



City of Port Hueneme

PORT HUENEME CITY COUNCIL REGULAR MEETING

FEBRUARY 16, 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:** Mayor Pro Tem Jonathan Sharkey
3. **ROLL CALL**
4. **AGENDA:** (*Amend / Approve*)
5. **PRESENTATION:**
 - A. VENTURA COUNTY TRANSPORTATION COMMISSION:
PROPOSED HALF-CENT SALES TAX MEASURE
Action: Presentation by VCTC Executive Director Darren Kettle.
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. CASH DISBURSEMENTS RATIFICATION

Action: It is recommended the City Council ratify the cash disbursements listing for the period January 23, 2016 through February 5, 2016.

8. INTERIM CHIEF OF POLICE:

A. 2015 YEAR-END REPORT

Action: Presentation by the Interim Chief of Police (informational only).

9. INTERIM CITY MANAGER:

A. ADOPT ORDINANCE NO. 723 AMENDING CITY PURCHASING PROCEDURES

Action: It is recommended the City Council adopt Ordinance No. 723 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 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

B. ADOPT ORDINANCE NO. 724 DELETING SECTION 2002 OF THE PORT HUENEME MUNICIPAL CODE

Action: It is recommended the City Council adopt Ordinance No. 724 deleting Section 2002 of the Port Hueneme Municipal Code eliminating the requirement for a pre-agenda session of the City Council (previously introduced by title only, with further reading waived).

ORDINANCE NO. 724

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

C. AUTHORIZE THE HIRING OF EXECUTIVE RECRUITER FOR PERMANENT CITY MANAGER

Action: It is recommended the City Council authorize the Interim City Manager to hire Avery Associates to recruit a permanent City Manager.

D. WATER RATE REPORT

Action: It is recommended the City Council receive and file a report regarding water rates.

10. CITY MANAGER REPORTS/COMMENTS

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

12. 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.

13. CLOSED SESSION: (None.)

ADJOURNMENT: Adjourn to the next Regular Meeting to be held March 7, 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. 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
CASH DISBURSEMENTS
For the period January 23, 2016 through February 5, 2016

February 16, 2016

Presented are the cash disbursements issued by the Finance Dept. for the period January 23, 2016 through February 5, 2016. Shown are cash disbursements by date of occurrence and type of payment.

| Date | Type of Payment | Attachment | Amount |
|-------------------------|--|-------------------|------------------------------|
| January 27, 2016 | Payroll Distribution | A | \$1,838.40 |
| January 28, 2016 | EFT Transaction 4653 A/P Checks 106095-106207 | B | \$248,810.34 |
| January 29, 2016 | EFT Transaction 4836-4845 | C | \$534,458.62 |
| February 5, 2016 | EFT Transactions 4846-4847 A/P Checks 106208-106241 | D | \$59,141.29 |
| February 5, 2016 | Payroll Distribution | E | \$234,057.86 |
| Total | | | <u>\$1,078,306.51</u> |

CITY OF PORT HUENEME
PAYROLL CASH DISBURSEMENT FOR
MANUAL CHECK
JANUARY 27, 2016

ATTACHMENT A

SALARY DISTRIBUTIONS

PAYROLL DIRECT DEPOSIT TOTALS:

PAYROLL CHECK REGISTER:

1,838.40

1,838.40

TOTAL DISBURSEMENT:

1,838.40

Transactions for 1/28/2016

Date: 2/8/2016

| Vendor Name | Description | Check Date | Number | Amount |
|------------------------------------|---------------------------|------------|--------|----------|
| WELLS ONE | SALES TAX | 1/28/2016 | 4653 | -16.96 |
| WELLS ONE | SALES TAX | 1/28/2016 | 4653 | -31.36 |
| WELLS ONE | SALES TAX | 1/28/2016 | 4653 | 9.01 |
| WELLS ONE | PIZZAMAN DAN'S | 1/28/2016 | 4653 | 44.37 |
| WELLS ONE | AMAZON | 1/28/2016 | 4653 | 131.74 |
| WELLS ONE | PETCO | 1/28/2016 | 4653 | 152.06 |
| WELLS ONE | CHIEF SUPPLY | 1/28/2016 | 4653 | 145.21 |
| WELLS ONE | MATERGRAPHIC | 1/28/2016 | 4653 | 266.10 |
| WELLS ONE | SHOPLET | 1/28/2016 | 4653 | 527.91 |
| WELLS ONE | RAPIDGATE LOTT | 1/28/2016 | 4653 | 179.00 |
| WELLS ONE | CANDYWAREHOUSE | 1/28/2016 | 4653 | 231.31 |
| WELLS ONE | ACCRUE SALES TAX | 1/28/2016 | 4653 | 16.96 |
| WELLS ONE | CANDYWAREHOUSE | 1/28/2016 | 4653 | 449.93 |
| WELLS ONE | ACCRUE SALES TAX | 1/28/2016 | 4653 | 31.36 |
| WELLS ONE | SMART&FINAL | 1/28/2016 | 4653 | 114.99 |
| WELLS ONE | PARTY CITY | 1/28/2016 | 4653 | 90.02 |
| WELLS ONE | DOLLAR TREE | 1/28/2016 | 4653 | 20.05 |
| WELLS ONE | RALPHS | 1/28/2016 | 4653 | 126.68 |
| WELLS ONE | TOPPERS | 1/28/2016 | 4653 | 125.31 |
| WELLS ONE | TOPPERS | 1/28/2016 | 4653 | 127.31 |
| WELLS ONE | TOPPERS | 1/28/2016 | 4653 | 127.31 |
| WELLS ONE | TOPPERS | 1/28/2016 | 4653 | 127.31 |
| WELLS ONE | SMART&FINAL | 1/28/2016 | 4653 | 65.43 |
| WELLS ONE | HOME DEPOT | 1/28/2016 | 4653 | 106.86 |
| WELLS ONE | US CHESS FEDERATION | 1/28/2016 | 4653 | 80.00 |
| WELLS ONE | STAPLES | 1/28/2016 | 4653 | 191.77 |
| WELLS ONE | FRY'S | 1/28/2016 | 4653 | 3.65 |
| WELLS ONE | FRY'S | 1/28/2016 | 4653 | 31.53 |
| WELLS ONE | #1 PARTY SUPPLIES | 1/28/2016 | 4653 | 68.13 |
| WELLS ONE | M&N PARTY STORE CREDIT | 1/28/2016 | 4653 | -112.64 |
| WELLS ONE | ACCRUES SALES TAX | 1/28/2016 | 4653 | -9.01 |
| WELLS ONE | SMART&FINAL | 1/28/2016 | 4653 | 153.44 |
| WELLS ONE | RALPHS | 1/28/2016 | 4653 | 428.98 |
| WELLS ONE | RAPIDGATE MACIAS | 1/28/2016 | 4653 | 179.00 |
| WELLS ONE | AMAZON | 1/28/2016 | 4653 | 8.96 |
| WELLS ONE | RALPHS | 1/28/2016 | 4653 | 34.02 |
| WELLS ONE | ACCO BRANDS DIRECT | 1/28/2016 | 4653 | 7.01 |
| WELLS ONE | BEST BUY | 1/28/2016 | 4653 | 64.79 |
| ACCESS INFORMATION MANAGEMENT | JAN'16 SERVICE | 1/28/2016 | 106095 | 838.58 |
| ACOM SOLUTIONS | ANNUAL MAINT RENEWAL | 1/28/2016 | 106096 | 870.00 |
| AFTERMATH, INC | 12/24/15 SERVICE | 1/28/2016 | 106097 | 245.00 |
| AFTERMATH, INC | 1/10/16 SERVICE | 1/28/2016 | 106097 | 245.00 |
| AFTERMATH, INC | 1/10/16 SERVICE | 1/28/2016 | 106097 | 245.00 |
| ALEXANDER'S CONTRACT SERVICES, INC | 1/13/16-1/14/16 SERVICE | 1/28/2016 | 106098 | 3,467.50 |
| ALEXANDER'S CONTRACT SERVICES, INC | 1/21/16 SERVICE | 1/28/2016 | 106098 | 2,843.35 |
| ALTEC INDUSTRIES INC | AUTOMOTIVE REPAIRS | 1/28/2016 | 106099 | 2,343.18 |
| AMERICAN BARCODE AND RFID | PD EVIDENCE ROOM SUPPLIES | 1/28/2016 | 106100 | 835.25 |

