



CITY OF PORT HUENEME

City Council Regular Meeting Agenda

May 15, 2023

**Port Hueneme City Hall
250 North Ventura Road, Port Hueneme, CA 93041
(In-Person and Virtually via Zoom)**

5:30 PM Closed Session | 6:30 PM Open Session

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/82406149458?pwd=ZkxlaGhQZ2JLMjAzZz09>
Dial by your location: Meeting ID: 824 0614 9458 / Passcode: 297713
+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>
- *Public comments may be submitted in person, virtually via Zoom, or written. In-person and virtual comments should be no longer than 3 minutes.*
In-Person: Complete a speaker request form located at the entrance of the Council Chamber and give it to the City Clerk. Your name will be called when it is your turn to speak.
Virtually via Zoom: Access the meeting Zoom link to provide real-time (virtual) comments at appropriate public comment times throughout the meeting by using the raise hand feature.
Written: All written public comments should be no more than 500 words and are subject to the Public Records Request Act. Written comments should be submitted to the City Clerk by 5:00 p.m. on the day of the City Council meeting by email or directly to the City Clerk's Office. Email clerk@cityofporthueneme.org and enter "City Council Public Comment" in the Subject line (and agenda item number if applicable). Mail or drop off written comments to the City Clerk's Office located at 250 N. Ventura Road, Port Hueneme, CA 93041. Please clearly mark envelope with "Public Comment and meeting date".
- *Additional electronic meeting guidelines can be found [at the end of the agenda.](#)*

5:30 PM – CITY COUNCIL CLOSED SESSION AGENDA

CALL TO ORDER

ROLL CALL

Councilmembers Steven A. Gama, Laura D. Hernandez, Martha R. McQueen-Legohn; Mayor Pro Tem Misty Perez; Mayor Roberto "Bobby" Martinez

PUBLIC COMMENT (10 Minutes)

The Council will hear closed session public comments for a maximum of 10 minutes. In-person and virtual public comments should be no more than 3 minutes in length. Written comments should be no more than 500 words. Please see Agenda cover page for submission instructions.

CLOSED SESSION ITEMS

With respect to every item of business to be discussed in CLOSED SESSION, pursuant to the California Government Code:

A. PUBLIC EMPLOYEE APPOINTMENT

Authority: Government Code Section 54957 and 54954.5(e)

Title: City Manager

B. CONFERENCE WITH LABOR NEGOTIATORS

Authority: Government Code § 54957.6

AGENCY DESIGNATED REPRESENTATIVES: Charles Peretz, Deputy City Manager;
Kevin Spaulding, City Attorney

UNREPRESENTED EMPLOYEE/POSITION: City Manager

CONFLICT OF INTEREST DECLARATION

RECESS TO CLOSED SESSION

6:30 PM CITY COUNCIL REGULAR MEETING AGENDA

CALL TO ORDER / FLAG SALUTE

ROLL CALL

Councilmembers Steven A. Gama, Laura D. Hernandez, Martha R. McQueen-Legohn; Mayor Pro Tem Misty Perez; Mayor Roberto “Bobby” Martinez

INSPIRATION

Given by Councilmember Gama

CLOSED SESSION REPORT

PUBLIC COMMENT

Members of the public may submit comments for items on the Agenda or that is within the subject matter jurisdiction of the City Council. General public comments regarding items *Not* on the Agenda will be heard at this time. State law prohibits Council from taking action on any item *Not* on the Agenda. Comments regarding items on the Agenda will be heard when the item is addressed. In-person and virtual public comments should be no more than 3 minutes in length. Written comments should be no more than 500 words. Please see Agenda cover page for submission instructions.

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda](#)

Recommendation: Approve the City Council Agenda of May 15, 2023.

CONFLICT OF INTEREST DECLARATION

PRESENTATIONS

1. Public Works Week Proclamation
2. Peace Officer’s Memorial Day and National Police Week Proclamation
3. Dispatcher of the Year & Mothers Against Drunk Driving (MADD) Award

CONSENT CALENDAR

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

4. [Minutes](#)

Recommendation: Approve the April 29, 2023, City Council Special Meeting Minutes and the May 1, 2023, City Council Regular Meeting Minutes.

