



City of Port Hueneme

City Council Regular Meeting Agenda Port Hueneme Housing Authority Special Meeting Agenda Surplus Property Authority Special Meeting Agenda

December 20, 2021

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

5:30 p.m. Closed Session | 6:30 p.m. Regular Meeting (Virtual Meeting)

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF GOVERNMENT CODE SECTION 54953, SUBDIVISION (e) AND THE RECOMMENDATION OF THE VENTURA COUNTY PUBLIC HEALTH OFFICER ISSUED SEPTEMBER 21, 2021 (SOCIAL DISTANCING RECOMMENDATION) AS DETERMINED BY THE CITY COUNCIL ON DECEMBER 6, 2021

In order to minimize the spread of the COVID-19 virus, the City Hall Council Chamber will be closed to the public until further notice. The following provides information to the public on how to observe and/or participate in City meetings remotely:

- **Meeting Zoom Link for Live Public Participation and Real Time Public Comments:**
- <https://us02web.zoom.us/j/89369504633?pwd=RGxqUFNyYjC9TdBZaIM5UGxYcXBsUT09>
Dial by your location: Meeting ID: 893 6950 4633 / Passcode: 179061
+669 900 6833 US (San Jose) +346 248 7799 US (Houston) +253 215 8782 US (Tacoma)
+312 626 6799 US (Chicago) +929 205 6099 US (New York) +301 715 8592 US (Washington DC)
- **Meetings can also be viewed at: <http://porthuenemeca.suiteonemedia.com/web/Home.aspx>**
- **In-person (virtual) public comments may be made during the opportunities for General Public Comment during the 10-minute allotment in accordance with Government Code section 54953, subdivision (e)(2)(G)(iii). Submission of public comment may be accomplished through the raised hand function or identification to the City Clerk if made by telephone.**
- **Public comments pertaining to specific agenda items may be made in the same manner as during General Public Comment after the agenda item is announced and Staff has presented on the item. A reasonable amount of time will be allocated for said comments pursuant to Government Code section 54953, subdivision (e)(2)(G)(ii).**
- **Written comments are requested to be received by 5pm and can be submitted to the City Clerk at: kbuxkemper@ci.port-hueneme.ca.us.**
- **All public comments will be part of the official record and minutes will notate all submissions.**
- **Additional electronic meeting guidelines can be found 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**

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

CALL TO ORDER Mayor Rollins

ROLL CALL Council Members Gama, Hernandez, Perez; Mayor Pro Tem Martinez; Mayor Rollins

GENERAL PUBLIC COMMENT (10 Minutes)

The Council will hear closed session 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 submitted comment must be 500 words or less.

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

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: Brad Conners - City Manager; Kevin Spaulding – City Attorney; Steve Kinney - Consultant Kharis Navigating

NEGOTIATING PARTIES: City of Port Hueneme and Oxnard Harbor District

UNDER NEGOTIATION: Negotiate price and terms of payment

RECESS TO CLOSED SESSION

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

CALL TO ORDER / FLAG SALUTE Mayor Rollins

ROLL CALL Council Members Gama, Hernandez, Perez; Mayor Pro Tem Martinez; Mayor Rollins

INSPIRATION Councilmember Hernandez

CLOSED SESSION REPORT

GENERAL PUBLIC COMMENT

Members of the public may submit comments on the Agenda or that is within the subject matter jurisdiction of the City Council. Comments are requested to be received by the City Clerk by 5:00p.m. on the day of the City Council meeting to ensure they are received and considered by Council. Public comments may also be made by accessing the available meeting zoom link and providing real-time comments at appropriate public comment times throughout the meeting. All written public comments should be no more than 500 words and will be part of the official record and subject to the Public Records Request Act and all live public comments should be no more than 3 minutes in length.

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

Recommendation: Approve the City Council Agenda of December 20, 2021.

