



# CITY OF PORT HUENEME

City Council Regular Meeting Minutes  
Housing Authority Regular Meeting Minutes  
Hueneme Housing Inc Meeting Minutes

**Tuesday, April 2, 2024**

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

**6:30 PM**

The following information was provided to the public on how to participate in City meetings:

### **Watch Meetings Live or On-Demand**

Live or On-Demand at: <https://porthuenemeca.suiteonemedia.com/>

On-Demand (generally uploaded the next day) at: <https://www.youtube.com/@cityofporthuenemegov>

### **Public Comments**

Public comments may be submitted in person or in writing.

In-Person: Complete a speaker request card located at the entrance of the Council Chamber and give it to the City/Authority Clerk. Your name will be called when it is your turn to speak. Public comment is limited to 3 minutes per speaker, unless for good cause, the Mayor amends the time limit. A speaker's time may not be transferred to another speaker.

Written: All written public comments should be no more than 500 words and are subject to the Public Records Act. Written comments should be submitted to the City/Authority Clerk by 5:00 p.m. on the day of the City Council/Housing Authority meeting by email or directly to the City/Authority Clerk's Office. Email [clerk@cityofporthueneme.org](mailto:clerk@cityofporthueneme.org) and enter "City Council (or Housing Authority) Public Comment" in the Subject line (and agenda item number if applicable). Mail or drop off written comments to the City/Authority Clerk's Office located at 250 N. Ventura Road, Port Hueneme, CA 93041. Please clearly mark envelope with "City Council (or Housing Authority) Public Comment and meeting date".

### **Translation Services**

#### Use of a Translator

- \* The City shall provide a translator if one is requested by a member of the public with a 48-hour advance notice. If a 48-hour advance notice is not provided, the member of the public may provide their own translator. To request a translator, please contact [clerk@cityofporthueneme.org](mailto:clerk@cityofporthueneme.org).
- \* Per California Government Code 54954.3, if an individual utilizes a translator during Public Statements, the legislative body of a local agency shall provide at least twice the allotted time to a member of the public who utilizes a translator to ensure that non-English speakers receive the same opportunity to directly address the legislative body of a local agency.
- \* If the City provides a translator or translation equipment that allows for the simultaneous translation of the testimony, then no additional time shall be granted.

#### Uso de traductor

- \* La Ciudad proporcionará un traductor si un miembro del público lo solicita con un aviso de 48 horas de anticipación. Si no se avisa con 48 horas de anticipación, el público podrá proporcionar su propio traductor. Para solicitar un traductor, comuníquese con [clerk@cityofporthueneme.org](mailto:clerk@cityofporthueneme.org).
- \* Según el Código de Gobierno de California 54954.3, si una persona utiliza un traductor durante las declaraciones públicas, el cuerpo legislativo de una agencia local deberá proporcionar al menos el doble del tiempo asignado a un miembro del público que utilice un traductor para garantizar que las personas

que no hablan inglés reciban la misma oportunidad de dirigirse directamente al cuerpo legislativo de una agencia local.

\* Si la Ciudad proporciona un traductor o equipo de traducción que permita la traducción simultánea del testimonio, entonces no se concederá tiempo adicional.

### **Americans with Disabilities Act**

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 [clerk@cityofporthueneme.org](mailto:clerk@cityofporthueneme.org). Notice 48 hours prior to the meeting will enable the city to make reasonable arrangements to allow participation in this meeting.

