



# City of Port Hueneme

## PORT HUENEME CITY COUNCIL REGULAR MEETING

**FEBRUARY 1, 2016**

**PORT HUENEME CITY HALL: 250 NORTH VENTURA ROAD  
PORT HUENEME, CA 93041**

**6:15 PM** Pre-Agenda Session - Council Conference Room  
(Agenda Item and Time Estimates Review - OPEN TO THE PUBLIC)

**6:30 PM** Open Session - City Council Chamber

### **A G E N D A**

**Public Communications:** Each member of the public may speak on any item appearing on the Agenda or that is within the subject matter jurisdiction of the City Council. Speakers will be allowed three minutes per Agenda item to address the Council. Members of the public who want to address the Council should fill out a speaker card located on the back table in the City Council Chamber and provide the speaker card to the City Clerk. If a speaker wishes to address an item on the Agenda please note the Agenda item number or topic on the speaker card to ensure that you are called to speak before the Council takes action on the Agenda item. All speakers wishing to address the Council on items not on the Agenda will be called on to speak during the Open Forum portion of the Agenda.

1. **CALL TO ORDER (6:30 PM), FLAG SALUTE**
2. **INSPIRATION:** Council Member Sylvia Muñoz Schnopp
3. **ROLL CALL**
4. **AGENDA:** (*Amend / Approve*)
5. **PRESENTATION:**
  - A. **UPDATE ON THE 2-1-1 PROGRAM**  
Action: Presentation by 2-1-1 Executive Director Tanya Kellam.
6. **OPEN FORUM (30 Minutes)**

The Council will hear public comments for a maximum of 30 minutes. A person may address the Council only on matters NOT appearing on the agenda and within the Council's subject matter jurisdiction. Anyone not able to address the Council before the 30 minutes expires may do so

during the "Continuation of Open Forum" period just prior to adjournment of the meeting. The Council cannot enter into a detailed discussion or take any action on comments, but may refer them to the City Manager for follow up or scheduling on a subsequent agenda for discussion. Each speaker shall limit comments to three minutes.

**7. CONSENT AGENDA:**

**A. APPROVAL OF MINUTES**

Action: It is recommended the City Council approve the Minutes of the January 19, 2016 Regular Meeting.

**B. CASH DISBURSEMENTS RATIFICATION**

Action: It is recommended the City Council ratify the cash disbursements listing for the period January 9, 2016 through January 22, 2016.

**8. INTERIM CITY MANAGER:**

**A. ORDINANCE NO. 721 ADJUSTING THE VERY LOW INCOME RESIDENTS UTILITY RATE REDUCTION PROGRAM**

Action: It is recommended the City Council discuss its desire to eliminate the utility rate reduction program and/or adopt Ordinance No. 721 (previously introduced by title only, with further reading waived) that amends Port Hueneme Municipal Code Article VII, Chapter 1, Section 7113(a); Article VII, Chapter 2, Section 7160G(a); and Article VII, Chapter 3, Section 7221.40(a), pertaining to the Very Low Income Rate Reduction Program.

**ORDINANCE NO. 721**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, AMENDING SECTION 7113(a) OF ARTICLE VII, CHAPTER 1; SECTION 7160G(a) OF ARTICLE VII, CHAPTER 2; AND SECTION 7221.40(a) OF ARTICLE VII, CHAPTER 3 OF THE PORT HUENEME MUNICIPAL CODE REGARDING THE VERY LOW INCOME RESIDENTS RATE REDUCTION**

**B. INTRODUCTION OF ORDINANCE AMENDING CITY PURCHASING PROCEDURES**

Action: It is recommended the City Council introduce an ordinance amending various sections of Port Hueneme Municipal Code Article II, Chapter 6, Parts F and G, to update the City's Purchasing Procedures (last updated in 1999), to better conform with current practices (previously introduced by title only, with further reading waived).

***ORDINANCE TITLE FOR INTRODUCTION***

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, AMENDING VARIOUS SECTIONS OF ARTICLE II, CHAPTER 6, PARTS F AND G OF THE PORT HUENEME MUNICIPAL CODE, PERTAINING TO PURCHASING

C. INTRODUCTION OF ORDINANCE DELETING SECTION 2002 OF THE PORT HUENEME MUNICIPAL CODE

Action: It is recommended the City Council introduce an Ordinance deleting Section 2002 of the Port Hueneme Municipal Code eliminating the requirement for a pre-agenda session of the City Council (read by title only and waive further reading).

*ORDINANCE TITLE FOR INTRODUCTION*

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, AMENDING PORT HUENEME MUNICIPAL CODE ARTICLE II, CHAPTER 1, TO ELIMINATE SECTION 2002, REGARDING PRE-AGENDA SESSIONS

**9. CITY MANAGER REPORTS/COMMENTS**

A. COUNCIL DIRECTION FOR AMENDING THE MARIJUANA ORDINANCE

Action: It is recommended the Council assess its desire to amend the recently adopted ordinance and take such additional, related action that may be desirable.

B. DIRECTION REGARDING HIRING OF EXECUTIVE RECRUITER FOR CITY MANAGER

Action: It is recommended the Council discuss the hiring of an executive recruiter for the City Manager position and take such additional, related action that may be desirable.

**10. COUNCIL MEMBERS' REPORTS, COMMENTS, AND REQUESTS FOR FUTURE AGENDA ITEMS**

**11. CONTINUATION OF OPEN FORUM**

The Council will allow a continuation of public comments, if necessary, due to exceeding the total time allotted in the earlier Open Forum section.

**12. CLOSED SESSION: (None.)**

**ADJOURNMENT:** Adjourn to the next Regular Meeting to be held Tuesday, February 16, 2016 at 6:30 p.m. in the City Council Chamber, preceded by a Pre-Agenda Session at 6:15 p.m. in the Council Conference Room.

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 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.**

**CITY OF PORT HUENEME  
REGULAR MEETING OF THE CITY COUNCIL  
PRE-AGENDA SESSION**

**JANUARY 19, 2016**

**MINUTES**

A Pre-Agenda Session of the City Council of the City of Port Hueneme was held at 6:21 p.m. in the Council Conference Room at City Hall, 250 North Ventura Road, Port Hueneme, California.

**PRESENT:** Council Members Tom Figg, Jim Hensley; Mayor Pro Tem Jonathan Sharkey; Mayor Douglas A. Breeze.

**ABSENT:** Council Member Sylvia Muñoz Schnopp.

Staff members present were: John Baker, Interim City Manager; Karl H. Berger, Deputy City Attorney; Carmen Nichols, Deputy City Manager; Robert Albertson, Interim Chief of Police; Alvin Burrell, Interim Finance Director; Michelle Ascencion, City Clerk.

Agenda items and time estimates were reviewed. No action was taken.

Respectfully submitted,

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Michelle Ascencion, CMC  
City Clerk

**APPROVED:**

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**MAYOR BREEZE**

**CITY OF PORT HUENEME  
REGULAR MEETING OF THE CITY COUNCIL**

**JANUARY 19, 2016**

**MINUTES**

The Regular Meeting of the Port Hueneme City Council was called to order by Mayor Breeze at 6:30 p.m. in the City Council Chamber at City Hall, 250 North Ventura Road, Port Hueneme, California. After the flag salute, Mayor Breeze gave the Inspiration. The City Clerk called the roll:

PRESENT: Council Members Tom Figg, Jim Hensley; Mayor Pro Tem Jonathan Sharkey; Mayor Douglas A. Breeze.

ABSENT: Council Member Sylvia Muñoz Schnopp.

Mayor Breeze excused Council Member Schnopp's absence.

Staff members present were: John Baker, Interim City Manager; Karl H. Berger, Deputy City Attorney; Carmen Nichols, Deputy City Manager; Robert Albertson, Interim Chief of Police; Alvin Burrell, Interim Finance Director; Michelle Ascencion, City Clerk.

**AGENDA:**

The Council Members had previously received copies of the Agenda.

Mayor Pro Tem Sharkey requested that the Presentation be moved ahead of the Open Forum. Council Member Hensley requested that Items H and I be pulled from the Consent Agenda for discussion.

Mayor Pro Tem Sharkey, seconded by Council Member Hensley, moved to approve the Agenda as amended. Motion carried unanimously.

**PRESENTATION:**

- A. PROCLAMATION HONORING KAYLA McCORMICK "JUNIOR LIFEGUARD OF THE YEAR" FROM THE CALIFORNIA SURF LIFE SAVING ASSOCIATION

Action: Present proclamation to Ms. McCormick following a brief presentation from Casey Graham, Junior Lifeguard Program Coordinator.

Lifeguard Graham made some comments and introduced Ms. McCormick. Mayor Breeze presented a proclamation to Ms. McCormick.

## **OPEN FORUM:**

Mayor Breeze asked if anyone present wished to speak on any matter not on the Agenda. The following persons requested to speak.

1. Larry Downing, Port Hueneme  
Introduced Purna Pai to the Council, and recommended that his appointment to the Historical Museum Commission be approved.
2. Stephen Gama, Port Hueneme  
Offered suggestions on revenue generation for the City.

## **CONSENT AGENDA:**

- A. APPROVAL OF MINUTES  
Action: It is recommended the City Council approve the Minutes of the January 11, 2016 Special Meeting.
- B. CASH DISBURSEMENTS RATIFICATION  
Action: It is recommended the City Council ratify the cash disbursements listing for the period December 26, 2015 through January 8, 2016.
- C. APPOINTMENT TO HISTORICAL MUSEUM ADVISORY COMMISSION  
Action: It is recommended the City Council approve Mayor Breeze's appointment of Purna Pai to the Historical Museum Commission.
- D. MAYORAL APPOINTMENT TO THE SUCCESSOR AGENCY OVERSIGHT BOARD  
Action: It is recommended the Mayor to appoint the Deputy City Manager to serve as the "employee organization" representative on the Successor Agency Oversight Board, and the City Council provide input, if desired.
- E. POLICE DEPARTMENT NETWORK SERVERS BACKUP APPLIANCE REPLACEMENT  
Action: It is recommended the City Council authorize the City Manager to execute an agreement with Starnet Data Designs for replacement of the Police Department Network Servers Backup Appliance, per Municipal Code Section 2564(b).
- F. ADOPTION OF LABOR CONTRACT WITH SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU) LOCAL 721

Action: It is recommended the City Council:

1. Approve the attached two-year Comprehensive Memorandum of Agreement (MOA) between the City of Port Hueneme and General Unit Employees represented by SEIU Local 721 (contract period July 1, 2015 – June 30, 2017) and authorize the negotiating team to execute the Agreement; and
2. Direct staff to prepare the necessary amendments, if any, to City ordinances, resolutions, or policies for Council consideration to implement the provisions of the attached MOA.

