



# CITY OF PORT HUENEME

## City Council Regular Meeting Agenda Housing Authority Special Meeting Agenda

**July 17, 2023**

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

**5:00 PM Closed Session | 6:30 PM Open Session**

### **Notice and Call of a Special Meeting of the Port Hueneme Housing Authority**

NOTICE IS HEREBY GIVEN that a special meeting of the Port Hueneme Housing Authority is hereby called to be held on Monday, July 17, 2023, at 6:30 p.m. in the Council Chamber located at Port Hueneme City Hall, 250 North Ventura Road, Port Hueneme, CA 93041, and virtually via Zoom (link is provided in attached agenda). Said special meeting shall be for the purpose of conducting business in accordance with the attached Agenda.

/s/Roberto "Bobby" Martinez, Chair of the City of Port Hueneme Housing Authority

*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/84346045296?pwd=aGVtS25TQ2RhWTloTkovTk1RRFFgQT09>  
Dial by your location: Meeting ID: 843 4604 5296 / Passcode: 601060  
+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/Authority 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/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".*
- Additional electronic meeting guidelines can be found [at the end of the agenda.](#)

### **5:00 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. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION**

Authority: Government Code section 54956.9, subdivision (d)

Case Name: *OPV Coalition, et al. v. Fox Canyon Groundwater Management Agency, et al.*

Case No. Santa Barbara County Superior Court VENC100555357

### **B. PUBLIC EMPLOYEE PERFORMANCE EVALUATION**

Authority: Government Code §§ 54957 and Government Code § 54954.5(e)

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 Hernandez

## **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 Approval

*Recommendation:* Approve the City Council Agenda of July 17, 2023.

## **CONFLICT OF INTEREST DECLARATION**

## **RECESS THE CITY COUNCIL MEETING**

## **CALL TO ORDER THE PORT HUENEME HOUSING AUTHORITY SPECIAL MEETING**

### **ROLL CALL**

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

### **HOUSING AUTHORITY PUBLIC COMMENT (10 Minutes)**

Members of the public may submit comments only on scheduled items on the Agenda at this time. 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.

### **HOUSING AUTHORITY CONSENT CALENDAR**

1. [Minutes](#)  
*Recommendation:* Approve the June 20, 2023, Housing Authority Special Meeting Minutes.
2. [Register of Disbursements](#)  
*Recommendation:* Receive and file the Housing Authority’s register of disbursements for the period of June 15 2023, through July 11, 2023.
3. [Request for Out of State Travel](#)  
*Recommendation:* Authorize out of state travel for the Housing and Facilities Maintenance Director and one Housing Specialist, to attend the Housing Opportunity Through Modernization Act (HOTMA) summit in Las Vegas, Nevada from September 13-14, 2023.

**HOUSING AUTHORITY BUSINESS ITEMS** – None.

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

### **ADJOURNMENT OF THE PORT HUENEME HOUSING AUTHORITY SPECIAL MEETING**

The Port Hueneme Housing Authority will adjourn to its next regular meeting schedule for Tuesday, September 5, 2023, at 6:30 p.m.

### **RECONVENE CITY COUNCIL REGULAR MEETING**

#### **PRESENTATIONS**

4. Oath of Office – City Manager
5. Proclamation Honoring Sergeant Eric Starna for His Service to the City of Port Hueneme
6. Proclamation Honoring Senior Police Officer Nora Starna for Her Service to the City of Port Hueneme
7. Ventura County Economic Development Collaborative Presentation

### **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

8. [Minutes](#)  
*Recommendation:* Approve the July 3, 2023, City Council Special Meeting Minutes.

9. [Register of Disbursements](#)  
*Recommendation:* Receive and file the City's register of disbursements for the period of June 28, 2023 through July 11, 2023.
10. [Continuation of the Memorandum of Understanding with Hueneme Elementary School District for Administration of the School Crossing Guard Program, and Award of Sole Source Contract to All City Management Services for Crossing Guard Services](#)  
*Recommendation:* Continue the Memorandum of Understanding with the Hueneme Elementary School District for the administration of the school crossing guard program for the 2023-2024 school year; and award a sole-source contract, per Municipal Code Section 2564(a), to All City Management Services (ACMS) for crossing guard services for the 2023-2024 school year.
11. [Authorization for Out of State Travel for Mayor Bobby Martinez and Mayor Pro Tem Perez – City/Port Joint Advocacy Trip To Washington, D.C.](#)  
*Recommendation:* Authorize out of state travel from Tuesday, September 12, 2023, through Friday, September 15, 2023, for Mayor Bobby Martinez and Mayor Pro Tem Perez to represent the City of Port Hueneme in Washington, D.C. as part of the City of Port Hueneme / Port of Hueneme joint advocacy trip.
12. [Salary Range Increases, Corrections, and Adjustments](#)  
*Recommendation:* Authorize Staff to make the following adjustments:
  1. Increase the salary range for the Property and Evidence Supervisor by 8.0% effective 7/08/22; and
  2. Update the salary range in FY 2023/2024 for the Irrigation Technician position to reflect the going market rate for this position, updating the base range from 22.40/hr to \$24.03/hr; and
  3. Add the annual salary ranges in FY 2023/2024 for the Custodian full-time position with salary range of \$38,792.00 - \$46,155.20; and
  4. Revise the salary range in FY 2023/2024 for the Code Compliance Officer Senior position by 4.4%.
13. [Mural Ad Hoc Committee Appointment](#)  
*Recommendation:* Confirm and approve the appointment of Mayor Martinez to the Mural Ad Hoc Committee.
14. [Authorization to Publish Request for Proposals for the Construction of the Destination Playground at Hueneme Beach Park](#)  
*Recommendation:* Authorize staff to publish a Request for Proposals (RFP) for the construction of the Destination Playground at Hueneme Beach Park.
15. [Award of Contract for Construction Management, Inspection and Administration Services for the Bubbling Springs Park Renovation Project](#)  
*Recommendation:* Authorize the City Manager to execute an agreement, approved as to form by the City Attorney, with Cumming Management Group, Inc., for the Construction Management, Inspection and Administrative services for the Bubbling Springs Park renovation project.
16. [Five Year On-Call Professional Services Agreements Phase One](#)  
*Recommendation:* Authorize the City Manager to execute three (3) Professional Services agreements, approved as to form by the City Attorney, with Willdan Engineering, Atkins, and CSG Consultants to provide professional services and technical support services for Construction Management for Capital Improvement Projects (CIP) related to services over a five-year period (August 1, 2023 to July 31, 2028); not-to-exceed limit of \$75,000 per task order.

**PUBLIC HEARINGS** – None.

## **BUSINESS ITEMS**

17. [2023 Annual Hueneme Hero Award](#)

*Recommendation:* Approve the Citizen Advisory Commission (CAC) recommendation to recognize Ms. Becky Breuning as the recipient of the 2023 Hueneme Hero Award.

18. [Broadband Master Plan](#)

*Recommendation:* Approve the Broadband Master Plan as prepared by Government Technology Group, LLC; and Direct staff to return to Council with a recommended set of steps to begin the implementation of the Plan.

19. [DISCUSSION OF POTENTIAL COMMUNITY BENEFIT FUND PROJECTS FOR FISCAL YEAR 2023-24](#)

*Recommendation:* City Council discuss potential projects to be funded by the Joint City-Port of Hueneme Community Benefit Fund (CBF).

## **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 21<sup>st</sup> 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 Tuesday, September 5, 2023, at 6:30 p.m.

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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](http://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/Authority 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).