 OF THE CITY OF PORT HUENEME MUNICIPAL CODE, PERTAINING TO BINS FOR SOLID WASTE AND RECYCLABLE MATERIALS

Action: It is recommended the City Council introduce an Ordinance

adding a new Part L ("Bins for Solid Waste and Recyclable Materials") to Article VII, Chapter 3 to the City of Port Hueneme Municipal Code, reading by title only and waiving further reading.

The Public Works Director introduced the Solid Waste and Fleet Maintenance Superintendent, who gave a report.

Council Member Morales, seconded by Council Member Breeze, moved to approve staff's recommendation as presented. Motion carried 4-0 (Sharkey absent).

The City Attorney introduced the Ordinance by reading its title:

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME ADDING A NEW PART L ("BINS FOR SOLID WASTE AND RECYCLABLE MATERIALS") TO ARTICLE VII, CHAPTER 3 OF THE PORT HUENEME MUNICIPAL CODE

CITY MANAGER:

A. BALLOT MEASURE: UTILITY USERS TAX (TELEPHONE TAX PORTION) MODERNIZATION

Action: It is recommended the City Council take the following actions:

1. Adopt a Resolution by a two-thirds vote of the entire City Council (four affirmative votes required) adding an Initiative Measure to the ballot for the previously called November 2, 2010 Municipal General Election pursuant to Election Code Section 9222, authorizing an amendment to the City's Utility Users Tax.
2. Adopt a Resolution establishing requirements for ballot argument filed with the City Clerk to be included with voter information for the Municipal General Election on November 2, 2010.
3. Adopt a Resolution directing the City Attorney to prepare an impartial analysis of the ballot measure regarding an amendment to the City's Utility Users Tax.
4. Designate the City Council as the ballot measure proponent for an amendment to the City's Utility Users Tax with all Council Members signing the ballot measure argument and rebuttal.

The City Manager gave a report. Discussion ensued among Council and staff. A typographical error in the first Resolution was pointed out and the City Manager requested an amended motion, to change 3.5% to 3.75% in the ballot language and the accompanying Ordinance.

Council Member Breeze, seconded by Council Member Morales, moved to approve the Resolution add an Initiative Measure to the ballot, as amended. Motion carried 4-0 (Sharkey absent).

RESOLUTION NO. 3961

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME PLACING AN INITIATIVE ON THE PREVIOUSLY CALLED NOVEMBER 2, 2010 MUNICIPAL ELECTION PURSUANT TO ELECTIONS CODE § 9222 REGARDING UTILITY USERS TAXES

Council Member Morales, seconded by Mayor Pro Tem Schnopp, moved to approve the Resolution establishing requirements for ballot arguments filed with the City Clerk, as presented. Motion carried 4-0 (Sharkey absent).

RESOLUTION NO. 3962

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME ESTABLISHING REQUIREMENTS FOR BALLOT ARGUMENTS FILED WITH THE CITY CLERK TO BE INCLUDED WITH VOTER INFORMATION FOR AN ELECTION ON NOVEMBER 2, 2010

Council Member Morales, seconded by Council Member Breeze, moved to approve the Resolution directing the City Attorney to prepare an impartial analysis of the ballot measure, as presented. Motion carried 4-0 (Sharkey absent).

RESOLUTION NO. 3963

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS OF THE BALLOT MEASURE REGARDING PORT HUENEME UTILITY USERS TAX

Council Member Breeze, seconded by Council Member Morales, moved to approve the Resolution designating the City Council as the ballot measure proponent, as presented. Motion carried 4-0 (Sharkey absent).

COUNCIL MEMBERS' REPORTS:

A. COUNCIL MEMBERS' COMMITTEES/MEETINGS/EVENTS:
Informational Item.

Council Member Breeze reported on attending a recent meeting of the Ventura Regional Sanitation District, where VRSD's budget was discussed.

Mayor Pro Tem Schnopp, along with the City Manager, attended a recent meeting of the League of California Cities - Channel Counties Division, where among many topics the upcoming June 8, 2010 primary election was discussed.

OPEN FORUM:

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

1. Valorie Morrison, Port Hueneme
Had comments on the annual Hueneme Magazine that was recently delivered to Port Hueneme residents.
2. Shaun Stanistreet, Port Hueneme
Delivered a letter of complaint regarding the Housing Authority.

CLOSED SESSION AGENDA: (None)

ADJOURNMENT:

Mayor Griffaw, without objection, adjourned the City Council Regular Meeting at 7:18 p.m. in memory of former City Council Member Paul Sturm, who passed away on May 23, 2010. The next Regular Meeting will be held June 21, 2010 at 6:30 p.m. in the Council Chamber, preceded by a Pre-Agenda Session at 6:15 p.m. in the Council Conference Room.

Respectfully submitted,

Michelle Ascencion, CMC
Deputy City Clerk

APPROVED:

MAYOR

PORT HUENEME REDEVELOPMENT AGENCY

REGULAR MEETING

JUNE 7, 2010

MINUTES

The Regular Meeting of the Port Hueneme Redevelopment Agency was called to order by Chair Griffaw at 7:18 p.m. in the City Hall Council Chamber, 250 North Ventura Road, Port Hueneme, California. The Deputy Agency Secretary called the roll:

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

ABSENT: Member Jonathan Sharkey

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 and Facilities Maintenance Director; Andres Santamaria, Public Works Director; Ray Evans, Solid Waste and Fleet Superintendent; Carmen Camarillo, Assistant to the City Manager; Michelle Ascencion, Deputy Agency Secretary.

