



City of Santa Paula COPY

970 VENTURA STREET
SANTA PAULA, CALIFORNIA 93060
Mailing Address: P.O. BOX 569
Phone: 805 525-4478

August 2, 1999

Honorable Charles Campbell
Presiding Judge of the Superior Court
Ventura County Hall of Justice
800 South Victoria Avenue
Ventura, California 93009

Received
AUG 11 1999
[Signature]

Dear Judge Campbell:

This letter is submitted on behalf of the City Council of the City of Santa Paula in reply to the 1998-1999 Ventura County Grand Jury report entitled: *Year 2000 Computer Problem*. For each finding and recommendation pertaining to the City of Santa Paula, we are indicating the City's concurrence, partial concurrence or nonconcurrence. The reasons for any partial concurrence or nonconcurrence are provided, and for any area of concurrence there is a summary of a plan for implementation including a timetable.

R1. City Councils and Managers should monitor the progress of the programs to become Y2K compliant by insisting on, at a minimum, monthly progress reports.

Nonconcurrence. It is the City Manager's responsibility to monitor the progress of City staff's Y2K compliance activity and report back to the City Council as the Manager deems appropriate unless the Council directs otherwise. The Council has not directed that it be provided with monthly progress reports, and the City Manager does not deem it necessary to do so. The City Manager has received satisfactory written and verbal progress reports from his staff.

R3. Contingency Plans must be finalized no later than November 1999.

Concurrence. City staff will have plans in place by November 30, 1999.

R4. All computers must be checked for handling the Leap Year calculation in-house and at suppliers prior to year end.

Partial concurrence. City-owned computers will be checked for handling the Leap Year calculation in-house prior to the year end. The City will assume that suppliers will check and reconfigure their own computers as necessary.

R5. All equipment suspected of containing embedded chips should be examined and modified where necessary no later than November 1999.

Concurrence. This investigation is under way and equipment found in need of modification has been or will be modified, or back up systems will be in place.

R6. 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.

Concurrence. Items found to be compliant and those non-compliant items that have been replaced have already been tested. In the event any further items of critical importance are found to be non-compliant, they will be replaced or reconfigured, or a satisfactory alternative system will be in place as soon as is reasonably practical.

R7. Start public relations programs no later than September 1999.

Concurrence. Based on currently available information and assessments, a disaster is not waiting to happen. There is no reason for the public to panic or think that significant computer-related service or supply shortages will occur.

On the contrary, the Ventura County Sheriff recently held a Y2K public seminar in Thousand Oaks. Attendees included representatives from most local cities, many other public agencies, the electric and natural gas utility companies, communications and banking industries, the petroleum suppliers' association, and members of the public. None anticipated significant Y2K disruptions in services or supplies. A representative from the grocers' association stated that the only significant Y2K problem the grocers could anticipate would be if consumers become afraid of possible shortages to the extent they start making runs on the markets to hoard supplies.

Public relations efforts have been underway to assure interested persons that reasonable and responsible steps are being taken by the City of Santa Paula to anticipate and minimize the possible impact of the Y2K problem. These efforts included a City Y2K informational statement published in a Community Services summer Program Guide that is distributed to all addresses in Santa Paula, which will be repeated in the Fall. Information letters have been and continue to be sent out to answer Y2K inquiries from the public, the media, and other organizations and agencies.

R8. Make a survey of suppliers of critical services and equipment to determine if Y2K compliant.

Non concurrence. While the City is taking steps to ensure its own Y2K compliance, it cannot guarantee Y2K compliance by providers of electricity, natural gas, motor vehicle fuel, food, communications, banking and other services. These suppliers have indicated they foresee no significant disruption of their services and supplies as a result of the Y2K changeover and the City, of course, must rely on their assurance and cannot independently guarantee the uninterrupted flow of their services and supplies. The City will act under the reasonable assumption that the responsible vendors with whom the City does business are motivated enough by basic market forces and competitive self interest to use their best efforts to keep services and supplies flowing even in the event of Y2K computer difficulties. If the unthinkable

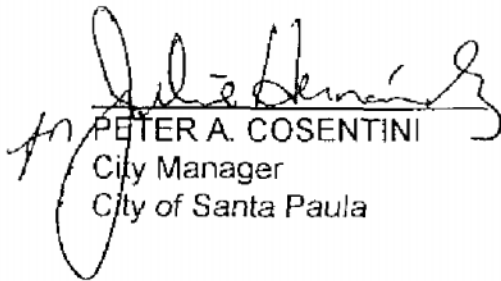
occurs and we lose electric power, natural gas, communications, food, motor vehicle fuel, banking and other services, it really will not matter whether the City has a file cabinet full of letters containing demands and assurances about Y2K compliance to and from its suppliers.

A copy of this response is provided for you to forward to the Grand Jury. The City of Santa Paula thanks the Grand Jury for taking the time to investigate this matter.

Sincerely yours,



JAMES L. GARFIELD
Mayor
City of Santa Paula



PETER A. COSENTINI
City Manager
City of Santa Paula