



City of Port Hueneme

City Council Regular Meeting Agenda

May 4, 2020

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

6:30 p.m. Regular Meeting

THIS MEETING WILL BE 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 May 4, 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](#).*
- *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

ROLL CALL Council Members Berg, Gama, Rollins; Mayor Pro Tem Muñoz-Schnopp; and Mayor Hernandez.

INSPIRATION Mayor Hernandez

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

Recommendation: Approve the City Council Agenda of May 4, 2020.

GENERAL PUBLIC COMMENT (via submitted comments to the City Clerk)

Members of the public may submit comments on the Agenda or that is within the subject matter jurisdiction of the City Council. Comments should be submitted to the City Clerk by 5:00p.m. on the day of the City Council meeting to ensure they are received and considered by Council. All comments should be no more than 500 words and will be part of the official record and subject to the Public Records Request Act.

PRESENTATIONS

1. [COVID-19 Community Update](#)
2. [Peace Officer Memorial Day and National Police Week Proclamation](#)
3. [Professional Municipal Clerks Week Proclamation](#)

4. [Hueneme Beach Festival Event Update](#)

CONSENT CALENDAR AGENDA

All matters listed on the Consent Calendar are to be considered routine by the governing body, and will be enacted by one motion in the form listed. There will be no discussion of these items unless, before the governing body votes on the motion to adopt, specific items are removed from the Consent Calendar for separate motions

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

5. [Approve Minutes of the City Council for the regular meeting of April 20, 2020](#)

K. Buxkemper, City Clerk

Recommendation: Approve the minutes.

6. [Approve Finance Cash Disbursements for April 11, 2020 through April 24, 2020](#)

K. McDonald, Director of Finance

Recommendation: Ratify the disbursements.

7. [Adopt a Resolution for Fiscal Year 2020/2021 Budget Approving the List of Proposed Road Maintenance and Rehabilitation Projects for Submittal to the California Transportation Commission](#)

D. Villafana, Director of Public Works

Recommendation: Adopt a resolution for the Fiscal Year 2020/2021 Budget approving the list of proposed capital improvement projects for road maintenance and rehabilitation projects for submittal to the California Transportation Commission.

CONSENT CALENDAR ROLL CALL VOTE

PUBLIC HEARINGS

8. [Planned Development/Conditional Use Permit No. PHCU-870 and Development Agreement No. PHDA-871 – High Farms Delivery, LLC Dispensary \(501 W. Channel Islands Blvd, Suite 201\)](#)

T. Stewart, Director of Community Development

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

1. Open the public hearing to take testimonial and documentary evidence; and
2. Close the public hearing and consider the evidence; and
3. After considering the evidence, adopt a *Resolution of the City Council of the City of Port Hueneme, granting approval of Conditional Use Permit No. PHCU-870 (High Farms Delivery, LLC Cannabis Delivery Service)*; and
4. Introduce, by title only waiving full reading, an *Ordinance approving and adopting a development agreement under Government Code Sections 65864 to 65869.5 and Ordinance No. 727 and Ordinance No. 734 of the Port Hueneme Municipal Code relating to the operation of a cannabis facility for High Farms Delivery, LLC (with adoption to follow at the next regularly scheduled City Council meeting)*; and
5. Take such additional, related, action that may be desirable.

ROLL CALL VOTE

9. [Planned Development/Conditional Use Permit No. PHCU-873 and Development Agreement No. PHDA-874 – Innovative Concepts Investment Group, LLC Dispensary \(521 W. Channel Islands Blvd, Suite 11\)](#)

T. Stewart, Director of Community Development

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

1. Open the public hearing to take testimonial and documentary evidence; and
2. Close the public hearing and consider the evidence; and

3. After considering the evidence, adopt a *Resolution of the City Council of the City of Port Hueneme, granting approval of Conditional Use Permit No. PHCU-873 (Innovative Concepts Investments Group, LLC Cannabis Delivery Service)*; and
4. Introduce, by title only waiving full reading, an *Ordinance approving and adopting a development agreement under Government Code Sections 65864 to 65869.5 and Ordinance No. 727 and Ordinance No. 734 of the Port Hueneme Municipal Code relating to the operation of a cannabis facility for Innovative Concepts Investments Group, LLC (with adoption to follow at the next regularly scheduled City Council meeting)*; and
5. Take such additional, related, action that may be desirable.

