

City of Santa Paula

City Council

MAYOR LESLIE CORNEJO
VICE MAYOR PEDRO A. CHAVEZ
COUNCILMEMBER JENNY CROSSWHITE
COUNCILMEMBER CARLOS JUAREZ
COUNCILMEMBER ANDY SOBEL



CITY COUNCIL REGULAR MEETING OF THE SANTA PAULA CITY COUNCIL

WEDNESDAY, DECEMBER 11, 2024

6:30 PM - City Council Regular Meeting

SANTA PAULA CITY HALL
970 VENTURA STREET
SANTA PAULA, CA 93060

JULIE LATSHAW, CITY CLERK
DAN SINGER, CITY MANAGER
MONICA CASTILLO, CITY ATTORNEY

CITY COUNCIL REGULAR MEETING

You are invited to participate in all Regular City Council meetings. Agendas are posted in the front of Santa Paula City Hall, 970 Ventura Street, Santa Paula, 72 hours in advance of the scheduled meetings. The City Council's regular meetings start at 6:30 p.m. the first and third Wednesday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula. Special and Closed Sessions vary by date and time.

HOW TO PARTICIPATE IN PERSON DURING THE MEETING: If you wish to speak at a City Council meeting, please fill out a **Public Comment Form** noting your name and address and submit the form to the City Clerk. Include the Agenda item number, when appropriate. **Public comments are limited to 3 minutes.**

1. **Items Not on the Agenda:** If you wish to discuss an item which is not scheduled on the Agenda, you may address the City Council during *Public Comment*. Please realize that due to the limitations placed on the City Council by provisions of the *California Government Code*, the City Council ordinarily cannot take action on any item that is not on the agenda. Because of these restrictions, expect that matters that you identify during public comment may be referred to staff or considered on a future agenda.
2. **Agenda Items:** Items being considered by the City Council may appear on the Consent Calendar, as an Action Item, or as a Public Hearing. Public comments on each type of item are handled differently, as explained below:
 - a. For items appearing on the Consent Calendar, please submit a Public Comment Form before the Council takes action on the Consent Calendar. Items that receive a Public Comment Form may be pulled from the Consent Calendar by the Mayor and discussed separately by the City Council.
 - b. For items appearing as an Action Item, the Mayor will announce the Agenda item and request the staff report, the staff member responsible will give a brief summary of the report; the City Council will have an opportunity to ask questions of staff; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); and the City Council will discuss the item and then take appropriate action.
 - c. For items on which a Public Hearing is scheduled, the Mayor will open the public hearing and receive the staff report; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); the City Council will discuss the item; and the Mayor will close the public hearing after City Council action.

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit email correspondence on any agenda item by sending an email to cityclerk@spcity.org. All public correspondence received by 3:00 p.m. (PT) on the meeting date will be provided to the legislative body before the meeting. Public Comments received after 3:00 p.m. will be provided to the legislative body the next day.

Your Participation in this meeting is in the public domain; meetings are cablecast; minutes of this meeting will reflect your participation in this meeting and are posted on the city's website.

PLEASE NOTE: *Be advised that if you bring a legal challenge to an action, you may be limited to raising only those issues you or someone else raised at the meeting described in this Agenda, or in written correspondence delivered to the City Council at or before the meeting. Any action is subject to the ninety-day time period set forth in Code of Civil Procedure § 1094.6.*

*In compliance with the **Americans with Disabilities Act**, if you need special assistance to participate in this meeting, please contact the City Clerk at (805) 933-4208. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35, 102-35.104 ADA Title II). Written materials distributed to the City Council within 72 hours of the City Council meeting are available for public inspection immediately upon distribution in the City Clerk's office.*

HOW TO VIEW ON YOUR TELEVISION, COMPUTER, OR MOBILE DEVICE: Watch from home live on the local Channel 10, or view the live feed on the city website at the following link: <https://www.spcity.org/523/Public-Meeting-Agendas>

NOTE: Special and Closed Sessions are not recorded and not available on Channel 10 or live feed on the city website.

REGULAR MATTERS - COUNCIL CHAMBERS

1. CALL TO ORDER

REMINDER: in order to minimize distractions during public meetings, all personal communication devices should be turned off or put in a non-audible mode.

2. INVOCATION

3. FLAG SALUTE

4. ROLL CALL

5. PRESENTATIONS

5.A VISITOR FROM THE NORTH POLE

5.B CITY WEBSITE REFRESH

RECOMMENDATION:

Presented by: Jonathan Royas, Deputy City Manager

6. PUBLIC COMMENT

At this time, members of the public may comment on any item not appearing on the agenda that is within the subject-matter jurisdiction of the City Council. A Public Comment Form must be submitted to the City Clerk prior to the beginning of the Public Comment period in order to be recognized to speak. Individuals submitting Public Comment Forms after the beginning of the Public Comment period will not be allowed to speak at this time, but may be recognized to speak by the Mayor at the conclusion of the meeting. Individual Councilmembers may briefly respond to Public Comments or ask questions for clarification. The City Council may direct the City Manager to report to the City Council on the item at a later meeting. For items appearing on the Agenda, the public will be invited to make comments at the time the item comes up for City Council consideration. If a member of the public wishes to address a Consent Calendar item, please submit a Public Comment Form for that item. It may then be discussed separately by the Council, and the public will be invited to make comments at that time. At all times, please use the microphone and write your name and address on the Public Comment Form provided.

7. CITY COUNCIL REPORTS

8. CITY MANAGER REPORTS

9. CONSENT CALENDAR

Background information has been provided to the City Council on all matters listed under the Consent Calendar and these items are considered to be routine by the City Council and are normally approved by one motion. If discussion is requested by a Councilmember on any item, or a member of the public wishes to comment on an item, that item may be removed from the Consent Calendar for separate action.

9.A **APPROVAL OF MINUTES**

- **City Council Special Meeting November 20, 2024**
- **City Council Regular Meeting November 20, 2024**

RECOMMENDATION:

Staff recommends Council approve minutes.

9.B **IMPLEMENTATION OF CALIFORNIA ADVANCED CLEAN FLEETS REGULATIONS**

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve the ZEV Milestones Option under the Advanced Clean Fleets (ACF) Regulation which mandates local government fleets to implement Zero Emission Vehicle (ZEV) purchases across staggered dates based on vehicle criteria.

9.C **UNION OIL BUILDING FUND AUTHORIZATION**

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize budget allocation for the \$2,000,000 in revenues and \$1,000,000 in expenditure allocations for newly created funds 207 and 208 - Union Oil Building Endowment Funds.

