



# City of Port Hueneme

## PORT HUENEME CITY COUNCIL REGULAR MEETING

**APRIL 18, 2016**  
**6:30 PM**

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

### **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, FLAG SALUTE**
2. **INSPIRATION:** Mayor Pro Tem Jonathan Sharkey
3. **ROLL CALL**
4. **AGENDA:** (*Amend / Approve*)
5. **PRESENTATIONS:**
  - A. **RECOGNIZE RETIRING CITY EMPLOYEE**  
Action: Present plaque to Daniel Stowe, retiring Fleet Maintenance Mechanic.
  - B. **INTRODUCTION, OATH OF OFFICE – NEW RESERVE POLICE OFFICER, NANCY SERRATO**  
Action: Presentation by Interim Chief of Police.
  - C. **PROCLAMATION IN MEMORY OF RETIRED POLICE CANINE “DON”**  
Action: Present Proclamation.

- D. PROCLAMATION IN RECOGNITION OF THE VENTURA COUNTY LIBRARY CENTENNIAL  
Action: Present Proclamation.

**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 March 21, 2016 Special and Regular Meetings, and the April 4, 2016 Regular Meeting.
- B. CASH DISBURSEMENTS RATIFICATION  
Action: It is recommended the City Council ratify the cash disbursements listing for the period March 26, 2016 through April 8, 2016.
- C. AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR A THREE-YEAR WATER QUALITY ANALYSIS CONTRACT  
Action: It is recommended the City Council authorize staff to issue a Request for Proposals (RFP) for a three-year water quality analysis contract.
- D. AUTHORIZATION TO SEEK BIDS FOR CHEMICAL PURCHASES FOR USE AT THE BRACKISH WATER RECLAMATION DEMONSTRATION FACILITY  
Action: It is recommended the City Council authorize staff to proceed with the bidding process for the purchase of chemicals for use at the Brackish Water Reclamation Demonstration Facility (BWRDF).

**8. CITY MANAGER REPORTS/COMMENTS**

- A. INFORMATION REQUESTS FROM CITY COUNCIL  
Action: It is recommended the City Council receive and file informational reports regarding Mar Vista issues and water billing.

**B. CITY MANAGER BROCHURE**

Action: It is recommended the City Council review the attached proposed recruitment brochure for a permanent City Manager and make recommended alterations as appropriate.

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

**10. 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.

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

**ADJOURNMENT:** Adjourn to the next Regular Meeting to be held May 2, 2016 at 6:30 p.m. in the City Council Chamber.

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  
SPECIAL MEETING OF THE CITY COUNCIL**

**MARCH 21, 2016**

**MINUTES**

The Special Meeting of the Port Hueneme City Council was called to order by Mayor Breeze at 5:30 p.m. in the City Council Chamber at City Hall, 250 North Ventura Road, Port Hueneme, California. The Deputy City Clerk called the roll:

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

ABSENT: None.

Staff members present were: John Baker, Interim City Manager/City Clerk; Mark D. Hensley, City Attorney; Carmen Nichols, Deputy City Manager; Cammeo Jupp, Human Resources Analyst (serving as Deputy City Clerk).

**AGENDA:**

The Council Members had previously received copies of the Agenda.

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

**CLOSED SESSION:**

The City Attorney made the following announcement:

With respect to every item of business to be discussed in Closed Session, pursuant to the California Government Code:

- A. CONFERENCE WITH LABOR NEGOTIATORS  
(Pursuant to Government Code Section 54957.6)

AGENCY DESIGNATED REPRESENTATIVES: John Baker, Interim City Manager; Carmen Nichols, Deputy City Manager; Steven M. Berliner, Special Counsel.

EMPLOYEE ORGANIZATIONS: Service Employees International Union (SEIU), Port Hueneme Police Officers Association (PHPOA).

The City Council recessed to Closed Session at 5:31 p.m. The City Council reconvened following the Closed Session. There were no further announcements.

**ADJOURNMENT:**

Mayor Breeze, without objection, adjourned the meeting at 6:05 p.m. to the next Regular Meeting to be held March 21, 2016 at 6:30 p.m. in the City Council Chamber.

Respectfully submitted,

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John Baker  
Interim City Clerk

APPROVED:

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MAYOR BREEZE

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

**MARCH 21, 2016**

**MINUTES**

The Regular Meeting of the Port Hueneme City Council was called to order by Mayor Breeze at 6:31 p.m. in the City Council Chamber at City Hall, 250 North Ventura Road, Port Hueneme, California. After the flag salute, Council Member Hensley gave the Inspiration. The Deputy City Clerk called the roll:

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

ABSENT: None.

Staff members present were: John Baker, Interim City Manager/City Clerk; Mark D. Hensley, City Attorney; Carmen Nichols, Deputy City Manager; Robert Albertson, Interim Chief of Police; Alvin Burrell, Interim Finance Director; Chris Theisen, Public Works Director; Tamah Figg, Code Compliance Manager; Cammeo Jupp, Human Resources Analyst (serving as Deputy City Clerk).

**AGENDA:**

The Council Members had previously received copies of the Agenda.

Council Member Hensley, seconded by Council Member Schnopp, moved to approve the Agenda as presented. Motion carried unanimously.

**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. Bob Allen, Port Hueneme  
Announced that an entrepreneur club has been started at Oxnard College and discussed livestreaming of Council meetings. Discussion ensued among the Council and Mr. Allen.
2. Barbara Paige, Port Hueneme  
Expressed concern about increased thefts and loitering in the Ocean Walk neighborhood. Discussion ensued among the Council and Ms. Paige.

3. Mary Meola, Port Hueneme  
Ocean Walk homeowner, expressed concern about heavy traffic through her neighborhood and trucks parking/idling on Hueneme Road.

**CONSENT AGENDA:**

- A. CASH DISBURSEMENTS RATIFICATION  
Action: It is recommended the City Council ratify the cash disbursements listing for the period February 26, 2016 through March 11, 2016.
- B. SOLICIT BIDS FOR VENTURA ROAD BIKEWAY UPGRADES  
Action: It is recommended the City Council adopt the plans and specifications, and authorize the solicitation of bids, for a public project entitled Ventura Road Bikeway Upgrades - Cash Contract No. 5001.

The following person requested to speak:

1. Robert Babbitt, Port Hueneme  
Spoke in support of Item B, and also expressed support for continuing the Hueneme Beach Festival. Discussion ensued among the Council and Mr. Babbitt.

Mayor Pro Tem Sharkey, seconded by Council Member Schnopp, moved to approve the Consent Agenda as presented. Motion carried 5-0.

**DEPUTY CITY MANAGER:**

- A. REQUEST FOR ADDITIONAL FUNDS FOR CONTRACT WITH VENTURA COUNTY ANIMAL SERVICES  
Action: It is recommended the City Council authorize additional funds of \$35,000 from the General Fund for the Ventura County Animal Services (VCAS) contract.

The Deputy City Manager and Code Compliance Manager gave a report. Discussion ensued among Council and staff.

Council Member Figg, seconded by Council Member Hensley, moved to not approve the additional funds, and invite the County Animal Services Director to make a presentation to the Council at a future meeting. Further discussion ensued. The motion carried 5-0 by the following roll call vote:

AYES: Council Members Figg, Hensley, Schnopp; Mayor Pro Tem Sharkey; Mayor Breeze.

NOES: None.

ABSTAINING: None.

ABSENT: None.

(At this time, the Council voted unanimously to modify the agenda order to consider the City Manager's item next, and move the City Attorney's item after that.)

**CITY MANAGER:**

A. FY 2016-17 BUDGET REPORT

Action: It is recommended the City Council consider the proposed actions for achieving budget reductions in Fiscal Year 2016-17 to result in a structural balance between revenues and expenditures for two fiscal years and direct staff to proceed with the next steps in the budget process.

The Interim City Manager gave a report. The following persons requested to speak:

1. Glen Kinney, Camarillo  
Spoke in support of the Lifeguard Program.
2. Danny Carrillo, SEIU  
Spoke against outsourcing/contracting City jobs.
3. Dan Gildea, Oxnard  
Spoke in support of the Lifeguard Program.
4. Kevin Lorch, Camarillo  
Spoke in support of the Lifeguard Program.
5. Kit Nell, Port Hueneme Deputy Public Works Director  
Spoke against outsourcing/ contracting City jobs.
6. Andy Martinez, Port Hueneme  
Spoke in support of the Lifeguard Program.
7. Andelina Martinez, Port Hueneme  
Spoke in support of the Junior Lifeguard Program.
8. Sean Demmon, Port Hueneme  
Spoke in support of the Lifeguard Program.
9. George Camarena, Port Hueneme  
Spoke in support of the Lifeguard Program.

10. Kellie Swift, Port Hueneme  
Spoke in support of the Lifeguard and Junior Lifeguard programs.
11. Daniel Nahmias, Ventura  
Spoke in support of the Lifeguard Program, and presented handouts on lifeguarding for the Council's consideration.
12. Cory Scrivner, Port Hueneme  
Spoke in support of the Lifeguard Program.
13. Steven Gama, Port Hueneme  
Spoke in support of the Lifeguard Program.
14. Kevin Brannon, Port Hueneme  
Spoke in support of the Lifeguard Program and the Port Hueneme Chamber of Commerce.
15. Summer Demmon, Port Hueneme  
Spoke in support of the Lifeguard Program.

Discussion ensued among Council and staff; numerous motions were made, but none were seconded.

Mayor Pro Tem Sharkey, seconded by Council Member Schnopp, moved to approve the City Manager's recommended cuts as presented in the staff report and to explore contract services as recommended, except for the Lifeguard and Junior Lifeguard programs, and direct staff to look for ways to reduce the Lifeguard programs' impact on the General Fund, and return to the Council with recommendations. Further discussion ensued. The motion carried 3-2 by the following roll call vote:

AYES: Council Member Schnopp; Mayor Pro Tem Sharkey; Mayor Breeze.

NOES: Council Members Figg, Hensley.

Council Member Figg voted no as he felt the motion was to include a review of outsourcing for more services, including police.

ABSTAINING: None.

ABSENT: None.

