



CITY OF PORT HUENEME

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

Tuesday, April 2, 2024

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

6:30 PM

The following provides information 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 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.

* 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.

* 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. 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

ROLL CALL

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

INSPIRATION

Given by Mayor Perez

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 April 2, 2024.

CONFLICT OF INTEREST and LEVINE ACT DISCLOSURES

PRESENTATIONS

1. [Quarterly Employee Recognition](#)
2. [Autism Acceptance Proclamation](#)
3. [State of the Port Presentation by Kristin Decas, CEO/Port Director of The Port of Hueneme - Oxnard Harbor District](#)

RECESS THE CITY COUNCIL MEETING

CALL TO ORDER THE PORT HUENEME HOUSING AUTHORITY REGULAR MEETING

ROLL CALL

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

HOUSING AUTHORITY PUBLIC COMMENT (10 Minutes)

Members of the public may submit comments for items on the Agenda or that is within the subject matter jurisdiction of the Housing Authority. General public comments regarding items *Not* on the Agenda will be heard at this time. State law prohibits the Authority 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.

HOUSING AUTHORITY CONSENT CALENDAR

4. [Minutes](#)
Recommendation: Approve the December 4, 2023, Housing Authority Regular Meeting Minutes.
5. [Register of Disbursements](#)
Recommendation: Receive and file 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

ADJOURNMENT OF THE PORT HUENEME HOUSING AUTHORITY REGULAR MEETING

The Port Hueneme Housing Authority will adjourn to its next regular meeting scheduled for May 6, 2024, at 6:30 p.m.

CALL TO ORDER THE HUENEME HOUSING INC MEETING

ROLL CALL

Ex Officio Board of Directors Steven A. Gama, Laura D. Hernandez, Roberto “Bobby” Martinez; r Martha R. McQueen-Legohn, and Misty Perez

HUENEME HOUSING INC PUBLIC COMMENT (10 Minutes)

Members of the public may submit comments for items on the Agenda or that is within the subject matter jurisdiction of the Housing Authority. General public comments regarding items *Not* on the Agenda will be heard at this time. State law prohibits the Authority 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

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

ADJOURNMENT OF THE HUENEME HOUSING INC MEETING

RECONVENE THE CITY COUNCIL MEETING

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

7. [Minutes](#)
Recommendation: Approve the March 18, 2024, City Council Regular Meeting Minutes.
8. [Register of Disbursements](#)
Recommendation: Receive and file 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](#)
Recommendation: Adopt 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](#)
Recommendation: Confirm and approve 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.
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.
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:

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, April 15, 2024, 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/Authority 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/Authority Clerk's office at the same time they are provided to the Council/Housing Authority.

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).