



City of Port Hueneme

City Council Regular Meeting Agenda Port Hueneme Housing Authority Meeting Agenda

November 4, 2019

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

5:30 p.m. Council Closed Session | 6:30 p.m. Regular Meeting

5:30 P.M. – CITY COUNCIL CLOSED SESSION AGENDA

CALL TO ORDER Mayor Berg

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

GENERAL PUBLIC COMMENT (10 Minutes)

The Council will hear public comments for a maximum of 10 minutes. The Council cannot enter into a detailed discussion or take any action on comments, but may refer them to the City Manager for follow up or scheduling on a subsequent agenda for discussion. Each speaker shall limit comments to three minutes.

CLOSED SESSION ITEMS

With respect to every item of business to be discussed in CLOSED SESSION, pursuant to the California Government Code:

1. CONFERENCE WITH PROPERTY NEGOTIATORS
Authority: Government Code section 54956.8
PROPERTY: 746 Industrial Way, Port Hueneme, California 93041
AGENCY NEGOTIATORS: Rod Butler - City Manager, Tony Stewart - Community Development Director, Steve Kinney - Consultant Kharis Navigating
NEGOTIATING PARTIES: City of Port Hueneme and 746 Industrial, LLC
UNDER NEGOTIATION: Negotiate price and terms of payment
2. PUBLIC EMPLOYEE SELECTION PROCESS / PUBLIC EMPLOYEE APPOINTMENT
Authority: Government Code § 54957 and Government Code § 354954.5(e)
Position: City Manager

RECESS TO CLOSED SESSION

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

CALL TO ORDER / FLAG SALUTE Mayor Berg

INSPIRATION Mayor Berg

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

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

Recommendation: Approve the City Council Agenda of November 4, 2019.

REPORT ON CITY COUNCIL CLOSED SESSION ACTION

RECESS TO HOUSING AUTHORITY MEETING

ROLL CALL HOUSING AUTHORITY Members Brown, Gama, Muñoz-Schnopp, and Rollins; Vice Chair Hernandez; and, Chair Berg

AGENDA APPROVAL FOR HOUSING AUTHORITY

[Housing Authority Special Agenda Approval](#)

Recommendation: Approve the Housing Authority Agenda of November 4, 2019.

GENERAL PUBLIC COMMENT FOR HOUSING AUTHORITY (10 Minutes)

The Housing Authority will hear public comments for a maximum of 10 minutes. A person may address the Authority on matters not appearing on the agenda and within the Authority's subject matter jurisdiction. The Authority cannot enter into a detailed discussion or take any action on comments, but may refer them to the Executive Director for follow up or scheduling on a subsequent agenda for discussion. Each speaker shall limit comments to three minutes.

CONSENT CALENDAR AGENDA FOR HOUSING AUTHORITY

1. [Minutes of the Housing Authority Special Meeting of September 16, 2019](#)
K. Buxkemper, Authority Clerk

Recommendation: Approve the Housing Authority minutes.

2. [Finance – Cash Disbursements for September 7, 2019 through October 25, 2019](#)
K. McDonald, Director of Finance

Recommendation: Ratify the disbursements.

CONSENT CALENDAR ROLL CALL VOTE FOR HOUSING AUTHORITY

BUSINESS ITEMS FOR HOUSING AUTHORITY

3. [Rental Assistance Demonstration \(RAD\) Consulting Agreement](#)
R. Butler, Executive Director / G. Basua, Housing Programs Manager

Recommendation: Authorize the Executive Director to enter into a Rental Assistance Demonstration (RAD) Consulting Agreement with LIHTC Development Group.

ROLL CALL VOTE FOR HOUSING AUTHORITY

AUTHORITY MEMBERS' REPORTS, COMMENTS, & REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT OF HOUSING AUTHORITY

The Housing Authority will adjourn to the regular meeting of December 2, 2019, to be held at 6:30 p.m. in the City Hall Council Chamber.