**CITY ATTORNEY:**

- A. LETTER FROM VENTURA COUNTY DISTRICT ATTORNEY'S ("VCDA") OFFICE REQUESTING THAT PURSUANT TO THE

**BROWN ACT THAT THE CITY CEASE AND DESIST CERTAIN ACTIVITIES RELATING TO RECRUITMENT OF A CITY MANAGER**

Action: In an abundance of caution, it is recommended the City Council accept the offer of compromise proposed by the VCDA's Office by the City issuing the requested cease and desist letter (draft copy attached). This will avoid the unnecessary expenditure of County and City taxpayer funds in a Brown Act dispute for which there is no specific legal precedent which directly addresses the issues outlined in VCDA's letter. Moreover, the process to date has been transparent and the next steps in the process are not substantively affected by VCDA's request.

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

Mayor Pro Tem Sharkey, seconded by Council Member Schnopp, moved to approve the City Attorney's recommendation as presented. The motion carried 3-2 by the following roll call vote:

AYES: Council Member Schnopp; Mayor Pro Tem Sharkey; Mayor Breeze.

NOES: Council Members Figg, Hensley.

Council Member Figg voted no as he objected to the report as it did not reflect that he and Council Member Hensley were not present for the closed session on October 31, 2015.

ABSTAINING: None.

ABSENT: None.

**CITY MANAGER REPORTS/COMMENTS:**

The Interim City Manager announced the upcoming public meeting on March 29, 2016 to solicit community input on the upcoming City Manager recruitment. He also announced that a Performance Improvement Plan from the California Joint Powers Insurance Authority will be on an upcoming agenda.

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

Council Member Schnopp reported on attending a recent Economic Development Collaborative of Ventura County (EDC-VC) meeting.

Mayor Pro Tem Sharkey acknowledged Ms. Jonnie Lisman's recent recognition as

“Port Hueneme Citizen of the Year” by the Chamber of Commerce. He also announced the upcoming Easter Egg-stravaganza.

Council Member Hensley requested a future agenda item reviewing the City’s motto of “The Friendly City By The Sea.”

Mayor Breeze commended the staff for remaining dedicated through difficult times.

**CONTINUATION OF OPEN FORUM:** No one requested to speak.

**CLOSED SESSION:** None.

**ADJOURNMENT:**

Mayor Breeze, without objection, adjourned the meeting at 9:06 p.m. to the next Regular Meeting to be held April 4, 2016 at 6:30 p.m. in the City Council Chamber.

Respectfully submitted,

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John Baker  
Interim City Clerk

APPROVED:

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MAYOR BREEZE

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

**APRIL 4, 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, Council Member Hensley gave the Inspiration. The Deputy City Clerk called the roll:

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

ABSENT: None.

Staff members present were: John Baker, Interim City Manager/City Clerk; Karl H. Berger, Deputy City Attorney; Carmen Nichols, Deputy City Manager; Robert Albertson, Interim Chief of Police; Alvin Burrell, Interim Finance Director; Chris Theisen, Public Works Director; Cammeo Jupp, Human Resources Analyst (serving as Deputy City Clerk).

**AGENDA:**

The Council Members had previously received copies of the Agenda, which was approved unanimously.

**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. Sheri Boles, California Public Utilities Commission Outreach Officer  
Announced an upcoming public participation hearing regarding proposed changes to the 805 telephone area code.
2. Steven Gama, Port Hueneme  
Commented on a recent Ventura County Star article regarding a recent settlement with the former City Manager.
3. Sheryl Malone, Port Hueneme  
Requested details on the former City Manager's lawsuit and commented on Council Members' conduct.

(At this time, Mayor Pro Tem Sharkey, seconded by Council Member Schnopp, moved to amend the agenda by recessing the City Council meeting and opening the Housing Authority meeting; motion carried unanimously. Following the Housing meeting, Mayor Breeze reopened the City Council meeting at 8:11 p.m.)

The Open Forum continued:

4. Robert Herrera, Oxnard (Port Hueneme property owner)  
Commented on water bills being issued every other month, causing a hardship for landlords who have to pay when their tenants neglect to pay their final utility bill when they move out. Discussion ensued among Council and Mr. Herrera.

#### **PUBLIC HEARINGS:**

- A. ADOPT RESOLUTION GRANTING SPECIAL USE PERMIT NO. 16-02 FOR THE PIER TO PIER HALF MARATHON BEGINNING AT SURFSIDE DRIVE  
Action: It is recommended the City Council (1) open the public hearing to take testimonial and documentary evidence, (2) close the public hearing and consider the evidence, and (3) after considering the evidence, do the following:
  1. Adopt the attached Resolution that conditionally approves Special Use Permit No. 16-02 for temporary events at Hueneme Beach Park and adjacent areas for up to five years;
  2. Waive the Special Use Permit fee of \$260 since a fee was paid for the full Pier to Pier Marathon under SUP No. 12-02, which is still active; and
  3. Authorize the Deputy City Manager to file a Notice of Final Action with the California Coastal Commission and Notice of Exemption in accordance with provisions of the California Coastal Act and California Environmental Quality Act ("CEQA").

Mayor Pro Tem Sharkey recused himself due to a prima facie conflict of interest, and left the dais.

The Deputy City Manager gave a report and introduced Josh Spiker of Vendurance Tribe. Discussion ensued among the Council, staff, and Mr. Spiker.

Mayor Breeze opened the public hearing and invited anyone who wished to speak on the item to come forward. The following person requested to speak:

1. Sheryl Malone, Port Hueneme  
Commented on traffic issues at Surfside I and Casa Pacifica caused by the marathon.

Mayor Breeze closed the public hearing.

Council Member Schnopp, seconded by Council Member Figg, moved to approve staff's recommendation as presented, but direct staff to amend the contract to provide for full cost recovery in the event of incidents that cannot be otherwise recovered by the fee paid. Further discussion ensued. The motion carried 4-0 by the following roll call vote:

AYES: Council Members Figg, Hensley, Schnopp; Mayor Breeze.

NOES: None.

ABSTAINING: None.

ABSENT: Mayor Pro Tem Sharkey (recused)

RESOLUTION NO. 4134

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA DEEMING A TEMPORARY EVENT EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT AND CONDITIONALLY APPROVING SPECIAL USE PERMIT NO. 16-02 FOR THE PIER TO PIER HALF MARATHON COMBINED WITH THE FULL MARATHON (Case Number SUP 16-02)

Mayor Pro Tem Sharkey returned to the dais.

- B. RESOLUTION APPROVING THE CITY'S NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM STORMWATER MANAGEMENT PROGRAM FOR INCLUSION INTO THE BENEFIT ASSESSMENT PROGRAM OF THE VENTURA COUNTY WATERSHED PROTECTION DISTRICT

Action: It is recommended the City Council, at the close of the hearing, adopt the attached Resolution approving the National Pollutant Discharge Elimination System (NP Stormwater Management Program for inclusion into the B Assessment Program of the Ventura County Watershed Protection District (VCWPD).

The Public Works Director gave a report. Discussion ensued among Council and staff.

Mayor Breeze opened the public hearing and invited anyone who wished to speak on the item to come forward. No one requested to speak. Mayor Breeze closed the public hearing.

Council Member Hensley, seconded by Mayor Pro Tem Sharkey, moved to approve staff's recommendation as presented. The motion carried 5-0 by the following roll call vote:

AYES: Council Members Figg, Hensley, Schnopp; Mayor Pro Tem Sharkey; Mayor Breeze.

NOES: None.

ABSTAINING: None.

ABSENT: None.

RESOLUTION NO. 4135  
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA DETERMINING AN ASSESSMENT FOR THE CITY'S NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM - STORMWATER MANAGEMENT PROGRAM TO BE RECOMMENDED FOR INCLUSION INTO THE BENEFIT ASSESSMENT PROGRAM OF THE VENTURA COUNTY WATERSHED PROTECTION DISTRICT

#### **CONSENT AGENDA:**

A. APPROVAL OF MINUTES

Action: It is recommended the City Council approve the Minutes of the March 7, 2016 Regular Meeting and the March 21, 2106 Special and Regular meetings.

Council Member Figg raised some objections to the Minutes: Related to the budget item, Council Member Figg voted no as he felt the motion was to include a review of outsourcing for more services, including police. Related to the letter to the District Attorney, Council Member Figg voted no as he objected to the report as it did not reflect that he and Council Member Hensley were not present for the closed session on October 31, 2015. Discussion ensued among Council and staff.

Mayor Pro Tem Sharkey, seconded by Council Member Schnopp, moved to direct the City Manager to review audio recording of the last meeting in order to verify the Minutes' accuracy. The motion carried 5-0 by the following roll call vote:

AYES: Council Members Figg, Hensley, Schnopp; Mayor Pro Tem Sharkey; Mayor Breeze.

NOES: None.

ABSTAINING: None.

ABSENT: None.

**B. CASH DISBURSEMENTS RATIFICATION**

Action: It is recommended the City Council ratify the cash disbursements listing for the period March 12, 2016 through March 25, 2016.

Discussion ensued among Council and staff.

Mayor Pro Tem Sharkey, seconded by Council Member Schnopp, moved to approve staff's recommendation as directed. Motion carried 5-0.

**CITY MANAGER:**

**A. FY 2016-17 BUDGET DIRECTIONS**

Action: It is recommended the City Council receive a summary of City Council budget decisions, approve the fees for and an operating subsidy for the Junior Lifeguard program and provide direction regarding Lifeguard funding for structurally balancing the FY 2016-17 budget.

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

The following persons requested to speak:

1. Will Berg, Port Hueneme  
Spoke in support of retaining the Lifeguard program.
2. Fred Burris, Ventura County Fire Battalion Chief  
Spoke on VCF's Water Rescue Program and its interaction with the Port Hueneme Lifeguard program. Discussion ensued among Council and Mr. Burris.
3. Kayla McCormick, Port Hueneme  
Spoke in support of retaining the Junior Lifeguard program.
4. Corey Scrivner, Port Hueneme  
Spoke in support of retaining the Lifeguard program.
5. David Scrivner, Port Hueneme  
Spoke in support of retaining the Lifeguard program.
6. Steven Gama, Port Hueneme

Urged the Council to be proactive in its annual budgeting process, with public safety being highest priority. Discussion ensued among Council and Mr. Gama.