Presented by: Greg Barnes, Parks & Recreation Director

9.D **POLICE DEPARTMENT STAFFING CHANGE**

RECOMMENDATION:

Staff recommends that the City Council:

Adopt Resolution No. 7551 amending the City's Position Control List to reflect an increase in hours for the Executive Assistant position within the Police Department and approving a corresponding budget adjustment as noted in the analysis section of this report.

9.E **ADOPTION OF RESOLUTION NO. 7550 RECITING THE FACT OF A GENERAL MUNICIPAL ELECTION AND DECLARING ITS RESULTS FOR CITY COUNCIL AND MEASURE R**

RECOMMENDATION:

Staff recommends that the City Council:
Adopt Resolution No. 7550 reciting the fact of the General Municipal Election held on November 5, 2024 and declaring the results for City Council and Measure R and such other matters as provided by law.

10. SPECIAL PRESENTATION

10.A SPECIAL PRESENTATION FOR DEPARTING CITY COUNCIL MEMBER

11. ORDER OF BUSINESS

11.A ADMINISTER OATHS OF OFFICE FOR NEWLEY ELECTED CITY COUNCIL MEMBERS

11.B SEATING OF NEWLY ELECTED CITY COUNCIL MEMBERS

11.C NEW ROLL CALL

11.D COMMENTS FROM NEWLY ELECTED CITY COUNCIL MEMBERS

11.E COMMENTS FROM OTHER COUNCIL MEMBERS

11.F **PROCEDURES FOR ELECTION OF MAYOR AND VICE MAYOR**
RECOMMENDATION:

Review procedure for election of Mayor and Vice Mayor and direct City Clerk to begin the Mayor and Vice Mayor selection process.

Presented by: Julie Latshaw, City Clerk

11.G SELECTION PROCESS FOR MAYOR

11.H GAVEL PLAQUE TO OUTGOING MAYOR PRESENTED BY NEW MAYOR

11.I SELECTION PROCESS FOR VICE MAYOR

12. ITEMS FOR FUTURE AGENDAS

12.A **FUTURE AGENDA ITEMS**
RECOMMENDATION:

Staff recommends City Council review future agenda items.

13. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

I declare under penalty of perjury that I posted this City Council Agenda on the bulletin board near the front door of City Hall, 970 Ventura Street, Santa Paula, California.

On _____ at _____ Signed: _____

Julie Latshaw

City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: APPROVAL OF MINUTES

- City Council Special Meeting November 20, 2024
- City Council Regular Meeting November 20, 2024

Date: December 11, 2024

Agenda Item: 9.A

RECOMMENDATION:

Staff recommends Council approve minutes.

BACKGROUND:

An account of all proceedings of the Legislative Body in open meetings shall be kept by the Clerk/Secretary. The Clerk/Secretary shall prepare an abbreviated record of the meeting proceedings for approval by the Legislative Body which when adopted by the Legislative Body shall be the official Minutes of the meeting. Amendment of the minutes may be made only as to factual accuracy and not as to a change of intent. The Minutes of the meeting need not be verbatim. Only the best and most complete available recording of the meeting shall constitute the official record of the Legislative Body, but the Minutes shall constitute the official record of the Legislative Body meeting where a verbatim record of the meeting is not available. Unless requested by a majority of the quorum, the minutes may be approved without reading.

ANALYSIS:

None.

STRATEGIC PLAN:

This item is not a goal or objective in the City Council's two-year Strategic Plan, however, the Minutes shall constitute the official record of the Legislative Body.

FISCAL IMPACTS:

There are no fiscal impacts for this item.

OPTIONS:

None.

ATTACHMENTS:

[2024.11.20 City Council Special Minutes.pdf](#)

[2024.11.20 City Council Regular Minutes.pdf](#)



**CITY OF SANTA PAULA
City Council Special Meeting
November 20, 2024, 4:00 PM
MINUTES**

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Cornejo called the meeting to order at 4:00 p.m.

2) ROLL CALL

Members Present: Leslie Cornejo, Pedro A Chavez, Jenny Crosswhite, Carlos Juarez, and Andy Sobel

3) PUBLIC COMMENT

None.

4) ORDER OF BUSINESS

4.A) SANTA PAULA ANIMAL CONTROL AND SHELTER SERVICES

City Manager Dan Singer introduced staff present:
Animal Control Officer John Morales
SPARC Director Nikki Gore-Jones
Police Chief Don Aguilar
Community Development Director James Mason
Finance Director Christy Ramirez

City Manager Dan Singer explained the challenges the city is facing with animal control at this time.

John Morales provided the regulatory framework governed by the City's Municipal Code.

Director Mason provided information on the SPARC MOU Terms and Considerations.

Nikki Gore-Jones presented a presentation on the Santa Paula Animal Rescue Center (SPARC), providing information on their mission that every single animal is given their second chance at life. She explained the current challenges facing SPARC.

5) ADJOURNMENT

Mayor Cornejo adjourned the meeting at 5:50 p.m.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Regular Meeting
November 20, 2024, 6:30 PM
MINUTES**

REGULAR MATTERS - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Cornejo called the meeting to order at 6:31 p.m.

2) INVOCATION

Rev. Doctor Betty Stapleford provided the Invocation.

3) FLAG SALUTE

Councilmember Juarez led the flag salute.

4) ROLL CALL

Members Present: Leslie Cornejo, Pedro A Chavez, Jenny Crosswhite, Carlos Juarez, and Andy Sobel

5) PUBLIC COMMENT

None.

6) PRESENTATIONS

6.A) RECYCLING AWARDS PRESENTATION BY ATHENS SERVICES

Sidney Stull with Athens Services provided a presentation on their recycling programs.

Awards and Certificates of Recognition were presented to honorees Isbell Middle School and People's Self-Help Housing for their part in working with the recycling program.

6.B) END OF THE YEAR HOUSING MARKET UPDATE

Cami Pinsak with Ventura County Costal Association of Realtors provided a presentation on the end of the year housing market update.

6.C) MEASURE T OVERSITE COMMITTEE ANNUAL REPORT

Measure T Chair John Marquez presented the Measure T Oversight Committee Annual Report for 23/24.

6.D) POLICE DEPARTMENT REPORT

Police Chief Don Aguilar presented the Police Department Activity Report.

6.E) COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT QUARTERLY REPORT

Community Economic Development Director James Mason presented the Community and Economic Development Department Report.

6.F) PRESENTATION ON THE SURVEY RESULTS OF THE VENTURA COUNTY FARMWORKER STUDY AND ACTION PLAN

Community Economic Development Director James Mason presented the survey results of the Ventura County Farmworker Study and Action Plan.

