



City of Port Hueneme

City Council Regular Meeting Minutes

May 4, 2020

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

6:30 p.m. Regular Meeting

THIS MEETING WAS 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.PorthHuenemeEmergency.org*

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

CALL TO ORDER / FLAG SALUTE Mayor Hernandez called the meeting to order at 6:30 p.m. and led the flag salute.

Mayor Hernandez began the City's virtual meeting by referencing the Governor's Executive Order N-29-20 and the Orders of the Ventura County Public Health Officer's "Stay Well at Home" Order of March 20, 2020 and restated that the Council Chamber has been closed to the public due to the local emergency. City Council and Staff participated remotely to help social distancing efforts and reduce the spread of COVID-19.

ROLL CALL

Present: Council Members Berg, Gama, Rollins; Mayor Pro Tem Muñoz-Schnopp; and Mayor Hernandez

Absent: None

INSPIRATION Councilmember Berg provided the inspiration.

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

It was moved by Mayor Pro Tem Muñoz-Schnopp, seconded by Councilmember Rollins and passed unanimously to approve the City Council agenda of May 4, 2020.

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

There were no members of the public appearing to speak due to the City's response to the Local Emergency Declaration, which required that City Council meeting be closed to the public. Public comments were accepted via email to the City Clerk by 5:00p.m. on the day of the meeting.

No general public comment were submitted.

PRESENTATIONS

1. [COVID-19 Community Update](#)

Police Chief Andrew Salinas provided Council a comprehensive update on COVID-19 and the City's response to the pandemic. Chief Salinas reported that the City of Port Hueneme has had no new cases for 9 straight days and applauded the community's efforts to follow social distancing restrictions. Chief Salinas answered Council questions.

2. [Peace Officer Memorial Day and National Police Week Proclamation](#)

Mayor Hernandez read the Proclamation recognizing Peace Officer Memorial Day and National Police Week. Police Chief Andrew Salinas also honored those who made the ultimate sacrifice in the line of duty.

3. [Professional Municipal Clerks Week Proclamation](#)

Mayor Hernandez read the Proclamation recognizing Professional Municipal Clerks Week.

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

Police Chief Andrew Salinas provided Council an update on the cancellation of the Hueneme Beach Festival Event due to COVID-19.

CONSENT CALENDAR AGENDA

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

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

6. [Received and Filed the Finance Cash Disbursements for April 11, 2020 through April 24, 2020](#)

7. [Adopted Resolution No. 4314 for Fiscal Year 2020/2021 Budget Approving the List of Proposed Road Maintenance and Rehabilitation Projects for Submittal to the California Transportation Commission](#)

CONSENT CALENDAR ROLL CALL VOTE

It was moved by Councilmember Rollins, seconded by Councilmember Berg and carried unanimously to approve the Consent Calendar Agenda items #5-7.

AYES: Rollins, Berg, Muñoz-Schnopp, Gama, Hernandez

PUBLIC HEARINGS

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

The Public Hearing was opened at 7:50 p.m. There were no disclosures by Council.

City Clerk Buxkemper affirmed Proof of Publication and a complete set of reports and exhibits were on file in the Office of the City Clerk.

Community Development Director Tony Stewart presented the report to Council and answered questions.

No public comment were submitted from the public.

Discussion ensued among the Council regarding the overall market and geographical location of dispensaries within the City of Port Hueneme and addressed questions regarding State licensing, delivery services, and whether any regulations were set forth to limit the number of dispensaries.

The public hearing was closed at 8:13 p.m.

ROLL CALL VOTE

It was moved by Mayor Pro Tem Muñoz-Schnopp, seconded by Councilmember Berg and carried unanimously to:

1. After considering the evidence, adopt *Resolution No. 4315 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
2. 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.*

AYES: Muñoz-Schnopp, Berg, Gama, Rollins, Hernandez

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

The Public Hearing was opened at 8:15 p.m. There were no disclosures by Council.

City Clerk Buxkemper affirmed Proof of Publication and a complete set of reports and exhibits were on file in the Office of the City Clerk.

Community Development Director Tony Stewart presented the report to Council and answered questions.

Applicant Mr. Joel Conception also presented to Council and answered questions regarding his background and experience.

No public comment were submitted from the public.

The public hearing was closed at 8:30 p.m.

One additional question was asked by Councilmember Gama regarding the volume of dispensaries at the said location, and the public hearing was reclosed at 8:32 p.m.

ROLL CALL VOTE

It was moved by Councilmember Berg, seconded by Councilmember Rollins and carried unanimously to:

1. After considering the evidence, adopt *Resolution No. 4316 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
2. 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.*

AYES: Berg, Rollins, Gama, Muñoz-Schnopp, Hernandez

10. Balloon Release Ordinance

The Public Hearing was opened at 8:33 p.m. There were no disclosures by Council.

City Clerk Buxkemper affirmed Proof of Publication and a complete set of reports and exhibits were on file in the Office of the City Clerk.