G. ADOPTION OF LABOR CONTRACT WITH PORT HUENEME POLICE OFFICERS ASSOCIATION (PHPOA)

Action: It is recommended the City Council:

1. Approve the attached FY 2015-2016 Memorandum of Agreement (MOA) with the Port Hueneme Police Officers Association (PHPOA) and authorize the negotiating team to execute the Agreement; and
2. Direct staff to prepare the necessary amendments, if any, to City ordinances, resolutions, or policies for Council consideration to implement the provisions of the attached MOA.

(Items H and I were pulled for discussion.)

Mayor Pro Tem Sharkey, seconded by Council Member Figg, moved to approve the Consent Agenda as amended. Motion carried 4-0 (Hensley abstained from Item B, Schnopp absent).

H. ADOPT ORDINANCE NO. 721 ADJUSTING THE VERY LOW INCOME RESIDENTS UTILITY RATE REDUCTION PROGRAM

Action: It is recommended the City Council adopt Ordinance No. 721 (previously read by title only, with further reading waived) that amends Port Hueneme Municipal Code Article VII, Chapter 1, Section 7113(a); Article VII, Chapter 2, Section 7160G(a); and Article VII, Chapter 3, Section 7221.40(a), pertaining to the Very Low Income Rate Reduction Program.

ORDINANCE NO. 721  
AMENDING SECTION 7113(a) OF ARTICLE VII, CHAPTER 1;  
SECTION 7160G(a) OF ARTICLE VII, CHAPTER 2; AND SECTION

7221.40(a) OF ARTICLE VII, CHAPTER 3 OF THE PORT HUENEME MUNICIPAL CODE REGARDING THE VERY LOW INCOME RESIDENTS RATE REDUCTION

Council Members Hensley and Figg made some comments. The following person requested to speak:

1. Stephen Gama, Port Hueneme  
Commented on the water rates and requested an explanation of the City's past non-payment for water usage.

Mayor Breeze, seconded by Mayor Pro Tem Sharkey, moved to continue adoption of the Ordinance to the Council's February 1, 2016 meeting to allow for consideration of eliminating the rate reduction program, and requested a future report on water rates. The motion carried 4-0 (Schnopp absent).

I. ADOPT ORDINANCE NO. 722 TO EXPRESSLY PROHIBIT MEDICAL MARIJUANA-RELATED USES IN THE CITY

Action: It is recommended the City Council adopt Ordinance No. 722 (previously read by title only, with further reading waived) that adds a new Chapter 12 to Article III and a new Part F to Article X, Chapter 2 of the Port Hueneme Municipal Code, to clarify that commercial cannabis activities, cultivation of medical cannabis, delivery of medical cannabis, medical marijuana dispensaries, and medical marijuana collectives are prohibited in all zones and specific plan areas of the City.

ORDINANCE NO. 722

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, ADDING A NEW CHAPTER 12 TO ARTICLE III AND A NEW PART F TO CHAPTER 2 OF ARTICLE X OF THE PORT HUENEME MUNICIPAL CODE TO CLARIFY THAT COMMERCIAL CANNABIS ACTIVITIES, CULTIVATION OF MEDICAL CANNABIS, DELIVERY OF MEDICAL CANNABIS, MEDICAL MARIJUANA DISPENSARIES, AND MEDICAL MARIJUANA COLLECTIVES ARE PROHIBITED IN ALL ZONES AND SPECIFIC PLAN AREAS OF THE CITY

The following person requested to speak:

1. Jeff Kroll, Ojai  
Requested that the Council delay voting on the item and hold a dialog with interested parties.

Discussion ensued among the Council.

Council Member Figg, seconded by Mayor Pro Tem Sharkey, moved to approve staff's recommendation as presented. Further discussion ensued. The motion carried 3-0-1 (Hensley abstained, Schnopp absent).

Mayor Breeze made some comments on concessions made by the labor groups.

**INTERIM CITY MANAGER:**

A. INTRODUCTION OF ORDINANCE AMENDING CITY PURCHASING PROCEDURES

Action: It is recommended the City Council introduce for first reading an Ordinance (to be read by title only, and further reading waived) amending various sections of Port Hueneme Municipal Code Article II, Chapter 6, Parts F and G, to update the City's Purchasing Procedures (last updated in 1999), to better conform with current practices.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, AMENDING VARIOUS SECTIONS OF ARTICLE II, CHAPTER 6, PARTS F AND G OF THE PORT HUENEME MUNICIPAL CODE, PERTAINING TO PURCHASING

The Interim City Manager gave a report. Discussion ensued among the Council and staff.

Mayor Breeze, seconded by Council Member Hensley, moved to revise the Ordinance to include additional items recommended in the Management Partners evaluation of the City's purchasing procedures. The motion carried 4-0 (Schnopp absent).

B. ORGANIZATION PRIORITIES FOR FISCAL YEAR 2016

Action: It is recommended the City Council:

1. Receive a report from the City Manager regarding activity priorities for the remainder of Fiscal Year 2016, and
2. Consider alternatives for developing operational efficiencies in the delivery of city services.

The Interim City Manager gave a report. Discussion ensued among the Council and staff.

Mayor Pro Tem Sharkey, seconded by Council Member Hensley, moved to direct staff to conduct an in-house review of operational efficiencies. The motion carried 4-0 (Schnopp absent).

C. HUENEME BEACH FESTIVAL

Action: It is recommended the City Council choose among the options for funding the Hueneme Beach Festival and other recreational programs for Fiscal Year 2015-16.

The Interim City Manager gave a report. Discussion ensued among Council and staff.

The following person requested to speak:

1. Mike Morgan, Camarillo  
Offered suggestions on logistics for the Hueneme Beach Festival.

Further discussion ensued.

Council Member Hensley, seconded by Council Member Figg, moved to discontinue the Hueneme Beach Festival and the other discretionary Recreation programs per option 3 in the staff report. The motion carried 3-1 by the following roll call vote:

AYES: Council Members Figg, Hensley; Mayor Breeze.

NOES: Mayor Pro Tem Sharkey.

ABSTAINING: None.

ABSENT: Council Member Schnopp.

**CITY MANAGER REPORTS:**

The Interim City Manager announced upcoming presentations from the Ventura County Transportation Commission regarding its proposed half-cent sales tax measure, and the Interim Chief of Police on year-end crime statistics. He proposed a Municipal Code revision to eliminate the pre-agenda session. He also announced that the City Clerk will be leaving the City. The Council Members made some remarks.

**COUNCIL MEMBERS' REPORTS, COMMENTS, AND REQUESTS FOR FUTURE AGENDA ITEMS:**

Mayor Breeze reported on attending the recent Martin Luther King Jr. Day march and program.

**CONTINUATION OF OPEN FORUM:**

No one requested to speak.

**CLOSED SESSION:** None.

**ADJOURNMENT:**

Mayor Breeze, without objection, adjourned the meeting at 8:56 p.m. to the next Regular Meeting to be held February 1, 2016 at 6:30 p.m. in the City Council Chamber, preceded by a Pre-Agenda Session at 6:15 p.m. in the Council Conference Room.

Respectfully submitted,

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Michelle Ascencion, CMC  
City Clerk

APPROVED:

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MAYOR BREEZE

**CITY OF PORT HUENEME**  
**CASH DISBURSEMENTS**  
*For the period January 9, 2016 through January 22, 2016*

February 1, 2016

Presented are the cash

<b>Date</b>	<b>Type of Payment</b>	<b>Attachment</b>	<b>Amount</b>
<b>January 14, 2016</b>	EFT Transactions 4645-4646 A/P Checks 105987-106077	A	\$238,052.08
<b>January 21, 2016</b>	Payroll Distribution	B	\$7,670.98
<b>January 22, 2016</b>	EFT Transaction 4648 A/P Checks 106078-106094	C	\$295,211.62
<b>January 22, 2016</b>	Payroll Distribution	D	\$232,187.55
<b>Total</b>			<b><u>\$773,122.23</u></b>