7) **CITY COUNCIL REPORTS**

Councilmember Sobel:

Attended the Athens grand opening for their truck fueling service area; the League of California Cities Annual Conference; the Family Fair; the Scout Troop 304 campout at Toland; the flag football game; the People's Place grand opening; the Housing conference; the community partnership with Santa Paula Unified School District; the Santa Paula Unified School District/City Council Joint Committee meeting (2x2); the Latino Town Hall Forum; the Farm Day session; the de los Muertos at the Cemetery; the Veterans Day event; the Santa Paula Blue Ribbon Committee meeting; the Economic Development meeting; and the Ventura County Regional Firesafe Council Awards.

Vice Mayor Chavez:

Acknowledged Fire Chief Williams, Police Chief Aguilar, and their staff and departments for all they did to protect residents and property during the Mountain Fire.

Councilmember Crosswhite:

Attended the League of California Cities Annual Conference; the Ventura County Transportation Committee meeting; several Southern California Association meetings; the Clean Power Alliance meeting; the Santa Paula Art Museum Exhibit; the Veteran's Day event; the de los Muertos at the Cemetery; and the employee Halloween appreciation lunch.

Councilmember Juarez:

Attended the Athens grand opening for their truck fueling service area; the League of California Cities Annual Conference; the People's Place grand opening; the Ventura Regional Sanitation District tour; the community partnership with Santa Paula Unified School District partner event; the Candidate forum; the employee Halloween appreciation lunch; ceremony

honoring the two people who risk their lives to save the pilot who crashed in Santa Paula; the Boys & Girls Club Light up the Season event; the Veteran's Day ceremony; and Cannabis Standing Committee meeting.

Mayor Cornejo:

Attended many of the same meetings; highlighting the Boys & Girls Club Light up the Season event; the employee Halloween appreciation lunch; and the ceremony honoring the two people who risk their lives to save the pilot who crashed in Santa Paula.

8) CITY MANAGER REPORTS

City Manager Singer:

Announced Election results will be certified at the next City Council meeting on December 11th; announced upcoming Holiday events; both the Mayor and Vice Mayor will meet with Governor Newsom on December 4th; and the new trail connectivity project workshops starting December 12th.

9) CONSENT CALENDAR

9.A) APPROVAL OF MINUTES

City Council Special Meeting November 6, 2024

City Council Regular Meeting November 6, 2024

9.B) OCTOBER 2024 WARRANTS AND CERTIFICATIONS

9.C) SECOND READING AND ADOPTION OF ORDINANCE NO. 1340 AMENDING SPMC CHAPTER 16.227 - ACCESSORY DWELLING UNITS

9.D) CONTINGENCY INCREASE TO OILFIELD ELECTRIC & MOTOR CONTRACT FOR INSTALLATION OF EMERGENCY GENERATOR (COMMUNITY CENTER)

9.E) CONTINGENCY INCREASES TO THE AWARDED CONTRACTS RELATED TO THE POLICE STATION REMODEL AND SITE IMPROVEMENT PROJECT

Bill Lindsey answered Council questions on item 9.E.

Motion: Approve Consent Calendar

Moved by Pedro A Chavez, seconded by Andy Sobel

Vote: Motion carried 5-0

Yes: Leslie Cornejo, Pedro A Chavez, Jenny Crosswhite, Carlos Juarez, Andy Sobel

10) ACTION ITEMS

10.A) RESOLUTION ACCEPTING PHASE ONE SPORTS PARK TURF AND IRRIGATION IMPROVEMENTS WITH ONE YEAR WARRANTY - HARVEST AT LIMONEIRA

Vice Mayor Chavez recused himself from this item and left the Dias.
David Lauletta with Lewis Management Corp provided a presentation on Phase One Sports Park Turf and Irrigation improvements with One Year Warranty.
City Attorney Monica Castillo explained the changes on the redline resolution on Dias.

Motion: Approve as amended Resolution No. 7549 Accepting Phase One Sports Park Turf and Irrigation Improvements with One Year Warranty, with amendments in redline copy.
Moved by Carlos Juarez, seconded by Andy Sobel

Vote: Motion carried 4-0
Yes: Leslie Cornejo, Jenny Crosswhite, Carlos Juarez, Andy Sobel

10.B) UNION OIL BUILDING FUND AND MAINTENANCE PRIORITIES

Councilmember Juarez recused himself from this item and left the Dias.
Parks and Recreation Director Greg Barnes presented this item.
Bill Lindsey answered questions from Council.
Council provided staff with feedback.

10.C) 2023/2024 YEAR END FISCAL REPORT

Finance Director Christy Ramirez presented the 2023/2024 Year End Fiscal Report with a redline staff report.

11) **ITEMS FOR FUTURE AGENDAS**

11.A) FUTURE AGENDA ITEMS

12) **ADJOURNMENT**

Mayor Cornejo adjourned the meeting at 10:00 p.m. in honor of the first responders who saved lives during the Mountain Fire.

ATTEST:

Julie Latshaw, City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dale Goodman, Public Works Director

Subject: IMPLEMENTATION OF CALIFORNIA ADVANCED CLEAN FLEETS
REGULATIONS

Date: December 11, 2024

Agenda Item: 9.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve the ZEV Milestones Option under the Advanced Clean Fleets (ACF) Regulation which mandates local government fleets to implement Zero Emission Vehicle (ZEV) purchases across staggered dates based on vehicle criteria.

BACKGROUND:

The City's on-road truck fleet is composed of service body trucks, flatbed trucks, stake bed trucks, and dump trucks. The California Air Resources Board (CARB) regulates emissions on these vehicles. On April 28, 2023 CARB adopted and mandated the Advanced Clean Fleet (ACF) regulation. The ACF regulation is the latest development in CARB's decades' long history of setting increasingly stringent emission standards for medium and heavy-duty vehicles. With respect to cities, the ACF regulation applies to vehicles with a gross vehicle weight rating greater than 8,500 lbs. (Target Vehicles) and mandates the implementation of Zero Emission Vehicles (ZEV), which are composed of Electric Vehicles (EV), Battery Electric Vehicle (BEV), or Hydrogen Fuel-Cell Electric Vehicle (FCEV). As an example, a Target Vehicle would be one that is similar in size/weight to a Ford F250 pick-up truck and larger.

Fleets can apply for a ZEV purchase exemption, subject to the approval of CARB, if the vehicle is not available for purchase in a ZEV configuration. CARB will list configurations that are not available in ZEV's and update the list periodically with expiration dates for the vehicle to be removed from the configuration list. The following vehicles, which are in the City's Fleet, are currently on the configuration list on a temporary basis and available for a CARB approved exemption: Service body trucks, bucket trucks, dump trucks, flatbed trucks, and stake bed trucks. It should be noted that this list will be updated routinely by CARB once the industry produces ZEV's for these types of vehicles.

