



City of Port Hueneme

City Council Regular Meeting Agenda Port Hueneme Housing Authority Board Regular Meeting Port Hueneme Successor Agency Board Special Meeting

December 2, 2019

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

5:00 p.m. Council Closed Session | 6:30 p.m. Regular Meeting

5:00 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, Mayor 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 ITEM

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

PROPERTIES:

The vacant property on the west side of Market Street, between Scott Street and Port Hueneme Road, Port Hueneme, CA (APN 206-0-091-285, -305).

AGENCY NEGOTIATORS: Rod Butler - City Manager; Charles Green - City Attorney; Steve Kinney - Consultant Kharis Navigating

NEGOTIATING PARTIES: City of Port Hueneme

UNDER NEGOTIATION: Negotiate price and terms of payment

2. **CONFERENCE WITH PROPERTY NEGOTIATORS**

Authority: Government Code section 54956.8

PROPERTY: Northeast Corner of San Pedro Street and West C Street, Port Hueneme, CA (APN 206-0-031-070)

AGENCY NEGOTIATORS: Rod Butler - City Manager, Tony Stewart - Community Development Director, Steve Kinney - Consultant Kharis Navigating

NEGOTIATING PARTIES: City of Port Hueneme and Habitat for Humanity

UNDER NEGOTIATION: Negotiate price and terms of payment

3. **CONFERENCE WITH PROPERTY NEGOTIATORS**

Authority: Government Code section 54956.8

PROPERTY: 241-245 E. Port Hueneme Road, Port Hueneme, CA
AGENCY NEGOTIATORS: Rod Butler - City Manager, Tony Stewart - Community Development Director, Steve Kinney - Consultant Kharis Navigating
NEGOTIATING PARTIES: City of Port Hueneme and Genesis, LLC
UNDER NEGOTIATION: Negotiate price and terms of payment

4. PUBLIC EMPLOYEE SELECTION PROCESS / PUBLIC EMPLOYEE APPOINTMENT
Authority: Government Code § 54957 and Government Code § 354954.5(e)
Position: Interim City Manager

RECESS TO CLOSED SESSION

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

CALL TO ORDER / FLAG SALUTE Mayor Berg

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

INSPIRATION Councilmember Muñoz-Schnopp

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

Recommendation: Approve the City Council Agenda of December 2, 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 December 2, 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 November 4, 2019](#)
K. Buxkemper, Authority Clerk

Recommendation: Approve the Housing Authority minutes.

2. [Finance – Cash Disbursements for October 26, 2019 through November 22, 2019](#)
K. McDonald, Director of Finance

Recommendation: Ratify the disbursements.

CONSENT CALENDAR ROLL CALL VOTE FOR HOUSING AUTHORITY

BUSINESS ITEMS FOR HOUSING AUTHORITY

3. [Appointment of an Interim Executive Director for the Port Hueneme Housing Authority](#)
R. Butler, Executive Director / G. Basua, Housing Programs Manager

Recommendation: Adopt a resolution which appoints Andrew Salinas to serve as the Interim Executive Director for the Port Hueneme Housing Authority.

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 February 3, 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. [Veteran's Day Awards](#)
W. Berg, Mayor
2. [Human Resources Manager Melanie Hanisco Introduction](#)
R. Butler, City Manager
3. [Community Cats Coalition Presentation](#)
L. Busse, Community Cats Coalition
4. [Presentation by 746 Industrial LLC, Regarding the Status of the Industrial Way Project](#)
746 Industrial LLC
5. [City Manager Rod Butler Proclamation](#)
W. Berg, Mayor

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.

6. [Approve Minutes of the City Council Regular Meeting of November 18, 2019](#)
K. Buxkemper, City Clerk

Recommendation: Approve the minutes.

7. [Approve Finance Cash Disbursements for November 9, 2019 through November 22, 2019](#)
K. McDonald, Director of Finance

Recommendation: Ratify the disbursements.