REDISTRICTING UPDATE

1. [District 5 Supervisor Carmen Ramirez](#)

C. Ramirez, Ventura County Supervisor

RECESS THE CITY COUNCIL MEETING

CALL TO ORDER THE JOINT SESSION OF THE PORT HUENEME HOUSING AUTHORITY AND THE SURPLUS PROPERTY AUTHORITY

ROLL CALL PORT HUENEME HOUSING AUTHORITY Members: Brown, Gama, Hernandez, and Perez; Vice-Chair Martinez; and Chair Rollins

ROLL CALL SURPLUS PROPERTY AUTHORITY Members: Gama, Hernandez, and Perez; Vice-Chair Martinez; and Chair Rollins

GENERAL PUBLIC COMMENT FOR HOUSING AUTHORITY AND SURPLUS PROPERTY AUTHORITY (10 Minutes)

The Housing Authority and Surplus Property 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 JOINT HOUSING AUTHORITY AND SURPLUS PROPERTY AUTHORITY

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

2. [Approve Minutes of the special Housing Authority and Surplus Property Authority meetings of September 20, 2021 and October 4, 2021](#)

K. Buxkemper, Authority Clerk

Recommendation: Approve the special meeting minutes for Housing Authority and Surplus Property Authority.

CONSENT CALENDAR ROLL CALL VOTE FOR JOINT HOUSING AUTHORITY AND SURPLUS PROPERTY AUTHORITY

ADJOURNMENT OF THE PORT HUENEME SURPLUS PROPERTY AUTHORITY

The Surplus Property Authority will adjourn to the next regular meeting to be determined as needed.

CONSENT CALENDAR AGENDA FOR HOUSING AUTHORITY

3. [Receive and File the Finance Cash Disbursements from October 26, 2021 through December 13, 2021](#)

L. Acero, Interim Finance Director

Recommendation: Receive and file the disbursements.

CONSENT CALENDAR ROLL CALL VOTE FOR HOUSING AUTHORITY

BUSINESS ITEMS FOR PORT HUENEME HOUSING AUTHORITY

4. [Windows and Sliding Door Replacement – MarVista Apartments](#)

G. Basua, Director of Housing and Facilities Maintenance

Recommendation: Authorize the Housing and Facilities Maintenance Director, or designee, to enter into a contract with G2K Construction in the amount of \$375,019 for the replacement of the exterior windows and sliding patio doors at the MarVista Apartments, and further authorize the Director, or designee, to execute any change orders that may arise during the project up to the contingent amount of 10% (\$37, 502)/

ROLL CALL VOTE FOR HOUSING AUTHORITY

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

ADJOURNMENT OF THE PORT HUENEME HOUSING AUTHORITY

The Port Hueneme Housing Authority will adjourn to the next regular meeting of February 7, 2021 at 6:30 p.m.

RECONVENE CITY COUNCIL REGULAR MEETING

PRESENTATIONS

5. [Hueneme Heroes Proclamation for Miguel Rodriguez](#)

R. Rollins, Mayor

6. [Homeless Liaison Officer Report](#)

H. Montelongo, Homeless Liaison Officer

7. [Water Leak Policy](#)

D. Villafana, Director of Public Works

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.

8. [Approve Minutes of the City Council Special Meeting of December 1, 2021 and the City Council Regular Meeting of December 6, 2021](#)

K. Buxkemper, City Clerk

Recommendation: Approve the special and regular meeting minutes.

9. [Receive and File the Finance Cash Disbursements from November 30, 2021 through December 13, 2021](#)

L. Acero, Interim Finance Director

Recommendation: Receive and file the disbursements.

10. [Revision to Comprehensive Salary Schedule](#)

L. Acero, Interim Finance Director

Recommendation: Receive and file the City's revised Comprehensive Pay Schedule.

11. [Ventura County Transportation Commission Grant Funding](#)

A. Salinas, Chief of Police

Recommendation: Adopt a Resolution of the City Council of the City of Port Hueneme, California, authorizing the cities participation in the Ventura County Transportation Commission Safe Grant Program by accepting funds in the amount of \$18,000.

12. [Professional Services Agreement with Lucci and Associates Electrical Engineers for Water Well Facility Electrical Design and Arc Flash Study Services](#)

D. Villafana, Director of Public Works

Recommendation: Authorize the City Manager to execute the Professional Services Agreement in an amount not-to-exceed \$57,650 with Lucci and Associates Electrical Engineers.

13. [Regional Phase I Municipal Separate Storm Sewer System \(MS4\) National Pollutant Discharge Elimination System \(NPDES\) Permit Activity Update](#)

F. Camarillo, Deputy Public Works Director

Recommendation: Receive and file the report.

