



City of Port Hueneme

PORT HUENEME CITY COUNCIL REGULAR MEETING

JUNE 20, 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:** Council Member Sylvia Munoz Schnopp
3. **ROLL CALL**
4. **AGENDA:** (*Amend / Approve*)
5. **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.

6. **CONSENT AGENDA:**
 - A. **APPROVAL OF MINUTES**

Action: It is recommended the City Council approve the Minutes of the May 25, 2016 Special Meeting and the June 6, 2016 Regular Meeting.

B. CASH DISBURSEMENTS RATIFICATION

Action: It is recommended the City Council ratify the cash disbursements listing for the period May 28, 2016 through June 10, 2016.

C. AUTHORIZE ADDITIONAL EXPENDITURE FOR THE REPLACEMENT OF A TWELVE INCH GATE VALVE LOCATED ON THE MUGU LATERAL

Action: It is recommended the City Council acting as the operating agency for the Port Hueneme Water Agency:

1.) Authorize the additional expenditure for work associated with the unforeseen working conditions related to the Mugu Lateral valve replacement project, and;

2.) Direct the city's finance staff to invoice Naval Base Ventura County (NBVC) for all expenditures associated with the replacement of this valve.

D. AWARD CONTRACTS FOR THE PURCHASE OF CHEMICALS FOR USE AT THE BRACKISH WATER RECLAMATION DEMONSTRATION FACILITY (BWRDF)

Action: It is recommended the City Council award contracts for the purchase of chemicals for use at the BWRDF for FY 2016-17 to PVS Chemicals, BHS Specialty Chemical Products, Argo Chemical, JCI Jones Chemical Inc. and Univar USA.

E. AWARD CONTRACTS TO FGL ENVIRONMENTAL, INC. FOR WATER QUALITY ANALYSIS

Action: It is recommended the City Council award contracts for the purchase of chemicals for use at the BWRDF for FY 2016-17 to PVS Chemicals, BHS Specialty Chemical Products, Argo Chemical, JCI Jones Chemical Inc. and Univar USA.

F. AUTHORIZATION FOR OUT OF STATE TRAVEL

Action: It is recommended the City Council authorize the Water Operations Manager attend the Water Smart Innovations Conference and Exposition in Las Vegas, Nevada.

7. DEPUTY CITY MANAGER REPORTS/COMMENTS:

A. PROPOSED AMENDMENT TO SECTION 10226 OF THE PORT HUENEME MUNICIPAL CODE TO PROHIBIT THE KEEPING OF BARBECUES, EXERCISE EQUIPMENT, COUCHES, CHAIRS, TABLES, PATIO FURNITURE, SWINGING CHAIRS, AND PLAY

EQUIPMENT ON DRIVEWAYS, FRONT YARDS, AND SIDE YARDS
VISIBLE FROM THE PUBLIC RIGHT-OF-WAY

Action: It is recommended that the City Council introduce Ordinance
for the first reading.

ORDINANCE TITLE FOR INTRODUCTION:

AN ORDINANCE AMENDING SECTION 10226 OF THE PORT
HUENEME MUNICIPAL CODE REGARDING PROPERTY
MAINTENANCE STANDARDS TO PROHIBIT THE PLACEMENT
OF BARBECUES, EXERCISE EQUIPMENT, COUCHES, CHAIRS,
SWINGING CHAIRS, TABLES, PATIO FURNITURE AND PLAY
EQUIPMENT ON DRIVEWAYS, FRONT YARDS, AND SIDE YARDS
VISIBLE FROM THE PUBLIC RIGHT-OF-WAY

- B. PROPOSED AMENDMENTS TO ARTICLE X, CHAPTER 2, PART D
AND SECTIONS 10088 AND 10354 OF THE PORT HUENEME
MUNICIPAL CODE RELATING TO THE REGULATIONS OF HOME
OCCUPATIONS

Action: It is recommended that the City Council introduce Ordinance
for the first reading.

ORDINANCE TITLE FOR INTRODUCTION:

AN ORDINANCE AMENDING ARTICLE X, CHAPTER 2, PART D,
AND SECTIONS 10088 AND 10354 OF THE PORT HUENEME
MUNICIPAL CODE REGARDING THE REGULATION OF HOME
OCCUPATIONS

- C. VENTURA COUNTY ANIMAL SERVICES CONTRACT

Action: It is recommended the City Council authorize the Interim City
Manager to execute an agreement with Ventura County
Animal Services (VCAS) for shelter services, license
canvassing, rabies suppression and field service hours for
Fiscal Year 2016-17.

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

9. **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.

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

ADJOURNMENT: Adjourn to the next Regular Meeting to be held Tuesday, July 5, 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. 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**

MAY 25, 2016

MINUTES

The Special 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. The 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; Carmen Nichols, Deputy City Manager; Alvin Burrell, Interim Finance Director; Peter Freiberg, Acting Commander; Michele Kostenuik, City Clerk.

AGENDA:

The Council Members had previously received copies of the Agenda.

Mayor Pro Tem Sharkey, 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. Francene Castanon, Membership Director of Hueneme Chamber of Commerce
Membership drive, new businesses retail shop locations.
2. Catherine Penprase, Port Hueneme (Friends of the Port Hueneme Library)
Thanked Council for continued funding of the library.

CITY MANAGER:

- A. REVIEW OF FY 2016-2017 PROPOSED ANNUAL BUDGET

6A

05/25/2016

Action: It is recommended the City Council review the FY 2016-2017 Proposed Annual Budget and direct staff to prepare the Final Budget to be presented and adopted on June 6, 2016.

Interim City Manager John Baker reviewed the draft budget message highlighting main points and made corrections to number errors in the message which don't change balances in overall budget. He suggested after this fiscal year budget to transition to a two-year budget cycle with five year projections; focus on economic development to increase revenues; and highlighted two accomplishments of the City over the current fiscal year which were increase in social and media outreach to communicate with the public, and live streaming of meetings. Discussion ensued among Council and staff.

1. Brian Brennan, Beach Erosion Authority Clean Ocean and Nourishment (BEACON)
Spoke about the benefits of BEACON regarding coastal concerns and beach preservation.

Discussion ensued among Council Members.

2. Steven Gama, Port Hueneme
Supports two year budget cycle; concerned about Housing Urban Development (HUD) funds; agrees need to increase economic development efforts and rebrand/market the City; concerned about beach sand levels.

Discussion ensued among Council members and staff. Discussion included: positive comments on budget format, need additional time to review, suggested to adopt at the end of June.; Assessment Districts escalator; formalize an initiative specifically for public safety; Surplus Property Authority loan; water rate study analysis; increase in contract services due to open recruitments; actual travel/other expenses for each Council Member; spikes in membership dues due to transfer to another account; Ventura County Animal Services contract options; continue to develop relationship with the Port of Hueneme; business licenses and taxes; include special initiatives in budget letter; BEACON membership; Chamber of Commerce support; and creating an economic development committee with neighboring agencies.

Interim City Manager stated he would include page numbers on the next budget and check the Assessment District for escalator information.

3. Steven Gama, Port Hueneme
Announced fundraising event to support the Hueneme Beach Junior Lifeguard Program on June 11 at the Ocean Pavilion.

ADJOURNMENT:

Mayor Breeze, without objection, adjourned the meeting at 8:37 p.m. to the next

Regular Meeting to be held June 6, 2016 at 6:30 p.m. in the City Council Chamber.

Respectfully submitted,

Michele Kostenuik
City Clerk

APPROVED:

MAYOR BREEZE

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

June 6, 2016

MINUTES

The Adjourned 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.

The City Clerk called the roll:

PRESENT: Council Members Tom Figg, Jim Hensley (late arrived at 6:39 p.m.), Sylvia Muñoz Schnopp; Mayor Pro Tem Jonathan Sharkey; Mayor Douglas A. Breeze.

ABSENT: None.

Staff members present were: John Baker, Interim City Manager; Karl H. Berger, Deputy City Attorney; Carmen Nichols, Deputy City Manager; Robert Albertson, Interim Chief of Police; Alvin Burrell, Interim Finance Director; Kit Nell Deputy Public Works Director; Steven Hickox Water Operations Manager; Michele Kostenuik City Clerk.

AGENDA:

The Council Members had previously received copies of the Agenda.

Mayor Pro Tem Sharkey, seconded by Council Member Schnopp, moved to approve the Agenda as presented. The motion carried 4-0 (Hensley late).

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. Colette Guilfoyle, Port Hueneme
Concerned with availability of ADA parking.
2. Bianka Saver, Port Hueneme
Concerned with condition of pier, trash, loud music, and alcohol.
3. Sharon Kloeris, Port Hueneme
Announced fundraising event on June 11 at Ocean Pavilion for Hueneme Beach Junior Lifeguard Program.
4. John White, Port Hueneme
Concerned about Moranda Park's cleanliness of bathrooms, condition of tennis courts, and homeless using courts/electrical outlet.

5. Rich Rollins, Port Hueneme
Concerned about condition of Moranda Park's tennis courts.
6. Steven Gama, Port Hueneme
Concerned about Moranda Park graffiti, homeless loitering, and beach erosion problem (letter to Congresswoman Brownley).
7. Mari Scott, Port Hueneme
Ventura County Cannabis Alliance educational event on Friday, June 24 at 8:00 a.m.
8. Tracy Sisson Phillips, CEO Hueneme Chamber of Commerce
Announced upcoming events in the community.
9. Tracy Sisson Phillips, Port Hueneme
Concerned about traffic backups at Naval Base Ventura County entrance gates.

Mayor Breeze requested follow up from staff regarding status of pier; locking of tennis courts, electrical outlet and bathrooms at Moranda Park. Interim City Manager John Baker stated there are funds in the budget to repair the tennis courts.

PUBLIC HEARING:

- A. ADOPTION OF RESOLUTIONS ORDERING THE LEVY AND COLLECTION OF THE ANNUAL ASSESSMENTS FOR ASSESSMENT DISTRICT NO. 87-1, ASSESSMENT DISTRICT NO. 91-1, AND ASSESSMENT DISTRICT NO. 95-3; AND APPROVAL OF AN AGREEMENT WITH THE VENTURA COUNTY AUDITOR-CONTROLLER FOR BILLING OF DIRECT ASSESSMENTS

Action: It is recommended that the Council, at the close of the public hearing,

1. Adopt the resolutions below, and;
2. Approve the Agreement for Billing of Direct Assessments with the Ventura County Auditor-Controller and direct the City Manager to sign the agreement on behalf of the City.

RESOLUTION NO. 4143

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE "LIGHTING MAINTENANCE ASSESSMENT DISTRICT NO. 87-1" FOR THE FISCAL YEAR BEGINNING JULY 1, 2016, AND ENDING JUNE 30, 2017, PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972.

RESOLUTION NO. 4144

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE "PARKWAY AND MEDIAN

MAINTENANCE ASSESSMENT DISTRICT NO. 91-1" FOR THE FISCAL YEAR BEGINNING JULY 1, 2016, AND ENDING JUNE 30, 2017, PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972.

RESOLUTION NO. 4145

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, CALIFORNIA, ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS WITHIN THE "PORT HUENEME DRAINAGE MAINTENANCE ASSESSMENT DISTRICT NO. 95-3" FOR THE FISCAL YEAR BEGINNING JULY 1, 2016, AND ENDING JUNE 30, 2017, PURSUANT TO THE LANDSCAPE AND LIGHTING ACT OF 1972.

Mayor Breeze opened the public hearing. There were no speakers. Mayor Breeze closed the public hearing. Discussion ensued among Council Members.

Mayor Pro Tem Sharkey, seconded by Council Member Schnopp, moved to approve the 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.

CONSENT AGENDA:

A. APPROVAL OF MINUTES

Action: It is recommended the City Council approve the Minutes of of the May 16, 2016 Special and Regular Meetings.

B. CASH DISBURSEMENTS RATIFICATION

Action: It is recommended the City Council ratify the cash disbursements listing for the period May 7, 2016 through May 27, 2016.

C. AUTHORIZATION TO ENTER INTO AN INTERLOCAL CONTRACT FOR COOPERATIVE PURCHASING

Action: It is recommended the City Council:

1. Authorize staff to execute an Interlocal Contract for Cooperative Purchasing with the Houston-Galveston Area Council (H-GAC), and;

2. Authorize the purchase of (1) 2017 Peterbilt 320 Front Loader with AMREP body and (1) 2017 Peterbilt 320 Automated Side Loader with AMREP body from Rush Truck Centers of California, Inc. Dba Rush Truck Center, Pico Rivera, CA, through the H-GAC contract, in an not to exceed amount of \$495,000.

D. AUTHORIZATION TO SOLICIT BIDS FOR THE FY 16-17 STREET REHABILITATION MICROSURFACING PROJECT (CITY WIDE)

Action: It is recommended the City Council adopt the plans, specifications, and working details for the project entitled: FY 2016-17 Street Rehabilitation (Microsurfacing) - Cash Contract No. 0209; and direct staff to solicit bids for the project.

E. APPROVAL OF AN AMENDMENT TO THE IMPLEMENTATION AGREEMENT FOR THE VENTURA COUNTY STORMWATER QUALITY MANAGEMENT PROGRAM

Action: It is recommended the City Council approve the amended Ventura County Stormwater Quality Management Program Implementation Agreement with the Ventura County Watershed Protection District (VCWPD).

F. ADOPTION OF RESOLUTIONS IN PREPARATION FOR THE 2016 MUNICIPAL GENERAL ELECTION

Action: It is recommended the City Council adopt the resolutions below in preparation for the 2016 Municipal General Election on November 8, 2016.

RESOLUTION NO. 4146

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME CALLING FOR A MUNICIPAL GENERAL ELECTION, REQUESTING CONSOLIDATION OF THE ELECTION, REQUESTING THE COUNTY CLERK TO RENDER SERVICES AND SUPPLIES TO THE CITY FOR THE ELECTION, AND AUTHORIZING THE BOARD OF SUPERVISORS TO CANVASS THE RETURNS

RESOLUTION NO. 4147

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO MATERIALS SUBMITTED TO THE ELECTORATE AND THE COSTS THEREOF FOR THE MUNICIPAL GENERAL ELECTION TO BE HELD IN SAID CITY ON TUESDAY, NOVEMBER 8, 2016

G. APPROVAL OF COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR FISCAL YEAR 2014-15

Action: It is recommended the City Council/Housing Authority Board/Surplus Property Authority Commission accept the Comprehensive Annual Financial Report for Fiscal Year 2014-15.

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

CITY MANAGER REPORTS/COMMENTS:

A. ADOPTION OF A RESOLUTION AUTHORIZING VENTURA COUNTY TRANSPORTATION COMMISSION/VENTURA COUNTY LOCAL TRANSPORTATION AUTHORITY (VCTC) TRANSPORTATION MEASURE INVESTMENT/EXPENDITURE PLAN

Action: It is recommended the City Council:

1. Adopt Resolution No. 4148 approving the Ventura County Transportation Measure Investment/Expenditure Plan (The Plan) and,
2. Transmit adopted Resolution to VCTC acting as the Ventura County Local Transportation Authority.

RESOLUTION NO. ~~4148~~
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME APPROVING THE VENTURA COUNTY TRANSPORTATION INVESTMENT/EXPENDITURE PLAN

Interim City Manager, John Baker gave an overview of the report stating the tax proposed is a ballot measure for the November election specifically for roads. Ventura County Transportation Council representative present stated he can answer any questions. Discussion ensued among Council Members.

