



City of Port Hueneme

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

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 WAS 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=RGxqUFNybC9TdVBZalM5UGxYcXBsUT09>
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 called the closed session meeting to order at 5:31 p.m.

ROLL CALL

Present: Council Members Gama, Hernandez, Perez; Mayor Pro Tem Martinez; Mayor Rollins
Absent: None

GENERAL PUBLIC COMMENT

There were no closed session public comments.

CLOSED SESSION ITEMS

City Attorney Kevin Spaulding read the closed session item into the record.

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

Mayor Rollins asked if Council Members had any conflict-of-interest disclosures with the above listed item.

Mayor Pro Tem Martinez recused himself due to a conflict of interest due to the proximity of his personal property.

RECESS TO CLOSED SESSION Mayor Rollins recessed the closed session meeting at 5:34 p.m.

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

CALL TO ORDER / FLAG SALUTE Mayor Rollins called the meeting to order and led the flag salute.

ROLL CALL

Present: Council Members Gama, Hernandez, Perez; Mayor Pro Tem Martinez; Mayor Rollins

Absent: None

INSPIRATION Councilmember Hernandez provided the inspiration.

CLOSED SESSION REPORT City Attorney Kevin Spaulding provided the closed session report indicating no reportable action.

GENERAL PUBLIC COMMENT

Public Comments were provided by the following:

- Peter Hungett
- Cynthia Ross
- Jerry Maguanial
- Juan Aragon
- Lupe Montano
- Jacob Marquez

AGENDA APPROVAL FOR CITY COUNCIL

[City Council Agenda Approval](#)

A motion was made by Councilmember Hernandez, seconded by Councilmember Perez and passed unanimously to approve the City Council agenda of December 20, 2021.

REDISTRICTING UPDATE

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

Ventura County Supervisor Carmen Ramirez presented to Council regarding the newly approved redistricting maps and recognized the importance of regional solutions to combat issues among all communities. Ramirez spoke regarding the importance of regional collaboration and answered questions from the City Council.

RECESS THE CITY COUNCIL MEETING

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

Mayor Rollins called to order the special joint session meeting of the Port Hueneme Housing Authority and the Port Hueneme Surplus Property Authority at 7:17p.m.

ROLL CALL PORT HUENEME HOUSING AUTHORITY

Present: Members: Brown, Gama, Hernandez, and Perez; Vice-Chair Martinez; and Chair Rollins
Absent: None

ROLL CALL SURPLUS PROPERTY AUTHORITY

Present: Members: Gama, Hernandez, and Perez; Vice-Chair Martinez; and Chair Rollins
Absent: None

GENERAL PUBLIC COMMENT FOR HOUSING AUTHORITY AND SURPLUS PROPERTY AUTHORITY

No public comments were received for the Port Hueneme Housing Authority or the Surplus Property Authority.

CONSENT CALENDAR AGENDA FOR JOINT HOUSING AUTHORITY AND SURPLUS PROPERTY AUTHORITY

The Chair read the title of the item on the Consent Calendar prior to the motion.

2. [Approved Minutes of the Special Housing Authority and Surplus Property Authority Meetings of September 20, 2021 and October 4, 2021](#)

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

A motion was made by Member Perez, seconded by Member Hernandez and passed unanimously to approve the joint Consent Calendar Agenda item #2.

AYES: Perez, Hernandez, Brown, Gama, Martinez, Rollins

ADJOURNMENT OF THE PORT HUENEME SURPLUS PROPERTY AUTHORITY

The Surplus Property Authority adjourned at 7:20p.m. to the next regular meeting to be determined as needed.

CONSENT CALENDAR AGENDA FOR HOUSING AUTHORITY

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

CONSENT CALENDAR ROLL CALL VOTE FOR HOUSING AUTHORITY

A motion was made by Member Hernandez, seconded by Member Gama and passed unanimously to approve Housing Authority Consent Calendar Agenda item #3.

AYES: Hernandez, Gama, Brown, Perez, Martinez, Rollins

BUSINESS ITEMS FOR PORT HUENEME HOUSING AUTHORITY

4. [Windows and Sliding Door Replacement – MarVista Apartments](#)
Director of Housing and Facilities Maintenance Gabby Basua presented to the Housing Authority regarding the contract award for replacement of windows and sliding doors at MarVista Apartments and answered questions from the Board.

ROLL CALL VOTE FOR HOUSING AUTHORITY

A motion was made by Member Gama, seconded by Member Hernandez and passed unanimously to 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).

AYES: Gama, Hernandez, Brown, Perez, Martinez, Rollins

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

Member Gama thanked staff and residents of Mar Vista and Willowbrook for a successful holiday dinner and indicated his pride in getting to serve the residents.