Transactions for 1/28/2016

Date: 2/8/2016

| Vendor Name | Description | Check Date | Number | Amount |
|------------------------------------|---------------------------|------------|--------|-----------|
| AMREP INC | AUTOMOTIVE PARTS | 1/28/2016 | 106101 | 20.30 |
| AMREP INC | AUTOMOTIVE PARTS | 1/28/2016 | 106101 | 108.22 |
| ANACAPA VIEW HOA | 209 S VENTURA RD #26 | 1/28/2016 | 106102 | 429.00 |
| ASSURANT EMPLOYEE BENEFITS | JAN'16 PREMIUMS | 1/28/2016 | 106103 | 2,108.31 |
| ASWELL TROPHY | OFFICE SUPPLIES | 1/28/2016 | 106104 | 21.60 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106105 | 53.21 |
| BAY ALARM | 2/1/16-5/1/16 SERVICE | 1/28/2016 | 106106 | 681.00 |
| BAY ALARM | 2/1/16-5/1/16 SERVICE | 1/28/2016 | 106106 | 463.50 |
| BAY ALARM | 2/1/16-5/1/16 SERVICE | 1/28/2016 | 106106 | 180.00 |
| BLUE SHIELD OF CALIFORNIA | JAN'16 PREMIUMS | 1/28/2016 | 106107 | 2,848.70 |
| BRINK'S INC | JAN'16 SERVICE | 1/28/2016 | 106108 | 297.15 |
| BRINK'S INC | DEC'15 SERVICE | 1/28/2016 | 106108 | 121.50 |
| MISC AP VENDOR | MANUAL CHECK | 1/28/2016 | 106109 | 1,452.04 |
| CALIFORNIA CODE CHECK, INC. | ON-SITE BUILDING OFFICIAL | 1/28/2016 | 106110 | 1,880.00 |
| CALIFORNIA CODE CHECK, INC. | VARIOUS PROPERTIES | 1/28/2016 | 106110 | 900.00 |
| CALIFORNIA CODE CHECK, INC. | 1581 PARK AVE | 1/28/2016 | 106110 | 200.00 |
| CALIFORNIA MECHANICAL | WATER SUPPLIES | 1/28/2016 | 106111 | 174.27 |
| CALIFORNIA MECHANICAL | MOTOR REPAIR | 1/28/2016 | 106111 | 2,006.00 |
| CALIFORNIA WOOD RECYCLING | DECEMBER 16-31, 2015 | 1/28/2016 | 106112 | 774.36 |
| CHANNEL ISLANDS DO IT BEST | FM SUPPLIES | 1/28/2016 | 106113 | 15.35 |
| CHANNEL ISLANDS DO IT BEST | FM SUPPLIES | 1/28/2016 | 106113 | 33.31 |
| CHANNEL ISLANDS DO IT BEST | FM SUPPLIES | 1/28/2016 | 106113 | 8.73 |
| CINTAS CORPORATION | JAN'16 SERVICE | 1/28/2016 | 106114 | 75.38 |
| CITY OF OXNARD | 230981-253278 UTIL BILL | 1/28/2016 | 106115 | 78,821.00 |
| CITY OF OXNARD-TREASURER | DEC'15 SERVICES | 1/28/2016 | 106116 | 62,180.76 |
| CLEAN HARBORS ENV. SERVICES | NOVEMBER 13 & 14, 2015 | 1/28/2016 | 106117 | 520.80 |
| CLEAN HARBORS ENV. SERVICES | DECEMBER 11 & 12, 2015 | 1/28/2016 | 106117 | 520.80 |
| CLEAR, INC | MEMBERSHIP DUES HANELY | 1/28/2016 | 106118 | 50.00 |
| CLEAR, INC | MEMBERSHIP DUES ADAMS | 1/28/2016 | 106118 | 50.00 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106119 | 219.19 |
| COASTAL OCCUPATIONAL MEDICAL GROUP | DOT EXAM | 1/28/2016 | 106120 | 90.00 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106121 | 51.76 |
| COMPUTER LOGISTICS CORPORATION | DEC'15 SERVICE | 1/28/2016 | 106122 | 54.00 |
| CORNWALL SECURITY SERVICES, INC | MONTEJANO PARTY | 1/28/2016 | 106123 | 1,152.00 |
| CORNWALL SECURITY SERVICES, INC | MARTINEZ PARTY | 1/28/2016 | 106123 | 1,128.00 |
| COUNTY FIRST FIRE, LLC | REPLACE FIRE SPRINKLER | 1/28/2016 | 106124 | 175.00 |
| COUNTY FIRST FIRE, LLC | FIVE-YEAR SPRINKLER TEST | 1/28/2016 | 106124 | 990.00 |
| COUNTY FIRST FIRE, LLC | TEST FIRE SYSTEMS | 1/28/2016 | 106124 | 331.96 |
| COUNTY OF VENTURA, GSA | SEP'15 SERVICES | 1/28/2016 | 106125 | 299.86 |
| DATAPROSE, INC | DEC'15 UTILITY STATEMENTS | 1/28/2016 | 106126 | 1,097.69 |
| DATAPROSE, INC | DEC'15 UTILITY STATEMENTS | 1/28/2016 | 106126 | 1,097.69 |
| DATAPROSE, INC | DEC'15 UTILITY STATEMENTS | 1/28/2016 | 106126 | 1,097.68 |
| DATCO SERVICE CORPORATION | 1ST QRTR 2016 FEES | 1/28/2016 | 106127 | 514.50 |
| DELL MARKETING LP | COMPUTER SYSTEM | 1/28/2016 | 106128 | 1,396.84 |
| DELL MARKETING LP | COMPUTER SYSTEM | 1/28/2016 | 106128 | 977.19 |
| DELL MARKETING LP | COMPUTER SYSTEM | 1/28/2016 | 106128 | 1,340.88 |
| DEPARTMENT OF JUSTICE ACCT OFFICE | DEC'15 FINGERPRINTS | 1/28/2016 | 106129 | 49.00 |

Transactions for 1/28/2016

Date: 2/8/2016

| Vendor Name | Description | Check Date | Number | Amount |
|-------------------------------------|-------------------------|------------|--------|----------|
| DOCUPRODUCTS CORPORATION | 2101-01 COPIER | 1/28/2016 | 106130 | 156.85 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106131 | 22.56 |
| ENTERSECT | JAN'16 SERVICE | 1/28/2016 | 106132 | 75.00 |
| FEDERAL EXPRESS CORP | ACOM | 1/28/2016 | 106133 | 20.33 |
| FORD OF VENTURA - MAIN STREET | AUTOMOTIVE REPAIRS | 1/28/2016 | 106134 | 1,154.95 |
| FORD OF VENTURA - MAIN STREET | VEHICLE REPAIRS 4130 | 1/28/2016 | 106134 | 3,227.31 |
| GENERAL BUILDING MANAGEMENT CO, INC | DEC'15 SERVICES | 1/28/2016 | 106135 | 3,066.92 |
| GENERAL BUILDING MANAGEMENT CO, INC | DEC'15 SERVICES | 1/28/2016 | 106135 | 38.40 |
| GOLDEN EXPRESS | DECALS | 1/28/2016 | 106136 | 108.00 |
| GRAINGER INC | FM SUPPLIES | 1/28/2016 | 106137 | 64.90 |
| GRAINGER INC | SOLID WASTE SUPPLIES | 1/28/2016 | 106137 | 11.89 |
| H&H AUTO PARTS WHOLESALE | AUTOMOTIVE PARTS | 1/28/2016 | 106138 | 143.23 |
| H&H AUTO PARTS WHOLESALE | AUTOMOTIVE PART | 1/28/2016 | 106138 | 96.31 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106139 | 226.12 |
| HD SUPPLY FACILITIES MAINTENANCE | CD SUPPLIES | 1/28/2016 | 106140 | 38.41 |
| HD SUPPLY FACILITIES MAINTENANCE | CD SUPPLIES | 1/28/2016 | 106140 | 55.04 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106141 | 57.85 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106142 | 39.04 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106143 | 7.10 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106144 | 38.85 |
| JEANNIE CLEAN | CARPET CLEANING | 1/28/2016 | 106145 | 65.00 |
| JENKINS & HOGIN LLP | SERVICE THRU 12/31/15 | 1/28/2016 | 106146 | 36.53 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106147 | 159.42 |
| KEENE'S HARDWARE INC | CD SUPPLIES | 1/28/2016 | 106148 | 28.05 |
| KEENE'S HARDWARE INC | CD SUPPLIES | 1/28/2016 | 106148 | 81.41 |
| KESTREL ELECTRIC | 771 JANE DR | 1/28/2016 | 106149 | 229.86 |
| LEAGUE OF CALIFORNIA CITIES | MEMBERSHIP DUES CY 2016 | 1/28/2016 | 106150 | 8,422.96 |
| LEGALSHIELD | ALIX | 1/28/2016 | 106151 | 25.90 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106152 | 85.20 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106153 | 46.28 |
| MARTINEZ, SERGIO | SECURITY DEPOSIT REFUND | 1/28/2016 | 106154 | 500.00 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106155 | 392.81 |
| MONTEJANO, MONICA | SECURITY DEPOSIT REFUND | 1/28/2016 | 106156 | 500.00 |
| NASON'S LOCK & SAFE | FM SUPPLIES | 1/28/2016 | 106157 | 11.83 |
| NELL, KIT | RECORDATION/COPY FEES | 1/28/2016 | 106158 | 27.00 |
| OFFICE DEPOT | OFFICE SUPPLIES | 1/28/2016 | 106159 | 798.98 |
| OXNARD AUTO SUPPLY | AUTOMOTIVE PARTS | 1/28/2016 | 106160 | 26.97 |
| OXNARD AUTO SUPPLY | AUTOMOTIVE PARTS | 1/28/2016 | 106160 | 54.49 |
| OXNARD AUTO SUPPLY | AUTOMOTIVE PARTS | 1/28/2016 | 106160 | 135.54 |
| OXNARD AUTO SUPPLY | CREDIT MEMEO | 1/28/2016 | 106160 | -18.00 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106161 | 28.08 |
| PACIFIC TELEMANAGEMENT SERVICES | DEC'15 SERVICE | 1/28/2016 | 106162 | 150.00 |
| PERALTA, ARLENE | ICC CHAPTER LUNCHEON | 1/28/2016 | 106163 | 20.00 |
| PEREZ, JOSE | 1/13/16 FM CAR WASH | 1/28/2016 | 106164 | 90.00 |
| PEREZ, JOSE | 1/13/16 PW ADM CAR WASH | 1/28/2016 | 106164 | 12.00 |
| PEREZ, JOSE | 1/13/16 PW SW CAR WASH | 1/28/2016 | 106164 | 15.00 |
| PEREZ, JOSE | 1/13/16 PW W CAR WASH | 1/28/2016 | 106164 | 30.00 |

