



City of Port Hueneme

City Council Regular Meeting Agenda

April 19, 2021

Port Hueneme City Hall: 250 North Ventura Road
Port Hueneme, CA 93041 (Virtual Meeting Broadcast Live)

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, the City Hall Council Chamber will be closed to the public until further notice. The following provides information to the public on how to observe and/or participate in City meetings 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 April 19, 2021 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

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

CALL TO ORDER / FLAG SALUTE Mayor Gama

ROLL CALL Council Members Hernandez, Martinez, Perez; Mayor Pro Tem Rollins; and Mayor Gama

CLOSED SESSION REPORT

INSPIRATION Mayor Pro Tem Rollins

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

Recommendation: Approve the City Council Agenda of April 19, 2021.

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 Update](#)
A. Salinas, Chief of Police

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.

2. [Approve Minutes of the City Council for the Regular Meeting of April 5, 2021](#)

K. Buxkemper, City Clerk

Recommendation: Approve the minutes.

3. [Receive and File the Finance Cash Disbursements from March 29, 2021 through April 12, 2021](#)

K. McDonald, Director of Finance

Recommendation: Receive and file the disbursements.

4. [Second Reading, By Title Only, Waiving Full Reading, and Adoption of an Ordinance Approving Development Agreement No. PHDA-886, PH Investments Group, LLC \(DBA "Element 7 Port Hueneme"\) Cannabis Dispensary – Located at 455 W. Channel Islands Blvd.](#)

T. Stewart, Community Development Director

Recommendation: Read, by title only, waiving a full reading of the ordinance, and adopt the proposed ordinance approving Development Agreement No. PHDA-886 for PH Investment Group, LLC (DBA "Element 7 Port Hueneme") Cannabis Dispensary located at 455 W. Channel Islands Blvd.

5. [Support for AB 225 \(Gray, Gallagher, Patterson\) – Department of Consumer Affairs: Boards: Veterans: Military Spouses: Licenses](#)

B. Conners, City Manager

Recommendation: Authorize the Mayor to execute the AB 225 Support Letter on behalf of the City Council.

6. [Authorization to Award Contract to J&H Engineering General Contractors, Inc. for the Re-Surfacing of Ventura Road](#)

D. Villafana, Public Works Director

Recommendation: Authorize the City Manager to award a contract to J & H Engineering General Contractors, Inc. for the re-surfacing of Ventura Road from Sunkist Street to Channel Islands.

7. [Approval of Change Order to Information Technology Master Plan Agreement](#)

C. Peretz, Deputy City Manager

Recommendation: Approve a change order, in the amount of \$105,000, to the November 5, 2020 professional services agreement with ThirdWave, increase the total not-to-exceed amount of the agreement to \$175,000 and authorize the City Manager to execute all necessary change order documents. This action would allow the vendor to provide services related to the preparation of a Request for Proposal (RFP) for an Enterprise Resource Planning (ERP) system and provide project procurement assistance.

CONSENT CALENDAR ROLL CALL VOTE

PUBLIC HEARINGS

8. [Introduction of an Ordinance Amending Section 10802 of Chapter 6 of Article X of the Port Hueneme Municipal Code, Pertaining to Development Standards for Accessory Dwelling Units](#)

T. Stewart, Community Development Director

Recommendation: Introduce for for first reading, read by title only, waive full reading, an Ordinance amending Section 10802 of Chapter 6 of Article X of the Port Hueneme Municipal Code, pertaining to Development Standards for Accessory Dwelling Units

ROLL CALL VOTE

BUSINESS ITEMS

9. [Cannabis Review and Discussion of Policy Options Related to Retail Cannabis Activity in the City of Port Hueneme](#)

A. Salinas, Chief of Police

Recommendation: Authorize or direct staff for formal adoption of one the described options to help limit/regulate the operation of retail cannabis dispensaries in the City of Port Hueneme to prevent excess concentration of such entities:

1. Maintain the status quo which uses the limited geographical locations for cannabis and the “capital market” to regulate itself;
2. Implement a “cap” which will permanently limit the number of retail cannabis dispensaries in our jurisdiction;
3. Implement a “cap” which will permanently limit the combined total of retail and non-retail storefront (delivery);
4. Demonstrating a current and immediate threat to public health, safety, and welfare thus implementing a 45-day moratorium, which if justified, may be extended for a maximum of two years.

ROLL CALL VOTE

COUNCIL MEMBERS’ REPORTS AND COMMENTS

Council Members are appointed to various Regional Committees/Agencies/Boards and will report out on their activities with these organizations and put forth any comments in regards to community events at this time.

Mayor Gama: Animal Services Commission; Beach Erosion Authority for Clean Oceans and Nourishment (BEACON); California Joint Powers Insurance Authority (CJPIA); City-Port Standing Committee; Ventura Council of Governments (VCOG)

Mayor Pro Tem Rollins: Air Pollution Control Board; City-Port Standing Committee; Gold Coast Transit; Port Hueneme Water Agency (PHWA); Regional Defense Partnership for the 21st Century (RDP-21); Southern California Association of Governments (SCAG); Ventura County Transportation Commission (VCTC)

Councilmember Hernandez: Point Mugu Regional Airport Authority; Port Hueneme Water Agency (PHWA); Southern California Association of Governments (SCAG); Southern California Edison Advisory Committee; Ventura County Regional Energy Alliance District Board (VCREA); Ventura Regional Sanitation District (VRSD)

Councilmember Martinez: Recreation, Education, Arts, Culture in Hueneme (REACH); Sister City Committee

Councilmember Perez: Economic Development Collaborative (EDC-VC); Port Hueneme Water Agency (PHWA); Southern California Association of Governments (SCAG)

REQUEST FOR FUTURE AGENDA ITEMS

Councilmembers may request items to be placed on future agendas at this time. All requested items will require a motion, a second, and a majority vote, per adopted Council policies, to be placed on a future agenda and will be scheduled at the City Manager’s discretion.

ADJOURNMENT

The City Council will adjourn to the regular meeting of Monday, May 3, 2021, 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.cityofportueneme.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

CITY OF PORT HUENEME



COVID-19 COMMUNITY UPDATE

How to Participate in City Meetings

While all city buildings are temporarily closed to the public due to the State and County's Stay at Home Orders, residents are encouraged to participate remotely.



MEETING AGENDA

*Visit the City's website at <https://www.ci.port-hueneme.ca.us/> and click on "agenda and minutes"

*Agenda item links provide comprehensive reports for each item

*Regular meeting agendas are posted on the website at least 72 hours before the meeting for public review



WATCH MEETINGS

*All City meetings can be viewed live at <http://porthueneme-ca.suiteonemedia.com/web/Home.aspx>

*Video recordings are typically made available online following the meeting

*Meetings can be found on YouTube by searching "City of Port Hueneme"



PUBLIC COMMENTS

* The Public is encouraged to submit comments for items on the agenda via email to the City Clerk as follows:

1. Submit comments to kbuxkemper@ci.port-hueneme.ca.us
2. Identify the meeting date and agenda item in subject line
3. Must be received by 5pm on the meeting date
4. Comments must be 500 words or less

**All comments are subject to the Public Records Act*

FOR ADDITIONAL INFORMATION ON COVID-19
PLEASE VISIT

www.PortHuenemeEmergency.org