RECONVENE CITY COUNCIL REGULAR MEETING

GENERAL PUBLIC COMMENT

Each member of the public may speak on any item appearing on the Agenda or that is within the subject matter jurisdiction of the City Council. Speakers will be allowed three minutes per Agenda item to address the Council. Members of the public who want to address the Council should fill out a speaker card located on the back table in the City Council Chamber and provide the speaker card to the City Clerk. If a speaker wishes to address an item on the Agenda please note the Agenda item number or topic on the speaker card to ensure that you are called to speak before the Council takes action on the Agenda item. All speakers wishing to address the Council on items not on the Agenda will be called on to speak during the Open Forum portion of the Agenda.

PRESENTATIONS

1. [Port Hueneme Librarian Dolly Knight Introduction](#)
N. Schram, Ventura County Library Director
2. [U.S. Census Bureau Presentation](#)
J. Fischer, U.S. Census Bureau
3. [Deputy City Manager Charles Peretz Introduction](#)
R. Butler, City Manager

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.

4. [Approve Minutes of the City Council Regular Meeting of October 21, 2019](#)
K. Buxkemper, City Clerk

Recommendation: Approve the minutes.
5. [Approve Finance Cash Disbursements for October 12, 2019 through October 25, 2019](#)
K. McDonald, Director of Finance

Recommendation: Ratify the disbursements.
6. [Read, by Title Only, Waiving Full Reading, and Adopt an Ordinance Approving Development Agreement No. PHDA-863 \(Freedom 1st Association Cannabis Dispensary / 233 E. Channel Islands Blvd.\)](#)
T. Stewart, Director of Community Development

Recommendation: Read, by title only, waiving full reading, and adopt an ordinance approving Development Agreement No. PHDA-863 (Freedom 1st Association Cannabis Dispensary, Located at 233 E. Channel Islands Blvd.)
7. [Approval of Resolution for Senior Parking Enforcement Officer Job Classification and Salary Schedule Pay Range \(SEIU\)](#)
R. Butler, City Manager / T. Bragg, Interim Human Resources Manager

Recommendation: Authorize the Interim HR Manager/Deputy City Manager to establish a new classification specification for the position of Senior Parking Enforcement Officer as follows:
 1. Approve the new classification and recommended Salary Schedule Pay Range, G09 (\$27.56 - \$35.83/hour) for the Senior Parking Enforcement Officer in the general unit represented by SEIU, Local 721.
 2. Adopt a Resolution of the City Council of the City of Port Hueneme, California, approving and adopting a new classification of Parking Enforcement Officer, Senior.
8. [Adopt a Resolution Ratifying the Implementation of Chapter 9 of the Ventura County Fire Protection District Ordinance No. 31](#)
T. Stewart, Director of Community Development

Recommendation:
 1. Adopt a Resolution of the City Council of the City of Port Hueneme, California, ratifying the implementation of Chapter 9 of the Ventura County Fire Protection District (Fire District) Ordinance No. 31 to be effective within the City; and

2. Authorize the Building Official to file a copy of the findings of the Ventura County Fire Protection District together with a copy of Chapter 9 of Ordinance 31 to the California Department of Housing and Community Development and California Building Standards Commission.

9. [Extension of Economic Development Consultant Contract](#)
R. Butler, City Manager

Recommendation: Approve an extension of the existing contract for Professional Economic Development Services with Steven Kinney, dba Kharis Navigating, to June 30, 2020.

10. [Confirmation of Appointment of Deputy City Manager and Approval of Employment Agreement](#)
R. Butler, City Manager

Recommendation: Confirm the City Manager's appointment of Mr. Charles Peretz as Deputy City Manager and approve the employment agreement.