5. [Register of Disbursements](#)
Recommendation: Receive and file the City's register of disbursements for the period of April 26, 2023, through May 8, 2023.
6. [1.0% Community Benefit Contributions from Cannabis](#)
Recommendation: Receive and file this report providing information on the 1.0% Community Benefit Contributions from cannabis businesses to community organizations for the calendar years 2018 through 2022.
7. [Appropriation of TDA Article 4 Funds for a Citywide Bus Shelter Installation Project](#)
Recommendation: Approve the appropriation of \$120,000 of Transportation Development Act (TDA) Article 4 funds to construct six bus shelters with ancillary improvements throughout the City.
8. [Status Update on City Council Requests](#)
Recommendation: Receive and file summary information pertaining to City Council requested items.
9. [Sponsorship for VCCDC Homeownership Conference](#)
Recommendation: Authorize the contribution of \$2,500 toward the sponsorship of the upcoming Ventura County Community Development Corporation's virtual conference.
10. [Adoption of a Resolution Authorizing Staff to Operate the Senior Nutrition Program in Cooperation with the County of Ventura](#)
Recommendation: Adopt a resolution authorizing the Community Services and Recreation Programs Manager to contract with the Ventura County Area Agency on Aging to continue administering the Senior Nutrition Program in cooperation with the County of Ventura.

PUBLIC HEARINGS – None.

BUSINESS ITEMS

11. [Initiation of Economic Development Planning](#)
Recommendation: Receive a report on the planning process to be undertaken in preparation for the development of a city-wide Economic Development Plan; then:
 1. Approve the dissemination of a business research survey, and approve the offering of a business license fee rebate of up to \$100 to each business which fully completes and submits the survey by June 30, 2023.
 2. Approve the issuance of a Request for Proposals for the establishment of a Chamber of Commerce in Port Hueneme, including:
 - a. Approve the offering of a City financial incentive in the amount of \$120,000 to the successful respondent, subject to a return to City Council for the specific approval of a contract with that organization;
 - b. Approve the offering of a financial subsidy to local businesses for joining the selected Chamber of Commerce, in the amount of 50% of the first year's dues assessment.
 3. Approve the reprogramming of funds for certain projects previously approved to be paid for with American Rescue Plan Act (ARPA) funds, in accordance with the Fiscal Impact section described herein on page 4.
12. [Library Grant Match](#)
Recommendation: Authorize the Interim City Manager to execute an agreement, approved as to form by the City Attorney, with the Ventura County Library System and authorize contribution of \$385,000 for the City's portion of a match for a grant for improvements to

the Ray D. Prueter Library, and provide letters of support for the application from the Mayor and Interim City Manager.

13. [Defense Communities Infrastructure Pilot \(DCIP\) Program Grant](#)

Recommendation:

1. The City Council authorize the City Manager to execute a PSA to MNS Engineers for Grant Writing Services; and
2. Approve the exemption to the formal bidding process, as outlined in Port Hueneme Municipal Code (PHMC), Section 2564

CITY MANAGER COMMENTS AND REPORTS

COUNCILMEMBERS' 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 Martinez: City-Port Standing Committee; Recreation, Education, Arts, Culture in Hueneme (REACH); Sister City Committee

Mayor Pro Tem Perez: City-Port Standing Committee; Economic Development Collaborative (EDC-VC); Port Hueneme Water Agency (PHWA); Southern California Association of Governments (SCAG) – Community Economic Human Development Committee (CEHD)

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

Councilmember Hernandez: California State University Channel Islands Site 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); SCAG - Transportation Committee

Councilmember McQueen-Legohn: Air Pollution Control Board; Gold Coast Transit; Port Hueneme Water Agency (PHWA); Regional Defense Partnership for the 21st Century (RDP-21); Ventura County Transportation Commission (VCTC)

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 its next regular meeting scheduled for Monday, June 5, 2023, 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

I, Georgianna Nicole Alvarez, City Clerk of the City of Port Hueneme, do hereby affirm that the agenda was posted at least 72 hours in advance of the meeting on the City's website and near the front entrance of Port Hueneme City Hall, 250 N. Ventura Road, Port Hueneme, California, 93041, in accordance with California Government Code Section 54954.2(a).