## Transactions for 1/14/2016

Date: 1/25/2016

Vendor Name	Description	Check Date	Number	Amount
EDD EFT	12/3/15 STATE PR TAX	1/14/2016	4645	49.51
EFTPS	12/3/15 SS MC PR TAX	1/14/2016	4646	379.52
EFTPS	12/3/15 FEDERAL PR TAX	1/14/2016	4646	263.88
ASSURANT EMPLOYEE BENEFITS	JAN'16 PREMIUMS	1/14/2016	105987	1,094.01
BLUE SHIELD OF CALIFORNIA	JAN'16 PREMIUMS	1/14/2016	105988	1,413.70
CANON FINANCIAL SERVICES, INC	001-0668326-007 FAX BOARD	1/14/2016	105989	9.99
CANON FINANCIAL SERVICES, INC	001-0668326-001 COPIER	1/14/2016	105989	270.23
CANON FINANCIAL SERVICES, INC	001-0668326-005 COPIER	1/14/2016	105989	137.17
CANON FINANCIAL SERVICES, INC	001-0668326-003 COPIER	1/14/2016	105989	72.00
CANON FINANCIAL SERVICES, INC	001-0668326-003 COPIER	1/14/2016	105989	72.00
CANON FINANCIAL SERVICES, INC	001-0668326-003 COPIER	1/14/2016	105989	72.00
CITY OF OXNARD	JAN-MAR'16 SIGNAL MAINT	1/14/2016	105990	1,125.00
COUNTY OF VENTURA IT SVCS DEPT	SEP'15 SERVICE	1/14/2016	105991	190.60
FEDERAL EXPRESS CORP	HENSLEY LAW GROUP	1/14/2016	105992	36.48
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	1/14/2016	105993	72.68
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	1/14/2016	105993	152.39
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	1/14/2016	105993	54.31
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	1/14/2016	105993	26.05
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	1/14/2016	105993	17.79
HOME DEPOT CREDIT SERVICES	HOLLY TREE LIGHTING	1/14/2016	105993	27.99
HOME DEPOT CREDIT SERVICES	HOLLY TREE LIGHTING	1/14/2016	105993	33.90
HOME DEPOT CREDIT SERVICES	LANDSCAPE SUPPLIES	1/14/2016	105993	105.77
HOME DEPOT CREDIT SERVICES	LANDSCAPE SUPPLIES	1/14/2016	105993	73.93
HOME DEPOT CREDIT SERVICES	CD SUPPLIES	1/14/2016	105993	130.68
LINCOLN NATIONAL LIFE INSURANCE CO	JAN'16 PREMIUMS	1/14/2016	105994	4,751.99
LINCOLN NATIONAL LIFE INSURANCE CO	JAN'16 VOLUNTARY	1/14/2016	105994	1,467.30
LOWE'S	HOLLY TREE LIGHTING	1/14/2016	105995	35.35
MCI COMM SERVICE	805 488-1805 UTIL BILL	1/14/2016	105996	33.85
MCI COMM SERVICE	805 986-6660 UTIL BILL	1/14/2016	105996	32.91
MCI COMM SERVICE	805 986-6565 UTIL BILL	1/14/2016	105996	33.85
MCI COMM SERVICE	805 986-6516 UTIL BILL	1/14/2016	105996	37.63
OXNARD HARBOR DISTRICT	Security Dep Ref-Stellar	1/14/2016	105997	361.88
OXNARD HARBOR DISTRICT	Security Dep Ref-Stellar	1/14/2016	105997	7,843.54
OXNARD HARBOR DISTRICT	Security Dep Ref-MJ Water	1/14/2016	105997	2,142.00
OXNARD HARBOR DISTRICT	Security Dep Ref-MJ Water	1/14/2016	105997	4,000.00
OXNARD HARBOR DISTRICT	STELLAR BIOTEC NOV-DEC15	1/14/2016	105997	14,217.68
OXNARD HARBOR DISTRICT	RUDY'S OILFIELD NOV'15	1/14/2016	105997	2,214.12
OXNARD HARBOR DISTRICT	MJ WATERWORKS NOV'15	1/14/2016	105997	2,238.70
OXNARD HARBOR DISTRICT	NORTHRUP GRUMMAN NOVDEC15	1/14/2016	105997	13,239.64
PORT HUENEME, CITY OF	2671-1025784 UTIL BILL	1/14/2016	105998	1,161.38
PORT HUENEME, CITY OF	2671-1026336 UTIL BILL	1/14/2016	105998	646.18
PORT HUENEME, CITY OF	2671-1026356 UTIL BILL	1/14/2016	105998	601.38
PORT HUENEME, CITY OF	2671-1026488 UTIL BILL	1/14/2016	105998	956.18
PORT HUENEME, CITY OF	2671-1031536 UTIL BILL	1/14/2016	105998	437.88
PORT HUENEME, CITY OF	2671-1032416 UTIL BILL	1/14/2016	105998	147.70
PORT HUENEME, CITY OF	2671-1032782 UTIL BILL	1/14/2016	105998	578.66
PORT HUENEME, CITY OF	2671-1032784 UTIL BILL	1/14/2016	105998	641.70

## Transactions for 1/14/2016

Date: 1/25/2016

Vendor Name	Description	Check Date	Number	Amount
PORT HUENEME, CITY OF	2671-1032786 UTIL BILL	1/14/2016	105998	692.06
PORT HUENEME, CITY OF	2671-1032788 UTIL BILL	1/14/2016	105998	485.98
PORT HUENEME, CITY OF	2671-1032790 UTIL BILL	1/14/2016	105998	6,357.86
PORT HUENEME, CITY OF	2671-1032792 UTIL BILL	1/14/2016	105998	3,653.14
PORT HUENEME, CITY OF	2671-1032794 UTIL BILL	1/14/2016	105998	409.82
PORT HUENEME, CITY OF	2671-1032796 UTIL BILL	1/14/2016	105998	1,874.58
PORT HUENEME, CITY OF	2671-1032798 UTIL BILL	1/14/2016	105998	8,809.44
PORT HUENEME, CITY OF	2671-1032800 UTIL BILL	1/14/2016	105998	182.52
PORT HUENEME, CITY OF	2671-1032802 UTIL BILL	1/14/2016	105998	378.46
PORT HUENEME, CITY OF	2671-1032804 UTIL BILL	1/14/2016	105998	520.42
PORT HUENEME, CITY OF	2671-1032806 UTIL BILL	1/14/2016	105998	360.54
PORT HUENEME, CITY OF	2671-1032808 UTIL BILL	1/14/2016	105998	169.08
PORT HUENEME, CITY OF	2671-1032810 UTIL BILL	1/14/2016	105998	333.66
PORT HUENEME, CITY OF	2671-1032812 UTIL BILL	1/14/2016	105998	409.82
PORT HUENEME, CITY OF	2671-1032814 UTIL BILL	1/14/2016	105998	360.54
PORT HUENEME, CITY OF	2671-1032816 UTIL BILL	1/14/2016	105998	329.18
PORT HUENEME, CITY OF	2671-1032818 UTIL BILL	1/14/2016	105998	365.02
PORT HUENEME, CITY OF	2671-1032820 UTIL BILL	1/14/2016	105998	329.18
PORT HUENEME, CITY OF	2671-1032822 UTIL BILL	1/14/2016	105998	324.70
PORT HUENEME, CITY OF	2671-1032824 UTIL BILL	1/14/2016	105998	347.10
PORT HUENEME, CITY OF	2671-1032826 UTIL BILL	1/14/2016	105998	324.70
PORT HUENEME, CITY OF	2671-1032828 UTIL BILL	1/14/2016	105998	954.98
PORT HUENEME, CITY OF	2671-1032838 UTIL BILL	1/14/2016	105998	155.64
PORT HUENEME, CITY OF	2671-1032840 UTIL BILL	1/14/2016	105998	569.70
PORT HUENEME, CITY OF	2671-1032842 UTIL BILL	1/14/2016	105998	329.18
PORT HUENEME, CITY OF	2671-1032844 UTIL BILL	1/14/2016	105998	811.62
PORT HUENEME, CITY OF	2671-1032846 UTIL BILL	1/14/2016	105998	1,242.90
PORT HUENEME, CITY OF	2671-1032848 UTIL BILL	1/14/2016	105998	1,058.02
PORT HUENEME, CITY OF	2671-1032850 UTIL BILL	1/14/2016	105998	1,171.42
PORT HUENEME, CITY OF	2671-1032852 UTIL BILL	1/14/2016	105998	1,214.82
PORT HUENEME, CITY OF	2671-1032854 UTIL BILL	1/14/2016	105998	636.90
PORT HUENEME, CITY OF	2671-1032856 UTIL BILL	1/14/2016	105998	1,157.98
PORT HUENEME, CITY OF	2671-1032860 UTIL BILL	1/14/2016	105998	5,408.10
PORT HUENEME, CITY OF	2671-1032862 UTIL BILL	1/14/2016	105998	587.62
PORT HUENEME, CITY OF	2671-1032864 UTIL BILL	1/14/2016	105998	1,350.62
PORT HUENEME, CITY OF	2671-1032866 UTIL BILL	1/14/2016	105998	793.70
PORT HUENEME, CITY OF	2671-1032868 UTIL BILL	1/14/2016	105998	654.82
PORT HUENEME, CITY OF	2671-1032870 UTIL BILL	1/14/2016	105998	338.14
PORT HUENEME, CITY OF	2671-1032872 UTIL BILL	1/14/2016	105998	618.98
PORT HUENEME, CITY OF	2671-1032874 UTIL BILL	1/14/2016	105998	663.78
PORT HUENEME, CITY OF	2671-1032876 UTIL BILL	1/14/2016	105998	498.02
PORT HUENEME, CITY OF	2671-1032878 UTIL BILL	1/14/2016	105998	520.42
PORT HUENEME, CITY OF	2671-1032880 UTIL BILL	1/14/2016	105998	373.98
PORT HUENEME, CITY OF	2671-1032882 UTIL BILL	1/14/2016	105998	66.74
PORT HUENEME, CITY OF	2671-1032884 UTIL BILL	1/14/2016	105998	696.54
PORT HUENEME, CITY OF	2671-1032886 UTIL BILL	1/14/2016	105998	610.34
PORT HUENEME, CITY OF	2671-1032888 UTIL BILL	1/14/2016	105998	245.24