### **Levine Act Disclaimer**

The Levine Act (Gov. Code, § 84308) requires any Party, Participant, or Agent in a Proceeding, as those terms are defined in Government Code section 84308 and Title 2, California Code of Regulations, Sections 18400 *et seq.*, before the City of Port Hueneme that involves any action or consideration to their contract, license, permit, or other entitlement for use to disclose any campaign contributions made to City elected or appointed Officers totaling more than \$250 within the 12 months prior to the City decision. Any City elected or appointed Officer who has received a contribution totaling more than \$250 within the preceding twelve (12) months from a Party, Agent, or Participant, shall disclose that fact on the record of the proceeding and shall not make, participate in making, or in any way attempt to use the Officer's official position to influence the decision. Violations of Government Code section 84308 may result in a civil action brought by the FPPC for an amount up to five thousand dollars (\$5,000) per violation. Any person who knowingly or willfully violates any provision of the Political Reform Act is guilty of a misdemeanor and subject to a fine of up to the greater of ten thousand dollars (\$10,000) or three times the amount the person unlawfully contributed upon conviction for each violation. Any Party, Participant, or Agent is further prohibited from making, and any elected or appointed City Officer is prohibited from soliciting or accepting, any contribution in excess of \$250 for a period of twelve (12) months following any proceeding described above.

## **6:30 PM CITY COUNCIL REGULAR MEETING AGENDA**

### **CALL TO ORDER / FLAG SALUTE**

Mayor Perez called the meeting to order at 6:30 p.m. and led the flag salute.

### **ROLL CALL**

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

Absent: None

### **INSPIRATION**

Given by Mayor Perez

### **PUBLIC COMMENT**

Public comments were provided in person by the following:

- Becky Breuning
- Paul Copley
- Greg L. Ross
- Randall Thomas
- Jan Berk

## **AGENDA APPROVAL FOR CITY COUNCIL**

### City Council Agenda Approval

A motion was made by Councilmember Gama, seconded by Councilmember Hernandez, and passed unanimously to approve the City Council Agenda of April 2, 2024.

**CONFLICT OF INTEREST and LEVINE ACT DISCLOSURES – None.**

**PRESENTATIONS**

1. [Quarterly Employee Recognition](#)  
A City employee was presented with years of service recognition.
  
2. [Autism Acceptance Proclamation](#)  
Councilmember Gama read the proclamation into record, recognizing and proclaiming April 2024, as “Autism Acceptance Month”. Jasmine Duron, Advocacy & Community Impact Coordinator from the Autism Society of Ventura County, was presented with the proclamation.
  
3. [State of the Port Presentation by Kristin Decas, CEO/Port Director of The Port of Hueneme - Oxnard Harbor District](#)  
Kristin Decas, CEO/Port Director of The Port of Hueneme Oxnard Harbor District, presented a State of Port PowerPoint presentation. Questions and comments followed.

**RECESS THE CITY COUNCIL MEETING**

Mayor Perez recessed the City Council meeting and called for a brief recess at 7:20 p.m.

**CALL TO ORDER THE PORT HUENEME HOUSING AUTHORITY REGULAR MEETING**

Chair Perez called to order the Housing Authority Regular meeting at 7:24 p.m.

**ROLL CALL**

Present: Port Hueneme Housing Authority Members Johnny Brown, Steven A. Gama, Laura D. Hernandez, and Roberto “Bobby” Martinez; Vice Chair Martha R. McQueen-Legohn, and Chair Misty Perez

Absent: Port Hueneme Housing Authority Member Robert Blackwell

**HOUSING AUTHORITY PUBLIC COMMENT – None.**

**HOUSING AUTHORITY CONSENT CALENDAR**

A motion was made by Member Hernandez, seconded by Member Gama, to approve Consent Calendar Item Nos. 4 – 5, as presented.

*Motion passed 6-0-1 as follows:*

AYES: Brown, Gama, Hernandez, Martinez, McQueen-Legohn, Perez

NOES: None; ABSENT: Blackwell; ABSTAIN: None

Authority:

4. [Minutes](#)  
Approved the December 4, 2023, Housing Authority Regular Meeting Minutes.
  
5. [Register of Disbursements](#)  
Received and filed the Housing Authority’s register of disbursements for the period of November 28, 2023 through March 22, 2024.

**AUTHORITY MEMBERS’ REPORTS, COMMENTS, & REQUEST FOR FUTURE AGENDA ITEMS**

Member Brown:

- Commented regarding parking at Mar Vista.

