



City of Port Hueneme

September 30, 1999

Honorable Judge Charles Campbell
Presiding Judge of the Superior Court
Ventura County Hall of Justice
800 S. Victoria Avenue
Ventura, CA 93009

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Subject: 1998-1999 Ventura County Grand Jury Report-Year 2000 Computer Problem

The City has received the Grand Jury Report entitled: Year 2000 Computer Problem. Responses to the reports recommendations are outlined below.

Recommendation R-1: City Councils and Managers should monitor the progress of the programs to become Y2K compliant by insisting on, at minimum, monthly written progress reports.

Our Y2K Committee is headed by the Finance Department, who coordinates MIS and Y2K issues. The committee is comprised of one staff member from each Department/Division. Information is then collected and forwarded to the Finance Department. Reports are then routed to the City Manager during bi-weekly staff meetings.

Recommendation R-3: Contingency Plans must be finalized no later than November 1999.

The City's Police Department coordinates and continuously updates the City's Multihazard Functional Response Plan, which serves as our contingency plan.

Recommendation R-4: All computers must be checked for handling the Leap Year calculation in-house and at suppliers prior to year end.

The City has completed the computer upgrades in the Police Department, Public Works, and at City Hall by installing the Windows 95 Y2K upgrade and Office 97 both represented by the manufacturers to be Y2K compliant. Additionally, all City Hall, Police Department, and Public Works servers have been upgraded regarding our efforts to comply with this issue.

Recommendation R-5: All equipment suspected of containing embedded chips should be examined and modified where necessary no later than November 1999.

The City has completed extensive investigations regarding embedded chip compliance and continues to attempt to find and replace products found to have Y2K problems. Much of the City has been inspected with no potential problems found.

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Recommendation R-6: Testing should be done as soon as the item is determined to be Y2K compliant to avoid a "log jam" during the last minute rush at year-end.

Testing of each workstation is still ongoing and will be completed by November 1999.

Recommendation R-7: Start public relations programs no later than September 1999.

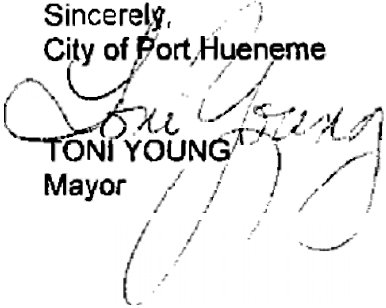
The Police Department conducts quarterly meetings with the public. The next meeting regarding Y2K issues with relative to public relations is scheduled for November 8, 1999 at 7:00 p.m.

The City has, and continues, to work closely with neighbouring agencies that include: USNCBC, Oxnard, Ventura County and So. Cal. Edison in a cooperative manner regarding Y2K compliance.

Recommendation R-8: Make a survey of suppliers of critical services and equipment to determine if Y2K compliant.

The City commenced sending out letters of request for information regarding Y2K compliance in March 1999. Vendor Y2K information continues to be received by our committee and forwarded to the Finance Department.

Sincerely,
City of Port Hueneme


TONI YOUNG
Mayor