## Transactions for 1/14/2016

Date: 1/25/2016

Vendor Name	Description	Check Date	Number	Amount
PORT HUENEME, CITY OF	2671-1032890 UTIL BILL	1/14/2016	105998	134.26
PORT HUENEME, CITY OF	2671-1032892 UTIL BILL	1/14/2016	105998	353.78
PORT HUENEME, CITY OF	2671-1032894 UTIL BILL	1/14/2016	105998	498.02
PORT HUENEME, CITY OF	2671-1032898 UTIL BILL	1/14/2016	105998	865.70
PORT HUENEME, CITY OF	2671-1032900 UTIL BILL	1/14/2016	105998	227.64
PORT HUENEME, CITY OF	2671-1032902 UTIL BILL	1/14/2016	105998	299.32
PORT HUENEME, CITY OF	2671-1032926 UTIL BILL	1/14/2016	105998	520.42
PORT HUENEME, CITY OF	2671-1032968 UTIL BILL	1/14/2016	105998	134.26
PORT HUENEME, CITY OF	2671-1032970 UTIL BILL	1/14/2016	105998	268.98
PORT HUENEME, CITY OF	2671-1032972 UTIL BILL	1/14/2016	105998	151.86
PORT HUENEME, CITY OF	2671-1032976 UTIL BILL	1/14/2016	105998	134.26
PORT HUENEME, CITY OF	2671-1032978 UTIL BILL	1/14/2016	105998	134.26
PORT HUENEME, CITY OF	2671-1032980 UTIL BILL	1/14/2016	105998	134.26
PORT HUENEME, CITY OF	2671-1032982 UTIL BILL	1/14/2016	105998	84.66
PORT HUENEME, CITY OF	2671-1032984 UTIL BILL	1/14/2016	105998	134.26
PORT HUENEME, CITY OF	2671-1032986 UTIL BILL	1/14/2016	105998	102.58
PORT HUENEME, CITY OF	2671-1032988 UTIL BILL	1/14/2016	105998	183.54
PORT HUENEME, CITY OF	2671-1032992 UTIL BILL	1/14/2016	105998	311.26
PORT HUENEME, CITY OF	2671-1033042 UTIL BILL	1/14/2016	105998	134.26
PORT HUENEME, CITY OF	2671-1033052 UTIL BILL	1/14/2016	105998	62.26
PORT HUENEME, CITY OF	2671-1033054 UTIL BILL	1/14/2016	105998	62.26
PORT HUENEME, CITY OF	2671-1033056 UTIL BILL	1/14/2016	105998	84.66
PORT HUENEME, CITY OF	2671-1033058 UTIL BILL	1/14/2016	105998	914.66
PORT HUENEME, CITY OF	2683-1026490 UTIL BILL	1/14/2016	105998	608.40
PORT HUENEME, CITY OF	2689-1026470 UTIL BILL	1/14/2016	105998	703.25
PORT HUENEME, CITY OF	19231-1026480 UTIL BILL	1/14/2016	105998	1,035.79
PORT HUENEME, CITY OF	16173-1030962 UTIL BILL	1/14/2016	105998	236.45
PORT HUENEME, CITY OF	11501-1023530 UTIL BILL	1/14/2016	105998	1,337.52
PORT HUENEME, CITY OF	2697-1026496 UTIL BILL	1/14/2016	105998	513.56
PORT HUENEME, CITY OF	2691-1026494 UTIL BILL	1/14/2016	105998	489.84
PORT HUENEME, CITY OF	2685-1026468 UTIL BILL	1/14/2016	105998	533.32
PORT HUENEME, CITY OF	22341-1030632 UTIL BILL	1/14/2016	105998	200.77
PREFERRED BENEFIT	JAN'16 PREMIUMS	1/14/2016	105999	4,427.80
R.H.F. INC.	LASER RECERTIFICATION	1/14/2016	106000	100.00
SOUTHERN CALIFORNIA EDISON	2-02-419-5869 UTIL BILL	1/14/2016	106001	1,358.18
SOUTHERN CALIFORNIA EDISON	2-02-419-2338 UTIL BILL	1/14/2016	106001	26.92
SOUTHERN CALIFORNIA EDISON	2-02-419-2585 UTIL BILL	1/14/2016	106001	12,628.42
SOUTHERN CALIFORNIA EDISON	2-02-419-2338 UTIL BILL	1/14/2016	106001	328.19
STATE BOARD OF EQUALIZATION	UNDERGROUND TANK MAINT	1/14/2016	106002	1,335.06
TOSHIBA FINANCIAL SVCS	25055118 COPIER LEASE	1/14/2016	106003	77.04
TOSHIBA FINANCIAL SVCS	25055118 COPIER LEASE	1/14/2016	106003	77.04
TOSHIBA FINANCIAL SVCS	25055118 COPIER LEASE	1/14/2016	106003	77.04
VERIZON BUSINESS SERVICES	SV193394 UTIL BILL	1/14/2016	106004	1,536.69
VERIZON BUSINESS SERVICES	SV193395 UTIL BILL	1/14/2016	106004	332.64
VERIZON BUSINESS SERVICES	SV193393 UTIL BILL	1/14/2016	106004	104.92
VERIZON BUSINESS SERVICES	SV193396 UTIL BILL	1/14/2016	106004	143.41
VERIZON CALIFORNIA	805 181-1001 UTIL BILL	1/14/2016	106005	89.97

## Transactions for 1/14/2016

Date: 1/25/2016

Vendor Name	Description	Check Date	Number	Amount
VERIZON CALIFORNIA	805 986-9877 UTIL BILL	1/14/2016	106005	57.13
VERIZON CALIFORNIA	805 486-9195 UTIL BILL	1/14/2016	106005	110.74
VERIZON CALIFORNIA	805 271-0227 UTIL BILL	1/14/2016	106005	51.72
VERIZON CALIFORNIA	805 RT5-1894 UTIL BILL	1/14/2016	106005	119.81
VERIZON CALIFORNIA	805 167-8928 UTIL BILL	1/14/2016	106005	119.81
VERIZON CALIFORNIA	805 488-3611 UTIL BILL	1/14/2016	106005	121.86
VERIZON CALIFORNIA	805 271-0690 UTIL BILL	1/14/2016	106005	51.72
VERIZON CALIFORNIA	805 UH0-3742 UTIL BILL	1/14/2016	106005	607.81
VERIZON CALIFORNIA	805 QJ5-1445 UTIL BILL	1/14/2016	106005	560.51
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	129.84
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	70.86
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	15.69
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	11.85
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	93.12
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	15.52
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	68.27
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	37.03
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	109.19
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	11.25
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	22.76
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	11.64
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	65.22
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	89.68
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	29.42
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	99.84
VERIZON WIRELESS	971818098-00002 UTIL BILL	1/14/2016	106006	127.97
VERIZON WIRELESS	971818098-00001 UTIL BILL	1/14/2016	106007	2.20
VERIZON WIRELESS	672523155-00001 UTIL BILL	1/14/2016	106007	418.11
VERIZON WIRELESS	542063381-00001 UTIL BILL	1/14/2016	106007	38.01
VERIZON WIRELESS	971818098-00003 UTIL BILL	1/14/2016	106007	38.01
AFTERMATH, INC	12/5/15 SERVICE	1/14/2016	106008	245.00
AFTERMATH, INC	12/14/15 SERVICE	1/14/2016	106008	245.00
ALEXANDER'S CONTRACT SERVICES, INC	12/11/15-12/12/15 SERVICE	1/14/2016	106009	3,467.50
ALL CITY MANAGEMENT SERVICES, INC	11/22/15-12/5/15 SERVICE	1/14/2016	106010	2,293.50
ALL CITY MANAGEMENT SERVICES, INC	12/6/15-12/19/15 SERVICE	1/14/2016	106010	3,002.40
ANACAPA VIEW HOA	209 S VENTURA RD #26	1/14/2016	106011	50.00
ARAMARK UNIFORM SERVICES	DEC'15 STREETS	1/14/2016	106012	252.55
ARAMARK UNIFORM SERVICES	DEC'15 COMMUNITY CENTER	1/14/2016	106012	585.19
ARAMARK UNIFORM SERVICES	DEC'15 LANDSCAPE	1/14/2016	106012	426.15
ARAMARK UNIFORM SERVICES	DEC'15 PARKING	1/14/2016	106012	85.47
ARAMARK UNIFORM SERVICES	DEC'15 WASTE WATER	1/14/2016	106012	162.30
ARAMARK UNIFORM SERVICES	DEC'15 WATER	1/14/2016	106012	132.20
ARAMARK UNIFORM SERVICES	DEC'15 PHWA	1/14/2016	106012	219.43
ARAMARK UNIFORM SERVICES	DEC'15 TECH SERVICES	1/14/2016	106012	58.75
ARAMARK UNIFORM SERVICES	DEC'15 WASTE WATER	1/14/2016	106012	270.15
ARAMARK UNIFORM SERVICES	DEC'15 REFUSE	1/14/2016	106012	881.30
ARAMARK UNIFORM SERVICES	DEC'15 WASTE WATER	1/14/2016	106012	162.30