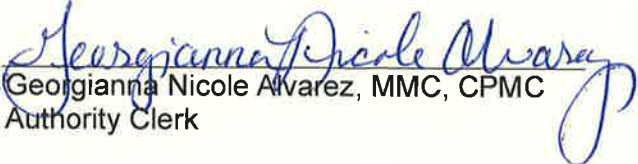
Member Gama:

- Inquired about the windows and doors project at Mar Vista.

**ADJOURNMENT OF THE PORT HUENEME HOUSING AUTHORITY REGULAR MEETING**

The Port Hueneme Housing Authority adjourned at 7:27 p.m. to the next regular meeting scheduled for May 6, 2024, at 6:30 p.m.

Respectfully Submitted:

  
Georgianna Nicole Alvarez, MMC, CPMC  
Authority Clerk

Approved this 6<sup>th</sup> day of May, 2024:

  
\_\_\_\_\_  
Misty Perez, Chair

**CALL TO ORDER THE HUENEME HOUSING INC MEETING**

Chair Perez called to order the Hueneme Housing Inc meeting at 7:27 p.m.

**ROLL CALL**

Present: Ex Officio Boardmembers Steven A. Gama, Laura D. Hernandez, Roberto “Bobby” Martinez; Vice Chair Martha R. McQueen-Legohn, and Chair Misty Perez

Absent: None.

**HUENEME HOUSING INC PUBLIC COMMENT** – None.

**HUENEME HOUSING INC BUSINESS ITEM**

6. Initial Meeting of Board of Directors; Approval of Bylaws; Appointment of Officers; and Filing of Statement of Information

*Recommendation:* That the Proposed Board of Directors to the newly created corporation, Hueneme Housing, Inc., review and adopt the draft bylaws; appoint Ms. Gabriela Basua as the President; appoint Ms. Lupe Acero as the Treasurer; and appoint Ms. Georgianna Alvarez as the Secretary of said corporation. It is further recommended that the Proposed Board of Directors authorize Kevin Spaulding to file the Statement of Information for the corporation with the Secretary of State.

President Gabby Basua presented the staff report. Questions followed There were no public comments.

A motion was made by Boardmember Hernandez, seconded by Vice Chair McQueen-Legohn, to review and adopt the draft bylaws; appoint Ms. Gabriela Basua as the President; appoint Ms. Lupe Acero as the Treasurer; and appoint Ms. Georgianna Alvarez as the Secretary of said corporation. It is further recommended that the Proposed Board of Directors authorize Kevin Spaulding to file the Statement of Information for the corporation with the Secretary of State.

*Motion passed 5-0 as follows:*

AYES: Gama, Hernandez, Martinez, McQueen-Legohn, Perez

NOES: None; ABSENT: None; ABSTAIN: None

## ADJOURNMENT OF THE HUENEME HOUSING INC MEETING

The Hueneme Housing Inc meeting was adjourned at 7:41 p.m.

Respectfully Submitted:

\_\_\_\_\_  
Georgianna Nicole Alvarez, MMC, CPMC  
Secretary

Approved this \_\_\_\_ day of \_\_\_\_, 2024:

\_\_\_\_\_  
Misty Perez, Chair

## RECONVENE CITY COUNCIL REGULAR MEETING

Mayor Perez reconvened the City Council Regular Meeting at 7:41 p.m.

## CONSENT CALENDAR

A motion was made by Councilmember Martinez, seconded by Councilmember Gama, to approve Consent Calendar Item Nos. 7 – 10, as presented.

*Motion passed 5-0 as follows:*

AYES: Gama, Hernandez, Martinez, McQueen-Legohn, Perez

NOES: None; ABSENT: None; ABSTAIN: None

City Council:

7. Minutes

Approved the March 18, 2024, City Council Regular Meeting Minutes.

8. Register of Disbursements

Received and filed the City's register of disbursements for the period of March 13, 2024 through March 22, 2024.

9. Adoption of a Resolution of the City Council of the City of Port Hueneme, California, Declaring that Parking Shall be Allowed Along San Pedro Street Except that the Parking of Vehicles in Excess of Six Feet in Height Shall be Prohibited Along San Pedro Street

Adopted Resolution No. 4485, a Resolution entitled, "A Resolution of the City Council of the City of Port Hueneme, California, declaring that parking shall be allowed along San Pedro Street except that the parking of vehicles in excess of six feet in height shall be prohibited along San Pedro Street".