Transactions for 1/28/2016

Date: 2/8/2016

| Vendor Name | Description | Check Date | Number | Amount |
|---------------------------------|---------------------------|------------|--------|----------|
| PEREZ, JOSE | 1/15/16 PD ADM CAR WASH | 1/28/2016 | 106164 | 12.00 |
| PEREZ, JOSE | 1/15/16 PD PAT CAR WASH | 1/28/2016 | 106164 | 90.00 |
| PEREZ, JOSE | 1/15/16 PD ADM CAR WASH | 1/28/2016 | 106164 | 12.00 |
| PEREZ, JOSE | 1/22/16 PD PAT CAR WASH | 1/28/2016 | 106164 | 102.00 |
| PEREZ, JOSE | 1/25/16 ADMIN CAR WASH | 1/28/2016 | 106164 | 12.00 |
| PEREZ, JOSE | 1/25/16 CD BLD CAR WASH | 1/28/2016 | 106164 | 15.00 |
| PEREZ, JOSE | 1/25/16 CD PK CAR WASH | 1/28/2016 | 106164 | 27.00 |
| PEREZ, JOSE | 1/25/16 PD ADM CAR WASH | 1/28/2016 | 106164 | 90.00 |
| PETTIGREW MUFFLER, BRAKE & AUTO | AUTOMOTIVE REPAIRS | 1/28/2016 | 106165 | 557.94 |
| PORT HUENEME MARINE SUPPLY | FM SUPPLIES | 1/28/2016 | 106166 | 35.96 |
| PORT HUENEME MARINE SUPPLY | FM SUPPLIES | 1/28/2016 | 106166 | 8.62 |
| PORT HUENEME MARINE SUPPLY | FM SUPPLIES | 1/28/2016 | 106166 | 11.93 |
| PORT HUENEME MARINE SUPPLY | FM SUPPLIES | 1/28/2016 | 106166 | 5.39 |
| PORT HUENEME MARINE SUPPLY | STREETS SUPPLIES | 1/28/2016 | 106166 | 34.67 |
| PORT HUENEME MARINE SUPPLY | STREETS SUPPLIES | 1/28/2016 | 106166 | 182.40 |
| PORT HUENEME MARINE SUPPLY | PARKING SUPPLIES | 1/28/2016 | 106166 | 100.77 |
| PORT HUENEME MARINE SUPPLY | PHWA SUPPLIES | 1/28/2016 | 106166 | 8.66 |
| PORT HUENEME MARINE SUPPLY | WASTEWATER SUPPLIES | 1/28/2016 | 106166 | 178.48 |
| PORT HUENEME MARINE SUPPLY | UPS SHIP/RADWELL | 1/28/2016 | 106166 | 19.32 |
| PORT HUENEME MARINE SUPPLY | GLOVES | 1/28/2016 | 106166 | 8.14 |
| PORT HUENEME MARINE SUPPLY | ADJUSTABLE NOZZLES | 1/28/2016 | 106166 | 25.90 |
| PORT HUENEME MARINE SUPPLY | SAFETY SUPPLIES | 1/28/2016 | 106166 | 97.20 |
| PORT HUENEME MARINE SUPPLY | RAIN GEAR | 1/28/2016 | 106166 | 196.28 |
| PORT HUENEME MARINE SUPPLY | RAIN GEAR | 1/28/2016 | 106166 | 41.57 |
| PORT HUENEME MARINE SUPPLY | RAIN GEAR | 1/28/2016 | 106166 | 439.64 |
| PORT HUENEME MARINE SUPPLY | REFUSE SUPPLIES | 1/28/2016 | 106166 | 31.08 |
| PORT HUENEME MARINE SUPPLY | AUTOMOTIVE PARTS | 1/28/2016 | 106166 | 129.49 |
| PORTASTOR | 12/4/15-1/3/16 SERVICE | 1/28/2016 | 106167 | 85.00 |
| PROVENCIO, THEO | WATER DISTRIBUTION CERT | 1/28/2016 | 106168 | 60.00 |
| PSR ENVIRONMENTAL SERVICES, INC | UST MONTHLY INSPECTION | 1/28/2016 | 106169 | 210.00 |
| QUILL CORPORATION | OFFICE SUPPLIES | 1/28/2016 | 106170 | 52.34 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106171 | 73.36 |
| SANTA MARIA TIRE INC | TIRES | 1/28/2016 | 106172 | 295.88 |
| SANTA MARIA TIRE INC | DISPOSAL FEE | 1/28/2016 | 106172 | 12.00 |
| SANTA MARIA TIRE INC | TIRES | 1/28/2016 | 106172 | 1,200.12 |
| SANTA MARIA TIRE INC | TIRES | 1/28/2016 | 106172 | 311.04 |
| SHRED-IT US JV LLC | DEC'15 SERVICE | 1/28/2016 | 106173 | 192.68 |
| SIEMENS INDUSTRY INC | DEC'15 SIGNAL MAINTENANCE | 1/28/2016 | 106174 | 802.72 |
| SMART SOURCE OF CALIFORNIA, LLC | FM SUPPLIES | 1/28/2016 | 106175 | 741.61 |
| SOUTHERN CALIFORNIA EDISON | 2-02-425-3254 UTIL BILL | 1/28/2016 | 106176 | 2,774.83 |
| SOUTHERN CALIFORNIA EDISON | 2-19-801-9929 UTIL BILL | 1/28/2016 | 106176 | 212.54 |
| SOUTHERN CALIFORNIA EDISON | 2-12-871-6974 UTIL BILL | 1/28/2016 | 106176 | 19.37 |
| SOUTHERN CALIFORNIA EDISON | 2-02-419-5869 UTIL BILL | 1/28/2016 | 106176 | 1,321.95 |
| SOUTHERN CALIFORNIA EDISON | 2-31-780-7485 UTIL BILL | 1/28/2016 | 106176 | 47.08 |
| SOUTHERN CALIFORNIA EDISON | 2-02-419-4953 UTIL BILL | 1/28/2016 | 106176 | 257.74 |
| SOUTHERN CALIFORNIA EDISON | 2-33-605-8318 UTIL BILL | 1/28/2016 | 106176 | 41.13 |
| SOUTHERN CALIFORNIA EDISON | 2-34-878-8340 UTIL BILL | 1/28/2016 | 106176 | 47.63 |

