

City of Santa Paula

City Council

MAYOR JENNY CROSSWHITE
VICE MAYOR ANDY SOBEL
COUNCILMEMBER RICHARD ARAIZA
COUNCILMEMBER CARLOS JUAREZ
COUNCILMEMBER LESLIE CORNEJO



CITY COUNCIL REGULAR MEETING OF THE SANTA PAULA CITY COUNCIL

WEDNESDAY, JUNE 15, 2022

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
JOHN C. COTTI, CITY ATTORNEY

BRINGING ITEMS BEFORE THE CITY COUNCIL

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.

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 will 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.

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. CLOSED SESSION REPORT

6. PRESENTATIONS

6.A JULY PARKS & RECREATION MONTH - PROCLAMATION

6.B PRIDE MONTH PROCLAMATION

6.C **FINANCE DEPARTMENT UPDATE AND OVERVIEW OF ANNUAL AUDIT RECOMMENDATION:**

Staff recommends that the City Council receive and file the FY 2021/2022 Third Quarter (January - March 2022) Activity Report for the Finance Department and receive a presentation from the City Auditors.

7. 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 staff 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.

8. CITY COUNCIL REPORTS

9. **CITY MANAGER REPORTS**

10. **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.

10.A **APPROVAL OF MINUTES**

RECOMMENDATION:

Staff recommends Council approve the following minutes:

1. City Council Special Minutes - June 1, 2022
2. City Council Closed Minutes - June 1, 2022
3. City Council Regular Minutes - June 1, 2022

10.B **MAY 2022 WARRANTS AND CERTIFICATIONS**

RECOMMENDATION:

Staff recommends that the City Council:

Review and accept the "Certification of Accounts Payable" for the accounts payable payables cycles for May 2022, starting check number 330884 and ending check number 331148.

Review and accept the "Certification of Salaries" for the pay period ending dates May 13th, 2022 through May 27th, 2022.

10.C **CALLING THE NOVEMBER MUNICIPAL ELECTION AND REQUESTING CONSOLIDATION WITH THE STATEWIDE ELECTION**

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7407 calling a General Municipal Election on November 8, 2022, and requesting consolidation with other elections held on the same date; and
2. Adopt Resolution No. 7408 to establish requirements for Candidate Statements that will be included with voter information.

10.D **SECOND READING AND ADOPTION OF ORDINANCE No. 1318 RELATING TO RECREATION COMMISSION MEMBERSHIP**

RECOMMENDATION:

Staff Recommends that the City Council:

Adopt Ordinance No. 1318 to amend Santa Paula Municipal Code sections 32.45 and 32.46 to the membership and terms of members of the Recreation Commission.

10.E **FISCAL YEAR 2021-2022 CITYWIDE STREET MAINTENANCE FUNDING**

(PART 2)

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to issue a work order for J & H Engineering, to provide street maintenance services in accordance with the three-year street maintenance agreement.

10.F **ECONOMIC DEVELOPMENT ADVISORY COMMITTEE PLANNING COMMISSIONER APPOINTMENT**

RECOMMENDATION:

Staff recommends that the City Council:

Appoint Jason Herber, Planning Commission Chair to the Economic Development Advisory Committee.

10.G **APPROVE RESOLUTION NO. 7406 APPROVING A CITY STAFF REORGANIZATION PLAN IN THE PARKS AND RECREATION DEPARTMENT**

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7406 approving a City staff reorganization in the Parks and Recreation Department.

10.H **NOTICE OF COMPLETION FOR THE BIOLOGICAL ODOR SYSTEM PROJECT (CIP NO. 9348)**

RECOMMENDATION:

Staff recommends that the City Council:

1. Accept the work performed by Metro Builders, Inc. for the Biological Odor Control Facility Project at Santa Paula Water Recycling Facility.
2. Authorize staff to file the Notice of Completion with the County Recorder.

10.I **PLANS AND SPECIFICATION FOR THE MESA TANKS REPLACEMENT PROJECT**

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7410 approving the plans and specifications for the Mesa Tanks Replacement Project
2. Authorize Staff to advertise for Project bids.

10.J **ANNUAL AUDIT - FY 20/21**

RECOMMENDATION:

Staff recommends the City Council receive and place on file the Annual Audited Financial Statements for the Fiscal Year ended June 30, 2021.

Presented by: Christy Ramirez, Finance Director

10.K **WATER RECYCLING FACILITY ANOXIC AND AEROBIC TANKS REHABILITATION PROJECT AGREEMENT**

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to execute a construction contract with Cushman Contracting Corporation for the Water Recycling Facility Anoxic Tanks No. 1 & 2 and Aerobic Tanks No. 1 & 2 Rehabilitation Project, CIP No. 9341, in the base bid amount of \$263,310, in a form approved by the City Attorney.
2. Authorize the City Manager to approve award of bid Alternate 1 and/or bid Alternate 2 to Cushman Contracting Corporation if specified additional work is required as verified by Staff for an amount not to exceed \$90,000.
3. Authorize the City Manager to approve contract change orders as required and verified by Staff in an amount not to cumulatively exceed \$35,831 (10% construction contingency with Alternates 1 and 2 included) for the Water Recycling Facility Anoxic and Aerobic Tanks Rehabilitation Project.

10.L **CITY COUNCIL APPROVAL FOR USE OF AFFORDABLE HOUSING TRUST FUNDS FOR STATE REQUIRED PREVAILING WAGE MONITORING FOR THE SPIRIT OF SANTA PAULA CAPITAL PROJECT**
RECOMMENDATION:

Staff recommends that the City Council:

1. Approve Resolution No. 7411 of the City Council of the City of Santa Paula, authorizing the City Manager to expend an amount not to exceed \$20,000 in Housing In-Lieu Funds from the Affordable Housing Trust Fund (fund: 219) to pay for state required consulting services for prevailing wage review and monitoring associated with the building improvements for the Spirit of Santa Paula Homeless Services and Shelter facility at 1498 East Harvard Boulevard.
2. Authorize a budget allocation of \$20,000 from fund 219-5-9093-502 for consultant work related to this item.

10.M **DESIGNATION OF VOTING DELEGATE FOR THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE & EXPO - SEPTEMBER 7-9, 2022**

RECOMMENDATION:

Staff recommends that the City Council:

Designate Mayor Crosswhite as the voting delegate and Vice Mayor Sobel as

the alternate delegate to participate in the 2022 League of California Cities Annual Conference.

Presented by: Julie Latshaw, City Clerk

11. PUBLIC HEARING

- Verification of posting notice by City Clerk
- Declaration of conflicts (if any)
- Declaration of ex parte contacts (if any)
- Open public hearing
- Staff presentation
- Discussion and action
- Close public hearing

11.A **PROPERTY BUSINESS IMPROVEMENT DISTRICT (PBID) RENEWAL RECOMMENDATION:**

Staff recommends that the City Council:

1. Conduct a public hearing to receive ballots, tally ballots and declare ballot results for the Downtown Property-Based Business Improvement District (PBID);
2. Upon the conclusion of the public hearing, if the vote is successful to support the property owner assessments towards renewing the PBID, adopt Resolution 7409 to renew the PBID and confirm the assessments to be levied upon properties as described in the Management District Plan.

12. ACTION ITEMS

12.A **APPOINTMENT TO COMMISSIONS AND COMMITTEES RECOMMENDATION:**

Staff Recommends that the City Council:

Appoint applicants to various Commissions and Committees.

Presented by: Julie Latshaw, City Clerk

12.B **2022 LABOR DAY PARADE SPONSORSHIP REQUEST RECOMMENDATION:**

1. Consider a request to sponsor up to 50% of the costs for City services for the 2022 Santa Paula Labor Day Parade.

12.C **HARVARD BOULEVARD WATER AND SEWER PIPELINE REPLACEMENT AND PAVING REHABILITATION PROJECT CONSTRUCTION CONTRACT RECOMMENDATION:**

Staff recommends that the City Council:

1. Authorize the City Manager to execute a Construction Contract with Toro Enterprises, Inc. for the construction of the Harvard Boulevard Water and Sewer Pipeline Replacement and Paving Rehabilitation Project in the amount of \$16,278,052 in a form approved by the City Attorney;
2. Authorize the City Manager or his designee to approve contract change orders as required and verified by staff in an amount not to cumulatively exceed \$813,903 (5% construction contingency) for the Harvard Boulevard Water and Sewer Pipeline Replacement and Paving Rehabilitation Project; and
3. Approve budget adjustments and allocations as recommended by staff.

12.D **FY 21/23 MID CYCLE BUDGET**

RECOMMENDATION:

Staff recommends the City Council:

1. Receive a presentation on the Fiscal Year 2022/23 Mid-Cycle Budget Review
2. Adopt Resolution 7412 Amending the FY 2022/23 Budget and Adopting the FY 2022/23 GANN Limit.

13. ITEMS FOR FUTURE AGENDAS

13.A **FUTURE AGENDA ITEMS**

RECOMMENDATION:

Staff recommends City Council Review Future Agenda Items.

14. 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: Christy Ramirez, Finance Director

Subject: FINANCE DEPARTMENT UPDATE AND OVERVIEW OF ANNUAL AUDIT

Date: June 15, 2022

Agenda Item: 6.C

RECOMMENDATION:

Staff recommends that the City Council receive and file the FY 2021/2022 Third Quarter (January - March 2022) Activity Report for the Finance Department and receive a presentation from the City Auditors.

BACKGROUND:

Accounts Receivable

Finance prepares invoices and receipts funds for various types of payments due to the City, including monthly Transient Occupancy Tax and rents for City-owned property. During the second quarter of the fiscal year, billing for COBRA (continuation of health coverage), special events and permits, and other miscellaneous items occurred. Staff also followed up on outstanding receivables including Transient Occupancy Tax payments and rental income from City properties.

Accounts Payable

Finance processes disbursements to cover financial commitments of the City, maintains files for all City payments to vendors and contractors, and issues business license and utility deposit refunds. In the third quarter of the 21/22 Fiscal Year, accounts payable staff processed 1,776 invoices totaling over ten and a half million dollars, over half of which was debt service payments.

Purchasing

Staff continues to work with various departments to issue requests for proposals, assist in purchasing of materials, and processing purchase orders and requisitions. Fifty-seven purchase orders were created between January and March 2022 totaling over \$2.8 million.

Business and Dog Licenses

On January 1, 2022 Business License tax payment period began for the calendar year and are deemed as delinquent as of February 10, 2021. These licenses will be in effect until

December 31, 2022. Finance staff continues to work through their busiest time of year for business licenses, processing hundreds of payments, following up on missing items, and fielding hundreds of calls monthly. Staff is working on catching up on all business licenses as the current employee will be transitioning to another role in the department in the coming months.

Utility Billing

Staff continues to provide excellent customer service in light of COVID-19 impacts to staffing levels and front desk coverage. An increased outreach effort is being made to contact residents who are sixty or more days past due on their water and sewer bills. The City recently applied nearly \$370,000 from the Arrearage program through the CA Waterboard and will begin reaching out to the public to communicate the process to receive funds where applicable. During the third quarter staff applied for the second round of arrearage funds for wastewater and is awaiting those funds to apply to eligible customers.

MISCELLANEOUS

In the third quarter of the 21/22 Fiscal Year, Finance staff has:

- Attended various sessions on the Final Ruling of the ARPA guidelines.
- Assisted the Planning and Public Works Department on fee determinations for consultant work.
- Received additional training in the Badger meter interface program and consequent work in our own financial software.
- Participated in the Asset Management Program Implementation Process.
- Attended the annual California Society of Municipal Finance Officers Association.
- Issued the second round of bonds for the Community Facilities District
- Assisted with the funding package from the State Revolving Fund.
- Continued to assist with the proposed Solid Waste Franchise Agreement.
- Completed quarterly reporting to the federal and state government.

ANALYSIS:

STRATEGIC PLAN:

FISCAL IMPACTS:

None

OPTIONS:

1. Request further information from City staff.

ATTACHMENTS:



**CITY OF SANTA PAULA
City Council Special Meeting
June 1, 2022, 4:30 PM
MINUTES**

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Crosswhite called the meeting to order at 4:30 p.m.

2) FLAG SALUTE

Councilmember Cornejo led the flag salute.

3) ROLL CALL

Members Present: Jenny Crosswhite, Andy Sobel, Carlos Juarez, Richard Araiza, and Leslie Cornejo

4) PUBLIC COMMENT

None.

5) ACTION ITEMS

5.A) AMERICAN RESCUE PLAN ACT (ARPA) TRANCHE 2 FUNDING

Jonathan Royas, Management Analyst, presented Council with options for use of the City's final disbursement of American Rescue Plan Act (ARPA) funds from Tranche 2.

Council provided staff with feedback on disbursement of ARPA funds from Tranche 2, requesting an updated list with the feedback and bring back to continue discussions.

6) ADJOURNMENT

Mayor Crosswhite adjourned the meeting at 5:40 p.m.

ATTEST:



**CITY OF SANTA PAULA
City Council Closed Session Meeting
June 1, 2022, 5:30 PM
MINUTES**

CLOSED SESSION - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Crosswhite called the meeting to order at 5:40 p.m.

2) ROLL CALL

Members Present: Jenny Crosswhite, Andy Sobel, Carlos Juarez, Richard Araiza, and Leslie Cornejo

3) PUBLIC COMMENTS

Laura Espinosa was called to speak expressing her view on sexual harassment in the workplace.

4) CLOSED SESSION

4.A) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION
Pursuant to Government Code § 54956.9(d)(1) Schladetzky v. City of Santa Paula, et al., Ventura County Superior Court Case No. 56-2022-00563854-CU-OE-VTA

4.B) CONFERENCE WITH LEGAL COUNSEL - LIABILITY CLAIM
Consideration of a liability claim pursuant to Government Code § 54956.95(a) - Claimant: Patricia Zavala (via a letter dated May 24, 2022, from Gregory Ramirez), Agency Claimed Against: the City of Santa Paula

5) CLOSED SESSION REPORT

Council met in Closed Session on items 4.A and 4.B. There is no anticipation of reportable action on these items. Council was not able to complete both items before the start of the City Council Regular meeting at 6:30 p.m. Therefore, Council will continue Closed Session at the end of the Regular City Council meeting.

6) **ADJOURNMENT**

Mayor Crosswhite continued this meeting to the Regular City Council meeting at 6:30 p.m.

ATTEST:



**CITY OF SANTA PAULA
City Council Regular Meeting
June 1, 2022, 6:45 PM
MINUTES**

REGULAR MATTERS - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Crosswhite called the meeting to order at 6:45 p.m.

2) INVOCATION

Deacon Al Guilin provided the Invocation.

3) FLAG SALUTE

Councilmember Juarez led the flag salute.

4) ROLL CALL

Members Present: Jenny Crosswhite, Andy Sobel, Carlos Juarez, Richard Araiza, and Leslie Cornejo

5) PRESENTATIONS

5.A) 10th ANNIVERSARY OF CALIFORNIA AVOCADO MONTH - PROCLAMATION

Mayor Crosswhite read the Proclamation for the 10th Anniversary of California Avocado Month.

5.B) PUBLIC WORKS DEPARTMENT REPORT - JANUARY - MARCH 2022

Clete J. Saunier, Public Works Director, provided the Public Works Department report for January - March 2022.

6) PUBLIC COMMENT

Matthew Ramirez was called to speak expressing his view of a sexual assault case and feels the Chief of Police should be removed while there is an ongoing investigation.

Luz Ocegueda conceded her time to Kate Bader, who provided a written and signed statement on behalf of several men and women of the Santa Paula Police Department, whose names were listed, speaking in support of Chief Walker.

Ana Rosa Rizo-Centino was called to speak expressing her view of a sexual assault case and feels the Chief of Police should be removed while there is an ongoing investigation.

7) CITY COUNCIL REPORTS

Councilmember Juarez:

Participated in the Southern California Association of Governments Conference; Parks & Recreation Commission meeting; Memorial Day Service; and met with Rondi Guthrie and Gary Clifford with Athens.

Councilmember Araiza:

Attended Peoples Place ground breaking; State of the City event; Ad Hoc meeting for Athens; and Memorial Day Service.

Councilmember Cornejo:

Attended Peoples Place ground breaking; State of the City event; and Ad Hoc meeting for Athens.

Vice Mayor Sobel:

Attended State of the City event; Social Justice Ad Hoc; Southern California Edison community meetings; Memorial Day Service; Economic Development Collaborative-Ventura County; Peoples Place ground breaking; goodbye party for Liz Castaneda; met with Rondi Guthrie and Gary Clifford with Athens; and announced bike coalition at the Farmers Market.

Mayor Crosswhite:

Attended Ventura Regional Sanitation District meeting; State of the City event; Peoples Place ground breaking; goodbye party for Liz Castaneda; Solid Waste Franchise Committee; Social Justice Ad Hoc; Ventura Council of Governments; All Children Thrive; and Memorial Day Service.

8) CITY MANAGER REPORTS

City Manager

Attended Peoples Place ground breaking; State of the City event; and acknowledged June Pride Month.

City Manager Dan Singer provided an update that Council convened in closed session earlier, where council was not able to finish it's business, announcing Council will continue back into closed session at the conclusion of the regular meeting.

9) CONSENT CALENDAR

9.A) APPROVAL OF MINUTES

9.B) EXTEND APPROVAL TO HOLD VIRTUAL CITY COUNCIL, COMMISSION, COMMITTEE, BOARD AND OTHER CITY BODIES, MEETINGS PURSUANT TO AB 361

9.C) EBELL PARK STREET PARKING

Mary Ann Krause was called to speak on behalf of Santa Paula Theatre Center for the parking on the street next to Ebell Park, supporting the change to a 4-hour time limit.

Motion: Approve CONSENT CALENDAR, with Councilmember Cornejo recusing from Minutes for May 4, 2022, and Councilmember Juarez and Councilmember Araiza recusing from Minutes for May 18, 2022.

Moved by Carlos Juarez, seconded by Andy Sobel

Vote: Motion carried 5-0

Yes: Jenny Crosswhite, Andy Sobel, Carlos Juarez, Richard Araiza, Leslie Cornejo

10) PUBLIC HEARING

10.A) GEOLOGIC HAZARD ABATEMENT DISTRICT ASSESSMENT

Mayor Crosswhite opened the public hearing.
Haley Rolston with ENGEO presented this item.

Motion: Approve Adopt Resolution No. 7402 approving the fiscal year 2022/2023 budget and placing a \$1,246 per parcel special assessment onto the fiscal year 2022/2023 tax roll for the Santa Paula Geologic Hazard Abatement District.

Moved by Andy Sobel, seconded by Richard Araiza

Vote: Motion carried 5-0

Yes: Jenny Crosswhite, Andy Sobel, Carlos Juarez, Richard Araiza, Leslie Cornejo

Mayor Crosswhite closed the public hearing.

10.B) HILLSBOROUGH OPEN SPACE MAINTENANCE DISTRICT ASSESSMENT

Councilmember Araiza recused himself from this item.
Mayor Crosswhite opened the public hearing.
Clete Saunier, Public Works Director presented this item.

Motion: Approve Adopt Resolution No. 7403 placing a \$150 per parcel special assessment onto the December 2022 tax roll for the Hillsborough

Open Space Maintenance District.
Moved by Carlos Juarez, seconded by Andy Sobel

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

Mayor Crosswhite closed the public hearing.

11) ACTION ITEMS

**11.A) CONSIDERATION OF COMMUNITY CHOICE AGGREGATION (CCA)
ENERGY OPTIONS THROUGH CLEAN POWER ALLIANCE (CPA)**

Jonathan Royas, Management Analyst, presented this item.

Ted Bardacke, Executive Director for CPA presented Council with Community Choice Aggregation options.

Mary Ann Krause was called to speak in support of the Clean Power Alliance (CPA).

Alexis Rizo was called to speak on considering joining CPA, and in support of the deal.

Haley Ehlers was called to speak and supported moving forward with clean energy.

Council provided direction to staff to move forward with finding funding allocations and bring back with more information.

**11.B) FIRST READING OF ORDINANCE No. 1318 RECREATION
COMMISSION CHANGES**

City Manager Dan Singer presented this item.

Motion: Approve Waive reading and introduce Ordinance No. 1318 to amend the membership and terms of the members of the Recreation Commission.

Moved by Andy Sobel, seconded by Richard Araiza

Vote: Motion carried 5-0

Yes: Jenny Crosswhite, Andy Sobel, Carlos Juarez, Richard Araiza, Leslie Cornejo

**11.C) SOLID WASTE FRANCHISE AGREEMENT BETWEEN THE CITY OF
SANTA PAULA AND ATHENS SERVICES**

Clete J. Saunier, Public Works Director presented this item, announcing that Athens Services was not able to attend this meeting and would like this item pulled for further discussions and bring back at a Special meeting.

Motion: Approve Adopt Resolution 7404 Approving a Sixth Amendment to the Solid Waste Franchise Agreement with Athens Services for Residential, Commercial, Industrial, and Multi-Family Residential Solid Waste Collection, in a form approved by the City Attorney.
Moved by Richard Araiza, seconded by Andy Sobel

Vote: Motion carried 5-0

Yes: Jenny Crosswhite, Andy Sobel, Carlos Juarez, Richard Araiza, Leslie Cornejo

11.D) HARVARD BOULEVARD AND PUBLIC RIGHT OF WAY IMPROVEMENTS - INTERFUND LOAN

Clete J. Saunier, Public Works Director, and Christy Ramirez, Finance Director, presented this item.

Motion: Approve Provide staff direction selecting Loan Funding with Interfund Loan from Reserve Fund, and bring back with an amendment to policy.

Moved by Richard Araiza, seconded by Leslie Cornejo

Vote: Motion carried 5-0

Yes: Jenny Crosswhite, Andy Sobel, Carlos Juarez, Richard Araiza, Leslie Cornejo

12) ITEMS FOR FUTURE AGENDAS

12.A) FUTURE AGENDA ITEMS

City Manager Dan Singer announced schedule for a Special meeting on June 14th to begin Committee/Commission interviews, and possibly Athens.

Councilmember Araiza would like a report on Cruise Night and all of the groups associated with it.

13) ADJOURNMENT

Mayor Crosswhite adjourned the Regular City Council meeting at 9:15 p.m., to return to Closed Session.

Closed Session adjourned at 10:10 p.m., reporting there was no reportable action taken.

ATTEST:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Christy Ramirez, Finance Director

Subject: MAY 2022 WARRANTS AND CERTIFICATIONS

Date: June 15, 2022

Agenda Item: 10.B

RECOMMENDATION:

Staff recommends that the City Council:

Review and accept the "Certification of Accounts Payable" for the accounts payable payables cycles for May 2022, starting check number 330884 and ending check number 331148.

Review and accept the "Certification of Salaries" for the pay period ending dates May 13th, 2022 through May 27th, 2022.

BACKGROUND:

This is the certification (separation of duties between the "preparer from the reviewer") Presented in the attached documents:

- a) CERTIFICATION OF ACCOUNTS PAYABLE CHECKS by check number range and dates. It also discloses any voided checks.
- b) EXPENSE REPORTS showing the amounts and funds accounts payable came from.

The "Check Report" depicts the following columns:

- c) AP-ACCOUNTS PAYABLE for vendors (non-City staff) by the vendor number, vendor name, payment date, payment amount and check numbers (entitled 'number')
- d) PY-PAYROLL for benefit payments, insurance, retirement, etc. Benefits payable on behalf of City staff.
- e) Bank Code Summary by payment type
- f) Fund Summary by fund the accounts payables utilized

CERTIFICATION OF SALARIES

This is the certification (separation of duties between "preparer" and the "reviewer") of salaries and benefits (payroll checks) by fund. It lists salary (payroll) issued checks by beginning and ending check number, payroll ending dates May 13th, 2022 through May 27th, 2022.

ANALYSIS:

See the attachments for expense breakdown by respective fund.

STRATEGIC PLAN:

FISCAL IMPACTS:

OPTIONS:

1. Receive and file May 2022 Certifications of Accounts Payable Checks and Certification of Salaries.

ATTACHMENTS:

[MAY 2022 WARRANTS AND CERTIFICATIONS.pdf](#)

EXHIBIT A:
CERTIFICATION OF SALARIES

CERTIFICATION OF SALARIES

BEG. CHK #: 147646
ENDING CHK #: 147654

PAYROLL ENDING: 05/06/2022
PAY DATE: 05/13/22

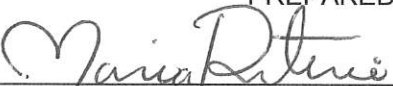
100	GENERAL FUND	\$	316,283.00
104	GENERAL FUND-MEASURE T	\$	70,763.92
115	GENERAL RECREATION PRO	\$	701.58
206	STORMWATER PROGRAM	\$	954.38
280	STATE GAS TAX FUND	\$	16,779.34
405	AAA-AREA AGCY ON AG	\$	5,123.75
450	HUD-CDBG	\$	33.24
610	SEWER ENTERPRISE FUND	\$	16,354.01
620	WATER ENTERPRISE FUND	\$	63,892.33
702	EQUIP. MAINT. FUND	\$	7,851.64
		\$	498,737.19

CERTIFICATION
ALLOWED BY THE CITY COUNCIL




JULIE LATSHAW - CITY CLERK 6/8/2022
DATED

PREPARED BY:


MARIA RENTERIA - PAYROLL SPECIALIST 6/8/22
DATED


CHRISTY RAMIREZ - FINANCE DIRECTOR 6/8/22
DATED

Fund Summary

Fund	Units	Amount
100-GENERAL	7,679.93	316,283.00
104-GENERAL FUND-MEASURE T	1,873.44	70,763.92
115-GENERAL RECREATION PRO	31.49	701.58
206-STORMWATER PROGRAM	94.60	954.38
280-STATE GAS TAX	555.77	16,779.34
405-AAA (AREA AGCY ON AGING)	259.01	5,123.75
450-HUD- CDBG	1.00	33.24
610-SEWER	458.07	16,354.01
620-WATER	1,630.05	63,892.33
702-EQUIPMENT MAINTENANCE	209.00	7,851.64
Grand Total:	12,792.36	498,737.19

CERTIFICATION OF SALARIES

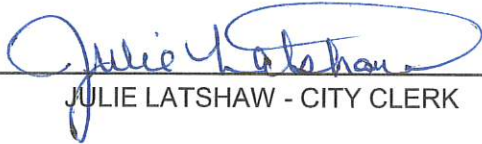
BEG. CHK #: 147655
ENDING CHK #: 147662

PAYROLL ENDING: 05/20/2022
PAY DATE: 05/27/22

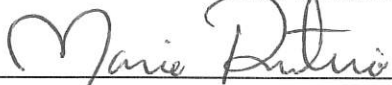
100	GENERAL FUND	\$	320,607.73
104	GENERAL FUND-MEASURE T	\$	72,547.92
115	GENERAL RECREATION PRO	\$	263.10
206	STORMWATER PROGRAM	\$	794.53
280	STATE GAS TAX FUND	\$	16,014.35
405	AAA-AREA AGCY ON AG	\$	5,611.76
610	SEWER ENTERPRISE FUND	\$	15,960.83
620	WATER ENTERPRISE FUND	\$	62,980.15
702	EQUIP. MAINT. FUND	\$	11,603.32
		\$	506,383.69

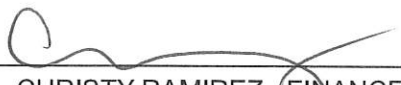
CERTIFICATION
ALLOWED BY THE CITY COUNCIL




JULIE LATSHAW - CITY CLERK 4/8/2022
DATED

PREPARED BY:


MARIA RENTERIA - PAYROLL SPECIALIST 4/8/22
DATED


CHRISTY RAMIREZ - FINANCE DIRECTOR 4/8/22
DATED

Fund Summary

Fund	Units	Amount
100-GENERAL	6,416.22	320,607.73
104-GENERAL FUND-MEASURE T	1,469.47	72,547.92
115-GENERAL RECREATION PRO	11.81	263.10
206-STORMWATER PROGRAM	16.40	794.53
280-STATE GAS TAX	429.36	16,014.35
405-AAA (AREA AGCY ON AGING)	276.44	5,611.76
610-SEWER	357.09	15,960.83
620-WATER	1,530.13	62,980.15
702-EQUIPMENT MAINTENANCE	1,955.00	11,603.32
Grand Total:	12,461.92	506,383.69

EXHIBIT B:
CERTIFICATION OF ACCOUNTS
PAYABLES

CERTIFICATION OF ACCOUNTS PAYABLE CHECKS

CHECK NO.:	330884	THRU:	330893	DATED:	April 28, 2022
CHECK NO.:	330894	THRU:	330894	DATED:	May 2, 2022
CHECK NO.:	330895	THRU:	330903	DATED:	May 4, 2022
CHECK NO.:	330904	THRU:	330997	DATED:	May 5, 2022
CHECK NO.:	330998	THRU:	330998	DATED:	May 12, 2022
CHECK NO.:	330999	THRU:	331009	DATED:	May 13, 2022
CHECK NO.:	331010	THRU:	331137	DATED:	May 19, 2022
CHECK NO.:	331138	THRU:	331138	DATED:	May 24, 2022
CHECK NO.:	331139	THRU:	331148	DATED:	May 26, 2022

DRAFT:	991808	THRU:	991810	DATED:	May 4, 2022
DRAFT:	991812	THRU:	991812	DATED:	May 3, 2022
DRAFT:	991818	THRU:	991818	DATED:	May 5, 2022
DRAFT:	991819	THRU:	991821	DATED:	May 18, 2022
DRAFT:	991822	THRU:	991822	DATED:	May 16, 2022
DRAFT:	991823	THRU:	991823	DATED:	May 18, 2022
DRAFT:	991824	THRU:	991824	DATED:	May 4, 2022
DRAFT:	991825	THRU:	991825	DATED:	May 11, 2022
DRAFT:	991826	THRU:	991826	DATED:	May 18, 2022
DRAFT:	991827	THRU:	991827	DATED:	May 19, 2022
DRAFT:	991831	THRU:	991831	DATED:	May 25, 2022
DRAFT:	991832	THRU:	991832	DATED:	May 31, 2022