Council Member Hensley, seconded by Council Member Figg moved to approve the 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.

1. Eileen Tracy, Port Hueneme
Commented on addressing the structural deficit.

B. APPOINTMENT OF WILLIAM "BUTCH" BRITT AS INTERIM PUBLIC WORKS DIRECTOR AND ADOPTION OF RESOLUTION AND APPROVAL OF AGREEMENT RE: APPOINTMENT OF WILLIAM "BUTCH" BRITT FOR THIS POSITION

Action: It is recommended the City Council adopt the resolution authorizing the Mayor to execute a temporary employment agreement for William "Butch" Britt as Interim Public Works Director.

RESOLUTION NO. 4149

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PORT HUENEME, AUTHORIZING THE MAYOR TO EXECUTE A TEMPORARY EMPLOYMENT AGREEMENT FOR INTERIM PUBLIC WORKS DIRECTOR SERVICES IN CONFORMANCE WITH CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND STATE LAW REQUIREMENTS

Interim City Manager, John Baker gave an overview of Butch Britt's qualifications. Comments were made by Council Members.

Council Member Schnopp, seconded by Mayor Pro Tem Sharkey, moved to approve the recommendation as presented. The motion carried 5-0.

C. CONTINUATION OF REVIEW OF FY 2016-2017 PROPOSED ANNUAL BUDGET

Action: It is recommended the City Council review the FY 2016-2017 Proposed Annual Budget and direct staff to prepare the Final Budget to be presented and adopted at a Council meeting to be determined.

Interim City Manager, John Baker presented the modifications and corrections to the proposed budget specifically within the budget message. He stated the need to address the structural deficit. Included a paragraph addressing ways to increase revenues by creating economic development opportunities including property rentals; promoting Hueneme Beach; allocating fund in budget to renovate the tennis courts; and strategize and meet with the Port of Hueneme/Oxnard Harbor District for economic development plan. Suggested final budget be adopted at the Regular Council Meeting on July 18, 2016. Discussion ensued among Council Members.

1. Steven Gama, Port Hueneme
Rebranding of the City.

Discussion ensued among Council Members.

Council Member Hensley, seconded by Mayor Pro Tem Sharkey, moved to approve

strategic planning committee meeting for economic development with partners. The motion carried 5-0.

Discussion ensued among Council Members and staff.

Interim City Manager, John Baker explained the Discretionary Fund list.

Discussion ensued among Council Members and staff.

Discretionary Funds

Motion, Roll Call Vote

BEACON Dues/Membership

Remove \$9,000 BEACON Dues/Membership (motion: Hensley, second: Figg). Failed 2-3 (Schnopp, Mayor Pro Tem Sharkey, Mayor Breeze opposed).

RDP-21 Conference/Travel

Remove \$2,000 RDP-21 Conference/Travel (motion: Hensley, second: Figg). Failed 2-3 (Schnopp, Mayor Pro Tem Sharkey, Mayor Breeze opposed).

Library Advance to Hueneme Chamber of Commerce Contract Services

Move \$5,000 from Library Advance to Hueneme Chamber of Commerce Contract Services (motion: Figg, second: Hensley). Failed 2-3 (Schnopp, Mayor Pro Tem Sharkey, Mayor Breeze opposed).

Hueneme Chamber of Commerce Contract Services

Add up to \$5,000 for Hueneme Chamber of Commerce Contract Services to be administered at City Manager's discretion (motion: Mayor Breeze, second: Mayor Pro Tem Sharkey). Approved 3-2 (Figg, Hensley opposed).

Discussion ensued among Council Members and staff.

Council Member Figg, seconded by Mayor Pro Tem Sharkey, moved to approve including dedicated funds in the budget for economic development (City Manager), and regular updates of water rate analysis and Assessment Districts (Public Works). The motion carried 5-0 by the following roll call vote.

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

Council Member Figg made comments about need to increase reserves, thanked Alvin Burrell, Interim Finance Director and staff.

Council Member Hensley commented on his attendance at fourteen different events.

Council Member Schnopp mentioned the opening of the new Starbucks with a military designation.

CONTINUATION OF OPEN FORUM: None.

CITY MANAGER REPORTS/COMMENTS:

Interim City Manager, John Baker stated Ventura County Grand Jury has requested updated information regarding the City's Conflict of Interest Code. Requested final adoption of the budget would be at the Regular Council Meeting on July 18, 2016.

CLOSED SESSION: None.

ADJOURNMENT:

Mayor Breeze, without objection, adjourned the meeting at 9:26 p.m. to the next Regular Meeting to be held June 20, 2016 at 6:30 p.m. in the City Council Chambers.

Respectfully submitted,

Michele Kostenuik
City Clerk

APPROVED:

MAYOR BREEZE

CITY OF PORT HUENEME
CASH DISBURSEMENTS
For the period May 28, 2016 through June 10, 2016

June 20, 2016

Presented are the cash disbursements issued by the Finance Dept. for the period May 28, 2016 through June 10, 2016. Shown are cash disbursements by date of occurrence and type of payment.

Date	Type of Payment	Attachment	Amount
May 31, 2016	EFT Transactions 5468-5476	A	\$587,734.71
June 2, 2016	A/P Checks 107321-107325	B	\$46,316.87
June 6, 2016	A/P Checks 107326-107389	C	\$153,717.76
June 10, 2016	EFT Transaction 5651 A/P Checks 107390-107439	D	\$154,040.75
June 10, 2016	Payroll Distribution	E	\$234,819.00
Total			<u>\$1,176,629.09</u>

6B

Transactions for 5/31/2016

Date: 6/13/2016

Vendor Name	Description	Check Date	Number	Amount
BURNS RETIREE MEDICAL	MAY'16 REIMBURSEMENT	5/31/2016	5468	984.48
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	381.49
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	1,945.19
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	3,097.35
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	5,287.80
CALPERS CONTRIBUTIONS	GASB-68 REPORT FEES	5/31/2016	5469	1,950.00
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	2,609.55
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	1,192.15
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	972.99
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	22,570.00
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	5,116.20
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	1,654.17
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	1,974.55
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	649.89
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	1,044.97
CALPERS CONTRIBUTIONS	ARREARS CONTRIBUTION	5/31/2016	5469	372.72
CALPERS CONTRIBUTIONS	ARREARS CONTRIBUTION	5/31/2016	5469	655.90
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	3,843.26
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	2,348.10
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	257.01
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	781.85
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	1,007.83
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	424.59
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	4,404.35
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	2,092.34
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	4,810.76
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	4,725.41
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	1,599.27
CALPERS CONTRIBUTIONS	4/29/16 PERS	5/31/2016	5469	30,310.77
CALPERS CONTRIBUTIONS	4/29/16 PERS	5/31/2016	5469	24,791.71
CALPERS CONTRIBUTIONS	4/29/16 PERS	5/31/2016	5469	624.71
CALPERS CONTRIBUTIONS	4/29/16 PERS	5/31/2016	5469	1,957.53
CALPERS CONTRIBUTIONS	APR'16 COUNCIL	5/31/2016	5469	539.97
CALPERS CONTRIBUTIONS	BALANCE DUE	5/31/2016	5469	148.41
CALPERS CONTRIBUTIONS	5/13/16 PERS	5/31/2016	5469	30,191.62
CALPERS CONTRIBUTIONS	5/13/16 PERS	5/31/2016	5469	24,791.71
CALPERS CONTRIBUTIONS	5/13/16 PERS	5/31/2016	5469	624.71
CALPERS CONTRIBUTIONS	5/13/16 PERS	5/31/2016	5469	1,842.00
CALPERS CONTRIBUTIONS	MAY'16 UNFUNDED LIABILITY	5/31/2016	5469	424.59
CALPERS HEALTH INSURANCE	MAY'16 HEALTH PREMIUMS	5/31/2016	5470	3,500.00
CALPERS HEALTH INSURANCE	MAY'16 HEALTH PREMIUMS	5/31/2016	5470	290.70
CALPERS HEALTH INSURANCE	MAY'16 HEALTH PREMIUMS	5/31/2016	5470	70,333.15
CALPERS 457	5/13/16 PERS 457	5/31/2016	5471	3,246.78

Transactions for 5/31/2016

Date: 6/13/2016

Vendor Name	Description	Check Date	Number	Amount
CALPERS 457	5/27/16 PERS 457	5/31/2016	5471	3,251.36
EDD EFT	4/29/16 STATE PR TAX	5/31/2016	5472	12,075.49
EDD EFT	4/29/16 SS MC PR TAX	5/31/2016	5472	50.58
EDD EFT	5/13/16 STATE PR TAX	5/31/2016	5472	11,291.42
EDD EFT	5/19/16 STATE PR TAX	5/31/2016	5472	1,457.44
EDD EFT	5/27/16 STATE PR TAX	5/31/2016	5472	11,423.84
EFTPS	4/29/16 SS MC PR TAX	5/31/2016	5473	47,421.56
EFTPS	4/29/16 SS MC PR TAX	5/31/2016	5473	3,119.62
EFTPS	5/13/16 SS MC PR TAX	5/31/2016	5473	48,715.70
EFTPS	5/19/16 SS MC PR TAX	5/31/2016	5473	4,511.90
EFTPS	5/27/16 SS MC PR TAX	5/31/2016	5473	48,715.26
EFTPS	4/29/16 FEDERAL PR TAX	5/31/2016	5473	37,208.79
EFTPS	4/29/16 FEDERAL PR TAX	5/31/2016	5473	1,245.98
EFTPS	5/13/16 FEDERAL PR TAX	5/31/2016	5473	35,207.85
EFTPS	5/19/16 FEDERAL PR TAX	5/31/2016	5473	4,392.62
EFTPS	5/27/16 FEDERAL PR TAX	5/31/2016	5473	35,824.63
GAGER RETIREE MEDICAL	MAY'16 REIMBURSEMENT	5/31/2016	5474	668.00
HART RETIREE MEDICAL	MAY'16 REIMBURSEMENT	5/31/2016	5475	668.00
WELLS ONE	SALES TAX	5/31/2016	5476	-7.17
WELLS ONE	SALES TAX	5/31/2016	5476	-16.56
WELLS ONE	SALES TAX	5/31/2016	5476	-6.39
WELLS ONE	SALES TAX	5/31/2016	5476	-9.60
WELLS ONE	SALES TAX	5/31/2016	5476	-24.28
WELLS ONE	FRY'S	5/31/2016	5476	172.00
WELLS ONE	TELESTREAM	5/31/2016	5476	1,194.00
WELLS ONE	B&H PHOTO	5/31/2016	5476	1,122.00
WELLS ONE	KOSTENUIK MEAL	5/31/2016	5476	8.52
WELLS ONE	CITY CLERKS ASSOC	5/31/2016	5476	450.00
WELLS ONE	JALISCO'S MEXICAN	5/31/2016	5476	47.00
WELLS ONE	SUBWAY	5/31/2016	5476	24.92
WELLS ONE	VONS	5/31/2016	5476	24.70
WELLS ONE	INTERNATIONAL INSTITUTE	5/31/2016	5476	195.00
WELLS ONE	CITY CLERKS ASSOC	5/31/2016	5476	130.00
WELLS ONE	FRY'S	5/31/2016	5476	46.87
WELLS ONE	FRY'S	5/31/2016	5476	10.78
WELLS ONE	AMAZON	5/31/2016	5476	79.99
WELLS ONE	ACCRUE SALES TAX	5/31/2016	5476	6.39
WELLS ONE	LIDO DESIGNS	5/31/2016	5476	347.17
WELLS ONE	ACCRUE SALES TAX	5/31/2016	5476	24.28
WELLS ONE	FRY'S	5/31/2016	5476	63.39
WELLS ONE	FRY'S	5/31/2016	5476	36.70
WELLS ONE	MR. LOCK, INC	5/31/2016	5476	101.21
WELLS ONE	ACCRUE SALES TAX	5/31/2016	5476	7.17

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Vendor Name	Description	Check Date	Number	Amount
WELLS ONE	PORT HUENEME MARINE SUP	5/31/2016	5476	38.23
WELLS ONE	PETCO	5/31/2016	5476	146.31
WELLS ONE	PETCO	5/31/2016	5476	16.73
WELLS ONE	SAFARILAND, LLC	5/31/2016	5476	396.63
WELLS ONE	AMAZON	5/31/2016	5476	139.88
WELLS ONE	ACCRUE SALES TAX	5/31/2016	5476	9.60
WELLS ONE	PAYPAL CAPE	5/31/2016	5476	45.00
WELLS ONE	BNI	5/31/2016	5476	95.48
WELLS ONE	SUBWAY	5/31/2016	5476	56.94
WELLS ONE	ACORN NEWSPAPERS	5/31/2016	5476	952.23
WELLS ONE	ACORN NEWSPAPERS	5/31/2016	5476	952.23
WELLS ONE	CHEMEX INDUSTRIES	5/31/2016	5476	253.48
WELLS ONE	M&M DISTRIBUTION	5/31/2016	5476	207.00
WELLS ONE	ACCRUE SALES TAX	5/31/2016	5476	16.56
WELLS ONE	EXTRAPARTS	5/31/2016	5476	29.27
WELLS ONE	ACCRUE SALES TAX	5/31/2016	5476	2.34
WELLS ONE	SALES TAX	5/31/2016	5476	-2.34
WELLS ONE	SALES TAX	5/31/2016	5476	-2.34
WELLS ONE	EXTRAPARTS	5/31/2016	5476	29.27
WELLS ONE	ACCRUE SALES TAX	5/31/2016	5476	2.34
WELLS ONE	AMAZON	5/31/2016	5476	27.54
WELLS ONE	SALES TAX	5/31/2016	5476	-2.34
WELLS ONE	RAPIDGATE	5/31/2016	5476	40.00
WELLS ONE	EXTRAPARTS	5/31/2016	5476	29.26
WELLS ONE	ACCRUE SALES TAX	5/31/2016	5476	2.34
WELLS ONE	AMAZON	5/31/2016	5476	17.23
WELLS ONE	AMAZON	5/31/2016	5476	17.23
WELLS ONE*	ICMA	5/31/2016	5476	149.00
WELLS ONE	ICMA	5/31/2016	5476	395.00
WELLS ONE	RALPHS	5/31/2016	5476	23.95
				<u>\$587,734.71</u>

Transactions for 6/2/2016

Date: 6/13/2016

Vendor Name	Description	Check Date	Number	Amount
MISCAP VENDOR	SECURITY DEPOSIT REFUND	6/2/2016	107321	810.00
COUNTY OF VENTURA, GSA	MAR'16 SERVICES	6/2/2016	107322	77.99
INDUSTRIAL BOLT AND SUPPLY	FM Supplies	6/2/2016	107323	20.32
STAPLES CREDIT PLAN	OFFICE SUPPLIES	6/2/2016	107324	102.79
STAPLES CREDIT PLAN	OFFICE SUPPLIES	6/2/2016	107324	32.96
STAPLES CREDIT PLAN	OFFICE SUPPLIES	6/2/2016	107324	51.33
STAPLES CREDIT PLAN	OFFICE SUPPLIES	6/2/2016	107324	26.17
STAPLES CREDIT PLAN	OFFICE SUPPLIES	6/2/2016	107324	51.33
STAPLES CREDIT PLAN	OFFICE SUPPLIES	6/2/2016	107324	26.17
STAPLES CREDIT PLAN	OFFICE SUPPLIES	6/2/2016	107324	51.32
VENTURA COUNTY ANIMAL REGULATION	JAN-MAR'16 SERVICES	6/2/2016	107325	45,066.49
				<u>\$46,316.87</u>