7. Jose Games, Oxnard  
Regularly surfs at Hueneme Beach, spoke in support of retaining the Lifeguard and Junior Lifeguard programs.
8. Daniel Nahmias, Oxnard  
Spoke in support of retaining the Lifeguard program.
9. Conner Rhoads, Oxnard  
Spoke in support of retaining the Lifeguard program. Discussion ensued among Council and Mr. Rhoads.
10. Casey Graham, Oxnard  
Spoke in support of retaining the Lifeguard program. Discussion ensued among Council and Mr. Graham.

Further discussion ensued.

Council Member Hensley, seconded by Mayor Pro Tem Sharkey, moved to retain full funding of the Lifeguard program, and approve staff's recommendation for the fees for and an operating subsidy for the Junior Lifeguard program. Further discussion ensued. The motion carried 5-0 by the following roll call vote:

AYES: Council Members Figg, Hensley, Schnopp; Mayor Pro Tem Sharkey; Mayor Breeze.

NOES: None.

ABSTAINING: None.

ABSENT: None.

#### **CITY MANAGER REPORTS/COMMENTS:**

The Interim City Manager announced upcoming presentations by the Oxnard Harbor District and California Joint Powers Insurance Authority; and gave an update on the contract with Ventura County Animal Control. Discussion ensued among Council and staff.

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

Council Member Schnopp reported on attending the presentation, "Lighthouses of Southern California" at the Port Hueneme Historical Museum.

Council Member Hensley reported on numerous recent events/meetings.

Mayor Pro Tem Sharkey reported on Congresswoman Brownley's recent announcement for a Federal grant to fund the Rice Road overpass grade separation project, and on attending the annual Easter Egg-Stravaganza.

Mayor Breeze requested an update at an upcoming meeting on the Mar Vista smoking and ventilation issues, and landlord/tenant water accounts.

**CONTINUATION OF OPEN FORUM:** No one requested to speak.

**CLOSED SESSION:** None.

**ADJOURNMENT:**

Mayor Breeze, without objection, adjourned the meeting at 9:12 p.m. to the next Regular Meeting to be held April 18, 2016 at 6:30 p.m. in the City Council Chamber.

Respectfully submitted,

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John Baker  
Interim City Clerk

APPROVED:

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MAYOR BREEZE

**CITY OF PORT HUENEME**  
**CASH DISBURSEMENTS**  
*For the period March 26, 2016 through April 8, 2016*

April 18, 2016

Presented are the cash disbursements issued by the Finance Dept. for the period March 26, 2016 through April 8, 2016. Shown are cash disbursements by date of occurrence and type of payment.

<b>Date</b>	<b>Type of Payment</b>	<b>Attachment</b>	<b>Amount</b>
<b>March 31, 2016</b>	EFT Transactions	A	\$918,935.25
<b>April 1, 2016</b>	EFT Transaction A/P Checks 106765-106809	B	\$52,117.09
<b>April 1, 2016</b>	Payroll Distribution	C	\$217,730.23
<b>April 4, 2016</b>	Payroll Distribution	D	\$457.62
<b>April 7, 2016</b>	EFT Transaction A/P Checks 106811-106885	E	\$215,463.94
<b>Total</b>			<b><u>\$1,404,704.13</u></b>

## Transactions for 3/31/2016

Date: 4/11/2016

Vendor Name	Description	Check Date	Number	Amount
AFLAC	FEB'16 AFLAC PREMIUMS	3/31/2016	5059	1,724.23
BURNS RETIREE MEDICAL	MAR'16 MEDICAL REIMB	3/31/2016	5060	859.48
CALPERS CONTRIBUTIONS	2016 REPLACEMENT CHARGES	3/31/2016	5061	22.94
CALPERS CONTRIBUTIONS	ARREARS CONTRIBUTIONS	3/31/2016	5061	2,726.74
CALPERS CONTRIBUTIONS	ARREARS ADMIN FEE	3/31/2016	5061	500.00
CALPERS CONTRIBUTIONS	ARREARS CONTRIBUTIONS	3/31/2016	5061	8,934.34
CALPERS CONTRIBUTIONS	2016 REPLACEMENT CHARGES	3/31/2016	5061	1,121.06
CALPERS CONTRIBUTIONS	3/4/16 PERS	3/31/2016	5061	30,156.14
CALPERS CONTRIBUTIONS	3/4/16 PERS	3/31/2016	5061	24,791.71
CALPERS CONTRIBUTIONS	3/4/16 PERS	3/31/2016	5061	624.71
CALPERS CONTRIBUTIONS	3/4/16 PERS	3/31/2016	5061	1,977.42
CALPERS CONTRIBUTIONS	FEB'16 COUNCIL	3/31/2016	5061	387.09
CALPERS CONTRIBUTIONS	FEB'16 COUNCIL	3/31/2016	5061	93.82
CALPERS CONTRIBUTIONS	3/18/16 PERS	3/31/2016	5061	30,252.59
CALPERS CONTRIBUTIONS	3/18/16 PERS	3/31/2016	5061	24,818.46
CALPERS CONTRIBUTIONS	3/18/16 PERS	3/31/2016	5061	624.71
CALPERS CONTRIBUTIONS	3/18/16 PERS	3/31/2016	5061	1,778.36
CALPERS HEALTH INSURANCE	MAR'16 HEALTH PREMIUMS	3/31/2016	5062	3,500.00
CALPERS HEALTH INSURANCE	MAR'16 HEALTH PREMIUMS	3/31/2016	5062	245.55
CALPERS HEALTH INSURANCE	MAR'16 HEALTH PREMIUMS	3/31/2016	5062	54,108.95
CALPERS 457	3/18/14 PERS 457	3/31/2016	5063	3,231.66
CALPERS 457	3/4/16 PERS 457	3/31/2016	5063	3,236.93
EDD EFT	3/4/16 STATE PR TAX	3/31/2016	5064	11,537.19
EDD EFT	3/18/16 STATE PR TAX	3/31/2016	5064	11,283.25
EFTPS	3/4/16 SS MC PR TAX	3/31/2016	5065	48,385.10
EFTPS	3/18/16 SS MC PR TAX	3/31/2016	5065	47,753.60
EFTPS	3/18/16 SS MC PR TAX	3/31/2016	5065	275.90
EFTPS	3/4/16 FEDERAL PR TAX	3/31/2016	5065	36,394.86
EFTPS	3/18/16 FEDERAL PR TAX	3/31/2016	5065	35,726.20
EFTPS	3/18/16 FEDERAL PR TAX	3/31/2016	5065	10.17
GAGER RETIREE MEDICAL	MAR'16 MEDICAL REIMB	3/31/2016	5066	543.00
HART RETIREE MEDICAL	MAR'16 MEDICAL REIMB	3/31/2016	5067	543.00
TEXAS LIFE INSURANCE COMPANY	MAR'16 PREMIUMS	3/31/2016	5068	435.98
THE BANK OF NEW YORK - EFT	1992 REFUNDING BONDS	3/31/2016	5069	385,000.00
THE BANK OF NEW YORK - EFT	1992 REFUNDING BONDS	3/31/2016	5069	50,550.00
UNION BANK OF CALIFORNIA, N.A.	4/1/16 DEBT SERVICE PMT	3/31/2016	5070	94,780.11
UNION BANK	CSCDA FEE	3/31/2016	106810	652.50
UNION BANK	CSCDA FEE	3/31/2016	106810	-652.50
				<b><u>\$918,935.25</u></b>

## Transactions for 4/1/2016

Date: 4/11/2016

Vendor Name	Description	Check Date	Number	Amount
PORT HUENEME POLICE OFCR ASSN	PAYROLL SUMMARY	4/1/2016	5058	1,578.84
ALCANTAR, PETER	BLDG OP CERT RENEWAL	4/1/2016	106765	65.00
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106766	5.90
ANACAPA VIEW HOA	209 S VENTURA RD #26	4/1/2016	106767	429.00
MISC AP VENDOR	MANUAL CHECK	4/1/2016	106768	43.12
CANON FINANCIAL SERVICES, INC	001-0668326-004 COPIER	4/1/2016	106769	149.07
CANON FINANCIAL SERVICES, INC	001-0668326-002 COPIER	4/1/2016	106769	216.00
CANON FINANCIAL SERVICES, INC	001-0668326-007 FAX BOARD	4/1/2016	106769	10.00
CANON FINANCIAL SERVICES, INC	001-0668326-001 COPIER	4/1/2016	106769	247.32
CANON FINANCIAL SERVICES, INC	001-0668326-005 COPIER	4/1/2016	106769	137.17
CANON FINANCIAL SERVICES, INC	001-0668326-003 COPIER	4/1/2016	106769	72.00
CANON FINANCIAL SERVICES, INC	001-0668326-003 COPIER	4/1/2016	106769	72.00
CANON FINANCIAL SERVICES, INC	001-0668326-003 COPIER	4/1/2016	106769	72.00
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106770	64.94
CITY OF OXNARD	234633-252984 UTIL BILL	4/1/2016	106771	109.32
CITY OF OXNARD	145/880 UTIL BILL	4/1/2016	106771	585.00
CITY OF OXNARD	145/880 UTIL BILL	4/1/2016	106771	624.00
MISC AP VENDOR	MANUAL CHECK	4/1/2016	106772	51.77
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106773	47.92
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106774	367.56
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106775	91.43
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106776	47.21
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106777	56.19
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106778	45.92
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106779	76.69
MCI COMM SERVICE	805 986-6565 UTIL BILL	4/1/2016	106780	34.23
MCI COMM SERVICE	805 986-6516 UTIL BILL	4/1/2016	106780	36.35
MCI COMM SERVICE	805 488-1805 UTIL BILL	4/1/2016	106780	34.27
MCI COMM SERVICE	805 986-6660 UTIL BILL	4/1/2016	106780	35.06
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106781	70.08
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106782	69.06
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106782	-69.06
PADILLA, TERRI	SUPPLIES REIMB	4/1/2016	106783	17.56
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106784	189.49
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106785	58.49
SOUTHERN CALIFORNIA EDISON	2-02-425-3254 UTIL BILL	4/1/2016	106786	3,169.97
SOUTHERN CALIFORNIA EDISON	2-19-801-9929 UTIL BILL	4/1/2016	106786	183.34
SOUTHERN CALIFORNIA EDISON	2-12-871-6974 UTIL BILL	4/1/2016	106786	23.00
SOUTHERN CALIFORNIA EDISON	2-31-780-7485 UTIL BILL	4/1/2016	106786	41.44
SOUTHERN CALIFORNIA EDISON	2-02-419-2338 UTIL BILL	4/1/2016	106786	25.65
SOUTHERN CALIFORNIA EDISON	2-02-419-5869 UTIL BILL	4/1/2016	106786	1,189.07
SOUTHERN CALIFORNIA EDISON	2-02-419-4953 UTIL BILL	4/1/2016	106786	220.77
SOUTHERN CALIFORNIA EDISON	2-33-605-8318 UTIL BILL	4/1/2016	106786	34.82
SOUTHERN CALIFORNIA EDISON	2-02-419-2262 UTIL BILL	4/1/2016	106786	425.55
SOUTHERN CALIFORNIA EDISON	2-02-419-2585 UTIL BILL	4/1/2016	106786	12,232.29