8. [Read, by Title Only, Waiving Full Reading, and Adopt an Ordinance Approving Development Agreement No. PHDA-859 \(Port Hueneme Organics Team, Inc. Cannabis Microbusiness, Located at 475 W. Channel Islands Blvd\).](#)

T. Stewart, Director of Community Development

Recommendation: Read, by title only, waiving a full reading, and adopt an Ordinance approving and adopting 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 Port Hueneme Organic Team, Inc.

9. [Read, by Title Only, Waiving Full Reading, and Adopt an Ordinance Approving the Sidewalk Liability and Recovery of Cost](#)

K. Spaulding, Deputy City Attorney

Recommendation: Read, by title only, waiving a full reading, and adopt an Ordinance of the City Council of the City of Port Hueneme, California, Adding Article VI, Chapter 1, Part A, Sections 6011.1 through 6011.2 of the Municipal Code of the City of Port Hueneme imposing liability on owners of property for repairs, cleaning, and maintenance of sidewalks and driveways and providing for recovery of public works maintenance costs pursuant to a lien in accordance with California Streets & Highways Code Sections 5610 Et Seq.

10. [Authorization to Award Contract to J&H Engineering General Contractors, Inc. for the Slurry Seal of Streets in the Bolker Neighborhood](#)

D. Villafana, Director of Public Works

Recommendation: Authorize the City Manager to award a contract to J&H Engineering General Contractors, Inc. for the slurry seal of the streets in the Bolker Park Neighborhood, for an amount not-to-exceed \$159,687.99 from the Gas Tax Funds.

11. [Authorization to Award Contract to J&H Engineering General Contractors, Inc. for the Slurry Seal of Ventura Road from Port Hueneme Road to Surfside Drive](#)

D. Villafana, Director of Public Works

Recommendation: Authorize the City Manager to award a contract to J&H Engineering General Contractors, Inc. for the slurry seal of Ventura Road (North & South bound) from Port Hueneme Road to Surfside Drive, for an amount not-to-exceed \$79,078 from Gas Tax Funds.

12. [Authorization to Award Contract to J&H Engineering General Contractors, Inc. for the Construction of Exterior ADA Improvements to City Hall](#)

D. Villafana, Director of Public Works

Recommendation: Authorize the City Manager to enter into a contract with J&H Engineering General Contractors, Inc. in an amount not-to-exceed \$49,590.38, for the construction of exterior ADA improvements at City Hall.

13. [Authorization to Purchase Public Safety Equipment – Faro Imaging System](#)

A. Salinas, Chief of Police

Recommendation: Approve and authorize the sole source purchase of public safety equipment, in the amount of \$63,973.71, from FARO Technologies to fund the acquisition of a laser scanning device used to diagram traffic collision and crime scenes.

14. [First Quarter Investment Reports](#)

K. McDonald, Director of Finance

Recommendation: Receive and file the First Quarter Investment Reports.

CONSENT CALENDAR ROLL CALL VOTE

PUBLIC HEARINGS

15. [Ordinance to Adopt 2019 Editions of the California Building Standards Code](#)

T. Stewart, Director of Community Development

Recommendation: Read by title only, waiving full reading, and adopt an Ordinance, adopting by reference, the 2019 Editions of the California Building Standard Code ("CBSC") for the City of Port Hueneme, specifically titled:

Amending Article VIII, Building Regulations, of the Port Hueneme Municipal Code incorporating the California Building Standards Code by reference as follows: (1) California Building Code with Appendices C, I and J, California Residential Building Code with Appendix H, and California Green Building Standards Code, 2019 Editions; (2) California Electrical Code, 2019 Edition; (3) California Plumbing Code, 2019 Edition; (4) California Mechanical Code, 2019 Edition; (5) California Building Standards Administrative Code, 2019 Edition; (6) California Energy Code, 2019 Edition; (7) California Existing Building Code, 2019 Edition; (8) International Property Maintenance Code, 2018 Edition; (9) Gypsum Association Fire Resistive Design Manual, Twenty-First Edition, GA-600-15; and (10) Making Miscellaneous revisions to Article VIII, Building Regulations, to provide consistency with the California Building Standards Code.

