



# CITY OF PORT HUENEME

## City Council Regular Meeting Agenda

**Tuesday, January 16, 2024**

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

**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:*

- Meetings may also be viewed at: <https://porthuenemeca.suiteonemedia.com/>
- 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 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 shall be no more than 500 words and are subject to the Public Records 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](mailto: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, Roberto "Bobby" Martinez; Mayor Pro Tem Martha R. McQueen-Legohn; Mayor Misty Perez

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

The Council will hear closed session public comments for a maximum of 10 minutes. In-person 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 PERFORMANCE EVALUATION  
Position: City Manager  
Authority: Government Code Section 54957, subdivision (b)(1)

#### **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, Roberto “Bobby” Martinez; Mayor Pro Tem Martha R. McQueen-Legohn; Mayor Misty Perez

### INSPIRATION

Given by Mayor Perez

### 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 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 January 16, 2024.

### CONFLICT OF INTEREST DECLARATION

### PRESENTATIONS

1. [Senior Officer Promotions – Henry Montelongo, Rick Miranda, and Gladys Harbin](#)
2. [24<sup>th</sup> Anniversary of Alaska Flight 261 Memorial Proclamation](#)
3. [Martin Luther King, Jr., Day Proclamation](#)

### 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 December 18, 2023, City Council Regular Meeting Minutes and the December 27, 2023, City Council Special Meeting Minutes.
5. [Register of Disbursements](#)  
*Recommendation:* Receive and file the City’s register of disbursements for the period of December 9, 2024 through January 5, 2024.
6. [Second Reading and Adoption of Ordinance Approving Zone Text Amendment No. PHA-911, the Updated Port Hueneme Landscape Ordinance](#)  
*Recommendation:* Waive further reading, direct reading by title only, “An Ordinance of the City Council of the City of Port Hueneme, California, amending Article X, Sections 10203(f)(1) and 10203(f)(2), 10302, 10483(i)(1)(a) and 10483(i)(2), 10544(b), and 10582(c)(3) of the Port Hueneme Municipal Code, pertaining to landscaping standards”; and adopt the Ordinance as presented.

7. [Ratification of Side Letter to Comprehensive Memorandum of Agreement with Port Hueneme Police Officers' Association](#)  
*Recommendation:* Ratify a Side Letter to the Comprehensive Memorandum of Agreement (MOA) between the City of Port Hueneme and Port Hueneme Police Officers' Association (POA) (contract period July 1, 2022 to June 30, 2025).

**PUBLIC HEARINGS** – None.

## **BUSINESS ITEMS**

8. [Update on Local Storm and Flood Emergency Declared on December 21, 2023](#)  
*Recommendation:*
  1. Receive an update on the local emergency declared on December 21, 2023;
  2. Approve a letter to the California Governor's Office of Emergency Services advocating for disaster relief due to recent unprecedented weather events and authorize staff to continue advocating for disaster relief for residents; and
  3. Receive an update on the third-party liability claims process.
9. [City Council Liaison Committee Appointments for 2024](#)  
*Recommendation:* Discuss, reorganize, and appoint or reappoint Councilmembers to various committees, regional boards, and commissions for 2024.
10. [Reorganization of Specific Positions Within the City's Parking Enforcement Division and City Manager's Office](#)  
*Recommendation:*
  1. Receive an update on a reorganization of specific City functions to increase efficiencies and/or service levels, including reorganizing Parking Enforcement to report to the Police Department to ensure close coordination and a focus on priority-based Parking Enforcement, and, in the City Manager's Office, the elimination of the City's Emergency Preparedness and Communications Manager position and creation of a Confidential Administrative Analyst Position to provide administrative and analytical support to the City Manager's Office and other departments; and
  2. Adopt a Resolution approving and adopting an updated Comprehensive Pay Schedule approving the creation of the Confidential Administrative Analyst Position to provide needed administrative and analytical support to the City and ratifying the Layoff of the City's Emergency Preparedness and Communications Manager due to organizational changes.
11. [Memorial Day Ceremony at Hueneme Beach Pier](#)  
*Recommendation:* Consider the request to host a Memorial Day event located at the Hueneme Beach Pier on May 27, 2024, and provide direction regarding the event.

## **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 within these organizations and put forth any comments in regards to community events at this time.

### **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, February 5, 2024, 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 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).