



City of Port Hueneme

City Council Regular Meeting Minutes

July 20, 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 July 20, 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](#) 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 Hernandez called the meeting to order at 6:30 p.m. and led the flag salute.

Mayor Hernandez announced that due to 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 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 Councilmember Berg, seconded by Councilmember Rollins, and passed unanimously to approve the City Council agenda of July 20, 2020.

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

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.

Public Comments were heard by the following:

- Will Berg

PRESENTATIONS

1. Matter Labs Presentation

Mr. Bryan Went with Matter Labs presented to City Council and spoke regarding Silicon Valley Tech Innovation Ecosystem and FathomWerx Lab capabilities, and answered Council questions.

2. Public Works Quarterly Update

Public Works Director Don Villafana presented a Public Works quarterly department update to City Council and answered questions.

3. COVID-19 and Police, Community, and Crime Update

Chief Salinas presented a COVID-19 report and a Police Department Community and Crime update to the City Council and answered questions.

CONSENT CALENDAR AGENDA

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

4. Approved Minutes of the City Council for the Regular Meeting of July 6, 2020
5. Received and Filed the Finance Cash Disbursements for June 24, 2020 through July 14, 2020
6. Amendment to the Professional Services Agreement Amendment with Aria Consulting International for Strategic Planning Services in an Amount Not-to-Exceed \$40,000
This item was pulled for discussion and no action was taken at this time.

CONSENT CALENDAR ROLL CALL VOTE

It was moved by Mayor Pro Tem Muñoz-Schnopp, seconded by Councilmember Gama and passed unanimously to approve the Consent Calendar Agenda items #4-5. Consent Calendar Item #6 was pulled for discussion and no action was taken during the consent calendar roll call vote on this item.

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

PULLED FOR DISCUSSION

6. Amendment to the Professional Services Agreement Amendment with Aria Consulting International for Strategic Planning Services

City Manager Conners reviewed the proposed amendments to the Aria Consulting contract, detailed the remaining steps of the Strategic Plan, and answered Council questions.

ROLL CALL VOTE

It was moved by Councilmember Rollins, seconded by Councilmember Berg and passed unanimously to approve agenda item #6 approving and authorizing the City Manager to execute an amendment to the Professional Services Agreement with Aria Consulting International for Strategic Planning Services in an amount not-to-exceed \$40,000.

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

PUBLIC HEARINGS

7. [Planned Development/Conditional Use Permit No. PHCU-876 and Development Agreement No. PHDA-877 Bleu Diamond, LLC Dispensary \(501 W. Channel Islands Blvd, Suite 202\)](#)

The Public Hearing was opened at 8:25 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.

The public hearing was closed at 8:39 p.m.

ROLL CALL VOTE

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

1. Adopt *Resolution No. 4330 of the City Council of the City of Port Hueneme, granting approval of Conditional Use Permit No. PHCU-876 (Bleu Diamond, 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 Bleu Diamond, LLC (with adoption to follow at the next regularly scheduled City Council meeting)*.

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

BUSINESS ITEMS

Community Development Department

8. [Parks and Recreation Master Plan Update Needs Assessment and Gaps Analysis Workshop](#)

Consultant Genevieve Sharrow presented to the City Council regarding the Parks and Recreation Master Plan and provided a comprehensive update addressing survey results, community input, and defining goals for the Master Plan Update. Council conducted a workshop to discuss and review the Parks and Recreation Master Plan, using the opportunity to respond to and comment on the survey results, and Ms. Sharrow answered Council questions.

ROLL CALL VOTE

It was moved by Mayor Pro Tem Muñoz-Schnopp, seconded by Councilmember Berg, and passed unanimously to receive and file the Needs Assessment and Gaps Analysis for the Parks and Recreation Master Plan Update.

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

City Manager's Department

9. [Designation of Voting Delegate and Alternate\(s\) for the 2020 League of California Cities Annual Conference](#)

City Clerk Kristy Buxkemper presented the report and answered Council questions.