ADJOURNMENT OF THE PORT HUENEME HOUSING AUTHORITY

The Port Hueneme Housing Authority adjourn at 7:28 p.m. to the next regular meeting of February 7, 2022 at 6:30 p.m.

RECONVENE CITY COUNCIL REGULAR MEETING

PRESENTATIONS

5. [Hueneme Heroes Proclamation for Miguel Rodriguez](#)
Mayor Rollins read and presented a Hueneme Heroes Proclamation to Miguel Rodriguez honoring him for his service and volunteerism to the Port Hueneme community. Councilmembers individually thanked Mr. Rodriguez and expressed their appreciation for his dedication and contributions. Mr. Rodriguez spoke regarding his inspiration, his efforts to pay it forward, and indicated the award and recognition was the greatest honor of his life.
6. [Homeless Liaison Officer Report](#)
Homeless Liaison Officer Montelongo provided a comprehensive report to Council and an overview regarding the different categories of homeless population, his experience thus far as the Homeless Liaison Officer, and his short and long-term goals. Montelongo answered questions from the City Council.
7. [Water Leak Policy](#)
Director of Public Works Don Villafana provided a comprehensive report to Council regarding extensive water line repairs in 2021, the department's actions and plans regarding water leaks, and the City's water leak policy. Villafana answered questions from the City Council.

CONSENT CALENDAR AGENDA

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

8. [Approved Minutes of the City Council Special Meeting of December 1, 2021 and the City Council Regular Meeting of December 6, 2021](#)
9. [Received and Filed the Finance Cash Disbursements from November 30, 2021 through December 13, 2021](#)
10. [Revision to Comprehensive Salary Schedule](#) – PULLED FOR DISCUSSION
11. [Ventura County Transportation Commission Grant Funding – Adopted Resolution No. 4391 Authorizing the Cities Participation in the Ventura County Transportation Commission Safe Grant Program by Accepting Funds in the Amount of \\$18,000](#)
12. [Authorized the City Manager to Execute the Professional Services Agreement with Lucci and Associates Electrical Engineers for Water Well Facility Electrical Design and Arc Flash Study Services in the Amount Not-to-Exceed \\$57,650.](#)
13. [Regional Phase I Municipal Separate Storm Sewer System \(MS4\) National Pollutant Discharge Elimination System \(NPDES\) Permit Activity Update – Received and Filed the Report.](#)

CONSENT CALENDAR ROLL CALL VOTE

A motion was made by Councilmember Gama, seconded by Councilmember Hernandez and passed unanimously to approve the Consent Calendar Agenda items #8, 9, 11, 12, and 13. Item #10 was pulled from the consent calendar and no action was taken during the consent calendar roll call vote.

AYES: Gama, Hernandez, Perez, Martinez, Rollins

ITEMS PULLED FROM THE CONSENT CALENDAR FOR DISCUSSION

10. Revision to Comprehensive Salary Schedule

Councilmember Gama requested this item to be pulled from the consent calendar for further discussion. He asked clarifying questions to which Interim Finance Director Lupe Acero responded.

ROLL CALL VOTE

A motion was made by Councilmember Gama, seconded by Councilmember Hernandez and passed unanimously to approve pulled consent calendar item #10.

AYES: Gama, Hernandez, Perez, Martinez, Rollins

PUBLIC HEARINGS - NONE

BUSINESS ITEMS

14. Discussion Regarding Cannabis Lounges

Wheelhouse representatives Zahur Lalji and Jessica Wells provided a comprehensive report regarding the potential development of cannabis lounges and answered questions from the City Council.

ROLL CALL VOTE

A motion was made by Councilmember Hernandez, seconded by Councilmember Perez and passed unanimously to authorize staff to proceed with bringing back a proposed amendment to the City's Cannabis Ordinance and Implementing Resolution to allow for cannabis lounges.

AYES: Hernandez, Perez, Martinez, Gama, Rollins

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

City Attorney Kevin Spaulding provided the report to Council.

Discussion ensued among Councilmembers.

ROLL CALL VOTE

It was moved by Councilmember Perez, seconded by Councilmember Hernandez and passed by majority vote 3-2 (Councilmember Gama and Mayor Pro Tem Martinez dissenting) to continue remote meetings for 30 days and make the determination that:

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

AYES: Perez, Hernandez, Rollins

NOES: Gama, Martinez

16. FY 2020-2025 Strategic Plan Annual Review and 2022 Council Priorities

City Manager Conners presented the report to Council regarding the 2022 Council Priorities, discussed the process and individual Councilmember priority rankings, and answered questions.