## Transactions for 1/14/2016

Date: 1/25/2016

Vendor Name	Description	Check Date	Number	Amount
ARAMARK UNIFORM SERVICES	DEC'15 FLEET	1/14/2016	106012	129.50
BRINK'S INC	DEC'15 SERVICE	1/14/2016	106013	283.67
BRINK'S INC	NOV'15 SERVICE	1/14/2016	106013	31.47
CACEO	BASIC ACADEMY - GONZALES	1/14/2016	106014	250.00
CACEO	3 HOUR COURSE - FIGG	1/14/2016	106014	15.00
CAIN, LINDA	NOV'15 MEAL DELIVERIES	1/14/2016	106015	9.20
CAIN, LINDA	DEC'15 MEAL DELIVERIES	1/14/2016	106015	13.80
CALIFORNIA BUILDING STANDARDS	GREEN FEES 4TH QRTR 2015	1/14/2016	106016	84.60
CALIFORNIA CODE CHECK, INC.	ON-SITE BUILDING OFFICIAL	1/14/2016	106017	2,960.00
CALIFORNIA CODE CHECK, INC.	ON-SITE BUILDING OFFICIAL	1/14/2016	106017	3,060.00
CALIFORNIA WOOD RECYCLING	DECEMBER 1-15, 2015	1/14/2016	106018	1,880.18
CANON FINANCIAL SERVICES, INC	001-0668326-004 COPIER	1/14/2016	106019	149.04
CANON FINANCIAL SERVICES, INC	001-0668326-006 FAX BOARD	1/14/2016	106019	9.99
CANON FINANCIAL SERVICES, INC	001-0668326-002 COPIER	1/14/2016	106019	236.00
CHANNEL ISLANDS DO IT BEST	FM SUPPLIES	1/14/2016	106020	39.31
CHAPIN'S	FM SUPPLIES	1/14/2016	106021	186.30
CINTAS CORPORATION	DEC'15 SERVICE	1/14/2016	106022	75.28
CMRTA	2016 MEMBERSHIP RENEWAL	1/14/2016	106023	100.00
COUNTY OF VENTURA INTEGRATED	CIWMP FEES 4TH QRTR 2015	1/14/2016	106024	168.31
COUNTY OF VENTURA IT SVCS DEPT	NOV'15 SERVICE	1/14/2016	106025	662.83
COUNTY OF VENTURA IT SVCS DEPT	NOV'15 SERVICE	1/14/2016	106025	19.50
COUNTY OF VENTURA IT SVCS DEPT	NOV'15 SERVICE	1/14/2016	106025	190.60
CUSTOM PRINTING	BUSINESS CARDS - NELL	1/14/2016	106026	81.00
DELL MARKETING LP	COMPUTER SYSTEM	1/14/2016	106027	1,340.88
DEPARTMENT OF CONSERVATION	STRONG MOTION FEES	1/14/2016	106028	104.38
FAMCON PIPE SUPPLY INC	FM SUPPLIES	1/14/2016	106029	310.91
FAMCON PIPE SUPPLY INC	CREDIT MEMO	1/14/2016	106029	-100.70
GOLD COAST TRANSIT	DEC'15 TICKET SALES	1/14/2016	106030	300.00
GRAINGER INC	SAFETY SUPPLIES	1/14/2016	106031	566.23
GREEN THUMB INTERNATIONAL INC	SANTA FLOAT SUPPLIES	1/14/2016	106032	219.49
GREEN THUMB INTERNATIONAL INC	SANTA FLOAT SUPPLIES	1/14/2016	106032	15.47
HARBOR PLUMBING SUPPLY COMPANY, INC	FM SUPPLIES	1/14/2016	106033	9.81
HDS WHITE CAP CONST SUPPLY	STREETS SUPPLIES	1/14/2016	106034	87.48
HILL BROTHERS CHEMICAL CO	AQUA AMMONIA	1/14/2016	106035	7,439.00
INTERNATIONAL ASSOC. OF PLUMBING	ANNUAL MEMBERSHIP RENEWAL	1/14/2016	106036	150.00
KATZ, NORMAN	DEC'15 SERVICE	1/14/2016	106037	750.00
KIMBALL MIDWEST	FLEET SUPPLIES	1/14/2016	106038	434.47
KLOERIS, SHARON	DEC'15 CLASSES	1/14/2016	106039	400.00
LEGALSHIELD	ALIX	1/14/2016	106040	25.90
LEVEL 4 SERVICES, INC.	DEC'15 SERVICE	1/14/2016	106041	43.90
MAGNUM FENCE & SECURITY	FENCE REPAIRS	1/14/2016	106042	1,973.00
MANN, JACKIE	NOV'15 MEAL DELIVERIES	1/14/2016	106043	6.90
MANN, JACKIE	DEC'15 MEAL DELIVERIES	1/14/2016	106043	1.73
MCCARTY & SONS TOWING	LIFE GUARD TOWER	1/14/2016	106044	312.50
MUNICIPAL MAINTENANCE EQUIPMENT	NINE PIN RECEPTACLE	1/14/2016	106045	30.67
OFFICE DEPOT	OFFICE SUPPLIES	1/14/2016	106046	266.40
OFFICE DEPOT	OFFICE SUPPLIES	1/14/2016	106046	117.48

## Transactions for 1/14/2016

Date: 1/25/2016

Vendor Name	Description	Check Date	Number	Amount
OFFICE DEPOT	OFFICE SUPPLIES	1/14/2016	106046	65.52
OFFICE DEPOT	OFFICE SUPPLIES	1/14/2016	106046	31.65
OFFICE DEPOT	OFFICE SUPPLIES	1/14/2016	106046	193.31
OFFICE DEPOT	OFFICE SUPPLIES	1/14/2016	106046	179.73
ON DUTY UNIFORM	B SMITH UNIFORM	1/14/2016	106047	125.76
PEREZ, JOSE	1/2/16 PDPAT CAR WASH	1/14/2016	106048	102.00
PEREZ, JOSE	1/8/16 PDPAT CAR WASH	1/14/2016	106048	90.00
PEREZ, JOSE	1/11/16 ADMIN CAR WASH	1/14/2016	106048	12.00
PEREZ, JOSE	1/11/16 CDBLD CAR WASH	1/14/2016	106048	15.00
PEREZ, JOSE	1/11/16 CDPK CAR WASH	1/14/2016	106048	27.00
PEREZ, JOSE	1/11/16 PDADM CAR WASH	1/14/2016	106048	90.00
PEREZ, JOSE	12/26/15 PDPAT CAR WASH	1/14/2016	106048	90.00
PEREZ, JOSE	12/29/15 ADMIN CAR WASH	1/14/2016	106048	12.00
PEREZ, JOSE	12/29/15 PDADM CAR WASH	1/14/2016	106048	114.00
PEREZ, JOSE	12/29/15 CDBLD CAR WASH	1/14/2016	106048	15.00
PEREZ, JOSE	12/29/15 CDPK CAR WASH	1/14/2016	106048	27.00
PORT HUENEME MARINE SUPPLY	FM SUPPLIES	1/14/2016	106049	13.60
PORT HUENEME MARINE SUPPLY	FM SUPPLIES	1/14/2016	106049	61.24
PORT HUENEME MARINE SUPPLY	PD SUPPLIES	1/14/2016	106049	77.73
PORT HUENEME MARINE SUPPLY	PD SUPPLIES	1/14/2016	106049	21.55
PORT HUENEME MARINE SUPPLY	WATER SUPPLIES	1/14/2016	106049	33.43
PORT HUENEME MARINE SUPPLY	WATER SUPPLIES	1/14/2016	106049	8.55
PORT HUENEME MARINE SUPPLY	GAGE/PLUG	1/14/2016	106049	81.66
PORT HUENEME MARINE SUPPLY	AUTOMOTIVE PART	1/14/2016	106049	7.03
PORT HUENEME, CITY OF	2671-1031922 FINAL BILL	1/14/2016	106050	43.64
PRAXAIR DISTRIBUTING INC	INDUSTRIAL ACETYLENE	1/14/2016	106051	187.56
PRIME BUILDING MATERIALS INC	STREETS SUPPLIES	1/14/2016	106052	17.88
QUILL CORPORATION	OFFICE SUPPLIES	1/14/2016	106053	131.63
RDO EQUIPMENT CO	AUTOMOTIVE REPAIRS	1/14/2016	106054	1,395.26
RUBIO'S WELDING SERVICE	BIN REPAIRS	1/14/2016	106055	4,051.45
RUBIO'S WELDING SERVICE	10 3YD CONTAINERS	1/14/2016	106055	5,235.25
SANTA MARIA TIRE INC	TIRES	1/14/2016	106056	359.49
SANTA MARIA TIRE INC	TIRES	1/14/2016	106056	973.81
SANTOS TRUCK & AUTO REPAIR, INC	AUTOMOTIVE PARTS	1/14/2016	106057	259.27
SHRED-IT US JV LLC	NOV'15 SERVICE	1/14/2016	106058	192.68
SOUTHERN CALIFORNIA EDISON	2-03-905-9647 UTIL BILL	1/14/2016	106059	800.88
SOUTHERN CALIFORNIA EDISON	2-29-855-4338 UTIL BILL	1/14/2016	106059	71.96
SOUTHERN CALIFORNIA EDISON	2-33-605-8581 UTIL BILL	1/14/2016	106059	145.07
SOUTHERN CALIFORNIA EDISON	2-37-973-0666 UTIL BILL	1/14/2016	106059	28.13
SOUTHERN CALIFORNIA EDISON	2-38-292-4462 UTIL BILL	1/14/2016	106060	25.85
SOUTHERN COUNTIES FUELS	750 GALS DIESEL/600 GAS	1/14/2016	106061	2,683.49
SOUTHERN COUNTIES FUELS	600 GALS DIESEL/600 GAS	1/14/2016	106061	2,558.37
STAPLES CREDIT PLAN	OFFICE SUPPLIES	1/14/2016	106062	170.29
STAPLES CREDIT PLAN	OFFICE SUPPLIES	1/14/2016	106062	34.69
STAPLES CREDIT PLAN	OFFICE SUPPLIES	1/14/2016	106062	76.09
STAPLES CREDIT PLAN	OFFICE SUPPLIES	1/14/2016	106062	736.47
STAPLES CREDIT PLAN	OFFICE SUPPLIES	1/14/2016	106062	34.69