Council discussed the various aspects of the conference and nominations were made and confirmed for the voting delegate and alternates.

ROLL CALL VOTE

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

1. Appoint Councilmember Rollins as the City's voting delegate and Councilmembers Gama and Berg as the City's two alternates to attend the League of California Cities Annual Conference to vote on behalf of the City Council at the Annual Business Meeting; and
2. Adopt *Resolution No. 4331 designating a Voting Delegate and Alternates for the 2020 League of California Cities Annual Conference*; and
3. Authorize the City Clerk to submit the approved Resolution and voting delegate forms with the appointed voting designees to the League of California Cities.

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

10. Citizen Advisory Commission Appointment to Fill One Vacancy

City Clerk Kristy Buxkemper presented the report to Council.

ROLL CALL VOTE

It was moved by Councilmember Berg, seconded by Mayor Hernandez and passed unanimously to appoint Ms. Juliet Rodriguez to fill the vacant seat on the Citizen Advisory Commission.

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

11. City/Port Community Benefit Fund Project Determination

City Manager Brad Conners presented the report and answered Council questions.

Discussion ensued among the Councilmembers regarding various Community Benefit Fund projects.

ROLL CALL VOTE

After reviewing the Community Benefit Fund financial position from time of inception through July 20, 2020 from the City and City-Port Standing Committee recommendations from the meeting of July 15, 2020, it was moved by Councilmember Rollins, seconded by Councilmember Berg and passed unanimously to approve twenty (20) City-Port Standing Committee recommended Community Benefit Projects valued at \$253,915.

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

12. BEACON Member Dues Increase

City Manager Brad Conners presented the report and answered Council questions.

It was recommended by Mayor Hernandez to approve the increase, but to explore other equivalent services and alternative future options for similar services.

ROLL CALL VOTE

It was moved by Councilmember Berg, seconded by Mayor Pro Tem Muñoz-Schnopp and passed unanimously to approve BEACON request for annual member dues increase to support BEACON transition to a full time Executive Director position. Council approved the following:

1. Approved the BEACON request to increase member dues by \$15,385 to \$25,000; and
2. Authorized the City Manager to adjust FY 2020-2021 budget to accommodate increase; and
3. Directed staff to investigate alternative equivalent services and their specific value to City needs, and report findings and recommendations for future consideration.

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

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

Mayor Hernandez: Asked the City Manager and City Public Information Officer to consider helping provide public information regarding the 2020 Census, including possible logo and branding as other cities have done. Indicated her continued desire for a presentation from the Ventura County Continuum of Care. Thanked Chief Salinas for requesting backpack medical supplies to help assist the homeless population. Requested the City Manager and City Attorney look into authority under local emergency for calling a special meeting. Wished everyone a very safe summer and announced that the Council meetings go "dark" in August and the next meeting would not be until September.

Mayor Pro Tem Muñoz-Schnopp: The Executive Committee meeting for the California JPIA in June removed Port Hueneme from the list of those cities who had to make \$250,000 payments for any claims filed against the City. Announced that it was great news that we've finally been removed from that list. The Sister City committee extended the opportunity to join the virtual conference and continues to be creative during times when travel isn't possible. Announced that the water plant was not in operation due to Edison upgrades/updates for a few days and that the Ventura Council of Government (VCOG) may not have their annual meeting in Moorpark as they'd hoped.

Council Member Berg: Commented that he'd received a letter from David Scrivner, a member of a City committee, and asked staff to make it a priority to get the committee meetings up and going.

Council Member Gama: No report.

Council Member Rollins: Announced he'd recently attended the Ventura County Air Pollution District meeting. Asked staff to look into a grant to pay for electric lawn mowers which would help prevent pollution, are healthier for employees, and produce less emissions.

Mayor Hernandez 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 10:27 p.m. to the regular meeting of Tuesday, September 8, 2020, to be broadcasted at 6:30 p.m. from the City Hall Council Chamber.


Laura Hernandez
Mayor


Kristy Buxkemper
City Clerk