## Transactions for 4/1/2016

Date: 4/11/2016

Vendor Name	Description	Check Date	Number	Amount
SOUTHERN CALIFORNIA EDISON	2-02-419-3286 UTIL BILL	4/1/2016	106786	117.65
SOUTHERN CALIFORNIA EDISON	2-34-878-8340 UTIL BILL	4/1/2016	106786	46.81
SOUTHERN CALIFORNIA EDISON	2-02-419-2338 UTIL BILL	4/1/2016	106786	310.65
SOUTHERN CALIFORNIA EDISON	2-02-425-5572 UTIL BILL	4/1/2016	106786	319.45
SOUTHERN CALIFORNIA EDISON	2-11-005-6629 UTIL BILL	4/1/2016	106786	6,447.86
SOUTHERN CALIFORNIA EDISON	2-02-425-5572 UTIL BILL	4/1/2016	106786	319.45
SOUTHERN CALIFORNIA EDISON	2-02-425-5572 UTIL BILL	4/1/2016	106786	319.46
SOUTHERN CALIFORNIA EDISON	2-30-094-7496 UTIL BILL	4/1/2016	106786	195.36
SOUTHERN CALIFORNIA GAS CO	024 114 1580 1 UTIL BILL	4/1/2016	106787	53.38
SOUTHERN CALIFORNIA GAS CO	097 514 7000 7 UTIL BILL	4/1/2016	106787	87.54
SOUTHERN CALIFORNIA GAS CO	160 614 2000 2 UTIL BILL	4/1/2016	106787	128.15
SOUTHERN CALIFORNIA GAS CO	158 514 2000 8 UTIL BILL	4/1/2016	106787	22.09
SOUTHERN CALIFORNIA GAS CO	158 514 2000 8 UTIL BILL	4/1/2016	106787	22.09
SOUTHERN CALIFORNIA GAS CO	158 514 2000 8 UTIL BILL	4/1/2016	106787	22.09
SOUTHERN CALIFORNIA GAS CO	049 314 1998 2 UTIL BILL	4/1/2016	106787	5.41
SOUTHERN CALIFORNIA GAS CO	198 414 1822 1 UTIL BILL	4/1/2016	106787	5.41
SOUTHERN CALIFORNIA GAS CO	087 114 1927 8 UTIL BILL	4/1/2016	106787	137.13
SPRINT	363299424 UTIL BILL	4/1/2016	106788	59.87
STANEWICH, MERRY	DEVICE TESTER CERT RENEW	4/1/2016	106789	253.20
STAPLES CREDIT PLAN	OFFICE SUPPLIES	4/1/2016	106790	147.12
STAPLES CREDIT PLAN	OFFICE SUPPLIES	4/1/2016	106790	29.15
STAPLES CREDIT PLAN	OFFICE SUPPLIES	4/1/2016	106790	319.05
STAPLES CREDIT PLAN	OFFICE SUPPLIES	4/1/2016	106790	92.30
STAPLES CREDIT PLAN	OFFICE SUPPLIES	4/1/2016	106790	21.59
STAPLES CREDIT PLAN	OFFICE SUPPLIES	4/1/2016	106790	97.19
STAPLES CREDIT PLAN	OFFICE SUPPLIES	4/1/2016	106790	5.39
STRAUTMAN, PAM	REFUND VISION COVERAGE	4/1/2016	106791	147.60
THE HIDEAWAY AT BEACH HOUSE	332 HARBOR BREEZE DR	4/1/2016	106792	289.00
THE HIDEAWAY AT BEACH HOUSE	303 HARBOR BREEZE DR	4/1/2016	106792	289.00
THE HIDEAWAY AT BEACH HOUSE	304 HARBOR BREEZE DR	4/1/2016	106792	289.00
THE HIDEAWAY AT BEACH HOUSE	322 HARBOR BREEZE DR	4/1/2016	106792	289.00
THE HIDEAWAY AT BEACH HOUSE	323 HARBOR BREEZE DR	4/1/2016	106792	289.00
THE HIDEAWAY AT BEACH HOUSE	802 MORNING MIST LN	4/1/2016	106792	289.00
THE HIDEAWAY AT BEACH HOUSE	803 MORNING MIST LN	4/1/2016	106792	289.00
THE HIDEAWAY AT BEACH HOUSE	775 OCEAN BREEZE DR	4/1/2016	106792	289.00
THE HIDEAWAY AT BEACH HOUSE	776 OCEAN BREEZE DR	4/1/2016	106792	289.00
TIME WARNER CABLE	8448200250320222 CABLE	4/1/2016	106793	143.49
TIME WARNER CABLE	8448200250052429 CABLE	4/1/2016	106793	122.23
VELOCITY TRUCK CENTER	AUTOMOTIVE REPAIRS	4/1/2016	106794	344.53
VERIZON BUSINESS SERVICES	SV193394 UTIL BILL	4/1/2016	106795	1,442.55
VERIZON BUSINESS SERVICES	SV193395 UTIL BILL	4/1/2016	106795	333.13
VERIZON CALIFORNIA	805 197-0060 UTIL BILL	4/1/2016	106796	966.12
VERIZON CALIFORNIA	805 271-0227 UTIL BILL	4/1/2016	106796	52.00
VERIZON CALIFORNIA	805 QJ5-1445 UTIL BILL	4/1/2016	106796	560.51
VERIZON CALIFORNIA	805 RT5-1894 UTIL BILL	4/1/2016	106796	119.87

## Transactions for 4/1/2016

Date: 4/11/2016

Vendor Name	Description	Check Date	Number	Amount
VERIZON CALIFORNIA	805 486-9195 UTIL BILL	4/1/2016	106796	111.29
VERIZON CALIFORNIA	805 488-0585 UTIL BILL	4/1/2016	106796	55.76
VERIZON CALIFORNIA	805 181-0124 UTIL BILL	4/1/2016	106796	46.19
VERIZON CALIFORNIA	805 198-9514 UTIL BILL	4/1/2016	106796	115.54
VERIZON CALIFORNIA	805 167-9235 UTIL BILL	4/1/2016	106796	93.22
VERIZON CALIFORNIA	805 181-0126 UTIL BILL	4/1/2016	106796	46.19
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	130.08
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	76.75
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	11.63
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	12.16
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	101.86
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	16.98
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	75.38
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	38.73
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	116.17
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	22.72
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	12.04
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	62.10
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	101.46
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	34.27
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	117.31
VERIZON WIRELESS	971818098-00002 UTIL BILL	4/1/2016	106797	129.70
VERIZON WIRELESS	971818098-00001 UTIL BILL	4/1/2016	106798	2.20
VERIZON WIRELESS	971818098-00003 UTIL BILL	4/1/2016	106798	38.03
MISC AP VENDOR	MANUAL CHECK	4/1/2016	106799	209.59
MISC AP VENDOR	FINAL BILL REFUND	4/1/2016	106800	69.26
AMERICAN FIDELITY ASSURANCE	PAYROLL SUMMARY	4/1/2016	106801	1,878.59
AMERICAN FIDELITY ASSURANCE COMPANY	PAYROLL SUMMARY	4/1/2016	106802	1,390.92
AMERICAN FUNDS SERVICE COMPANY	PAYROLL SUMMARY	4/1/2016	106803	30.00
DST SYSTEMS INC	PAYROLL SUMMARY	4/1/2016	106804	3,631.16
NRS	PAYROLL SUMMARY	4/1/2016	106805	520.33
SEIU, LOCAL 721	PAYROLL SUMMARY	4/1/2016	106806	3.50
SEIU, LOCAL 721	PAYROLL SUMMARY	4/1/2016	106806	9.21
SEIU, LOCAL 721	PAYROLL SUMMARY	4/1/2016	106806	792.25
UNITED WAY OF VENTURA COUNTY	PAYROLL SUMMARY	4/1/2016	106807	87.00
VANTAGE TRSFER-800897	PAYROLL SUMMARY	4/1/2016	106808	317.99
VANTAGEPOINT TRSF-301495	PAYROLL SUMMARY	4/1/2016	106809	1,904.86
				<b>\$52,117.09</b>

CITY OF PORT HUENEME  
PAYROLL CASH DISBURSEMENT FOR

ATTACHMENT C

APRIL 1, 2016

SALARY DISTRIBUTIONS

PAYROLL DIRECT DEPOSIT TOTALS:	207,748.48	
PAYROLL CHECK REGISTER:	<u>9,981.75</u>	217,730.23
TOTAL DISBURSEMENT:	<u><u>217,730.23</u></u>	

CITY OF PORT HUENEME  
PAYROLL CASH DISBURSEMENT FOR  
MANUAL CHECK  
APRIL 1, 2016

ATTACHMENT D

SALARY DISTRIBUTIONS

PAYROLL DIRECT DEPOSIT TOTALS:

PAYROLL CHECK REGISTER:

457.62

457.62

TOTAL DISBURSEMENT:

457.62

## Transactions for 4/7/2016

Date: 4/11/2016

Vendor Name	Description	Check Date	Number	Amount
UNION BANK OF CALIFORNIA, N.A.	CSCDA FEE	4/7/2016	5251	652.50
ADS, LLC	MAR'16 SERVICE	4/7/2016	106811	1,368.00
AGROMIN	LANDSCAPE SUPPLIES	4/7/2016	106812	334.85
AGROMIN	LANDSCAPE SUPPLIES	4/7/2016	106812	334.85
AGROMIN	LANDSCAPE SUPPLIES	4/7/2016	106812	334.85
ALL CITY MANAGEMENT SERVICES, INC	2/28/16-3/12/16 SERVICE	4/7/2016	106813	3,336.00
ARIES INDUSTRIES INC./CCV	COMPUTER MONITOR	4/7/2016	106814	1,312.21
ARIES INDUSTRIES INC./CCV	COMPUTER MONITOR	4/7/2016	106814	1,312.21
ARIES INDUSTRIES INC./CCV	COMPUTER MONITOR	4/7/2016	106814	-1,312.21
ASSOCIATION OF WATER AGENCIES	2/18/16 WATERWISE	4/7/2016	106815	50.00
ASSOCIATION OF WATER AGENCIES	2/24/16 CCWUC LUNCHEON	4/7/2016	106815	70.00
ASSOCIATION OF WATER AGENCIES	3/17/16 WATER WISE	4/7/2016	106815	50.00
ASSOCIATION OF WATER AGENCIES	2/18/16 WATERWISE	4/7/2016	106815	50.00
ASSOCIATION OF WATER AGENCIES	2/24/16 CCWUC LUNCHEON	4/7/2016	106815	70.00
ASSOCIATION OF WATER AGENCIES	3/17/16 WATER WISE	4/7/2016	106815	50.00
ASSURANT EMPLOYEE BENEFITS	APR'16 PREMIUMS	4/7/2016	106816	889.02
BERGIN'S AUTOMOTIVE INC	AUTOMOTIVE REPAIRS	4/7/2016	106817	353.85
BLACK AND WHITE EMERGENCY VEHICLES	AUTOMOTIVE PARTS	4/7/2016	106818	287.26
BLUE SHIELD OF CALIFORNIA	APR'16 PREMIUMS	4/7/2016	106819	1,366.20
CAIN, LINDA	MAR'16 MEAL DELIVERIES	4/7/2016	106820	8.64
CHAMBER OF COMMERCE PORT HUENEME	76TH ANNIVERSARY DINNER	4/7/2016	106821	65.00
CHANNEL ISLANDS DO IT BEST	FM SUPPLIES	4/7/2016	106822	19.43
CHANNEL ISLANDS DO IT BEST	LANDSCAPE SUPPLIES	4/7/2016	106822	8.74
CHANNEL ISLANDS DO IT BEST	LANDSCAPE SUPPLIES	4/7/2016	106822	17.48
CITY OF OXNARD-TREASURER	FEB'16 SERVICES	4/7/2016	106823	63,738.04
COASTAL PIPCO INC	WATER SUPPLIES	4/7/2016	106824	54.79
CONSOLIDATED ELECTRICAL DIST INC	WATER SUPPLIES	4/7/2016	106825	23,274.00
CORNWALL SECURITY SERVICES, INC	GARCIA PARTY	4/7/2016	106826	960.00
COUNTY OF VENTURA IT SVCS DEPT	MAR'16 SERVICE	4/7/2016	106827	662.97
COUNTY OF VENTURA IT SVCS DEPT	MAR'16 SERVICE	4/7/2016	106827	19.50
DELL MARKETING LP	MEMORY MODULES	4/7/2016	106828	119.32
EDD	10/1/15-12/31/15	4/7/2016	106829	5,370.00
EDD	10/1/15-12/31/15	4/7/2016	106829	1,435.75
EDD	10/1/15-12/31/15	4/7/2016	106829	1,447.00
EDD	10/1/15-12/31/15	4/7/2016	106829	2,250.00
ELITE GENERAL ENGINEERING INC	REPAIR WATER LEAK	4/7/2016	106830	12,650.48
ELITE GENERAL ENGINEERING INC	REPAIR WATER LEAK	4/7/2016	106830	9,121.20
FAMCON UTILITY SUPPLY, INC	STREETS SUPPLIES	4/7/2016	106831	40.85
FIGG, TAMAH	PARKING ENFORCEMENT TOOL	4/7/2016	106832	34.20
FRY'S ELECTRONICS, INC	COMPUTER PURCHASE	4/7/2016	106833	2,400.55
GOLD COAST TRANSIT	MAR'16 TICKETS/PASSES	4/7/2016	106834	385.00
GRAINGER INC	FM SUPPLIES	4/7/2016	106835	50.67
GRAINGER INC	WYPALLS	4/7/2016	106835	183.38
GRANITE CONSTRUCTION COMPANY	REFUSE SUPPLIES	4/7/2016	106836	81.46
GREEN THUMB INTERNATIONAL INC	STREETS SUPPLIES	4/7/2016	106837	96.73

## Transactions for 4/7/2016

Date: 4/11/2016

Vendor Name	Description	Check Date	Number	Amount
H&H AUTO PARTS WHOLESALE	AUTOMOTIVE PARTS	4/7/2016	106838	14.09
H&H AUTO PARTS WHOLESALE	AUTOMOTIVE PARTS	4/7/2016	106838	8.10
HACH COMPANY	WATER SUPPLIES	4/7/2016	106839	2,120.56
HDS WHITE CAP CONST SUPPLY	STREETS SUPPLIES	4/7/2016	106840	153.49
HENSLEY, MARK	MAR'16 SERVICES	4/7/2016	106841	8,197.10
MISC AP VENDOR	FINAL BILL REFUND	4/7/2016	106842	5.74
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	4/7/2016	106843	233.49
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	4/7/2016	106843	105.15
HOME DEPOT CREDIT SERVICES	PD SUPPLIES	4/7/2016	106843	143.05
HOME DEPOT CREDIT SERVICES	LANDSCAPE SUPPLIES	4/7/2016	106843	42.84
HOME DEPOT CREDIT SERVICES	STREETS SUPPLIES	4/7/2016	106843	17.24
ICC VENTURA CHAPTER	INSPECTOR SKILLS TRAINING	4/7/2016	106844	150.00
MISC AP VENDOR	FINAL BILL REFUND	4/7/2016	106845	26.63
MISC AP VENDOR	FINAL BILL REFUND	4/7/2016	106846	358.72
LEGALSHIELD	ALIX	4/7/2016	106847	25.90
LEVEL 4 SERVICES, INC.	MAR'16 SERVICE	4/7/2016	106848	43.90
LINCOLN NATIONAL LIFE INSURANCE CO	APR'16 PREMIUMS	4/7/2016	106849	4,564.68
LINCOLN NATIONAL LIFE INSURANCE CO	APR'16 VOLUNTARY	4/7/2016	106849	1,446.90
MANAGEMENT PARTNERS INC	REPORT PREP	4/7/2016	106850	12,900.00
MANN, JACKIE	MAR'16 MEAL DELIVERIES	4/7/2016	106851	6.48
MISC AP VENDOR	FINAL BILL REFUND	4/7/2016	106852	81.36
MOORE, KEITH	LUNCH MEETING REIMB	4/7/2016	106853	66.08
MISC AP VENDOR	FINAL BILL REFUND	4/7/2016	106854	337.40
MISC AP VENDOR	FINAL BILL REFUND	4/7/2016	106855	69.06
OFFICE DEPOT	OFFICE SUPPLIES	4/7/2016	106856	15.67
OFFICE DEPOT	OFFICE SUPPLIES	4/7/2016	106856	798.98
OFFICE DEPOT	OFFICE SUPPLIES	4/7/2016	106856	56.31
OFFICE DEPOT	OFFICE SUPPLIES	4/7/2016	106856	278.63
ONDEMAND EMPLOYMENT GROUP, LLC	3/7/16-3/10/16 SERVICE	4/7/2016	106857	1,491.12
OXNARD AUTO SUPPLY	AUTOMOTIVE SUPPLIES	4/7/2016	106858	38.82
OXNARD AUTO SUPPLY	AUTOMOTIVE PART	4/7/2016	106858	12.35
OXNARD AUTO SUPPLY	AUTOMOTIVE PARTS	4/7/2016	106858	34.99
PARADISE CHEVROLET	AUTOMOTIVE PARTS	4/7/2016	106859	56.46
PARADISE CHEVROLET	AUTOMOTIVE PARTS	4/7/2016	106859	27.95
PEREZ, JOSE	4/1/16 PDADM CAR WASH	4/7/2016	106860	12.00
PEREZ, JOSE	4/1/16 PWPAT	4/7/2016	106860	114.00
PEREZ, JOSE	3/25/16 PDPAT CAR WASH	4/7/2016	106860	114.00
PEREZ, JOSE	3/28/16 ADMIN CAR WASH	4/7/2016	106860	12.00
PEREZ, JOSE	3/28/16 CDBLD CAR WASH	4/7/2016	106860	15.00
PEREZ, JOSE	3/28/16 CDPK CAR WASH	4/7/2016	106860	27.00
PEREZ, JOSE	3/28/16 HA CAR WASH	4/7/2016	106860	27.00
PEREZ, JOSE	3/28/16 PDADM CAR WASH	4/7/2016	106860	99.00
PEREZ, JOSE	3/29/16 FM CAR WASH	4/7/2016	106860	90.00
PEREZ, JOSE	3/29/16 PWENG CAR WASH	4/7/2016	106860	30.00
PORT HUENEME MARINE SUPPLY	STREETS SUPPLIES	4/7/2016	106861	6.05