## Transactions for 1/14/2016

Date: 1/25/2016

Vendor Name	Description	Check Date	Number	Amount
STAPLES CREDIT PLAN	OFFICE SUPPLIES	1/14/2016	106062	34.69
STAPLES CREDIT PLAN	OFFICE SUPPLIES	1/14/2016	106062	80.96
TOSHIBA FINANCIAL SERVICES	500-0262772-000 COPIER	1/14/2016	106063	107.66
TRAFFIC TECHNOLOGIES LLC	STREETS SUPPLIES	1/14/2016	106064	363.37
TRAFFIC TECHNOLOGIES LLC	STREETS SUPPLIES	1/14/2016	106064	91.53
TRAFFIC TECHNOLOGIES LLC	STREETS SUPPLIES	1/14/2016	106064	261.90
TRI-COUNTY SENTRY	LEGAL NOTICE	1/14/2016	106065	60.38
ULINE	PD SUPPLIES	1/14/2016	106066	230.91
UNITED SITE SERVICES OF CA INC	12/16/15-01/12/16 SERVICE	1/14/2016	106067	153.22
UNIVAR USA, INC	CAUSTIC SODA	1/14/2016	106068	2,499.12
VANTAGE TRSFER-800897	JAN-JUN'16 RETIREE	1/14/2016	106069	6,675.00
VCHA CLINICS	CHILD AND ADULT EXAMS	1/14/2016	106070	2,450.00
VCHA CLINICS	CHILD AND LIMITED EXAMS	1/14/2016	106070	950.00
VEGA CLEANING SERVICE, INC	322 OCEAN BREEZE DR	1/14/2016	106071	150.00
VELOCITY TRUCK CENTER	AUTOMOTIVE REPAIRS	1/14/2016	106072	1,992.18
VENTURA COUNTY SHERIFF	SO CAL HI-TECH TASK FORCE	1/14/2016	106073	2,100.00
VERIZON CALIFORNIA	1280523370 UTIL BILL	1/14/2016	106074	64.99
WARREN DISTRIBUTING INC	CREDIT MEMO	1/14/2016	106075	-51.84
WARREN DISTRIBUTING INC	AUTOMOTIVE PART	1/14/2016	106075	139.33
WARREN DISTRIBUTING INC	AUTOMOTIVE PARTS	1/14/2016	106075	55.86
WARREN DISTRIBUTING INC	AUTOMOTIVE PART	1/14/2016	106075	20.23
WATER CONSULTANCY, INC	SERVICES THRU 12/31/15	1/14/2016	106076	2,880.00
WATER CONSULTANCY, INC	SERVICES THRU 9/30/15	1/14/2016	106076	2,722.50
WATER CONSULTANCY, INC	SERVICES THRU 12/31/15	1/14/2016	106076	1,440.00
WATER CONSULTANCY, INC	SERVICES THRU 9/30/15	1/14/2016	106076	1,867.50
3T EQUIPMENT COMPANY, INC	WATER SUPPLIES	1/14/2016	106077	31.95
				<b>\$238,052.08</b>

CITY OF PORT HUENEME  
PAYROLL CASH DISBURSEMENT FOR  
MANUAL CHECKS  
JANUARY 21, 2016

ATTACHMENT B

SALARY DISTRIBUTIONS

PAYROLL DIRECT DEPOSIT TOTALS:

PAYROLL CHECK REGISTER:

-  
7,670.98

7,670.98

TOTAL DISBURSEMENT:

7,670.98

## Transactions for 1/22/2016

Date: 1/25/2016

Vendor Name	Description	Check Date	Number	Amount
PORT HUENEME POLICE OFCR ASSN	PAYROLL SUMMARY	1/22/2016	4648	1,578.84
AMERICAN FIDELITY ASSURANCE	PAYROLL SUMMARY	1/22/2016	106078	1,985.94
AMERICAN FIDELITY ASSURANCE COMPANY	PAYROLL SUMMARY	1/22/2016	106079	1,445.25
AMERICAN FUNDS SERVICE COMPANY	PAYROLL SUMMARY	1/22/2016	106080	30.00
CAPITAL ONE COMMERCIAL - COSTCO	SANTA FLOAT SUPPLIES	1/22/2016	106081	104.45
DST SYSTEMS INC	PAYROLL SUMMARY	1/22/2016	106082	14,065.95
LEDDY POWER SYSTEMS, INC	GENERATOR REPAIRS	1/22/2016	106083	1,427.41
LEDDY POWER SYSTEMS, INC	WATER PUMP REPAIRS	1/22/2016	106083	762.94
LEDDY POWER SYSTEMS, INC	GENERATOR REPAIRS	1/22/2016	106083	233.99
LEDDY POWER SYSTEMS, INC	WATER PUMP REPAIRS	1/22/2016	106083	762.94
LEDDY POWER SYSTEMS, INC	GENERATOR REPAIRS	1/22/2016	106083	233.98
LEDDY POWER SYSTEMS, INC	WATER PUMP REPAIRS	1/22/2016	106083	762.93
LEDDY POWER SYSTEMS, INC	GENERATOR MAINTENANCE	1/22/2016	106083	2,636.40
LEDDY POWER SYSTEMS, INC	GENERATOR REPAIRS	1/22/2016	106083	233.98
LEDDY POWER SYSTEMS, INC	WATER PUMP REPAIRS	1/22/2016	106083	762.93
NRS	PAYROLL SUMMARY	1/22/2016	106084	520.33
PORT HUENEME WATER AGENCY	DEC'15 FIXED O&M	1/22/2016	106085	122,435.45
PORT HUENEME WATER AGENCY	DEC'15 VARIABLE COSTS	1/22/2016	106085	140,889.11
SEIU, LOCAL 721	PAYROLL SUMMARY	1/22/2016	106086	3.50
SEIU, LOCAL 721	PAYROLL SUMMARY	1/22/2016	106086	809.00
SOUTHERN CALIFORNIA EDISON	2-24-032-5316 UTIL BILL	1/22/2016	106087	65.71
SOUTHERN CALIFORNIA EDISON	2-30-094-7496 UTIL BILL	1/22/2016	106087	239.76
SOUTHERN CALIFORNIA GAS CO	158 414 8348 8 UTIL BILL	1/22/2016	106088	47.24
STATE WATER RESOURCES CONTROL BOARD	WATER DIST RENEWAL	1/22/2016	106089	60.00
TOSHIBA FINANCIAL SERVICES	500-0329304-000 COPIER	1/22/2016	106090	164.16
UNITED WAY OF VENTURA COUNTY	PAYROLL SUMMARY	1/22/2016	106091	87.00
VANTAGE TRSFER-800897	PAYROLL SUMMARY	1/22/2016	106092	317.99
VANTAGEPOINT TRSF-301495	PAYROLL SUMMARY	1/22/2016	106093	2,050.34
VERIZON CALIFORNIA	805 488-2633 UTIL BILL	1/22/2016	106094	58.15
VERIZON CALIFORNIA	805 488-2884 UTIL BILL	1/22/2016	106094	108.88
VERIZON CALIFORNIA	805 986-3538 UTIL BILL	1/22/2016	106094	327.07
				<b><u>\$295,211.62</u></b>

CITY OF PORT HUENEME  
PAYROLL CASH DISBURSEMENT FOR

ATTACHMENT D

JANUARY 22, 2016

SALARY DISTRIBUTIONS

PAYROLL DIRECT DEPOSIT TOTALS:	221,383.81	
PAYROLL CHECK REGISTER:	<u>10,803.74</u>	<b>232,187.55</b>
TOTAL DISBURSEMENT:	<u><u>232,187.55</u></u>	



# City of Port Hueneme

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## COUNCIL AGENDA STAFF REPORT

**TO:** City Council

**FROM:** Alvin Burrell, Interim Finance Director

**SUBJECT:** ORDINANCE NO. 721 ADJUSTING THE VERY LOW INCOME RESIDENTS UTILITY RATE REDUCTION PROGRAM

**DATE:** February 1, 2016

### **RECOMMENDATION:**

It is recommended the City Council discuss its desire to eliminate the utility rate reduction program and/or adopt Ordinance No. 721 (previously introduced by title only, with further reading waived) that amends Port Hueneme Municipal Code Article VII, Chapter 1, Section 7113(a); Article VII, Chapter 2, Section 7160G(a); and Article VII, Chapter 3, Section 7221.40(a), pertaining to the Very Low Income Rate Reduction Program.

### **BACKGROUND/ANALYSIS:**

The City Council introduced Ordinance No. 721 at its December 7, 2015 meeting. The Ordinance reflects the Council's direction to staff to amend the Very Low Income Rate Reduction Program percentage discount from 15% to 7.5%. Eligibility is determined by providing evidence that the customer is approved for Southern California Edison's CARE Program (income being the primary eligibility criterion). The City currently has 799 participants in this program, resulting in approximately \$67,000 in lost revenue to the Utility funds and approximately \$62,500 of expenditures to the General Fund. If this reduction in the discount exemption is implemented, annual revenues to the Utility funds would increase by \$67,000 and expenditures to the General Fund would decrease by \$62,500.

To date, staff has received no public comments regarding the Ordinance and staff recommends its adoption.

**ADOPT ORDINANCE NO. 721: UTILITY RATE REDUCTION PROGRAM**

**February 1, 2016**

**Page 2**

**FISCAL IMPACT:**

The potential fiscal effect of the implemented recommendation will be an approximate increase in annual revenues of \$67,000 to the Utility funds and a decrease in expenditures of \$62,500 to the General Fund.

If these changes become effective on March 1, 2016, only one quarter of these increases in revenues and decrease in expenditures will be realized in FY 2015-16 (approximately \$16,750 for the Utility funds and \$15,625 for the General Fund).

## ORDINANCE NO. 721

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA AMENDING SECTION 7113(a) OF ARTICLE VII, CHAPTER 1; SECTION 7160G(a) OF ARTICLE VII, CHAPTER 2; AND SECTION 7221.40(a) OF ARTICLE VII, CHAPTER 3 OF THE PORT HUENEME MUNICIPAL CODE REGARDING THE VERY LOW INCOME RESIDENTS RATE REDUCTION

The City Council of the City of Port Hueneme does hereby ordain as follows:

SECTION 1. Port Hueneme Municipal Code Article VII, Chapter 1, Section 7113(a) (“Very low-income residents rate reduction”) is hereby amended to read as follows:

#### **“7113 Very low-income residents rate reduction.**

(a) Any customer in the very low-income category who receives water services at his or her personal residence may apply for a seven and one-half percent (7.5%) reduction in water consumption and service charges. Applications for reduced rates must be on forms supplied by the City. The applicant under penalty of perjury must supply all information required to be given on such forms.”

SECTION 2. Port Hueneme Municipal Code Article VII, Chapter 2, Section 7160G(a) (“Very low-income residents rate reduction”) is hereby amended to read as follows:

#### **“7160G Very low-income residents rate reduction.**

(a) Any customer in the very low-income category who receives wastewater services at his or her personal residence may apply for a seven and one-half percent (7.5%) reduction in wastewater fees and service charges. Applications for reduced rates must be on forms supplied by the City. The applicant under penalty of perjury must supply all information required to be given on such forms.”