AGENDA:

The Board had previously received copies of the Agenda.

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

CONSENT AGENDA:

- A. APPROVAL OF MINUTES
Action: It is recommended the Board approve the Minutes of the May 17, 2010 Regular Meeting.

- B. CASH DISBURSEMENTS RATIFICATION
Action: It is recommended the Redevelopment Agency Board ratify the attached listing of cash disbursements for the period May 8, 2010 through May 21, 2010.

Member Morales, seconded by Member Breeze, moved to approve the Consent Agenda as presented. Motion carried 4-0 (Sharkey absent).

OPEN FORUM:

Chair Griffaw 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 Griffaw, without objection, adjourned the Redevelopment Agency Regular Meeting at 7:19 p.m. to the next Regular Meeting to be held June 21, 2010 in the Council Chamber, immediately following the 6:30 p.m. City Council meeting.

Respectfully submitted,

Michelle Ascencion, CMC
Deputy Agency Secretary

APPROVED:

CHAIR

PORT HUENEME HOUSING AUTHORITY

REGULAR MEETING

JUNE 7, 2010

MINUTES

The Regular Meeting of the Port Hueneme Housing Authority was called to order by Chair Griffaw at 7:19 p.m. in the City Hall Council Chamber, 250 North Ventura Road, Port Hueneme, California. The Deputy Authority Secretary called the roll:

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

ABSENT: Member Jonathan Sharkey

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 and Facilities Maintenance Director; Andres Santamaria, Public Works Director; Ray Evans, Solid Waste and Fleet Superintendent; Carmen Camarillo, Assistant to the City Manager; Michelle Ascencion, Deputy Authority Secretary.

AGENDA:

The Board had previously received copies of the Agenda.

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

CONSENT AGENDA:

- A. APPROVAL OF MINUTES
Action: It is recommended the Board approve the Minutes of the May 3, 2010 Regular Meeting.
- B. CASH DISBURSEMENTS RATIFICATION
Action: It is recommended the Board ratify the attached listing of cash disbursements for the period April 24, 2010 through May 21, 2010.
- C. ADOPT A RESOLUTION AMENDING THE HOUSING AUTHORITY'S

PROCUREMENT POLICY TO INCORPORATE THE USE OF
REQUIRED FORMS BY THE DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT AND THE CITY'S DOCUMENT
RETENTION POLICY

Action: It is recommended that the Board of Commissioners adopt a resolution amending the Housing Authority's Procurement Policy to incorporate and use the required Department of Housing and Urban Development forms (as delineated in HUD Handbook 7460.8 REV 2); and to incorporate the City's document retention policy in the Authority's Procurement Policy as well.

RESOLUTION NO. 514

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF PORT HUENEME AMENDING THE AUTHORITY'S PROCUREMENT POLICY TO REQUIRE THE INCORPORATION AND USE OF THE FORMS DELINEATED IN HUD PROCUREMENT HANDBOOK 7460.8 REV 2, AND TO INCORPORATE THE CITY'S DOCUMENT RETENTION POLICY

Member Breeze, seconded by Member Morales, moved to approve the Consent Agenda as presented. Motion carried 4-0 (Sharkey absent).

OPEN FORUM:

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

ADJOURNMENT:

Chair Griffaw, without objection, adjourned the Housing Authority Regular Meeting at 7:20 p.m. to the next Regular Meeting to be held July 6, 2010 in the Council Chamber, immediately following the 6:30 p.m. City Council and Redevelopment Agency meetings.

Respectfully submitted,

Michelle Ascencion, CMC
Deputy Authority Secretary

APPROVED:

CHAIR

**PORT HUENEME
SURPLUS PROPERTY AUTHORITY COMMISSION**

REGULAR MEETING

JUNE 7, 2010

MINUTES

The Regular Meeting of the Port Hueneme Surplus Property Authority Commission was called to order by President Griffaw at 7:20 p.m. in the City Hall Council Chamber, 250 North Ventura Road, Port Hueneme, California. The Deputy Authority Secretary called the roll:

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

ABSENT: Commissioner Jonathan Sharkey

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 and Facilities Maintenance Director; Andres Santamaria, Public Works Director; Ray Evans, Solid Waste and Fleet Superintendent; Carmen Camarillo, Assistant to the City Manager; Michelle Ascencion, Deputy Authority Secretary.

AGENDA:

The Commission had previously received copies of the Agenda.

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

CONSENT AGENDA:

A. APPROVAL OF MINUTES

Action: It is recommended the Board approve the Minutes of the May 3, 2010 Regular Meeting.

Commissioner Breeze, seconded by Vice President Schnopp, moved to approve the Consent Agenda as presented. Motion carried 5-0.

OPEN FORUM:

President Griffaw asked if there was anyone present who wished to speak on any matter not on the agenda. No one requested to speak.

ADJOURNMENT:

President Griffaw, without objection, adjourned the Surplus Property Authority Regular Meeting at 7:21 p.m. to the next Regular Meeting to be held July 6, 2010 in the Council Chamber, immediately following the 6:30 p.m. City Council, Redevelopment Agency, and Housing Authority meetings.

Respectfully submitted,

Michelle Ascencion, CMC
Deputy Authority Secretary

APPROVED:

PRESIDENT