

MINUTES  
OXNARD CITY COUNCIL  
HOUSING AND ECONOMIC DEVELOPMENT COMMITTEE  
Regular Meeting  
July 14, 2020

A. ROLL CALL, POSTING OF AGENDA, FLAG SALUTE

At 4:30 p.m., Chair Madrigal called to order the regular meeting of the Oxnard City Council Housing and Economic Development Committee in the City Hall Council Chambers at 305 W. Third Street, Oxnard, California. The City Clerk called the roll and announced the posting of the agenda. Members Gabriela Basua, Tim Flynn, and Chair Oscar Madrigal were present via videoconference. (Member Basua was present until 4:54 p.m.).

Staff members present were Ashley Golden, Assistant City Manager; Kenneth Rozell, Chief Assistant City Attorney; Jeffrey Lambert, Community Development Director; Kathleen Mallory, Planning and Sustainability Manager; and Michelle Ascencion, City Clerk.

B. PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA (None received.)

C. CONSENT AGENDA

City Clerk Department

1. SUBJECT: Approval of Minutes.

RECOMMENDATION: That the Housing and Economic Development Committee approve the minutes of the June 23, 2020 regular meeting as presented.

*It was moved by Member Flynn, seconded by Member Basua, to approve the minutes as presented.*  
VOTE: Basua, Flynn, and Madrigal voted in favor; the motion carried 3-0.

D. REPORTS

Community Development Department

1. SUBJECT: Microenterprise Home Kitchen Operations.

RECOMMENDATION: That the Housing and Economic Development Committee receive a report on Microenterprise Home Kitchen Operations (MEHKO) and provide direction to City Manager to prepare a letter for the Mayor's signature recommending that the Ventura County Board of Supervisors "opt out" of the MEHKO program.

The Community Development Director gave a report. Public comments were received from Lucy Cartagena. Discussion ensued among the Committee, staff, and Betty Huff of Ventura County Consumer Food Protection.

*It was moved by Member Flynn, seconded by Member Basua, to approve the recommended action as presented.* VOTE: Basua and Flynn voted in favor; Madrigal voted against. The motion carried 2-1.

Member Basua left the meeting at this time.

2. SUBJECT: Fifth Amendment to Agreement No. 7748-17-FN with HdL Companies for Cannabis Management Services.  
RECOMMENDATION: That the Housing and Economic Development Committee recommend City Council:
1. Approve and authorize the Mayor to execute the Fifth Amendment to Agreement No. 7748-17-FN with Hinderliter, de Llamas and Associates (“HdL”) to increase the amount of the Agreement from \$666,350 to \$791,593 which includes Sales Tax and Economic Analysis, Allocation Audit and Recovery, and Cannabis Fiscal Analysis and Taxation Strategies consulting services; and
  2. Approve the budget appropriation of \$125,243 for the Fifth Amendment to Agreement No. 7748-17-FN with Hinderliter, de Llamas and Associates, which is recoverable through the Cannabis Business Permit Fee and does not impact fund balance.

The Planning and Sustainability Manager gave a report. Discussion ensued among the Committee and staff.

*It was moved by Member Flynn, seconded by Chair Madrigal, to approve the recommended action as presented. VOTE: Flynn and Madrigal voted in favor. The motion carried 2-0.*

E. ITEMS FOR FUTURE AGENDAS (No requests were made.)

F. ADJOURNMENT

There being no further business on the agenda, and without objection, Chair Madrigal adjourned the meeting at 5:01 p.m.



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MICHELLE ASCENCION, CMC  
City Clerk



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OSCAR MADRIGAL  
Chair