Transactions for 6/6/2016

Date: 6/13/2016

Vendor Name	Description	Check Date	Number	Amount
ADS, LLC	MAY'16 SERVICES	6/6/2016	107326	1,368.00
AFTERMATH, INC	5/6/16 SERVICE	6/6/2016	107327	245.00
AGROMIN	STREETS SUPPLIES	6/6/2016	107328	393.93
ALEXANDER'S CONTRACT SERVICES, INC	MAY'16 READS	6/6/2016	107329	2,833.85
ANACAPA VIEW HOA	209 S. Ventura Road #26	6/6/2016	107330	2,115.00
ASSURANT EMPLOYEE BENEFITS	JUN'16 PREMIUMS	6/6/2016	107331	958.80
AVERY ASSOCIATES	SERVICES THRU 4/30/16	6/6/2016	107332	2,726.65
BAY ALARM	JUN-SEP'16 SERVICE	6/6/2016	107333	289.50
BAY ALARM	JUN-SEP'16 SERVICE	6/6/2016	107333	169.50
BIO ACOUSTICAL CORPORATION	HEARING TESTS	6/6/2016	107334	81.00
BLUE SHIELD OF CALIFORNIA	JUN'16 PREMIUMS	6/6/2016	107335	1,303.80
BRINK'S INC	MAY'16 SERVICES	6/6/2016	107336	297.15
BRINK'S INC	APR'16 SERVICES	6/6/2016	107336	92.57
BURLINGTON SAFETY LABORATORY	SALES TAX	6/6/2016	107337	-1.40
BURLINGTON SAFETY LABORATORY	FM SUPPLIES	6/6/2016	107337	32.50
BURLINGTON SAFETY LABORATORY	ACCRUE SALES TAX	6/6/2016	107337	1.40
CALIFORNIA CODE CHECK, INC.	MAY'16 SERVICES	6/6/2016	107338	1,056.36
CANON FINANCIAL SERVICES, INC	001-0668326-004 Copier	6/6/2016	107339	149.05
CANON FINANCIAL SERVICES, INC	001-0668326-006 Fax Board	6/6/2016	107339	10.00
CANON FINANCIAL SERVICES, INC	001-0668326-005 Copier	6/6/2016	107339	137.17
CITY OF OXNARD	234633-252984 UTIL BILL	6/6/2016	107340	214.32
CITY OF OXNARD-TREASURER	APR'16 SERVICES	6/6/2016	107341	66,636.26
CLEAN HARBORS ENV. SERVICES	APRIL 8 & 9, 2016	6/6/2016	107342	372.00
CWEA-TCP	CERT RENEWAL/LAFOREST	6/6/2016	107343	96.00
CWEA-TCP	CWEA CERT RNWL/CAMARILLO	6/6/2016	107343	177.00
FAMCON PIPE SUPPLY INC	WATER SUPPLIES	6/6/2016	107344	366.36
FAMCON PIPE SUPPLY INC	WATER SUPPLIES	6/6/2016	107344	150.50
FAMCON PIPE SUPPLY INC	WATER SUPPLIES	6/6/2016	107344	134.38
FENCE FACTORY RENTALS	FENCE RENTAL	6/6/2016	107345	657.75
FRESH CREEK TECHNOLOGIES, INC	WASTE WATER SUPPLIES	6/6/2016	107346	6,337.92
FRONTIER COMMUNICATIONS	805-271-0227-062700-5 UB	6/6/2016	107347	50.36
FRONTIER COMMUNICATIONS	805-986-9877-052600-5 UB	6/6/2016	107347	50.36
FRONTIER COMMUNICATIONS	209-150-4426-011398-5 UB	6/6/2016	107347	115.29
FRONTIER COMMUNICATIONS	209-151-1420-122089-5 UB	6/6/2016	107347	46.19
GRAINGER INC	FM SUPPLIES	6/6/2016	107348	19.99
GRAINGER INC	LANDSCAPE SUPPLIES	6/6/2016	107348	8.56
GRAINGER INC	LANDSCAPE SUPPLIES	6/6/2016	107348	198.21
GRAINGER INC	LANDSCAPE SUPPLIES	6/6/2016	107348	112.40
HD SUPPLY FACILITIES MAINTENANCE	CD SUPPLIES	6/6/2016	107349	672.03
HD SUPPLY FACILITIES MAINTENANCE	CD Supplies	6/6/2016	107349	101.69
HD SUPPLY FACILITIES MAINTENANCE	CD Supplies	6/6/2016	107349	112.17
HERALD PRINTING, LTD	#10 WINDOW ENVELOPES	6/6/2016	107350	378.72
HERALD PRINTING, LTD	#10 REGULAR ENVELOPES	6/6/2016	107350	250.99
HERALD PRINTING, LTD	#10 TINT ENVELOPES	6/6/2016	107350	483.15
HOLMES, PRISCILLA	HUENEME MAGAZINE 2016	6/6/2016	107351	2,500.00

Transactions for 6/6/2016

Date: 6/13/2016

Vendor Name	Description	Check Date	Number	Amount
HOSE-MAN, INC	WATER SUPPLIES	6/6/2016	107352	120.01
HOUSE SANITARY SUPPLY INC	LANDSCAPE SUPPLIES	6/6/2016	107353	223.73
HOUSING RIGHTS CENTER	Certification Training	6/6/2016	107354	100.00
KEENE'S HARDWARE INC	CD Supplies	6/6/2016	107355	29.56
KLOERIS, SHARON	MAY'16 CLASSES	6/6/2016	107356	480.00
MAGNUM FENCE & SECURITY	PWSS GATE INSTALL	6/6/2016	107357	4,672.00
MCCROMETER, INC.	WATER SUPPLIES	6/6/2016	107358	1,947.40
MCI COMM SERVICE	805 986-6516 UTIL BILL	6/6/2016	107359	37.62
MCI COMM SERVICE	805 986-6660 UTIL BILL	6/6/2016	107359	35.10
MCI COMM SERVICE	805 488-1805 UTIL BILL	6/6/2016	107359	34.19
MCI COMM SERVICE	805 986-6565 UTIL BILL	6/6/2016	107359	35.99
MISC AP VENDOR	MANUAL CHECK	6/6/2016	107360	605.77
OFFICE DEPOT	OFFICE SUPPLIES	6/6/2016	107361	51.54
OFFICE DEPOT	OFFICE SUPPLIES	6/6/2016	107361	7.88
PACIFIC TELEMANAGEMENT SERVICES	APR'16 SERVICES	6/6/2016	107362	75.00
PALMA, JENNETTE	PURCHASE REIMB	6/6/2016	107363	12.98
PEREZ, JOSE	5/23/16 DETAIL	6/6/2016	107364	85.00
PEREZ, JOSE	5/25/16 PWADM CAR WASH	6/6/2016	107364	12.00
PEREZ, JOSE	5/25/16 PWE CAR WASH	6/6/2016	107364	30.00
PEREZ, JOSE	5/25/16 PWFM CAR WASH	6/6/2016	107364	90.00
PEREZ, JOSE	5/25/16 PWS CAR WASH	6/6/2016	107364	15.00
PEREZ, JOSE	5/25/16 PWSW CAR WASH	6/6/2016	107364	15.00
PEREZ, JOSE	5/25/16 PWW CAR WASH	6/6/2016	107364	30.00
PITNEY BOWES INC	POSTAGE MACHINE RENTAL	6/6/2016	107365	220.88
PORT HUENEME MARINE SUPPLY	FM SUPPLIES	6/6/2016	107366	31.88
PORT HUENEME MARINE SUPPLY	STREETS SUPPLIES	6/6/2016	107366	44.93
PORT HUENEME MARINE SUPPLY	STREETS SUPPLIES	6/6/2016	107366	2.63
PORT HUENEME MARINE SUPPLY	STREETS SUPPLIES	6/6/2016	107366	12.92
PORT HUENEME MARINE SUPPLY	STREETS SUPPLIES	6/6/2016	107366	3.70
PORT HUENEME MARINE SUPPLY	STREETS SUPPLIES	6/6/2016	107366	41.18
PORT HUENEME MARINE SUPPLY	FM SUPPLIES	6/6/2016	107366	27.50
PORT HUENEME MARINE SUPPLY	STREETS SUPPLIES	6/6/2016	107366	11.20
PORT HUENEME MARINE SUPPLY	STREETS SUPPLIES	6/6/2016	107366	13.90
PORT HUENEME MARINE SUPPLY	WATER SUPPLIES	6/6/2016	107366	1.93
PORT HUENEME MARINE SUPPLY	WATER SUPPLIES	6/6/2016	107366	9.70
PORT HUENEME MARINE SUPPLY	WATER SUPPLIES	6/6/2016	107366	11.62
PORT HUENEME MARINE SUPPLY	WATER SUPPLIES	6/6/2016	107366	14.35
PORT HUENEME MARINE SUPPLY	WATER SUPPLIES	6/6/2016	107366	38.47
PORT HUENEME MARINE SUPPLY	PAINT SUPPLIES	6/6/2016	107366	159.66
PORT HUENEME MARINE SUPPLY	QUICK CONNECTS	6/6/2016	107366	22.14
PORT HUENEME MARINE SUPPLY	MASONRY BIT	6/6/2016	107366	10.71
PORT HUENEME MARINE SUPPLY	REFUSE SUPPLIES	6/6/2016	107366	67.45
PULIDO, ILEANA	SECURITY DEPOSIT REFUND	6/6/2016	107367	500.00
PURCHASE POWER	REPLENISH POSTAGE	6/6/2016	107368	1,500.00
QUALITY PLUMBING	841 JANE DR	6/6/2016	107369	475.00

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Vendor Name	Description	Check Date	Number	Amount
QUILL CORPORATION	OFFICE SUPPLIES	6/6/2016	107370	17.99
QUILL CORPORATION	OFFICE SUPPLIES	6/6/2016	107370	18.00
QUILL CORPORATION	OFFICE SUPPLIES	6/6/2016	107370	18.00
SANTA MARIA TIRE INC	TIRE	6/6/2016	107371	152.30
SANTA MARIA TIRE INC	TIRES	6/6/2016	107371	613.77
SINTRA GROUP LLC	BACKGROUND INVESTIGATION	6/6/2016	107372	270.00
SOUTHERN CALIFORNIA EDISON	2-02-425-3254 UTIL BILL	6/6/2016	107373	3,229.79
SOUTHERN CALIFORNIA EDISON	2-19-801-9929 UTIL BILL	6/6/2016	107373	197.45
SOUTHERN CALIFORNIA EDISON	2-12-871-6974 UTIL BILL	6/6/2016	107373	21.18
SOUTHERN CALIFORNIA EDISON	2-02-419-5869 UTIL BILL	6/6/2016	107373	1,135.05
SOUTHERN CALIFORNIA EDISON	2-02-419-2338 UTIL BILL	6/6/2016	107373	26.69
SOUTHERN CALIFORNIA EDISON	2-02-419-4953 UTIL BILL	6/6/2016	107373	222.14
SOUTHERN CALIFORNIA EDISON	2-02-419-2585 UTIL BILL	6/6/2016	107373	12,205.44
SOUTHERN CALIFORNIA EDISON	2-02-419-3286 UTIL BILL	6/6/2016	107373	116.19
SOUTHERN CALIFORNIA EDISON	2-02-419-2338 UTIL BILL	6/6/2016	107373	308.07
SOUTHERN CALIFORNIA EDISON	2-34-878-8340 UTIL BILL	6/6/2016	107373	39.40
SOUTHERN CALIFORNIA EDISON	2-02-419-2213 UTIL BILL	6/6/2016	107373	830.51
SOUTHERN CALIFORNIA GAS CO	024 114 1580 1 UTIL BILL	6/6/2016	107374	36.04
SOUTHERN CALIFORNIA GAS CO	160 614 2000 2 UTIL BILL	6/6/2016	107374	6.02
SOUTHERN CALIFORNIA GAS CO	160 614 2000 2 UTIL BILL	6/6/2016	107374	6.02
SOUTHERN CALIFORNIA GAS CO	160 614 2000 2 UTIL BILL	6/6/2016	107374	6.01
SOUTHERN COUNTIES FUELS	800 GALS DIESEL/601 GAS	6/6/2016	107375	2,938.77
SOUTHERN COUNTIES FUELS	700 GALS DIESEL/576 GAS	6/6/2016	107375	2,747.59
STATE READY MIX INC.	DUMP FEES	6/6/2016	107376	120.00
TIME WARNER CABLE	8448200250320222 CABLE	6/6/2016	107377	146.40
TIME WARNER CABLE	8448200250052429 CABLE	6/6/2016	107377	122.23
TOTAL BARRICADE SERVICE	EQUIPMENT RENTAL	6/6/2016	107378	950.00
TRAFFIC TECHNOLOGIES LLC	STREETS SUPPLIES	6/6/2016	107379	660.96
TRIAD INVESTIGATIVE SERVICES	BACKGROUND INVESTIGATION	6/6/2016	107380	322.50
UNITED SITE SERVICES OF CA INC	MAY'16 SERVICES	6/6/2016	107381	162.26
UNITED SITE SERVICES OF CA INC	5/16/16-6/12/16 SERVICE	6/6/2016	107381	103.54
USABUEBOOK	PIPE MOUNT FLOATS	6/6/2016	107382	122.90
VENCO POWER SWEEPING, INC	MAY'16 SERVICES	6/6/2016	107383	8,870.23
VENTURA COUNTY PROBATION AGENCY	APR'16 SERVICES	6/6/2016	107384	4,050.00
VENTURA REFRIGERATION SALES &	Refrigeration Repairs	6/6/2016	107385	179.76
VERIZON BUSINESS SERVICES	SV193394 UTIL BILL	6/6/2016	107386	1,441.60
VERIZON WIRELESS	97818098-00003 UTIL BILL	6/6/2016	107387	38.01
WELLS FARGO BANK, NA	Trustee Fee	6/6/2016	107388	2,500.00
WEST COAST PAINTING	Paint Flag Poles	6/6/2016	107389	2,295.00
				\$153,717.76