Automatic exempt vehicles are those emergency response vehicles as specified in the California Vehicle Code 165, such as Target Vehicles like fire apparatus, mobile command post, and police armored rescue vehicles. The requirements and exemptions are not crystal clear and therefore staff will continue to work with CARB to understand if there are exemptions for a percentage of Water and other essential services work vehicles.

Advanced Clean Fleets Regulations compliance for local government fleets includes two qualifying options:

1. Option 1 (default option): Beginning January 1, 2024, 50 percent of annual Target Vehicle purchases are to be ZEVs, and beginning January 1, 2027, 100 percent of Target Vehicle purchases are to be ZEVs.
2. Option 2: Local government fleets may choose the ZEV Milestones Option. Fleets may elect to meet ZEV targets as a percentage of the total fleet starting with vehicle types that are most suitable for electrification. The milestones schedule is laid out in Attachment 1 to this report. This option allows the addition of new internal combustion engines (ICE) vehicles model year 2024 or newer as long as the fleet is meeting the percent target rates listed in the schedule.

CARB will monitor and enforce compliance. CARB's enforcement program is designed to deter noncompliance and to ensure regulated industries that have not met CARB's regulatory requirements are brought into compliance. There are three types of legal processes that CARB uses to resolve noncompliance violations: civil, administrative, and criminal. As part of the civil process, CARB can obtain a court order or injunction to stop ongoing violations. Administrative penalties can be up to \$25,000 per day and cumulative up to \$300,000 per violation. CARB may identify potential criminal violations. In those instances, the case may be referred to the Attorney General, a District Attorney, or other prosecutors for criminal prosecution.

ANALYSIS:

ZEV Charging Stations

There are currently no City-owned electric vehicle charging stations within the city. Staff is not aware of any private company managed/owned hydrogen charging stations within the City.

Compliance with CARB ZEV

There are two options for Fleets to be in compliance with the State unfunded mandate for ZEV as noted in the Background section above.

When taking into consideration the current exemption list and the existing and projected make-up of the City's fleet, the amount of ZEV's that the City would have to purchase would be in smaller increments over a longer period of time when calculated using Option 2. This would allow the capital cost to be spread over more years. Also, it would allow more time for the City to evaluate the different ZEV (e.g. electric and hydrogen) and provide some additional time for infrastructure updates. As such, it is recommended that the City choose the ZEV Fleet Milestone option (Option 2). This will allow the City to continue to add ICE vehicles to our fleet and ZEV Target Vehicles in a less aggressive timeline than the default option.

STRATEGIC PLAN:

This agenda item supports the Infrastructure and Natural Resources strategy. The purpose of the Infrastructure and Natural Resources strategy is to preserve and improve our roads,

utilities, parks, trees, water supply and natural resources through effective planning, prioritization, and an equitable and efficient use of available funding.

FISCAL IMPACTS:

With Council Acceptance of Option 2, the initial compliance requirement is that 10% of the target fleet vehicles must be replaced with ZEV's by January 1, 2027. With 28 vehicles in the fleet's target group, the City would be required to replace 3 of them by January 2027. ZEV replacement vehicles are not available for all of the trucks in the target group. For example, 1-ton ZEV service-body trucks are not yet being manufactured. However, 1/2-ton ZEV trucks are being manufactured, and are available. The estimated price for a single 1/2-ton, Ford Lightning F150 is \$80,000. Therefore, the cost of purchasing 3 over the next 2 years will be approximately \$240,000. Staff will incorporate this need into the FY 26/27 Proposed Budget.

OPTIONS:

The Council has the following available alternative options to Staff's recommendations:

1. Approve Option 2, the ZEV Milestones Option, as recommended by staff.
2. Do not approve staff's recommendation. In doing so, the City will automatically default back to Option 1 where 50% of Target Vehicle purchases will need to be ZEVs until January 1, 2027, after which the amount will increase to 100%. This option will result in City forfeiting additional time to plan the mandated transition to ZEVs.
3. Provide staff with other direction.

ATTACHMENTS:

[Attachment 1 - ZEV Fleet Milestones by Milestone Group and Compliance Year](#)

Attachment 1: ZEV Fleet Milestones by Milestone Group and Compliance Year

Percentage of vehicles that must be zero-emission	10%	25%	50%	75%	100%
Milestone Group 1: Box trucks, vans, buses with two axles, yard tractors, light-duty package delivery vehicles.	2025	2028	2031	2033	2035 and beyond
Milestone Group 2: Work trucks, day cab tractors, buses with three axles.	2027	2030	2033	2036	2039 and beyond
Milestone Group 3: Sleeper cab tractors and specialty vehicles.	2030	2033	2036	2039	2042 and beyond

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Greg Barnes, Parks and Recreation Director

Subject: UNION OIL BUILDING FUND AUTHORIZATION

Date: December 11, 2024

Agenda Item: 9.C

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize budget allocation for the \$2,000,000 in revenues and \$1,000,000 in expenditure allocations for newly created funds 207 and 208 - Union Oil Building Endowment Funds.

Presented by: Greg Barnes, Parks & Recreation Director

BACKGROUND:

Since July 1, 1993, the City of Santa Paula ("City") has leased the Union Oil Building property located at 1001 East Main Street from Chevron ("Property"), through its affiliate Union Oil Company of California. The lease permitted the City to use the Property to operate an Oil Museum.

On November 16, 2022, in a move that was both unprecedented and unexpected, Chevron offered to donate the Property to the City, including the main building, the rig building, and the adjacent parking lot. Chevron also agreed to give the City a \$2-million grant to pay for related deferred maintenance and, for a nominal price, various pieces of memorabilia and artifacts.

On October 18, 2023, City Council authorized the City Manager to execute a Transfer Agreement to acquire the Union Oil Building property.

As execution of the transfer agreement was underway, Council formed an Ad-hoc Committee to work alongside staff to develop a Request for Proposals (RFP) to help identify potential and interested users of the building. In development of the RFP, three public workshops were held garnering community feedback on the building's future use.

This effort garnered five (5) proposals and culminated in the ad-hoc committee and staff bringing forward a recommendation to the full Council at the October 15, 2024, Council Study Session to move forward with three of the organizations and enter into lease / license agreements with each of them. Staff will be returning with those lease / license agreements at a future meeting for Council's consideration.

At the November 20, 2024, City Council meeting, Council provided direction to staff in regard to the \$2 million Chevron donation, future revenue, expenditures and maintenance priorities.

ANALYSIS:

This evening staff has brought forward this report to memorialize the direction provided by Council at the November 20, 2024, meeting.