## Transactions for 4/7/2016

Date: 4/11/2016

Vendor Name	Description	Check Date	Number	Amount
PORT HUENEME MARINE SUPPLY	LANDSCAPE SUPPLIES	4/7/2016	106861	6.38
PORT HUENEME MARINE SUPPLY	LANDSCAPE SUPPLIES	4/7/2016	106861	15.68
PORT HUENEME MARINE SUPPLY	WATER SUPPLIES	4/7/2016	106861	25.91
PORT HUENEME MARINE SUPPLY	AUTOMOTIVE PART	4/7/2016	106861	7.03
PORT HUENEME MARINE SUPPLY	AUTOMOTIVE SUPPLIES	4/7/2016	106861	10.56
PORT HUENEME, CITY OF	2671-1032836 UTIL BILL	4/7/2016	106862	365.02
PORT HUENEME, CITY OF	2671-1032948 UTIL BILL	4/7/2016	106862	311.26
PORT HUENEME, CITY OF	2671-1032830 UTIL BILL	4/7/2016	106862	329.18
PORT HUENEME, CITY OF	2671-1032832 UTIL BILL	4/7/2016	106862	498.02
PORT HUENEME, CITY OF	2671-1032834 UTIL BILL	4/7/2016	106862	311.26
PRAXAIR DISTRIBUTING INC	INDUSTRIAL ACETYLENE	4/7/2016	106863	182.07
PRIME BUILDING MATERIALS INC	RECREATION SUPPLIES	4/7/2016	106864	203.56
PRIME BUILDING MATERIALS INC	STREETS SUPPLIES	4/7/2016	106864	196.43
QUILL CORPORATION	OFFICE SUPPLIES	4/7/2016	106865	7.44
QUILL CORPORATION	OFFICE SUPPLIES	4/7/2016	106865	25.91
QUILL CORPORATION	OFFICE SUPPLIES	4/7/2016	106865	13.92
QUILL CORPORATION	OFFICE SUPPLIES	4/7/2016	106865	23.61
QUILL CORPORATION	CREDIT MEMO	4/7/2016	106865	-13.92
SANTA MARIA TIRE INC	TIRES	4/7/2016	106866	554.04
SANTA MARIA TIRE INC	TIRES	4/7/2016	106866	1,015.68
SANTA MARIA TIRE INC	TIRES	4/7/2016	106866	1,491.37
SANTA MARIA TIRE INC	TIRES	4/7/2016	106866	865.40
SANTA MARIA TIRE INC	TIRES	4/7/2016	106866	624.30
SOUTHERN CALIFORNIA EDISON	2-02-419-2502 UTIL BILL	4/7/2016	106867	640.86
SOUTHERN COUNTIES FUELS	750 GALS DIESEL/450 GAS	4/7/2016	106868	2,407.01
SOUTHERN COUNTIES FUELS	1450 GALS DIESEL/1000 GAS	4/7/2016	106868	5,081.42
STATE CONTROLLER'S OFFICE	ANNUAL STREET REPORT	4/7/2016	106869	1,929.12
STATE READY MIX INC.	STREETS SUPPLIES	4/7/2016	106870	510.84
STAY GREEN, INC.	APR'16 SERVICE	4/7/2016	106871	81.80
STAY GREEN, INC.	APR'16 SERVICE	4/7/2016	106871	333.20
STAY GREEN, INC.	APR'16 SERVICE	4/7/2016	106871	585.00
STOCK BUILDING SUPPLY - 1219	FM SUPPLIES	4/7/2016	106872	216.29
STOCK BUILDING SUPPLY - 1219	PWI BREAKROOM LUMBER	4/7/2016	106872	2,934.80
STOCK BUILDING SUPPLY - 1219	STREETS SUPPLIES	4/7/2016	106872	385.66
MISC AP VENDOR	FINAL BILL REFUND	4/7/2016	106873	11.90
UNITED SITE SERVICES OF CA INC	3/9/16-4/5/16 SERVICE	4/7/2016	106874	162.26
USABBLUEBOOK	WATER SUPPLIES	4/7/2016	106875	69.88
USABBLUEBOOK	WATER SUPPLIES	4/7/2016	106875	423.37
VANHOVE, JIMMY	K9 TRAINING	4/7/2016	106876	750.00
VELOCITY TRUCK CENTER	AUTOMOTIVE SUPPLIES	4/7/2016	106877	133.04
MISC AP VENDOR	FINAL BILL REFUND	4/7/2016	106878	72.46
VERIZON CALIFORNIA	805 271-0690 UTIL BILL	4/7/2016	106879	52.00
VERIZON CALIFORNIA	805 986-9877 UTIL BILL	4/7/2016	106879	52.00
VERIZON CALIFORNIA	805 167-8928 UTIL BILL	4/7/2016	106879	119.87
VERIZON CALIFORNIA	805 181-0127 UTIL BILL	4/7/2016	106879	46.19

## Transactions for 4/7/2016

Date: 4/11/2016

Vendor Name	Description	Check Date	Number	Amount
VERIZON WIRELESS	672523155-00001 UTIL BILL	4/7/2016	106880	418.11
MISC AP VENDOR	FINAL BILL REFUND	4/7/2016	106881	327.29
WARREN DISTRIBUTING INC	CREDIT MEMO	4/7/2016	106882	-124.29
WARREN DISTRIBUTING INC	CREDIT MEMO	4/7/2016	106882	-124.29
WARREN DISTRIBUTING INC	CREDIT MEMO	4/7/2016	106882	-124.29
WARREN DISTRIBUTING INC	CREDIT MEMO	4/7/2016	106882	-12.96
WARREN DISTRIBUTING INC	AUTOMOTIVE PARTS	4/7/2016	106882	278.28
WARREN DISTRIBUTING INC	AUTOMOTIVE PARTS	4/7/2016	106882	137.64
WARREN DISTRIBUTING INC	CREDIT MEMO	4/7/2016	106882	-43.20
WARREN DISTRIBUTING INC	AUTOMOTIVE PART	4/7/2016	106882	32.24
WEST COAST ARBORISTS, INC	SERVICE THRU 3/8/16	4/7/2016	106883	19,598.00
WEX BANK	MAR'16 FUEL PURCHASES	4/7/2016	106884	1,120.52
5 POINTS SMOG	SMOG TEST	4/7/2016	106885	31.75
				<b><u>\$215,463.94</u></b>



# City of Port Hueneme

## COUNCIL AGENDA STAFF REPORT

**TO:** City Council

**FROM:** Chris Theisen, Public Works Director

**SUBJECT:** AUTHORIZATION TO ISSUE A REQUEST FOR PROPOSALS FOR A THREE-YEAR WATER QUALITY ANALYSIS CONTRACT

**DATE:** April 18, 2016

### **RECOMMENDATION:**

It is recommended the City Council authorize staff to issue a Request for Proposals (RFP) for a three-year water quality analysis contract.

### **BACKGROUND/ANALYSIS**

The City, and the City as the agency operator for the Port Hueneme Water Agency (PHWA), is required by the State Water resources Control Board to conduct specific water quality analyses at required intervals. These analyses verify that both the City and PHWA are in compliance with all State and Federal water quality standards.

It is proposed that City staff collects all the samples and that the contractor provide the analysis of the samples for bacteriological, nitrite, and disinfection by-products.

A three-year contract to provide the required services meets the needs of the City and PHWA and will provide the lowest possible price. The current City and PHWA contracts expire July 1, 2016.

### **FISCAL IMPACT:**

There will be no fiscal impact to this action if approved as recommended. Once proposals have been evaluated, staff will return to the City Council and request the award of a contract, which is estimated at \$50,000.

### **Attachment:**

- RFP for Water Quality Analysis



**REQUEST FOR PROPOSALS  
FOR PERFORMING WATER QUALITY ANALYSIS FOR A THREE YEAR  
CONTRACT**

The City of Port Hueneme (City) and the Port Hueneme Water Agency (PHWA) is accepting Proposals for the analysis of water quality samples, in the City Clerk's office **up to the hour of 3:00 p.m. on Wednesday, May 25, 2016**. Proposals will not be accepted after that time. Send proposals to: Attn: City Clerk, City of Port Hueneme, 250 N. Ventura Road, Port Hueneme, CA 93041.

Scope of Work: Pick-up and transport samples from 5751 Perkins Road, Oxnard, Ca. 93041 to laboratory for analysis. Actual dates and times for collection shall be scheduled with the City's Water Division. Proposals must include any pick-up or handling charges. Proposals must also list other laboratories that may be contracted with to perform certain analysis. (Required samples of each agency are listed below)

<b>City Sample Type</b>	<b>Frequency</b>	<b>Site Quantity</b>
Bacteriological/Total Cl <sub>2</sub>	Weekly	6
Heterotrophic Plate Count	Monthly	6
Nitrification	Monthly	6
Disinfection By-product (THHM)	Quarterly	4
Disinfection By-product (HAA5)	Quarterly	4
Bacteriological Stand-by Well	Annually	2
Nitrite (NO <sub>3</sub> ) Stand-By Well	Annually	2
Lead and Copper	Tri-Annual	30

<b>PHWA Sample Type</b>	<b>Frequency</b>	<b>Site Quantity</b>
Bacteriological/Total Cl <sub>2</sub>	Weekly	4
Nitrite/Heterotrophic Plate Count	Monthly	1
Fluoride	Monthly	1
pH, TDS and TSS	Monthly	1
Disinfection By-product (THHM)	Quarterly	2
Disinfection By-product (HAA5)	Quarterly	2
Nitrification	Quarterly	1
LI/Al, Alk., TDS and Hardness	Quarterly	4
General/Mineral Physical, Al	Annually	1

The City of Port Hueneme and the Port Hueneme Water Agency (PHWA) may award one contract based upon the cumulative proposals for all of the analysis or, alternatively, award multiple contracts based upon individual proposals submitted.

Contractor Requirements: California Code of Regulations, Title 22, Section 64451 requires that all analytical results shall be reported to the Department of Public Health electronically in an electronic text file. Contractor must be certified as a California Department of Public Health (CDPH) Environmental Laboratory Tester for Drinking Water. The Laboratory must be located within a 45-mile radius of the City of Port Hueneme's City Hall.

The City of Port Hueneme and the Port Hueneme Water Agency (PHWA) reserves the right to reject any and all proposals and to waive any and all irregularities in the proposals. It is anticipated that the award of contract(s) will occur before June 30, 2016.

Additional information may be obtained by contacting Mr. Steven Hickox, Water Operations Manager, Public Works Department, 250 N. Ventura Road, Port Hueneme, California 93041 (805) 986-6566.