VOIDED CHECK NO.:	330986	THRU:	330986	DATED:	May 17, 2022
VOIDED CHECK NO.:	330810	THRU:	330810	DATED:	May 24, 2022

COUNCIL MEETING DATE: June 15, 2022

AMOUNT OF CERTIFICATION: \$ 1,407,951.12

DISTRIBUTION BY FUND

100 GENERAL FUND	\$563,668.88
103 CABLE TELEVISION FUND	\$6,445.07
104 PROF/CONTR SVCS-OTHER	\$92,996.60
115 RECREATION PROGRAM	\$3,021.94
205 NPDES STORMWATER QUALITY	\$95.00
206 STORMWATER PROGRAM	\$21,053.02
280 STATE GAS TAX	\$41,247.85
281 LOCAL TRANSPORTATION TAX/LTF/TDA	\$9,674.86
311 SLESF-COPS (AB1913)	\$33,667.96
312 CA USED OIL BLOCK GRANT	\$109.26
314 OFFICE OF TRAFFIC SAFETY	\$424.74
405 AAA (AREA AGENCY ON AGING	\$4,505.16
412 AMERICAN RESCUE PLAN	\$42,426.06
450 HUD - CDBG	\$7.37
500 HILLSBOROUGH OPEN SPACE MAINT	\$600.00
504 HARVEST CFD EA1	\$5,057.00
600 REFUSE ENTERPRISE	\$4,864.75
610 SEWER ENTERPRISE	\$298,873.47
620 WATER ENTERPRISE	\$179,558.63
702 EQUIPMENT MAINTENANCE FUND	\$20,696.77
800 CASH DEPOSIT TRUST FUND	\$11,072.49
803 HARDING PARK TRUST	\$9,660.24
804 DLA FOR FORMER RDA	\$28,240.79
TOTAL FUND DISTRIBUTION	

\$1,377,967.91

PREPARED BY: _____
WENDY MORRIS
ACCOUNTING TECHNICIAN

REVIEWED BY: _____
CHRISTY RAMIREZ
FINANCE DIRECTOR

ALLOWED BY CITY COUNCIL

DATE: June 15, 2022

EXCEPT: _____

CITY CLERK: _____
JULIE LATSHAW, CITY CLERK

Variance of \$8501.81 due to
voiding checks/drafts in May
that were created prior





City of Santa Paula, CA

Check Report

By Check Number

Date Range: 05/01/2022 - 05/31/2022

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-ACCOUNTS PAYABLE							
015980	GANDARA, KATHY M.		05/24/2022	Regular	0.00	-8,501.81	330810
011464	BUSINESS CARD		05/02/2022	Regular	0.00	26,305.28	330894
APRIL 2022	Invoice	05/05/2022	3/22/22 - 4/21/22		0.00	26,305.28	
010774	ADAMSON POLICE PRODUCTS		05/05/2022	Regular	0.00	698.57	330904
INV375302	Invoice	04/27/2022	400 V-SERIES LIGHT AMBER, FREIGHT		0.00	698.57	
014854	AERZEN USA CORPORATION		05/05/2022	Regular	0.00	3,385.53	330905
SEPI-22-000321	Invoice	05/05/2022	SEPI-22-00321		0.00	5,441.00	
SPCM-22-00024	Credit Memo	05/05/2022	CPU BHOARD, TURBO BLOWER, I/O BOAR		0.00	-2,055.47	
010378	ALBERTSON'S/SAFEWAY		05/05/2022	Regular	0.00	734.41	330906
3/28/22 - 4/18/2	Invoice	05/05/2022	GROCERIES		0.00	734.41	
015448	ALL CITY MANAGEMENT SERVICES, INC.		05/05/2022	Regular	0.00	4,437.60	330907
76684	Invoice	05/05/2022	129 HOURS SCHOOL CROSSING GUARD S		0.00	4,437.60	
015498	AMAZON CAPITAL SERVICES		05/05/2022	Regular	0.00	1,310.10	330908
1KJ4-3L46-K1JN	Invoice	05/05/2022	LEVITON 42080-2WP QUICKPORT 2-PORT		0.00	30.81	
1MM3-TMNL-97	Invoice	05/05/2022	KING RICHARD (DVD + DIGITAL)		0.00	25.92	
1NDP-4L4L-3F1D	Invoice	05/05/2022	SIGNWORLD 24" STREET LIGHT POLE BAN		0.00	974.25	
1NLG-41QM-J3M	Invoice	05/05/2022	ALADDIN, GHOSTBUSTER, AFTERLIFE, SIN		0.00	83.51	
1RC3-119D-DDC	Invoice	05/05/2022	SONY DVPSR210P DVD PLAYER, SING 2 DV		0.00	78.75	
1VH6-JDXJ-4KGC	Invoice	05/05/2022	MACALLY SILENT WIRED MOUSE- SLIM &		0.00	116.86	
011522	AQUA-TECH SERVICES		05/05/2022	Regular	0.00	160.00	330909
10988	Invoice	05/05/2022	BACKFLOW TEST		0.00	160.00	
011080	ARAMARK UNIFORM SERVICES INC		05/05/2022	Regular	0.00	453.43	330910
502000385582	Invoice	05/05/2022	182 S PALM AVE. - MATS		0.00	28.38	
502000385671	Invoice	05/05/2022	970 VENTURA ST - MATS		0.00	56.63	
502000400405	Invoice	05/05/2022	182 S PALM AVE. MATS		0.00	28.38	
502000400453	Invoice	05/05/2022	970 VENTURA ST. - MATS		0.00	56.63	
502000405281	Invoice	05/05/2022	182 S PALM AVE. - MATS		0.00	28.38	
502000405327	Invoice	05/05/2022	970 VENTURA ST - MATS		0.00	56.63	
502000435153	Invoice	05/05/2022	182 S PALM AVE. MATS		0.00	28.38	
502000435195	Invoice	05/05/2022	970 VENTURA ST. - MATS		0.00	56.63	
502000440349	Invoice	05/05/2022	182 S PALM AVE. - MATS		0.00	28.38	
502000440364	Invoice	05/05/2022	970 VENTURA ST - MATS		0.00	56.63	
502000445413	Invoice	05/05/2022	182 S PALM AVE. MATS		0.00	28.38	
011297	ASSOCIATION OF WATER AGENCIES OF VENTU		05/05/2022	Regular	0.00	180.00	330911
06-14086	Invoice	05/05/2022	4/20/22 CCWUC MATH WORKSHOPS ME		0.00	180.00	
011738	AT&T CALNET 3		05/05/2022	Regular	0.00	492.68	330912
000018086058	Invoice	05/05/2022	03/20/22 - 4/19/22 MONTHLY PHONE SE		0.00	492.68	
015802	BADGE FRAME, INC.		05/05/2022	Regular	0.00	2,392.05	330913
39262	Invoice	05/05/2022	SP POLICE MISSION VISION VALUES ENG/		0.00	2,392.05	
011231	BARON INDUSTRIES		05/05/2022	Regular	0.00	234.53	330914
01 674669	Invoice	05/05/2022	2 LENS		0.00	33.40	
01 674729	Invoice	05/05/2022	SMV EMBLEM, SLOW MVNG VEHICLE, AD		0.00	201.13	
010030	BATTERY SYSTEMS INC.		05/05/2022	Regular	0.00	667.60	330915
7427923	Invoice	05/05/2022	C-8DH, E-CORE		0.00	667.60	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
011253	BAY ALARM COMPANY	05/05/2022	Regular	0.00	250.49	330916
19552294	Invoice	05/05/2022	SECURITY ALARM MONITORING SRVS. 5/1	0.00	250.49	
011110	BOWMAN CAR WASH	05/05/2022	Regular	0.00	468.00	330917
1226	Invoice	05/05/2022	JAN/FEB/MARCH 2022 CARWASH SERVIC	0.00	468.00	
011487	CA SOCIETY OF MUNICIPAL FINANCE OFFICERS	05/05/2022	Regular	0.00	75.00	330918
200013051	Invoice	05/05/2021	MAY 2022 INTRO TO GOV ACCT-F.CASTELL	0.00	75.00	
015799	CALIFORNIA CONSULTING, INC.	05/05/2022	Regular	0.00	3,500.00	330919
5063	Invoice	05/05/2022	PSA-GRANT WRITING	0.00	3,500.00	
011068	CALIFORNIA DEPARTMENT OF TAX AND FEE AC	05/05/2022	Regular	0.00	1,479.27	330920
2021 OCT - DEC	Invoice	05/05/2022	QTRLY SALES AND USE TAX FY21/22	0.00	135.59	
2022 JAN - MAR	Invoice	05/05/2022	QTRLY SALES TAX AND USE TAX	0.00	1,343.68	
012679	CAL-STATE AUTO PARTS	05/05/2022	Regular	0.00	536.54	330921
686620	Invoice	05/05/2022	#286 - RELAY, AUX BAT	0.00	46.31	
690707	Invoice	05/05/2022	#281 - BATTERY ASM	0.00	218.20	
691286	Invoice	05/05/2022	#456 - SENSOR	0.00	34.36	
696068	Invoice	05/05/2022	#289 - BATTERY ASM	0.00	237.67	
015593	CANNON CORPORATION	05/05/2022	Regular	0.00	12,744.75	330922
80093	Invoice	05/05/2022	PSA FOR SCADA PROGRAMMING & MAIN	0.00	1,392.00	
80095	Invoice	05/05/2022	PSA FOR SCADA PROGRAMMING & MAIN	0.00	11,352.75	
015730	CANVA US INC.	05/05/2022	Regular	0.00	119.40	330923
INV-7288	Invoice	05/05/2022	5 LICENSES - CANVA PRO	0.00	119.40	
011290	CARQUEST AUTO PARTS	05/05/2022	Regular	0.00	108.52	330924
7294-708042	Invoice	05/05/2022	#289 - LUBE	0.00	32.78	
7294-708577	Invoice	05/05/2022	#117 - IDLER ARM	0.00	75.74	
015999	CHARTER COMMUNICATIONS HOLDING, LLC	05/05/2022	Regular	0.00	519.34	330925
0304065041522	Invoice	05/05/2022	970 E VENTURA ST. 4/15/22 - 5/14/22	0.00	5.35	
0469363042322	Invoice	05/05/2022	431 N 13TH ST 4/23/22 - 5/22/22	0.00	64.99	
0469553040922	Invoice	05/05/2022	920 CORPORATION ST. 4/9/22 - 5/8/22	0.00	449.00	
011073	CLARK II CORPORATION, J. E.	05/05/2022	Regular	0.00	19,927.57	330926
CFSI-28597	Invoice	05/05/2022	FUEL CHARGES 3/31/22 - 4/14/2022	0.00	10,020.73	
CFSI-29060	Invoice	05/05/2022	FUEL CHARGES - 04/15/22 - 4/28/2022	0.00	9,906.84	
011149	COSTCO WHOLESALE	05/05/2022	Regular	0.00	354.39	330927
06874	Invoice	05/05/2022	YOUTH CENTER SNACKS/EASTER EVENT	0.00	354.39	
011148	COUNTY OF VENTURA	05/05/2022	Regular	0.00	167.67	330928
R108 May-22	Invoice	05/05/2022	May 2022 Rent , Road Access Fee	0.00	167.67	
010932	COUNTY OF VENTURA IT SERVICES	05/05/2022	Regular	0.00	1,660.80	330929
INV0235552	Invoice	05/05/2022	RADIO COMMUNICATIONS ISF #2033, 220	0.00	821.34	
INV0235558	Invoice	05/05/2022	GIS ACCT #2203	0.00	839.46	
011164	CRANE PRINTING	05/05/2022	Regular	0.00	189.44	330930
23302	Invoice	05/05/2022	MISC RECEIPTS BUILDING AND SAFETY 95	0.00	189.44	
011686	CROWN DODGE	05/05/2022	Regular	0.00	42.93	330931
530120	Invoice	05/05/2022	#456 - AA SOLENOID	0.00	90.51	
530228	Invoice	05/05/2022	#456 - AB SOLENOID	0.00	42.93	
CM530120	Credit Memo	05/05/2022	#456 - AA SOLENOID	0.00	-90.51	
011811	DE LAGE LANDEN	05/05/2022	Regular	0.00	942.00	330932
76089525	Invoice	05/05/2022	530 W MAIN ST. 5/1-31/2022	0.00	188.40	
76089528	Invoice	05/05/2022	866 E MAIN ST. 5/1-31/2022	0.00	188.40	
76089532	Invoice	05/05/2022	214 S. 10TH ST 5/1-31/2022	0.00	188.40	
76089539	Invoice	05/05/2022	970 E VENTURA ST. 5/1-31/2022	0.00	188.40	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
76089543	Invoice	05/05/2022	970 E. VENTURA ST. 5/1-31/2022	0.00	188.40	
011210	DEPARTMENT OF JUSTICE	05/05/2022	Regular	0.00	60.00	330933
573654	Invoice	05/05/2022	MARCH 2022 - FED LVL VOLUNTEER BILLE	0.00	60.00	
014666	DRIVESHAFT PRO	05/05/2022	Regular	0.00	136.25	330934
16504	Invoice	05/05/2022	#288 - CENTER BEARING	0.00	136.25	
010140	ECONOMIC DEVELOPMENT COLLABORATIVE	05/05/2022	Regular	0.00	3,300.00	330935
2363	Invoice	05/05/2022	2021/2022 BOARD DUES	0.00	3,300.00	
010187	F M PEARCE Company	05/05/2022	Regular	0.00	438.53	330936
78923	Invoice	05/05/2022	1050 , T-STAT, WALL PLATE	0.00	91.80	
SO#3494	Invoice	05/05/2022	SERVICED EVAPORATOR COOLER	0.00	346.73	
010395	FAMCON PIPE & SUPPLY, INC.	05/05/2022	Regular	0.00	933.08	330937
S100076644.001	Invoice	05/05/2022	FL12BOX BOX MTR. FIBERLYTE, MOUSE H	0.00	933.08	
014348	FERRIS, SABRINA ZAN	05/05/2022	Regular	0.00	438.75	330938
4/5-28/2022	Invoice	05/05/2022	YOGA INSTRUCTOR	0.00	438.75	
010440	FGL ENVIRONMENTAL, INC	05/05/2022	Regular	0.00	2,763.00	330939
107404A	Invoice	05/05/2022	SUB CONTRACTED PFAS IN WW - PFOA/PF	0.00	2,240.00	
117799A	Invoice	05/05/2022	LTB SERIES 15 TUBE, ENTEROLERT, WET C	0.00	183.00	
117869A	Invoice	05/05/2022	LTB SERIES 15 TUBE	0.00	29.00	
117975A	Invoice	05/05/2022	LTB SERIES 15 TUBE	0.00	29.00	
203619A	Invoice	05/05/2022	LTB SERIES 15 TUBE, ENTEROLERT, WET C	0.00	167.00	
205296A	Invoice	05/05/2022	FIELD TEST FIELD CL TOTAL	0.00	28.00	
205996A	Invoice	05/05/2022	LTB SERIES 15 TUBE	0.00	29.00	
206165A	Invoice	05/05/2022	LTB SERIES 15 TUBE	0.00	29.00	
206256A	Invoice	05/05/2022	LTB SERIES 15 TUBE	0.00	29.00	
010417	FIREMASTER	05/05/2022	Regular	0.00	334.87	330940
0000873911	Invoice	05/05/2022	MAINTENANCE, ANNUAL (PERUNIT) 903	0.00	334.87	
015835	FLORES, ELIXEO	05/05/2022	Regular	0.00	94.25	330941
4/7 - 28/2022	Invoice	05/05/2022	ZUMBA INSTRUCTOR	0.00	94.25	
010432	FRANK'S PAINT & HARDWARE	05/05/2022	Regular	0.00	468.54	330942
363965	Invoice	05/05/2022	45*-515 HD CABLE TIE 15"	0.00	25.94	
364003	Invoice	05/05/2022	5 GAL STRAINER, 3PK TRIMACO PUMPSTR	0.00	48.91	
364052	Invoice	05/05/2022	NUTS & BOLTS	0.00	3.16	
364102	Invoice	05/05/2022	PURDY 4"X 1/2" COVER, YLL LUMBER CRA	0.00	28.78	
364123	Invoice	05/05/2022	206 GRAFFITI REMOVER 17OZ, STOPS RUS	0.00	94.51	
364203	Invoice	05/05/2022	WD-40 SILICONE, NUTS & BOLTS	0.00	13.17	
364204	Invoice	05/05/2022	3016032 COBALT BIT 1/2IN HSS, NUTS &	0.00	40.52	
364205	Invoice	05/05/2022	322033 DRL BIT SDS 1/2 X 10X12	0.00	24.89	
364206	Invoice	05/05/2022	522BP2 ENER 9V BATTERIES	0.00	12.89	
364210	Invoice	05/05/2022	NMW1 WHITE WIRE CHANNEL 5', C50 CO	0.00	58.41	
364223	Invoice	05/05/2022	GPNB46100 NITRILE GLOVE PF	0.00	30.30	
364244	Invoice	05/05/2022	HARDWARE CLOTH 1/8	0.00	11.21	
364253	Invoice	05/05/2022	NUTS & BOLTS A-PACKAGE, WIRE NUTS	0.00	8.32	
364275	Invoice	05/05/2022	ALMOST TAPE, BUFFALO NEW BLEACHED	0.00	67.53	
016002	FRONTIER CA INC.	05/05/2022	Regular	0.00	735.00	330943
REFUND 4/2022	Invoice	05/05/2022	PERMIT 34539, 34541, 34542	0.00	735.00	
010441	FRUIT GROWERS SUPPLY CO	05/05/2022	Regular	0.00	4,701.61	330944
92291822	Invoice	05/05/2022	SPRAYER SPOT/BOOM W/TRLR	0.00	4,672.60	
92301731	Invoice	05/05/2022	STAKE TREE ROUND 2"X6" TREATED	0.00	29.01	
015222	GOODSUITE	05/05/2022	Regular	0.00	1,757.20	330945
INV150637	Invoice	05/05/2022	TONERS-BLACK AND WHITE, COLORED	0.00	1,757.20	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
010527 SIN016543	HDL COREN & CONE Invoice	05/05/2022	05/05/2022 CONTACT SERVICES PROPERTY TAX APR - J	Regular	0.00 0.00	2,835.00 2,835.00	330946
014826 4/1 - 30/2022	HERNANDEZ, LIZ Invoice	05/05/2022	05/05/2022 FOLKLORICO PAYMENT	Regular	0.00 0.00	107.25 107.25	330947
010532 48740	HOMB, KARL Invoice	05/05/2022	05/05/2022 MULTIPLE BROADCASTS FOR CITY COUNCI	Regular	0.00 0.00	4,620.00 4,620.00	330948
015040 28358	HONOR STORAGE Invoice	05/05/2022	05/05/2022 FY 21/22 STORAGE-ADMIN/CITY CLERK	Regular	0.00 0.00	65.00 65.00	330949
010537 263178-02 263731-01 264035 264047 264165 264224 264226	HOUSE SANITARY SUPPLY Invoice Invoice Invoice Credit Memo Invoice Invoice Invoice	05/05/2022 05/05/2022 05/05/2022 05/05/2022 05/05/2022 05/05/2022 05/05/2022	05/05/2022 DISP RTWL AUTO H/F UNIVER BLACO GL-3848-4, DK-MF1400 TWL ROLL STERLING WHITE, FALCON/SLO TWL STERLING SELECT 1000 WHITE 6/CS SSS MICROPOWER WET MOP, HANDLE ELEMENT COMPACT ROLL TWL LR FUTURA 40X48 CLEAR, TWL ROLL STER	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00	2,382.31 566.21 277.65 717.90 -681.98 746.66 34.35 721.52	330950
015967 002	J. ARTHUR GUTIERREZ Invoice	05/05/2022	05/05/2022 CILLING CYCLE 3/1-31/2022	Regular	0.00 0.00	1,787.50 1,787.50	330951
015886 JTEC-MPFinal	JTEC CORPORATION Invoice	05/05/2022	05/05/2022 MILL PARK BUILDING PROJECT	Regular	0.00 0.00	6,195.00 6,195.00	330952
013544 00506.11-16	LARRY WALKER ASSOCIATES, INC. Invoice	05/05/2022	05/05/2022 FY 21/22 -YEAR 3	Regular	0.00 0.00	13,367.00 13,367.00	330953
013454 79	LEIBOLD MCCLENDON & MANN Invoice	05/05/2022	05/05/2022 SERVICES 3/30/2022	Regular	0.00 0.00	26.00 26.00	330954
010061 902134 903228 903230	LOWE'S Invoice Invoice Invoice	05/05/2022 05/05/2022 05/05/2022	05/05/2022 4MIL 10-FT X 100-FT CLR, RECVER HITCH NTN 7-IN X 1/8-IN MET 5-C, FLEX TAPE BL WARNER PAINT CAN OPENER, SEASONFLE	Regular	0.00 0.00 0.00	897.19 133.18 29.65 734.36	330955
015386 19402	M & B SERVICES, INC. Invoice	05/05/2022	05/05/2022 DETECT LEAK AND INSTALL TEMP CLAMP	Regular	0.00 0.00	895.00 895.00	330956
015829 SIN134367	MANUFACTURERS EDGE INC. Invoice	05/05/2022	05/05/2022 Q-00173429	Regular	0.00 0.00	2,283.67 2,283.67	330957
015442 96629	MARIPOSA LANDSCAPES, INC. Invoice	05/05/2022	05/05/2022 EXTRA WORK - FEBRUARY 2022	Regular	0.00 0.00	4,000.00 4,000.00	330958
014040 2022 SERIES 300	MAUREEN KANE & ASSOCIATES, INC Invoice	05/05/2022	05/05/2022 TECHNICAL TRAINING FOR CLERKS - J. LAT	Regular	0.00 0.00	1,500.00 1,500.00	330959
014436 24704 24707 24798 24840 24872 24897 24925 24937 24945 24982 24993 24994 24995	MINER'S ACE HARDWARE Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice Invoice	05/05/2022 05/05/2022 05/05/2022 05/05/2022 05/05/2022 05/05/2022 05/05/2022 05/05/2022 05/05/2022 05/05/2022 05/05/2022 05/05/2022 05/05/2022	05/05/2022 #283 - TEE 1/2X1/2 SOLDER CPPR TEE 1/2X1/2 SOLDER CPPR RETURN, TEE I MANUAL STAPLER T50X TAPE BARCODE CAUTION1000', BELT SHEAT TRB DIAMND SAW BLDE 7", METAL 3/4" WHITE MARBLE ROCK ROUTER PLUNGE 1-1/4 HP, FASTENERS, PL GARDEN HOSE 5/8"X50' BLK USBA-USBC CABLE 4', MOBILE USB CHAR LED A21 E26 DL 150W DIM, LED A19 E26 ACE TUBE CUTTER 1-1/8" PAINTBRS CHIP, LINZER CHIP BRSH, FASTE AP TRM RC 2P 3X3/4"	Regular	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	941.21 2.15 3.25 56.27 97.36 58.38 23.79 318.18 48.70 30.29 69.24 10.81 20.32 9.94	330960

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
24999	Invoice	05/05/2022	SPRYPNT 2X RED PRIMER, PRE-TAPED MS	0.00	78.96	
25003	Invoice	05/05/2022	ZAR WOODPTCH NEUT QT, ROLLERS 6.5 J	0.00	70.30	
25009	Invoice	05/03/2022	SUPPLIES B&C OIL WOODCUTTER, ANGLE	0.00	43.27	
016003	MONTOYA, KARINA	05/05/2022	Regular	0.00	428.00	330961
11/13/21 REFUN	Invoice	05/05/2022	DEPOSIT REFUND FOR EVENT ON 11/13/2	0.00	428.00	
013872	NICKS POOL AND SPA SERVICE	05/05/2022	Regular	0.00	450.35	330962
22130302	Invoice	05/05/2022	GRANITE BALL SERVICES	0.00	450.35	
012691	O'REILLY AUTOMOTIVE STORES, INC.	05/05/2022	Regular	0.00	430.34	330963
3129-361924	Invoice	05/05/2022	#283 - HTR FITTING	0.00	3.68	
3129-362190	Invoice	05/05/2022	#240 - WIPER BLADES	0.00	150.79	
3129-364519	Invoice	05/05/2022	#289 - ALTERNATOR	0.00	136.40	
3129-365292	Invoice	05/05/2022	#289 - SENSOR	0.00	111.78	
3129-365609	Invoice	05/05/2022	#224 - WIPER BLADES	0.00	27.69	
012844	PARKHOUSE TIRE, INC.	05/05/2022	Regular	0.00	2,005.82	330964
4020162989	Invoice	05/05/2022	#224 - 11R22.5 H FST FD663	0.00	2,005.82	
015997	PM & JM LLC	05/05/2022	Regular	0.00	6,949.88	330965
06012067	Invoice	05/05/2022	ESTIMATE NUMBER: 1048	0.00	6,949.88	
014320	POLYDYNE, INC.	05/05/2022	Regular	0.00	25,511.97	330966
1634107	Invoice	05/05/2022	CLARIFLOC WE-1742	0.00	25,511.97	
013730	QUADIENT LEASING USA, INC.	05/05/2022	Regular	0.00	1,198.50	330967
N9380982	Invoice	05/05/2022	5/24/22 - 8/23/22 LEASE PMNT.	0.00	1,198.50	
014934	RAMIREZ, JOSHUA	05/05/2022	Regular	0.00	715.00	330968
APRIL 2022	Invoice	05/05/2022	TAE KWON DO INSTRUCTOR	0.00	715.00	
010047	ROBERT HALF	05/05/2022	Regular	0.00	1,301.20	330969
59884322	Invoice	05/05/2022	WK ENDING 4/22/22 - TRACY CARDENAS	0.00	1,301.20	
015016	S P L LANDSCAPE INC.	05/05/2022	Regular	0.00	5,010.00	330970
16065	Invoice	05/05/2022	VARIOUS SITES - YARD MAINTENANCE	0.00	4,510.00	
16068	Invoice	05/05/2022	CLEAN UP PLANTER - CAMERON & SP ST.	0.00	200.00	
16069	Invoice	05/05/2022	INSTALL BATTERY TIMER AND PLANTED 6	0.00	300.00	
014129	SAM HILL & SONS, INC	05/05/2022	Regular	0.00	10,508.23	330971
4123	Invoice	05/05/2022	MWO#3	0.00	10,508.23	
010711	SANTA PAULA TIMES	05/05/2022	Regular	0.00	1,763.30	330972
APRIL 2022 ADS	Invoice	05/05/2022	VARIOUS ADS	0.00	1,763.30	
016000	SCHMIDT, KENNETH L.	05/05/2022	Regular	0.00	64.94	330973
3/11/22 - 4/13/2	Invoice	05/05/2022	HDM DRIVER MILEAGE REIMBURSEMENT	0.00	64.94	
016001	SCHWAAB, INC.	05/05/2022	Regular	0.00	105.15	330974
7041039	Invoice	05/05/2022	RUBBER STAMP, STAMP PAD	0.00	105.15	
013909	SITEONE LANDSCAPE SUPPLY, LLC	05/05/2022	Regular	0.00	555.19	330975
117647844-001	Invoice	05/05/2022	LESCO ALL PRO TRANSITION TALL FESCUE	0.00	98.86	
117915306-001	Invoice	05/05/2022	ADJUSTABLE STAINLESS STEEL ROTOR 4" R	0.00	456.33	
010785	SMART & FINAL	05/05/2022	Regular	0.00	834.12	330976
11201	Invoice	05/05/2022	SUPPLIES FOR YOUTH CENTER	0.00	145.93	
22101	Invoice	05/05/2022	SUPPLIES FOR YOUTH CENTER	0.00	133.37	
26001	Invoice	05/05/2022	SUPPLIES FOR SR NUTRITION KITCHEN	0.00	46.28	
26101	Invoice	05/05/2022	FOOD FOR SR NUTRITION	0.00	79.66	
26202	Invoice	05/05/2022	FOOD FOR SR NUTRITION	0.00	75.65	
3401	Invoice	05/05/2022	SUPPLIES FOR YOUTH CENTER	0.00	150.69	
3601	Invoice	05/05/2022	LEMONS	0.00	5.49	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
4602	Invoice	05/05/2022	SUPPLIES FOR YOUTH CENTER	0.00	197.05	
010795	SOUTHERN CALIFORNIA EDISON	05/05/2022	Regular	0.00	88,381.43	330977
2022 MAR - APR	Invoice	05/05/2022	MONTHLY UTILITY CHARGES	0.00	87,119.32	
3/21/22 - 4/26/22	Invoice	05/05/2022	UTILITY CHARGES	0.00	1,262.11	
011144	STAPLES ADVANTAGE	05/05/2022	Regular	0.00	941.80	330978
3504675422	Invoice	05/05/2022	STAMP, VOID, BE	0.00	12.76	
3505210639	Invoice	05/05/2022	8.5X11 COPY PAPER CS IP, SPLS 3TAB FAST	0.00	783.61	
3505306133	Invoice	05/05/2022	LABELS ADDRESS WHT HI CAPACIT, CLASSI	0.00	138.95	
3505306135	Invoice	05/05/2022	REFILL INK 10ML BLACK	0.00	6.48	
010814	STATE READY MIX	05/05/2022	Regular	0.00	175.28	330979
623854	Invoice	05/05/2022	CON MIX 3/8", EN FEE, CA COMP. FEE	0.00	175.28	
011623	SWANK MOTION PICTURES, INC	05/05/2022	Regular	0.00	2,240.00	330980
1892644	Invoice	05/05/2022	SING 2, ENCANTO, SPIDER MAN, GHOSTB	0.00	2,240.00	
012905	THOMSON REUTERS - WEST	05/05/2022	Regular	0.00	328.23	330981
846186262	Invoice	05/05/2022	ONLINE SOFTWARE SUBSCRIPTION CHAR	0.00	328.23	
012070	TRAFFIC TECHNOLOGIES	05/05/2022	Regular	0.00	671.89	330982
39423	Invoice	05/05/2022	DECALS 10 1/2X2 2/34, DECALS 11"X2 3/4	0.00	671.89	
011609	TRI COUNTY RESTAURANT SUPPLY	05/05/2022	Regular	0.00	339.27	330983
S97086	Invoice	05/05/2022	CHOPPER /SLICER NORPRO, SCRAPER HIG	0.00	117.12	
S97087	Invoice	05/05/2022	THERMOMETER COMARK POCKET, DIGITA	0.00	222.15	
015505	TRIPEPI, SMITH AND ASSOCIATES, INC.	05/05/2022	Regular	0.00	3,400.00	330984
7882	Invoice	05/05/2022	PSA- 01/01/2022	0.00	3,400.00	
011389	TYLER TECHNOLOGIES, INC	05/05/2022	Regular	0.00	18,256.72	330985
025-376517	Invoice	05/05/2022	ANNUAL FEES-ESS	0.00	18,256.72	
014188	VAN HEMERT, HEATHER	05/18/2022	Regular	0.00	-814.00	330986
014188	VAN HEMERT, HEATHER	05/05/2022	Regular	0.00	814.00	330986
PERDIEM 5/16-27	Invoice	05/05/2022	CRIMINAL INVESTIGATION CORE COURSE,	0.00	814.00	
010939	VENTURA COUNTY STAR	05/05/2022	Regular	0.00	160.94	330987
0004501892	Invoice	05/05/2022	3/7/22 City of SP Notice	0.00	160.94	
011539	VERIZON WIRELESS	05/05/2022	Regular	0.00	3,320.69	330988
9904697827	Invoice	05/05/2022	MAR 22 - APR 21, 2022	0.00	3,320.69	
013539	WAGE WORKS, INC.	05/05/2022	Regular	0.00	210.60	330989
INV3571627	Invoice	05/05/2022	FY 21/22 FEES	0.00	105.30	
INV3693560	Invoice	05/05/2022	FY 21/22 FEES	0.00	105.30	
011010	WILLDAN FINANCIAL SERVICES	05/05/2022	Regular	0.00	5,542.00	330990
010-51023	Invoice	05/05/2022	SP UTILITY AUTHORITY, 2020 WASTEWATE	0.00	1,750.00	
010-51094	Invoice	05/05/2022	ACQUISITION AUDITING SRVS. HARVEST A	0.00	2,992.00	
010-51176	Invoice	05/05/2022	2019 WATER REVENUE BONDS, 2020 A&B	0.00	800.00	
013843	YOUNG, DUNCAN	05/05/2022	Regular	0.00	1,154.03	330991
4/7 - 28/2022	Invoice	05/05/2022	GYMNASTIC INSTRUCTOR	0.00	1,154.03	
012801	VENTURA COUNTY	05/12/2022	Regular	0.00	2,000.00	330998
2022 HARVARD P	Invoice	05/12/2022	HARVARD BLVD. WATER AND SEWER PIPE	0.00	2,000.00	
010774	ADAMSON POLICE PRODUCTS	05/19/2022	Regular	0.00	285.64	331010
INV376694	Invoice	05/19/2022	ACE K9 GAS STRUT WITH HEAVY DUTY M	0.00	285.64	
010767	AIRGAS USA, LLC	05/19/2022	Regular	0.00	146.46	331011
9125505501	Invoice	05/19/2022	AR CD25300, LINKP2744-035T	0.00	146.46	
015855	ALEXIS C. GRAHAM	05/19/2022	Regular	0.00	1,000.00	331012