Council's direction is summarized below:

1. That we spend up to \$1-million dollars on deferred maintenance now and deposit the remaining \$1-million into two interest-bearing accounts (endowments); one account for ongoing maintenance, the other for larger Capital Improvement Projects. Staff recommends the remaining funds be split as follows
 - A. Fund 207 - Union Oil Building Endowment - Operating Fund - 80% of remaining funds (approximately \$800,000)
 - B. Fund 208 - Union Oil Building Endowment - Capital Projects - 20% of remaining funds (approximately \$200,000)
2. Revenue in the form of rental/other income is expected to be generated by the Union Oil Building. The revenue generated will be applied as to each fund as follows, with a goal to continue to build on the fund balances which in return will increase the maintenance budget annually:
 - A. Fund 207 - Operating Fund: 75% of rental/other income
 - B. Fund 208 - Capital Projects Fund: 25% of rental/other income
3. Revenue in the form of interest earnings is expected to be earned on both funds. Council supported the following method of utilizing said interest:
 - A. Fund 207 - Operating Fund: Utilize the prior year's rental income (50%) and interest (90%) to prepare the annual operating budget. The remaining rental income (50%) and interest (10%) shall be left in the fund balance until Council decides otherwise.
 - B. Fund 208 - Capital Projects Fund: All interest earnings will remain in the fund balance until Council authorizes the use of the funds for a capital project.

STRATEGIC PLAN:

This item furthers the City Council's Strategic Plan in that it will allow the City to preserve a historic resource, attract tourism, and promote the City's standing as a regional leader of the arts, culture, and entertainment reflective of the City's values and history.

FISCAL IMPACTS:

The recommendations listed above would allow both endowment funds to grow to continue funding the Union Oil Building for the indefinite future. The following budget adjustments are needed in order to establish the two separate funds utilizing the initial \$2,000,000 donation. Staff will calculate the interest earned to date and return in February with an adjustment to

account for that revenue.

Account	Description	Increase	Decrease
207-4-1500-5460	Donations	\$1,800,000	
208-4-1500-5460	Donations	\$ 200,000	
207-5-1531-123	Supplies - Shop & Field	\$ 60,000	
207-5-1531-209	Prof/Contr Svcs-Other	\$ 100,000	
207-5-1531-650	Buildings-Rehab	\$ 840,000	

OPTIONS:

City Council has the following alternative options to staff's recommendation:

1. Do not adopt staff's recommendation.
2. Provide additional direction to staff.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Donald Aguilar, Police Chief

Subject: POLICE DEPARTMENT STAFFING CHANGE

Date: December 11, 2024

Agenda Item: 9.D

RECOMMENDATION:

Staff recommends that the City Council:

Adopt Resolution No. 7551 amending the City's Position Control List to reflect an increase in hours for the Executive Assistant position within the Police Department and approving a corresponding budget adjustment as noted in the analysis section of this report.

BACKGROUND:

Adopted by the City Council with each two-year budget cycle is the City's Position Control List, which works to identify the number of approved and budgeted positions within each department of the City. Several years ago, the classification of Executive Assistant within the Police Department was adjusted to 80% (32 hours weekly) of a full-time position at the request of the employee. This has remained in place. However, recently a request was submitted for that allocated position to return to a 100% full-time position (40 hours weekly).

This request was supported by the Police Chief given the ongoing work load of the Department and was forwarded to the City Manager for approval. Because the currently adopted Position Control List identifies the Executive Assistant position at the 80% level (.80), authorization is required by the City Council.

ANALYSIS:

The cost related to the increased from 80% to 100% is \$14,246.40, annually. This increase will be funded from salary savings related to a vacant Sargent position in the Police Department. A budget adjustment within the City Manager's approval level as shown below is needed to fund the increase on an annual basis.

Account	Description	Increase	Decrease
100-5-4501-001	Full Time Salary		
100-5-4501-002	Part Time Salary		\$49,098.84
100-5-4501-001	Full Time Salary	\$ 61,145.60	
100-5-4501-046	LTD	\$ 61.44	

100-5-4501-043	Workers Comp	\$ 155.30	
100-5-4501-044	Medicare	\$ 174.68	
100-5-4501-042	Retirement	\$1,808.22	

If approved, the adjustment would take effect upon the next pay period, beginning December 16, 2024. The attached Resolution and accompanying updated Position Control List (Exhibit A) require adoption to take effect.

STRATEGIC PLAN:

This item supports City Council's goal of providing excellent service to the community in a cost effective manner with an engaged workforce with a focus on continuous improvement and outstanding customer service, identified in Section G, Operational Excellence.

FISCAL IMPACTS:

The adjustment of hours to the Executive Assistant classification within the Police Department would result in an additional cost of \$14,246.40 on an annual basis.

A budget adjustment within the City Manager's approval level as shown in the chart in the analysis section above.

OPTIONS:

As an alternative to staff's recommendation, the City Council has the following options:

1. Do not authorize the change to the Position Control List.
2. Provide staff other direction as desirable.

ATTACHMENTS:

[9D. Exhibit A-Resolution_7551 and Position Control List.pdf](#)

RESOLUTION NO. 7551

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA AMENDING THE APPROVED POSITION CONTROL LIST FOR FISCAL YEAR 2024- 2025

The City Council of the City of Santa Paula does resolve as follows:

SECTION 1: On June 21, 2023, the City Council adopted Resolution No. 7471 adopting the City's FY 2023/24 and 2024/25 Operating Budget and Position Control List.

SECTION 2: The City Council now desires to amend the position control list as described in this Resolution to meet the operational needs of the Police Department.

SECTION 3: The City Council authorizes the equivalent of 0.20 FTE increase in hours to convert the existing Executive Assistant position from part-time to full-time.

SECTION 4: The City Council authorizes the budget adjustments that are necessary as a result of this change.

SECTION 5: The City Council amends the 2024-25 Position Control List, as respectively shown in **Exhibit A**.

SECTION 6: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 11th of December 2024.