CONSENT CALENDAR ROLL CALL VOTE

PUBLIC HEARINGS - NONE

BUSINESS ITEMS

14. [Discussion Regarding Cannabis Lounges](#)

A. Salinas, Chief of Police / T. Stewart, Director of Community Development

Recommendation: Consider the information presented and provide staff with further direction as to whether the City's Cannabis Ordinance and Implementing Resolution should be amended to allow cannabis lounges.

ROLL CALL VOTE

15. [Renewal and Reconsideration of Remote Meetings Pursuant to Government Code Section 54953\(e\)](#)

K. Spaulding, City Attorney

Recommendation: It is recommended that the City Council review the information presented, engage in discussion regarding same, and determine whether remote City Council meetings will continue based on the proclaimed state of emergency issued by Governor Newsom on March 4, 2020 and by making one of the following findings:

1. The state of emergency continues to directly impact the ability of the members to meet safely in person; or
2. State or local officials continue to impose or recommend measures to promote social distancing.

ROLL CALL VOTE

16. [FY 2020-2025 Strategic Plan Annual Review and 2022 Council Priorities](#)

B. Conners, City Manager

Recommendation: Based on the December 6, 2021 renewal of FY2020-2025 adopted Strategic Plan, review, discuss, and provide 2022 priority guidance for Strategic Plan focus areas.

ROLL CALL VOTE

CITY MANAGER COMMENTS AND REPORTS

COUNCIL MEMBERS' REPORTS AND COMMENTS

Council Members are appointed to various Regional Committees/Agencies/Boards and will report out on their activities with these organizations and put forth any comments in regards to community events at this time.

Mayor Rollins: Air Pollution Control Board; City-Port Standing Committee; Gold Coast Transit; Port Hueneme Water Agency (PHWA); Regional Defense Partnership for the 21st Century (RDP-21); Southern California Association of Governments (SCAG); Ventura County Transportation Commission (VCTC)

Mayor Pro Tem Martinez: Recreation, Education, Arts, Culture in Hueneme (REACH); Sister City Committee

Councilmember Gama: Animal Services Commission; Beach Erosion Authority for Clean Oceans and Nourishment (BEACON); California Joint Powers Insurance Authority (CJPIA); City-Port Standing Committee; Ventura Council of Governments (VCOG)

Councilmember Hernandez: Point Mugu Regional Airport Authority; Port Hueneme Water Agency (PHWA); Southern California Association of Governments (SCAG); Southern California Edison Advisory Committee; Ventura County Regional Energy Alliance District Board (VCREA); Ventura Regional Sanitation District (VRSD)

Councilmember Perez: Economic Development Collaborative (EDC-VC); Port Hueneme Water Agency (PHWA); Southern California Association of Governments (SCAG)

REQUEST FOR FUTURE AGENDA ITEMS

Councilmembers may request items to be placed on future agendas at this time. All requested items will require a motion, a second, and a majority vote, per adopted Council policies, to be placed on a future agenda and will be scheduled at the City Manager's discretion.

ADJOURNMENT

The City Council will adjourn to the regular meeting of Tuesday, January 18, 2022, at 6:30 p.m.

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

CITY OF PORT HUENEME



COVID-19 COMMUNITY UPDATE

How to Participate in City Meetings

While all city buildings are temporarily closed to the public due to the State and County's Stay at Home Orders, residents are encouraged to participate remotely.



MEETING AGENDA

*Visit the City's website at <https://www.ci.port-hueneme.ca.us/> and click on "agenda and minutes"

*Agenda item links provide comprehensive reports for each item

*Regular meeting agendas are posted on the website at least 72 hours before the meeting for public review



WATCH MEETINGS

*The published agenda will contain a zoom link for live public comments and participation

*All City meetings can be viewed live at <http://porthueneme-ca.suiteonemedia.com/web/Home.aspx>

*Video recordings are made available online following the meeting



PUBLIC COMMENTS

* The Public is encouraged to submit comments for items on the agenda via email to the City Clerk as follows:

1. Submit comments to kbuxkemper@ci.port-hueneme.ca.us
2. Identify the meeting date and agenda item in subject line
3. Requested to be received by 5pm on the meeting date
4. Written comments must be 500 words or less or 3 minutes in length during live meeting

**All comments are subject to the Public Records Act*

FOR ADDITIONAL INFORMATION ON COVID-19 PLEASE VISIT

www.PortHuenemeEmergency.org