Transactions for 1/28/2016

Date: 2/8/2016

| Vendor Name | Description | Check Date | Number | Amount |
|------------------------------|---------------------------|------------|--------|----------|
| SOUTHERN CALIFORNIA EDISON | 2-02-419-2213 UTIL BILL | 1/28/2016 | 106176 | 278.36 |
| SOUTHERN CALIFORNIA EDISON | 2-02-425-5572 UTIL BILL | 1/28/2016 | 106176 | 317.88 |
| SOUTHERN CALIFORNIA EDISON | 2-02-425-5572 UTIL BILL | 1/28/2016 | 106176 | 317.88 |
| SOUTHERN CALIFORNIA EDISON | 2-02-425-5572 UTIL BILL | 1/28/2016 | 106176 | 317.87 |
| SOUTHERN CALIFORNIA EDISON | 2-28-337-2373 UTIL BILL | 1/28/2016 | 106176 | 35.02 |
| SOUTHERN CALIFORNIA EDISON | 2-31-594-0650 UTIL BILL | 1/28/2016 | 106177 | 351.41 |
| SOUTHERN CALIFORNIA GAS CO | 047 114 8100 4 UTIL BILL | 1/28/2016 | 106178 | 1,618.79 |
| SOUTHERN CALIFORNIA GAS CO | 024 114 1580 1 UTIL BILL | 1/28/2016 | 106178 | 150.89 |
| SOUTHERN CALIFORNIA GAS CO | 097 514 7000 7 UTIL BILL | 1/28/2016 | 106178 | 234.46 |
| SOUTHERN CALIFORNIA GAS CO | 087 114 1927 8 UTIL BILL | 1/28/2016 | 106178 | 182.27 |
| SOUTHERN COUNTIES FUELS | DIESEL EXHAUST FLUID | 1/28/2016 | 106179 | 191.92 |
| SOUTHERN COUNTIES FUELS | 525 GALS DIESEL/340 GAS | 1/28/2016 | 106179 | 1,805.22 |
| SOUTHERN COUNTIES FUELS | 601 GALS DIESEL/450 GAS | 1/28/2016 | 106179 | 2,213.01 |
| STAPLES BUSINESS ADVANTAGE | OFFICE SUPPLIES | 1/28/2016 | 106180 | 31.52 |
| STAPLES BUSINESS ADVANTAGE | OFFICE SUPPLIES | 1/28/2016 | 106180 | 26.99 |
| STAPLES CREDIT PLAN | OFFICE SUPPLIES | 1/28/2016 | 106181 | 73.92 |
| STAPLES CREDIT PLAN | OFFICE SUPPLIES | 1/28/2016 | 106181 | 35.94 |
| STAPLES CREDIT PLAN | OFFICE SUPPLIES | 1/28/2016 | 106181 | 48.53 |
| STAPLES CREDIT PLAN | OFFICE SUPPLIES | 1/28/2016 | 106181 | 13.29 |
| STAPLES CREDIT PLAN | OFFICE SUPPLIES | 1/28/2016 | 106181 | 312.72 |
| STAPLES CREDIT PLAN | OFFICE SUPPLIES | 1/28/2016 | 106181 | 21.56 |
| STAPLES CREDIT PLAN | OFFICE SUPPLIES | 1/28/2016 | 106181 | 165.70 |
| STAPLES CREDIT PLAN | OFFICE SUPPLIES | 1/28/2016 | 106181 | 17.28 |
| STAPLES CREDIT PLAN | OFFICE SUPPLIES | 1/28/2016 | 106181 | 10.35 |
| STAPLES CREDIT PLAN | OFFICE SUPPLIES | 1/28/2016 | 106181 | 193.31 |
| STAPLES CREDIT PLAN | OFFICE SUPPLIES | 1/28/2016 | 106181 | 13.30 |
| STAPLES CREDIT PLAN | OFFICE SUPPLIES | 1/28/2016 | 106181 | 13.30 |
| STAY GREEN, INC. | JAN'16 SERVICE | 1/28/2016 | 106182 | 65.00 |
| STAY GREEN, INC. | JAN'16 SERVICE | 1/28/2016 | 106182 | 265.00 |
| STAY GREEN, INC. | JAN'16 SERVICE | 1/28/2016 | 106182 | 465.00 |
| STERICYCLE, INC | JAN'16 SERVICE | 1/28/2016 | 106183 | 110.14 |
| TAFT ELECTRIC COMPANY | VENTURA @ SUNKIST REPAIR | 1/28/2016 | 106184 | 1,456.04 |
| TELCOM INC | 1/18/16 SERVICE | 1/28/2016 | 106185 | 290.20 |
| MISC AP VENDOR | FINAL BILL REFUND | 1/28/2016 | 106186 | 145.57 |
| TOSHIBA BUSINESS SOLUTIONS | 591516-009 COPIER | 1/28/2016 | 106187 | 9.69 |
| TOSHIBA BUSINESS SOLUTIONS | 591516-009 COPIER | 1/28/2016 | 106187 | 9.68 |
| TOSHIBA BUSINESS SOLUTIONS | 591516-009 COPIER | 1/28/2016 | 106187 | 9.69 |
| TRAFFIC TECHNOLOGIES LLC | STREETS SUPPLIES | 1/28/2016 | 106188 | 988.20 |
| TRAFFIC TECHNOLOGIES LLC | ALUM CIRCLES W/LOGOS | 1/28/2016 | 106188 | 97.20 |
| TRI-COUNTY SENTRY | LEGAL NOTICE | 1/28/2016 | 106189 | 133.88 |
| TYCO INTEGRATED SECURITY LLC | FEB-APR'16 SERVICE | 1/28/2016 | 106190 | 379.25 |
| TYCO INTEGRATED SECURITY LLC | 1/13/16 SERVICE | 1/28/2016 | 106190 | 46.33 |
| TYCO INTEGRATED SECURITY LLC | FEB-APR'16 SERVICE | 1/28/2016 | 106190 | 379.25 |
| TYCO INTEGRATED SECURITY LLC | 1/13/16 SERVICE | 1/28/2016 | 106190 | 46.33 |
| TYCO INTEGRATED SECURITY LLC | FEB-APR'16 SERVICE | 1/28/2016 | 106190 | 379.24 |
| TYCO INTEGRATED SECURITY LLC | 1/13/16 SERVICE | 1/28/2016 | 106190 | 46.34 |
| TYLER TECHNOLOGIES | 12/21/15-12/20/16 SERVICE | 1/28/2016 | 106191 | 1,752.14 |

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|-------------------------------------|---------------------------|------------|--------|----------------------------|
| ULINE | PD SUPPLIES | 1/28/2016 | 106192 | 341.61 |
| UNDERGROUND SERVICE ALERT | DEC'15 NEW TICKET CHARGES | 1/28/2016 | 106193 | 42.00 |
| UNITED SITE SERVICES OF CA INC | 12/28/15-1/24/16 SERVICE | 1/28/2016 | 106194 | 94.51 |
| UNIVAR USA, INC | SODIUM HYPOCHLORITE | 1/28/2016 | 106195 | 1,207.27 |
| VEGA CLEANING SERVICE, INC | 249 E A ST #5 | 1/28/2016 | 106196 | 165.00 |
| VELOCITY TRUCK CENTER | AUTOMOTIVE PART | 1/28/2016 | 106197 | 5.60 |
| VENCO POWER SWEEPING, INC | JAN'16 SERVICE | 1/28/2016 | 106198 | 8,870.23 |
| VENTEK INTERNATIONAL | JAN '16 USAGE | 1/28/2016 | 106199 | 270.00 |
| VENTURA COUNTY SHERIFF | CRISIS INTERVENTION TEAM | 1/28/2016 | 106200 | 84.61 |
| VERIZON BUSINESS SERVICES | SV193395 UTIL BILL | 1/28/2016 | 106201 | 333.14 |
| VERIZON BUSINESS SERVICES | SV193393 UTIL BILL | 1/28/2016 | 106201 | 105.05 |
| VERIZON BUSINESS SERVICES | SV193396 UTIL BILL | 1/28/2016 | 106201 | 143.62 |
| VERIZON BUSINESS SERVICES | SV193394 UTIL BILL | 1/28/2016 | 106201 | 1,430.14 |
| VERIZON CALIFORNIA | 805 271-9955 UTIL BILL | 1/28/2016 | 106202 | 53.67 |
| VERIZON CALIFORNIA | 805 RT5-1894 UTIL BILL | 1/28/2016 | 106202 | 119.87 |
| VERIZON CALIFORNIA | 805 486-9195 UTIL BILL | 1/28/2016 | 106202 | 116.89 |
| VERIZON CALIFORNIA | 805 488-0585 UTIL BILL | 1/28/2016 | 106202 | 62.29 |
| VERIZON CALIFORNIA | 805 QJ5-1445 UTIL BILL | 1/28/2016 | 106202 | 560.51 |
| VERIZON CALIFORNIA | 805 181-0124 UTIL BILL | 1/28/2016 | 106202 | 51.60 |
| VERIZON CALIFORNIA | 805 198-9514 UTIL BILL | 1/28/2016 | 106202 | 120.95 |
| VERIZON CALIFORNIA | 805 181-0131 UTIL BILL | 1/28/2016 | 106202 | 46.19 |
| WARREN DISTRIBUTING INC | AUTOMOTIVE PARTS | 1/28/2016 | 106203 | 76.85 |
| WARREN DISTRIBUTING INC | AUTOMOTIVE PART | 1/28/2016 | 106203 | 139.33 |
| WARREN DISTRIBUTING INC | AUTOMOTIVE PARTS | 1/28/2016 | 106203 | 22.55 |
| WARREN DISTRIBUTING INC | CREDIT MEMO | 1/28/2016 | 106203 | -12.96 |
| WASTE MANAGEMENT, INC OF CALIFORNIA | DEC'15 SERVICES | 1/28/2016 | 106204 | 75.00 |
| WESTERN EXTERMINATOR CO | 12068198-6 | 1/28/2016 | 106205 | 72.50 |
| WESTERN EXTERMINATOR CO | 00050072-8 | 1/28/2016 | 106205 | 87.50 |
| WEX BANK | DEC'15 PURCHASES | 1/28/2016 | 106206 | 830.95 |
| 1ST IMPRINT, INC | BUSINESS CARDS HENSLEY | 1/28/2016 | 106207 | 101.25 |
| | | | | <u>\$248,810.34</u> |