Leslie Cornejo, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

Monica Castillo, City Attorney

APPROVED AS TO CONTENT:

Daniel Singer, City Manager

Summary of Funded Positions - Full Time Equivalents

Position	FY24-25 Adopted	FY24-25 Proposed	Position	FY24-25 Adopted	FY24-25 Proposed
CITY MANAGER			POLICE		
City Manager	1	1	Police Chief	1	1
Admin Secretary/City Clerk	1	1	Police Commander	2	2
Deputy City Manager	1	1	Police Sergeant	6	6
Executive Assistant	1	1	Senior Police Officer	7	7
Human Resources Administrator	1	1	Police Officer	16	16
Human Resource Analyst	1	1	Public Safety Dispatch Supervisor	1	1
HR Technician	1	1	Public Safety Dispatch Clerk	5	5
Chief Technology Officer	1	1	Sr. Records Supervisor	1	1
IT Analyst	1	1	Community Services Officer	2	2
Department Total	9.00	9.00	Community Services Officer*	0.61	0.61
Parks and Recreation			Evidence & Property Technician	1	1
Parks and Recreation Director	1	1	Records Technician	2	2
Recreation Supervisor	1	1	Animal Services Coordinator	1	1
Administrative Assistant	1	1	Emergency Services Coordinator	1	1
Parks and Facilities Supervisor	1	1	Police Cadet*	0.96	0.96
Facility Maintenance Worker I	2	2	Secretary II*	-	-
Facility Maintenance Worker II	3	3	Police Reserves	-	-
Lead Park and Abatement Specialist	1	1	Executive Assistant	0.80	1.00
Recreation Program Coordinator	3	3	Department Total	48.37	48.57
Nutrition Coordinator*	0.70	0.70	PUBLIC WORKS		
Facility Attendant*	2.16	2.16	Public Works Director	1	1
Park Abatement Specialist*	2.31	2.31	Assistant Public Works Director	1	1
Recreation Leader**	4.72	4.72	Management Analyst	1	1
City Corp Trainee***	3.38	3.38	Administrative Analyst I	2	2
Administrative Analyst I	1	1	Administrative Analyst II	1	1
Custodian	2	2	Associate Engineer	1	1
Department Total	29.27	29.27	Permit Technician	1	1
FINANCE			Water Operations Superintendent	1	1
Finance Director	1	1	Street Maintenance Leadworker	1	1
Assistant Finance Director	1	1	Maintenance Worker I	1	1
Payroll Specialist	1	1	Maintenance Worker II	3	3
Accountant	2	2	Fleet Supervisor	1	1
Accounting Specialist	3	3	Mechanic II	2	2
Customer Service Representative	2	2	Water System Operator I	-	-
Department Total	10	10	Water System Operator II	7	7
COMMUNITY AND ECONOMIC DEVELOPMENT			Water System Operator III	3	3
Community & Economic Dev Director	1	1	Water System Operator IV	2	2
Planning & Economic Dev Manager	1	1	Department Total	29	29
Chief Building Official	1	1	Non-Departmental		
Code Enforcement Inspector	1	1	Intern***	0.48	0.48
Assistant Planner/GIS Analyst	1	1	FULL TIME EQUIVALENT POSITIONS		
Associate Planner	1	1		138.12	138.32
Community Development Technician	1	1	* Part Time		
Permit Technician	1	1	** Seasonal (Rec Leaders include seasonal and year round)		
Building Inspector I	1	1	ELECTED/APPOINTED OFFICIALS		
Community Development Specialist	1	1	Mayor & Councilmembers	5	5
Administrative Analyst I	1	1	Planning Commissioners	5	5
Management Analyst	1	1			
Department Total	12	12			

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: ADOPTION OF RESOLUTION NO. 7550 RECITING THE FACT OF A
GENERAL MUNICIPAL ELECTION AND DECLARING ITS RESULTS FOR
CITY COUNCIL AND MEASURE R

Date: December 11, 2024

Agenda Item: 9.E

RECOMMENDATION:

Staff recommends that the City Council:
Adopt Resolution No. 7550 reciting the fact of the General Municipal Election held on November 5, 2024 and declaring the results for City Council and Measure R and such other matters as provided by law.

BACKGROUND:

On November 5, 2024, a Municipal Election was conducted in the City of Santa Paula to consider the election of one City Council member in District No. 1 and one City Council member in District No. 5, for four-year terms each. In accordance with Resolution No. 7525, the Municipal Election was consolidated with the Statewide General Election.

The City Council of the City of Santa Paula also adopted Resolution No. 7527, calling for the placement of a 1 percent (1%) general transactions and use (sales) tax measure on the General Municipal Election to be held on November 5, 2024, for the purpose of submitting to the voters the question relating to the General Transactions and Use Tax, identified as Measure R.

The City Council authorized the Ventura County Registrar of Voters to canvass the returns. The Ventura County Registrar of Voters is in the process of finalizing the counted ballots and canvassed returns. The final results will be available and attached and made a part of Resolution No. 7550 upon receipt of certified results by the Elections Office on or before December 11, 2024.

Resolution No. 7550 must be adopted by the City Council to officially declare the results of the election. Voters in each District were asked to vote for one candidate in their District and Voters throughout the City of Santa Paula a Yes or No vote for Measure R. The vote totals below are preliminary and subject to the final declaration by the Ventura County of Registrar of Voters. The results as of December 5, 2024, are as follows:

District No. 1

- Gabriela Ornelas - 1039

District No. 5

- Leslie Cornejo - 1027
- Christina Eilar - 825
- Timothy Eubanks - 305

Measure R

- Yes - 6014
- No - 4004

ANALYSIS:

STRATEGIC PLAN:

Approval of this item moves the City closer to completing two of City Council's two-year Strategic Plan objectives as noted below:

Section C. Infrastructure, Transportation & Mobility, Objective #1, Streets - Work to maximize funding going to streets. Funding from a voter approved sales tax could be used to accelerate and reduce the current Pavement Management Plan (PMP) from 20-years to five remaining years bringing the average citywide Pavement Condition Index (PCI) up to 70.

Section B. Economic Development, Objective #1, Revenue Opportunities - Actively pursue revenue opportunities to increase the City's revenue base. A voter approved sales tax is estimated to generate \$4,500,000 annually in revenue for the general fund to maintain and improve City services.

FISCAL IMPACTS:

The estimated cost of the Election is approximately \$25,000, which has been included in the Council's adopted budget for FY 2024/25.

The expected revenue from Measure R is approximately \$4,500,000 annually. In order to start collection of the tax by April 1, 2025, the election results for the measure must be certified and adopted by December 12, 2024. If the certified election results for the measure are not adopted by that date, the tax will not start collection until July 1, 2025, losing a fiscal quarter of revenue.

OPTIONS:

Resolution 7550 must be adopted by the City Council to officially declare the results of the election.

ATTACHMENTS:

[Reso 7550 General Municipal Elections - Declaring Results - Attachment.pdf](#)

RESOLUTION NO. 7550

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA RECITING THE FACT OF THE GENERAL MUNICIPAL ELECTION HELD ON NOVEMBER 5, 2024, DECLARING THE RESULTS FOR CITY COUNCIL AND MEASURE R, AND SUCH OTHER MATTERS PROVIDED BY PROVISION OF LAW

SECTION 1: Recitals.