10. Citizens Advisory Commission Appointment

Confirmed and approved Mayor Perez' appointment of Mark Savalla to the Citizens Advisory Commission to an unexpired term ending January 31, 2025.

**PUBLIC HEARINGS** – None.

## BUSINESS ITEMS

11. Ventura County Organized Retail Theft Task Force

*Recommendation:* Authorize staff to execute the attached Memorandum of Understanding (MOU) with the Ventura County Sheriff's Office to join the Ventura County Organized Retail Theft Task Force, and take the steps needed to implement the MOU.

Police Chief Federico presented the report. Captain Ron Chips of the Ventura County Sheriff's Office provided a brief overview of the Ventura County Organized Retail Theft Task Force. Questions followed. There were no public comments.

A motion was made by Councilmember Martinez, seconded by Councilmember Hernandez, to authorize staff to execute the attached Memorandum of Understanding (MOU) with the Ventura County Sheriff's Office to join the Ventura County Organized Retail Theft Task Force, and take the steps needed to implement the MOU.

*Motion passed 5-0 as follows:*

AYES: Gama, Hernandez, Martinez, McQueen-Legohn, Perez

NOES: None; ABSENT: None; ABSTAIN: None

## 12. Planning and Management of 2024 Hueneme Beach Festival

*Recommendation:*

1. Cancel the Request for Proposals for Hueneme Beach Festival Event Planning and Management Services and award no contract
2. Approve the use of an employee committee to plan and manage the 2024 Hueneme Beach Festival
3. Authorize a donation of \$25,000 to the Port Hueneme Police Explorers to provide services associated with the execution of the 2024 Festival
4. Authorize the City to consider and/or accept in-kind donations in lieu of vendor fees for local non-profit organizations.

Deputy City Manager Charles Peretz presented the report. Questions followed. There were no public comments.

A motion was made by Councilmember Gama, seconded by Councilmember Martinez, to:

1. Cancel the Request for Proposals for Hueneme Beach Festival Event Planning and Management Services and award no contract;
2. Approve the use of an employee committee to plan and manage the 2024 Hueneme Beach Festival;
3. Authorize a donation of \$25,000 to the Port Hueneme Police Explorers to provide services associated with the execution of the 2024 Festival; and
4. Authorize the City to consider and/or accept in-kind donations in lieu of vendor fees for local non-profit organizations.

*Motion passed 5-0 as follows:*

AYES: Gama, Hernandez, Martinez, McQueen-Legohn, Perez

NOES: None; ABSENT: None; ABSTAIN: None

## 13. Authorize Purchases Exempt From Formal Contract Procedure for Emergency Repair of City Sewer Main

*Recommendation:*

1. Authorize purchases exempt from formal contract procedures for the emergency repair of a City sewer force main.
2. Authorize the City Manager to immediately proceed with performing the necessary preparations and repairs without compliance with the City's normal purchasing ordinance. Staff has determined that the work to be performed is not a public project as defined by Public Contract Code section 20161, subdivision (c), which excludes maintenance and repair from said definition.

3. Determine the purchase of goods, materials, and services are exempt from the City's formal contract procedure pursuant to Port Hueneme Municipal Code section 2564, subdivisions (b) & (c) as follows:  
2564 Exemptions from formal contract procedure.  
(b) The City Council may authorize purchase of supplies, equipment, and services without complying with this Chapter when in the opinion of the City Council, compliance with the procedures is not in the best interest of the City.  
(c) The City Manager may authorize emergency purchases of supplies, equipment, or services. For the purpose of this Chapter, emergency purchases are those procurements required to prevent the immediate interruption or cessation of necessary City services or to safeguard life, property, or the public health and welfare.

City Manager James Vega and Public Works Director Fred Camarillo presented the report. Questions followed. There were no public comments.