SECTION 3. Port Hueneme Municipal Code Article VII, Chapter 3, Section 7221.40(a) (“Very low-income residents rate reduction”) is hereby amended to read as follows:

#### **“7221.40 Very low-income residents rate reduction.**

(a) Any customer in the very low-income category who receives solid waste collection services at his or her personal residence may apply for a seven and one-half percent (7.5%) reduction in fees. Applications for reduced rates must be on forms supplied by the City. The applicant under penalty of perjury must supply all information required to be given on such forms.”

SECTION 4. This Ordinance is exempt from review under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 21000, *et seq.*; “CEQA”) and CEQA regulations (Cal.

Code Regs. tit. 14, §§ 15000, et seq.) because it establishes, modifies, structures, restructures, and approves rates and charges for meeting operating expenses; purchasing supplies, equipment, and materials; meeting financial requirements; and obtaining funds for capital projects needed to maintain service within existing service areas. This Ordinance, therefore, is categorically exempt from further CEQA review under Cal. Code Regs. tit. 14, §15273.

SECTION 5. Repeal of any provision of the Port Hueneme Municipal Code, or any other City resolution or ordinance herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 6. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 7. The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Port Hueneme's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 8. This Ordinance will become effective at 12:01 a.m., March 1, 2016.

**PASSED, APPROVED AND ADOPTED** this 1<sup>st</sup> day of February, 2016.

\_\_\_\_\_  
**DOUGLAS A. BREEZE**  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**JOHN BAKER**  
**INTERIM CITY CLERK**

**APPROVED AS TO FORM:**

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
**MARK D. HENSLEY**  
**CITY ATTORNEY**

\_\_\_\_\_  
**JOHN BAKER**  
**INTERIM CITY MANAGER**



# City of Port Hueneme

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## COUNCIL AGENDA STAFF REPORT

**TO:** City Council

**FROM:** John Baker, Interim City Manager

**SUBJECT:** INTRODUCTION OF ORDINANCE AMENDING CITY PURCHASING PROCEDURES

**DATE:** February 1, 2016

### **RECOMMENDATION:**

It is recommended the City Council introduce an ordinance amending various sections of Port Hueneme Municipal Code Article II, Chapter 6, Parts F and G, to update the City's Purchasing Procedures (last updated in 1999), to better conform with current practices (previously introduced by title only, with further reading waived).

### **BACKGROUND/ANALYSIS:**

At the City Council meeting of January 19, 2016 the City Council considered the introduction of an ordinance amending sections of the Municipal Code regarding the City's Purchasing Policies. As mentioned in the staff report, Management Partners, as part of its review of the City's policies, recommended dollar amounts for certain transactions be adjusted to reflect current conditions. As a result of the City Council discussion, three additional sections of the Municipal Code are recommended for inclusion in the ordinance that was discussed at the January 19 meeting. Those amendment additions are as follows:

1. Amending Section 2563 requiring notification to the City Council of change orders in the aggregate of 20% to original contracts of \$20,000 or more;
2. Amending Section 2565 limiting the requirement of RFPs for professional services in the amount of \$10,000 or more; and
3. Amending Section 2571 to increase the allowable force account work from \$25,000 to \$45,000.

**ADOPT ORDINANCE NO. 723: CITY PURCHASING PROCEDURES**

**February 1, 2016**

**Page 2**

Attachment A contains the modifications to the Purchasing Guidelines that are consistent with the proposed changes to the Municipal Code sections.

**FISCAL IMPACT**

The recommended action will have no fiscal impact on the General Fund.

**Attachment:**

A – Summary of Changes to Purchasing Guidelines

## ORDINANCE NO. 723

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, AMENDING VARIOUS SECTIONS OF ARTICLE II, CHAPTER 6, PARTS F AND G OF THE PORT HUENEME MUNICIPAL CODE, PERTAINING TO PURCHASING

The City Council of the City of Port Hueneme does hereby ordain as follows:

SECTION 1. Port Hueneme Municipal Code Article II, Chapter 6, Section 2550.1 (“Adoption of purchasing system”) is hereby amended to read as follows:

**“2550.1 Adoption of purchasing system.**

In order to establish efficient procedures for the purchase of all supplies, services, and equipment, to secure for the City supplies, services and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function and to assure the quality of purchases, a purchasing system is adopted.”

SECTION 2. Subsection (a) of Port Hueneme Municipal Code Article II, Chapter 6, Section 2551 (“Purchasing Officer–Office created”) is hereby amended to read as follows:

“(a) Purchase or contract for all supplies, services, and equipment required by any using agency or department in accordance with purchasing procedures prescribed by this Chapter, such administrative regulations as the Purchasing Officer shall adopt for the internal management and operation of the Purchasing Department and such other rules and regulations as shall be prescribed by the City Council or City Manager;”

SECTION 3. Subsection (b) of Port Hueneme Municipal Code Article II, Chapter 6, Section 2551 (“Purchasing Officer–Office created”) is hereby amended to read as follows:

“(b) Negotiate and recommend execution of contracts for the purchase of all supplies, services, and equipment;”

SECTION 4. Subsection (h) of Port Hueneme Municipal Code Article II, Chapter 6, Section 2551 (“Purchasing Officer–Office created”) is hereby amended to read as follows:

“(h) Recommend the transfer of surplus or unused supplies and equipment between departments as needed and the sale of any supplies and equipment which cannot be used by any department or which becomes unsuitable for City use;”

SECTION 5. Port Hueneme Municipal Code Article II, Chapter 6, Section 2554 (“Bidding”) is hereby amended to read as follows:

**“2554 Bidding.**

Purchases of supplies, non-professional services, equipment, the sale of personal property, and public work projects shall be by bid procedures set forth herein.”

**SECTION 6.** Port Hueneme Municipal Code Article II, Chapter 6, Section 2555 (“Purchase orders”) is hereby amended to read as follows:

**“2555 Purchase orders.**

Purchases of supplies, non-professional services, and equipment shall be made by procedures established by the Purchasing Officer.”

**SECTION 7.** Port Hueneme Municipal Code Article II, Chapter 6, Section 2556 (“Encumbrance of funds”) is hereby amended to read as follows:

**“2556 Encumbrance of funds.**

Except in cases of emergency, the Purchasing Officer shall not issue any purchase order unless there exists an unencumbered appropriation in the fund account against which such purchase is to be charged.”

**SECTION 8.** Port Hueneme Municipal Code Article II, Chapter 6, Section 2559 (“Purchases of equipment, supplies, and contractual services of under ten thousand dollars”) is hereby amended to read as follows:

**“2559 Purchases of equipment, supplies, and non-professional services of under ten thousand dollars.**

Purchases of equipment, supplies and non-professional services of estimated value of ten thousand dollars (\$10,000.00) or less may be made by the Purchasing Officer in the open market. Requests for purchases shall be made on forms prescribed and provided by the Purchasing Officer (requisition forms and purchase orders).”

**SECTION 9.** Port Hueneme Municipal Code Article II, Chapter 6, Section 2560 (“Informal bid procedures–Supplies, equipment, and non-professional contractual services”) is hereby amended to read as follows:

**“2560 Informal bid procedures–Supplies, equipment, and non-professional services.**

Purchases of supplies, equipment, non-professional services, and sales of surplus property, of an estimated value of more than ten thousand dollars (\$10,000.00) and less than twenty-five thousand dollars (\$25,000.00) shall be made by informal procedures as described herein.

- (a) Purchasing Officer shall solicit proposals by telephone or written request to prospective vendors.

- (b) Informal purchases shall be based on at least three (3) proposals unless the product or service is proprietary. The order shall be awarded to the lowest responsible proposer, consistent with quality and delivery requirements.
- (c) The Purchasing Officer is authorized to award contracts and orders set forth herein.
- (d) Bids shall be submitted to the Purchasing Officer who shall keep a record of all informal orders and bids for a period of twelve (12) months after placement of the order. This record, while so kept, shall be open to public inspection.”

**SECTION 10.** Port Hueneme Municipal Code Article II, Chapter 6, Section 2561 (“Formal bid procedures–Supplies, equipment, and contractual services”) is hereby amended to read as follows:

**“2561 Formal bid procedures–Supplies, equipment, and non-professional services.**

Purchases and contracts for supplies, non-professional services, and equipment and the sale of surplus property of estimated value greater than twenty-five thousand dollars (\$25,000.00) shall be let by the formal procedures set forth herein.

- (a) The Purchasing Officer shall mail notices inviting formal bids. The notices shall be mailed to all qualified vendors on the bid list, if existing, or who have requested their name to be added thereto unless the products or service is proprietary.
- (b) The notices shall be mailed no later than ten (10) calendar days before the opening date of the bids. The notices shall describe the commodities or services in general terms, how to obtain more detailed information, and state the time and place for submission of bids.
- (c) The notice inviting bids shall be published at least fourteen (14) days before the opening date of the bids. Notice shall be published at least twice, not less than five (5) days apart, in a newspaper of general circulation, printed and published in the City, or, if there is none, in a newspaper of general circulation which is circulated within the City. The notice shall be posted in public places in the City that have been designated by resolution as places for placing public notices.
- (d) The City Clerk shall also post a notice of pending purchases or sales of surplus property on a public bulletin board in the City Hall.
- (e) Sealed bids shall be submitted to the City Clerk and shall be identified as bids on the envelope. Bids shall be opened in public by the City Clerk or designee at the time and place stated in the public notices. A tabulation of all bids shall be open for public inspection during regular business hours for a period of not less than thirty (30) calendar days after the bid opening.
- (f) Contracts shall be awarded by the City Council to the lowest responsible bidder except as otherwise provided in this Chapter. The decision of the City Council shall be final.

- (g) In its discretion, the City Council may reject any bids presented, abandon the purchase, or readvertise. After rejecting the bids submitted, the City Council may readvertise by declaring that the materials or supplies can be furnished at a lower price in the open market and may award the contract in the open market without further complying with this section.
- (h) If two (2) or more bids received are the same and lowest, the City Council may accept the one it chooses.
- (i) If no bids are received, the contract may be let in the open market, or by the informal procedures set forth herein.
- (j) The City Council shall have the right to waive any defect or informality in the bidding or in the procedures set forth in this section. No defect or informality shall void any contract entered into.”