- A. A General Municipal Election was held and conducted by the Ventura County Clerk-Recorder, Registrar of Voters on Tuesday, November 5, 2024, as required by law, for the purpose of electing members to the City Council in District No. 1 and District No. 5 and submitting a local ballot measure (Measure R) to Santa Paula voters;
- B. Notice of the election was given in time, form and manner as prescribed by law; that voting precincts were properly established; that election officers were appointed and that in all respects the election was held and conducted and the votes were cast, received and canvassed and the returns made and declared in time, form and manner as required by the provisions of the Elections Code of the State of California, for the holding of elections in general law cities; and
- C. The Registrar of Voters of the County of Ventura canvassed the returns of the election and has certified the results as attached hereto made a part hereof as "Exhibit A" to this resolution.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Santa Paula as follows:

SECTION 2. The above recitals are true and correct and are incorporated herein by this reference.

SECTION 3. That the measure voted upon at the election was as follows:

"City of Santa Paula Streets, Pothole Repair, City Services Measure. Shall the measure funding Santa Paula services such as accelerating repair of streets/potholes; preventing sinkholes; repairing sidewalks; maintaining 911 response; retaining local businesses; cleaning up public areas; maintaining storm drains/clean drinking water sources; offering youth programs; and for general government use by enacting a 1¢ sales tax providing approximately \$4,500,000 annually until ended by voters; requiring audits, public spending disclosure, all funds benefit Santa Paula residents, be adopted?"	YES
	NO

SECTION 4. The total ballots cast at the City of Santa Paula General Municipal Election are:

Council Member District No. 1	1,039
Council Member District No. 5	2,157
Measure R	10,028

SECTION 5. The names of persons voted for at the election for District No. 1, Member of the City Council is as follows:

Gabriela Ornelas	1,039
------------------	-------

SECTION 6. The names of persons voted for at the election for District No. 5, Member of the City Council are as follows:

Leslie Cornejo	1,027
Christina Eilar	825
Timothy Eubanks	305

SECTION 7. The measure voted for at the election for Measure R are as follows:

Yes	6,014
No	4,004

SECTION 8. That the number of votes given at each precinct and the number of votes given in the City to each of the persons above named for the respective offices for which the persons were candidates were as listed in "Exhibit A."

SECTION 9. That the number of votes given at each precinct and the number of votes given in the City for Measure R were as listed in "Exhibit A."

SECTION 10. The City Council does declare and determine that:

Gabriela Ornelas was elected as Member of the City Council District No. 1 for the full term of four years;

Leslie Cornejo was elected as Member of the City Council District No.5 for the full term of four years; and

Measure R was passed with 60.03% Yes votes.

SECTION 11. The City Clerk is directed to enter in the City's records a statement of the result of the election, showing: (1) the whole number of ballots cast in the City; (2) the names of the persons voted for; (3) for what office each person was voted; (4) the total number of votes given to each person; and (5) votes for Measure R.

SECTION 12. That the City Council finds this Resolution is not subject to the California Environmental Quality Act (CEQA) in that the activity is covered by the

general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty, as in this case, that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

SECTION 13. The City Clerk will immediately make and deliver to each of the persons so elected a Certificate of Election signed by the City Clerk and authenticated; the City Clerk will also administer to each person elected the Oath of Office prescribed in the Constitution of the State of California and will have them subscribe to it and file it in the office of the City Clerk. Each and all of the persons so elected will then be inducted into the respective office to which they have been elected.

SECTION 14. If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications, and to this end the provisions of this Resolution are declared to be severable.

SECTION 15. The City Clerk shall attest and certify to the passage and adoption of this Resolution and it should become effective immediately upon its approval.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Santa Paula this 11th day of December, 2024.

Leslie Cornejo, Mayor

Attest:

Julie Latshaw, City Clerk

Approved as to form:

Monica Castillo, City Attorney

Approved as to content:

Dan Singer, City Manager

EXHIBIT A TO RESOLUTION NO. 7550

(Exhibit A attachment will be added on December 11, 2024, when the Ventura County
Elections Division certifies the final results)

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: PROCEDURES FOR ELECTION OF MAYOR AND VICE MAYOR

Date: December 11, 2024

Agenda Item: 11.F

RECOMMENDATION:

Review procedure for election of Mayor and Vice Mayor and direct City Clerk to begin the Mayor and Vice Mayor selection process.

Presented by: Julie Latshaw, City Clerk

BACKGROUND:

In Santa Paula, the Mayor and Vice Mayor are selected by the Council from among its members annually at its first regular meeting in December of each year. The Mayor and Vice Mayor serve at the pleasure of the Council for a term of approximately one year, or until the next Mayor and Vice Mayor have been selected.

At its October 18, 2023 meeting, the Council adopted Resolution No. 7484, approving the "Manual of Procedural Guidelines for the Conduct of City Council and Constituent Body/Commission Meetings for the City of Santa Paula," including guidelines related to the selection process of the Mayor and Vice Mayor (attached Sections 9.1.1 and 9.2 as Exhibit A).

Among those guidelines, Section 9.1.1 reads as follows:

"Although a ceremonial position, the Mayor occupies the highest office in the municipal government and is expected to provide the leadership necessary to keep the city moving in the proper direction. Effective mayors act not only as leaders staking out policy positions, but also facilitators of effective teamwork. The Mayor shepherds the City through public meetings and in doing so must ensure the Council's important policy issues and long-term future concerns are fairly debated by the entire Council for the benefit of the public."

"Each Member elected to the Council is equally qualified and deserving to hold the offices of Mayor and Vice Mayor and each Councilmember should be given ample opportunity to serve in one or both of these offices."

"It is the express intention of the Council that as many Members as possible serve as Mayor

and Vice Mayor as long as they are in good standing."

Section 9.2c provides the step-by-step process for the Mayoral election.

Section 9.2d is the procedure for Vice-Mayoral Election, which provides: "The election of the Vice Mayor will be conducted in the same manner as the election of the Mayor, except that it is generally expected, although not mandatory, that the Vice Mayor should succeed to the office of Mayor."

ANALYSIS:

The process for selecting the Mayor and Vice Mayor will be facilitated by the City Clerk. Once the City Clerk declares the office of Mayor vacant and nominations open, any member of the City Council may nominate a member of the City Council as Mayor, including him or herself. No second to a nomination is required.

Any member of the City Council may move to close the nominations at any time after all Councilmembers have had the opportunity to make a nomination. The motion requires a second and must receive a vote of a majority of the City Council to pass.

After nominations have been closed, the Council can debate the nominations. The Clerk will then call for the vote on the election of the Mayor in the order the nominations were made. The first Councilmember receiving the vote of a majority of the City Council will serve as Mayor. If no member of the City Council receives a majority vote, the Clerk will re-open the nominations and conduct a new election until a Mayor is elected.

The election of the Vice Mayor will be conducted in the same manner as the election of the Mayor.

The appointed Mayor and Vice Mayor will serve in these roles for a one-year period beginning on December 11, 2024 and ending in December 2025.