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00031	Invoice	05/19/2022	50% REMAINING PAYMENT FOR MURAL	0.00	1,000.00	
015448	ALL CITY MANAGEMENT SERVICES, INC.	05/19/2022	Regular	0.00	2,752.00	331013
76948	Invoice	05/19/2022	SCHOOL CROSSING GUARD SERVICES	0.00	2,752.00	
015498	AMAZON CAPITAL SERVICES	05/19/2022	Regular	0.00	530.17	331014
1KG1-WX1H-LXJP	Invoice	05/19/2022	8K @60 LONG HDMI CABLE 15FT/5M, HIG	0.00	155.89	
1M9M-6KMMV-TT	Invoice	05/19/2022	TITAL TOOLS 3-PC 1/4 DR FINGER GRIP DR	0.00	51.35	
1WD1-VV61-T3J7	Invoice	05/19/2022	LOGITECH C505 HD WEBCAM - 720 P HD	0.00	43.29	
1WTQ-DKGC-MLF	Invoice	05/19/2022	#240 MOTORCRAFT STP-217RM STEERIN	0.00	279.64	
010725	AMERIGAS	05/19/2022	Regular	0.00	154.54	331015
3136115873	Invoice	05/19/2022	TANK RENT 4/1/22 - 3/31/23	0.00	154.54	
011522	AQUA-TECH SERVICES	05/19/2022	Regular	0.00	160.00	331016
10993	Invoice	05/19/2022	BACKFLOW TESTS - SR NUTRITION CTR	0.00	120.00	
10995	Invoice	05/19/2022	BACKFLOW TESTS - BUILDINGS & GROUND	0.00	40.00	
015044	ARACO ENTERPRISES LLC DBA ATHENS ENVIRO	05/19/2022	Regular	0.00	27,232.86	331017
11502800OVR CH	Credit Memo	05/19/2022	DEC 2021 OVERCHARGE FOR INV 115028	0.00	-2,723.55	
11681995	Invoice	01/31/2022	JAN 2022	0.00	1,631.22	
11839032	Invoice	05/19/2022	FEB 2022	0.00	5,447.19	
12016160	Invoice	05/19/2022	MARCH 2022	0.00	11,439.00	
12176637	Invoice	05/19/2022	APRIL 2022	0.00	11,439.00	
011080	ARAMARK UNIFORM SERVICES INC	05/19/2022	Regular	0.00	406.28	331018
502000334428	Invoice	05/19/2022	903 CORPORATION ST. - MATS	0.00	58.01	
502000385787	Invoice	05/19/2022	903 CORPORATION ST - MATS	0.00	58.01	
502000400522	Invoice	05/19/2022	903 CORPORATION ST - MATS	0.00	58.01	
502000405395	Invoice	05/19/2022	903 CORPORATION ST - MATS	0.00	58.01	
502000435261	Invoice	05/19/2022	903 CORPORATION ST - MATS	0.00	58.08	
502000440381	Invoice	05/19/2022	MAT NYLON/RUBBER - 903 CORPORATIO	0.00	58.08	
502000445585	Invoice	05/19/2022	903 CORPORATION ST. - MATS	0.00	58.08	
011231	BARON INDUSTRIES	05/19/2022	Regular	0.00	27.38	331019
01 674812	Invoice	05/19/2022	#224 - A/BRAKE FITTINGS, AIR BK PER INC	0.00	27.38	
015821	BARRISTER PROFESSIONAL SERVICES, LLC.	05/19/2022	Regular	0.00	3,582.00	331020
21-08-0021-003	Invoice	05/19/2022	POST BACKGROUNDS - CASE#21-03-0020	0.00	3,582.00	
014680	BEST BEST & KRIEGER LLP	05/19/2022	Regular	0.00	27,327.90	331021
APRIL 2022	Invoice	05/19/2022	PROFESSIONAL SERVICES RENDERED APRIL	0.00	27,327.90	
011211	BNY MELLON	05/19/2022	Regular	0.00	2,675.00	331022
252-2467700	Invoice	05/19/2022	DISSEMINATION AGENT, TRUSTEE FEES,5/	0.00	2,675.00	
011237	BTE COMMUNICATIONS, LLC	05/19/2022	Regular	0.00	212.21	331023
220505300101	Invoice	05/19/2022	4/1-30/2022 SERVICE PERIOD	0.00	212.21	
015398	BUNNIN CHEVROLET OF SANTA PAULA	05/19/2022	Regular	0.00	689.95	331024
CTCS28589	Invoice	05/19/2022	#294 - 3D IMAGING ALIGN, FRONT SUSPE	0.00	689.95	
011487	CA SOCIETY OF MUNICIPAL FINANCE OFFICERS	05/19/2022	Regular	0.00	75.00	331025
200013166	Invoice	05/19/2022	MAY 2022 INTRODUCTION TO GOV ACCT.	0.00	75.00	
015904	CALDERON, ISAAC	05/19/2022	Regular	0.00	70.00	331026
REIM 5/2/22 EXA	Invoice	05/19/2022	WATER DISTRIBUTION OPERATOR CERTIFI	0.00	70.00	
015799	CALIFORNIA CONSULTING, INC.	05/19/2022	Regular	0.00	3,500.00	331027
5138	Invoice	05/19/2022	PSA-GRANT WRITING	0.00	3,500.00	
012679	CAL-STATE AUTO PARTS	05/19/2022	Regular	0.00	118.43	331028
697606	Invoice	05/19/2022	#205 - SPARK PLUG	0.00	118.43	
011290	CARQUEST AUTO PARTS	05/19/2022	Regular	0.00	244.97	331029

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
7294-697976	Invoice	05/19/2022	#419	0.00	336.22	
7294-707144	Credit Memo	05/19/2022	RTN - 419	0.00	-336.22	
7294-710307	Invoice	05/19/2022	#290	0.00	29.39	
7294-710371	Invoice	05/19/2022	#294 BALL JOINT	0.00	155.59	
7294-710438	Invoice	05/19/2022	#294 - TIE ROD END	0.00	97.26	
7294-710440	Credit Memo	05/19/2022	OIL FILTERS-RESELLABLE RETURNS	0.00	-49.54	
7294-710943	Invoice	05/19/2022	#141 - TRAILER CONNECTOR	0.00	12.27	
015999	CHARTER COMMUNICATIONS HOLDING, LLC	05/19/2022	Regular	0.00	1,541.67	331030
0093783050122	Invoice	05/19/2022	970 E VENTURA ST 5/1-31/22	0.00	142.67	
0460685042722	Invoice	05/19/2022	970 E VENTURA ST	0.00	1,399.00	
011073	CLARK II CORPORATION, J. E.	05/19/2022	Regular	0.00	8,963.85	331031
CFSI-29717	Invoice	05/19/2022	4/29/22 - 5/12/2022 FUEL CHARGES	0.00	8,963.85	
016013	COASTAL OCCUPATIONAL MEDICAL GROUP	05/19/2022	Regular	0.00	485.00	331032
256507	Invoice	05/19/2022	SERVICES RENDERED 4/25/22	0.00	485.00	
011133	CONSTRUCTION & RIGGING SUPPLY	05/19/2022	Regular	0.00	29.68	331033
109920	Invoice	05/19/2022	PARKER MAIL PIPE RIGID	0.00	29.68	
010418	CORELOGIC SOLUTIONS, LLC	05/19/2022	Regular	0.00	140.00	331034
82129118	Invoice	05/19/2022	CHARGES FOR THE MONTH OF APRIL 202	0.00	140.00	
011149	COSTCO WHOLESALE	05/19/2022	Regular	0.00	368.56	331035
06876	Invoice	05/19/2022	SUPPLIES FOR SENIOR HEALTH FAIR	0.00	368.56	
011158	CPCA	05/19/2022	Regular	0.00	440.00	331036
22361	Invoice	05/19/2022	MEMBERSHIP RENEWAL THROUGH 6/30/	0.00	440.00	
012939	CPRS MEMBERSHIP	05/19/2022	Regular	0.00	1,000.00	331037
22/23 MEMBERS	Invoice	05/19/2022	ANDRADE, BARNER, DUQUE, VALENZUEL	0.00	1,000.00	
011161	CRAGOE PEST SERVICES INC	05/19/2022	Regular	0.00	495.00	331038
198734	Invoice	05/19/2022	EBELL PARK, 7TH & MAIN - BURROWING	0.00	35.00	
198735	Invoice	05/19/2022	LAS PIEDRAS PARK - BURROWING RODEN	0.00	40.00	
198736	Invoice	05/19/2022	MANOR RIDGE SLOPES, RIDGE CT - BURR	0.00	55.00	
198737	Invoice	05/19/2022	MILL PARK, BURROWING RODENT	0.00	40.00	
198738	Invoice	05/19/2022	OBREGON PARK, SAN CLEMENTE - BURR	0.00	35.00	
198739	Invoice	05/19/2022	RECREATION PARK - BURROWING RODEN	0.00	35.00	
198740	Invoice	05/19/2022	SP CITY HALL COMPLEX - BURROWING R	0.00	45.00	
198741	Invoice	05/19/2022	TEAGUE PARK - BURROWING RODENT	0.00	45.00	
198742	Invoice	05/19/2022	VETERANS PARK - BURROWING RODENT	0.00	40.00	
200285, 201377	Invoice	05/19/2022	HARDING PARK - BURROWING RODENT	0.00	80.00	
200286, 201378	Invoice	05/19/2022	SP COMMUNITY CENTER - BURROWING	0.00	45.00	
011164	CRANE PRINTING	05/19/2022	Regular	0.00	719.87	331039
23314	Invoice	05/19/2022	250 BUSINESS CARDS:C. PESIRI BUILDING	0.00	37.89	
23320	Invoice	05/19/2022	YOUTH SUMMER FLYER PARKS AND REC	0.00	681.98	
014331	CULLIGAN WATER	05/19/2022	Regular	0.00	38.91	331040
1840356	Invoice	05/19/2022	SERVICES FROM 5/1 TO 5/31/2022	0.00	38.91	
012191	DATAPROSE, LLC	05/19/2022	Regular	0.00	14.78	331041
DP2201513	Invoice	05/19/2022	BILLING PERIOD 4/1/22 - 4/30/22	0.00	14.78	
011811	DE LAGE LANDEN	05/19/2022	Regular	0.00	244.34	331042
76307370	Invoice	05/19/2022	SHARP PRINTER LEASE FY 21/22	0.00	244.34	
011203	DELTA LIQUID ENERGY	05/19/2022	Regular	0.00	135.84	331043
30372	Invoice	05/19/2022	DISP GAS	0.00	135.84	
012948	DIAL SECURITY 2021	05/19/2022	Regular	0.00	44.40	331044
425130	Invoice	05/19/2022	ALARM MONITORING, 265 1/2 QUAIL CO	0.00	44.40	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
013975	DODOS DESIGN - GARCIA, DAVID	05/19/2022	Regular	0.00	102.84	331045
6432	Invoice	05/19/2022	SANTA PAULA SOCIAL SERVICES COALITIO	0.00	102.84	
015438	ENCOMPASS CONSULTANT GROUP	05/19/2022	Regular	0.00	7,442.50	331046
03685	Invoice	05/19/2022	TASK ORDER #5	0.00	6,253.75	
03686	Invoice	05/19/2022	TASK ORDER #6	0.00	1,188.75	
010385	ENVIRONMENTAL HEALTH DIVISION	05/19/2022	Regular	0.00	2,795.46	331047
IN0225875	Invoice	05/19/2022	921 CALPIPE ST FA0033558 AR0051383	0.00	2,795.46	
010385	ENVIRONMENTAL HEALTH DIVISION	05/19/2022	Regular	0.00	3,333.31	331048
IN0225536	Invoice	05/19/2022	JAN 01,2022 - MAR 31, 2022 - FAC ID:FA0	0.00	3,333.31	
010395	FAMCON PIPE & SUPPLY, INC.	05/19/2022	Regular	0.00	1,995.92	331049
S100071885.002	Invoice	05/19/2022	SADDLE 4X1", IP 202BS, STRAPS, FORD	0.00	308.88	
S100075216.001	Invoice	05/19/2022	ROMAC #C-40 X 8", REPAIR CLAMP	0.00	407.55	
S100077388.001	Invoice	05/19/2022	SADDLE 6X1" IP J979, BRZ, FORD #202B-7	0.00	326.04	
S100077861.001	Invoice	05/19/2022	WNL STOP FIP ANGLE METER, TAIL PIECE,	0.00	953.45	
010847	FARMERS IRRIGATION	05/19/2022	Regular	0.00	3,111.16	331050
17694	Invoice	05/19/2022	MAY 2022 PALM AVE YARD RENTAL	0.00	3,111.16	
016005	FARONICS TECHNOLOGIES USA, INC.	05/19/2022	Regular	0.00	277.20	331051
216296	Invoice	05/19/2022	DEEP FREEZE FORM AC NA PERPETUAL LI	0.00	277.20	
010440	FGL ENVIRONMENTAL, INC	05/19/2022	Regular	0.00	2,122.00	331052
204167A	Invoice	05/19/2022	COLIFORM - COLILERT - P/A, METALS, TOT	0.00	396.00	
204484A	Invoice	05/19/2022	COLIFORM - COLILERT P/A	0.00	240.00	
205378A	Invoice	05/19/2022	ENTEROLERT, WET CHEMISTRY CL ALK, M	0.00	138.00	
205932A	Invoice	05/19/2022	COLIFORM - COLILERT P/A	0.00	240.00	
206355A	Invoice	05/19/2022	LTB SERIES 15 TUBE	0.00	29.00	
206388A	Invoice	05/19/2022	LTB SERIES 15 TUBE	0.00	29.00	
206389A	Invoice	05/19/2022	LTB SERIES 15 TUBE	0.00	29.00	
206403A	Invoice	05/19/2022	LTB SERIES 15 TUBE	0.00	29.00	
206447A	Invoice	05/19/2022	COLIFORM - COLILERT-P/A, METALS, TOTA	0.00	396.00	
206510A	Invoice	05/19/2022	COLIFORM - COLILERT P/A	0.00	240.00	
206621A	Invoice	05/19/2022	LTB SERIES 15 TUBE	0.00	29.00	
206756A	Invoice	05/19/2022	LTB SERIES 15 TUBE	0.00	29.00	
206828A	Invoice	05/19/2022	LTB SERIES 15 TUBE	0.00	29.00	
206845A	Invoice	05/19/2022	COLIFORM - COLILERT P/A	0.00	240.00	
206911A	Invoice	05/19/2022	LTB SERIES 15 TUBE	0.00	29.00	
015480	FLIGHT 126 CAFE	05/19/2022	Regular	0.00	945.40	331053
002	Invoice	05/19/2022	BREAKFAST/LUNCH SERVICES	0.00	945.40	
016006	FLORES, PABLO	05/19/2022	Regular	0.00	1,740.00	331054
FY21/22 TUITION	Invoice	05/19/2022	FY2021/2022 REIMBURSEMENT UVC1000,	0.00	1,740.00	
010425	FOOTHILL ELECTRIC COMPANY	05/19/2022	Regular	0.00	147.46	331055
17034	Invoice	05/29/2022	LED LAMPS	0.00	147.46	
010432	FRANK'S PAINT & HARDWARE	05/19/2022	Regular	0.00	949.58	331056
361973	Invoice	05/19/2022	16000 TAPE CAUTION 1000 FT	0.00	24.44	
363096	Invoice	05/19/2022	INSPECTOR 500 LUMEN POCKET LIGHT	0.00	48.70	
363186	Invoice	05/19/2022	ZYNOLYTE PRIMER SPRAY, XL GLIDE 2.5 NY	0.00	35.14	
363189	Invoice	05/19/2022	blk 32 yox-2pro oxr-8, terry towels	0.00	79.85	
363202	Invoice	05/19/2022	PAINT - COOKIE DOUGH	0.00	164.11	
363203	Invoice	05/19/2022	GA SAT P TRAP, SJ NUT KIT, TEFLON TAPE	0.00	28.43	
363348	Invoice	05/19/2022	HARDWARE, NAILS & SCREWS, BOLTS	0.00	19.23	
364291	Invoice	05/19/2022	NUTS & BOLTS	0.00	16.23	
364320	Invoice	05/19/2022	FLOUR LAMP T8 32W 48" 2PK	0.00	23.25	
364321	Invoice	05/19/2022	1X9 GALV NIPPLE, MAGNUM FIREHOZE N	0.00	23.25	
364361	Invoice	05/19/2022	QUICK COUPLER	0.00	14.06	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
364397	Invoice	05/19/2022	2500 CT HANDYMAN PAINT PAIL, LINERS	0.00	19.14	
364430	Invoice	05/19/2022	24611 F40 T12 CW PLUS FLUO	0.00	23.22	
364434	Invoice	05/19/2022	WHITE MARKING 17OZ	0.00	103.79	
364447	Invoice	05/19/2022	NAILS& SCREWS, HARDWARE, DOUGLAS	0.00	34.69	
364494	Invoice	05/19/2022	AA ALKALINE BATTERY 16PK	0.00	23.70	
364499	Invoice	05/19/2022	13013 LEXEL CAULK CLEAR 5OZ. BLACK D	0.00	26.60	
364571	Invoice	05/19/2022	CLAMPETTE 3/4 X3" 1 BOLT, EPOXY STICK	0.00	19.14	
364580	Invoice	05/19/2022	3/4X3 BR. MOODY UNION	0.00	46.09	
364589	Invoice	05/19/2022	3/4" PVC COUPLING TXT, SLIP CAPS	0.00	59.00	
364603	Invoice	05/19/2022	GLDEAGLE RLLR CVR 9X3/4, RED ROSIN FL	0.00	29.21	
364610	Invoice	05/19/2022	2X6 DBL SHEAR FACE MNT HANGR	0.00	64.52	
364659	Invoice	05/19/2022	225103 3" C-CLAMP	0.00	8.65	
364663	Invoice	05/19/2022	C-CLAMP 6"	0.00	15.14	
014061	FRONTIER COMMUNICATIONS	05/19/2022	Regular	0.00	2,203.25	331057
4/28/22 to 5/27/	Invoice	05/19/2022	MONTHLY PHONE SERVICES	0.00	2,203.25	
010441	FRUIT GROWERS SUPPLY CO	05/19/2022	Regular	0.00	14.46	331058
92302076	Invoice	05/19/2022	GLOVE DRIVER GRAIN COWHIDE SML	0.00	4.75	
92302252	Invoice	05/19/2022	GLOVE CTD LATEX RED 13GA, BLUE 10GA	0.00	9.71	
015980	GANDARA, KATHY M.	05/19/2022	Regular	0.00	4,100.79	331059
413	Invoice	05/19/2022	PROF SERVICES RENDERED APRIL 2022	0.00	4,100.79	
010797	GAS COMPANY, THE	05/19/2022	Regular	0.00	673.68	331060
4/5/22-5/6/22	Invoice	05/19/2022	MONTHLY UTILITY CHARGE	0.00	673.68	
012800	GRANITE CONSTRUCTION COMPANY	05/19/2022	Regular	0.00	131.19	331061
2224067	Invoice	05/19/2022	1/2" FINEPG64-10, ENERGY, ENVIRONME	0.00	131.19	
015747	HACH COMPANY	05/19/2022	Regular	0.00	12,446.00	331062
13013104	Invoice	05/19/2022	WRF MAINTENANCE	0.00	12,446.00	
014686	HASA, INC.	05/19/2022	Regular	0.00	4,768.76	331063
810902	Invoice	05/19/2022	6 MULTI CHLOR, 15 GAL DRUM, DEP	0.00	133.56	
811399	Invoice	05/19/2022	1138 MULTI CHLOR, 1 GAL BULK, MINI	0.00	2,571.84	
811401	Invoice	05/19/2022	150 MULTI CHLOR	0.00	339.00	
811403	Invoice	05/19/2022	613 MULTI CHLOR, 1 GAL BULK, MINI	0.00	1,385.36	
811405	Invoice	05/19/2022	150 MULTI CHLOR	0.00	339.00	
014475	HUBER TECHNOLOGY	05/19/2022	Regular	0.00	10,305.91	331064
CD10022853	Invoice	05/19/2022	OFFER: 71011225/V1	0.00	4,305.91	
CD10022904	Invoice	05/19/2022	OFFER: 71011203/V1	0.00	6,000.00	
010557	IIMC	05/19/2022	Regular	0.00	240.00	331065
#43656 6/30/202	Invoice	05/19/2022	FULL ANNUAL MEMBERSHIP FEE, PROF D	0.00	240.00	
013711	INDEPENDENT ORDER OF ODD FELLOWS	05/19/2022	Regular	0.00	2,622.54	331066
June 2022	Invoice	05/19/2022	FY 21/22 RENT	0.00	2,622.54	
014988	INFRASCALE INC.	05/19/2022	Regular	0.00	1,506.40	331067
INV00722694	Invoice	05/19/2022	4/30/22 - 5/30/22	0.00	1,506.40	
015977	INSULATION LABS	05/19/2022	Regular	0.00	20,053.61	331068
8382	Invoice	05/19/2022	FLEET SHOP INSULATION AND HEATING	0.00	20,053.61	
014719	INTERWEST CONSULTING GROUP	05/19/2022	Regular	0.00	26,462.77	331069
74043A	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	8,085.00	
74642	Invoice	05/12/2022	FY 21/22 SERVICES	0.00	455.00	
74932	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	445.00	
75057	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	127.50	
75621	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	730.00	
75698	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	1,520.00	
75907	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	445.00	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
75925	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	373.75	
76227	Invoice	05/12/2022	FY 21/22 SERVICES	0.00	127.50	
76312	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	730.00	
76456	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	445.00	
76458	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	397.50	
76459	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	820.02	
76517	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	801.25	
76519	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	1,450.00	
76767	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	611.25	
77099	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	127.50	
77104	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	516.25	
77144	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	710.50	
77209	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	1,657.50	
77272	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	2,187.50	
77443	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	658.75	
77452	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	195.00	
77453	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	255.00	
77576	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	468.75	
STATEMENT 1/18	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	2,122.25	
013590	JIM'S TOWING, RECOVERY AND STORAGE	05/19/2022	Regular	0.00	4,775.00	331070
0459	Invoice	05/19/2022	TOWING SERVICES - SG2002133	0.00	275.00	
0589	Invoice	05/19/2022	TOWING SERVICES - JT INV 0589	0.00	300.00	
0673	Invoice	05/19/2022	TOWING SERVICES - SG2100445	0.00	275.00	
1097	Invoice	05/19/2022	TOWING SERVICES - SG2100865	0.00	650.00	
1437	Invoice	05/19/2022	TOWING SERVICES - SG2101278	0.00	275.00	
1589	Invoice	05/19/2022	TOWING SERVICES - SG2101523	0.00	1,350.00	
1880	Invoice	05/19/2022	TOWING SERVICES - SA2100493	0.00	275.00	
1881	Invoice	05/19/2022	TOWING SERVICES - SA2100493	0.00	275.00	
1882	Invoice	05/19/2022	TOWING SERVICES - SG2100375	0.00	275.00	
1883	Invoice	05/19/2022	TOWING SERVICES - SG2100701	0.00	275.00	
1884	Invoice	05/19/2022	TOWING SERVICES - SG2002000	0.00	275.00	
1885	Invoice	05/19/2022	TOWING SERVICES - SG2001993	0.00	275.00	
012750	JORDANO'S	05/19/2022	Regular	0.00	972.84	331071
6603159	Invoice	05/19/2022	FOIL AND PLASTIC CONTAINERS	0.00	972.84	
010629	KIMBALL MIDWEST	05/19/2022	Regular	0.00	355.36	331072
9782144	Invoice	05/19/2022	SHOP SUPPLIES - JCASE HIGH AMP, SOLDE	0.00	142.11	
9867003	Invoice	05/19/2022	FENDER WASH, DRINK STICKS	0.00	213.25	
012228	KRENITSKY, DANIEL MYRON	05/19/2022	Regular	0.00	480.00	331073
Q1 2022	Invoice	05/19/2022	RESERVE OFFICER STIPEND JAN - MARCH	0.00	240.00	
Q3 2021	Invoice	05/19/2022	RESERVE OFFICER STIPEND JULY - SEPT 20	0.00	240.00	
014388	LANE, NICK	05/19/2022	Regular	0.00	130.00	331074
2022 D4 REIMB	Invoice	05/19/2022	D4 EXAMINATION REIMBURSEMENT	0.00	130.00	
013454	LEIBOLD MCCLENDON & MANN	05/19/2022	Regular	0.00	52.00	331075
80	Invoice	05/19/2022	REVIEW CORRESPONDENCE RE FORM 700	0.00	52.00	
010017	LIEBERT CASSIDY WHITMORE	05/19/2022	Regular	0.00	787.50	331076
216417	Invoice	05/19/2022	SA560-00001	0.00	63.00	
216418	Invoice	05/19/2022	SA560-00041 - PD	0.00	94.50	
216419	Invoice	05/19/2022	SA560-00046	0.00	630.00	
010061	LOWE'S	05/19/2022	Regular	0.00	48.96	331077
970747	Invoice	05/19/2022	PROPANE CYLINDERS	0.00	48.96	
015386	M & B SERVICES, INC.	05/19/2022	Regular	0.00	550.50	331078
18286	Invoice	05/19/2022	3/19,21/22 SERVICE MENS RESTROOM 53	0.00	550.50	
015633	M6 CONSULTING, INC.	05/19/2022	Regular	0.00	8,000.58	331079