Deputy City Attorney Kevin Spaulding presented the report to Council and answered questions.

No public comment were submitted from the public.

Discussion ensued among the Council regarding enforcement, requirements of the Military Base, and issues regarding hot air balloons.

The public hearing was closed at 8:43 p.m.

ROLL CALL VOTE

It was moved by Councilmember Berg, seconded by Councilmember Gama and carried unanimously to 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.*

AYES: Berg, Gama, Rollins, Muñoz-Schnopp, Hernandez

BUSINESS ITEMS

Finance Department

11. Comprehensive Salary Schedule

Human Resource Manager Melanie Hanisco presented to Council and answered questions.

ROLL CALL VOTE

It was moved by Councilmember Rollins, seconded by Councilmember Berg, and carried unanimously to adopt *Resolution No. 4317 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.

AYES: Rollins, Berg, Gama, Muñoz-Schnopp, Hernandez

City Manager's Department

12. Update on the Needs Assessment Study for the Community Center

City Manager Brad Connors presented to Council and answered questions regarding the Kupiec contract, previous Council reports and clarifications to budgeted amounts and future development plans to the Community Center.

ROLL CALL VOTE

It was moved by Councilmember Berg, seconded by Mayor Pro Tem Muñoz-Schnopp, and carried unanimously to receive and file an update from staff on current status of the Needs Assessment Study of the Orvene Carpenter Community Center.

AYES: Berg, Muñoz-Schnopp, Gama, Muñoz-Schnopp, Hernandez

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

Mayor Hernandez: Thanked Mayor Pro Tem for her recognition and kind works. Credited Councilmember Gama for the beach clean-up success. Clarified Dr. Levin's recommendation on wearing a face mask and the need to make sure healthcare officials have medical quality masks. Announced an upcoming RDP-21 meeting and included information from the City of Oxnard regarding a program created by Sierra Supermarkets to honor Vets and First Responders with a 5% total discount on the purchase of groceries. Requested future update on the costs incurred by sending Port Hueneme resources into Oxnard jurisdiction to assist with clean-up efforts in hopes it would lead to discussion with Oxnard to take more responsibility to clean up their area of the beach. Announced that the Disaster Council Committee intend to continue to meet and take Council's input and promised to keep Council updated on future changes. Indicated an area of concern was small businesses and they needed to look at ways to support them in reopening.

Mayor Pro Tem Muñoz-Schnopp: Congratulated Mayor Hernandez and Councilmember Gama on their Earth Day recognition and thanked them for their efforts. Detailed the JPIA's increase in membership. Provided details regarding the Sister Cities committee and her continued desire to find ways to assist Puerto Vallarta. Announced the Ventura County Council of Government's meeting change to June 11th with the Annual Dinner July 9th. Detailed the effects of COVID-19 on the community and the economic downturn and how cities are bracing for a huge economic impact over next few years. Detailed her work on the Community Benefit Fund with the City Manager and the upcoming list of recommendations that will be brought back to Council. Congratulated staff, especially Community Development Director Tony Stewart, for the successful Parks Master Plan and strategy behind the survey.

Council Member Berg: Attended zoom meetings with EVC and Gold Coast Transportation and announced an upcoming SCAG meeting with a committee of up to 60 people. Announced that Gold Coast Transit was not collecting bus fares and were currently offering free rides. Detailed that ridership had significantly decreased and that people are not working. Emphasized the importance to create opportunity and to push for community to be reopened.

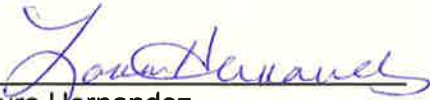
Council Member Gama: Appreciated the balloon release ordinance. Detailed volunteer efforts at Hueneme Beach and the importance of protecting the environment. Announced he and Mayor Hernandez were recognized by the County for their Earth Week celebration, and applauded efforts over the past four years to eliminate trash and waste. Encouraged all to hold themselves accountable and other government agencies, to support the efforts of Earth Day and make it a priority to keep the beach clean. Thanked Supervisor Lon's office for the recognition. Hoped to see more information in the future regarding the Measure U Oversight Committee. Detailed a conflict between a resident and the City regarding a water meter and the need to clarify conflicting information. Requested the continuation of Corona Virus updates and would like to see a plan moving into the future on managing the return to pre-Corona Virus behaviors.

Council Member Rollins: Announced he attended a meeting with the Association of Governments via zoom. And requested a status on the red mule project.

Mayor reminded the public to visit the City's Emergency Website for updated information regarding COVID-19 at www.PortHuenemeEmergency.org.

ADJOURNMENT

The City Council adjourned at 9:31 p.m. to the regular meeting of Monday, May 18, 2020, to be broadcasted at 6:30 p.m. from the City Hall Council Chamber.



Laura Hernandez
Mayor



Kristy Buxkemper
City Clerk