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Date: 6/13/2016

Vendor Name	Description	Check Date	Number	Amount
PORT HUENEME POLICE OFCR ASSN	PAYROLL SUMMARY	6/10/2016	5651	1,578.84
ALONZO, FERNANDO	MAR-JUN'16	6/10/2016	107390	180.00
AMERICAN FIDELITY ASSURANCE	PAYROLL SUMMARY	6/10/2016	107391	1,901.02
AMERICAN FIDELITY ASSURANCE COMPANY	PAYROLL SUMMARY	6/10/2016	107392	1,284.67
AMERICAN FUNDS SERVICE COMPANY	PAYROLL SUMMARY	6/10/2016	107393	60.00
CANON FINANCIAL SERVICES, INC	001-0668326-002 COPIER	6/10/2016	107394	216.00
CANON FINANCIAL SERVICES, INC	001-0668326-007 FAX BOARD	6/10/2016	107394	10.00
CANON FINANCIAL SERVICES, INC	001-0668326-001 COPIER	6/10/2016	107394	247.32
CANON FINANCIAL SERVICES, INC	001-0668326-003 COPIER	6/10/2016	107394	72.00
CANON FINANCIAL SERVICES, INC	001-0668326-003 COPIER	6/10/2016	107394	72.00
CANON FINANCIAL SERVICES, INC	001-0668326-003 COPIER	6/10/2016	107394	72.00
CAPITAL ONE COMMERCIAL - COSTCO	LIFEGUARD SUPPLIES	6/10/2016	107395	971.90
MISC AP VENDOR	FINAL BILL REFUND	6/10/2016	107396	160.60
MISC AP VENDOR	FINAL BILL REFUND	6/10/2016	107397	89.57
CITY OF OXNARD	230981-253278 UTIL BILL	6/10/2016	107398	78,821.00
CLARK, LA TUNYA	APR-MAY'16 CLASSES	6/10/2016	107399	960.00
MISC AP VENDOR	Dep Refund-J. Villanueva	6/10/2016	107400	1,015.00
DOCUPRODUCTS CORPORATION	2/23/16-5/22/16 OVERAGE	6/10/2016	107401	924.79
DST SYSTEMS INC	PAYROLL SUMMARY	6/10/2016	107402	2,429.44
MISC AP VENDOR	FINAL BILL REFUND	6/10/2016	107403	114.33
MISC AP VENDOR	FINAL BILL REFUND	6/10/2016	107404	269.29
FRONTIER COMMUNICATIONS	209-105-5253-112499-5 UB	6/10/2016	107405	115.29
FRONTIER COMMUNICATIONS	805-271-0690-091900-5 UB	6/10/2016	107405	50.36
FRONTIER COMMUNICATIONS	805-488-3611-010168-5 UB	6/10/2016	107405	118.58
FRONTIER COMMUNICATIONS	805-986-3538-011498-5 UB	6/10/2016	107405	305.97
MISC AP VENDOR	FINAL BILL REFUND	6/10/2016	107406	67.34
GOLD COAST TRANSIT	MAY'16 TICKETS/PASSES	6/10/2016	107407	375.00
HICKOX, STEVE	CERTIFICATION RENEWAL	6/10/2016	107408	230.00
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	6/10/2016	107409	33.28
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	6/10/2016	107409	81.32
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	6/10/2016	107409	55.48
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	6/10/2016	107409	19.20
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	6/10/2016	107409	30.65
HOME DEPOT CREDIT SERVICES	FM SUPPLIES	6/10/2016	107409	183.29
HOME DEPOT CREDIT SERVICES	CD SUPPLIES	6/10/2016	107409	106.92
HOME DEPOT CREDIT SERVICES	STREETS SUPPLIES	6/10/2016	107409	375.31
HOME DEPOT CREDIT SERVICES	WASTEWATER SUPPLIES	6/10/2016	107409	237.02
HOME DEPOT CREDIT SERVICES	CD SUPPLIES	6/10/2016	107409	37.15
HOME DEPOT CREDIT SERVICES	CD SUPPLIES	6/10/2016	107409	172.16
LINCOLN NATIONAL LIFE INSURANCE CO	JUN'16 PREMIUMS	6/10/2016	107410	4,571.52
LINCOLN NATIONAL LIFE INSURANCE CO	JUN'16 VOLUNTARY	6/10/2016	107410	1,450.90
LOWE'S	BUS SHELTER SUPPLIES	6/10/2016	107411	25.47
LUJAN, JANETTE	MAR-JUN'16	6/10/2016	107412	180.00
MISC AP VENDOR	FINAL BILL REFUND	6/10/2016	107413	33.17
MONTELONGO, FRANK	MAR-JUN'16	6/10/2016	107414	180.00

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Vendor Name	Description	Check Date	Number	Amount
NAVARRO, DAGOBERTO	MAR-JUN'16	6/10/2016	107415	180.00
NRS	PAYROLL SUMMARY	6/10/2016	107416	520.33
MISC AP VENDOR	FINAL BILL REFUND	6/10/2016	107417	608.33
PORT HUENEME, CITY OF	2671-1032836 UTIL BILL	6/10/2016	107418	409.82
PORT HUENEME, CITY OF	2671-1032948 UTIL BILL	6/10/2016	107418	311.26
PORT HUENEME, CITY OF	2671-1032830 UTIL BILL	6/10/2016	107418	351.58
PORT HUENEME, CITY OF	2671-1032832 UTIL BILL	6/10/2016	107418	498.02
PORT HUENEME, CITY OF	2671-1032834 UTIL BILL	6/10/2016	107418	311.26
PORT HUENEME, CITY OF	22341-1030632 UTIL BILL	6/10/2016	107418	200.77
PORT HUENEME, CITY OF	16173-1030962 UTIL BILL	6/10/2016	107418	200.77
PREFERRED BENEFIT	JUN'16 PREMIUMS	6/10/2016	107419	4,332.00
MISC AP VENDOR	FINAL BILL REFUND	6/10/2016	107420	101.50
MISC AP VENDOR	FINAL BILL REFUND	6/10/2016	107421	1,824.99
ROSETE, GLADYS	MAR-JUN'16	6/10/2016	107422	180.00
SALDANA, OLIVERIO	SECURITY DEPOSIT REFUND	6/10/2016	107423	500.00
SEIU, LOCAL 721	PAYROLL SUMMARY	6/10/2016	107424	3.50
SEIU, LOCAL 721	PAYROLL SUMMARY	6/10/2016	107424	825.75
SERRATOS, NANCY	APR-JUN'16	6/10/2016	107425	135.00
SOUTHERN CALIFORNIA EDISON	2-03-905-9647 UTIL BILL	6/10/2016	107426	834.28
SOUTHERN CALIFORNIA EDISON	2-37-973-0666 UTIL BILL	6/10/2016	107426	26.47
SOUTHERN CALIFORNIA EDISON	2-11-005-6629 UTIL BILL	6/10/2016	107426	7,025.54
SOUTHERN CALIFORNIA GAS CO	047 114 8100 4 UTIL BILL	6/10/2016	107427	2,143.86
SOUTHERN CALIFORNIA GAS CO	198 414 1822 1 UTIL BILL	6/10/2016	107427	2.14
SWANKOSKY, JONATHAN	MAR-JUN'16	6/10/2016	107428	180.00
TOSHIBA BUSINESS SOLUTIONS	958802-005B COPIER	6/10/2016	107429	346.14
TOSHIBA FINANCIAL SERVICES	500-0460763-000 COPIER	6/10/2016	107430	52.20
TOSHIBA FINANCIAL SERVICES	500-0460763-000 COPIER	6/10/2016	107430	52.20
TOSHIBA FINANCIAL SERVICES	500-0460763-000 COPIER	6/10/2016	107430	52.20
UNITED WAY OF VENTURA COUNTY	PAYROLL SUMMARY	6/10/2016	107431	87.00
US POSTAL SERVICE	BULK MAILING	6/10/2016	107432	1,215.00
VANTAGE TRSFER-800897	PAYROLL SUMMARY	6/10/2016	107433	193.86
VANTAGEPOINT TRSF-301495	PAYROLL SUMMARY	6/10/2016	107434	6,253.59
VENTURA COUNTY LODGING ASSOCIATION	VCWTBID ASSESSMENT	6/10/2016	107435	21,868.60
VERIZON WIRELESS	672523155-00001 UTIL BILL	6/10/2016	107436	418.11
VERIZON WIRELESS	542063381-00001 UTIL BILL	6/10/2016	107436	38.01
VERIZON WIRELESS	242004078-00001 UTIL BILL	6/10/2016	107436	38.01
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	130.06
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	74.28
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	11.69
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	14.35
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	105.17
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	17.69
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	76.25
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	38.39
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	61.45

Transactions for 6/10/2016

Date: 6/13/2016

Vendor Name	Description	Check Date	Number	Amount
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	22.80
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	11.84
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	62.97
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	112.52
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	28.26
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	118.50
VERIZON WIRELESS	971818098-00002 UTIL BILL	6/10/2016	107437	151.14
WESCOTT, CHAD	MAR-JUN'16	6/10/2016	107438	180.00
MISC AP VENDOR	FINAL BILL REFUND	6/10/2016	107439	16.15
				<u>\$154,040.75</u>

CITY OF PORT HUENEME
PAYROLL CASH DISBURSEMENT FOR

ATTACHMENT E

JUNE 10, 2016

SALARY DISTRIBUTIONS

PAYROLL DIRECT DEPOSIT TOTALS:	223,169.90	
PAYROLL CHECK REGISTER:	<u>11,649.10</u>	234,819.00
TOTAL DISBURSEMENT:	<u>234,819.00</u>	



City of Port Hueneme

COUNCIL AGENDA STAFF REPORT

TO: City Council

FROM: John Baker, Interim City Manager

SUBJECT: AUTHORIZE ADDITIONAL EXPENDITURE FOR THE REPLACEMENT OF A TWELVE INCH GATE VALVE LOCATED ON THE MUGU LATERAL

DATE: June 20, 2016

RECOMMENDATION:

It is recommended the City Council acting as the operating agency for the Port Hueneme Water Agency, authorize the additional expenditure for work associated with the unforeseen working conditions related to the Mugu Lateral valve replacement project, and;

Direct the city's finance staff to invoice Naval Base Ventura County (NBVC) for all expenditures associated with the replacement of this valve.

BACKGROUND/ANALYSIS:

On March 17, 2016 staff completed an informal bid process for the replacement of an inoperable 12" gate valve (Valve) located on the Mugu Lateral. The Valve was known to be broken at 1/3 open position and any attempt to exercise the Valve could jeopardize the ability to supply NBVC with potable drinking water and adequate fire protection.

On April 5, 2016 the bid was awarded to BSN Construction (Attachment A) in the amount of \$15,106 for all the known scope-of-work for the replacement of the Valve. The award of this bid is consistent with the Port Hueneme Municipal Code Article II, Chapter 6, Section 2560.

Once excavated, the Valve and pipeline was found to be encased in 3 feet of concrete creating the necessity for a time and material change order (Attachment B). This repair became critical because the concrete needed to be jackhammered carefully from the

**AUTHORIZE ADDITIONAL EXPENDITURE FOR THE REPLACEMENT OF A
TWELVE INCH GATE VALVE LOCATED ON THE MUGU LATERIAL**

June 20, 2016

Page 2

Valve and pipeline in order to avoid damage to the pipeline and thus creating an inability to supply water to NBVC.

On or about April 28, 2016 the Interim City Manager declared this an emergency repair and directed staff to move forward with the necessary repairs. The total cost of the project was \$26,368 (Attachment C), which produced a time and material change order of \$11,262 or 75 percent above the original bid.

The Port Hueneme Municipal Code Article II, Chapter 6, Section 2563 states that 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.

FISCAL IMPACT:

The action, if taken as recommended, will have a fiscal impact of \$11,262.

Attachments:

- 1.) Attachment A – Project Bid Results
- 2.) Attachment B – Project Change Order
- 3.) Attachment C – Project Final Invoice



**City of Port Hueneme
Quotation Evaluation Summary**

**Date Prepared: 3/17/16
Prepared By : Theo Provencio
Department: Public Works - Water**

	Supplier/Contractor	Supplier/Contractor	Supplier/Contractor				
Name	Elite General Engineering	BSN Construction	Sam Hill and Sons Inc.				
Phone Number	805-258-8903	805-676-1864	805-644-6278				
Contact Person	Ted Zepeda	Ben Nakaba	Spencer Hill				
Written/Verbal Quote	Written	Written	Written				
	Quote Date: 03/09/16	Quote Date 03/14/16	Quote Date 3/17/16				
Description	Quantity	Unit Price	Unit Price	Unit Price	Total	Total	Total
12" Gate Valve Replacement	1	17,220			15,106		17,176
Mugu Lateral on Hueneeme Rd.							
Subtotal		\$17,220			\$15,106		\$17,176
Tax @ 8.00%							
Shipping/Freight							
Total Cost		\$17,220			\$15,106		\$17,176



CONSTRUCTION

3/14/16

Proposal

Submitted to:

Steve Hickox
City of Port Hueneme

Prepared by:

Ben Nakaba
President
BSN Construction Inc.
3445 Telegraph Rd Ste 107
Ventura, CA 93003
Ph: (805) 676-1864
Fax: (805) 676-1210
bnakaba@bsncon.com

Description of Project:

Hueneme Rd:

1. Set up traffic control, Saw cut asphalt, demo and haul off. Excavate and locate main for valve replacement. Remove flanged valve and replace with new one. (to be supplied by others) backfill with sand around main and valve, and slurry backfill remaining trench. Set plates and patch back asphalt.

Total: \$ 15,106.00

Exclusions:

1. Permits, survey, bonds, fees, testing, inspections.
2. Traffic control plans and permits.
3. Valves and piping materials.
4. Cold planning asphalt.



City of Port Hueneme
250 North Ventura Road, Port Hueneme, CA 93041
Telephone: (805) 986-6500

TASK ORDER #1 – WATER DISTRIBUTION SYSTEM REPAIR

Contractor: BSN Construction Inc.
3445 Telegraph Road
Ventura Ca. 93003

Project Name: Valve Replacement – Port Hueneme Road at UWCD Intertie

COPH Contact: Steven Hickox (805) 986-6566
250 N. Ventura Rd.
Port Hueneme, Ca. 93041
shickox@cityofporthueneme.org

Scope of Work: Set up traffic control, saw cut asphalt, demo and haul off spoils, excavate and locate main, remove and replace 12 valve (to be supplied by the City) backfill with sand around valve and main, and slurry backfill remaining open portion of trench. Set plates and patch asphalt back to existing condition.

Work shall be done pursuant to Blanket Contract No. 08-011 and this task order. In the event of conflict between the provisions of the Contract and this task order, the provisions of the contract shall govern.

Compensation: See Proposal submitted March 14, 2016

Special Requirements: Contractor shall provide the COPH Contact the name, classification of company representative that has signature authority.

Provide expected delivery date to COPH.

Work Authorized By: Steven Hickox
Steven Hickox, Water Operations Manager

4/5/16
Date

Invoice

BSN Construction Inc.
 3445 Telegraph Rd Ste 107
 Ventura, CA 93003

Date	Invoice #
5/9/2016	5136

Bill To
City of Port Hueneme 250 N. Ventura Rd Port Hueneme, CA 93041

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
	Task Order #1 Proposal Dated 3/14/16 Hueneme Rd Replace 12" Valve, Set up traffic Control, Saw cut asphalt, demo and haul off spoils. Excavate and locate main for valve replacement. Remove flanged valve and replace with new one (To be supplied by others.) Backfill with sand around main and valve, slurry backfill remaining trench. set plates and patch back asphalt. Friday, April 29th	15,106.00	15,106.00
	Continue jackhammering out thrust block around pipe and fittings, which was discovered to be above pipe and fittings, and 3' thick . Pick up and install shoring as excavation was 8' deep	0.00	0.00
8	Tooltruck	20.00	160.00
8	Tooltruck	20.00	160.00
1	Air compressor with hammer	200.00	200.00
8	Forman	75.00	600.00
8	Labor	71.00	568.00
8	Labor	71.00	568.00
8	Labor	71.00	568.00
	Monday May 2nd	0.00	0.00
	Continue hammering and chipping at concrete		
8	Tooltruck	20.00	160.00
8	Tooltruck	20.00	160.00
1	Air compressor with hammer	200.00	200.00
8	Forman	75.00	600.00
8	Labor	71.00	568.00
8	Labor	71.00	568.00
8	Labor	71.00	568.00
	Tuesday May 3rd	0.00	0.00
	Continue chipping concrete		
8	Tooltruck	20.00	160.00
8	Tooltruck	20.00	160.00
1	Air compressor with hammer	200.00	200.00
8	Forman	75.00	600.00
8	Labor	71.00	568.00
		Total	

BSN Construction Inc.