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| Vendor Name | Description | Check Date | Number | Amount |
|--------------------------|---------------------------|------------|--------|-----------|
| BURNS RETIREE MEDICAL | JAN'16 REIMBURSEMENT | 1/29/2016 | 4836 | 859.48 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 381.49 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 1,945.19 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 3,097.35 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 5,287.80 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 2,609.55 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 1,192.15 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 972.99 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 22,570.00 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 5,116.20 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 1,654.17 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 1,974.55 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 649.89 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 1,044.97 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 3,843.26 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 2,348.10 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 257.01 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 781.85 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 1,007.83 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 424.59 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 4,404.35 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 2,092.34 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 4,810.76 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 4,725.41 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 1,599.27 |
| CALPERS CONTRIBUTIONS | 12/25/15 PERS | 1/29/2016 | 4837 | 33,727.43 |
| CALPERS CONTRIBUTIONS | 12/25/15 PERS | 1/29/2016 | 4837 | 24,884.42 |
| CALPERS CONTRIBUTIONS | 12/25/15 PERS | 1/29/2016 | 4837 | 624.71 |
| CALPERS CONTRIBUTIONS | 12/25/15 PERS | 1/29/2016 | 4837 | 1,833.37 |
| CALPERS CONTRIBUTIONS | 01/08/16 PERS | 1/29/2016 | 4837 | 32,199.28 |
| CALPERS CONTRIBUTIONS | 01/08/16 PERS | 1/29/2016 | 4837 | 31,137.85 |
| CALPERS CONTRIBUTIONS | 01/08/16 PERS | 1/29/2016 | 4837 | 624.72 |
| CALPERS CONTRIBUTIONS | 01/08/16 PERS | 1/29/2016 | 4837 | 1,820.85 |
| CALPERS CONTRIBUTIONS | DEC'15 COUNCIL PERS | 1/29/2016 | 4837 | 480.91 |
| CALPERS CONTRIBUTIONS | 2016 REPLACEMENT CHARGES | 1/29/2016 | 4837 | 10,844.54 |
| CALPERS CONTRIBUTIONS | 2016 REPLACEMENT CHARGES | 1/29/2016 | 4837 | 7,182.47 |
| CALPERS CONTRIBUTIONS | JAN'16 UNFUNDED LIABILITY | 1/29/2016 | 4837 | 424.59 |
| CALPERS HEALTH INSURANCE | JAN'16 HEALTH PREMIUMS | 1/29/2016 | 4838 | 3,000.00 |
| CALPERS HEALTH INSURANCE | JAN'16 HEALTH PREMIUMS | 1/29/2016 | 4838 | 312.36 |
| CALPERS HEALTH INSURANCE | JAN'16 HEALTH PREMIUMS | 1/29/2016 | 4838 | 80,462.58 |
| CALPERS 457 | 1/8/16 PERS 457 | 1/29/2016 | 4839 | 3,843.32 |
| CALPERS 457 | 1/22/16 PERS 457 | 1/29/2016 | 4839 | 3,631.66 |
| EDD EFT | 1/8/16 STATE PR TAX | 1/29/2016 | 4840 | 14,005.60 |
| EDD EFT | 1/21/16 STATE PR TAX | 1/29/2016 | 4840 | 817.23 |
| EDD EFT | 1/22/16 STATE PR TAX | 1/29/2016 | 4840 | 12,409.78 |
| EFTPS | 1/8/16 SS MC PR TAX | 1/29/2016 | 4841 | 55,677.80 |
| EFTPS | 1/21/16 SS MC PR TAX | 1/29/2016 | 4841 | 1,792.68 |

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|---------------------------------|------------------------|------------|--------|----------------------------|
| EFTPS | 1/22/16 SS MC PR TAX | 1/29/2016 | 4841 | 51,935.36 |
| EFTPS | 1/27/16 SS MC PR TAX | 1/29/2016 | 4841 | 304.58 |
| EFTPS | 1/8/16 FEDERAL PR TAX | 1/29/2016 | 4841 | 41,906.35 |
| EFTPS | 1/21/16 FEDERAL PR TAX | 1/29/2016 | 4841 | 2,241.20 |
| EFTPS | 1/22/16 FEDERAL PR TAX | 1/29/2016 | 4841 | 38,490.47 |
| GAGER RETIREE MEDICAL | JAN'16 REIMBURSEMENT | 1/29/2016 | 4842 | 543.00 |
| HART RETIREE MEDICAL | JAN'16 REIMBURSEMENT | 1/29/2016 | 4843 | 543.00 |
| ISNER RETIREE MEDICAL | JAN'16 REIMBURSEMENT | 1/29/2016 | 4844 | 443.80 |
| STATE BOARD OF EQUALIZATION EFT | OCT-DEC'15 SALES TAX | 1/29/2016 | 4845 | 493.49 |
| STATE BOARD OF EQUALIZATION EFT | OCT-DEC'15 SALES TAX | 1/29/2016 | 4845 | 134.00 |
| STATE BOARD OF EQUALIZATION EFT | OCT-DEC'15 SALES TAX | 1/29/2016 | 4845 | 1.19 |
| STATE BOARD OF EQUALIZATION EFT | OCT-DEC'15 SALES TAX | 1/29/2016 | 4845 | 33.48 |
| | | | | <u>\$534,458.62</u> |