ROLL CALL VOTE

10. [Balloon Release Ordinance](#)

K. Spaulding, Deputy City Attorney

Recommendation: Introduce for first reading, waiving full reading of the text, and consider adoption of an *Ordinance of the City Council of the City of Port Hueneme, California, adding a new Part E to Chapter 8, Article II, commencing with Section 3914.21 of the City’s Municipal Code, prohibiting the release of latex or other lighter-than-air balloons.*

ROLL CALL VOTE

BUSINESS ITEMS

Finance Department

11. [Comprehensive Salary Schedule](#)

M. Hanisco, Human Resources Manager

Recommendation: Adopt a *Resolution approving and adopting a Comprehensive Pay Schedule for all full-time employees, part-time employees, and elected officials in accordance with CalPERS guidelines amending the current schedule to include the addition of the Emergency Preparedness and Communications Manager and Deputy Finance Director positions, align the part-time compensation with full-time pay for like positions, and update the minimum wage for positions falling below the current minimum wage.*

ROLL CALL VOTE

City Manager’s Department

12. [Update on the Needs Assessment Study for the Community Center](#)

B. Conners, City Manager

Recommendation: Receive and file an update from staff on current status of the Needs Assessment Study of the Orvene Carpenter Community Center, being carried out by Kupiec Architects, and the anticipated next steps.

ROLL CALL VOTE

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

Council Members are appointed to various Regional Committees/Agencies/Boards and will report out on their activities with these organizations at this time, as well as request items to be placed on future agendas and put forth any comments in regards to community events.

Mayor Hernandez: Association of Water Agencies; City-Port Standing Committee; Port Hueneme Water Agency (PHWA); Regional Defense Partnership for the 21st Century (RDP-

21); Ventura County Regional Energy Alliance District Board (VCREA); Ventura Regional Sanitation District (VRSD)

Mayor Pro Tem Muñoz-Schnopp: City-Port Standing Committee; California Joint Powers Insurance Authority (CJPIA); Point Mugu Regional Airport Authority; Port Hueneme Sister City Committee; Port Hueneme Water Agency (PHWA); Ventura Council of Governments (VCOG)

Council Member Berg: EDC-VC; Gold Coast Transit; Ventura County Transportation Commission (VCTC); Southern California Association of Governments (SCAG)

Council Member Gama: Animal Services Commission; Beach Erosion Authority for Clean Oceans and Nourishment (BEACON)

Council Member Rollins: Port Hueneme Water Agency (PHWA); Recreation, Education, Arts, Culture in Hueneme (REACH); Air Pollution Control Board

ADJOURNMENT

The City Council will adjourn to the regular meeting of Monday, May 18, 2020, to be broadcasted at 6:30 p.m. from the City Hall Council Chamber.

Copies of staff reports or other written documentation relating to each item of business referred to in this Agenda are available for public inspection in the Office of the City Clerk and on the City's website at www.cityofporthueneme.org. Materials received after agenda packet distributions are made available to the public on the City's website and in the City Clerk's office at the same time they are provided to the Council. IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, CONTACT THE OFFICE OF THE CITY CLERK AT (805) 986-6503 OR THE CALIFORNIA RELAY SERVICE. NOTICE 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ALLOW PARTICIPATION IN THIS MEETING

AFFIDAVIT OF POSTING

I, Kristy Buxkemper, City Clerk of the City Port Hueneme, do hereby affirm that the foregoing agenda was posted at City Hall on April 30, 2020, at _____ p.m.

Kristy Buxkemper
City Clerk