3445 Telegraph Rd Ste 107
Ventura, CA 93003

Invoice

Date	Invoice #
5/9/2016	5136

Bill To
City of Port Hueneme 250 N. Ventura Rd Port Hueneme, CA 93041

P.O. No.	Terms	Project
	Net 30	

Quantity	Description	Rate	Amount
8	Labor	71.00	568.00
8	Labor	71.00	568.00
1	Encroachment permit	585.00	585.00
1	Shoring	245.00	245.00
1	Steel plate 1 @ \$5 per day and 5 day Min	25.00	25.00
1	25% on Labor and material for profit and overhead	1,935.00	1,935.00
		Total	\$26,368.00

PRODUCT RECEIVED
APPROVED FOR PAYMENT
 Signed JA 5/23/16
CHARGE TO ACCOUNT # (#'S)
PO# 17403 \$15,106.00



City of Port Hueneme

COUNCIL AGENDA STAFF REPORT

TO: City Council

FROM: John Baker, Interim City Manager

SUBJECT: AWARD CONTRACTS FOR THE PURCHASE OF CHEMICALS FOR USE AT THE BRACKISH WATER RECLAMATION DEMONSTRATION FACILITY (BWRDF)

DATE: June 20, 2016

RECOMMENDATION:

It is recommended the City Council award contracts for the purchase of chemicals for use at the BWRDF for FY 2016-17 to PVS Chemicals, BHS Specialty Chemical Products, Argo Chemical, JCI Jones Chemical Inc. and Univar USA.

BACKGROUND/ANALYSIS:

To ensure a non-interrupted supply of essential chemicals, the City Council authorized the solicitation of bids for water plant chemical purchases on April 18, 2016. Current contracts to supply chemicals necessary to operate the BWRDF expire on June 30, 2016.

Bid requests were sent to seventeen (17) chemical companies; ten (10) companies submitted bids and two (2) companies responded with No Bid. Bids were opened and recorded by the City Clerk on May 25, 2016. The bid documents were received and found to be satisfactory.

FISCAL IMPACT:

The action, if taken as recommended, will have a fiscal impact of \$77,254. FY 2016-17 Plant Operations budget (443) includes \$80,000 for the purchase of chemicals which includes \$2,746 or 3.5 % for contingency. Individual purchase contracts will be as follows:

1. PVS Chemicals in the amount of \$36,115 for Sodium Hydroxide.
2. BHS Specialty Chemical Products in the amount of \$9,045 for hydrofluosilicic acid.

6D

**AWARD CONTRACTS FOR THE PURCHASE OF CHEMICALS FOR USE AT
THE BRACKISH WATER RECLAMATION DEMONSTRATION FACILITY**

June 20, 2016

Page 2

3. Argo Chemical for aqua ammonia in the amount of \$7,381.
4. JCI Jones Chemical Inc. in the amount of \$20,479 for Sodium Hypochlorite.
5. Univar in the amount of \$4,234 for Sodium Bisulfite.

Do to the amount of antiscalant chemical on hand and that the membranes will have minimal-to-no operation during FY 16-17, antiscalant purchase will not be required.

Attachment:

- 1.) Bid Results

BIDS RECEIVED MAY
25, 2016 2:00 PM
DELIVERY OF CHEMICALS TO THE PHWA BWRDF

Chemical	Bidder Name	Price Per Gallon Delivered	ANSI/NSF Certificate Included Y/N	Comments
Sodium Hydroxide 22,000 Gallons	PVS Chemicals	\$1.52	Yes	\$33,440 (\$36,115 w/ sales tax)
	Univar	\$1.71	Yes	
	Argo Chemical	\$1.76	Yes	
	Brenntag Pacific	\$1.77	Yes	
	Northstar	\$1.84	Yes	
	JCI Jones Chemicals	\$1.96	Yes	
Hydrofluosilicic Acid 2,500 Gallons	BHS Specialty Chemical Products	\$3.35	Yes	\$8,375 (\$9,045 w/ sales tax)
	Brenntag Pacific	\$3.68	Yes	
Aqua Ammonia 3,000 Gallons	Argo Chemical	\$2.28	Yes	\$6,384 (\$7,381 w/ sales tax)
	Industrial Solution Services	\$3.79	Yes	
	Airgas	\$4.03	Yes	
	Hill Brothers	\$4.64	Yes	
Sodium Hypochlorite 20,000 Gallons	JCI Jones Chemicals	\$0.93	Yes	\$18,600 (\$20,479 w/ sales tax & 2.1% mill tax)
	Univar	\$1.04	Yes	
	Northstar	\$1.21	Yes	
	Brenntag Pacific	\$1.25	Yes	
	Argo Chemical	\$1.30	Yes	
Sodium Bisulfite 4,000 Gallons	Univar	\$0.98	Yes	\$3,920 (\$4,234 w/ sales tax)
	Brenntag Pacific	\$1.30	Yes	
	JCI Jones Chemicals	\$1.50	Yes	
	Olin Chlor Alkali Products	NO BID		Bid sheet submitted with "NO BID"
	Solvay Fluorides	NO BID		"NO BID"



City of Port Hueneme

COUNCIL AGENDA STAFF REPORT

TO: City Council

FROM: John Baker, Interim City Manager

SUBJECT: AWARD CONTRACTS TO FGL ENVIRONMENTAL, INC. FOR WATER QUALITY ANALYSIS

DATE: June 20, 2016

RECOMMENDATION:

It is recommended the City Council award a three-year contract to FGL Environmental, Santa Paula, California for professional services related to City of Port Hueneme's (COPH) water quality analysis; and

Acting as Operating Agency of the Port Hueneme Water Agency (PHWA), that the City Council award a three-year contract to FGL Environmental, Santa Paula, California for professional services related to PHWA water quality analysis;

BACKGROUND / ANALYSIS

The California Department of Public Health requires all public water systems to conduct specific water quality analysis at required intervals. These analyses confirm that water quality is in compliance with all State and Federal water quality standards.

On April 18, 2016 City Council authorized staff to issue a "Request for Proposal" for services related to water quality analysis.

On June 25, 2016 the City Clerk's office received three (3) proposals

Vendor	COPH	PHWA
• FGL Environmental	\$10,976 per year	\$ 6,544 per year
• Capco Analytical Services Inc.	\$15,164 per year	\$ 8,112 per year
• Pat-Chem Laboratories	\$27,300 per year	\$14,022 per year

AWARD CONTRACTS TO FGL ENVIRONMENTAL, INC. FOR WATER QUALITY ANALYSIS

June 20, 2016

Page 2

After a review of the proposals, it is recommended that FGL Environmental, Inc. be awarded a three-year contract to provide the required services for both COPH and PHWA.

FISCAL IMPACT:

The fiscal effect of the action, if taken as recommended for the COPH, will be \$11,000 for actual contract work and \$5,000 for additional and repeat sampling for a total of \$16,000 for the first year of the three-year contract; and

The fiscal effect of the action, if taken as recommended for the PHWA, will be \$6,600 for contract work and a contingency of \$3,400 for additional and repeat sampling for a total of \$10,000 for the first year of the three-year contract.

Analysis performed in years two and three of the contract may be adjusted by the consumer price index.

Attachment:

- 1.) Results of Proposal

2016 PROPOSALS FOR THREE-YEAR WATER QUALITY ANALYSIS CONTRACT

CITY											
Sample Type	Frequency	Site Quantity	Price Per Sample FGL	Total Per Sample/All Sites FGL	Annual FGL	Price Per Sample PAT-CHEM	Total Per Sample/All Sites PAT-CHEM	Annual PAT-CHEM	Price Per Sample CAPCO	Total Per Sample/All Sites CAPCO	Annual CAPCO
Bacteriological/Total C12	Weekly	6	\$ 18.00	\$ 108.00	\$ 5,616.00	\$ 48.00	\$ 288.00	\$ 14,976.00	\$ 20.00	\$ 120.00	\$ 6,240.00
Heterotrophic Plate Count	Monthly	6	\$ 24.00	\$ 144.00	\$ 1,728.00	\$ 29.00	\$ 174.00	\$ 2,088.00	\$ 20.00	\$ 120.00	\$ 1,440.00
Nitrification	Monthly	6	\$ 14.00	\$ 84.00	\$ 1,008.00	\$ 90.00	\$ 540.00	\$ 6,480.00	\$ 50.00	\$ 300.00	\$ 3,600.00
Disinfection By Product (TTHM)	Quarterly	4	\$ 44.00	\$ 176.00	\$ 704.00	\$ 75.00	\$ 300.00	\$ 1,200.00	\$ 85.00	\$ 340.00	\$ 1,360.00
Disinfection By Product (HAA5)	Quarterly	4	\$ 78.00	\$ 312.00	\$ 1,248.00	\$ 95.00	\$ 380.00	\$ 1,520.00	\$ 114.00	\$ 456.00	\$ 1,824.00
Bacteriological Stand-by Well	Annually	2	\$ 22.00	\$ 44.00	\$ 44.00	\$ 48.00	\$ 96.00	\$ 96.00	\$ 20.00	\$ 40.00	\$ 40.00
Nitrite (NO3) Stand-By Well	Annually	2	\$ 14.00	\$ 28.00	\$ 28.00	\$ 20.00	\$ 40.00	\$ 40.00	\$ 30.00	\$ 60.00	\$ 60.00
Lead and Copper	Tri-Annual	30	\$ 20.00	\$ 600.00	\$ 600.00	\$ 30.00	\$ 900.00	\$ 900.00	\$ 20.00	\$ 600.00	\$ 600.00
Annual Totals:			\$ 234.00	\$ 1,496.00	\$10,976.00	\$ 435.00	\$ 2,718.00	\$27,300.00	\$ 359.00	\$ 2,036.00	\$15,164.00

PHWA

Sample Type	Frequency	Site Quantity	Price Per Sample FGL	Total Per Sample/All Sites FGL	Annual FGL	Price Per Sample PAT-CHEM	Total Per Sample/All Sites PAT-CHEM	Annual PAT-CHEM	Price Per Sample CAPCO	Total Per Sample/All Sites CAPCO	Annual CAPCO
Bacteriological/Total Cl2	Weekly	4	\$ 18.00	\$ 72.00	\$ 3,744.00	\$ 48.00	\$ 192.00	\$ 9,984.00	\$ 20.00	\$ 80.00	\$ 4,160.00
Nitrite/Heterotrophic Plate Count	Monthly	1	\$ 34.00	\$ 34.00	\$ 408.00	\$ 49.00	\$ 49.00	\$ 588.00	\$ 50.00	\$ 50.00	\$ 600.00
Fluoride	Monthly	1	\$ 14.00	\$ 14.00	\$ 168.00	\$ 20.00	\$ 20.00	\$ 240.00	\$ 20.00	\$ 20.00	\$ 240.00
pH, TDS, and TSS	Monthly	1	\$ 26.00	\$ 26.00	\$ 312.00	\$ 45.00	\$ 45.00	\$ 540.00	\$ 50.00	\$ 50.00	\$ 600.00
Disinfection By Product (TTHM)	Quarterly	2	\$ 44.00	\$ 88.00	\$ 352.00	\$ 75.00	\$ 150.00	\$ 600.00	\$ 85.00	\$ 170.00	\$ 680.00
Disinfection By Product (HAA5)	Quarterly	2	\$ 78.00	\$ 156.00	\$ 624.00	\$ 95.00	\$ 190.00	\$ 760.00	\$ 114.00	\$ 228.00	\$ 912.00
Nitrification	Quarterly	1	\$ 14.00	\$ 14.00	\$ 56.00	\$ 90.00	\$ 90.00	\$ 360.00	\$ 50.00	\$ 50.00	\$ 200.00
LI/Al, Alk., TDA and Hardness	Quarterly	4	\$ 50.00	\$ 200.00	\$ 800.00	\$ 50.00	\$ 200.00	\$ 800.00	\$ 40.00	\$ 160.00	\$ 640.00
General/Mineral Physical	Annually	1	\$ 80.00	\$ 80.00	\$ 80.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 80.00	\$ 80.00	\$ 80.00
Annual Totals:			\$ 358.00	\$ 684.00	\$ 6,544.00	\$ 622.00	\$ 1,086.00	\$14,022.00	\$ 509.00	\$ 888.00	\$ 8,112.00



City of Port Hueneme

COUNCIL AGENDA STAFF REPORT

TO: City Council
FROM: John Baker, Interim City Manager
SUBJECT: AUTHORIZATION FOR OUT OF STATE TRAVEL
DATE: June 20, 2016

RECOMMENDATION:

It is recommended the City Council authorize the Water Operations Manager attend the Water Smart Innovations Conference and Exposition in Las Vegas, Nevada.

BACKGROUND/ANALYSIS:

The City's Travel Policy (Administrative Policy and Procedure C-005) states, "Out of State travel requires prior Council approval".

Employee training is essential to ensure the Department remains current with changing technologies and understanding new ways to improve operations, as well as improving staff's knowledge on current industry issues. In addition, continuing education is required to maintain the professional licenses necessary to operate the City's water system.

The Water Smart Innovations Conference and Exposition is scheduled for October 5 - 7, 2016 in Las Vegas, Nevada. This three-day conference provides a variety of over 130 technical sessions including the latest in water-efficiency products, exclusive technical tours, and panel discussions. In addition there are numerous opportunities to network with other water professionals.

FISCAL IMPACT:

The fiscal effect of the action, if taken as recommended for registration, transportation, food, and lodging is approximately \$2,000. Funding for this training is included in the FY 2016-17 Water Fund Budget.



City of Port Hueneme

COUNCIL AGENDA STAFF REPORT

TO: City Council

FROM: Carmen Nichols, Deputy city Manager

SUBJECT: PROPOSED AMENDMENT TO SECTION 10226 OF THE PORT HUENEME MUNICIPAL CODE TO PROHIBIT THE KEEPING OF BARBECUES, EXERCISE EQUIPMENT, COUCHES, CHAIRS, TABLES, PATIO FURNITURE, SWINGING CHAIRS, AND PLAY EQUIPMENT ON DRIVEWAYS, FRONT YARDS, AND SIDE YARDS VISIBLE FROM THE PUBLIC RIGHT-OF-WAY

DATE: June 20, 2016

RECOMMENDATION:

It is recommended that the City Council introduce Ordinance for the first reading.

BACKGROUND/ANALYSIS:

Code Compliance has observed an increase in the number of residential properties with visual clutter placed in the front yard and driveway areas. The items include things like barbecues, couches, tables, and chairs. In some cases, staff has observed exercise equipment being stored on driveways and various types of play equipment (play houses, climbing structures, etc.) in front yard areas. The proliferation of visual clutter in front yards, driveways, and other areas visible from the public right-of-way is a blighting condition that negatively impacts the quality of life for surrounding neighbors and results in neighborhood deterioration.