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2116	Invoice	05/19/2022	TASK ORDER #10	0.00	8,000.58	
012109	MANAGED HEALTH NETWORK	05/19/2022	Regular	0.00	125.28	331080
PRM-071329	Invoice	05/19/2022	FY 21/22 FEES	0.00	125.28	
014067	MANCILLA, ALYSE	05/19/2022	Regular	0.00	200.00	331081
5/12/2022 REFU	Invoice	05/19/2022	DEPOSIT REFUND FOR JOLLY JUMPER PER	0.00	200.00	
015442	MARIPOSA LANDSCAPES, INC.	05/19/2022	Regular	0.00	4,726.67	331082
97595	Invoice	05/19/2022	FY 21/22 HARDING PARK LANDSCAPING S	0.00	4,726.67	
015989	MERCHANT MCINTYRE & ASSOCIATES, LLC	05/19/2022	Regular	0.00	6,000.00	331083
109-2022-005	Invoice	05/19/2022	PSA- LEGISLATIVE ADVOCACY SVCS	0.00	6,000.00	
015334	MICHL, FRANK	05/19/2022	Regular	0.00	120.00	331084
2022 D2/T2 REIM	Invoice	05/19/2022	RECERTIFICATION FOR D2 AND T2	0.00	120.00	
014436	MINER'S ACE HARDWARE	05/19/2022	Regular	0.00	968.26	331085
23639	Invoice	05/19/2022	QUICK CRETE 60#	0.00	25.92	
23644	Invoice	05/19/2022	WRENCH 8" ADJ CARD CRESNT, GLOVE OR	0.00	69.26	
24543	Invoice	05/19/2022	BATTERY ALKALINE 9V 2PK, HI EFF ADJUST	0.00	32.59	
24564	Invoice	05/19/2022	BEAD CORNER DRYWALL 8', JNT CMPND L	0.00	130.82	
24568	Invoice	05/19/2022	WALL BOARD ANC KIT ZINC #8	0.00	30.30	
24617	Invoice	05/19/2022	DIGITAL MULTIMETER 4FUNC, NON CONT	0.00	46.53	
24637	Credit Memo	05/19/2022	DIGITAL MULTIMETER 4FUNC	0.00	-30.30	
24846	Invoice	05/19/2022	FRICTION TAPE 3/4"X30'	0.00	4.32	
24889	Invoice	05/19/2022	NIPPLE SCH80 PVC, THREAD SEAL TPE, NI	0.00	5.16	
25023	Invoice	05/19/2022	KEYS, 4X4X8 PT, FASTENERS	0.00	131.48	
25054	Invoice	05/19/2022	PVC PIPE CEMENT WD BL 80Z	0.00	10.81	
25061	Invoice	05/19/2022	WIRE BRUSH 14" W/SCRIP3X19, REPAIR C	0.00	65.99	
25069	Invoice	05/19/2022	GRAFFITI REMOVR, PAINTERS TAPE, UTILI	0.00	50.39	
25078	Invoice	05/19/2022	SIX PACK BEDDING PLANTS	0.00	59.42	
25096	Invoice	05/19/2022	HI EFF ADJUST NZZLE 8'. SPRAY HEAD POPU	0.00	32.42	
25116	Invoice	05/19/2022	TAPE MEASURE FATMAX 35', BARID NYLON	0.00	178.11	
25141	Invoice	05/19/2022	FASTENERS	0.00	3.66	
25152	Invoice	05/19/2022	SINK NAIL VINYL 3.25 16D 5LB	0.00	42.20	
25154	Invoice	05/19/2022	2X4X10DF	0.00	24.01	
25167	Invoice	05/19/2022	TOILET SEAT ELNG PREM WH, BALL VALVE	0.00	55.19	
25168	Credit Memo	05/19/2022	BALL VALVE BRS FIP 1"	0.00	-30.30	
25193	Invoice	05/19/2022	SILICONE I W&D CLR10.1OZ, 50# PLAY SA	0.00	30.28	
015527	MIWALL CORPORATION	05/19/2022	Regular	0.00	1,721.18	331086
1010987	Invoice	05/19/2022	HORN 9MM 135GR +P FLX DUTY 50	0.00	1,721.18	
013911	MKN ASSOCIATES INC	05/19/2022	Regular	0.00	360.50	331087
100579	Invoice	05/19/2022	MKN 19-01739 Amendment No.1	0.00	360.50	
015993	NORTH AMERICAN RESCUE LLC	05/19/2022	Regular	0.00	2,284.25	331088
IN608944	Invoice	05/19/2022	Q68098	0.00	2,284.25	
010543	O'CONNOR PEST CONTROL	05/19/2022	Regular	0.00	460.00	331089
20490288	Invoice	05/19/2022	214 SOUTH TENTH ST - GEN PESTS	0.00	45.00	
20490289	Invoice	05/19/2022	970 E VENTURA ST. GEN PESTS	0.00	45.00	
20490292	Invoice	05/19/2022	LAS PIEDRAS - GEN PESTS	0.00	45.00	
20490293	Invoice	05/19/2022	200 S TENTH ST. GEN PESTS	0.00	45.00	
20490898	Invoice	05/19/2022	214 S 10TH ST - MICE, RATS	0.00	20.00	
20491123	Invoice	05/19/2022	903 CORPORATION ST - MICE, RATS	0.00	50.00	
20491147	Invoice	05/19/2022	735 E SANTA PAULA MICE, RATS	0.00	50.00	
20491247	Invoice	05/19/2022	200 N 10TH ST - MICE RATS	0.00	50.00	
20491636	Invoice	05/19/2022	970 E. VENTURA ST. MICE, RATS	0.00	60.00	
20491821	Invoice	05/19/2022	530 W MAIN ST - MICE, RATS	0.00	50.00	
016004	OPTIV SECURITY INC.	05/19/2022	Regular	0.00	16,044.59	331090

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV-1002581931	Invoice	05/19/2022	INV-1002581931	0.00	16,044.59	
012691	O'REILLY AUTOMOTIVE STORES, INC.	05/19/2022	Regular	0.00	513.58	331091
3129-367085	Invoice	05/19/2022	#205 - IGNITION COIL	0.00	152.63	
3129-367373	Invoice	05/19/2022	#294 - BELLOWS KIT	0.00	23.36	
3129-367375	Invoice	05/19/2022	#294 - WHEEL STUD, NUT	0.00	4.73	
3129-367591	Invoice	05/19/2022	#284 - T/GATE HINGE	0.00	28.64	
3129-367742	Invoice	05/19/2022	#294 - CTRL ARM ASY	0.00	166.23	
3129-367885	Invoice	05/19/2022	#284 - STARTER, CORE CHARGE	0.00	118.87	
3129-368013	Credit Memo	05/19/2022	CORE RETURN - 3129-364519	0.00	-43.30	
3129-369046	Invoice	05/19/2022	BATTERY 3PK	0.00	8.65	
3129-369117	Invoice	05/19/2022	#468 - LIQUID WAX	0.00	11.43	
3129-369152	Invoice	05/19/2022	#141 - TRAILER LT	0.00	53.79	
3129-369308	Credit Memo	05/19/2022	#284 - STARTER. CORE CHARGE, EXCHANG	0.00	-11.45	
012844	PARKHOUSE TIRE, INC.	05/19/2022	Regular	0.00	871.79	331092
4020163328	Invoice	05/19/2022	#227 ROAD/EMERGENCY SERV - HOURLY,	0.00	871.79	
015443	PASSPORT LABS, INC.	05/19/2022	Regular	0.00	1,162.26	331093
INV-1029904	Invoice	05/19/2022	HANDHELDS, DATA CHARGES, CITATIONS	0.00	1,162.26	
013815	PATRIOT ENVIRONMENTAL SERVICES	05/19/2022	Regular	0.00	21,510.61	331094
05-22-00186-1	Invoice	05/19/2022	VACUUM TRUCK SERVICES	0.00	21,510.61	
015335	PAVEMENT COATING CO.	05/19/2022	Regular	0.00	15,368.69	331095
CCusl001237	Invoice	05/19/2022	SS-1H, 14.22 GL 5.0	0.00	76.25	
PJC001166-RET	Invoice	05/19/2022	FY 19/20 Street Maintenance Project - CIP	0.00	15,292.44	
012231	PEPLINSKI, CHAD	05/19/2022	Regular	0.00	480.00	331096
Q1 2022	Invoice	05/19/2022	RESERVE OFFICER STIPEND - JAN - MARCH	0.00	240.00	
Q3 2021	Invoice	05/19/2022	RESERVE OFFICER STIPEND JULY - SEPTEMBER	0.00	240.00	
014663	PHOENIX CIVIL ENGINEERING, INC.	05/19/2022	Regular	0.00	5,552.50	331097
22077	Invoice	05/19/2022	TASK ORDER #3	0.00	1,790.00	
22078	Invoice	05/19/2022	TASK ORDER #2	0.00	262.50	
22079	Invoice	05/19/2022	TASK ORDER #1	0.00	3,500.00	
015218	POWERED BY D - BARAJAS, DAVID	05/19/2022	Regular	0.00	2,020.00	331098
1301	Invoice	05/19/2022	INSTALLED LED FLOOD LIGHTS	0.00	920.00	
1302	Invoice	05/19/2022	INSTALLING LED FLOOD LIGHTS	0.00	690.00	
1303	Invoice	05/19/2022	MATERIAL USED FOR INSTALLING THE NE	0.00	410.00	
010286	PROFORCE LAW ENFORCEMENT	05/19/2022	Regular	0.00	351.76	331099
476875	Invoice	05/19/2022	GLK MAG G22/35 40SW 15RD BLK, BULK	0.00	351.76	
013739	QUADIENT FINANCE USA, INC.	05/19/2022	Regular	0.00	2,200.00	331100
APRIL 2022	Invoice	05/19/2022	REPLENISH POSTAGE	0.00	2,200.00	
011781	RAMIREZ, JOSE FRANCISCO	05/19/2022	Regular	0.00	100.00	331101
2022 T3 REIMB	Invoice	05/19/2022	T3 EXAMINATION FEE REIMBURSEMENT	0.00	100.00	
016012	RAMIREZ, JULIAN	05/19/2022	Regular	0.00	428.00	331102
5/7/2022 REFUN	Invoice	05/19/2022	DEPOSIT REFUND FOR EVENT ON 5/7/22	0.00	428.00	
010326	RED WING SHOE STORE	05/19/2022	Regular	0.00	416.43	331103
131-1-234513	Invoice	05/19/2022	F. MICHL - SAFETY BOOTS	0.00	225.00	
131-2-8617 1	Invoice	05/19/2022	L. ESTRADA - SAFETY BOOTS	0.00	191.43	
010347	RINCON CONSULTANTS, INC	05/19/2022	Regular	0.00	16,093.00	331104
37667	Invoice	05/19/2022	TASK ORDER #1	0.00	1,027.75	
39114	Invoice	05/19/2022	TASK ORDER #1	0.00	15,065.25	
010047	ROBERT HALF	05/19/2022	Regular	0.00	4,188.28	331105
59757626	Invoice	05/19/2022	WK ENDING 4/1/22	0.00	593.68	
59785877	Invoice	05/18/2022	WEEK ENDING 4/8/2022 - T CARDENAS	0.00	1,089.77	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
59844835	Invoice	05/19/2022	WEEK ENDING 4/15/22 T. CARDENAS	0.00	1,496.40	
59920668	Invoice	05/19/2022	WEEK ENDING 4/29/22 T. CARDENAS	0.00	1,008.43	
015399	ROBERT WILLIAM COMPANY, LLC	05/19/2022	Regular	0.00	17,211.25	331106
4893	Invoice	05/19/2022	RWC AMENDMENT	0.00	17,211.25	
015859	ROGERS, ANDERSON, MALODY & SCOTT, LLP	05/19/2022	Regular	0.00	28,610.00	331107
70178	Invoice	05/19/2022	PROGRESS BILLING FOR FY ENDED 6/30/2	0.00	21,360.00	
70179	Invoice	05/19/2022	SERVICES ENDED JUNE 30, 2021-MARCH2	0.00	7,250.00	
010520	RP RENTALS	05/19/2022	Regular	0.00	319.28	331108
5777	Invoice	05/19/2022	TILLER, MID-TINE #1, VIBRA PLATE BVD	0.00	159.64	
5826	Invoice	05/19/2022	SNAKE 50' SPEEDROOTER	0.00	70.95	
5978	Invoice	05/19/2022	DEMOLITION HAMMER BOSCH	0.00	88.69	
015016	S P L LANDSCAPE INC.	05/19/2022	Regular	0.00	5,960.00	331109
15972	Invoice	05/19/2022	YARD MAINTENANCE AT VARIOUS LOCATI	0.00	4,510.00	
16101	Invoice	05/19/2022	REMOVE BUSHES AND DIRT, CLEAN UP	0.00	1,450.00	
015844	SAFARILAND, LLC	05/19/2022	Regular	0.00	21,546.62	331110
1010-426722	Invoice	05/19/2022	21-P-05 25 01	0.00	21,546.62	
010376	SAFETY-KLEEN SYSTEMS, INC.	05/19/2022	Regular	0.00	213.71	331111
88662908	Invoice	05/19/2022	FEE, FUEL SURCHARGE, GASTEC AQUEOU	0.00	213.71	
013292	SANTA PAULA ANIMAL RESCUE CENTER (SPARC	05/19/2022	Regular	0.00	12,500.00	331112
JUNE 2022	Invoice	05/19/2022	FY 21/22 SERVICES	0.00	12,500.00	
013812	SANTA PAULA CAR WASH	05/19/2022	Regular	0.00	482.73	331113
101-144	Invoice	05/19/2022	4/5/22 - 4/27/22 CAR WASH SERVICES	0.00	482.73	
010689	SANTA PAULA CHAMBER OF COMMERCE	05/19/2022	Regular	0.00	1,200.00	331114
#1459	Invoice	05/19/2022	CHAMBER AWARDS - TABLE RESERVATION	0.00	1,200.00	
011640	SATCOM GLOBAL, INC.	05/19/2022	Regular	0.00	142.20	331115
AS05220051	Invoice	05/19/2022	ISAT PHONE PRO 898709920416827485	0.00	56.70	
AS05220818	Invoice	05/19/2022	IRIDIUM SIM CARD 881621449175	0.00	85.50	
013467	SATICOY UPHOLSTERY - ZUNIGA, RUTILIO	05/19/2022	Regular	0.00	295.42	331116
00730	Invoice	05/19/2022	#288 - SUPPLY AND REPAIR	0.00	295.42	
015767	SISTER'S SIGNS	05/19/2022	Regular	0.00	21.65	331117
91	Invoice	05/19/2022	NAME REPLACEMENT ON NAME PLATE	0.00	21.65	
013909	SITEONE LANDSCAPE SUPPLY, LLC	05/19/2022	Regular	0.00	978.41	331118
116991389-001	Invoice	05/19/2022	ROTORS WITH CHECK VALVES, PURPLE PO	0.00	605.04	
116998930-001	Invoice	05/19/2022	VALVE BRASS, ADAPTERS, COUPLINGS, SO	0.00	373.37	
010785	SMART & FINAL	05/19/2022	Regular	0.00	313.45	331119
11102	Invoice	05/19/2022	FOOD FOR YOUTH CENTER	0.00	137.79	
21121	Invoice	05/19/2022	WATERS, PLATES, COMPARTMENTS	0.00	170.68	
21301	Invoice	05/19/2022	CHILI PODS	0.00	4.98	
015896	SNAP-ON	05/19/2022	Regular	0.00	3,788.75	331120
0406226453	Invoice	05/19/2022	TRITON D10	0.00	3,788.75	
011524	SOLID WASTE SOLUTIONS	05/19/2022	Regular	0.00	5,159.00	331121
176	Invoice	05/19/2022	FY 21/22 SOLID WASTE & PROJECT MGMT	0.00	1,177.00	
5020	Invoice	05/19/2022	FY 21/22 FRANCHISE AGREEMENT SERVIC	0.00	3,982.00	
010795	SOUTHERN CALIFORNIA EDISON	05/19/2022	Regular	0.00	31,357.43	331122
2022 APR - MAY	Invoice	05/19/2022	MONTHLY UTILITY CHARGES	0.00	13,552.52	
4/1/22 - 5/11/22	Invoice	05/19/2022	UTILITY CHARGES	0.00	17,804.91	
015809	STANDARD SITE RENTALS INC.	05/19/2022	Regular	0.00	288.78	331123

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2010	Invoice	05/19/2022	STANDARD UNIT PORTABLE RESTROOM S	0.00	288.78	
011144	STAPLES ADVANTAGE	05/19/2022	Regular	0.00	75.00	331124
3506256940	Invoice	05/19/2022	EASEL POST IT SELF ADHESIVE	0.00	75.00	
015001	SYNAGRO-WWT, INC.	05/19/2022	Regular	0.00	7,368.10	331125
29394	Invoice	05/19/2022	BIOSOLIDS TO SKIC, FUEL SURCHARGE	0.00	7,368.10	
013851	TIERZERO	05/19/2022	Regular	0.00	1,618.81	331126
364597	Invoice	05/19/2022	JUNE 2022 - FIBER - 100MB/S DATA, INTE	0.00	1,618.81	
015603	TRAFFIC MANAGEMENT, INC.	05/19/2022	Regular	0.00	89.30	331127
854242	Debit Memo	05/19/2022	SIGN ALUMINUM 24"X24", BLK & WHT, T	0.00	89.30	
012070	TRAFFIC TECHNOLOGIES	05/19/2022	Regular	0.00	227.25	331128
40803	Invoice	05/19/2022	100 PAPER 12"X18" NO PARKING SIGN	0.00	120.18	
40816	Invoice	05/19/2022	100 PAPER 12"X18" NO PARKING SIGN	0.00	107.07	
010867	TRI COUNTY OFFICE FURNITURE	05/19/2022	Regular	0.00	7,192.34	331129
154776	Invoice	05/19/2022	TABLE, RECTANGULAR, 48X120	0.00	2,228.10	
154777	Invoice	05/19/2022	IGNITION WK MID BCK PNEW TILT	0.00	4,964.24	
010885	UNDERGROUND SERVICE ALERT OF SOUTHERN	05/19/2022	Regular	0.00	87.55	331130
420220195	Invoice	05/19/2022	CSP90 NEW TICKET CHARGES	0.00	87.55	
010278	US POSTAL SERVICE	05/19/2022	Regular	0.00	212.00	331131
2022 RNWL BOX	Invoice	05/19/2022	POST BOX FOR UTILITY BILLS	0.00	212.00	
013736	V.C.T.C.	05/19/2022	Regular	0.00	130.00	331132
APRIL 2022	Invoice	05/19/2022	APRIL 2022 BUS SALES	0.00	130.00	
015186	VENTURA COUNTY AUTO SUPPLY, INC.	05/19/2022	Regular	0.00	44.91	331133
1016-017274	Invoice	05/19/2022	BOXED CAPSULES	0.00	44.91	
015120	VENTURA COUNTY COUNCIL, BOY SCOUTS OF I	05/19/2022	Regular	0.00	1,605.00	331134
APRIL 28, 2022	Invoice	05/19/2022	RE-CHARTER OF EXPLORER POST 2350 1/	0.00	1,605.00	
011922	VENTURA COUNTY TRANSPORTATION COMMIS	05/19/2022	Regular	0.00	1.00	331135
8537	Invoice	05/19/2022	ANNUAL LEASE #SANTA PAULA	0.00	1.00	
010975	VRSD	05/19/2022	Regular	0.00	104,298.77	331136
234302A-03/31/	Invoice	05/19/2022	OPS PLANT WRF	0.00	1,371.72	
MARCH 2022 SE	Invoice	05/19/2022	WASTEWATER COLLECTIONS FY21/22	0.00	21,875.54	
MARCH 234302.2	Invoice	05/19/2022	FY 21/22 WRF O&M SERVICES	0.00	81,051.51	
011010	WILLDAN FINANCIAL SERVICES	05/19/2022	Regular	0.00	2,065.00	331137
010-51325	Invoice	05/19/2022	SRVS THROUGH 4/30/22, HARVEST AT LI	0.00	2,065.00	
015980	GANDARA, KATHY M.	05/24/2022	Regular	0.00	8,501.81	331138
409	Invoice	04/21/2022	MARCH 2022 SERVICES	0.00	8,501.81	
010880	U S BANK TRUST NATIONAL ASSOC	05/16/2022	Bank Draft	0.00	28,162.79	991822
1976768	Invoice	05/16/2022	SP RDA REDEVELOPMENT #94615130	0.00	28,162.79	
015506	PAYMENTUS GROUP, INC.	05/19/2022	Bank Draft	0.00	8,996.10	991827

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>INV-15-122563</u>	Invoice	05/19/2022	TRANSACTION FEES FOR APRIL 2022	0.00	8,996.10	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	504	219	0.00	909,040.74
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-9,315.81
Bank Drafts	2	2	0.00	37,158.89
EFT's	0	0	0.00	0.00
	506	223	0.00	936,883.82

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PY-PAYROLL						
011103	COLONIAL LIFE & ACCIDENT	05/05/2022	Regular	0.00	2,545.75	330992
COLONIAL ADJ/M	Credit Memo	04/15/2022	COLONIAL ADJ/MAY 2022	0.00	-0.07	
INV0012494	Invoice	04/01/2022	Colonial Life Ins.	0.00	171.82	
INV0012495	Invoice	04/01/2022	Colonial Life Insurance	0.00	427.59	
INV0012558	Invoice	04/01/2022	Colonial Life Ins.	0.00	325.09	
INV0012559	Invoice	04/01/2022	Colonial Life Insurance	0.00	348.41	
INV0012627	Invoice	04/15/2022	Colonial Life Ins.	0.00	325.09	
INV0012628	Invoice	04/15/2022	Colonial Life Insurance	0.00	348.41	
INV0012686	Invoice	04/15/2022	Colonial Life Ins.	0.00	171.82	
INV0012687	Invoice	04/15/2022	Colonial Life Insurance	0.00	427.59	
012912	MEDICAL EYE SERVICES	05/05/2022	Regular	0.00	689.37	330993
INV0012511	Invoice	04/01/2022	MEC	0.00	14.66	
INV0012512	Invoice	04/01/2022	MED	0.00	7.48	
INV0012513	Invoice	04/01/2022	PFE	0.00	41.60	
INV0012514	Invoice	04/01/2022	PFF	0.00	75.04	
INV0012577	Invoice	04/01/2022	MEC	0.00	29.32	
INV0012578	Invoice	04/01/2022	MED	0.00	22.44	
INV0012581	Invoice	04/01/2022	PFE	0.00	62.40	
INV0012582	Invoice	04/01/2022	PFF	0.00	96.48	
INV0012646	Invoice	04/15/2022	MEC	0.00	29.32	
INV0012647	Invoice	04/15/2022	MED	0.00	22.44	
INV0012650	Invoice	04/15/2022	PFE	0.00	62.40	
INV0012651	Invoice	04/15/2022	PFF	0.00	96.48	
INV0012703	Invoice	04/15/2022	MEC	0.00	14.66	
INV0012704	Invoice	04/15/2022	MED	0.00	7.48	
INV0012705	Invoice	04/15/2022	PFE	0.00	41.60	
INV0012706	Invoice	04/15/2022	PFF	0.00	10.72	
RETIREE MES ADJ	Invoice	04/15/2022	RETIREE MES ADJ/MAY 2022 COV	0.00	54.85	
010371	METLIFE SBC	05/05/2022	Regular	0.00	273.28	330994
INV0012501	Invoice	04/01/2022	GROUP ID #97127420	0.00	34.16	
INV0012567	Invoice	04/01/2022	GROUP ID #97127420	0.00	102.48	
INV0012636	Invoice	04/15/2022	GROUP ID #97127420	0.00	102.48	
INV0012693	Invoice	04/15/2022	GROUP ID #97127420	0.00	34.16	
014422	RELIANCE STANDARD LIFE INSURANCE	05/05/2022	Regular	0.00	4,755.84	330995
INV0012496	Invoice	04/01/2022	D1F - RELIANCE DENTAL	0.00	873.00	
INV0012497	Invoice	04/01/2022	D1S - RELIANCE DENTAL	0.00	169.68	
INV0012498	Invoice	04/01/2022	D2F RELIANCE DENTAL	0.00	85.80	
INV0012499	Invoice	04/01/2022	D2S RELIANCE DENTAL	0.00	49.56	
INV0012561	Invoice	04/01/2022	D1F - RELIANCE DENTAL	0.00	582.00	
INV0012562	Invoice	04/01/2022	D1S - RELIANCE DENTAL	0.00	266.64	
INV0012563	Invoice	04/01/2022	D2F RELIANCE DENTAL	0.00	171.60	
INV0012564	Invoice	04/01/2022	D2S RELIANCE DENTAL	0.00	16.52	
INV0012630	Invoice	04/15/2022	D1F - RELIANCE DENTAL	0.00	582.00	
INV0012631	Invoice	04/15/2022	D1S - RELIANCE DENTAL	0.00	266.64	
INV0012632	Invoice	04/15/2022	D2F RELIANCE DENTAL	0.00	171.60	
INV0012633	Invoice	04/15/2022	D2S RELIANCE DENTAL	0.00	16.52	
INV0012688	Invoice	04/15/2022	D1F - RELIANCE DENTAL	0.00	436.50	
INV0012689	Invoice	04/15/2022	D1S - RELIANCE DENTAL	0.00	169.68	
INV0012690	Invoice	04/15/2022	D2F RELIANCE DENTAL	0.00	85.80	
INV0012691	Invoice	04/15/2022	D2S RELIANCE DENTAL	0.00	49.56	
RELIANCE DENTA	Invoice	04/15/2022	RELIANCE DENTAL ADJ/MAY 2022 COV	0.00	85.80	
RELIANCE DENTA	Credit Memo	04/15/2022	RELIANCE DENTAL ADJ/MAY 2022 COV	0.00	-1.70	
RETIREE RELIANC	Invoice	04/15/2022	RETIREE RELIANCE DENTAL ADJ/MAY 2022	0.00	678.64	
010331	RELIANCE STANDARD LIFE INSURANCE	05/05/2022	Regular	0.00	843.12	330996
INV0012510	Invoice	04/01/2022	POLICY: VG178907	0.00	279.74	
INV0012576	Invoice	04/01/2022	POLICY: VG178907	0.00	107.34	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0012645	Invoice	04/15/2022	POLICY: VG178907	0.00	107.34	
INV0012702	Invoice	04/15/2022	POLICY: VG178907	0.00	279.74	
RELIANCE LG ADJ	Invoice	04/15/2022	RELIANCE LG ADJ/MAY COV 2022	0.00	0.01	
RELIANCE LG ADJ	Invoice	04/15/2022	RELIANCE LG ADJ/MAY COV 2022	0.00	68.95	
010331	RELIANCE STANDARD LIFE INSURANCE	05/05/2022	Regular	0.00	5,184.88	330997
ADJ/RELIANCE A	Invoice	04/15/2022	ADJ/RELIANCE ADD MAY 2022	0.00	2.64	
INV0012489	Invoice	04/01/2022	AD&D	0.00	5.27	
INV0012507	Invoice	04/01/2022	GROUP LIFE GL164671	0.00	21.04	
INV0012508	Invoice	04/01/2022	POLICY: VAR203005 LTD	0.00	25.00	
INV0012509	Invoice	04/01/2022	LTD111646	0.00	765.87	
INV0012551	Invoice	04/01/2022	AD&D	0.00	6.51	
INV0012571	Invoice	04/01/2022	GROUP LIFE GL164671	0.00	26.04	
INV0012574	Invoice	04/01/2022	POLICY: VAR203005 LTD	0.00	7.50	
INV0012575	Invoice	04/01/2022	LTD111646	0.00	947.70	
INV0012620	Invoice	04/15/2022	AD&D	0.00	6.37	
INV0012640	Invoice	04/15/2022	GROUP LIFE GL164671	0.00	25.48	
INV0012643	Invoice	04/15/2022	POLICY: VAR203005 LTD	0.00	7.50	
INV0012644	Invoice	04/15/2022	LTD111646	0.00	865.64	
INV0012681	Invoice	04/15/2022	AD&D	0.00	5.12	
INV0012699	Invoice	04/15/2022	GROUP LIFE GL164671	0.00	20.46	
INV0012700	Invoice	04/15/2022	POLICY: VAR203005 LTD	0.00	25.00	
INV0012701	Invoice	04/15/2022	LTD111646	0.00	693.71	
RELIANCE ADD A	Invoice	04/15/2022	RELIANCE ADD ADJ/MAY COV 2022	0.00	1,728.03	
011688	CALIFORNIA STATE DISBURSEMENT UNIT	05/13/2022	Regular	0.00	683.06	330999
INV0012822	Invoice	05/13/2022	G82 200000000935917	0.00	60.00	
INV0012823	Invoice	05/13/2022	G84 200000002177637	0.00	63.69	
INV0012881	Invoice	05/13/2022	G69 - CASE #200000001704703	0.00	125.07	
INV0012882	Invoice	05/13/2022	G83 200000002140068	0.00	259.38	
INV0012883	Invoice	05/13/2022	G86 200000002241170	0.00	174.92	
011228	CALIFORNIA, STATE OF	05/13/2022	Regular	0.00	109.24	331000
INV0012824	Invoice	05/13/2022	G89 K THALER-STRANGE CASE NUMBER 6	0.00	109.24	
010553	ICMA RETIREMENT TRUST-457	05/13/2022	Regular	0.00	12,255.77	331001
INV0012820	Invoice	05/13/2022	DCI	0.00	6,383.77	
INV0012826	Invoice	05/13/2022	DCI	0.00	2,500.00	
INV0012827	Invoice	05/13/2022	DCI	0.00	225.00	
INV0012877	Invoice	05/13/2022	DCI	0.00	3,147.00	
010554	ICMA RETIREMENT TRUST-457 (PT)	05/13/2022	Regular	0.00	803.45	331002
CM0000220	Credit Memo	05/09/2022	PTR - PART TIME RETIREMENT	0.00	-89.38	
CM0000221	Credit Memo	05/12/2022	PTR - PART TIME RETIREMENT	0.00	-111.72	
INV0012843	Invoice	05/13/2022	PTR - PART TIME RETIREMENT	0.00	967.42	
INV0012901	Invoice	05/13/2022	PTR - PART TIME RETIREMENT	0.00	37.13	
011691	JENNIFER REYES-MACIAS	05/13/2022	Regular	0.00	300.00	331003
INV0012879	Invoice	05/13/2022	G15 - #D323100	0.00	300.00	
010515	MASS MUTUAL	05/13/2022	Regular	0.00	600.00	331004
INV0012819	Invoice	05/13/2022	DCH - GROUP #020024	0.00	600.00	
011191	ORTIZ, CLARA	05/13/2022	Regular	0.00	250.62	331005
INV0012880	Invoice	05/13/2022	G2 - CASE #D316066	0.00	250.62	
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	05/13/2022	Regular	0.00	2,160.00	331006
INV0012808	Invoice	05/13/2022	AP-ASSOCIATION DUES	0.00	120.00	
INV0012867	Invoice	05/13/2022	AP-ASSOCIATION DUES	0.00	2,040.00	
010291	SEIU LOCAL 721	05/13/2022	Regular	0.00	625.47	331007
INV0012806	Invoice	05/13/2022	SEIU 998	0.00	86.25	
INV0012807	Invoice	05/13/2022	SEIU 998 - VOTING MEMBERS	0.00	485.75	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0012814	Invoice	05/13/2022	COMMITTEE ON POLITICAL EDUC.	0.00	53.47	
010898	UNITED WAY OF VENTURA COUNTY	05/13/2022	Regular	0.00	13.00	331008
INV0012861	Invoice	05/13/2022	UW - UNITED WAY	0.00	9.00	
INV0012918	Invoice	05/13/2022	UW - UNITED WAY	0.00	4.00	
010938	VENTURA COUNTY SHERIFF'S OFFICE	05/13/2022	Regular	0.00	725.08	331009
INV0012884	Invoice	05/13/2022	G90 K MADISON CASE # 21CHLC36763, LE	0.00	725.08	
011688	CALIFORNIA STATE DISBURSEMENT UNIT	05/26/2022	Regular	0.00	683.06	331139
INV0012951	Invoice	05/27/2022	G69 - CASE #200000001704703	0.00	125.07	
INV0012952	Invoice	05/27/2022	G83 200000002140068	0.00	259.38	
INV0012953	Invoice	05/27/2022	G86 200000002241170	0.00	174.92	
INV0013009	Invoice	05/27/2022	G82 200000000935917	0.00	60.00	
INV0013010	Invoice	05/27/2022	G84 200000002177637	0.00	63.69	
010553	ICMA RETIREMENT TRUST-457	05/26/2022	Regular	0.00	12,280.77	331140
INV0012947	Invoice	05/27/2022	DCI	0.00	3,147.00	
INV0013007	Invoice	05/27/2022	DCI	0.00	6,408.77	
INV0013012	Invoice	05/27/2022	DCI	0.00	2,500.00	
INV0013013	Invoice	05/27/2022	DCI	0.00	225.00	
010554	ICMA RETIREMENT TRUST-457 (PT)	05/26/2022	Regular	0.00	984.19	331141
INV0012971	Invoice	05/27/2022	PTR - PART TIME RETIREMENT	0.00	73.61	
INV0013029	Invoice	05/27/2022	PTR - PART TIME RETIREMENT	0.00	910.58	
011691	JENNIFER REYES-MACIAS	05/26/2022	Regular	0.00	300.00	331142
INV0012949	Invoice	05/27/2022	G15 - #D323100	0.00	300.00	
010515	MASS MUTUAL	05/26/2022	Regular	0.00	600.00	331143
INV0013006	Invoice	05/27/2022	DCH - GROUP #020024	0.00	600.00	
011191	ORTIZ, CLARA	05/26/2022	Regular	0.00	250.62	331144
INV0012950	Invoice	05/27/2022	G2 - CASE #D316066	0.00	250.62	
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	05/26/2022	Regular	0.00	2,160.00	331145
INV0012937	Invoice	05/27/2022	AP-ASSOCIATION DUES	0.00	2,040.00	
INV0012995	Invoice	05/27/2022	AP-ASSOCIATION DUES	0.00	120.00	
010291	SEIU LOCAL 721	05/26/2022	Regular	0.00	608.72	331146
INV0012993	Invoice	05/27/2022	SEIU 998	0.00	86.25	
INV0012994	Invoice	05/27/2022	SEIU 998 - VOTING MEMBERS	0.00	469.00	
INV0013001	Invoice	05/27/2022	COMMITTEE ON POLITICAL EDUC.	0.00	53.47	
010898	UNITED WAY OF VENTURA COUNTY	05/26/2022	Regular	0.00	13.00	331147
INV0012988	Invoice	05/27/2022	UW - UNITED WAY	0.00	4.00	
INV0013047	Invoice	05/27/2022	UW - UNITED WAY	0.00	9.00	
010938	VENTURA COUNTY SHERIFF'S OFFICE	05/26/2022	Regular	0.00	725.08	331148
INV0012954	Invoice	05/27/2022	G90 K MADISON CASE # 21CHLC36763, LE	0.00	725.08	
010420	INTERNAL REVENUE SERVICE	05/04/2022	Bank Draft	0.00	44,941.49	991808
INV0012766	Invoice	04/29/2022	FEDERAL TAX	0.00	17,217.16	
INV0012767	Invoice	04/29/2022	MEDICARE	0.00	4,518.94	
INV0012798	Invoice	04/29/2022	FEDERAL TAX	0.00	17,125.83	
INV0012800	Invoice	04/29/2022	MEDICARE	0.00	6,079.56	
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	05/04/2022	Bank Draft	0.00	13,649.02	991809
INV0012765	Invoice	04/29/2022	STATE TAX	0.00	7,438.12	
INV0012797	Invoice	04/29/2022	STATE TAX	0.00	6,210.90	
014872	STATE OF CALIFORNIA EDD - SDI	05/04/2022	Bank Draft	0.00	1,313.22	991810
INV0012799	Invoice	04/29/2022	SDI	0.00	1,313.22	
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	05/03/2022	Bank Draft	0.00	63,921.11	991812