**SECTION 11.** Port Hueneme Municipal Code Article II, Chapter 6, Section 2563 (“Change orders”) is hereby amended to read as follows:

**“2563 Change orders.**

Following the award of a procurement contract for any materials, supplies, equipment, professional or non-professional services pursuant to this Chapter, the contract may be amended by the issuance of a change order, provided the change which is the subject of amendment is reasonably related to the scope of the original contract. The Purchasing Officer or his/her designee will maintain control relative to the scoping, estimating, and negotiating of the proposed change(s) and the Finance Director will certify the availability of funds for the proposed change in the event that the change order increases the contract cost., Annually a report will be submitted by the Purchasing Officer or his/her designee to the City Council outlining all change orders that have been issued to contracts governed by this Chapter during the reporting period.

Any change order with a total cost in the amount of twenty thousand dollars (\$20,000.00) or less may be approved by the Purchasing Officer, provided the aggregate amount of all changes to a particular contract, including the change order under consideration, does not exceed twenty (20) percent of the original contract cost. Any change order in an amount greater than twenty thousand dollars (\$20,000.00) shall be approved by the City Council. Any time extension of the performance deadline up to a total of sixty (60) days under a contract may be granted by the Purchasing Officer. Any time extension of a performance deadline that exceeds sixty (60) days shall be approved by the City Council.”

**SECTION 12.** A new subsection (d) is added to Port Hueneme Municipal Code Article II, Chapter 6, Section 2564 (“Exemptions from formal contract procedure”) to read as follows:

- “(d) The Purchasing Officer may authorize purchases when participating in an established governmental “cooperative purchasing program” or when purchasing from a supplier who has been awarded a contract resulting from a formal competitive bid process by another governmental agency within the state or by the federal government.”

SECTION 13. Port Hueneme Municipal Code Article II, Chapter 6, Section 2565 (“Professional Services”) is amended to read as follows:

- “(a) A RFP and/or RFQ is not required for contracts less than \$10,000.
- (b) The City shall not be restricted to engaging in a competitive bidding procedure when seeking to retain specially trained persons or firms to provide services in connection with financial, economic, accounting, engineering, legal, administrative, or other matters involving specialized expertise or unique skills. In securing professional services, the City shall utilize a request for proposals procedure, the method and details of which may be outlined in administrative regulations adopted by the City. The Purchasing Officer may award any contract for professional services when the cost of such contract is equal to or less than twenty thousand dollars (\$20,000). Any contract for professional services which exceeds the cost of twenty thousand dollars (\$20,000) shall be awarded by the City Council.
- (c) A recommendation requiring City Council approval of a contract shall contain a detailed summary of the evaluation of all proposals received and the basis for the recommended selection.”

SECTION 14. Port Hueneme Municipal Code Article II, Chapter 6, Section 2571 (“Purchasing Procedures – Public Projects”) is amended to read as follows:

“Public projects of forty-five thousand dollars (\$45,000) or less may be performed by employees of the City by force account, by negotiated contract, or by purchase order.”

SECTION 15. Subsection (c) of Port Hueneme Municipal Code Article II, Chapter 6, Section 2573 (“Formal bid procedures–Public projects”) is hereby amended to read as follows:

- “(c) The notice inviting bids shall be published at least fourteen (14) days before the opening date of the bids. Notice shall be published at least twice, not less than five (5) days apart, in a newspaper of general circulation, printed and published in the City, or, if there is none, in a newspaper of general circulation which is circulated within the City. The notice shall be posted in public places in the City that have been designated by resolution as places for placing public notices.”

SECTION 16. This Ordinance is exempt from review under the California Environmental Quality Act (Cal. Pub. Res. Code §§ 21000, *et seq.*; “CEQA”) and CEQA regulations (Cal. Code Regs. tit. 14, §§ 15000, *et seq.*) because it establishes, modifies, structures, restructures, and approves rates and charges for meeting operating expenses;

purchasing supplies, equipment, and materials; meeting financial requirements; and obtaining funds for capital projects needed to maintain service within existing service areas. This Ordinance, therefore, is categorically exempt from further CEQA review under Cal. Code Regs. tit. 14, §15273.

SECTION 17. Repeal of any provision of the Port Hueneme Municipal Code, or any other City resolution or ordinance herein will not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance's effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 18. If any part of this Ordinance or its application is deemed invalid by a court of competent jurisdiction, the City Council intends that such invalidity will not affect the effectiveness of the remaining provisions or applications and, to this end, the provisions of this Ordinance are severable.

SECTION 19. The City Clerk is directed to certify the passage and adoption of this Ordinance; cause it to be entered into the City of Port Hueneme's book of original ordinances; make a note of the passage and adoption in the records of this meeting; and, within fifteen (15) days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 20. This Ordinance will take effect on the 31<sup>st</sup> day following its final passage and adoption.

**PASSED, APPROVED AND ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
**DOUGLAS A. BREEZE**  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**JOHN BAKER**  
**INTERIM CITY CLERK**

**APPROVED AS TO FORM:**

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
**MARK D. HENSLEY**  
**CITY ATTORNEY**

\_\_\_\_\_  
**JOHN BAKER**  
**INTERIM CITY MANAGER**

## ATTACHMENT A

### Changes to Purchasing Guidelines:

#### Chapter 5: Section L – Change Order Authorizations (page 16)

1. Any change order with a total cost of \$20,000 or less may be approved by the Purchasing Officer, as long as the total amount of all changes to a particular contract (including the change order under consideration) does not exceed 20 percent of the original contract cost.

2. City Council approval is required for any change order in the amount greater than \$20,000 ~~or any change order which, when considered with the total amount of all other change orders to the contract, exceeds 20 percent of the original contract cost.~~

#### CHAPTER 6: Section D – Professional Services (page 19)

3. (Added paragraph) Professional services contracts exceeding \$20,000 must be approved by the City Council. The recommendation for approval of a contract shall contain a detailed summary of the evaluation of all the proposals received and the basis for the recommended selection.

#### CHAPTER 8: Section A – Introduction (page 25 relating to professional services)

(New paragraph) A RFP and/or RFQ is not required for contracts less than \$10,000.

#### CHAPTER 10: Section B – Force Account Work (page 31)

Force account work is performed with internal resources, including labor, equipment, materials, supplies, and subcontractors of the City. The use of force account work is an exception to the bidding requirements expressed in the City Charter and may be performed up to ~~\$25,000~~ \$45,000 with the approval of the Purchasing Officer.



# City of Port Hueneme

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## COUNCIL AGENDA STAFF REPORT

**TO:** City Council

**FROM:** John Baker, Interim City Manager

**SUBJECT:** INTRODUCTION OF ORDINANCE DELETING SECTION 2002 OF THE PORT HUENEME MUNICIPAL CODE

**DATE:** February 1, 2016

### **RECOMMENDATION:**

It is recommended the City Council introduce an Ordinance deleting Section 2002 of the Port Hueneme Municipal Code eliminating the requirement for a pre-agenda session of the City Council (read by title only and waive further reading).

### **BACKGROUND/ANALYSIS:**

Section 2002 of the Municipal Code establishes a pre-agenda session of the City Council prior to the convening of each Council regular meeting. The session is held in the Council Conference Room at the Civic Center behind the Council Chamber. The purpose of the session is to allow for procedural review of items scheduled for the agenda of the Council meeting along with a time estimate for the items contained on the regular agenda.

While the session is open to the public, in practice, there has been little or no attendance other than Council Members and staff. My observation is that the meeting really is not necessary and generally lasts only a few minutes and that it could lead to the perception by the general public that decisions are made regarding the agenda items without public knowledge. Accordingly, I recommend that the pre-agenda meeting be eliminated.

### **FISCAL IMPACT:**

The recommended action will have no fiscal impact on the General Fund.

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**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF  
PORT HUENEME, CALIFORNIA AMENDING PORT HUENEME  
MUNICIPAL CODE ARTICLE II, CHAPTER 1, TO ELIMINATE  
SECTION 2002, REGARDING PRE-AGENDA SESSIONS**

THE CITY COUNCIL OF THE CITY OF PORT HUENEME DOES HEREBY  
ORDAIN AS FOLLOWS:

**SECTION 1:** The Port Hueneme City Council considered the subject matter hereof as part of its February 1, 2016 Regular Meeting and finds, determines and declares as follows:

- A. It is in the best interest of the City to eliminate the pre-agenda session prior to Regular Meetings.
- B. In order to eliminate the pre-agenda session it is necessary to amend Port Hueneme Municipal Code Article II, Chapter 1, to eliminate Section 2002.

**SECTION 2:** Port Hueneme Municipal Code Article II, Chapter 1 is hereby amended to eliminate Section 2002 ("Pre-agenda sessions and study sessions").

**SECTION 3:** If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance is, for any reason, held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

**SECTION 4:** The City Clerk shall certify as to the adoption of this ordinance and shall cause the summary thereof to be published within fifteen (15) days of the adoption and shall post a certified copy of this Ordinance, including the vote for and against the same, in the office of the City Clerk, in accordance with Government Code Section 36993, for the City of Port Hueneme.

SECTION 5: This Ordinance will become effective on the thirty-first (31<sup>st</sup>) day following its adoption.

**PASSED, APPROVED, AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
**DOUGLAS A. BREEZE**  
**MAYOR**

**ATTEST:**

\_\_\_\_\_  
**JOHN BAKER**  
**INTERIM CITY CLERK**

**APPROVED AS TO FORM:**

**APPROVED AS TO CONTENT:**

\_\_\_\_\_  
**MARK D. HENSLEY**  
**CITY ATTORNEY**

\_\_\_\_\_  
**JOHN BAKER**  
**INTERIM CITY MANAGER**