The current Port Hueneme Municipal Code contains a number of property maintenance regulations designed to eliminate blighting influences that cause neighborhood deterioration. (PHMC § 10225, *et seq.*) For example, under the present Municipal Code it is unlawful to park an inoperable vehicle in a front yard, to allow overgrown vegetation on a parcel, to store broken or discarded furniture on a driveway or in a front yard, or to place a clothesline in a front yard, *etc.* (PHMC § 10226(C).) A Municipal Code amendment is necessary to clarify that the placement of barbecues, play equipment, couches, chairs, tables, swinging chairs, and other furniture or patio furniture in front yards, driveways, and side yard areas visible from the public right-of-

AMENDMENTS TO OUTSIDE STORAGE – VISUAL BLIGHT

June 20, 2016

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way is unlawful and constitutes a nuisance. The draft ordinance provides the necessary amendments while expressly preserving the right of a property owner to place patio furniture on porches, platforms and landings, where it is visually and functionally appropriate.

A violation of the proposed regulation would constitute an infraction and would be subject to an administrative citation (\$100 for the first offense, \$200 for the second offense, etc.). Violations could also be declared a public nuisance and abated as such in accordance with the Municipal Code and State law. (PHMC § 10228.)

FISCAL IMPACT:

There is no fiscal impact

Attachments:

- 1.) Ordinance

AN ORDINANCE AMENDING SECTION 10226 OF THE PORT HUENEME MUNICIPAL CODE REGARDING PROPERTY MAINTENANCE STANDARDS TO PROHIBIT THE PLACEMENT OF BARBECUES, EXERCISE EQUIPMENT, COUCHES, CHAIRS, SWINGING CHAIRS, TABLES, PATIO FURNITURE AND PLAY EQUIPMENT ON DRIVEWAYS, FRONT YARDS, AND SIDE YARDS VISIBLE FROM THE PUBLIC RIGHT-OF-WAY

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

SECTION 1. The City Council finds and determines as follows:

A. The Port Hueneme Municipal Code sets forth property use and maintenance standards intended to protect the health, safety and welfare of the residents of the City, to regulate buildings used for human habitation in conformance with Part 1.5, Division 13 of the California Health and Safety Code, and to provide an orderly method of eliminating blighting influences that cause neighborhood deterioration.

B. Code Compliance has observed an increase in the number of residential properties with visual clutter placed in the front yard and driveway areas. The proliferation of visual clutter in front yards, driveways, and other areas visible from the public right-of-way is a blighting condition that negatively impacts the quality of life for surrounding neighbors and results in neighborhood deterioration.

C. A Municipal Code amendment is necessary to clarify that the placement of barbecues, play equipment, couches, chairs, tables, swinging chairs, and other furniture in front yards, driveways, and side yard areas visible from the public right-of-way is unlawful and constitutes a nuisance.

SECTION 2. Subparagraph C of section 10226 of the Port Hueneme Municipal Code is amended to read as follows:

“C. Property Nuisances. It shall be unlawful and a public nuisance for any person owning, leasing, occupying or having charge or possession of any real property or premises in this City to allow any of the following uses or conditions to exist upon such real property or premises:

1. Overgrown vegetation, dead trees, weeds or debris;
2. Storage or parking of equipment, machinery, or vehicles, either operative or inoperative, in front yards, unscreened side yards or any other yard areas not otherwise required by this Article which

are visible from any public right-of-way; provided, however, operable campers, boats, automobile trailers, trucks of less than six thousand (6,000) pounds gross vehicle weight, and automobiles may be parked on a monolithic asphalt-concrete or portland cement slab or driveway which covers less than fifty (50) percent of the required front yard area and is connected to a public right-of-way by a curb cut;

3. Hazardous pools, ponds or excavations;
4. Storage of packing boxes, broken or discarded furniture, vehicle parts, household items, appliances, yard or building debris, garbage cans or any other similar item on a driveway or in front yards, unscreened side yards or any other yard areas not otherwise required by this Article which are visible from any public right-of-way; provided, however, that refuse awaiting collection by the City in compliance with this Article shall be exempt from this standard;
5. Placement of barbecues, exercise equipment, couches, chairs, tables, swinging chairs or other furniture or patio furniture on driveways, in front yards, or in side yards that are visible from any public right-of-way, except that patio furniture may be placed on porches, platforms and landings, whether covered or uncovered, as described in Section 10203, subparagraph (C);
6. Placement of play equipment, including, but not limited to, swing sets, play houses, climbing structures, slides, and trampolines, whether portable or permanent in nature, on driveways, in front yards, or in side yards that are visible from any public right-of-way;
7. Clotheslines in front yards or unscreened side yards that are visible from any public right-of-way;
8. Conditions that constitute a public nuisance as defined by Section 3480 of the California Civil Code;
9. Real property or premises so out of harmony or conformity with the maintenance standards of adjacent properties as to cause substantial diminution of the enjoyment, use or property values of such adjacent properties;
10. Real property or premises in such a condition as to depreciate values of neighboring properties to such an extent that the capacity to pay taxes is reduced and tax receipts for such neighboring

properties are inadequate for the cost of public services rendered therein; or

11. Disassemble, repair, or otherwise perform any work upon any vehicle, machine, motor, appliance or other similar device on any property within the City unless such activity is incidental to a permitted or conditionally permitted use applicable to the underlying zone classification and is conducted within a building or within an area wholly enclosed from public view by a wall or fence conforming to the requirements of this Article.”

SECTION 3. *Environmental Review.* The City Council finds and determines that this ordinance is not subject to the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq. (“CEQA”)) for the following reasons: (1) it will not result in a direct or reasonably foreseeable indirect physical change in the environment (14 Cal. Code Regs. § 15060(c)(2)), (2) there is no possibility that the ordinance may have a significant effect on the environment (14 Cal. Code Regs. § 15061(b)(3), and (3) the ordinance does not constitute a “project” as defined in the CEQA Guidelines (14 Cal. Code Regs. § 15378).

SECTION 4. *Construction.* This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council’s intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 5. *Enforceability.* Repeal of any provision of the Municipal Code does not affect any penalty, forfeiture, or liability incurred before, or preclude prosecution and imposition of penalties for any violation occurring before, this Ordinance’s effective date. Any such repealed part will remain in full force and effect for sustaining action or prosecuting violations occurring before the effective date of this Ordinance.

SECTION 6. *Validity of Previous Code Sections.* If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the Municipal Code or other city ordinance by this Ordinance will be rendered void and cause such previous Municipal Code provision or other the city ordinance to remain in full force and effect for all purposes.

SECTION 7. *Severability.* 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 8. 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 days after the

passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 9. This Ordinance will take effect on the 31st day following its final passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2016

Douglas Breeze, Mayor

ATTEST:

Michele Kostenuik, City Clerk

John Baker, Interim City Manager

APPROVED AS TO FORM
Mark D. Hensley, City Attorney



City of Port Hueneme

COUNCIL AGENDA STAFF REPORT

TO: City Council

FROM: Carmen Nichols, Deputy city Manager

SUBJECT: AMENDMENTS TO ARTICLE X, CHAPTER 2, PART D AND SECTIONS 10088 AND 10354 OF THE PORT HUENEME MUNICIPAL CODE RELATING TO THE REGULATIONS OF HOME OCCUPATIONS

DATE: June 20, 2016

RECOMMENDATION:

It is recommended that the City Council introduce Ordinance for the first reading.

BACKGROUND/ANALYSIS:

The current Port Hueneme Municipal Code contains ambiguous and even contradictory regulations pertaining to home occupations. Some provisions suggest only a business license is required to conduct a home occupation (e.g., PHMC § 10277), while other sections indicate that a ministerial permit is also required (e.g., PHMC §§ 10088, 10278, 10354). Staff's practice to this point has been to require both a business license and a ministerial permit.

Home occupations have rarely presented problems. However, staff has recently experienced some cases where the holder of a home occupation permit has failed or refused to comply with the home occupation performance standards set forth in PHMC section 10278. These are the standards that seek to ensure that the conduct of home occupations remains compatible with the surrounding residential neighborhood—all activities required to be conducted indoors, no outdoor storage of materials or equipment, no more than one commercial vehicle allowed on or adjacent to the premises, etc.

Dealing with violators in the context of the ministerial permitting scheme is both complicated and time consuming. (See, e.g., PHMC §§ 10352(F); 10357(E).) For

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AMENDMENTS TO HOME OCCUPATIONS

June 20, 2016

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example suspension or revocation of the ministerial permit is an option, but it requires a lengthy process—including Planning Commission and, potentially, City Council proceedings—that consumes a great deal of staff time, including City Attorney time. Even if the process is undertaken to completion and culminates in a suspended or revoked permit, chances are that alone would not be enough to discourage the offending behavior. If the permittee is willing to violate the Code and the conditions of the ministerial permit, he or she is likely to continue the unauthorized behavior after the permit is suspended or revoked.

Staff, in consultation with the City Attorney's Office, has determined that the most prudent course of action would be to eliminate the need for a separate, ministerial "home occupation permit" and instead continue to permit certain home occupations, as presently defined in the Code, subject to a number of regulations which, if violated, could be immediately enforceable through the issuance of an administrative citation (PHMC § 1102 [\$100 for the first violation, \$200 for the second violation, etc.]), as well as through any other legal means available under the Code and applicable law. With the proposed amendments, all home occupations would continue to be subject to the existing performance standards; however, any violation of those standards could be immediately dealt with through the issuance of an administrative citation/fine. Staff believes this enforcement mechanism will be a more cost-efficient and effective means of encouraging and achieving compliance with the applicable regulations

FISCAL IMPACT:

Staff expects the proposed amendments would result in cost savings to the City over time by eliminating the costs associated with issuing ministerial permits for home occupations and by eliminating the significant costs associated with revocation/suspension proceedings when a permittee is found to be in violation of the home occupation performance standards.

Attachments:

- 1.) Ordinance

AN ORDINANCE AMENDING ARTICLE X, CHAPTER 2, PART D, AND SECTIONS 10088 AND 10354 OF THE PORT HUENEME MUNICIPAL CODE REGARDING THE REGULATION OF HOME OCCUPATIONS

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

SECTION 1. Section 10277 of the Port Hueneme Municipal Code is amended to read as follows:

“10277 – License or permit required.

Any person wishing to conduct a home occupation as defined in Section 10276 must obtain a business license pursuant to Article V of this Code. Any person wishing to conduct a garage sale limited to a maximum of two days per year shall first obtain a Ministerial Permit pursuant to Section 10354.”

SECTION 2. Section 10278 of the Port Hueneme Municipal Code is amended to read as follows:

“10278 – Home occupation regulations.

The following activities are prohibited in connection with any home occupation. Any person responsible for any of the following activities in connection with the conducting of a home occupation is guilty of an infraction punishable pursuant to Article I, Chapter 2 of this Code.

- A. Activities that violate any Section or Chapter of this Code;
- B. Activities conducted by persons other than members of the household occupying the dwelling;
- C. Activities conducted outside the enclosed living area of the main dwelling unit;
- D. Activities that generate any outdoor storage of materials, equipment or vehicles;
- E. Activities requiring more than one room in the main dwelling unit or which occupy any space devoted to purposes specifically required by this Article (e.g., off-street parking, except as authorized by subdivision H);
- F. Activities requiring the employment of persons other than members of the household occupying the dwelling unit;
- G. Activities causing change to the principal character or use of the dwelling unit;
- H. Activities involving exterior evidence of the conduct of a home

- occupation including, but not limited to, the parking of more than one (1) commercial vehicle on or immediately adjacent to the premises;
- I. Activities involving the commercial sale of goods or the rendering of services on the premises;
 - J. Activities creating greater vehicular or pedestrian traffic than normal for the district within which it is located;
 - K. Activities not otherwise conducted between the hours of 7:00 a.m. and 7:00 p.m.;
 - L. Activities conducted in such a manner as to evidence use of the property other than for residential purposes to a substantial number of abutting residents or the public at large; or
 - M. Activities which produce or cause the production of objectionable or offensive elements not characteristic of residential areas in which the home occupation occurs including, but not limited to, uncharacteristically excessive quantities of noise, light, vibration, smoke, odor, humidity, radiation, heat, cold, glare, dust or dirt, electrical interference, pedestrian activity, vehicular traffic, television or radio interference or other such objectionable or offensive conditions.”

SECTION 3. Section 10088 of the Port Hueneme Municipal Code is amended to read as follows:

“10088 – Ministerial project.

‘Ministerial project’ means an activity defined as a project which is undertaken or approved by a governmental decision which a public officer or a public agency makes upon a given state of facts in a prescribed manner in obedience to the mandate of legal authority without regard to personal judgment or opinion concerning the propriety or wisdom of the act although the statute, ordinance, or regulation may require, in some degree, a construction of its language by the officer or agency. "Ministerial project" includes, but is not limited to, master sign criteria, parking and landscape development plans, signs, fences, garage sales, or portions of the foregoing.”

SECTION 4. Subparagraph (A)(5) of Section 10354 of the Port Hueneme Municipal Code is amended to read as follows:

“5. Garage Sales (maximum of two days per year and occurring between 7 a.m. and 7 p.m.)”

SECTION 5. *Environmental Review.* The City Council finds and determines that this ordinance is not subject to the California Environmental Quality Act (California Public Resources Code §§ 21000, et seq. (“CEQA”)) for the following reasons: (1) it will not result in a direct or reasonably foreseeable indirect physical change in the environment (14 Cal. Code Regs. § 15060(c)(2)), (2)

there is no possibility that the ordinance may have a significant effect on the environment (14 Cal. Code Regs. § 15061(b)(3), and (3) the ordinance does not constitute a “project” as defined in the CEQA Guidelines (14 Cal. Code Regs. § 15378).

SECTION 6. *Construction.* This Ordinance must be broadly construed in order to achieve the purposes stated in this Ordinance. It is the City Council’s intent that the provisions of this Ordinance be interpreted or implemented by the City and others in a manner that facilitates the purposes set forth in this Ordinance.

SECTION 7. *Enforceability.* Repeal of any provision of the Municipal Code does 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 8. *Validity of Previous Code Sections.* If this entire Ordinance or its application is deemed invalid by a court of competent jurisdiction, any repeal or amendment of the Municipal Code or other city ordinance by this Ordinance will be rendered void and cause such previous Municipal Code provision or other the city ordinance to remain in full force and effect for all purposes.

SECTION 9. *Severability.* 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 10. 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 days after the passage and adoption of this Ordinance, cause it to be published or posted in accordance with California law.

SECTION 11. This Ordinance will take effect on the 31st day following its final passage and adoption.

PASSED AND ADOPTED this _____ day of _____, 2016

Douglas Breeze, Mayor

ATTEST:

Michele Kostenuik, City Clerk

John Baker, Interim City Manager

APPROVED AS TO FORM
Mark D. Hensley, City Attorney



City of Port Hueneme

COUNCIL AGENDA STAFF REPORT

TO: City Council

FROM: Carmen Nichols, Deputy City Manager

SUBJECT: VENTURA COUNTY ANIMAL SERVICES CONTRACT

DATE: June 20, 2016

RECOMMENDATION:

It is recommended the City Council authorize the Interim City Manager to execute an agreement with Ventura County Animal Services (VCAS) for shelter services, license canvassing, rabies suppression and field service hours for Fiscal Year 2016-17.