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|-------------------------------------|---------------------------|------------|--------|-----------|
| PORT HUENEME POLICE OFCR ASSN | PAYROLL SUMMARY | 2/5/2016 | 4846 | 1,578.84 |
| STATE BOARD OF EQUILIZATION - EFT | ENVIRONMENTAL FEE RETURN | 2/5/2016 | 4847 | 1,080.00 |
| STATE BOARD OF EQUILIZATION - EFT | ENVIRONMENTAL FEE RETURN | 2/5/2016 | 4847 | -1,080.00 |
| A&E NATIONAL CLAIMS CENTER | 322 HARBOR BREEZE WASHER | 2/5/2016 | 106208 | 201.41 |
| AMERICAN FIDELITY ASSURANCE | PAYROLL SUMMARY | 2/5/2016 | 106209 | 1,920.64 |
| AMERICAN FIDELITY ASSURANCE COMPANY | PAYROLL SUMMARY | 2/5/2016 | 106210 | 1,374.25 |
| AMERICAN FUNDS SERVICE COMPANY | PAYROLL SUMMARY | 2/5/2016 | 106211 | 30.00 |
| BCP SYSTEMS, INC | BILL ACCEPTOR RPR LABOR | 2/5/2016 | 106212 | 112.93 |
| CALIFORNIA MECHANICAL | WATER SUPPLIES | 2/5/2016 | 106213 | 682.43 |
| CANON FINANCIAL SERVICES, INC | 001-0668326-004 COPIER | 2/5/2016 | 106214 | 225.83 |
| CANON FINANCIAL SERVICES, INC | 001-0668326-006 FAX | 2/5/2016 | 106214 | 24.03 |
| CANON FINANCIAL SERVICES, INC | 001-0668326-002 COPIER | 2/5/2016 | 106214 | 327.32 |
| CANON FINANCIAL SERVICES, INC | 001-0668326-007 FAX | 2/5/2016 | 106214 | 24.03 |
| CANON FINANCIAL SERVICES, INC | 001-0668326-001 COPIER | 2/5/2016 | 106214 | 350.69 |
| CANON FINANCIAL SERVICES, INC | 001-0668326-005 COPIER | 2/5/2016 | 106214 | 207.85 |
| CANON FINANCIAL SERVICES, INC | 001-0668326-003 COPIER | 2/5/2016 | 106214 | 72.00 |
| CANON FINANCIAL SERVICES, INC | 001-0668326-003 COPIER | 2/5/2016 | 106214 | 72.00 |
| CANON FINANCIAL SERVICES, INC | 001-0668326-003 COPIER | 2/5/2016 | 106214 | 72.00 |
| CITY OF OXNARD | 234633-252984 UTIL BILL | 2/5/2016 | 106215 | 109.32 |
| CITY OF OXNARD | 145/880 UTIL BILL | 2/5/2016 | 106215 | 570.00 |
| DST SYSTEMS INC | PAYROLL SUMMARY | 2/5/2016 | 106216 | 88.11 |
| DST SYSTEMS INC | PAYROLL SUMMARY | 2/5/2016 | 106216 | 3,491.86 |
| ICC VENTURA CHAPTER | INSTALLATION BANQUET | 2/5/2016 | 106217 | 70.00 |
| INTERNATIONAL SOCIETY OF | MEMBERSHIP RENEWAL 157687 | 2/5/2016 | 106218 | 170.00 |
| LIEBERT CASSIDY WHITMORE | SERVICES THRU 12/31/15 | 2/5/2016 | 106219 | 245.00 |
| LIEBERT CASSIDY WHITMORE | SERVICES THRU 12/31/15 | 2/5/2016 | 106219 | 343.00 |
| LIEBERT CASSIDY WHITMORE | SERVICES THRU 12/31/15 | 2/5/2016 | 106219 | 620.00 |
| LIEBERT CASSIDY WHITMORE | SERVICES THRU 12/31/15 | 2/5/2016 | 106219 | 588.00 |
| LIEBERT CASSIDY WHITMORE | SERVICES THRU 12/31/15 | 2/5/2016 | 106219 | 455.00 |
| LIEBERT CASSIDY WHITMORE | SERVICES THRU 12/31/15 | 2/5/2016 | 106219 | 650.00 |
| LIEBERT CASSIDY WHITMORE | SERVICES THRU 12/31/15 | 2/5/2016 | 106219 | 522.00 |
| LIEBERT CASSIDY WHITMORE | SERVICES THRU 12/31/15 | 2/5/2016 | 106219 | 318.50 |
| LINCOLN NATIONAL LIFE INSURANCE CO | FEB'16 PREMIUMS | 2/5/2016 | 106220 | 4,743.69 |
| LINCOLN NATIONAL LIFE INSURANCE CO | FEB'16 VOLUNTARY | 2/5/2016 | 106220 | 1,467.30 |
| MCI COMM SERVICE | 805 986-6660 UTIL BILL | 2/5/2016 | 106221 | 33.41 |
| MCI COMM SERVICE | 805 986-6516 UTIL BILL | 2/5/2016 | 106221 | 35.85 |
| MCI COMM SERVICE | 805 986-6565 UTIL BILL | 2/5/2016 | 106221 | 34.27 |
| MCI COMM SERVICE | 805 488-1805 UTIL BILL | 2/5/2016 | 106221 | 34.27 |
| NRS | PAYROLL SUMMARY | 2/5/2016 | 106222 | 520.33 |
| PREFERRED BENEFIT | FEB'16 PREMIUMS | 2/5/2016 | 106223 | 4,427.80 |
| SEIU, LOCAL 721 | PAYROLL SUMMARY | 2/5/2016 | 106224 | 3.50 |
| SEIU, LOCAL 721 | PAYROLL SUMMARY | 2/5/2016 | 106224 | 809.00 |
| SOUTHERN CALIFORNIA EDISON | 2-02-419-2338 UTIL BILL | 2/5/2016 | 106225 | 29.45 |
| SOUTHERN CALIFORNIA EDISON | 2-02-419-2262 UTIL BILL | 2/5/2016 | 106225 | 345.49 |
| SOUTHERN CALIFORNIA EDISON | 2-02-419-2585 UTIL BILL | 2/5/2016 | 106225 | 12,774.49 |
| SOUTHERN CALIFORNIA EDISON | 2-02-419-2338 UTIL BILL | 2/5/2016 | 106225 | 359.47 |
| SOUTHERN CALIFORNIA EDISON | 2-02-419-3286 UTIL BILL | 2/5/2016 | 106225 | 136.70 |

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| SOUTHERN CALIFORNIA EDISON | 2-11-005-6629 UTIL BILL | 2/5/2016 | 106225 | 6,828.66 |
| SOUTHERN CALIFORNIA EDISON | 2-02-419-2502 UTIL BILL | 2/5/2016 | 106225 | 805.99 |
| SOUTHERN CALIFORNIA GAS CO | 160 614 2000 2 UTIL BILL | 2/5/2016 | 106226 | 72.83 |
| SOUTHERN CALIFORNIA GAS CO | 158 514 2000 8 UTIL BILL | 2/5/2016 | 106226 | 24.74 |
| SOUTHERN CALIFORNIA GAS CO | 158 514 2000 8 UTIL BILL | 2/5/2016 | 106226 | 24.74 |
| SOUTHERN CALIFORNIA GAS CO | 158 514 2000 8 UTIL BILL | 2/5/2016 | 106226 | 24.74 |
| SUNGARD PUBLIC SECTOR USERS' | MEMBERSHIP FEES | 2/5/2016 | 106227 | 195.00 |
| THE HIDEAWAY AT BEACH HOUSE | 303 HARBOR BREEZE DR | 2/5/2016 | 106228 | 289.00 |
| THE HIDEAWAY AT BEACH HOUSE | 304 HARBOR BREEZE DR | 2/5/2016 | 106228 | 289.00 |
| THE HIDEAWAY AT BEACH HOUSE | 322 HARBOR BREEZE DR | 2/5/2016 | 106228 | 289.00 |
| THE HIDEAWAY AT BEACH HOUSE | 323 HARBOR BREEZE DR | 2/5/2016 | 106228 | 289.00 |
| THE HIDEAWAY AT BEACH HOUSE | 775 OCEAN BREEZE DR | 2/5/2016 | 106228 | 289.00 |
| THE HIDEAWAY AT BEACH HOUSE | 776 OCEAN BREEZE DR | 2/5/2016 | 106228 | 289.00 |
| THE HIDEAWAY AT BEACH HOUSE | 802 MORNING MIST LN | 2/5/2016 | 106228 | 289.00 |
| THE HIDEAWAY AT BEACH HOUSE | 803 MORNING MIST LN | 2/5/2016 | 106228 | 289.00 |
| THE HIDEAWAY AT BEACH HOUSE | 332 HARBOR BREEZE DR | 2/5/2016 | 106228 | 289.00 |
| TIME WARNER CABLE | 8448200250320222 CABLE | 2/5/2016 | 106229 | 143.49 |
| TIME WARNER CABLE | 8448200250052429 CABLE | 2/5/2016 | 106229 | 122.23 |
| TOSHIBA BUSINESS SOLUTIONS | 591516-010 COPIER | 2/5/2016 | 106230 | 111.08 |
| TOSHIBA FINANCIAL SVCS | 25055118 COPIER | 2/5/2016 | 106231 | 80.89 |
| TOSHIBA FINANCIAL SVCS | 25055118 COPIER | 2/5/2016 | 106231 | 80.90 |
| TOSHIBA FINANCIAL SVCS | 25055118 COPIER | 2/5/2016 | 106231 | 80.89 |
| UNITED WAY OF VENTURA COUNTY | PAYROLL SUMMARY | 2/5/2016 | 106232 | 87.00 |
| VANTAGE TRSFER-800897 | PAYROLL SUMMARY | 2/5/2016 | 106233 | 317.99 |
| VANTAGEPOINT TRSF-301495 | PAYROLL SUMMARY | 2/5/2016 | 106234 | 2,050.34 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 130.08 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -130.08 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 71.49 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -71.49 |
| VERIZON CALIFORNIA | 805 167-8928 UTIL BILL | 2/5/2016 | 106235 | 119.87 |
| VERIZON CALIFORNIA | 805 986-9877 UTIL BILL | 2/5/2016 | 106235 | 57.41 |
| VERIZON CALIFORNIA | 805 197-0060 UTIL BILL | 2/5/2016 | 106235 | 964.16 |
| VERIZON CALIFORNIA | 805 271-0227 UTIL BILL | 2/5/2016 | 106235 | 52.00 |
| VERIZON CALIFORNIA | 805 197-0060 UTIL BILL | 2/5/2016 | 106235 | -964.16 |
| VERIZON CALIFORNIA | 805 271-0227 UTIL BILL | 2/5/2016 | 106235 | -52.00 |
| VERIZON CALIFORNIA | 805 167-8928 UTIL BILL | 2/5/2016 | 106235 | -119.87 |
| VERIZON CALIFORNIA | 805 986-9877 UTIL BILL | 2/5/2016 | 106235 | -57.41 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 11.63 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 11.76 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -11.63 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -11.76 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 94.16 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -94.16 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 15.69 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -15.69 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 63.21 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -63.21 |