Publish: April 22, 2016 and April 29, 2016



# City of Port Hueneme

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## COUNCIL AGENDA STAFF REPORT

**TO:** City Council

**FROM:** Chris Theisen, Public Works Director

**SUBJECT:** AUTHORIZATION TO SEEK BIDS FOR CHEMICAL PURCHASES FOR USE AT THE BRACKISH WATER RECLAMATION DEMONSTRATION FACILITY

**DATE:** April 18, 2016

### **RECOMMENDATION:**

It is recommended the City Council authorize staff to proceed with the bidding process for the purchase of chemicals for use at the Brackish Water Reclamation Demonstration Facility (BWRDF).

### **BACKGROUND/ANALYSIS:**

Current contracts to supply chemicals necessary to operate the water treatment plant expire in July 2016. To ensure a non-interrupted supply of these essential chemicals, staff, acting as the agency operator of the Port Hueneme Water Agency, is requesting authorization to solicit bids.

The following chemicals will be purchased:

- Sodium Hydroxide raises the pH and hardness of the plant product water to prevent corrosion of the distribution system. The BWRDF injects about 22,000 gallons per year of sodium hydroxide into the product from the plant processes.
- Hydrofluosilicic Acid is fluoride that is injected into the water to provide proper fluoride levels as directed by the PHWA Board and City Council. The BWRDF injects about 2,500 gallons per year of hydrofluosilicic acid into the product from the plant processes.
- Aqua Ammonia is used to create chloramines in water. The BWRDF injects about 3,000 gallons per year of aqua ammonia into the product from the plant processes.

## **AUTHORIZE BIDS FOR CHEMICAL PURCHASES FOR USE AT BWRDF**

**April 18, 2016**

**Page 2**

- Sodium Hypochlorite is used to chlorinate the water to provide disinfection residual for the distribution system and prevent a bacteriological outbreak. The BWRDF injects about 20,000 gallons per year of sodium hypochlorite into the product from the plant processes.
- Sodium Bisulfite, this newly added chemical system will be used to de-chlorinate the brine waste flow before discharge into the Salinity Management Pipeline. Discharge requirements allow for only a trace amount of chlorine residual (<0.146mg/l) to be discharged. It is anticipated that approximately 4,000 gals per year will be required.

### **FISCAL IMPACT:**

The proposed Water Plant Operations budget for FY 2016-17 will include \$150,000 for purchase of chemicals. The actual cost will be dependent on the bids received, and will be reported to the City Council for award at a future meeting.

### **Attachments:**

- Notice Inviting Sealed Bids
- Bid Letter



## NOTICE INVITING SEALED BIDS

### **PURCHASE OF SODIUM HYPOCHLORITE, AQUA AMMONIA, SODIUM HYDROXIDE, AND HYDROFLUOSILICIC ACID**

**NOTICE IS HEREBY GIVEN** that the City Council of the City of Port Hueneme invites and is accepting sealed bids for the purchase of said chemicals listed above. **An original and two copies of the bid must be submitted** to the City Clerk's office, 250 N. Ventura Road, Port Hueneme, CA 93041, before the hour of **2:00 p.m. on Wednesday, May 25, 2016** at which time, or shortly thereafter, bids will be publicly opened and read. Bids will not be accepted after that time.

The above referenced bid requests pricing for delivery of the following chemicals: (1) Sodium Hydroxide, (2) Hydrofluosilicic Acid, (3) Aqua Ammonia, (4) Sodium Hypochlorite and (5) Sodium Bisulfite to the Port Hueneme Water Agency – Brackish Water Reclamation Demonstration Facility, 5751 Perkins, Oxnard, CA.

Pursuant to Section 64590, Title 22, of the California Code of Regulations, (effective January 1, 1994), all chemicals or products, including chlorine, added directly to the drinking water as part of the treatment process must meet the ANSI/NSF Standard 60. Please include an ANSI/NSF certificate for each chemical bid submitted.

For those chemicals for which your company does not bid, write "no bid". The cost per gallon, including any delivery or tipping charges must be included.

The City may award one contract based upon the cumulative low bid for all of the chemicals or, alternatively, award multiple contracts based upon the low bid for each individual chemical.

The City Council reserves the right to reject any and all bids and to waive any and all irregularities in any bid. Award of the contract(s) is anticipated to occur in June 2016.

To request a bid packet or to receive additional information related to this notice please contact Mr. Steven Hickox, Water Operations Manager, Public Works Department, 250 N. Ventura Road, Port Hueneme, California 93041, Telephone: (805) 986-6563.

Publish: April 22, 2016 and April 29, 2016



# City of Port Hueneme

April 22, 2016

NAME  
 ADDRESS  
 CITY, STATE ZIP CODE

**SUBJECT: REQUEST FOR BIDS - DELIVERY OF CHEMICALS TO THE PORT HUENEME WATER AGENCY BRACKISH WATER RECLAMATION DEMONSTRATION FACILITY**

To Whom It May Concern:

The City of Port Hueneme is requesting pricing for delivery of the chemicals listed below to the Port Hueneme Water Agency - Brackish Water Reclamation Demonstration Facility located at 5751 Perkins Road, Oxnard, CA 93033. The City may award multiple contracts based upon the low bid for each individual chemical. Firm-fixed pricing is required for the full time period.

Please provide the cost per gallon including any delivery or tipping charges. Write "no bid" by any chemical for which your company does not bid.

<u>Chemical</u>		<u>Typical Delivery Amount</u>	<u>Typical Annual Amount</u> (gallons)	<u>Price per gallon delivered</u>	<u>Months Price is firm</u>
Sodium Hydroxide	(50%)	2,000 gal.	22,000 gal.		<u>12 months</u>
Hydrofluosilicic Acid	(25%)	<2,000 gal.	2,500 gal.		<u>12 months</u>
Aqua Ammonia	(19%)	<2,000 gal.	3,000 gal.		<u>12 months</u>
Sodium Hypochlorite	(12.5%)	2,000 gal.	20,000 gal.		<u>12 months</u>
Sodium Bisulfite	(25%)	2,000 gal.	4,000 gal.		<u>12 months</u>

**REQUEST FOR BIDS - DELIVERY OF CHEMICALS TO THE PORT HUENEME  
WATER AGENCY BRACKISH WATER RECLAMATION DEMONSTRATION  
FACILITY**

**April 22, 2016**

**Page 2**

Send three copies of your company's bid in a sealed envelope marked "Bid Documents-PHWA Chemicals" to: City of Port Hueneme, Attn: City Clerk, 250 N. Ventura Road, Port Hueneme, CA 93041. **Bids must be received before the hour of 2:00 p.m. on Wednesday, May 25, 2016.** Award of the contract(s) is anticipated to occur in June 2016.

Pursuant to Section 64700, Title 22, of the California Code of Regulations, all chemicals or products, including chlorine, added directly to the drinking water as part of the treatment process must meet the ANSI/NSF Standard 60. Please include an ANSI/NSF certificate for each chemical bid submitted.

If you have any questions, please me at (805) 986-6566.

Sincerely,

**STEVEN HICKOX  
WATER OPERATIONS MANAGER**



# City of Port Hueneme

## COUNCIL AGENDA STAFF REPORT

**TO:** City Council

**FROM:** John Baker, Interim City Manager/ Executive Director

**SUBJECT:** INFORMATION REQUESTS FROM CITY COUNCIL

**DATE:** April 18, 2016

### **RECOMMENDATION:**

It is recommended the City Council receive and file informational reports regarding Mar Vista issues and water billing.

### **BACKGROUND/ANALYSIS**

At the Council meeting of April 4, 2016 the City Council, during public comment period, heard from residents of Mar Vista and an apartment owner regarding issues involving the Housing Authority and City. Mayor Breeze requested that responses be provided at the April 18, 2016 meeting of the Council.

The Housing Authority issue related to no smoking requirements in the facility and the status of vent cleanliness in individual apartments. Attached is a report to me from the Finance/Housing Director regarding both of these issues.

The response to the issue regarding billing for multi-family units and whether or not we should bill monthly is contained in the attached memo from the Finance Director.

I believe the two attachments properly respond to the issues that were presented to the City Council.

### **Attachments**

- Status report on Mar Vista apartment issues
- Status report on water billing issue



# City of Port Hueneme

## MEMORANDUM

**TO:** John Baker, City Manager  
**FROM:** Al Burrell, Interim Finance/Housing Director  
**SUBJECT:** MAR VISTA HOUSING  
**DATE:** April 13, 2016

The issues brought to Council were:

1. Complaints are made and Housing does not respond
2. Nothing has been done about the smoking in the building
3. There is gook in the vents in the building

### Issue 1:

I had a meeting on Monday April 11, 2016 with approximately 15 tenants of Mar Vista. I allowed everyone to speak and I listened to their issues and complaints. On Wednesday April 13, 2016 Mrs. Gabby Basua, Housing Program Manager, met with tenants at Mar Vista (notice attached). Issues discussed by Mrs. Basua included:

- Housing 5 year plan
- New furniture and carpet in the common areas
- Report issues in writing to Housing, don't stop Ray to complain
- Discussion on courtesy to staff and other tenants

### Issue 2:

It was decided that we would place a "Smoke free building" and "Penalties for smoking in the building" signs on each floor. In addition to the signs on each floor it was decided that a no smoking sticker (similar to those placed in hotel rooms) would be placed in each unit. The issue of a smoking area in the building was addressed and it was

decided that no smoking would be allowed anywhere on the property. A suggestion was made for Housing to purchase nicotine sensors and place them in the hallways.

Issue 3:

With regard to the “black gunk” that exists in some of the apartment units, I will contact Advanced GeoEnvironmental, Inc. concerning analysis of samples from the vents to determine the contents. The Tenant Residential lease agreement Section XVII (c) housekeeping (4) “Exhaust Fan/Range Hood: should be free of grease and dust”, this is the tenant’s responsibility (attached). After further discussion about tenant responsibility vs. Housing responsibility, it was determined that the vents, above the range hood, are the Housing Authority responsibility. We (Housing Authority) are looking into the costs and will schedule cleaning the vents in the building.