BACKGROUND/ANALYSIS:

Last year Ventura County Animal Services (VCAS) introduced a new contract model for its member agencies. The methodology was based on the total number of intakes (dogs, cats, birds, etc.) from the previous year's statistics. These numbers made up the total "pie" that their cost recovery was based on. What wasn't anticipated was that one member agency drastically reduced their intake numbers making the other pieces of the pie larger. This resulted in a large increase to the City's contract fees. Because the increase was so large and not anticipated, the Board of Supervisors agreed to a one-time reduction of fees to mitigate the large increase. Council approved this increase of \$35,000 in May.

VCAS realized that the contract model was not working so they engaged staff from the member agencies to come up with a better methodology. Ultimately, VCAS decided on a 70% fixed rate based on shelter costs and 30% of intakes methodology would be used for the member agencies. The 70% costs for shelter services will not be adjusted during the year regardless of another member agency's reduction of intakes since these are direct expenses for shelter operations. The variable in the contract is the 30%, which is based on the number of intakes. Each member agency is responsible for maintaining or reducing the number of animals going into the shelter in order to keep their costs down. At the

VENTURA COUNTY ANIMALS SERVICES CONTRACT

June 20, 2016

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end of the fiscal year, the County will look at the number of intakes based on the previous year's projections. If the intakes are under the projection, the amount overpaid during the year will result in a credit for the following year. If intakes exceed the projected amount, the City will receive a supplemental invoice. The key to reducing costs is to keep animals out of the shelter.

In that vein, staff is currently working with the City of Oxnard to ascertain if contracting services with their animal services would provide a reduction of animals to the shelter. The thought is that the cost of a part-time animal officer dedicated to returning lost animals to their homes would result in an overall savings in reducing the 30% intake numbers.

The Field Level Service contract is designed to provide agencies with pick and choose options for services. Staff is recommending using the services for Administrative Citation issuance. VCAS will issue the citations for dogs that have expired licenses and/or rabies vaccinations. After one month of using this option, the City has collected \$950 in penalties alone. Late fees for the actual dog license are not included in this amount but are expected to be another \$200.

An option that staff is seeking to remove from the contract is for nuisance hearings. Staff is currently working with the City's Hearing Officer and VCAS to move non-serious hearings to the City. Code Compliance staff would complete the investigations for complaints of animal bites or barking dogs with the hearings being conducted at the City. More serious incidents would still be handled by VCAS. This will decrease additional fees that are above the projected contract amounts.

Door-to-door canvassing was successful for the present fiscal year. The amount of new and expired licenses exceeded the cost of the canvassing by several thousand dollars. Staff is recommending that canvassing continue with an amount not to exceed \$3453.

Opting out of the contract is not an option as the City has a legal obligation to provide shelter and rabies services to its residents. Accordingly, staff is recommending that the Council authorize the Interim City Manager to execute the attached contract for shelter and rabies services (Attachment A). Staff is also recommending Council authorize the additional money for continuation of field services (20 hours per month), door-to-door license canvassing and the issuance of Administrative Citations (Attachment B). Also attached (Attachment C) is the projected billing for the member agencies for FY 2016-17 based on the 70%-30% model and passed by the Board of Supervisors on June 7, 2016.

VENTURA COUNTY ANIMALS SERVICES CONTRACT

June 20, 2016

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FISCAL IMPACT:

The projection of general fund monies for the contract is \$234,000 and has been included in the FY 2016-17 budget currently under Council consideration.

Attachments:

- 1.) Attachment A - VCAS contract projection
- 2.) Attachment B - VCAS Animal Services Agreement
- 3.) Attachment C - VCAS Service Level Request

Ventura County Animal Services
 FY 16/17 Proposed Shelter Billing Model

Shelter Services Budget	
Projected	
FY 2016-17	
Veterinary Services	1,263,444
Shelter Services	2,630,139
Administrative Services	731,371
Total Shelter Services Budget	4,624,954

Cost Per Animal 427.44 Projected cost based upon calendar year 2015 intake
 Cost per Shelter Day 30.85 Based upon 149,918 care days
 Fixed Cost % 70% (B)
 Variable % 30%

NOTE: THESE COSTS ONLY REPRESENT THE SHELTER LINE ITEM ON CONTRACT. FIELD SERVICES AND OFFSETTING REVENUES ARE CALCULATED SEPARATELY AND WILL BE PROVIDED ONCE A MODEL IS AGREED UPON.

SEE LETTER FOR EXPLANATION - MODEL: FIXED/VARIABLE										
	(A) FY 15/16 Projected Shelter Costs	(C) (A * B) Fixed Allocation	(D) Intake Estimate	(E) (D * J) Per Intake (Using 2015 Actual for Model)	(F) (C + E) Subtotal	(G) Shortage Amount (K) Allocated on Intake Percentage	(H) (F+G) Total Projected 16/17	(H - A) Variance 16/17 Projected to 15/16 Projected	Variable	Allocate on Intake %
Camarrillo	525,969	368,178	1,233	158,111.87	526,290.17	(6,423)	519,866.78	(6,102.22)		
Fillmore	96,152	67,306	236	30,263.10	97,569.50	(1,229)	96,340.04	188.04		
Moorpark	134,421	94,095	319	40,906.48	135,001.18	(1,662)	133,339.33	(1,081.67)		
Ojai	26,988	18,892	74	9,489.28	28,380.88	(386)	27,995.37	1,007.37		
Oxnard	1,586,516	1,110,561	3,853	494,083.58	1,604,644.78	(20,072)	1,584,572.32	(1,943.68)		
Port Huenueme	241,164	168,815	531	68,091.98	236,906.78	(2,766)	234,140.50	(7,023.50)		
Simi Valley	611,496	428,047	1,462	187,477.34	615,524.54	(7,616)	607,908.16	(3,587.84)		
Ventura	549,925	384,948	1,296	166,190.58	551,138.08	(6,752)	544,386.49	(5,538.51)		
Out of County/Unincorporated	932,848	652,994	1,816	232,871.99	885,865.59	(9,461)	876,405.02	(56,442.98)		
Total	4,705,479	3,293,835	10,820	1,387,486	4,681,321.50	(56,367.50)	4,624,954	(80,525)		

Cost Per Animal 427.44
 Per animal Cost 128.23 This is the cost per animal prorated dependent on variable cost
 Variable %
 Amount
 Short(Over) (56,367.50) Subtotal (G32) minus Total Shelter Cost (B10)

ANIMAL SERVICES AGREEMENT

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COUNTY OF VENTURA AND CITY OF PORT HUENEME

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ANIMAL SERVICES AGREEMENT
COUNTY OF VENTURA AND CITY OF PORT HUENEME

THIS AGREEMENT is made by and between the COUNTY OF VENTURA, hereinafter referred to as the County, and the CITY OF PORT HUENEME, hereinafter referred to as the City.

RECITALS

- a. The City is desirous of contracting with the County for the performance of animal services described herein by the County.
- b. The County is agreeable to rendering such services on the terms and conditions set forth in this Agreement.

1.0 AGREEMENT TO PROVIDE SERVICES UNDER STATE AND LOCAL STATUTES

- 1.1 The County agrees, through the Animal Services Division of the Department of Public Health (“Animal Services”), to provide animal services to the City as set forth herein and in the attached Service Level Request (Attachment A), as it may be amended by the parties from time to time.
- 1.2 Such services shall comply with applicable County ordinance, the municipal code of the City and the statutes of the State of California. The County will provide only those services set forth in the attached Service Level Request.

2.0 ADMINISTRATION OF PERSONNEL

- 2.1 All City employees who work in conjunction with Animal Services pursuant to this Agreement shall remain employees of the City and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the County based on this Agreement. The County shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any City personnel performing services hereunder. The County shall not be liable for compensation or indemnity to any City employee or agent of the City for injury or sickness arising out of his/her employment.

2.2 All County employees who perform services for the City pursuant to this Agreement shall remain employees of the County and shall not have any claim or right to employment, civil service protection, salary, or benefits or claims of any kind from the City based on this Agreement. The City shall not be called upon to assume any liability for the direct payment of any salaries, wages, or other compensation to any County personnel performing services hereunder. The City shall not be liable for compensation or indemnity to any County employee or agent of the County for injury or sickness arising out of his/her employment.

3.0 AMENDMENT OF SERVICE LEVEL REQUEST FORM

3.1 The City agrees to provide to the County a proposed Service Level Request form annually, by no later than January 31, for the upcoming contract year commencing July 1. By no later than March 1, the parties shall agree to the terms of the Service Level Request for the upcoming contract year, which shall be signed by both parties and attached to this Agreement as an amendment. If the parties fail to reach agreement on the terms of the Service Level Request by March 1, this Agreement shall expire at the end of the then current contract year.

4.0 PERFORMANCE OF AGREEMENT

4.1 The County shall furnish and supply all labor, supervision, equipment, communication facilities, and supplies necessary to maintain the agreed level of service to be rendered hereunder.

4.2 Notwithstanding the foregoing, the City may provide additional resources for the County to utilize in performance of the services.

4.3 The County, in its sole and exclusive discretion, shall determine the specific days and specific hours that any County animal shelter shall be open to the public and the staffing of the County animal shelters; however, the County will open its animal shelters to the public on at least five calendar days per week. The County will notify the City regarding any changes in hours and days that its animal shelters are open to the public.

5.0 INDEMNIFICATION

5.1 The County shall defend, indemnify and hold harmless City, its agents, officials, officers, representatives, and employees, from and against all

claims, lawsuits, liabilities or damages arising from the sole and exclusive negligence of the County, its agents, employees, and subcontractors, and employees thereof in the performance or nonperformance of this Agreement.

- 5.2 The City shall defend, indemnify and hold harmless County, its agents, officials, officers, representatives and employees, from and against all claims, lawsuits, liabilities or damages arising from the sole and exclusive negligence of the City, its agents, employees, and subcontractors, and employees thereof in the performance or nonperformance of this Agreement.
- 5.3 Each party agrees to provide the indemnifying party with written notification of any claim within thirty calendar days of notice thereof and shall cooperate with the indemnifying party in the defense of the claim.
- 5.4 Each party's right to, and responsibility for, indemnification shall survive the termination of this Agreement.

6.0 TERM OF AGREEMENT

- 6.1 Unless sooner terminated as provided for herein, this Agreement shall be effective July 1, 2016, and shall remain in effect until June 30, _____.
- 6.2 Upon mutual agreement of the parties, this Agreement may be renewed for up to five successive periods of one year each.

7.0 RIGHT OF TERMINATION

- 7.1 This Agreement may be terminated at any time, with or without cause, by either party upon written notice given to the other party at least 90 days before the date specified for such termination.
- 7.2 In the event of a termination, each party shall fully discharge all obligations owed to the other party accruing prior to the date of such termination (including, but not limited to, payment for services already rendered), and each party shall be released from all obligations which would otherwise accrue subsequent to the date of termination.

8.0 RATES FOR SERVICES AND CREDIT FOR REVENUES

- 8.1 The City shall pay for the services provided under the then current Service Level Request (Attachment A) in accordance with the provisions thereof.
- 8.2 The rates indicated in the Service Level Request shall be readjusted by the County annually effective the first day of July each year to reflect the reasonable average cost of such service in accordance with the policies and procedures for the determination of such rate as adopted by the County Board of Supervisors and in compliance with Government Code section 54985.
- 8.3 The County shall credit the City with the following revenues paid by City residents toward the amounts owed by the City for services provided under the City's Service Level Request in Attachment A: revenues received from City animal licenses (less applicable license processing fees); revenues from redemption fees (consisting of impound fees, board fees, quarantine fees, and microchipping fees) paid by the City's residents if the animal is redeemed within the first three days of an animal stay each time an animal is admitted to a County shelter; and revenues from administrative citations and civil penalties (less administrative processing costs).
- 8.4 The County shall retain any the following fees paid by City residents without crediting such fees toward the amounts owned by the City for services provided under the City's Service Level Request in Attachment A: revenues from redemption fees (consisting of impound fees, board fees, quarantine fees, and microchipping fees) paid by City residents for any day after the first three days of an animal stay each time an animal is admitted to a County shelter; adoption fees; spay/neuter fees (and other veterinary fees for services); copying fees; return check charges; euthanasia and disposal fees; pickup and disposal of dead animal fees; cremation fees; owner relinquishment of animal fees; capture and transport fees; license fees for other than dog and cat licenses; permit fees; and inspection fees.

9.0 PAYMENT PROCEDURES

- 9.1 The County shall invoice the City during October for services performed during the period July 1 through September 30; during January for services performed during the period October 1 through December 31; during April for services performed during the period January 1 through March 31; and during July for services performed during the period April 1 through June 30; and the City shall pay the County all undisputed amounts within 30 days after the date of said invoice.
- 9.2 If such payment is not delivered to the County office which is described on said invoice within 60 days after the date of the invoice, the County is entitled to recover interest thereon. For all disputed amounts, the City shall provide County with written notice of the dispute including the invoice date, amount, and reasons for dispute within 30 days after receipt of the invoice. The parties shall memorialize the resolution of the dispute in writing. For any disputed amounts, interest shall accrue if payment is not receive within 60 days after the dispute resolution is memorialized.
- 9.3 Interest shall be calculated at the rate of two percent (2%) annually or any portion thereof, calculated from the last day of the month in which the services were performed, or in the case of disputed amounts, calculated from the date the resolution was memorialized.

10.0 RECORD RETENTION

- 10.1 The County shall maintain adequate financial records during the term of this Agreement to document its cost of providing services under this Agreement. The County shall retain financial records for a period of seven years after payment for services under this Agreement, and shall make such financial records available for inspection to the City, or the City's designee, upon reasonable notice. The City shall ensure such records are handled in a manner consistent with all applicable privacy laws and all laws related to public records.

11.0 NOTICES

- 11.1 All notices (excluding invoices) required by, or related to, this Agreement shall be in writing and sent by Certified Mail, Return Receipt Requested, postage prepaid and addressed as listed below. Neither party to this Agreement shall refuse to accept such mail; the parties to this Agreement

shall promptly inform the other party of any change of address. All notices required by this Agreement are effective on the date of receipt, unless otherwise indicated herein. The mailing address of each party to the Agreement is as follows:

CITY: City Manager, City of PORT HUENEME
Atten: John Baker
250 N. Ventura Road
Port Hueneme, CA 93041

COUNTY Director, Animal Services Division
(attn: Tara Diller)
600 Aviation Drive
Camarillo, California 93010

12.0 SEVERABILITY

12.1 If a court of competent jurisdiction declares any provision of this Agreement, or application thereof to any person or circumstances to be unenforceable or in violation of law, the remaining provisions of this Agreement shall remain in full force and effect, and to that extent the provisions of this Agreement are severable.

13.0 WAIVER

13.1 Waiver of any default or breach of this Agreement shall not be considered a waiver of any subsequent default or breach, nor shall it be considered a modification of the terms of this Agreement.

14.0 ENTIRE AGREEMENT

14.1 This Agreement, including Attachment A hereto and any amendment thereof, constitutes the complete and exclusive statement of the parties which supersedes all previous agreements, written or oral, and all communications between the parties relating to the subject matter hereof. All changes or amendments to this Agreement must be in writing and mutually executed by authorized personnel on behalf of the City and the County.

IN WITNESS WHEREOF, the County and the City enter into this Agreement as of the last date set forth below.