ROLL CALL VOTE

It was moved by Mayor Rollins, seconded by Councilmember Perez, and passed unanimously to renew and approve the FY2020-2025 adopted Strategic Plan and 2022 priority guidance for Strategic Plan focus areas.

AYES: Rollins, Perez, Gama, Hernandez, Martinez

CITY MANAGER COMMENTS AND REPORTS

City Manager Conners provided comments and reports regarding the following topics:

- Unsuccessful efforts to obtain Park Grants but indicated they were covered under the ARPA Funds
- November and December upcoming events
- Santa Float
- Cops for Tots
- Pickleball tournament and grand opening
- City Hall holiday closure days
- Holiday street sweeping schedule

COUNCIL MEMBERS' REPORTS AND COMMENTS

Mayor Rollins provided comments and reports regarding the following topics:

- Air Pollution Control Board regulations for fishing boats and commercial vehicles and request for Advisory Board appointment recommendations
- Ventura County Transportation Commission approval of a new operator and expansion
- Commended Mayor Pro Tem Martinez on his efforts to increase recreation

Mayor Pro Tem Martinez provided comments and reports regarding the following topics:

- Upcoming competitions and sporting events planned
- Recent REACH meeting update
- ARPA Funds
- Happy Holiday wishes
- Cops for Tots Event

Councilmember Gama provided comments and reports regarding the following topics:

- Thanked Councilmember Hernandez for inspiration regarding Chumash heritage
- Potential Chumash walk at Hueneme Beach
- Beach clean-up efforts
- City tree policy
- Residents' efforts to help maintain baseball fields

Councilmember Hernandez provided comments and reports regarding the following topics:

- Thanked staff for the Cops for Tots event
- Update regarding a future Heroes, History and Heritage application for a Mural recognizing Chumash heritage
- Oil spill response webinar with Surfrider

Councilmember Perez provided comments and reports regarding the following topics:

- Thanked Public Works and Facilities for all the hard work on events to give back to community

REQUEST FOR FUTURE AGENDA ITEMS

Councilmember Gama requested a report on an undisclosed personnel action taken that the City Council has not been briefed on. Requested a City Council closed session meeting to be briefed on the undisclosed personnel action. Councilmember Perez seconded the request.

ROLL CALL VOTE

A motion was made by Councilmember Gama, seconded by Councilmember Perez and passed by majority vote 3-2 (with Mayor Rollins and Councilmember Hernandez dissenting) to add the item to a future Council agenda.

Councilmember Perez requested a discussion to allow for revising the street sweeping schedule when it falls on a holiday and for consideration of excluding issuing tickets on Fridays following holidays.

Councilmember Gama amended the motion to include a discussion on the whole mission of parking enforcement and policies related to residents and non-residents.

Mayor Rollins clarified whether this was similar to the requested item he's previously made at the last meeting. Councilmember Perez clarified that she was not asking for a public forum, but for an opportunity to discuss the policy prior to scheduling a public forum. Perez clarified that her request only pertained to the ability to revise the policy pertaining to holidays. Councilmember Hernandez seconded the motion. Mayor Rollins amended the motion to include all comments made.

Further discussion ensued regarding the two requested items and the process and differentiation between the two.

City Manager Conners and City Attorney Spaulding helped to clarify the distinction between the two requests and the timeline for bringing forward similarly related agenda items.

Councilmember Perez confirmed that she'd like to stick with her original motion.

After further discussion, the City Attorney advised the Council to refrain from engaging in further discussion as the issue was not on the agenda and should not be discussed.

ROLL CALL VOTE

A motion was made by Councilmember Perez, seconded by Councilmember Hernandez and passed by unanimously to add the item to a future Council agenda.

Councilmember Perez additionally asked for a discussion on changing the requirements and time frame for certain employees who were excluded from ARPA funds. Mayor Rollins amended the motion to request the opportunity for City Council to revisit the ARPA Fund distribution to City employees. Councilmember Gama seconded.

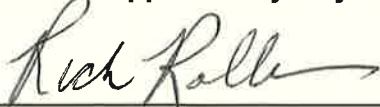
ROLL CALL VOTE

A motion was made by Councilmember Perez and Mayor Rollins, seconded by Councilmember Gama and passed by unanimously to add the item to a future Council agenda.

ADJOURNMENT

The City Council adjourned at 10:33 p.m. to the regular meeting of Tuesday, January 18, 2022, at 6:30 p.m.

Minutes approved by City Council: February 7, 2022



Rich Rollins, Mayor



Kristy Buxkemper, City Clerk