11. [Approval and Adoption of a Resolution to Update the Comprehensive Pay Schedule for All Employees](#)
R. Butler, City Manager / T. Bragg, Interim Human Resources Manager

Recommendation: Adopt a Resolution of the City Council of the City of Port Hueneme, California, adopting a salary resolution to update the Comprehensive Pay Schedule for all full-time employees, part-time employees, and elected officials in accordance with CalPERS guidelines.

CONSENT CALENDAR ROLL CALL VOTE

PUBLIC HEARINGS

12. [Approval of Energy Services Contract with Engie Services U.S.](#)
R. Butler, City Manager

Recommendation:
 1. Hold a public hearing and consider all public testimony; and
 2. Adopt a Resolution of the City Council of the City of Port Hueneme, California, adopting certain findings and approving an energy service contract for energy related improvements to city facilities with ENGIE Services U.S. Inc. in accordance with California Government Code Section 4217.10 Through 4217.18; and
 3. Authorize the City Manager to negotiate and execute an Energy Services Contract with ENGIE Services U.S., subject to review by the City Attorney, for the performance of energy upgrades and capital improvements outlined in the presented scope of work; and
 4. Authorize the City Manager to execute the loan documents with the California Energy Commission and to execute the Tax Exempt Lease-Purchase documents with Sterling Bank, subject to review by the City Attorney.

ROLL CALL

CITY COUNCIL BUSINESS ITEMS

Finance Department

13. [2019-20 and 2020-21 Capital Improvement Projects and One Time Expenditures Budget Workshop and Adoption of the Annual Capital Improvement Projects Budget for Fiscal Year 2019-20 and 2020-21](#)

R. Butler, City Manager / K. McDonald, Finance Director

Recommendation:

1. Review the proposed Fiscal Year Capital Improvements Projects (CIP) and one time expenditures for the 2019-2020 and 2020-2021 budgets and conduct a CIP Budget Workshop.
2. Waive further reading and adopt a Resolution of the City Council of the City of Port Hueneme, California, adopting the Capital Improvement Projects Budget for Fiscal Years 2019-20 and 2020-21.

ROLL CALL

Community Development Department

14. [Parks, Recreation & Community Services Master Plan Update Contract with MIG, Inc.](#)

T. Stewart, Director of Community Development

Recommendation: Authorize the City Manager to execute a contract with MIG, Inc., to update the City's Parks, Recreation & Community Services Master Plan.

ROLL CALL

City Manager

15. [Kupiec Architect PC Contract for Orvene Carpenter Community Center Needs Assessment Report](#)

R. Butler, City Manager

Recommendation: Approve and authorize the City Manager to execute a contract with Kupiec Architects PC for the provision of a Needs Assessment Report on the Orvene Carpenter Community Center.

ROLL CALL

Police Department

16. [Request for Allocation of Community Benefit Funds](#)

A. Salinas, Police Chief

Recommendation: Approve Community Benefit Funds be allocated, in the amount of \$21,500, to the Police Department to be used for several projects throughout the City.

ROLL CALL

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 Berg: City-Port Standing Committee; EDC-VC; Gold Coast Transit; Regional Defense Partnership for the 21st Century (RDP-21); Ventura County Transportation Commission (VCTC); Southern California Association of Governments (SCAG)

Mayor Pro-Tem Hernandez: City-Port Standing Committee, Port Hueneme Water Agency (PHWA); Ventura County Regional Energy Alliance District Board (VCREA); Ventura Regional Sanitation District (VRSD)

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

Council Member Muñoz-Schnopp: California Joint Powers Insurance Authority (CJPIA); Point Mugu Regional Airport Authority; Port Hueneme Water Agency (PHWA); Ventura Council of Governments (VCOG)

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

PUBLIC COMMENT CONTINUATION

The Council will allow a continuation of public comments, if necessary, due to exceeding the total time allotted in the earlier Open Forum section

ADJOURNMENT

The City Council will adjourn to the regular meeting of November 18, 2019, to be held at 6:30 p.m. in 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