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
CALPERS ADJ/PR#	Invoice	04/29/2022	CALPERS ADJ/PR#07 04.29.22	0.00	0.96	
INV0012748	Invoice	04/29/2022	R21	0.00	162.35	
INV0012749	Invoice	04/29/2022	R21	0.00	252.34	
INV0012750	Invoice	04/29/2022	R30	0.00	3,341.63	
INV0012751	Invoice	04/29/2022	R30	0.00	8,346.67	
INV0012752	Invoice	04/29/2022	R52	0.00	233.57	
INV0012753	Invoice	04/29/2022	RMD	0.00	356.20	
INV0012754	Invoice	04/29/2022	R59	0.00	964.48	
INV0012755	Invoice	04/29/2022	R59	0.00	2,409.04	
INV0012756	Invoice	04/29/2022	R62	0.00	428.01	
INV0012757	Invoice	04/29/2022	R62	0.00	481.26	
INV0012758	Invoice	04/29/2022	R63	0.00	446.26	
INV0012759	Invoice	04/29/2022	R63	0.00	501.79	
INV0012760	Invoice	04/29/2022	R72	0.00	8,008.79	
INV0012761	Invoice	04/29/2022	R72	0.00	8,088.89	
INV0012762	Invoice	04/29/2022	SB	0.00	34.41	
INV0012763	Invoice	04/29/2022	SCP	0.00	105.58	
INV0012779	Invoice	04/29/2022	R24	0.00	1,057.56	
INV0012780	Invoice	04/29/2022	R24	0.00	1,643.75	
INV0012781	Invoice	04/29/2022	R27	0.00	1,194.22	
INV0012782	Invoice	04/29/2022	R27ER	0.00	1,856.15	
INV0012783	Invoice	04/29/2022	R54	0.00	162.36	
INV0012784	Invoice	04/29/2022	R54	0.00	247.60	
INV0012785	Invoice	04/29/2022	R58	0.00	1,993.48	
INV0012786	Invoice	04/29/2022	R58	0.00	3,040.04	
INV0012787	Invoice	04/29/2022	R62	0.00	7,649.74	
INV0012788	Invoice	04/29/2022	R62	0.00	8,601.68	
INV0012789	Invoice	04/29/2022	R72	0.00	792.48	
INV0012790	Invoice	04/29/2022	R72	0.00	800.40	
INV0012791	Invoice	04/29/2022	RP7	0.00	156.64	
INV0012792	Invoice	04/29/2022	RP7	0.00	243.45	
INV0012793	Invoice	04/29/2022	SB	0.00	64.17	
INV0012794	Invoice	04/29/2022	SCP	0.00	152.76	
INV0012795	Invoice	04/29/2022	SCP	0.00	102.40	
011024	CALIFORNIA PUBLIC EMPLOYEE RETIREMENT S	05/05/2022	Bank Draft	0.00	60,015.29	991818
ADJ/CALPERS HE	Invoice	04/15/2022	ADJ/CALPERS HEALTH ADMIN FEES	0.00	170.67	
ADJ/CALPERS RET	Invoice	04/15/2022	ADJ/CALPERS RETIREE MAY 2022	0.00	3,278.00	
ADJ/PERS HEALT	Credit Memo	04/15/2022	ADJ/PERS HEALTH MAY 2022	0.00	-0.16	
ADJ/PERS HEALT	Invoice	04/15/2022	ADJ/PERS HEALTH MAY 2022	0.00	13.76	
INV0012491	Invoice	04/01/2022	ANTHEM SELECT DOUBLE	0.00	712.43	
INV0012492	Invoice	04/01/2022	ANTHEM SELECT FAMILY	0.00	1,805.59	
INV0012493	Invoice	04/01/2022	ANTHEM SELECT SINGLE	0.00	712.44	
INV0012515	Invoice	04/01/2022	PERS GOLD - COUPLE	0.00	1,763.34	
INV0012516	Invoice	04/01/2022	PERS GOLD - FAMILY	0.00	1,528.24	
INV0012517	Invoice	04/01/2022	PERS GOLD - SINGLE	0.00	881.67	
INV0012518	Invoice	04/01/2022	EMPLOYER #0251	0.00	706.02	
INV0012519	Invoice	04/01/2022	EMPLOYER #0251	0.00	2,771.38	
INV0012520	Invoice	04/01/2022	EMPLOYER #0251	0.00	2,118.06	
INV0012521	Invoice	04/01/2022	PERS PLATINUM - COUPLE	0.00	882.18	
INV0012522	Invoice	04/01/2022	PERS PLATINUM - FAMILY	0.00	1,146.84	
INV0012555	Invoice	04/01/2022	ANTHEM SELECT DOUBLE	0.00	712.43	
INV0012556	Invoice	04/01/2022	ANTHEM SELECT SINGLE	0.00	712.44	
INV0012557	Invoice	04/01/2022	BLUE SHIELD - SINGLE	0.00	371.35	
INV0012579	Invoice	04/01/2022	EMPLOYER #0251 FAMILY	0.00	1,170.29	
INV0012580	Invoice	04/01/2022	EMPLOYER #0251 SINGLE	0.00	450.11	
INV0012583	Invoice	04/01/2022	PERS GOLD - COUPLE	0.00	1,763.34	
INV0012584	Invoice	04/01/2022	PERS GOLD - FAMILY	0.00	1,528.24	
INV0012585	Invoice	04/01/2022	PERS GOLD - SINGLE	0.00	2,057.23	
INV0012586	Invoice	04/01/2022	EMPLOYER #0251	0.00	1,835.66	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0012587	Invoice	04/01/2022	EMPLOYER #0251	0.00	1,765.05	
INV0012588	Invoice	04/01/2022	PERS PLATINUM - COUPLE	0.00	882.18	
INV0012624	Invoice	04/15/2022	ANTHEM SELECT DOUBLE	0.00	712.43	
INV0012625	Invoice	04/15/2022	ANTHEM SELECT SINGLE	0.00	712.44	
INV0012626	Invoice	04/15/2022	BLUE SHIELD - SINGLE	0.00	371.35	
INV0012648	Invoice	04/15/2022	EMPLOYER #0251 FAMILY	0.00	1,170.29	
INV0012649	Invoice	04/15/2022	EMPLOYER #0251 SINGLE	0.00	450.11	
INV0012652	Invoice	04/15/2022	PERS GOLD - COUPLE	0.00	1,763.34	
INV0012653	Invoice	04/15/2022	PERS GOLD - FAMILY	0.00	1,528.24	
INV0012654	Invoice	04/15/2022	PERS GOLD - SINGLE	0.00	2,057.23	
INV0012655	Invoice	04/15/2022	EMPLOYER #0251	0.00	1,835.66	
INV0012656	Invoice	04/15/2022	EMPLOYER #0251	0.00	1,765.05	
INV0012657	Invoice	04/15/2022	PERS PLATINUM - COUPLE	0.00	882.18	
INV0012683	Invoice	04/15/2022	ANTHEM SELECT DOUBLE	0.00	712.43	
INV0012684	Invoice	04/15/2022	ANTHEM SELECT FAMILY	0.00	1,805.59	
INV0012685	Invoice	04/15/2022	ANTHEM SELECT SINGLE	0.00	712.44	
INV0012707	Invoice	04/15/2022	PERS GOLD - COUPLE	0.00	1,763.34	
INV0012708	Invoice	04/15/2022	PERS GOLD - FAMILY	0.00	1,528.24	
INV0012709	Invoice	04/15/2022	PERS GOLD - SINGLE	0.00	881.67	
INV0012710	Invoice	04/15/2022	EMPLOYER #0251	0.00	706.02	
INV0012711	Invoice	04/15/2022	EMPLOYER #0251	0.00	2,771.38	
INV0012712	Invoice	04/15/2022	EMPLOYER #0251	0.00	2,118.06	
INV0012713	Invoice	04/15/2022	PERS PLATINUM - COUPLE	0.00	882.18	
INV0012714	Invoice	04/15/2022	PERS PLATINUM - FAMILY	0.00	1,146.84	
010420	INTERNAL REVENUE SERVICE	05/18/2022	Bank Draft	0.00	49,039.39	991819
INV0012803	Invoice	05/09/2022	FEDERAL TAX	0.00	15.07	
INV0012804	Invoice	05/09/2022	MEDICARE	0.00	4.10	
INV0012863	Invoice	05/13/2022	FEDERAL TAX	0.00	18,836.30	
INV0012865	Invoice	05/13/2022	MEDICARE	0.00	6,646.00	
INV0012920	Invoice	05/13/2022	FEDERAL TAX	0.00	18,633.20	
INV0012921	Invoice	05/13/2022	MEDICARE	0.00	4,904.72	
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	05/18/2022	Bank Draft	0.00	14,952.72	991820
INV0012801	Invoice	05/09/2022	STATE TAX	0.00	1.83	
INV0012802	Invoice	05/09/2022	STATE TAX	0.00	3.12	
INV0012862	Invoice	05/13/2022	STATE TAX	0.00	6,939.58	
INV0012919	Invoice	05/13/2022	STATE TAX	0.00	8,005.90	
INV0012922	Invoice	05/12/2022	STATE TAX	0.00	2.29	
014872	STATE OF CALIFORNIA EDD - SDI	05/18/2022	Bank Draft	0.00	1,451.72	991821
INV0012864	Invoice	05/13/2022	SDI	0.00	1,451.72	
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	05/18/2022	Bank Draft	0.00	64,593.28	991823
CALPERS RETIRE	Credit Memo	05/13/2022	CALPERS RETIREMENT ADJ PR#08 05.13.2	0.00	-3.84	
INV0012844	Invoice	05/13/2022	R24	0.00	1,057.56	
INV0012845	Invoice	05/13/2022	R24	0.00	1,643.75	
INV0012846	Invoice	05/13/2022	R27	0.00	1,131.01	
INV0012847	Invoice	05/13/2022	R27ER	0.00	1,757.91	
INV0012848	Invoice	05/13/2022	R54	0.00	162.00	
INV0012849	Invoice	05/13/2022	R54	0.00	247.05	
INV0012850	Invoice	05/13/2022	R58	0.00	1,993.48	
INV0012851	Invoice	05/13/2022	R58	0.00	3,040.04	
INV0012852	Invoice	05/13/2022	R62	0.00	7,494.07	
INV0012853	Invoice	05/13/2022	R62	0.00	8,426.61	
INV0012854	Invoice	05/13/2022	R72	0.00	792.48	
INV0012855	Invoice	05/13/2022	R72	0.00	800.40	
INV0012856	Invoice	05/13/2022	RP7	0.00	142.70	
INV0012857	Invoice	05/13/2022	RP7	0.00	221.80	
INV0012858	Invoice	05/13/2022	SB	0.00	64.17	
INV0012859	Invoice	05/13/2022	SCP	0.00	152.76	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0012860	Invoice	05/13/2022	SCP	0.00	102.40	
INV0012902	Invoice	05/13/2022	R21	0.00	162.61	
INV0012903	Invoice	05/13/2022	R21	0.00	252.74	
INV0012904	Invoice	05/13/2022	R30	0.00	3,351.09	
INV0012905	Invoice	05/13/2022	R30	0.00	8,370.27	
INV0012906	Invoice	05/13/2022	R52	0.00	233.57	
INV0012907	Invoice	05/13/2022	RMD	0.00	356.20	
INV0012908	Invoice	05/13/2022	R59	0.00	964.48	
INV0012909	Invoice	05/13/2022	R59	0.00	2,409.04	
INV0012910	Invoice	05/13/2022	R62	0.00	428.01	
INV0012911	Invoice	05/13/2022	R62	0.00	481.26	
INV0012912	Invoice	05/13/2022	R63	0.00	445.80	
INV0012913	Invoice	05/13/2022	R63	0.00	501.29	
INV0012914	Invoice	05/13/2022	R72	0.00	8,592.32	
INV0012915	Invoice	05/13/2022	R72	0.00	8,678.26	
INV0012916	Invoice	05/13/2022	SB	0.00	34.41	
INV0012917	Invoice	05/13/2022	SCP	0.00	105.58	
013539	WAGE WORKS, INC.	05/04/2022	Bank Draft	0.00	1,844.39	991824
INV#3723407	Invoice	05/04/2022	INV#3723407	0.00	1,844.39	
013539	WAGE WORKS, INC.	05/11/2022	Bank Draft	0.00	222.12	991825
INV#3743563	Invoice	05/11/2022	INV#3743563	0.00	222.12	
013539	WAGE WORKS, INC.	05/18/2022	Bank Draft	0.00	272.61	991826
INV#3770258	Invoice	05/18/2022	INV#3770258	0.00	272.61	
013539	WAGE WORKS, INC.	05/25/2022	Bank Draft	0.00	547.19	991831
INV#3791746	Invoice	05/25/2022	INV#3791746	0.00	547.19	
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	05/31/2022	Bank Draft	0.00	64,395.36	991832
CALPERS ADJ/CO	Credit Memo	05/27/2022	CALPERS ADJ/CORRECTIONS	0.00	-8.54	
INV0012252	Invoice	02/18/2022	R72	0.00	19.66	
INV0012253	Invoice	02/18/2022	R72	0.00	19.86	
INV0012546	Invoice	03/31/2022	R72	0.00	231.17	
INV0012547	Invoice	03/31/2022	R72	0.00	233.47	
INV0012929	Invoice	05/19/2022	R27	0.00	21.72	
INV0012930	Invoice	05/19/2022	R27ER	0.00	33.78	
INV0012972	Invoice	05/27/2022	R21	0.00	162.93	
INV0012973	Invoice	05/27/2022	R21	0.00	253.24	
INV0012974	Invoice	05/27/2022	R30	0.00	3,351.08	
INV0012975	Invoice	05/27/2022	R30	0.00	8,370.27	
INV0012976	Invoice	05/27/2022	R52	0.00	233.57	
INV0012977	Invoice	05/27/2022	RMD	0.00	356.20	
INV0012978	Invoice	05/27/2022	R59	0.00	964.48	
INV0012979	Invoice	05/27/2022	R59	0.00	2,409.04	
INV0012980	Invoice	05/27/2022	R62	0.00	428.01	
INV0012981	Invoice	05/27/2022	R62	0.00	481.26	
INV0012982	Invoice	05/27/2022	R63	0.00	445.81	
INV0012983	Invoice	05/27/2022	R63	0.00	501.28	
INV0012984	Invoice	05/27/2022	R72	0.00	7,887.44	
INV0012985	Invoice	05/27/2022	R72	0.00	7,966.34	
INV0012986	Invoice	05/27/2022	SB	0.00	34.41	
INV0012987	Invoice	05/27/2022	SCP	0.00	105.58	
INV0013030	Invoice	05/27/2022	R24	0.00	1,057.56	
INV0013031	Invoice	05/27/2022	R24	0.00	1,643.75	
INV0013032	Invoice	05/27/2022	R27	0.00	1,221.88	
INV0013033	Invoice	05/27/2022	R27ER	0.00	1,899.16	
INV0013034	Invoice	05/27/2022	R54	0.00	162.00	
INV0013035	Invoice	05/27/2022	R54	0.00	247.05	
INV0013036	Invoice	05/27/2022	R58	0.00	1,993.48	

Check Report

Date Range: 05/01/2022 - 05/31/2022

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0013037	Invoice	05/27/2022	R58	0.00	3,040.04	
INV0013038	Invoice	05/27/2022	R62	0.00	7,672.76	
INV0013039	Invoice	05/27/2022	R62	0.00	8,627.55	
INV0013040	Invoice	05/27/2022	R72	0.00	792.48	
INV0013041	Invoice	05/27/2022	R72	0.00	800.40	
INV0013042	Invoice	05/27/2022	RP7	0.00	162.81	
INV0013043	Invoice	05/27/2022	RP7	0.00	253.05	
INV0013044	Invoice	05/27/2022	SB	0.00	64.17	
INV0013045	Invoice	05/27/2022	SCP	0.00	152.76	
INV0013046	Invoice	05/27/2022	SCP	0.00	102.40	

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	120	27	0.00	51,423.37
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	179	14	0.00	381,158.91
EFT's	0	0	0.00	0.00
	299	41	0.00	432,582.28

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	624	246	0.00	960,464.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-9,315.81
Bank Drafts	181	16	0.00	418,317.80
EFT's	0	0	0.00	0.00
	805	264	0.00	1,369,466.10

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	5/2022	1,369,466.10
			1,369,466.10

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	563,668.88
103 - CABLE TELEVISION	6,445.07
104 - GENERAL FUND-MEASURE T	92,996.60
115 - GENERAL RECREATION PRO	3,021.94
205 - NPDES STORMWATER QUALITY	95.00
206 - STORMWATER PROGRAM	21,053.02
280 - STATE GAS TAX	41,247.85
281 - LOCAL TRANSPORTATION TDA	9,674.86
311 - SLESF- COPS (AB1913)	33,667.96
312 - CA USED OIL BLOCK GRANT	109.26
314 - OFF OF TRAFFIC SFTY(OTS)	424.74
405 - AAA (AREA AGCY ON AGING)	4,505.16
412 - AMERICAN RESCUE PLAN	42,426.06
450 - HUD- CDBG	7.37
500 - HILLSBOROUGH OPEN SPACE	600.00
504 - HARVEST CFD EA1	5,057.00
600 - REFUSE RESERVE	4,864.75
610 - SEWER	298,873.47
620 - WATER	179,558.63
702 - EQUIPMENT MAINTENANCE	20,696.77
800 - MISC DEPOSITS	11,072.49
803 - HARDING PARK TRUST	9,660.24
804 - DLA FOR FORMER RDA	28,240.79
Grand Total:	1,377,967.91

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: CALLING THE NOVEMBER MUNICIPAL ELECTION AND REQUESTING
CONSOLIDATION WITH THE STATEWIDE ELECTION

Date: June 15, 2022

Agenda Item: 10.C

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7407 calling a General Municipal Election on November 8, 2022, and requesting consolidation with other elections held on the same date; and
2. Adopt Resolution No. 7408 to establish requirements for Candidate Statements that will be included with voter information.

BACKGROUND:

Pursuant to provisions of State law, a General Municipal Election is scheduled to be held on November 8, 2022. The attached resolutions have been prepared and are required to be adopted by the City Council pursuant to the California Elections Code:

- Calling for and Giving Notice of Election.
- Requesting the Ventura County Board of Supervisors approve consolidation and provide election services.
- Adopt regulations for candidates pertaining to Candidate Statement materials and including estimated costs of Candidate Statements.

ANALYSIS:

Calling for the Election and Consolidation with the County

Resolution No. 7407 calls the election for November 8, 2022, for the purpose of electing three Council Members to the City Council for four-year terms; ensures ballots are in conformance with State Law; authorizes the City Clerk to prepare election materials as necessary; ensures polling is conducted in conformance with State Law; directs the City Clerk to provide notice of the election; and authorizes expenses to be paid upon presentation of an invoice for said election.

The City, in the past, has consolidated the City's elections with statewide elections administered by the County of Ventura. Included in this resolution is a request to the Ventura County Board of Supervisors to consolidate the General Municipal Election with the Statewide

General Election pursuant to Elections Code Section 10403. In doing so, the City Council authorizes the County of Ventura to canvass the returns and authorizes payment to the County for specified election services.

Candidate Statements

Additionally, pursuant to Elections Code Section 13307 and the Federal Voting Rights Act, Resolution No. 7408 authorizes candidates the option to prepare a Candidate Statement with specific criteria, and provides the estimated cost for translation, handling and printing of each Candidate Statement. As with past elections, each candidate will be required to provide an advance deposit for the estimated cost of the candidate's statement. Because it will not be known until after the nomination period closes what the actual costs will be, the Ventura County Registrar of Voters will require a deposit of \$750.00 for each candidate.

The Nomination Period

The nomination period for the City of Santa Paula City Council candidates is Monday, July 18 through Friday, August 12, 2022. For the duration of the nomination period, the City Clerk's Office furnishes interested persons with all necessary paperwork to run for office (i.e., Nomination Papers, Conflict of Interest, optional Candidate Statement, etc.) as well as information related to State and local campaign disclosure regulations.

STRATEGIC PLAN:

FISCAL IMPACTS:

The estimated cost of the Election is approximately \$13,500. There is sufficient budget in the FY 22/23 budget to cover these estimated costs.

OPTIONS:

ATTACHMENTS:

[Reso 7407 Consolidating Elections.docx](#)

[Reso 7408 Establish Requirementf for Canidate Statements.docx](#)

RESOLUTION NO. 7407

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA, CALIFORNIA CALLING AND GIVING NOTICE OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2022, FOR THE ELECTION OF CERTAIN OFFICIALS AND REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF VENTURA TO CONSOLIDATE SAID MUNICIPAL ELECTION WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE.

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

SECTION 1: The City Council finds and declares as follows:

- A. Pursuant to Santa Paula Municipal Code Section 30.05, the General Municipal Election for Municipal Officers shall be held on the same day as the Statewide General Election (the first Tuesday after the first Monday of November in each even-numbered year);
- B. The next General Municipal Election/Statewide General Election is scheduled for November 8, 2022 for the election of three Members of the City Council for the full term of four years;
- C. In order to increase voter participation and convenience, as well as reduce the costs of conducting general municipal elections in the City, the City Clerk (as the City's Elections Official) requests consolidation of the General Municipal Election with the Statewide General Election, thereby authorizing the Ventura County Registrar of Voters to conduct the General Municipal Election pursuant to the procedures set forth in California Elections Code Section 10403;
- D. It is desirable that the General Municipal Election be consolidated with the Statewide General Election to be held on the same date and that within the city; the precincts, polling places and election officers of the two elections be the same, and that the election department of the County of Ventura canvass the returns of the General Municipal Election and that the election be held in all respects as if there were only one election.

SECTION 2: *Calling of the General Municipal Election.* That pursuant to the requirements of the laws of the State of California, there shall be, and there is hereby called and ordered held in the City of Santa Paula, County of Ventura, State of California, on Tuesday, November 8, 2022, a General Municipal Election of the qualified electors of the City for the purpose of electing three members of the City Council for full terms of four years.

SECTION 3: *Request for Consolidation.* That pursuant to Elections Code Section 10403, the City Council hereby requests the Ventura County Board of Supervisors to consent and agree to consolidate the General Municipal Election with the Statewide General

Election to be held within the City on Tuesday, November 8, 2022 for the purpose of electing the officers identified above.

SECTION 4: *Notice of Election.* That notice of the time and place of holding the election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

SECTION 5: *Election Related Services.* Pursuant to Elections Code Section 10002, the City of Santa Paula requests and authorizes the Ventura County elections official to provide the services necessary to implement the election and to consolidate the election on the November 8, 2022 Election Ballot for the County of Ventura.

SECTION 6: *Ballots in Form Required by Law.* That the ballots to be used at the election shall be in form and content as required by law.

SECTION 7: *Hours of Operation for Election Facilities.* That the polls, ballot drop boxes, vote centers and any other means of submitting election ballots shall be open and remain continuously open for the times consistent with the Statewide General Election; and that vote-by-mail procedures and timing, the election officers, and all other persons and procedures for the General Municipal Election shall be the same as those utilized by the County of Ventura pursuant to the California Elections Code.

SECTION 8: *Canvass of Returns.* The County election department is authorized to canvass the returns of the General Municipal Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used. Pursuant to Elections Code Section 10418, the election will be held and conducted in accordance with the provisions of law regulating the Statewide General Election.

SECTION 9: *Necessary Steps.* The City Clerk is authorized, instructed, and directed to coordinate with the Ventura County Registrar of Voters to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct said election.

SECTION 10: *Instructions to County Election Department.* The Board of Supervisors is requested to issue instructions to the County election department to take any and all steps necessary for the holding of the consolidated election.

SECTION 11: *Costs.* The City of Santa Paula recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs.

SECTION 12: *Tie Vote.* That in the event of a tie vote (if any two or more persons receive an equal and the highest number of votes for an office) as certified by the County of Ventura election department, the City Council, in accordance with Elections Code 15651(a), shall set a date and time and place and summon the candidates who have received the tie votes to appear and will determine the tie by lot.

SECTION 13: That in all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 14: *Filing of Resolution.* The City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the election department of the County of Ventura.

SECTION 15: *Implementing Actions.* The City Manager and the City Clerk, as authorized by the City Manager, are further authorized and directed to take such further actions and execute such documents as are necessary to cause the election to be conducted on behalf of the City of Santa Paula.

SECTION 16: *Certification.* The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original Resolutions.

PASSED, APPROVED and ADOPTED by the City Council of the City of Santa Paula this 15th day of June, 2022.

Jenny Crosswhite, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

John C. Cotti, City Attorney

APPROVED AS TO CONTENT:

Dan Singer, City Manager

RESOLUTION NO. 7408

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA, CALIFORNIA ADOPTING REGULATIONS FOR CANDIDATES FOR ELECTIVE OFFICE PERTAINING TO CANDIDATES STATEMENTS SUBMITTED TO THE VOTERS AT AN ELECTION TO BE HELD ON TUESDAY, NOVEMBER 8, 2022.

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

SECTION 1: The City Council finds and declares as follows:

- A. Section 13307 of the Elections Code of the State of California provides that the governing body of any local agency adopt regulations pertaining to materials prepared by any candidate for a municipal election, including costs of the candidate's statement.