ROLL CALL VOTE

16. [Special Use Permit No. 25-19 for the Alaska Flight 261 20th Anniversary Memorial](#)

T. Stewart, Director of Community Development

Recommendation:

1. Adopt a *Resolution of the City Council of the City of Port Hueneme deeming a temporary event exempt from the California Environmental Quality Act and conditionally approving Special Use Permit No. 25-19 (Families of Alaska Flight 261 20th Anniversary Memorial Service remembering Alaska Airlines Flight 261 Event at Hueneme Beach Park and Holiday Inn Express Hotel)* and
2. Authorize the Director of Community Development to file a Notice of Exemption for the project in accordance with provisions of the California Environmental Quality Act ("CEQA").

ROLL CALL VOTE

RECESS TO PORT HUENEME SUCCESSOR AGENCY MEETING

ROLL CALL SUCCESSOR AGENCY Members Gama, Muñoz-Schnopp, and Rollins; Vice-Chair Hernandez; and, Chair Berg

GENERAL PUBLIC COMMENT FOR SUCCESSOR AGENCY

The Successor Agency will hear public comments for a maximum of 10 minutes. A person may address the Authority on matters appearing on the agenda and within the Authority's subject matter jurisdiction. For matters not on the Agenda, 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.

BUSINESS ITEMS FOR SUCCESSOR AGENCY

17. [Approval of Recognized Obligation Payment Schedule 20-21 and the Fiscal Year 2020-21 Successor Agency Administrative Budget \(July 1, 2020 through June 30, 2021\)](#)

K. McDonald, Director of Finance / D. Clark, RSG

Recommendation: Approve, by resolution of the Successor Agency, in accordance with California Health & Safety Code (“HSC”) Section 34177, the Recognized Obligation Payment Schedule for July 1, 2020 through June 30, 2021 (“ROPS 20-21”) and the attached Fiscal Year 2020-21 Successor Agency Administrative Budget, both prepared pursuant to HSC Section 34177.

ROLL CALL VOTE FOR SUCCESSOR AGENCY

AGENCY MEMBERS’ REPORTS, COMMENTS, & REQUEST FOR FUTURE AGENDA ITEMS

ADJOURNMENT OF SUCCESSOR AGENCY

The Successor Agency will adjourn the special meeting of December 2, 2019.

RECONVENE CITY COUNCIL REGULAR MEETING

CITY COUNCIL BUSINESS ITEMS

City Manager

18. [Delegation of Authority to the Honorable Mayor Will Berg to Send a Letter to the Mayor of the City of Puerto Vallarta, Mexico, Proposing to Enter a Sister City Agreement](#)

C. Peretz, Deputy City Manager / S. Muñoz-Schnopp, City Councilmember

Recommendation: Delegate the authority to Mayor Will Berg to send a letter to the Mayor of the City of Puerto Vallarta, Mexico proposing to enter a Sister City Agreement to establish a Sister City Program.

ROLL CALL VOTE

19. [Confirmation of Richard Nick’s Transfer Appointment to the Citizen Advisory Commission and Appointment of Ricky Woodrow to Fill One Vacancy on the Transaction and Use Tax Citizens Oversight Committee](#)

R. Butler, City Manager

Recommendation: Approve the transfer appointment of Mr. Richard Nick to the Citizen Advisory Commission and Appoint Mr. Ricky Woodrow to the Transactions and Use Tax Citizens Oversight Committee to fill the vacancy.

ROLL CALL VOTE

Finance Department

20. [City Financial Update – First Quarter Fiscal Year 2019-20](#)

K. McDonald, Finance Director

Recommendation: Receive and file the City’s Financial Update for the first quarter of the fiscal year ending September 30, 2019.

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 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 December 16, 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