A motion was made by Councilmember Martinez, seconded by Mayor Pro Tem McQueen-Legohn, to:

1. Authorize purchases exempt from formal contract procedures for the emergency repair of a City sewer force main.
2. Authorize the City Manager to immediately proceed with performing the necessary preparations and repairs without compliance with the City's normal purchasing ordinance. Staff has determined that the work to be performed is not a public project as defined by Public Contract Code section 20161, subdivision (c), which excludes maintenance and repair from said definition.
3. Determine the purchase of goods, materials, and services are exempt from the City's formal contract procedure pursuant to Port Hueneme Municipal Code section 2564, subdivisions (b) & (c) as follows:  
2564 Exemptions from formal contract procedure.  
(b) The City Council may authorize purchase of supplies, equipment, and services without complying with this Chapter when in the opinion of the City Council, compliance with the procedures is not in the best interest of the City.  
(c) The City Manager may authorize emergency purchases of supplies, equipment, or services. For the purpose of this Chapter, emergency purchases are those procurements required to prevent the immediate interruption or cessation of necessary City services or to safeguard life, property, or the public health and welfare.

*Motion passed 5-0 as follows:*

AYES: Gama, Hernandez, Martinez, McQueen-Legohn, Perez

NOES: None; ABSENT: None; ABSTAIN: None

### **CITY MANAGER COMMENTS AND REPORTS**

City Manager James Vega provided comments and reports regarding the following topics:

- Upcoming Council Meeting topics
- Coffee with the City

Questions followed.

### **COUNCILMEMBERS' REPORTS AND COMMENTS**

Council provided comments and reports regarding the following topics:

Councilmember Martinez:

- Sister City nonprofit creation and upcoming meeting postponed

Councilmember Gama:

- Ventura County Animal Services Commission

Councilmember Hernandez:

- Regional Defense Partnership (RDP) joint advocacy trip to Washington, D.C.
- Upcoming Southern California Association of Governments (SCAG) meeting
- Port tour canceled
- Upcoming Mural Committee meeting

Mayor Pro Tem McQueen-Legohn:

- RDP joint advocacy trip to Washington, D.C.
- Upcoming committee meetings

Mayor Perez:

- Upcoming committee meetings
- Egg-Stravaganza

## REQUEST FOR FUTURE AGENDA ITEMS

Councilmember Gama:

1. Requested an item be added to a future Council agenda to discuss the dredging budget, seconded by Councilmember Martinez. Motion passed unanimously, 5-0.

Councilmember Hernandez:

1. Announced the Pedro Valdez memorial event.
2. Requested that David Maron from Civic Alliance give a presentation regarding the state of the region at a future Council meeting, seconded by Mayor Pro Tem McQueen-Legohn. Motion passed unanimously, 5-0.
3. Requested an item be added to a future Council agenda to update Council's Policy and Procedures manual to include information on working with the press/media and defining what constitutes a City event, seconded by Mayor Pro Tem McQueen-Legohn. (No vote was taken as the motion was superseded.)

A motion was made by Councilmember Gama to request an item be added to a future Council agenda to review and revise the Council Policy and Procedures manual, as appropriate, based on Council direction, seconded by Mayor Pro Tem McQueen-Legohn. Motion passed 4-1 by roll call vote as follows: AYES: Gama, Hernandez, McQueen-Legohn, Martinez; NOES: Martinez.

Mayor Pro Tem McQueen-Legohn:

1. Commented on the Museum Committee working group meeting

## ADJOURNMENT

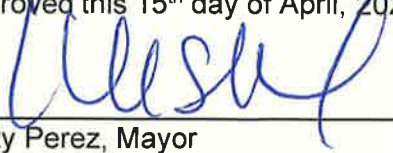
The City Council adjourned at 9:02 p.m. to its next regular meeting scheduled for Monday, April 15, 2024, at 6:30 p.m.

Respectfully Submitted:

  
Georgianna Nicole Alvarez, MMC, CPMC  
City Clerk



Approved this 15<sup>th</sup> day of April, 2024:



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Misty Perez, Mayor