SECTION 2: *General Provisions.* Pursuant to Elections Code Section 13307, each candidate for elective office to be voted for an Election to be held in the City of Santa Paula on November 8, 2022 may prepare a candidate's statement on an appropriate form provided by the City Clerk. The statement may include the name, age and occupation of the candidate and a brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself or herself. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in typewritten form in the office of the City Clerk at the time the candidate's nomination papers are filed. The statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

SECTION 3: *Foreign Language Policy.*

(A) Pursuant to the Federal Voting Rights Act, candidate statements will be translated into all languages required by the County of Ventura. The County is required to translate the candidate's statements into the following languages: **Spanish.**

(B) The County will print and mail voter information guides and candidate statements to all voters in English and Spanish. *or*

The County will mail separate voter information guides and candidate statements in another language to only those voters who are on the County voter file as having requested a voter information guide in a particular language. The County will make the voter information guides and candidates statements in the required languages available at all polling places or vote centers, on the County website, and in the Election Official's office.

SECTION 4: *Payment.* Candidates filing a statement must pay to the City the following:

- A. A fee equal to a candidate's pro rata share of the total actual cost for printing, handling, translating, and mailing candidate statements.
- B. At the time of filing a statement, the candidate will deposit \$750 with the City Clerk which represents the following estimated costs for printing the statement in the voter's pamphlet in English, cost of translating the statement into Spanish: \$100, and cost of printing the statement in the voter's pamphlet in Spanish: \$150. The estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements.
- C. Should a candidate's actual pro rated cost exceed the amount on deposit with the City Clerk, the candidate will, within thirty (30) days of receiving an invoice, pay the City Clerk any difference between the deposit amount and the actual cost.
- D. Should a candidate's actual pro rated cost be less than the amount deposited with the City Clerk, then the City Clerk will refund any overpayment to a candidate.

SECTION 5: *Miscellaneous.*

- A. All translations shall be provided by professionally-certified translators.
- B. The City Clerk shall comply with all recommendations and standards set forth by the California Secretary of State regarding occupational designations and other matters relating to elections.

SECTION 6: *Additional Materials.* No candidate will be permitted to include additional materials in the sample ballot package.

SECTION 7: That the City Clerk shall provide each candidate or the candidate's representative a copy of this Resolution at the time nominating petitions are issued.

SECTION 8: That this resolution shall apply only to the election to be held on November 8, 2022, and shall then be repealed.

SECTION 9: The City Clerk shall certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

PASSED, APPROVED and ADOPTED by the City Council of the City of Santa Paula this 15th day of June, 2022.

Jenny Crosswhite, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

John C. Cotti, City Attorney

APPROVED AS TO CONTENT:

Dan Singer, City Manager

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Greg Barnes, Parks and Recreation Director

Subject: SECOND READING AND ADOPTION OF ORDINANCE No. 1318
RELATING TO RECREATION COMMISSION MEMBERSHIP

Date: June 15, 2022

Agenda Item: 10.D

RECOMMENDATION:

Staff Recommends that the City Council:

Adopt Ordinance No. 1318 to amend Santa Paula Municipal Code sections 32.45 and 32.46 to the membership and terms of members of the Recreation Commission.

BACKGROUND:

The Santa Paula Municipal Code (Sections 32.45 & 32.46), establishes the terms of the membership for the City's Recreation Commission. The Ordinance sets forth an advisory commission made up of five commissioners serving three-year terms; members must be at least 18 years of age and Santa Paula residents.

In December 2021, Council adopted Resolution No. 7378 dissolving the Youth Advisory Committee; with that committee no longer in existence, City Council directed staff to add two youth positions to the Recreation Commission. That direction is reflected in the attached ordinance.

Staff, along with the City Attorney, have drafted Ordinance No. 1318 which reflects the addition of two youth members between the ages of 14-17 at the time of appointment. In addition, the two youth members will be appointed to a one year term. A copy of the Ordinance is attached to this report.

ANALYSIS:

California law requires both an introduction and a second reading (adoption) of an ordinance. The ordinance will then become effective thirty (30) days thereafter. Therefore, this item is on the agenda for second reading in order that the ordinance may become effective thirty days thereafter.

STRATEGIC PLAN:

Approval of this item moves us closer to completing the City Council's two-year Strategic Plan,

Section F, Community Vitality, Objective #10, Expanding Youth Programs.

Although this action is not directly creating a new youth program, it does expand the Recreation Commission membership and therefore provides new opportunities for youth growth and development.

FISCAL IMPACTS:

None.

OPTIONS:

If Council does not adopt Ordinance No. 1318 this evening, no changes will be made to the Recreation Commission membership.

ATTACHMENTS:

[EXHIBIT A: Ordinance 1318.pdf](#)

EXHIBIT A

ORDINANCE NO. 1318

**AN ORDINANCE OF THE CITY OF SANTA
PAULA, CALIFORNIA, AMENDING SECTIONS
32.45 AND 32.46 OF THE SANTA PAULA
MUNICIPAL CODE RELATING TO THE
MEMBERSHIP AND TERM OF MEMBERS FOR
THE RECREATION COMMISSION**

ORDINANCE NO. 1318

AN ORDINANCE OF THE CITY OF SANTA PAULA, CALIFORNIA, AMENDING SECTIONS 32.45 AND 32.46 OF THE SANTA PAULA MUNICIPAL CODE RELATING TO THE MEMBERSHIP AND TERM OF MEMBERS FOR THE RECREATION COMMISSION

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

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

- A. The Santa Paula Municipal Code establishes the Recreation Commission. The Recreation Commission currently consists of five members appointed by and serving at the pleasure of the City Council;
- B. In that the City Council has dissolved the Youth Advisory Committee, the City Council now wishes to amend the Municipal Code to add two youth members to the Recreation Commission, increasing the total number of voting members from five to seven.

SECTION 2. Section 32.45 of the Santa Paula Municipal Code, entitled "Created, Membership," is hereby amended to read as follows:

"§ 32.45 CREATED; MEMBERSHIP.

(A) A Recreation Commission is created for the city. The Commission will consist of seven voting members appointed in conformance with this code."

SECTION 3. Section 32.46 of the Santa Paula Municipal Code, entitled "Meetings," is hereby amended to read as follows:

"§32.46 QUALIFICATIONS; TERMS OF MEMBERS.

(A) There shall be five (5) members of the Commission that are 18 years of age and older that serve terms of three (3) years, or until a successor has been duly qualified and appointed.

(B) There shall be two (2) youth members of the Commission between the ages of 14 and 17 at the time of appointment that serve for terms of one (1) year, or until a successor has been duly qualified and appointed.

(C) Members appointed to fill vacancies arising during a term shall serve only for the remainder of the term of the member they replace."

SECTION 4. Upon the effective date of this Ordinance, the provisions hereof shall supersede any inconsistent or conflicting provisions of the Santa Paula Municipal Code.

SECTION 5. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Ordinance for any reason is held to be invalid or unconstitutional by

the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance, and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

SECTION 6. The City Clerk shall certify as to the passage and adoption of this Ordinance and shall cause a summary thereof to be published within fifteen (15) days of the adoption and shall post a certified copy of this Ordinance, including the vote for and against the same, in the Office of the City Clerk, in accordance with Government Code Section 36933.

PASSED, APPROVED, AND ADOPTED this 15th day of June, 2022

Jenny Crosswhite, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

John C. Cotti, City Attorney

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Clete Saunier, Public Works Director

Subject: FISCAL YEAR 2021-2022 CITYWIDE STREET MAINTENANCE FUNDING
(PART 2)

Date: June 15, 2022

Agenda Item: 10.E

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to issue a work order for J & H Engineering, to provide street maintenance services in accordance with the three-year street maintenance agreement.

BACKGROUND:

On June 19, 2019, staff presented to the City Council, a 5-Year Pavement Management Plan (PMP) within a 20-year forecast. The PMP is used as a roadmap for the development of the City's Capital Improvement Program (CIP) that includes ongoing pavement repair, resurfacing, and rehabilitation of the City's streets. The plan calls for extensive citywide street maintenance to extend the service life of certain existing roads. The Street Maintenance Program for Part 1 (fall season) of fiscal year 2021/2022 consists of road repair and maintenance including dig-outs and micro-surfacing to extend the service life of road surfaces in multiple areas of the City.

The Street Maintenance Program is essential for the necessary maintenance and minor rehabilitation of City roads to be completed in a systematic manner.

With Council's approval of the proposed street maintenance work order (Exhibit A), the City will be able to effectively use these funds to address critical street maintenance needs before the end of the fiscal year. The proposed Street Maintenance Program is the second part of a two-part program that commenced in the Fall of 2021. This current proposed work addresses maintenance work on portions of Santa Paula Street, Santa Barbara Street, Dean Drive, Virginia Terrace and Saticoy Street, to the approximate limits reflected below. The intent of these efforts is to complete maintenance work adjacent to neighborhood schools during the summer, to minimize disruption to normal school year traffic.

Spring/Summer 2022 street Maintenance

Street Name	From	To
Santa Barbara Street	Cameron Drive	7 th Street
Santa Paula Street	Dean Drive	SR 150 (Ojai Road)
Dean Drive	Main Street	Santa Paula Street
Virginia Terrace	Mill Street	SR 150 (Ojai Road)
Saticoy Street	SR 150 (Ojai Road)	12 th Street

ANALYSIS:

On April 1, 2020, City Council authorized the City Manager to execute a three-year street maintenance agreement with J & H Engineering. This agreement ensured that the City would be able to carry out all aspects of the Street Maintenance Program. This current 2021-2022 fiscal year marks the third and final year of this three-year agreement. Staff recommends the City Council approve the street maintenance work order and related funding appropriation as requested. Upon approval, staff will schedule the street maintenance work as outlined above.

STRATEGIC PLAN:

The approval of this agenda item does not directly address the strategic goals within the City's adopted strategic plan.

FISCAL IMPACTS:

There is available funding from Measure T, Citywide Street Preservation Project and SB1 Funds to address the Street Maintenance Program for FY 2021-2022. The total project cost is \$1,468,511 and includes the proposed work order cost from J&H Engineering for \$1,398,582 and a 5% contingency of \$69,929 to cover unforeseen additional work. Staff requests that the City Council approve an allocation of \$1,468,511 in accordance with the account breakdown shown below:

Table 1: Funding Sources & Appropriation Request for Part 2, FY 2021 – 2022

Fund Source	Account No.	Available Amount for Street Maintenance
Measure T	104-5-9285-660	\$ 530,000
Citywide Street Preservation	104-5-9359-660	\$ 497,950
SB1	283-5-9285-660	\$ 440,561
	Total	\$1,468,511

OPTIONS:

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

1. Do not approve the agreement with J & H Engineering and delay critical street maintenance work that is essential for compliance with the adopted Pavement Management Plan.

ATTACHMENTS:

[EXHIBIT A Street Maintenance Work Order.pdf](#)

EXHIBIT A

STREET MAINTENANCE WORK ORDER

MAINTENANCE WORK ORDER #10

Issued under **MAINTENANCE AGREEMENT FOR SERVICES**, dated **April 7, 2020**.

Project Name: FY 2021-2022 Citywide Street Maintenance
Project Number:
Contractor Name: J & H Engineering, Inc.
Vendor Number: 010595
Contract Number:
Account Number: 104-5-9285-660 (\$504,761.90), 104-5-9359-660 (\$483,722.86), and 283-5-9285-660 (\$419,581.90)
Date Prepared: June 16, 2022

Project Description:

The FY 2021-2022 Citywide Maintenance work consist of pothole repairs, dig outs, microsurfacing and thin lift asphalt overlays up to 1/8-inches thick that will extend the service life of these roads an additional five to ten years.

Description of Services to be Performed by Contractor under this Work Order:

The City of Santa Paula authorizes the Contractor (J & H Engineering General Contractors, Inc.) to perform asphalt digouts and thin lift overlay on selected local streets in the City of Santa Paula. Please see additional information on the attached proposal dated June 6, 2022.

Time for Completion:

The Contractor shall complete by January 1, 2023.

Cost Estimate:

Work Order # 10 hereby authorizes payment in the amount of \$1,398,581.70. This project shall be completed on a time and materials basis in accordance with the unit prices shown in Exhibit A. Charges to the unit prices shall be submitted to the City for review and approval.

CONSULTANT/CONTRACTOR

_____ Amy McMullen J & H Engineering, Inc.	_____ Date	_____ 2 nd Signature	_____ Date
--	---------------	------------------------------------	---------------

Recommended/Approved By:

_____ Clete Saunier, Public Works Director	_____ Date	_____ Christy Ramirez Finance Director	_____ Date
--	---------------	--	---------------

_____ Dan Singer, City Manager	_____ Date
--------------------------------------	---------------

For Internal Use Only:

Budgeted _____ Yes _____ No
Appropriation Transfer Needed: _____ Yes _____ No
Date City Council Approved: _____
Agenda Item No.: _____

The City of Santa Paula
Public Works Department
PO Box 569
Santa Paula, Ca 93061

June 6, 2022

QUOTATION #2683.1

Attention: Bob Woodward
Subject: Spring 2022 Pavement Maintenance Project

Estimate - Spring 2022					
	Item	Quantity	Unit Price		Value
General					
1	Mobilization	1	\$	12,000.00 LS	\$ 12,000.00
2	Traffic Control	1	\$	45,000.00 LS	\$ 45,000.00
3	Bond Fee	1	\$	21,000.00 LS	\$ 21,000.00
Santa Paula St. (from Dean Dr. to 12th Street)					\$ -
4	Digouts	17,270	\$	2.50 SF	\$ 43,175.00
5	Full Width Grind	345,400	\$	0.17 SF	\$ 58,718.00
6	7/8" Thin Lift Overlay	2,220	\$	148.50 Tons	\$ 329,670.00
7	Thermoplastic Restripe all traffic lines, ped crossing, and markings	1	\$	36,000.00 LS	\$ 36,000.00
8	New Thermoplastic Class 2 Protected Bike Lane Striping	1	\$	30,000.00 LS	\$ 30,000.00
9	10" Curb and Gutter Replacement	90	\$	65.00 LF	\$ 5,850.00
10	8" Curb and Gutter Replacement	50	\$	60.00 LF	\$ 3,000.00
11	Curb Ramp Replacement Std. 111-5 Case A. Type 6	8	\$	12,500.00 EA	\$ 100,000.00
12	Curb Ramp Replacement Std. 111-5 Case B. Type 2	3	\$	12,500.00 EA	\$ 37,500.00
13	Truncated Dome Replacement for Curb Ramps	49	\$	500.00 EA	\$ 24,500.00
14	Loop Detector Replacement at 10th St.	12	\$	625.00 EA	\$ 7,500.00
					\$ -
Virginia Terr. (From Mill St. to Ojai Rd.)					\$ -
15	Digouts	1,643	\$	7.00 SF	\$ 11,497.50
16	Full Width Grind	32850	\$	0.91 SF	\$ 29,893.50
17	1.5" Overlay	315	\$	140.00 Tons	\$ 44,100.00
18	Thermoplastic Restripe all traffic lines, ped crossing, and markings	1	\$	14,400.00 LS	\$ 14,400.00
19	Loop Detector Replacement at 10th St.	0	\$	- LS	\$ -
					\$ -
Santa Barbara St. (From Steckel Dr. to Seventh St.)					\$ -
20	Digouts	10,720	\$	2.40 SF	\$ 25,728.00
21	Full Width Grind	214,400	\$	0.27 SF	\$ 57,888.00
22	7/8" Thin Overlay	1,360	\$	148.00 Tons	\$ 201,280.00
23	Thermoplastic Restripe all traffic lines, ped crossing, and markings	1	\$	19,900.00 LS	\$ 19,900.00
24	Loop Detector Replacement at 10th St.	0	\$	- LS	\$ -
					\$ -
Saticoy St. (From SR 150 to 12th St.)					\$ -
25	Digouts	1,509	\$	7.70 SF	\$ 11,619.30
26	Full Width Grind	30,180	\$	0.96 SF	\$ 28,972.80
27	7/8" Thin Overlay	195	\$	185.00 Tons	\$ 36,075.00
28	Thermoplastic Restripe all traffic lines, ped crossing, and markings	1	\$	8,500.00 LS	\$ 8,500.00
					\$ -
Dean Dr (From Main St to Santa Paula St)					\$ -
29	Digouts	2,426	\$	6.50 SF	\$ 15,769.00
30	Full Width Grind	48,520	\$	0.78 SF	\$ 37,845.60
31	7/8" Thin Overlay	310	\$	180.00 Tons	\$ 55,800.00
32	Thermoplastic Restripe all traffic lines, ped crossing, and markings	1	\$	7,900.00 LS	\$ 7,900.00
33	Curb Ramp Replacement Std. 111-5 Case B. Type 2	3	\$	12,500.00 EA	\$ 37,500.00
				Total =	\$ 1,398,581.70

Note:

1. Bond fee for material and labor only. Performance not required. 2. Sweeping and surface prep with tackcoat are included in the price. 3. Temp tabs included

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: James Mason, Community & Economic Development Director

Subject: ECONOMIC DEVELOPMENT ADVISORY COMMITTEE PLANNING
COMMISSIONER APPOINTMENT

Date: June 15, 2022

Agenda Item: 10.F

RECOMMENDATION:

Staff recommends that the City Council:

Appoint Jason Herber, Planning Commission Chair to the Economic Development Advisory Committee.

BACKGROUND:

At the February 4, 2020 Council Meeting, Council made modifications to the Economic Development Advisory Committee to include two members from the Planning Commission in addition to the two City Council members serving on the Committee. As a result, City Council adopted Resolution No. 7250 (Attachment A) which established the membership and duties of the Economic Development Advisory Committee.

ANALYSIS:

On March 29, 2022 Planning Commissioner Vasquez submitted a letter of resignation resulting in a vacancy on the Planning Commission and on the Economic Development Advisory Committee. On May 23, 2022 at the regularly scheduled Planning Commission the commission took action to recommend to the City Council appointment of Planning Commission Chair, Jason Herber to the Economic Development Advisory Committee.

STRATEGIC PLAN:

None

FISCAL IMPACTS:

None

OPTIONS:

This recommendation is advisory and is based on input provided by various members of the

City Council. Council may decline to make the recommended appointment.

ATTACHMENTS:

[Attachment A, Reso No. 7250.pdf](#)

RESOLUTION NO. 7250

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA
EXPANDING THE MEMBERSHIP OF THE ECONOMIC
DEVELOPMENT STANDING COMMITTEE.**

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

SECTION 1: The City Council finds and declares as follows:

- A. On February 20, 2018, the City of Santa Paula established the Economic Development Advisory Committee;
- B. The Economic Development Advisory Committee has as its purpose to (1) advance economic development, economic vitality and promotions within the City of Santa Paula, (2) promote industrial and commercial development in order to expand business, retail and other supporting services that will foster job opportunities, and (3) broaden the tax base and enhance quality of life for the City of Santa Paula;
- C. The City Council now desires to expand the Committee's membership to include two members of the Santa Paula Planning Commission.

SECTION 2: *Membership of the Economic Development Advisory Committee.* The City Council hereby expands the membership of the Economic Development Advisory Committee to include two members of the Santa Paula Planning Commission.

SECTION 3: *Appointment.* The City Council shall appoint two members of the Santa Paula Planning Commission to serve on the Economic Development Standing Committee. Such members shall serve at the pleasure of the City Council.

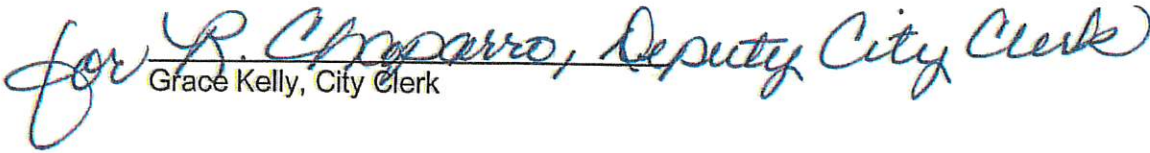
SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 5: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 4th day of March, 2020.


Richard Araiza, Mayor

ATTEST:

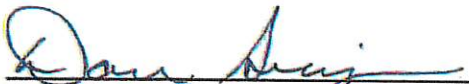

Grace Kelly, City Clerk

APPROVED AS TO FORM:


John C. Cotti, City Attorney



APPROVED AS TO CONTENT:


Dan Singer, City Manager

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Greg Barnes, Parks and Recreation Director

Subject: APPROVE RESOLUTION NO. 7406 APPROVING A CITY STAFF
REORGANIZATION PLAN IN THE PARKS AND RECREATION
DEPARTMENT

Date: June 15, 2022

Agenda Item: 10.G

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7406 approving a City staff reorganization in the Parks and Recreation Department.

BACKGROUND:

From time-to-time, employee vacancies and shifting needs and priorities provide Department Directors with the opportunity to re-examine their staffing levels and job functions. The purpose of this report before Council is to communicate proposed organizational changes in the Parks & Recreation Department along with all corresponding annual costs with said changes.

ANALYSIS:

The upcoming departure of the Recreation Supervisor has provided for the opportunity to review the existing services and programs that the Parks and Recreation Department provides and assess a shift in duties and responsibilities that can be managed through a department reorganization to provide for a better service model and improve the efficiency of the programs that the department provides to more effectively meet the vision and goals of the Council.

Due to the anticipated vacancy occurring in the department, staff is proposing reorganizing the department to un-fund one of the two Recreation Supervisor positions that are currently funded in the adopted FY 21-23 budget, and in its place fund an additional full-time Recreation Program Coordinator. Through the proposed reorganization, staff is also recommending eliminating the recently vacated part-time Senior Coordinator and upgrading the position to a full-time Recreation Program Coordinator.

The proposed changes to the department's structure will allow for more efficiencies related to program coordination and most importantly allow for more staff hours dedicated to Senior Services and the City's Santa Paula volunteer program. In addition, this will change the

Supervisor to Coordinator ration from 2 to 1.75 to 1 to 3.

Changes in personnel and positions are authorized by the City Council through the approval of a Position Control List that is hereby included as Exhibit "A" of Resolution No. 7406. Changes will not become effective until the departure of the incumbent of the Recreation Supervisor position.

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

The funding of two Recreation Program Coordinators and unfunding of a Recreation Supervisor and Nutrition Coordinator equates an overall annual increase of \$12,674 in salaries and benefits (not including unfunded accrued liabilities). With only a few pay periods remaining in FY 21/22, and in consideration of the timing of the hiring process, staff does not feel any adjustment is needed for the current year, but future budget cycles will need to be amended to account for this increase. The Table below illustrates the fiscal impact of these changes.

It should be noted that these costs are reflective of a part time nutrition coordinator to a full time program coordinator. The cost of \$12,674 also includes an additional 624 hours of programming work.

Position	Salary	Benefits	Fiscal Impact	Hours
Rec Supervisor	\$ 73,823	\$ 28,480	\$ (102,303)	(2,080)
Program Coordinator	\$ 47,948	\$ 23,755	\$ 71,703	2,080
Senior Coordinator	\$ 33,270	\$ 2,346	\$ (35,615)	(1,456)
Program Coordinator	\$ 47,948	\$ 23,755	\$ 71,703	2,080
		TOTAL	\$ 5,488	624

OPTIONS:

1. Adopt Resolution No. 7406
2. Provide additional direction to staff.

ATTACHMENTS:

[Resolution_No._7406 jl.docx](#)

RESOLUTION NO. 7406

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA
AMENDING THE ADOPTED 2020-21 POSITION CONTROL**

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

SECTION 1: The City Council amends the 2021-23 Position Control List to un-fund one Recreation Supervisor (Job Class Code 276), and eliminates the position of part-time Senior Coordinator (Job Class Code 808).

SECTION 2: The City Council approves the funding of two additional full-time Recreation Program Coordinators (Job Class Code 802).

SECTION 3: The City Council amends the 2021-23 Position Control List, attached as Exhibit "A" to this Resolution to reflect the changes stated above.

PASSED AND ADOPTED this 15th day of June, 2022.

Jenny Crosswhite, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

John C. Cotti, City Attorney

Dan Singer, City Manager

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Clete Saunier, Public Works Director

Subject: NOTICE OF COMPLETION FOR THE BIOLOGICAL ODOR SYSTEM
PROJECT (CIP NO. 9348)

Date: June 15, 2022

Agenda Item: 10.H

RECOMMENDATION:

Staff recommends that the City Council:

1. Accept the work performed by Metro Builders, Inc. for the Biological Odor Control Facility Project at Santa Paula Water Recycling Facility.
2. Authorize staff to file the Notice of Completion with the County Recorder.

BACKGROUND:

On November 18, 2020, the City Council approved the award of a public works contract to Metro Builders, Inc. for the Water Recycling Facility (WRF) Biological Odor Control System Project. Staff authorized the Notice to Proceed with the project on January 12, 2021.

ANALYSIS:

The project involved constructing a new biological trickling filter odor control system (biofilter) to replace both the existing Aerisa ionized air system and the Hawk GAC scrubber. The new biofilter was constructed adjacent to the existing systems. Once the new system was installed, the existing systems was demolished. The new system consists of a 14-foot diameter by 25-foot tall tower filled with packed media, blower, nutrient system to maintain the biology, air ducts, electrical systems, and new block wall to protect the system.

Upon final inspection conducted by MKN & Associates, construction was deemed complete and in substantial conformance with the construction documents. This work constitutes all of the identified scope items under the contract. As the previously identified scope is complete, Staff recommends filing the Notice of Completion form with the County Recorder.

Filing the Notice of Completion establishes the beginning of the warranty period, 1 year for materials and workmanship, 100 percent replacement, and 10 years for synthetic media internals. The warranty requires that the contractor guarantee the work performed under the contract and address any defects in the workmanship and materials.

STRATEGIC PLAN:

The approval of this agenda item does not directly address the strategic goals within the City's adopted strategic plan.

FISCAL IMPACTS:

The total budget for the project was \$1,569,500, and is expected to come \$1,000 under budget. The final payment to Metro Builders will be paid out of 610-5-9348-660 and 610-5-9342-660. There is sufficient budget in these line CIPs to cover these expenses.

	Amount
Item	
Original Construction Contract	\$1,389,498.00
Change Orders	\$ 50,053.49
Total =	\$1,439,551.49

OPTIONS:

In addition to the recommended action, the Council has the following available alternative option:

1. Do not authorize staff to file the Notice of Completion. This will delay completion of the project and result in additional administrative and project management costs.

ATTACHMENTS:

[EXHIBIT A - Notice of Completion.pdf](#)

EXHIBIT A

NOTICE OF COMPLETION

Recording Requested by
and When Recorded Mail To:
City Clerk, City Hall
P. O. Box 569
Santa Paula, CA 93061
NO FEE (GOVERNMENT CODE § 27383)

NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Biological Odor Control Facility Project at the Santa Paula
Wastewater Recycling Facility
Project No.: CIP #9348

Notice is hereby given pursuant to State of California Civil Code Section 3093 et seq that:

1. The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.
2. The full name of the owner is: City of Santa Paula
3. The full address of the owner is: City Hall, 970 Ventura Street, Santa Paula, CA 93060
4. The nature of the interest of the owner is: Water Recycling Facility
5. A Work of improvement on the property hereinafter described was field reviewed by the Engineer on January 5, 2022. The Work done was: Furnishing and installing new biological trickling filter odor control system, foundations, new block wall enclosure, piping, ducting, electrical and instrumentation items. Demolishing, removing, and disposing of existing odor control equipment.
6. On June 15, 2022, the City of Santa Paula accepted the Work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.
7. The name of the Contractor for such Work of improvement was:
Metro Builders & Engineering Group, Ltd.
8. The property on which said Work of improvement was completed is in the City of Santa Paula, County of Ventura, State of California, and is described as follows:
9. The street address of said property is: 921 Calpipe Road

Dated: 1/5/22

Santa Paula, CA

Kevin Norgaard, PE – MKN
Engineer

VERIFICATION

I, the undersigned, say: I am the City Manager of the City of Santa Paula, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge.

I declare under penalty of perjury the foregoing is true and correct.

Executed on _____, 20____ at Santa Paula, California.

City Manager

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Clete Saunier, Public Works Director

Subject: PLANS AND SPECIFICATION FOR THE MESA TANKS REPLACEMENT PROJECT

Date: June 15, 2022

Agenda Item: 10.I

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7410 approving the plans and specifications for the Mesa Tanks Replacement Project
2. Authorize Staff to advertise for Project bids.

BACKGROUND:

A 2002 *Condition Assessment Report* analyzing the condition of the existing Mesa Tanks, which currently have a combined storage capacity of 420,000 gallons, recommended replacement of both tanks. In addition, the City's 2005 *Potable Water Master Plan* identified storage deficiencies in the City's 600-pressure zone, which resulted from a new fire flow requirement of 4,000 gallons per minute (gpm) for a four-hour duration (960,000 gallons total) for Santa Paula Hospital. The 2005 *Potable Water Master Plan* also requires Emergency Storage and Regulatory Storage based on the Maximum Day Demand (MDD) within a given year. Based on 2018 flows, the MDD was calculated to be 215 gpm, which is higher than the 139 gpm MDD identified in the 2005 *Potable Water Master Plan*. In 2018, the Ventura County Fire Department assumed fire operations within Santa Paula and revised the Santa Paula Hospital's fire flow requirement to 1,750 gpm over a two-hour duration (210,000 gallons). In a letter dated August 9, 2017, the State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) identified the Mesa Tanks as being in poor condition, consistent with previous findings, and requiring replacement to address the deficient condition of the tanks.