Transactions for 2/5/2016

Date: 2/8/2016

| Vendor Name | Description | Check Date | Number | Amount |
|-----------------------------|---------------------------|------------|--------|----------|
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 38.01 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -38.01 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 111.00 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 11.30 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -111.00 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -11.30 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 22.60 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -22.60 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 11.62 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -11.62 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 62.96 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -62.96 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 80.52 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -80.52 |
| VERIZON CALIFORNIA | 805 986-3538 UTIL BILL | 2/5/2016 | 106235 | 325.84 |
| VERIZON CALIFORNIA | 805 986-3538 UTIL BILL | 2/5/2016 | 106235 | -325.84 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 30.55 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -30.55 |
| VERIZON CALIFORNIA | 805 181-0126 UTIL BILL | 2/5/2016 | 106235 | 51.19 |
| VERIZON CALIFORNIA | 805 167-9235 UTIL BILL | 2/5/2016 | 106235 | 98.22 |
| VERIZON CALIFORNIA | 805 181-0126 UTIL BILL | 2/5/2016 | 106235 | -51.19 |
| VERIZON CALIFORNIA | 805 167-9235 UTIL BILL | 2/5/2016 | 106235 | -98.22 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 118.61 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -118.61 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | 86.51 |
| VERIZON CALIFORNIA | 971818098-00002 UTIL BILL | 2/5/2016 | 106235 | -86.51 |
| VERIZON CALIFORNIA | 672523155-00001 UTIL BILL | 2/5/2016 | 106236 | 418.11 |
| VERIZON CALIFORNIA | 672523155-00001 UTIL BILL | 2/5/2016 | 106236 | -418.11 |
| VERIZON CALIFORNIA | 971818098-00001 UTIL BILL | 2/5/2016 | 106236 | 2.20 |
| VERIZON CALIFORNIA | 971818098-00001 UTIL BILL | 2/5/2016 | 106236 | -2.20 |
| VERIZON CALIFORNIA | 971818098-00003 UTIL BILL | 2/5/2016 | 106236 | 38.01 |
| VERIZON CALIFORNIA | 971818098-00003 UTIL BILL | 2/5/2016 | 106236 | -38.01 |
| VERIZON WIRELESS | 242004078-00001 UTIL BILL | 2/5/2016 | 106237 | 38.01 |
| STATE BOARD OF EQUALIZATION | ENVIRONMENTAL FEE RETURN | 2/5/2016 | 106238 | 1,080.00 |
| VERIZON CALIFORNIA | 805 197-0060 UTIL BILL | 2/5/2016 | 106239 | 964.16 |
| VERIZON CALIFORNIA | 805 271-0227 UTIL BILL | 2/5/2016 | 106239 | 52.00 |
| VERIZON CALIFORNIA | 805 167-8928 UTIL BILL | 2/5/2016 | 106239 | 119.87 |
| VERIZON CALIFORNIA | 805 986-9877 UTIL BILL | 2/5/2016 | 106239 | 57.41 |
| VERIZON CALIFORNIA | 805 986-3538 UTIL BILL | 2/5/2016 | 106239 | 325.84 |
| VERIZON CALIFORNIA | 805 181-0126 UTIL BILL | 2/5/2016 | 106239 | 51.19 |
| VERIZON CALIFORNIA | 805 167-9235 UTIL BILL | 2/5/2016 | 106239 | 98.22 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 130.08 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 71.49 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 11.63 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 11.76 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 94.16 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 15.69 |

Transactions for 2/5/2016

Date: 2/8/2016

| Vendor Name | Description | Check Date | Number | Amount |
|------------------|---------------------------|------------|--------|---------------------------|
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 63.21 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 38.01 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 111.00 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 11.30 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 22.60 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 11.62 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 62.96 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 80.52 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 30.55 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 118.61 |
| VERIZON WIRELESS | 971818098-00002 UTIL BILL | 2/5/2016 | 106240 | 86.51 |
| VERIZON WIRELESS | 672523155-00001 UTIL BILL | 2/5/2016 | 106241 | 418.11 |
| VERIZON WIRELESS | 971818098-00001 UTIL BILL | 2/5/2016 | 106241 | 2.20 |
| VERIZON WIRELESS | 971818098-00003 UTIL BILL | 2/5/2016 | 106241 | 38.01 |
| | | | | <u>\$59,141.29</u> |

CITY OF PORT HUENEME
PAYROLL CASH DISBURSEMENT FOR

ATTACHMENT E

FEBRUARY 5, 2016

SALARY DISTRIBUTIONS

| | | |
|---------------------------------------|--------------------------|-------------------|
| PAYROLL DIRECT DEPOSIT TOTALS: | 223,709.60 | |
| PAYROLL CHECK REGISTER: | <u>10,348.26</u> | 234,057.86 |
| TOTAL DISBURSEMENT: | <u><u>234,057.86</u></u> | |



City of Port Hueneme

COUNCIL AGENDA STAFF REPORT

TO: City Council

FROM: John Baker, Interim City Manager

SUBJECT: ADOPT ORDINANCE NO. 723 AMENDING CITY PURCHASING PROCEDURES

DATE: February 16, 2016

RECOMMENDATION:

It is recommended the City Council adopt Ordinance No. 723 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 a result of the City Council discussion, the ordinance was re-introduced on February 1, 2016 with amendments to three additional sections of the Municipal Code, amending Sections 2563, 2565, and 2571.

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

FISCAL IMPACT

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

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 31st day following its final passage and adoption.

PASSED, APPROVED AND ADOPTED this 16th 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

COUNCIL AGENDA STAFF REPORT

TO: City Council

FROM: John Baker, Interim City Manager

SUBJECT: ADOPT ORDINANCE NO. 724 DELETING SECTION 2002 OF THE PORT HUENEME MUNICIPAL CODE

DATE: February 16, 2016

RECOMMENDATION:

It is recommended the City Council adopt Ordinance No. 724 deleting Section 2002 of the Port Hueneme Municipal Code eliminating the requirement for a pre-agenda session of the City Council (previously introduced by title only, with further reading waived).

BACKGROUND/ANALYSIS:

At the City Council meeting of February 1, 2016, the City Council considered the introduction of an ordinance eliminating Section 2002 of the Municipal Code, which establishes a pre-agenda session of the City Council prior to the convening of each Council regular meeting. While the session is open to the public, in practice, there has been little or no attendance other than Council Members and staff, and the meeting generally lasts only a few minutes and is really not necessary.

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

FISCAL IMPACT:

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

ORDINANCE NO. 724

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 (31st) day following its adoption.

PASSED, APPROVED, AND ADOPTED this 16th 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

COUNCIL AGENDA STAFF REPORT

TO: City Council

FROM: John Baker, Interim City Manager

SUBJECT: AUTHORIZE THE HIRING OF EXECUTIVE RECRUITER FOR PERMANENT CITY MANAGER

DATE: February 16, 2016

RECOMMENDATION:

It is recommended the City Council authorize the Interim City Manager to hire Avery Associates to recruit a permanent City Manager.

BACKGROUND/ANALYSIS

On December 18, 2015 Cynthia Haas retired from her position as Port Hueneme's City Manager. Upon assuming the full time duties as your Interim City Manager, I asked the City Council for the opportunity to solicit additional firms for the purposes of having options for the hiring of a recruitment firm. The Council gave me that permission and I was able to get proposals from three (3) additional firms and form a good comparison of the services that would be provided.

Attached is a summary evaluation sheet I have prepared providing what I think to be the key elements of a recruitment for your next City Manager. While many of the factors applied to each of the proposals reflects virtually no difference in the methodology to be used, the key factor in my recommendation is the actual consultant that will be working onsite throughout the process and the background and recent experience that the consultant brings to the hiring process.

Based on my experience with three of the four firms that have made proposals, I am recommending the City Council authorize me to hire the firm of Avery and Associates to conduct the recruitment for your next City Manager.

FISCAL IMPACT

The recommended action will have a fiscal impact of \$24,900 on the General Fund.

Attachment:

- Evaluation of Recruitment firms for hiring of City Manager.