# Port Hueneme Housing Authority

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Mar Vista Town Hall Meeting  
Wednesday, April 13, 2016 at  
10:00 A.M.

Mar Vista Community Room  
Hope to see you all there!

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## **RECORDATORIO**

Junta de Mar Vista  
Miercoles, 13 de abril del 2016 a las  
10:00 A. M.  
en el Salón Comunitario de Mar Vista  
Esperamos verlos ahí!

available. Within a reasonable period of time, the HA will schedule a second inspection. Failure of a second inspection will constitute a violation of the lease terms.

Training will be available at no cost to any Tenant requesting or needing assistance in complying with the Housekeeping Standards.

- (b) Tenant responsibility: Tenant is required to abide by the standards set forth below. **Failure to abide by the Housekeeping Standards that results in the creation or maintenance of a threat to health or safety or causes an offensive odor is a violation of the lease terms and can result in eviction.**

(c) Housekeeping Standards: Inside The Apartment

General--

- (1) Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
- (2) Floors: should be clean, clear, dry and free of hazards.
- (3) Ceilings: should be clean and free of cobwebs.
- (4) Windows: should be clean and not nailed shut. Shades or blinds should be intact.
- (5) Woodwork: should be clean, free of dust, gouges, or scratches.
- (6) Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
- (7) Heating units: should be dusted and access uncluttered.
- (8) Trash: shall be disposed of properly and not left in the unit.
- (9) Entire unit should be free of rodent or insect infestation.

Kitchen--

- (1) Stove: should be clean and free of food and grease.
- (2) Refrigerator: should be clean. Freezer door should close properly.
- (3) Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food.
- (4) **Exhaust Fan/Range Hood: should be free of grease and dust.**
- (5) Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- (6) Food storage areas: should be neat and clean without spilled food.
- (7) Trash/garbage: should be stored in a covered container until removed to the disposal area.

Bathroom--

- (1) Toilet and tank: should be clean and odor free.
- (2) Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
- (3) Lavatory: should be clean
- (4) Exhaust fans: should be free of dust.
- (5) Floor: should be clean and dry

## MEMORANDUM

**TO : JOHN BAKER, CITY MANAGER**

**FROM : AL BURRELL, INTERIM FINANCE/HOUSING DIRECTOR**

**SUBJECT: OWNER GUARANTOR PROGRAM**

**DATE : APRIL 13, 2016**

Mr. Herrera spoke to Council on April 4, 2016 concerning his responsibility to pay his tenants utility bill. After volumetric billing began in 2009 the City analyzed its delinquent accounts and realized the majority of these accounts were rental properties. To minimize losses, that would be passed on to other rate payers, the City in 2010 started the Owner Guarantor Program based on California PUC Code 2701-2714.5 (attached). The code allowed us to require the property owner to guaranty service for future tenants after nonpayment from a prior tenant. We currently have 336 owners in the guaranty program. These owners must better manage their rental business. Most owners have hired Agencies to manage their rentals, some have increased deposit required, and most have better vetted tenants before renting their property. These landlords have all the rights as the tenants under the program including receipt of late payment and shut-off notices. Mr. Herrera had multiple non payers before he was required to become a guarantor. Mr. Herrera balked at enrolling in the program and took the City to Small Claims Court. The Court reviewed the PUC Code and ruled in the City's favor.

2714. No water corporation furnishing water for residential use to a tenant shall seek to recover any charges or penalties for the furnishing of water to or for the tenant's residential use from any subsequent tenant on account of nonpayment of charges by a previous tenant. The water corporation may, however, require that service to subsequent tenants be furnished on the account of the landlord or property owner.



# City of Port Hueneme

## COUNCIL AGENDA STAFF REPORT

**TO:** City Council  
**FROM:** John Baker, Interim City Manager  
**SUBJECT:** CITY MANAGER BROCHURE  
**DATE:** April 18, 2016

### **RECOMMENDATION:**

It is recommended the City Council review the attached proposed recruitment brochure for a permanent City Manager and make recommended alterations as appropriate.

### **BACKGROUND/ANALYSIS**

Avery & Associates was retained by the City Council to lead the recruitment for a permanent City Manager. After interviews individually with Council Members and a public session at which comments were heard from members of the public and current City employees, a draft recruitment brochure has been developed for City Council review.

It is requested that the City Council review the attached draft and provide direction for any alterations of the document. It will then be transmitted to Avery & Associates for final production. We will be providing the consultant with pictures depicting different aspects of the community along with your changes. Once the draft has been finalized, Bill Avery will produce a final draft and use it as part of his various efforts to attract the best candidates for the position.

#### Attachment

- Draft Recruitment Brochure

**Port Hueneme  
City Manager  
Job Announcement Draft**

**The Community**

The City of Port Hueneme (pronounced "Wy-nee'mee") is a charming, friendly and relaxed seaside community in Ventura County, California. The City is ideally located along the County's renowned Gold Coast, 60 miles northwest of Los Angeles and 40 miles south of Santa Barbara. Port Hueneme has a population of approximately 23,000 residents living within the 4.5 square miles that comprise the city limits and serves as home to Naval Base Ventura County and the commercial Port of Hueneme.

Visitors quickly find that the quality of life in Port Hueneme is one-of-a-kind. Those who live or work here benefit from the City's small town atmosphere, affordable housing, temperate climate, clean air, low crime, quality education and recreation. Port Hueneme takes pride in its clean and well-maintained beach and fishing pier. The City's 90 acres of parkland exceeds the statewide norm by more than one-third. The educational system is exceptional, as local schools at all levels are nationally recognized for academic performance. California State University, Channel Islands and off-campus extensions of the University of California and State University systems, and a local community colleges, are also within a 20-minute drive of Port Hueneme. Mild winter temperatures and cooling midsummer sea breezes typify Port Hueneme's subtropical temperate climate. Annual temperatures range from 45 to 71 degrees.

The City of Port Hueneme has seen much dramatic progress since its incorporation. Residents consistently cite the high quality of life offered due to planned development, excellent public facilities and responsive city services as being primary reasons for choosing to live in the City. A commitment to maintain high standards for a clean and attractive appearance of the City continues to be a major priority. The importance of preserving and enhancing existing amenities to ensure the long-term health and vitality of the community is recognized as well.

**City Government and the Department**

Port Hueneme was initially incorporated in 1948 and became a Charter City effective December 1996. Port Hueneme has a five-member City Council, which functions as the policy making governmental body utilizing a Council/Manager form of government. The five individuals serve staggered four-year terms in office, with the Mayor and Mayor Pro-Tem being selected by the City Council in December of each year.

City services are structured around seven departments: City Administration, Community Development, Finance, Housing, Police, Public Works, and Recreation and Community Services. The City of Port Hueneme has an approved FTE level of 104 and operates with a total budget of approximately \$51 million. The General Fund for FY 2015-16 is approximately \$17.6 million.

### **The Position and Ideal Candidate Profile**

The City Manager is appointed by the City Council and serves as the operational head of city government. In overseeing city operations, the expectation is to focus on quality of life issues that are so vital the City Council and residents.

Establishing and maintaining an exceptional working relationship with the City Council, city staff, the community and the Ventura County Naval Base and Port of Hueneme will be a key priority in this role. Proactive, candid and timely communications with all Councilmembers in keeping them informed of current issues/developments and in providing effective operational alternatives and recommendations will be vital in this role. In doing so, the new Manager will create an environment of trust and credibility essential in facilitating discussion and decision making within the City. An operational style that is collaborative, team oriented, empowering and unifying employees will also be critical providing strong leadership to city operations, as the Manager will serve as a role model in mentoring and improving morale throughout the organization.

The ideal candidate will possess a leadership style and value system that embodies ethics, integrity and an uncompromising dedication to public service, the employees and the community. The candidate should expect to become well-grounded in the community. The successful candidate will be an effective and seasoned public sector manager and administrator who creates and maintains an environment of mutual respect and transparency with an ability to develop consensus and credibility through strong relationships. A strong background in budget, finance and administration is essential in this role. Experience as a City Manager, Assistant or Deputy City Manager or as an Executive Director or department head of a complex public sector organization is required. A BS/BA in a related field is essential and an MS/MA/MPA/MBA is ideal.

### **Compensation and Benefits**

The City of Port Hueneme offers an attractive and competitive salary and benefits package. The current salary range for this position is open and negotiable DOQ. The employee benefits package includes:

- Retirement – CalPERS with a 2.7% @ 55 formula and single highest year for Classic PERS members. New PERS members are subject to a 2% @ 62 and pay 50% of the normal cost rate for PERS. The City participates in Social Security.

- Health Insurance Plans – The City will contribute an allowance between \$500 per month (for employee only) to \$1,000 per month (employee plus two or more dependents) towards CalPERS Health Program. City also provides dental and vision plans.
- Deferred Compensation – Employees receive a match up to 2% of base salary contributed to 457 or 401(k) plan of choice.
- Time Off - The City offers 11 1/2 paid holidays and 1 floating holiday annually; Annual leave of 180 hours in years 1 thru 4 with cash out provision of up to 160 hours a year (must have 160 hours remaining).
- Administrative Leave – Employee is granted 45 hours annually.
- Auto Allowance - \$200 per month
- Life Insurance - Term life policy of \$100,000
- STD/LTD Disability – Salary Continuation Plan
- Employee Assistance Program and Annual Physical

## **The Process**

To be considered for this exceptional career opportunity, please forward a letter of interest and your resume with current salary and five work-related references (who will not be contacted until mutual interest is established) to:

Bill Avery or Paul Kimura  
Avery Associates  
3-1/2 N. Santa Cruz Ave., Suite A  
Los Gatos, CA 95030  
Fax: 408-399-4423  
E-mail: [jobs@averyassoc.net](mailto:jobs@averyassoc.net)

The final filing date for this position is TBD.

Please contact Bill Avery or Paul Kimura at 408-399-4424, or email [bill@averyassoc.net](mailto:bill@averyassoc.net) or [paulk@averyassoc.net](mailto:paulk@averyassoc.net) if you have any questions related to this position. For more information on the City of Port Hueneme, visit its website at [www.ci.port-hueneme.ca.us](http://www.ci.port-hueneme.ca.us).