ANALYSIS:

The proposed Mesa Tanks Replacement Project entails the replacement of Mesa Tanks #1 and #2 with two new 300,000-gallon above ground welded steel tanks, each 47 feet in diameter and 35 feet in height. A six-foot-high perimeter security chain link fence would be installed around the perimeter of the tank facility with an approximately 12-foot-wide driveway gate installed at the southern end of the tank facility. The fenced tank facility would be paved, and a retaining wall ranging in height from two feet to 13 feet would be installed on the western and northern edges of the tank facility. One new 15-kilowatt (kW) emergency generator would be installed on the southern portion of the tank facility. In addition, space

would be reserved for installation of a second emergency generator by United Water Conservation District as part of a separate, future project. Other new site features would include replacement inlet and outlet piping to the tanks, overflow piping, bollards, a wharf head fire hydrant, hydrant piping, miscellaneous electrical improvements, and City supervisory control and data acquisition (SCADA) equipment upgrades. The aged steel potable water pipeline in the hillside slope east of Mesa Tanks #1 and #2 would be replaced with an eight-inch diameter polyvinyl chloride (PVC) or ductile iron (DI) pipeline to be located within the existing easement on Montclair Drive east of the tank facility.

Project Status and Schedule

The Project is currently at 100% Plans, Specifications and Estimates (PS&E), with release for bid pending formalization of budgetary commitments according to Staff recommendations and City Council approval. The project’s environmental impacts have been reviewed and the project meets the qualifications for a Class 2 Categorical Exemption (replacement/reconstruction) from Article 19 of the State’s CEQA guidelines.

The engineer’s construction estimate is \$4,260,000, which includes a 15% contingency. An additional allowance for engineering, construction management, inspection and materials testing is estimated at \$450,000, for a total of \$4,710,000. The anticipated construction schedule is approximately 18 months.

Once bids are received, Staff will review the results and select a recommended responsible bidder. Upon adoption of Resolution No. 7410 approving the plans and specifications for the Project, staff anticipates returning to Council to request construction contract award. The Project plans and specifications are available for public review in the City Clerk’s office.

STRATEGIC PLAN:

The Project supports the currently adopted Strategic Plan in achieving the following goals:

Infrastructure, Transportation & Mobility

Goal: Maintain and develop the City’s infrastructure to be safe, sustainable, innovative and cost-efficient.

FISCAL IMPACTS:

Funding for the project’s construction is included in the FY 2021-2023 capital improvement budget. The project anticipates receiving ARPA funding once available. Additional required budget is provided by budgetary transfers from Project 9236 Cross Town Pipeline, which will be scheduled to start construction in FY 2023-2024. This budgetary summary is presented in Table 1 below.

Table 1: Funding Sources – Water and Sewer Construction

2021-2023 CIP Program	Fund	Budget
CIP 9299 – Mesa Tank Study and Replacement	620-Water Enterprise	\$2,906,692
ARPA Funds		\$1,500,000
Transfer – CIP 9236 – Cross Town Water Pipeline		\$1,210,000

Total =

\$5,616,692

OPTIONS:

1. Do not approve the plans and specifications for the Mesa Tanks Replacement Project and authorize staff to solicit project bids. This would delay construction of the project potentially leading to the issuance of a regulatory non-compliance order from the State Water Resources Control Board (SWRCB) Division of Drinking Water.

ATTACHMENTS:

[EXHIBIT A - Project Location Map.pdf](#)

[Exhibit B Resolution No. 7410 - Mesa Tanks Replacement Project.pdf](#)

EXHIBIT A

Project Location Map



Imagery provided by Microsoft Bing and its licensors © 2022.

Fig. 2 Project Location

EXHIBIT B

Resolution No. 7410

RESOLUTION NO. 7410

A RESOLUTION APPROVING THE PLANS AND SPECIFICATIONS FOR THE MESA TANKS REPLACEMENT PROJECT PURSUANT TO GOVERNMENT CODE SECTION 830.6.

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

SECTION 1: The City Council finds and declares as follows:

- A. The City Engineer reviewed the completed plans and specifications for the Project, and finds said plans and specifications complete, and the Project may be constructed;
- B. The City Council wishes to obtain the immunities set forth in Government Code § 830.6 with regard to the plans, specifications, and construction of the Project.

SECTION 2: The plans and specifications for the Project are determined to be consistent with the City standards and are approved by the Public Works Department.

SECTION 3: The design approval set forth in this Resolution occurred before actual work on the Project construction commenced.

SECTION 4: The approval granted by this Resolution conforms to the City's General Plan and the City Standards.

SECTION 5: The City Engineer, or designee, is authorized to act on the City's behalf in approving any alterations or modifications of the plan approved by this Resolution.

SECTION 6: The approval and authorization granted by this Resolution is intended to avail the City of the immunities set forth in Government Code § 830.6.

SECTION 7: The City Clerk is directed to certify the adoption of this Resolution.

SECTION 8: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2022

Jenny Crosswhite, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

John C. Cotti, City Attorney

APPROVED AS TO CONTENT:

Dan Singer, City Manager

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Christy Ramirez, Finance Director

Subject: ANNUAL AUDIT - FY 20/21

Date: June 15, 2022

Agenda Item: 10.J

RECOMMENDATION:

Staff recommends the City Council receive and place on file the Annual Audited Financial Statements for the Fiscal Year ended June 30, 2021.

Presented by: Christy Ramirez, Finance Director

BACKGROUND:

The City engaged Rogers, Anderson, Mallody, and Scott (RAMS) to perform an annual financial audit of the City and the eligible federal grant programs for the period ended June 30, 2021. On June 12, 2022, the audit firm will issue the final report of the City's financial records. At the front of these reports is an Independent Auditors' Report that shares with the reader their opinion that "the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Santa Paula as of June 30, 2021..." This means that the City has properly accounted for City finances without any major misstatements.

ANALYSIS:

For the purposes of this audit, the General Fund is made up of 8 funds (General, General Reserve, General Fund FEMA Program, General Fund-Measure T, General Recreation, Refuse Reserve, Equipment Maintenance, and Miscellaneous Deposits). Of the \$8,183,291 General Fund balance, \$1,212,434 is nonspendable, restricted and/or committed with the unassigned fund balance being \$6,925,857.

The General Fund Operating Reserve consists of two funds (General Reserve and General Reserve - Measure T) totaling \$3,554,597, which have been set aside to be held "in the event of an emergency, disaster, or other extraordinary circumstance." These reserves make up a significant portion of the unassigned fund balance noted above.

The audit will be posted on the City website for the public and Council to view on Sunday, June 12, 2022.

STRATEGIC PLAN:

FISCAL IMPACTS:

None.

OPTIONS:

The Council may decide to defer the matter back to staff with further direction.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Clete Saunier, Public Works Director

Subject: WATER RECYCLING FACILITY ANOXIC AND AEROBIC TANKS
REHABILITATION PROJECT AGREEMENT

Date: June 15, 2022

Agenda Item: 10.K

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to execute a construction contract with Cushman Contracting Corporation for the Water Recycling Facility Anoxic Tanks No. 1 & 2 and Aerobic Tanks No. 1 & 2 Rehabilitation Project, CIP No. 9341, in the base bid amount of \$263,310, in a form approved by the City Attorney.
2. Authorize the City Manager to approve award of bid Alternate 1 and/or bid Alternate 2 to Cushman Contracting Corporation if specified additional work is required as verified by Staff for an amount not to exceed \$90,000.
3. Authorize the City Manager to approve contract change orders as required and verified by Staff in an amount not to cumulatively exceed \$35,831 (10% construction contingency with Alternates 1 and 2 included) for the Water Recycling Facility Anoxic and Aerobic Tanks Rehabilitation Project.

BACKGROUND:

The Santa Paula Water Recycling Facility (WRF) entered service in 2010 and has been in continuous service since. The nature of the process requires the anoxic and aerobic tanks to remain in service, thus rendering it impossible to gain entry for a condition assessment inspection. Recent indications point towards damaged aerators and isolation valves associated with Anoxic Tank Nos. 1 & 2 and Aerobic Tank Nos. 1 & 2.

Good operating practices dictate that the reaction tanks should be inspected for damage, corrosion, or solids buildup. This work requires specialized expertise as the tanks are confined spaces and subject to potentially hazardous atmospheres.

There are three reaction tank sets (each tank set includes an anoxic tank and an aerobic tank). Similar work was recently completed for Anoxic Tank No. 3 and Aerobic Tank No. 3. They will remain in service while Anoxic/Aerobic Tanks No. 1 & 2 are being sequentially cleaned and repaired. The WRF is capable of maintaining full production while one tank set is out of service.

The project scope includes furnishing all necessary labor, materials, and equipment for the removal of access hatches, cleaning of the tanks to remove and process all accumulated solids, removal of 138 and replacement of up to 130 ultrafine bubble diffusers, the inspection of two Anoxic Tank mixers and three mud valves, and the refurbishment of two weir gates and three mud valves. Construction is anticipated to begin in July 2022.

ANALYSIS:

The WRF has been in operation for over 10 years. During that time, Anoxic Tanks No. 1 & 2 and Aerobic Tanks No. 1 & 2 (Tanks) have remained in continuous service, each operating with about 24 feet of water depth to provide biological treatment of wastewater. Testing performed by the WRF operators indicates numerous diffusers in Aerobic Tanks No. 1 & 2 are damaged. Aerobic Tank No. 1 & 2 use excessive amounts of air; when the air supply is turned up, the oxygen saturation does not match the increased supply.

The objective of this project is to allow the tanks to be taken out of service, drained, cleaned, and inspected to assess any damage or defects. When the tanks are empty, all air diffusers (procured separately by the City) will be replaced. Any damage to the concrete tank walls and piping will be repaired. Certain valves, which are not presently operable, will be repaired. Once all damages and defects have been addressed, the tanks will be brought back into service.

Staff advertised an invitation for sealed bids on May 5, 2022. Three bids were received and opened on June 2, 2022. The bid results are as follows.

Bid No.	Contractor	Base Bid
1	MP Environmental Services, Inc.	\$542,900
2	Cushman Contracting Corporation	\$263,310
3	GSE Construction Company, Inc.	\$522,100

The Engineer's Planning Estimate for the project construction is \$519,880, and Cushman Contracting Corporation's base bid is \$263,310, which is approximately 50% less than the Engineer's Planning Estimate.

Staff has verified that Cushman Contracting Corporation is in good standing with the California State License board with a license appropriate for the work. The firm is in good standing with the California Department of Industrial Relations with no violations of prevailing wage laws. Staff also contacted references provided by Cushman Contracting Corporation and has received positive references in all cases.

Although Cushman Contracting Corporation's bid is approximately 50% less than the other bids and the Engineer's Planning Estimate, Staff has reviewed and find the bid responsive. The lower bid may be due to contractor's need for fill-in work in the area or an alternative bypass pumping solution during construction that would be acceptable to Staff. Staff's engineering consultants have completed numerous projects with Cushman Contracting Corporation and have found them to be a reliable responsive contractor.

Staff finds the base bid of \$263,310 submitted by Cushman Contracting Corporation is an acceptable bid that is responsive and meets the requirements of the bid documents. Bidding rules require that the City Council award the construction contract to the lowest responsive, responsible bidder or reject all bids.

A copy of the bids are available for review in the City Clerk's office.

STRATEGIC PLAN:

The approval of this agenda item does not directly address the strategic goals within the City's adopted strategic plan.

FISCAL IMPACTS:

This project will be funded from the Sewer Enterprise Fund's Capital Improvement Program budget (CIP No. 9341). There are sufficient funds available to cover the base bid construction cost, bid alternatives 1 and/or 2, and a 10% contingency.

The project was bid with two alternates. Alternate 1 is an additive alternate of \$15,000 for any additional work which may result from the inspections of the tank. Alternate 2 is an additive alternate of \$65,000 which would be contracted if the City is unable to drain the tanks and the contractor is needed to furnish the equipment and labor to drain the tanks prior to inspection. These alternates raise the total bid amounts to \$278,310 and \$343,310 respectively, and \$358,310 if both are deemed necessary. These alternates shall not be awarded unless deemed necessary by Staff.

For budgeting purposes, the base bid, Alternate 1, and Alternate 2 plus the 10% contingency is recommended below. The existing FY 21/22 and FY 22/23 have sufficient budget to cover this contract.

Fund	CIP Project	Account Number	Available Budget
Sewer Enterprise	Water Recycling Facility- Concrete Tank Cleaning & Inspection	610-5-9341-660	\$691,400

Item	Project Cost
Construction Contract Base + Alternates 1 and 2	\$358,310
10% Construction Contingency	\$ 35,831
Total =	\$394,141

OPTIONS:

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

1. Do not authorize the City Manager to execute a Construction Contract with Cushman Contracting Corporation. for the construction of the Water Recycling Facility Anoxic Tanks No. 1 & 2 and Aerobic Tanks No. 1 & 2 Rehabilitation Project. This will delay the repair process and may lead to the following negative consequences: increased energy costs due to over-supply of compressed air, reduced efficiency of the wastewater treatment process; and further damage to concrete tank structures.

ATTACHMENTS:

[EXHIBIT A Bid Tabulation Sheet.pdf](#)

EXHIBIT A

**Bid Tabulation for WRF Anoxic Tanks No. 1 & 2 and Aerobic
Tanks No. 1 & 2 Rehabilitation Project**

City of Santa Paula
Water Recycling Facility Anoxic Tanks No. 1 & 2 and
Aerobic Tanks No. 1 & 2 Rehabilitation Project
MKN BID Checklist

pgs.

Bid Package (1 Item, 12 pages)

- 1 Cover Page
- 1 Acknowledge Addendums
- 2 Statement of Past Disqualification
- 3 Bid Schedule and Costs
- 4-7 Required Info pages (4)
- 8 Insurance Requirements form
- 9 Noncollusion Affidavit
- 10 Public Contract Code
- 11 Public Contract Questionnaire
- 12 Public Contract Statement

Agreement and Bonds (3 items)

- 1-4 Public Works Contract
- 1-2 Faithful Performance Bond
- 1-2 Labor and Material Bond
- 1 Bid Bond

Insurance Forms (1-4)

- 1 Insurance Certificate for Business Auto Coverage
- 1 Insurance Certificate for Commercial General Coverage
- 2-4 Insurance Endorsements

1		2		3	
Received	Comments	Received	Comments	Received	Comments
X		X		X	
X		X		X	
X		X		X	
X		X		X	
X		X		X	
X		X		X	
X		X		X	
X		X		X	
X		X		X	
X		X		X	
X		X		X	
	Due at contract signing		Due at contract signing		Due at contract signing
	Due at contract signing		Due at contract signing		Due at contract signing
	Due at contract signing		Due at contract signing		Due at contract signing
X		X		X	
	Due at contract signing		Due at contract signing		Due at contract signing
	Due at contract signing		Due at contract signing		Due at contract signing
	Due at contract signing		Due at contract signing		Due at contract signing

City of Santa Paula Water Recycling Facility Anoxic Tanks No. 1 & 2 and Aerobic Tanks No. 1 & 2 Rehabilitation MKN BID Checklist Bid Received:				Engineer's Estimate		1		2		3	
						MP Environmental Services, Inc. 3400 Manor Street Bakersfield, CA 93308 (661) 393-1151 Lic# 613706 scaldenwood@mpenviro.com		Cushman Contracting Corporation 5354 Overpass Road Santa Barbara, CA 93111 (805) 964-8661 Lic# 1072807 kyle@cushmancontracting.com		GSE Construction Company Inc. 7633 Southfront Road, Suite 160 Livermore, CA 94551 (925) 447-0292 Lic# 401498 estimating@gseconstruction.com	
						Item No.	Description	Qty.	Unit	Unit Cost (\$)	Total (\$)
1	Mobilization, Demobilization, Bonds and Insurance	1	LS	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00
2	Anoxic Tanks #1 & 2 and Aerobic Tanks #1 & 2 Cleaning and Dewatering	1	LS	395,000.00	395,000.00	349,300.00	349,300.00	160,000.00	160,000.00	252,100.00	252,100.00
3	Removal and Replacement of Ultrafine Bubble Diffusers	138	EA	260.00	35,880.00	400.00	55,200.00	130.00	17,940.00	500.00	69,000.00
4	Refurbishment of 48" W x 24" T weir gate	2	EA	11,500.00	23,000.00	16,000.00	32,000.00	12,000.00	24,000.00	25,000.00	50,000.00
5	Refurbishment of 12" mud valve	1	EA	4,000.00	4,000.00	4,000.00	4,000.00	7,170.00	7,170.00	10,000.00	10,000.00
6	Refurbishment of 6" mud valve	2	EA	4,000.00	8,000.00	3,000.00	6,000.00	5,000.00	10,000.00	8,000.00	16,000.00
7	Inspection of Anoxic Tank Mixer	2	EA	3,000.00	6,000.00	2,000.00	4,000.00	1,450.00	2,900.00	5,000.00	10,000.00
8	Inspection of 12" mud valve	1	EA	1,000.00	1,000.00	1,200.00	1,200.00	2,900.00	2,900.00	5,000.00	5,000.00
9	Inspection of 6" mud valve	2	EA	1,000.00	2,000.00	600.00	1,200.00	1,450.00	2,900.00	5,000.00	10,000.00
10	Process Bypass (Pumping, Piping, etc.)	1	LS	15,000.00	15,000.00	60,000.00	60,000.00	5,500.00	5,500.00	70,000.00	70,000.00
Base Bid Total (\$)				519,880.00		542,900.00		263,310.00		522,100.00	

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: James Mason, Community & Economic Development Director

Subject: CITY COUNCIL APPROVAL FOR USE OF AFFORDABLE HOUSING TRUST FUNDS FOR STATE REQUIRED PREVAILING WAGE MONITORING FOR THE SPIRIT OF SANTA PAULA CAPITAL PROJECT

Date: June 15, 2022

Agenda Item: 10.L

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve Resolution No. 7411 of the City Council of the City of Santa Paula, authorizing the City Manager to expend an amount not to exceed \$20,000 in Housing In-Lieu Funds from the Affordable Housing Trust Fund (fund: 219) to pay for state required consulting services for prevailing wage review and monitoring associated with the building improvements for the Spirit of Santa Paula Homeless Services and Shelter facility at 1498 East Harvard Boulevard.
2. Authorize a budget allocation of \$20,000 from fund 219-5-9093-502 for consultant work related to this item.

BACKGROUND:

In October 2021 funding was made possible by state Assemblyman Steve Bennett, D-Ventura, and Sen. Monique Limón, D-Santa Barbara to support the expansion and rehabilitation of the Spirit of Santa Paula Homeless Service Center at 1498 East Harvard Boulevard. The allocation of designated funding was made available pursuant to the 2021 Budget Act, as amended by Budget Bill Jr. (SB170) Chapter 69, Control Section 19.56 (b) (278). In accordance with the Bill, the Department of Housing and Community Development (HCD) distributed \$1,500,000 to the City of Santa Paula on behalf of the Spirit of Santa Paula. Capital projects funded in full or partially by state funding are required to comply with state prevailing wage laws. The funding provided by HCD is limited to construction-related expenses and cannot be utilized for administrative costs. As a result, additional funding will be required to ensure prevailing wage compliance on the development project.

ANALYSIS:

On June 20, 2014 public works reforms brought about by Senate Bill 854 (Stat. 2014, chapter 28) made several changes to the laws governing how the Department of Industrial Relations (DIR) monitors compliance with prevailing wage requirements on public works projects. Some of these changes modify the responsibilities of awarding bodies, including by eliminating the

obligation to pay DIR for compliance monitoring on state bond-funded projects.

The awarding body (City of Santa Paula), is responsible for administering the state funds allocated for the Spirit of Santa Paula Capital project and ensuring that public funds are used appropriately. As partners with DIR's Public Works Enforcement team, the city must also ensure that all public works contractors are in compliance with all labor laws. Spirit's facility improvements are well underway and are expected to be completed by September 2022.

On November 11, 2021 the City Council approved a resolution authorizing the City Manager to allocate \$50,000 of Housing In-Lieu Fees deposited into the Affordable Housing Trust Fund to Spirit of Santa Paula, to pay city development impact and permit fees associated with building improvements at 1498 East Harvard Boulevard. To date \$44,393.65 of this allocation of funds has been utilized with a remaining balance of \$5,606.35. The project is nearing completion and the \$1,500,000 made available through senate funding for the remainder of the first phase and the completion of the second phase of the project will be released once prevailing wage monitoring and compliance progress is in place. In order to support Assemblyman Bennett's and Senator Limon's efforts, staff is recommending that an amount not to exceed \$20,000 be allocated from the Affordable Housing Trust Fund to cover prevailing wage compliance on the development project.

Santa Paula Municipal Code § 16.13.410(B) provides:

(B) The City Manager, or designee, must create and administer an Affordable Housing Trust Fund. The City Council must use the Fund exclusively to provide for affordable housing and for reasonable costs associated with the development of affordable housing. In-lieu fees collected pursuant to this chapter must be deposited into the Affordable Housing Trust Fund.

The use of in-lieu fees from the Affordable Housing Trust Fund to pay for the consulting fees for prevailing wage review and monitoring associated with the development of Spirit's homeless services and shelter facility is consistent with the purpose of the Fund.

STRATEGIC PLAN:

None

FISCAL IMPACTS:

The expenditure allocation, if approved by Council, not to exceed \$20,000 from the Housing In-Lieu Funds from the Affordable Housing Trust Fund (Inclusionary Housing Ord.: fund 219), will reduce the existing fund balance of the fund to \$1,943,151.90.

OPTIONS:

1. Approve Resolution No. 7411 of the City Council of the City of Santa Paula, authorizing the City Manager to expend \$20,000 in Housing In-Lieu Funds from the Affordable Housing Trust Fund (fund: 219) to pay for state required consulting services for prevailing wage review and monitoring associated with the building improvements for the Spirit of Santa Paula Homeless Services and Shelter facility at 1498 East Harvard Boulevard.
2. Approve Resolution No. 7411 with modifications.

3. Deny the approval and delay further development of a vital social service asset.

ATTACHMENTS:

[ATTACHMENT A RESOLUTION NO 7411.docx](#)

RESOLUTION NO. 7411

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA AUTHORIZING THE CITY MANAGER TO ALLOCATE \$20,000 OF HOUSING IN- LIEU FEES DEPOSITED INTO THE AFFORDABLE HOUSING TRUST FUND TO SPIRIT OF SANTA PAULA, A HOMELESS SERVICES AND SHELTER FACILITY, TO PAY FOR CONTRACTUAL SERVICES TO MONITOR AND REVIEW PREVAILING WAGE ACTIVITY ASSOCIATED WITH BUILDING IMPROVEMENTS AT 1498 EAST HARVARD BOULEVARD

The City Council of the City of Santa Paula resolves as follows:

SECTION 1: The City Council finds and declares as follows:

A. The City of Santa Paula adopted Santa Paula Municipal Code §,16.13.400 et seq. entitled “Inclusionary Housing”, codified at Division 8 of Chapter 16.13 of the Development Code, to implement the affordable housing requirements set forth in Health and Safety Code Section 33413.

B. This Division was adopted to promote the rehabilitation, preservation and production of quality, well-designed rental and ownership housing that is affordable for very low and low income households.

C. Section 16.13.410 established the “Affordable Housing Trust Fund.” This Section authorizes developers to pay an in-lieu fee on a per unit basis, instead of building affordable units, into the City’s Affordable Housing Trust Fund. These in-lieu fees must be deposited into the Affordable Housing Trust Fund and used exclusively by the City Council to construct affordable housing or for reasonable costs associated with the development of affordable housing. The City Manager is responsible for administering the Fund.

D. The City’s Inclusionary Housing ordinance defines “Affordable Housing” as a dwelling unit or units made available to low, very low, and (if within the Santa Paula Redevelopment Plan boundaries) moderate income households.

E. Formed in 2002, Spirit of Santa Paula (“Spirit”) is a non-profit organization that runs various programs to serve the City’s homeless population and families struggling to meet their basic needs. Spirit’s offerings including the provision of free meals, social services, counseling, work placement assistance, permanent housing assistance, and emergency shelter.

F. Spirit’s shelter program and services are intended for individuals that fall under the designation of very low to low income persons or households, as defined by Health & Safety Code sections 50079.5 and 50105, respectively. These individuals and families make gross annual incomes that do not exceed 80% of the Ventura County median household income.

G. To expand its services, Spirit took title to a building located at 1498 East Harvard Boulevard, and has raised nearly all funds needed to complete capital improvements to the new facility. Such improvements include an addition for use as executive office space and counseling area.

H. Many of the improvements at the new facility, which is now in operation, have been constructed, and approximately \$1,500,000 in state funds are being utilized to construct the remaining building addition and improvements. As a requirement on the use of these funds, Spirit must monitor and report on the payment of prevailing wages, which costs approximately \$20,000 and for which state funds cannot be used.

I. The City Council finds that allocating an amount not to exceed \$20,000 from the Affordable Housing Trust Fund to Spirit to support the administrative cost for the project development, associated with the state requirement of prevailing wage review and monitoring, is consistent with the Fund's purpose of increasing affordable housing within the City for very low and low income households. By extending financing assistance to Spirit's construction of the facility, low-income individuals who are homeless will gain access to housing by means of the immediate shelter that Spirit provides them as well as through Spirit's permanent housing assistance program, a service commonly known as "rapid re-housing". "Rapid re-housing" helps a homeless family or individual move as quickly as possible into a new, affordable home or apartment by, among other things, assisting with deposits and providing ongoing counseling and support to keep individuals housed.

J. The City Council finds it is in the public interest to authorize an expenditure not to exceed \$20,000 in housing in-lieu fees to support the expansion of Spirit's facility.

SECTION 2: Allocation of In-Lieu Fees from the Affordable Housing Trust Fund.

A. The City Manager of the City of Santa Paula is directed to authorize an expenditure not to exceed \$20,000 of the in-lieu fees deposited into the Affordable Housing Trust Fund to Spirit of Santa Paula to contractual services to monitor and review the payment of prevailing wages in connection with facility improvements at its 1498 East Harvard Boulevard building.

B. The City Manager, or his designee, is authorized to undertake all necessary actions to implement the appropriation of funds described in this Section.

SECTION 4: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

SECTION 5: The City Clerk is directed to certify the adoption of this Resolution.

APPROVED AND ADOPTED at a regular meeting of the Santa Paula City Council this 15th day of June, 2022.

Jenny Crosswhite, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

John C. Cotti, City Attorney

APPROVED AS TO CONTENT:

Dan Singer, City Manager

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: DESIGNATION OF VOTING DELEGATE FOR THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE & EXPO - SEPTEMBER 7-9, 2022

Date: June 15, 2022

Agenda Item: 10.M

RECOMMENDATION:

Staff recommends that the City Council:

Designate Mayor Crosswhite as the voting delegate and Vice Mayor Sobel as the alternate delegate to participate in the 2022 League of California Cities Annual Conference.

Presented by: Julie Latshaw, City Clerk

BACKGROUND:

The City has been asked to designate a voting delegate and an alternate who plans to attend the 2022 League of California Cities Annual Conference. The voting delegate votes on behalf of the City on conference resolutions that will guide cities and the League in efforts to improve the quality, responsiveness and vitality of local government in California.

ANALYSIS:

To date, the City has yet to receive any proposed resolutions or changes to the League's bylaws or policies. As proposals or resolutions are received from the League, they will be forwarded to the Mayor to determine whether or not those items should come before the full Council for consideration prior to a vote of the League membership.

Both Mayor Crosswhite and Vice Mayor Sobel have registered for this year's Annual Conference.

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

None.

OPTIONS:

In the event no member of the City Council wishes to participate in the conference and/or the annual meeting, the City of Santa Paula will be without a vote on the items that may be of importance to the City.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jonathan Royas, Management Analyst

Subject: PROPERTY BUSINESS IMPROVEMENT DISTRICT (PBID) RENEWAL

Date: June 15, 2022

Agenda Item: 11.A

RECOMMENDATION:

Staff recommends that the City Council:

1. Conduct a public hearing to receive ballots, tally ballots and declare ballot results for the Downtown Property-Based Business Improvement District (PBID);
2. Upon the conclusion of the public hearing, if the vote is successful to support the property owner assessments towards renewing the PBID, adopt Resolution 7409 to renew the PBID and confirm the assessments to be levied upon properties as described in the Management District Plan.

BACKGROUND:

The downtown Santa Paula PBID is being proposed for renewal pursuant to state law; the “Property and Business Improvement District Law of 1994,” and is a flexible financing tool for creating private-sector, self- governed management districts. Developed in 2019 by a coalition of property and business owners, the Santa Paula PBID is a proposed benefit assessment district designed to improve and convey special benefits to properties within the central business district of Downtown Santa Paula.

The proposed PBID renewal will provide funding for a Downtown Ambassador Program, maintenance services and beautification programs, above and beyond the baseline services currently provided by the City of Santa Paula.

The current 3-year term for the PBID is set to expire December 31, 2022. As a result, the PBID Board of Directors took action in July 2021 to begin the renewal process. In order to effectively renew the PBID for a five-year term, several steps had to be taken and Council had to approve the renewal process described hereto.

Supporting property owners requested that the City consider renewing the PBID for a 5-year term beginning January 1, 2023 to December 31, 2027, as provided under the law. To initiate the process, staff complied with the required provisions of the Property and Business Improvement District Law of 1994, including the preparation of a Management District Plan (Exhibit A), a Resolution of Intention No. 7392 (Exhibit B), setting a public hearing date and

accepting the results of a petition of property owners for the formation of the District.

Written petitions were distributed to property owners of record on March 2022, along with the Management District Plan summary describing the district boundary, assessment, and services of the PBID. On April 14, 2022, the City Clerk received signed petitions indicating support from more than 50% of the property owners, which is the threshold required by law to initiate a Property and Business Improvement District. By April 20, 2022, petitions in support of the district formation were submitted by 23 property owners, which represents more than 50% of the assessments proposed to be levied. As a result, City Council took the following actions:

1. Council accepted the results of a petition of property owners for the proposed renewal of the downtown Property Business Improvement District (PBID) to go to ballot allowing the City Clerk to initiate Proposition 218 proceedings as prescribed in the Proposition 218 Omnibus Implementation Act (California Government Code, Section 53750) and the City Clerk initiated Proposition 218 proceedings and has complied with the notice, protest and hearing procedures prescribed in the Proposition 218 Omnibus Implementation Act (California Government Code, Section 53750).
2. Council approved Exhibit A – Management District Plan
3. Council adopted Exhibit B - Resolution of Intention No. 7392
4. Council set a date for Public Hearing on Wednesday, June 15, 2022.