City Manager Recruitment Evaluation

| Firm | Experience Recruiting City Managers | Consultant Assigned | Organizational Assessment | Profile Development | Client Meetings | Candidate Background Evaluation | Schedule | Cost |
|------------------------------|--|----------------------------|----------------------------------|-----------------------------|------------------------|--|-----------------|-------------|
| Avery & Assoc. | Extensive Current Assignments | Owner and Principal | Good | Good with Public Input | 2 Including Public | Good. Reference Checks and Assessment Book for Council | 16 Weeks | \$24,900 |
| Alliance Resource Consulting | Good Recent Assignments | Regional Director | Good | Very Good with Public Input | 2 Including Public | Good. Reference Checks and Interview Book | 14 Weeks | \$26,500 |
| Bob Murray & Assoc. | Good Recent Assignments | Former Owner & Consult. | Good | Good with Public Input | 2 Including Public | Interviews Of approp Parties, no Book mentioned | 16 Weeks | \$24,400 |
| Roberts Consulting Group | Good Recent Assignments | Owner and Principal | Good | Good with Public Input | 3 Including Public | Interim Report provided | 16 Weeks | \$25,000 |



City of Port Hueneme

COUNCIL AGENDA STAFF REPORT

TO: City Council

FROM: John Baker, Interim City Manager

SUBJECT: WATER RATE REPORT

DATE: February 16, 2016

RECOMMENDATION:

It is recommended the City Council receive and file a report regarding water rates.

BACKGROUND/ANALYSIS

Over the past several months multiple issues have been raised both by the City Council and the Port Hueneme Water Agency (PHWA) with regard to the operation of the City's water utility. It has resulted in a water education that I had not anticipated when I assumed the position as your interim City Manager. There are no simple responses to questions regarding the delivery of water for an understanding by the City Council, PHWA or the rate payers of the full system and its impact on the rates charged to its customers.

For some, the issue is just the amount of the bimonthly water bill. At other times it is the focus on the quality of the water. Still another issue for some is the operation of the treatment plant and its relationship to other water utility agencies. Usually, except for those responsible for the operation of the full water delivery system, it is not a concern for the infrastructure (pipes, pumps, etc.).

The purpose of this report is to address the most immediately pressing questions I have heard from City Council Members and the general public – "Why is my water bill so high?" or "What are the utility charges I see on the City Council agenda as part of the cash disbursements?" or "When did the City begin paying for utilities?" As indicated in the preceding paragraph, there are a number of factors that play into the resulting water rate for our customers. I will be addressing many of those factors in a subsequent report to the City Council.

WATER RATE REPORT

February 16, 2016

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WATER RATES: PAST, PRESENT AND FUTURE

The tendency of the general public is a focus on issues that confronts it today. In the case of water that translates to “How much am I paying for my water?” The communication with City Council Members is primarily about water rates. That communication is elevated when there is recognition that our rates are higher than all the other cities in the county. The customer concern is understood by City staff as rates hit the pocketbook today or every time a water bill is received. A comparison of water rates with the other cities in the county is contained in Attachment A. The rates shown are based on the assumption that a customer uses 15 hundred cubic feet (hcf) of water per month. That amount of usage was chosen to enable us to make as close to an apples-to-apples comparison as possible for all the water agencies. It shows that the City of Port Hueneme has the highest rates. What is not shown in the figures is any amount the cities might subsidize water from other funds – numbers that are not available to City staff. In most cases, the biggest difference in the charges is seen in the fixed costs of each city’s system. It could be that there are not capital programs to address either maintenance costs or future needs of the system, or that other funds are being used for that purpose. In the case of the City of Port Hueneme, we are very careful to maintain projections that are as realistic as possible for future costs – both for water purchase and capital items.

The charges shown on Attachment A are not the costs to the average rate payer in each of the jurisdictions. Once again, 15hcf was used to get to a good comparison of costs to the Port Hueneme charges. The actual average usage for our residents is not 15hcf – the number being closer to 5.6 hcf. When adding the fixed cost for our system, the average cost to our ratepayers for water is \$58.94 per month.

The charges that appear on our City Council agendas as part of the “cash disbursements” are those costs attributable to the City for water, sewer and refuse services enjoyed by the City. They are necessary as all these operations are enterprise funds and are to be charged to all users of the services. The charges began in July 2015 when it was discovered that the City was not paying for the services to its buildings and grounds throughout the City. The annualized payments to the three enterprise funds from the General Fund are: water - \$403,472, sewer - \$10,368 and refuse - \$127,030. These figures translate to approximately 75% water, 2% sewer and 23% refuse of the charges shown in the “cash disbursements.”

The City began its installation of water meters in December 2006. Installation was completed and the City began collecting volumetric figures for its customers in August 2009. Prior to that time all customers were charged a flat rate for water

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– not based in any manner on the amount of water that was delivered. Prior to 2009 our rate payers were charged \$51.24 per month - a cost that included both the variable and fixed costs. Customers had no incentive to watch usage. Over the period of several years the City made General Fund loans to the water enterprise fund to cover the costs of providing water to all its customers – recognition that costs were far exceeding the revenues raised from the flat rate charges. Put in a different way, average water usage customers were being subsidized by the City's General Fund. Five loans from the General Fund exceeded \$16,080,054 beginning June 21, 2000. The current principal on those loans is \$14,538,869 with final payments to be made in January 2038.

CONCLUSION

The process to be used to determine what rates our customers should pay for water service must take into account a look at the whole approach of providing the service. This report only speaks to what is visible to our rate payers – the actual bimonthly bill. To get the full picture, we need to consider: 1) the sources of water to the City, 2) the quality of the water (including the standards we are required to meet now and in the future), 3) the treatment process used to achieve the desired/required quality, and 4) the shelf life and replacement of the different infrastructure pieces of our delivery system.

In my subsequent reports on our water delivery I will attempt to address these issues to bring about a holistic look at the future of the Port Hueneme water delivery system.

FISCAL IMPACT

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

Attachment:

- Comparison of Ventura County municipal water rates

2016 Water Rate Comparison

| | HCF Used | No. of Tiers | Cost Per HCF | Variable Water Cost | Fixed Monthly Cost | Total Monthly Water Billing |
|--|-------------|--------------------|-----------------|---------------------------|--------------------------|-----------------------------------|
| City of Port Hueneme (Effective 7/1/12) | 15 | N/A | \$3.80 | \$57.00 | \$37.62 | \$94.62 |
| Ojai Area (Golden State) (Effective 6/1/15) | 15 | 1 | \$4.314 | \$64.71 | \$28.53 | \$93.24 |
| | | 2 | \$4.963 | \$0.00 | | |
| | | 3 | \$5.705 | \$0.00 | | |
| City of Thousand Oaks (Effective 1/14/15) | 15 | 1 | \$4.22 | \$63.30 | \$18.19 | \$81.49 |
| | 0 | 2 | \$4.51 | \$0.00 | | |
| | 0 | 3 | \$4.81 | \$0.00 | | |
| City of Oxnard (Proposed 3/1/16) | 9 | 1 | \$3.87 | \$34.83 | \$16.89 | \$79.14 |
| | 6 | 2 | \$4.57 | \$27.42 | | |
| | 0 | 3 | \$6.12 | \$0.00 | | |
| City Of Santa Paula (Effective 11/01/12) | 15 | N/A | \$2.43 | \$36.45 | \$36.89 | \$73.34 |
| City of Simi Valley (2016 Proposed Rates) | 15 | N/A | \$3.40 | \$51.00 | \$19.43 | \$70.43 |
| City of Ventura (2016 Rates) | 6 | 1 | \$2.40 | \$14.40 | \$14.64 | \$60.59 |
| (Stage 3 Conservation) | 8 | 2 | \$3.25 | \$26.00 | | |
| | 1 | 3 | \$5.55 | \$5.55 | | |
| City of Camarillo (Effective 1/1/16) | 9 | 1 | \$1.50 | \$13.50 | \$22.43 | \$57.41 |
| | 6 | 2 | \$3.58 | \$21.48 | | |
| | 0 | 3 | \$4.54 | \$0.00 | | |
| | 0 | 4 | \$6.33 | \$0.00 | | |
| City of Fillmore (Effective 7/1/15) | 10 | 1 | \$0.00 | \$0.00 | \$37.99 | \$56.99 |
| | 5 | 2 | \$3.80 | \$19.00 | | |
| City of Moorpark (Effective 1/1/16) | 8 | 1 | 3.104 | \$24.83 | \$7.25 | \$54.90 |
| | 7 | 2 | 3.259 | \$22.81 | | |
| | 0 | 3 | 4.889 | \$0.00 | | |
| | 0 | 4 | 8.148 | \$0.00 | | |
| Ojai Area (CMWD Pumped) (Effective 7/1/13) | 15 | 1 | \$0.882 | \$13.23 | \$23.34 | \$36.57 |