COUNTY OF VENTURA

Dated: _____

By _____
TARA DILLER
Director, Animal Services

CITY OF PORT HUENEME

Dated: _____

By _____
City of Port Hueneme, City Manager

ATTEST:

By _____ Date
City Clerk

APPROVED AS TO FORM:

By _____ Date
City Attorney

ATTACHMENT A TO COUNTY-CITY ANIMAL SERVICES AGREEMENT

COUNTY OF VENTURA

AND

CITY OF

PORT HUENEME

FY 2016-17 SERVICE LEVEL REQUEST

Part One: Available Services and Applicable Billing Rates and Credits

Shelter Services

As may be required, the County shall provide shelter services to the City for all those animals originating within the boundaries of the City (whether picked up in the City or dropped off at the County's animal shelter) as a result of: confiscation, requests for euthanasia, owner surrender, owner return, pick-up of stray animals and transfers. For animals originating in the City, the County shall provide the following shelter services: impoundment, boarding, quarantine, veterinary services, euthanasia services, over-the-counter animal license sales, animal adoptions, disposal of dead animals and related administrative services. Impounded animals will be vaccinated and provided necessary care, food and shelter in accordance with the provisions of state law. The animal's picture will be posted on the Animal Services website as soon as practicable to assist the City's residents in reclaiming a missing pet. The County, in its sole and exclusive discretion, shall determine the public and non-public hours of operation and the staffing of the County animal shelters.

The owner or person entitled to the custody of any animal originating within the boundaries of the City and impounded at a County animal shelter can redeem such animal by paying applicable fees according to the Ventura County Animal Services approved schedule of rates and fees accruing up to the time of such redemption.

The City shall be charged for its proportion of the total County shelter service costs incurred during the fiscal year identified above as set forth below. The County shall bill the City on a quarterly basis for shelter services based on a combination of a base charge and a variable charge, as follows:

City of Port Hueneme

1. The base charge will consist of 70 percent of the actual costs attributable to the City in the prior fiscal year for shelter services (including veterinary and administrative services). The base charge will be billed quarterly to the City at 25 percent per quarter.
2. The variable charge will consist of the product of 30 percent of the average cost per animal multiplied by actual County shelter animal intakes from the City in the quarter. The average cost per animal used to calculate the variable charge shall be determined by dividing the County's total costs for shelter services (including veterinary and administrative services) budgeted in the current fiscal year by the total number of animal intakes during the prior calendar year.
3. Following the end of the fiscal year, the County will prepare a reconciliation comparing (a) County billings to contracting jurisdictions for shelter services during that fiscal year and (b) the lesser of the County's budgeted annual amount for shelter services or the County's actual costs for shelter services during the same period (not including imputed charges incurred for shelter services for the unincorporated areas). The difference will be either credited or charged to each contracting jurisdiction based on that contracting jurisdiction's percentage of County animal shelter intakes for the fiscal year, and will be included on the County's invoice to the contracting jurisdictions for services provided during the fourth quarter.

If any current contracting jurisdiction terminates its contract with the County, the County will make every practicable effort to reduce the County's variable shelter operating costs which are based on the volume of shelter animals served (including, but not limited to, personnel costs), in order to keep total County shelter service costs at the lowest reasonable level.

In the event of an animal intake at a County animal shelter originating from the City due to any police request and/or pending court case that results in a County shelter stay of more than 15 days, the County shall charge the City for shelter services according to the Ventura County Animal Services approved schedule of rates and fees for each day that each such animal receives shelter services. Should an animal cruelty or neglect investigation regarding an animal originating from the City result in a court case, the City is responsible for reimbursing the County for all resulting costs, including, but not limited to, attorneys' fees and costs incurred by the County, according to the schedule of rates and fees adopted by the County.

Field Services

At the election of the City, the County shall provide the City with the following field services as may be required: responding to calls for service; pick up of dead animals; capture and transportation of animals; license, permit and other inspections; pre-hearing investigation of nuisance complaints; post-nuisance hearing compliance checks; investigation of potential cases of animal abuse and mistreatment; investigation of potential animal nuisances in violation of Ventura County Ordinance Code section 4467 or an equivalent municipal code provision; assistance with animal evacuations due to disaster or emergency; and similar or related field services. The City shall be charged according to the standard hourly rate for field services set forth in the Ventura County Animal Services approved schedule of rates and fees based on actual hours expended, and the City shall identify a not to exceed amount for field services per fiscal year, as well as the average level of service that the City authorizes the County to provide per week. The County shall notify the City in writing on a quarterly basis regarding actual hours expended for field services to the City, to enable the City to make the determination of whether the City wishes to authorize a higher annual not to exceed amount for field services. The County shall be under no obligation to provide the City with any field services in excess of the City's identified not to exceed amount.

In the event the City declines to have the County perform field services, the City shall be responsible for:

- (i) Scanning animals for an existing microchip and making all efforts to reunite a lost animal with its owner based on any microchip information prior to transporting that animal to a County shelter;
- (ii) Making all efforts to use information available from any animal's personal ID tag or a pet license to reunite a lost animal with its owner prior to transporting that animal to a County shelter;
- (iii) Vaccinating an animal with current standard vaccinations identified by Animal Services prior to transporting that animal to a County shelter; and
- (iv) Taking a digital photograph of an animal, and loading the digital photograph and other pertinent animal information onto the Animal Shelter's computer information system for tracking animals subject to impoundment after an animal has been transported to a County shelter.

Rabies Control

At the election of the City, the County shall provide the City with the following rabies control program as may be required: response and investigation of reported animal bite and intimate contact cases to establish that state mandated quarantine procedures are complied with. This includes a follow-up visit to verify the health of the animal after quarantine. Shelter quarantine will be at the discretion of the County.

Animal Nuisance Hearings

At the election of the City, the County shall provide the City with the services of one Hearing Officer and one administrative assistant to conduct animal nuisance hearings for animal nuisance complaints (based on violation of Ventura County Ordinance Code section 4467 or its equivalent City municipal code provision) originating within the boundaries of the City. The County shall charge the City according to the standard hourly rate (for salary and fringe benefits) of the actual Hearing Officer and administrative assistant providing services based on the actual hours expended per hearing. The County will not conduct animal nuisance hearings for a violation of local leash law absent nuisance based on violation of Ventura County Ordinance Code section 4467 or its equivalent City municipal code provision. Should there be an appeal from the findings and orders of the Hearing Officer after an animal nuisance hearing regarding an animal originating from the City, the City will be responsible for reimbursing the County for all resulting costs, including, but not limited to, attorneys' fees and costs incurred by the County, according to the schedule of rates and fees adopted by the County.

Animal License Processing per License

At the election of the City, the County shall provide the City with animal license processing services at the annual fiscal year cost of \$3.00 per applicable cat or dog license for each animal within the boundaries of the City. The County shall mail license renewal notices to the animal owner of record; and when the renewal and payment are received, the County will process licenses. City residents can use the County's online weblicensing feature at no additional cost to the City. Licenses will be required before the County will release an animal to a resident of the City. The City animal license fees that the County collects (less the County's license processing fee) will be credited to the City quarterly in arrears against the amount that the City owes the County under the parties' animal services agreement.

Administrative Citation Processing

At the election of the City, the County shall provide the City with administrative citation processing services for citations issued to animal owners within the boundaries of the City. The citation processing services provided to the City shall be substantially equivalent to any services that the County contracts for with respect to processing of County administrative citations. In the event that the County reaches a determination, in its sole and exclusive discretion, that it no longer desires to provide administrative citation processing services to the City, the County shall provide the City with 60 days' City of Port Hueneme

prior written notice before ceasing to provide such services. The County will provide the following administrative citation processing services to the City contingent upon the City's reimbursement of actual County costs incurred (including, but not limited to, actual costs charged by the County's General Services Agency for mailing and processing of citations and the cost of one hour per month for the services of a Supervising Animal Control Officer): generate auto citations in Chameleon software; send files to the General Services Agency for processing; receive and review auto citation files from the General Services Agency to ensure accuracy; send reviewed and completed files to the General Services Agency for processing and mailing to animal owners; receive and store finalized PDF file from the General Services Agency; generate email notification to the City's staff with PDF files for further collection and appeals; receive, through a Supervising Animal Control Officer, communication from City staff regarding citizen appeals when necessary; and receive updates from the City regarding customer data to be updated, with the County updating data in Chameleon software.

The City will be solely responsible for collections once citations are issued to animal owners and for paying for collections, including, but not limited to, costs for contracted collections services. The City will be solely responsible for processing any administrative appeals from citations issued. The County will not be responsible for collections or processing administrative appeals from citations.

License Canvassing

At the election of the City, the County shall provide the City with license canvassing services within the boundaries of the City. The County shall charge the City according to the standard hourly rate set forth in the Ventura County Animal Services approved schedule of rates and fees for license team canvassing based on actual hours expended, and the City shall identify a not to exceed amount for license canvassing per fiscal year. The County shall promptly notify the City in writing when the City reaches 80% of its existing not to exceed amount, to enable the City to make the determination of whether the City wishes to authorize a higher not to exceed amount for license canvassing. The County shall be under no obligation to provide the City with any license canvassing services in excess of the City's identified not to exceed amount.

Part Two: Specific Service Requests and Approvals

The County will provide the City with the services authorized below:

- Shelter Services. The City authorizes the County to provide shelter services for animals originating within the boundaries of the City during fiscal year 2016-17 according to the terms and conditions set forth in Part One of this Agreement.

Field Services:

- The City authorizes the County to provide field services at a not to exceed amount during fiscal year 2016-17 of _____; with field services of _____ hours per week, to be provided by the County to the City, according to the terms and conditions set forth in Part One. The City hereby agrees to the County's enforcement of the City's municipal code provisions in providing field services.
- The City authorizes the County to provide field services only for emergency calls (requests for an animal services officer by law enforcement or fire personnel, vicious animal at large threatening the public, wild animal at large in City area, livestock at large and in sight, stray animal bite with the animal at large or confined by a non-owner) at a not to exceed amount of _____ hours for the fiscal year. This level of service is intended to provide emergency response on an as-needed basis from the County on behalf of a City that employs its own field services when requested by the City and the County is able to respond. The City hereby agrees to the County's enforcement of the City's municipal code provisions in providing field services.
- The City declines to have the County provide field services.

Rabies Control

- The City authorizes the County to provide rabies control services.
- The City declines to have the County provide rabies control services.

Animal Nuisance Hearings:

- The City authorizes the County to conduct animal nuisance hearings during fiscal year 2016-17 according to the terms and conditions set forth in Part One. The City hereby agrees to the County's enforcement of the City's municipal code provisions in conducting animal nuisance hearings, and the City agrees to enact, and maintain in full force and effect, municipal code provisions substantially equivalent to Ventura County Ordinance Code section 4467.
- The City declines to have the County conduct animal nuisance hearings.

Animal License Processing:

- The City authorizes the County to provide animal license processing services for the City during fiscal year 2016-17 according to the terms and conditions set forth in Part One.
- The City has adopted the license fees set forth in the Ventura County Animal Services approved schedule of rates and fees.
- The City has adopted the following license fees that differ from the license fees set forth in the Ventura County Animal Services approved schedule of rates and fees:

Specify:

Current City license fees were adopted by the City on _____, 20_____.

- The City declines to have the County provide animal license processing.

Administrative Citation Processing:

- The City authorizes the County to provide administrative citation processing services for the City during fiscal year 2016-17 according to the terms and conditions set forth in Part One.
- The City declines to have the County provide administrative citation processing services.

License Canvassing:

- The City authorizes the County to provide license canvassing services within the boundaries of the City at a not to exceed amount during fiscal year 2016-17 of _____.
- The City declines to have the County provide license canvassing services.

CITY OF PORT HUENEME

COUNTY OF VENTURA

Signature: _____
John Baker, City Manager

Signature: _____
Tara Diller, Director of Animal Services

Date: _____

Date: _____



Public Financing Authority

PORT HUENEME PUBLIC FINANCING AUTHORITY REGULAR MEETING

JUNE 20, 2016

6:30 PM

(Immediately following the City Council meeting)

PORT HUENEME CITY HALL - CITY COUNCIL CHAMBER
250 NORTH VENTURA ROAD
PORT HUENEME, CA 93041

AGENDA

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 Housing Board. Speakers will be allowed three minutes per Agenda item to address the Board. Members of the public who want to address the Board should fill out a speaker card located on the back table in the City Council Chamber and provide the speaker card to the Authority 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 Board takes action on the Agenda item. All speakers wishing to address the Board on items not on the Agenda will be called on to speak during the Open Forum portion of the Agenda.

1. **CALL TO ORDER, ROLL CALL**
2. **AGENDA:** *(Amend / Approve)*
3. **CONSENT AGENDA:**

To comment on Consent Agenda items, please submit a speaker card to the Authority Clerk prior to this point in the meeting.

A. **APPROVAL OF MINUTES**

Action: It is recommended the Board approve the Minutes of the June 1, 2015 Special Meeting.

4. **OPEN FORUM:**

Anyone wishing to speak to the Board on any matter NOT on the Agenda may do so. Please approach the podium and give your name and city of residence clearly for the record. The Board cannot enter into a detailed discussion or take any action on comments, but may refer them to the Executive Director for follow up or scheduling on a subsequent agenda for discussion. Each speaker shall limit comments to three minutes.

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

ADJOURNMENT: Adjourn to the next Regular Meeting to be held June 19, 2017 in the City Council Chamber, immediately following the 6:30 p.m. City Council meeting.

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 Board. The public may address any item on the Agenda by submitting a speaker card to the Clerk prior to or during the time the matter is addressed by the Board. Speaker comments are limited to three minutes.

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.

**PORT HUENEME PUBLIC FINANCING AUTHORITY
SPECIAL MEETING**

JUNE 1, 2015

MINUTES

The Special Meeting of the Port Hueneme Public Financing Authority was called to order by Chair Schnopp at 8:15 p.m. in the City Council Chamber at City Hall, 250 North Ventura Road, Port Hueneme, California. The Authority Clerk called the roll:

PRESENT: Directors Tom Figg, Jonathan Sharkey; Vice Chair Douglas A. Breeze; Chair Sylvia Muñoz Schnopp.

ABSENT: Director Jim Hensley.

Staff members present were Cynthia Haas, Executive Director; Mark D. Hensley, Authority Counsel; Carmen Nichols, Deputy City Manager; Robert Albertson, Interim Chief of Police; Greg Brown, Community Development and Housing Director; Chris Theisen, Public Works Director; Michelle Ascencion, Authority Clerk.

AGENDA:

The Directors had previously received copies of the Agenda.

Director Sharkey, seconded by Vice Chair Breeze, moved to approve the Agenda as presented. Motion carried.

CONSENT AGENDA:

A. APPROVAL OF MINUTES

Action: It is recommended the Board approve the Minutes of the June 2, 2014 Special Meeting.

Director Sharkey, seconded by Vice Chair Breeze, moved to approve the Consent Agenda as presented. Motion carried 3-0 by the following roll call vote:

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

NOES: None.

ABSTAINING: Council Member Figg.

ABSENT: Council Member Hensley.

OPEN FORUM:

Chair Schnopp asked if there was anyone present who wished to speak on any matter not on the Agenda. Director Sharkey gave a brief explanation of the purpose and history of the Public Financing Authority. No one else requested to speak.

ADJOURNMENT:

Chair Schnopp, without objection, adjourned the Public Financing Authority Special Meeting at 8:17 p.m. to the next Regular Meeting to be held June 20, 2016 in the City Council Chamber, immediately following the 6:30 p.m. City Council meeting.

Respectfully submitted,

Michele Kostenuik
Authority Clerk

APPROVED:

CHAIR