STRATEGIC PLAN:

The selection of the Mayor and Vice Mayor is consistent with the provisions identified in the City's Municipal Code and more specifically outlined within the Council's adopted Manual of Procedural Guidelines.

FISCAL IMPACTS:

None.

OPTIONS:

Direct City Clerk to begin the Mayor selection process or provide such other direction as may be desired.

ATTACHMENTS:

[Exhibit A - Sections 9.1.1 and 9.2.pdf](#)

Exhibit A

Guidelines for Mayor and Vice-Mayor Election (Sections 9.1.1 and 9.2)

9.1.1 Mayor and Vice-Mayor

a) Although a ceremonial position, the Mayor occupies the highest office in the municipal government and is expected to provide the leadership necessary to keep the city moving in the proper direction. Effective mayors act not only as leaders staking out policy positions, but also facilitators of effective teamwork. The Mayor shepherds the City through public meetings and in doing so must ensure the Council's important policy issues and long-term future concerns are fairly debated by the entire Council for the benefit of the public.

b) Each Member elected to the Council is equally qualified and deserving to hold the offices of Mayor and Vice Mayor and each Councilmember should be given ample opportunity to serve in one or both of these offices.

c) It is the express intention of the Council that as many Members as possible serve as Mayor and Vice Mayor as long as they are in good standing.

9.2 Representation of Legislative Body

a) The Mayor is elected by a majority vote of the Council for a one-year term at the first regular meeting of the City Council in December of each year. (Santa Paula Municipal Code § 30.02.) The Mayor must be a member of the City Council and retains all powers of a Councilmember.

b) The Vice Mayor is elected by a majority vote of the Council for a one-year term at the first regular meeting of the City Council in December of each year. (Santa Paula Municipal Code § 30.02.) The Vice Mayor must be a member of the City Council and retains all powers of a Councilmember.

c) Procedure for Mayoral election:

- (i) The Clerk/Secretary will state the procedures for electing the Mayor and Vice Mayor.
- (ii) The election of the Mayor will be conducted by the Clerk/Secretary or a designee.
- (iii) The Clerk/Secretary will declare that the office of Mayor is vacant and that nominations are open.
- (iv) Any member of the City Council may nominate any member of the City Council as Mayor, including him or herself. A second to a nomination is not required.
- (v) Any member of the City Council may move to close the nominations at any time after all Councilmembers have had the opportunity to make a nomination. The motion requires a

second and must receive a vote of a majority of the City Council to pass.

- (vi) After nominations have been closed, the Council can debate the nominations. After deliberations conclude, the Clerk/Secretary will call for the vote on the election of the Mayor.
- (vii) The nominees will be voted on in the order the nominations were made.
- (viii) The first Councilmember receiving the vote of a majority of the City Council is the Mayor and the election will be closed.
- (ix) If no member of the City Council receives a majority vote, the Clerk/Secretary will re-open the nominations and conduct a new election until a Mayor is elected.
- (x) The Councilmember appointed as Mayor must have been a member of the Council for approximately two years. In the absence of a Councilmember with sufficient tenure on the Council and absent disqualifying circumstances, priority should be given first to any Member who has not previously served as Mayor or Vice Mayor, and thereafter to the Member with the longest continuous service since last serving as Mayor or Vice Mayor.

d) Procedure for Vice-Mayoral Election.

The election of the Vice Mayor will be conducted in the same manner as the election of the Mayor, except that it is generally expected, although not mandatory, that the Vice Mayor should succeed to the office of Mayor.

e) The Mayor is the designated representative of the City and the City Council for purposes of presenting and expressing the official City position on an issue. If individual members of the Council or other Legislative Bodies are contacted by the media for a statement of official City position, the member should refer such inquiries to the Mayor. Otherwise, public or media statements by a Legislative Body member should be clearly characterized as comments upon a personal viewpoint.

9.3 Use of Letterhead.

Members of the City Council may use official City letterhead to correspond with other public officials and with consultants on matters of City business but any such correspondence shall state that the views expressed therein are personal and not the position of the City unless the City Council has officially adopted such position. No other Legislative Body or Sub-Legislative Body may take a position officially representing the City unless authorized to do so by the City Council.

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dan Singer, City Manager

Subject: FUTURE AGENDA ITEMS

Date: December 11, 2024

Agenda Item: 12.A

RECOMMENDATION:

Staff recommends City Council review future agenda items.

BACKGROUND:

The attached Future Agenda Items forecast identifies anticipated agenda items for upcoming Council meetings as well as Study Session topics and long-range discussion items. Placing this forecast on the agenda affords the Council and the public the opportunity to discuss such topics and to make any recommendations. It should be noted this is only a forecast and may change over the course of time or based on feedback by the Mayor and City Manager during review of future agendas.

ANALYSIS:

Should a member of the City Council wish to introduce a future agenda topic, it should be done in compliance with the Council's adopted Manual of Procedural Guidelines, Section 5.1. Items introduced by a member of the Council during a Council meeting requires a second and should be reserved for time-sensitive matters needing attention within the proceeding 45 day period.

STRATEGIC PLAN:

FISCAL IMPACTS:

OPTIONS:

ATTACHMENTS:

[12.11.24 Future Agenda Items.docx](#)



Santa Paula City Council Tentative Agenda Schedule

	Regular Meeting December 18, 6:30pm	
PW	Public Works Department Report	
Finance	Finance Department Report	
Admin	City Manager Department Report	
Admin	Zen City PSA	
HR	Comp Class Firm Selection	
Clerk	Measure R Tax Form Submittal to the State	
Clerk	Appointment of Measure T Committee Member	
Clerk	Mayor Standing Committee	
P&R	California Oil Museum MOU for Building Contents	
PD	Expenditure Plan for State Law Enforcement Funding	
Admin	Adoption of 2025 Council Meeting Calendar	
Admin	Water Bill Subsidy Options	
Admin	ARPA Allocation Budget Adjustment	
	Regular Meeting January 15, 6:30pm	
P&R	Parks & Recreation Department Report	
Admin	Measure R Oversight Committee Considerations	
PW	Harvard Blvd Project Closeout	
CDD	People Self Help – Funding	
P&R	Union Oil Building Use Agreements	
	STUDY SESSION TOPICS	
Admin	No Smoking Ordinance	
Finance	Development Impact Fees (DIF) Overview	Jan / Feb
	FUTURE AGENDA ITEMS	
Finance	Update on Utility Bills	
PW	Plans & Specifications for 8 th Street Streetlight Repair Project	
CDD	Central Business District Live Entertainment Ord 1339	
CDD	Cultural Arts Presentation	
Legal	Fire MOU Amendment	
CDD	Homeless Encampment Opportunities Workshop	
Legal	Development Code Amendments	