ANALYSIS:

Renewal of the PBID is contingent upon the City's receipt of a weighted majority of financially supportive ballots as submitted by the affected property owners. The City Clerk will tabulate the ballot returns and report the results to the city Council at this public hearing. The Ballots were mailed out to PBID property owners on April 26, 2022.

In anticipation of a successful ballot process, a resolution (Exhibit C – Resolution of Renewal No. 7409) to establish the PBID and levy assessments has been prepared for consideration at the conclusion of this required public hearing.

The PBID will provide funding for new improvements and activities, with an emphasis on clean and safe activities that benefit all community members working, visiting or living in Downtown as well as maintenance services and beautification programs that are above and beyond the baseline services currently provided by the City of Santa Paula. To guide the PBID for the next five years, a Management District Plan (Exhibit A) was produced with an Engineer's Report to respond to today's market opportunities and district economic, social and environmental challenges. Annual assessments are based upon an allocation of program costs and a calculation of lot square footage plus building square footage plus linear street frontage.

The supporting property owners have requested that the City consider renewing the new PBID for a 5-year term beginning January 1, 2023 to December 31, 2027, as provided under the law. If the PBID is renewed, the total annual assessment will generate approximately \$92,625 for the Historic Santa Paula Downtown.

STRATEGIC PLAN:

This item supports Council's two-year Strategic Plan in the following categories:

B. Economic Development

2. Downtown beautification - Effectuate visual and physical improvements to the historic downtown corridor, to include public amenities, improved signage, façade improvements, and safety measures.

F. Community Vitality

9. Explore and develop ideas for greater opportunities to use public spaces in the historic downtown corridor.

FISCAL IMPACTS:

There are no fiscal impacts to the City at this time. All costs associated with the renewal process of the PBID are the responsibility of the current Board of Directors. Additionally, the City does not own any property in the PBID area and will not be affected by the annual assessment.

OPTIONS:

1. City Council could decide renewal of the PBID is not in the best interest for Downtown and not consider the approval renewal. However, this alternative is not recommended because more than 50% of the property owners affected by the PBID assessment support renewal and not opting for renewal could negatively impact the Downtown area by foregoing approximately \$92,625 in annual assessments for downtown enhancement and beautification.

ATTACHMENTS:

[Exhibit A - Management_District_Plan.pdf](#)

[Exhibit B - Resolution of Intention No. 7392.pdf](#)

[Exhibit C - Reso No. 7409](#)

EXHIBIT A - MANAGEMENT DISTRICT PLAN

Downtown Santa Paula

Property-Based Business Improvement District

Management District Plan



City of Santa Paula, California

April 2022

Prepared by:
Kristin Lowell, Inc

*Prepared pursuant to the State of California
Property and Business Assessment District Law of 1994
and Article XIIIID of the California Constitution.*

DOWNTOWN SANTA PAULA

Property-Based Business Improvement District

Management District Plan

Table of Contents

<u>Section Number</u>	<u>Page Number</u>
1. Executive Summary	1
2. PBID Boundary	4
3. PBID Activity and Improvement Plan	6
4. PBID Assessment Budget	9
5. Assessment Methodology	11
6. PBID Governance	15
7. Implementation Timeline	16
8. Assessment Roll	17

ATTACHMENT

A. Engineer's Report

SECTION 1: EXECUTIVE SUMMARY

The Downtown Santa Paula Property-Based Business Improvement District (“PBID”) was first established in 2019 and is being renewed for a 5-year term, pursuant to the California Constitution and the Property and Business Improvement District Law of 1994, as amended. Developed by the formal steering committee, the PBID Management District Plan responds to today’s market opportunities, district challenges, and the City of Santa Paula’s efforts in vitalizing the downtown. The PBID Management District Plan describes how the PBID will improve and convey special benefits to assessed parcels located within the downtown area.

Summary Management Plan

Pursuant to the Property and Business Improvement District Law of 1994 (California Streets and Highways Code § 36600 et seq.) (the “PBID Law”), the PBID is proposed to be renewed for a 5-year term. Upon receipt of petitions signed by property owners representing greater than 50% of the PBID assessable budget, the City will initiate a ballot procedure to officially form the PBID. Governed by an Owners’ Association, the PBID will deliver enhanced services to improve and convey special benefits to properties located within the PBID boundary, above and beyond those provided by the City.

The PBID will provide enhanced improvements and activities, such as, cleaning the downtown, improving safety, beautifying the downtown, as well as economic vitality, marketing, and special events. Each of the activities is designed to meet the goals of the District; to improve the appearance and safety of the PBID, to increase building occupancy and lease rates, to encourage new business development and attract ancillary businesses and services.

Location	The District encompasses approximately 3 whole and partial blocks in the commercial core of Downtown Santa Paula, primarily on E Main Street from 8 th Street to 10 th Street, and on 10 th Street from the alley to E Ventura Street.
Services & Activities	The PBID will finance activities and improvements that will improve Downtown Santa Paula’s environment for property owners, residents, workers and visitors, including: Environmental Activities (Clean, Safe, and Beautiful): • <u>Security Team</u> that supports law enforcement, property owners and businesses in overall crime prevention efforts above what the City provides while providing concierge service to customers, residents, and employees. • <u>Homeless Outreach</u> to address disruptive behaviors that compound maintenance issues and create an intimidating street atmosphere. • <u>Maintenance Services</u> that will sweep, scrub and pressure wash sidewalks and public spaces, remove litter, trash and graffiti, and provide/maintain landscaping throughout the District. • <u>Beautification</u> such as installing and operating streetscape furniture, bike racks, tree lighting, information kiosks, holiday décor, and wayfinding signage.

	Economic Vitality: • <u>Marketing and Promotion</u> activities to market the corridor pro-actively promote a positive image of the downtown. • <u>Special Events</u> that draw visitors to the downtown. • <u>Special Projects and Collaboration</u> on any project that benefits the downtown area. Management: • <u>Administration</u> activities that manage the GBPBD programs, communicates with stakeholders and advocates on behalf of the district.																											
Method of Financing	Levy of assessments upon real property that receive a special benefit from enhanced services.																											
Budget	Total PBID budget for its first year of operations is \$95,000, as follows: <table><tr><th>EXPENDITURES</th><th>TOTAL BUDGET</th><th>% of Budget</th></tr><tr><td>Environmental Activities Security Team, Maintenance, Beautification</td><td>\$65,000.00</td><td>68.42%</td></tr><tr><td>Economic Vitality Marketing, Promotions, Special Events</td><td>\$15,000.00</td><td>15.79%</td></tr><tr><td>Management</td><td>\$15,000.00</td><td>15.79%</td></tr><tr><td>Total Expenditures</td><td>\$95,000.00</td><td>100.00%</td></tr><tr><th>REVENUES</th><th></th><th></th></tr><tr><td>Assessment Revenues</td><td>\$92,625.00</td><td>97.50%</td></tr><tr><td>Other Revenues (1)</td><td>\$2,375.00</td><td>2.50%</td></tr><tr><td>Total Revenues</td><td>\$95,000.00</td><td>100.00%</td></tr></table> (1) An allowance is made for general benefits that the PBID may provide. Any PBID services that are found to provide general benefit cannot be paid for with assessment revenue. A certified engineer has estimated that the general benefit from the PBID services accounts for \$2,375.00 of the estimated budget, resulting in a total assessable budget of \$92,625.00.	EXPENDITURES	TOTAL BUDGET	% of Budget	Environmental Activities Security Team, Maintenance, Beautification	\$65,000.00	68.42%	Economic Vitality Marketing, Promotions, Special Events	\$15,000.00	15.79%	Management	\$15,000.00	15.79%	Total Expenditures	\$95,000.00	100.00%	REVENUES			Assessment Revenues	\$92,625.00	97.50%	Other Revenues (1)	\$2,375.00	2.50%	Total Revenues	\$95,000.00	100.00%
EXPENDITURES	TOTAL BUDGET	% of Budget																										
Environmental Activities Security Team, Maintenance, Beautification	\$65,000.00	68.42%																										
Economic Vitality Marketing, Promotions, Special Events	\$15,000.00	15.79%																										
Management	\$15,000.00	15.79%																										
Total Expenditures	\$95,000.00	100.00%																										
REVENUES																												
Assessment Revenues	\$92,625.00	97.50%																										
Other Revenues (1)	\$2,375.00	2.50%																										
Total Revenues	\$95,000.00	100.00%																										
Assessments	Annual assessments are based upon an allocation of program costs and a calculation of lot square footage plus building square footage plus linear street frontage. Estimated annual maximum assessment rates for the first year of the district follow: <table><tr><th>Land Use</th><th>Lot + Bldg Assmt</th><th>Linear Assmt</th></tr><tr><td>Commercial/Government</td><td>\$0.0581</td><td>\$12.8077</td></tr><tr><td>Residential/Non-Profit</td><td>\$0.0290</td><td>\$6.4038</td></tr></table>	Land Use	Lot + Bldg Assmt	Linear Assmt	Commercial/Government	\$0.0581	\$12.8077	Residential/Non-Profit	\$0.0290	\$6.4038																		
Land Use	Lot + Bldg Assmt	Linear Assmt																										
Commercial/Government	\$0.0581	\$12.8077																										
Residential/Non-Profit	\$0.0290	\$6.4038																										

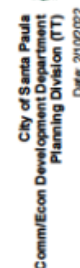
CPI Increase	Assessments will be subject to an annual increase of up to 5% per year to address changes in the cost of providing services. The determination of annual adjustments in assessment rates will be subject to review and approval by the PBID Owners' Association and City Council and will be subject to the requirements of the PBID Law. The Owners' Association will develop annual budgets and service programs each year which will be presented to the City Council for approval.
City Services	The City has established and documented the base level of pre-existing City services. The PBID will not replace any pre-existing general City services.
Collection	PBID assessments appear as a separate line item on the annual Ventura County property tax bills.
District Governance	The PBID will be managed by a nonprofit organization that will act as the PBID Owners' Association. The Owners' Association will be governed by a 5-7 member Board of Directors comprised primarily of PBID property owners or their designee. The Board will determine the annual PBID services and budgets.
District Formation	The PBID Law requires the submission of petitions signed by property owners in the proposed district who will pay more than 50% of the total assessments (i.e., petitions must represent more than 50% of the \$92,625.00 to be assessed). Petitions are submitted to the City, who then mails ballots to all assessed property owners. The majority of ballots returned, as weighted by assessments to be paid, must be in favor of the PBID for the City Council to approve the formation.
Duration	The PBID will have a 5-year term running from January 1, 2023, through December 31, 2027. Any subsequent renewal of the PBID will require a new Management District Plan, petition, and ballot process.

SECTION 2: PBID BOUNDARY

PBID Boundary

The District encompasses approximately 3 whole and partial blocks in the commercial core of Downtown Santa Paula. The PBID boundary is concentrated with parcels fronting primarily along Main Street between 8th Street and 10th Street as well as the parcels on the east of 10th Street between Main Street and Ventura Street, and both sides of 10th Street north of Main Street including APNs 101-0-212-095, 101-0-212-105, 103-0-111-045, 103-0-111-055 and 103-0-111-055.

The PBID boundary is illustrated by the map on the following page.

[illegible]

The PRID boundary shown was created based on a parcel layer drawn by the County of Ventura GIS Services using 2021 data from the County of Ventura Assessor's Office. The PRID boundary generally follows the parcel boundaries shown; however, this map is for informational reference only and is not to be considered the official PRID boundary.



SECTION 3: PBID ACTIVITY AND IMPROVEMENT PLAN

Background and Feasibility

As determined by area property and business owners, the top priority for services and activities within the Downtown Santa Paula PBID area include:

- ◆ Security Team
- ◆ Maintenance Services
- ◆ Beautification
- ◆ Economic Vitality (Marketing, Promotions, Special Events)

Based upon these findings, the following Environmental and Economic activities will be funded by the PBID. The following narrative provides recommendations for the PBID's first year of operation. PBID activities may be amended in subsequent years within the following general categories. Final activities and budgets will be subject to the review and approval of the PBID Owners' Association prior to City Council approval.

Environmental Activities

To respond to stakeholder priorities and guiding principles to make Downtown Santa Paula more welcoming, clean and beautiful, the PBID may fund a security program as well increased maintenance and beautification efforts. The PBID Environmental Activities are intended to improve commerce and quality of life by making each individually assessed parcel safer, cleaner and more attractive, which will encourage investment dollars and generate additional pedestrian traffic.

Security Team:

The Security Team will provide security services for the individual parcels located within the PBID in the form of vehicle and/or bike patrols. The purpose of the Security Team is to prevent, deter and report illegal activities taking place on the streets, sidewalks, storefronts, parking lots, and public alleys. The presence of the Security Team is intended to deter such illegal activities as vandalism, graffiti, narcotic use or sales, public urination, trespassing, drinking in public, prostitution, illegal panhandling, and illegal dumping. The safety activities will supplement, not replace, other ongoing City police, security, and patrol efforts within the PBID.

In addition, the Security Team will engage people who are engaging in aggressive panhandling, to suggest and coordinate services, and will document each engagement and activity to track the frequency of illegal and threatening behaviors to mobilize enforcement efforts of those people resisting services

The Security Team will continually circulate through the district to identify the population that is engaged in illegal or threatening behaviors, engage homeless people to build relationships and encourage assistance from social service providers to coordinate service delivery, triage the needs of homeless people to encourage appropriate services from provider agencies, and will document all interactions so that these individuals can be prioritized based on need



Maintenance Services:

Litter

Debris will be removed from sidewalks, alleys and street gutters. Debris includes Loose trash | Cigarette butts | Sediment and loose rock

Power Washing

Regularly Scheduled Washing – The entirety of the district will be washed on a bi-annual basis

Spot Washing – we will work to immediately address unsightly spills and stains in the district

Weeds

Weeds will be removed from sidewalk cracks and building lines while the clean team is on cleaning patrol. Areas of widespread growth will be removed by using a weed eater.



Graffiti

Graffiti will be removed immediately upon identification from public fixtures such as light posts, utility boxes and signs using the least evasive methods possible. Our methods of graffiti removal include wiping with graffiti removal chemicals, scraping, painting, or power washing.

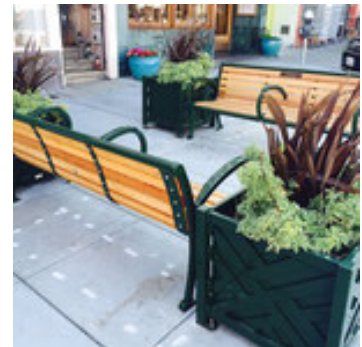
Attention to Detail

While on normal cleaning rounds the clean team will be trained to tend to nearly every detail, they might encounter in the public right of way to include: damp wipe public fixtures, such as trash can lids, to create a clean appearance, damp wiping and inspecting the inside of fixed news rack corrals for litter and debris Inspecting free publication boxes to make sure litter or other items are not placed inside.

Beautification & Placemaking:

In addition to clean and safe services, the PBID budget may include funds for beautification and placemaking improvements that are defined as cosmetic enhancements that improve the appearance and walkability within the PBID, in turn encouraging customer traffic and improved quality of life for residents. Examples of beautification improvements might include:

- Directional/wayfinding signage or themed signage
- Street furniture and amenities, such as benches, kiosks and lighting
- Design and installation of flowering planters and baskets
- Design and installation of art and decorative elements
- Holiday décor or tree lighting
- Bicycle racks and other hardware
- Urban design and/or planning services to advance beautification efforts
- Other enhancements that improve the PBID's appearance
- Special lighting as an additional level of security as well as beautification which may include lighting parking lots, decorative street lighting, and tree lighting.



Economic Vitality

In addition to the Environmental Activities (Clean, Safe and Beautiful), a comprehensive economic vitality program has been included as a key component to the PBID. As the Downtown comes out of the COVID-19 pandemic and there is a more favorable economic climate, the activities for economic enhancements may include:

Marketing and Promotions:

It is important to not only provide the services needed in the PBID, but to tell the story of improvement in the PBID. Some of the marketing programs being considered are:

- Image and Marketing materials
- Media Advertising
- Website
- Meetings & Workshops
- Newsletter
- Maintain Social Media Outlets
- Restaurant/Retail Listing & Map

Special Events:

Promote and host special events downtown that draw residents and visitors that encourage them to eat at the local restaurants, shop downtown, engage in any type of commercial activity. Events may include culinary events, arts festivals, holiday parades, music events or any other special event that draws people to the downtown area.

Special Projects/Project Collaboration:

Special projects will be initiated to tackle issues that are overlooked or items that can leave a lasting impression on stakeholders in the PBID. Special project opportunities include painting of street fixtures to include utility boxes, benches, light poles, etc., thorough cleaning of tree wells, power washing and repair of waste cans, and thorough scrubbing and cleaning of street fixtures.

The PBID may also use funds to collaborate with the City or any other organization on projects that benefit the downtown area.

Management

Like any business, the PBID will require a professional staff to properly manage programs, communicate with stakeholders and provide leadership. The PBID supports a professional staff that delivers programs and advocates on behalf of the parcels in the Downtown Santa Paula PBID.

Management services may include compensation for an Executive Director, an administrative assistant or any other staff member, or subcontractor the Owner's Association deems necessary to manage the PBID programs. The management team is responsible for providing the day-to-day operations. PBID funds may be used to leverage additional monies from sponsorships, contracts, grants and earned income. Additional administrative costs may include accounting and annual financial reviews, insurance, program support costs including supplies, equipment and rent, County assessment collection fee, estimated at 1% of assessments, and other administration costs associated with the overhead and administrative support of programs. This item also includes funds to renew the PBID after the 5-year term.

SECTION 4: PBID ASSESSMENT BUDGET

2023 PBID Assessment Budget

The following table outlines the PBID maximum assessment budget for 2023.

EXPENDITURES	TOTAL BUDGET	% of Budget
Environmental Activities Security Team, Maintenance, Beautification	\$65,000.00	68.42%
Economic Vitality Marketing, Promotions, Special Events	\$15,000.00	15.79%
Management	\$15,000.00	15.79%
Total Expenditures	\$95,000.00	100.00%
REVENUES		
Assessment Revenues	\$92,625.00	97.50%
Other Revenues (1)	\$2,375.00	2.50%
Total Revenues	\$95,000.00	100.00%
<i>(1) Other non-assessment funding to cover the cost associated with general benefit.</i>		

Budget Adjustments

The services proposed for year one of the term are the same services that are proposed for subsequent years. Assessments will be subject to an annual increase of up to 5% per year to address changes in the cost of providing services. The determination of annual adjustments in assessment rates will be subject to review and approval by the PBID Owners' Association and City Council and will be subject to the requirements of the PBID Law.

5-Year Maximum Budget

The following table illustrates the PBID's maximum annual budget for the 5-year term based on Year 1 of inventory of development, adjusting it by the maximum 5% increase.

PBID ACTIVITY	2023	2024	2025	2026	2027
Environmental Activities	\$65,000	\$68,250	\$71,663	\$75,246	\$79,008
Economic Vitality	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233
Management	\$15,000	\$15,750	\$16,538	\$17,364	\$18,233
TOTAL:	\$95,000	\$99,750	\$104,738	\$109,974	\$115,473

The cost of PBID improvements and activities may vary in any given year depending on market conditions and the cost of providing those services. Expenditures for each of the line items may be adjusted up or down 10% between them to continue the same level of service. The Owners' Association Board of Directors shall make such determination. In addition, any annual budget surplus, including those created through cost saving measures, unexpected reductions in expenses or unanticipated increases to income, will be rolled into the following year's budget. The carryover funds will be applied to the same budget line item as the line item that was the source

of the carryover funds. The budget will be adjusted accordingly consistent with the Management District Plan to adjust for surpluses that are carried forward to ensure that the PBID is spending these funds in a timely manner and is complying with applicable State laws and City policies. Any change in line-item expenditures and/or budget surplus will be approved by the Owners' Association Board of Directors and submitted in the annual report, pursuant to Section 36650 of the State Law.

PBID Renewal

PBID funds, which may consist of rollover funds may be used for renewing the district.

Bond Issuance

No bonds will be issued to finance improvements.

SECTION 5: ASSESSMENT METHODOLOGY

General

This Management District Plan provides for the levy of assessments for the purpose of providing services and activities that specially benefit real property in the PBID. These assessments are not taxes for the general benefit of the City but are assessments for the services and activities which confer special benefits upon the real property for which the services and activities are provided.

Assessment Factors

Each parcel's proportional special benefit from the PBID activities is determined by analyzing three land use factors: Building Square Footage, Lot Square Footage, and Linear Street Frontage. These land use factors are an equitable way to identify the proportional special benefit that each of the parcels receive. Building square footage is relevant to the current use of a property and is also closely correlated to the potential pedestrian traffic from each parcel and the demand for PBID activities. A parcel's lot square footage reflects the long-term value implications of the improvement district. A parcel's linear street frontage is relevant to the street level usage of a parcel and the demand for PBID activities. Together, these land use factors serve as the basic unit of measure to calculate how much special benefit each parcel receives in relationship to the district as a whole, which is the basis to then proportionately allocate the cost of the special benefits.

Building square footage is defined as the total building square footage as determined by the outside measurements of a building. The gross building square footage is taken from the County of Ventura Assessor's records. Fifty percent (50%) of the assessment budget is allocated to the sum of building square footage plus lot square footage to account for the special benefit to each parcel's land uses, its residents, and tenants and the long-term development potential.

Lot square footage is defined as the total amount of area within the boundaries of the parcel. The boundaries of a parcel are defined on the County Assessor parcel maps. Fifty percent (50%) of the assessment budget is allocated to the sum of building square footage plus lot square footage to account for the special benefit to each parcel's land uses, its residents, and tenants and the long-term development potential.

Linear street frontage is defined as the number of linear feet of each parcel that directly fronts a street that will receive the PBID activities. Corner parcels or whole block parcels will be assessed for the sum of all the parcels' street frontage. Fifty percent (50%) of the assessment budget is allocated to linear street frontage to account for the special benefit received at the street level of each parcel.

Land Use Considerations

All parcels within the PBID specially benefit from the PBID activities but not to the same degree. The proportional special benefit and assessment methodology provides the following land use considerations for properties used exclusively for single family residential and non-profit parcels:

Residential and Non-Profit: Owner-occupied residential single family and condominiums and non-profit owned properties specially benefit from the PBID activities but differently than commercial parcels. Owner-occupied residential single family and condominiums and non-profit owned parcels will not receive the same special benefit as commercial because those uses are not engaged in commercial or customer attraction activities. To account for the special benefit these land uses do receive, they will be assessed at 50% of that assessed on commercial parcels. All commercial and mixed-use parcels with residential uses will be subject to an adjusted assessment rate for the owner-occupied residential square footage of that parcel. The commercial square footage for that parcel will be assessed the commercial assessment rate. Rental residential units (i.e., apartments, 5 units or greater) are considered income-producing commercial property and will be assessed at commercial rates, receiving full benefit from all PBID services.

Assessment Methodology

The proportionate special benefit each assessed parcel receives shall be determined in relationship to the entirety of the capital cost of the PBID improvements and activities as identified in Section 5. Due to the proportionate special benefits received by these individual parcels from the PBID services, these parcels will be assessed a rate which is proportionate to the amount of special benefits received. Only special benefits are assessable, and these benefits must be separated from any general benefits. As required by the State Constitution Article XIID Section 4(a), the general benefits of an assessment district must be quantified and separated out so that the cost of the activities that are attributed to general benefit are deducted from the cost assessed against each specially benefitted parcel. General benefits are benefits from the PBID activities and improvements that are not special in nature, are not “particular and distinct” and are not over and above the benefits that other parcels receive. The attached Engineer’s Report has calculated that 2.50% of the PBID activities may be general in nature and will be funded from sources other than special assessments, see Section E of the Engineer’s Report for discussion of special and general benefits.

Assessment Calculation

As previously discussed, the PBID services and activities will be provided uniformly throughout the district. To apportion the cost of the special benefits received from these services is in direct relationship to each lot square footage, building square footage and linear street frontage. The assessable footages for each land use type are indicated in the table below.

Land Use	Lot + Bldg SF	Linear Frontage
Commercial/Government	759,007	3,451
Residential/Non-Profit	38,658	165
TOTAL:	797,665	3,616

To assess each parcel for the special benefits it receives from the PBID activities is to calculate each parcel's proportionate share of its lot plus building square footage as well as its linear street frontage in relationship to the entirety of the lot plus building square footage and linear street frontage in the PBID boundary. As discussed above, 50% of the assessable budget is allocated to the sum of the lot plus building square footage, and 50% to the total linear street frontage. Therefore, to calculate the assessment rate for each assessable square footage, divide the PBID assessment budget of \$92,625.00 by 2 and then divide that by either the sum of Lot + Bldg SF or Linear Frontage. Based on this calculation the following are the assessment rates for each land use type for fiscal year 2022/2023.

Land Use	Lot + Bldg Assmt	Linear Assmt
Commercial/Government	\$0.0581	\$12.8077
Residential/Non-Profit	\$0.0290	\$6.4038

Sample Parcel Assessments

To calculate the assessment for a commercial parcel with 10,000 square foot lot + building plus 50 linear feet, the calculation is as follows:

Lot + Building: $10,000 \times \$0.0581 =$ \$581.00
Linear Frontage: $50 \times \$12.8077 =$ \$640.39
TOTAL ASSESSMENT: \$1,221.39

To calculate the assessment for a non-profit parcel with the same parcel characteristics, the calculation is as follows:

Lot + Building: $10,000 \times \$0.0290 =$ \$290.00
Linear Frontage: $50 \times \$6.4038 =$ \$320.19
TOTAL ASSESSMENT: \$610.19

The assessment calculation is the same for every parcel in the Downtown Santa Paula PBID respective of its land use type.

Annual Assessment Adjustments

Budget Adjustment

Assessments will be subject to an annual increase of up to 5% per year to address changes in the cost of providing services. The determination of annual adjustments in assessment rates will be subject to review and approval by the PBID Owners' Association and City Council and will be subject to the requirements of the PBID Law.

Time and Manner for Collecting Assessments

As provided by State Law, the PBID assessment will appear as a separate line item on annual property tax bills prepared by the County of Ventura. The Santa Paula City Clerk's office may direct bill any property owners whose special assessment does not appear on the tax rolls for each year of the PBID term. The assessments shall be collected at the same time and in the same manner as for the ad valorem property tax paid to the County of Ventura. These assessments shall provide for the same lien priority and penalties for delinquent payment as is provided for the ad valorem property tax.

Disestablishment

State law provides for the disestablishment of a PBID pursuant to an annual process. The 30-day period begins each year on the anniversary day that the City Council first established the PBID. Within this annual 30-day period, if the owners of real property who pay more than 40% of the assessments levied submit a written petition for disestablishment, the PBID may be dissolved by the City Council. The City Council must hold a public hearing on the proposed disestablishment before voting on whether to disestablish the PBID.

Duration

The PBID will have a five-year term commencing January 1, 2023, through December 31, 2027. Any major modifications or new or increased assessments during the term of the PBID that are not consistent with the provisions of this Management District Plan will require a new mail ballot process.

Future Development

As a result of continued development, the PBID may experience the addition or subtraction of assessable footage for parcels included and assessed within the PBID boundaries. The modification of parcel improvements assessed within the PBID may then change upwards or downwards the amount of total footage assessment for these parcels, pursuant to Government Code 53750(h)(3), will be prorated to the date the parcel receives the temporary and/or permanent certificate of occupancy.

In future years, the assessments for the special benefits bestowed upon the included PBID parcels may change in accordance with the assessment methodology formula identified in the Management District Plan and Engineer's Report provided the assessment rate does not change. The assessment formula can only be changed in accordance with the provisions of the PBID Law and any other applicable laws.

SECTION 6: PBID GOVERNANCE

City Council

Following the submission of petitions from property owners representing more than 50% of the assessments to be paid, the City Council, upon holding a public hearing on the proposed District, may elect to form the PBID. The PBID is formed by a City Council resolution, including the levy of an assessment on property, if the assessment is first approved by parcel owners in a balloting process.

PBID Governance

Consistent with business improvement district legislation throughout the nation, California's "Property and Business Improvement District Law of 1994" establishes a governance framework that allows property owners who pay assessments the ability to determine how the assessments are used. This Management District Plan may be subject to changes if required by the state of California or the City of Santa Paula.

Downtown Santa Paula PBID

The Downtown Santa Paula PBID shall contract with a nonprofit organization that will act as the Owners' Association. The Owners' Association will be governed by a 5-7 member Board of Directors comprised primarily of PBID property owners or their designee. The role of the Owners' Association is consistent with similar PBIDs and management organizations throughout California and the nation. The Owners' Association determines budgets, assessment adjustments and monitor service delivery. As part of the Management District Plan, the nonprofit management organization oversees the delivery of day-to-day PBID.

Pursuant to the State of California PBID legislation the Owners' Association Board of Directors when conducting PBID business, is subject to disclosure and notification guidelines set by the Ralph M. Brown Act and California Public Records Act.

SECTION 7: IMPLEMENTATION TIMELINE

For the PBID to meet the start-up date of January 1, 2023, the formation process needs to adhere to the following schedule:

Formation Schedule	Dates
Draft Management District Plan and Engineer's Report - City Review	Winter 2021/2022
Petitions distributed to property owners	February 2022
Education campaign to obtain signed petitions: presentations, neighborhood meetings, 50% weighted vote targeting	Feb-March 2022
City Council accepts petitions; adopts resolution of intention to consider establishment; sets a public hearing; accepts the Engineer's Report; authorizes the mailing of ballots	April 2022
City Council holds public hearing and tabulates assessment ballots, adopts resolution approving the district formation and levying of the assessments	June 2022

SECTION 8: ASSESSMENT ROLL

The total assessment amount for FY 2022/23 is \$92,625.00 apportioned to each individual assessed parcel, as follows.

APN	OWNER NAME	Site Address	Parcel Assmt
101-0-214-225	10TH STREET 2017 TRUST	125 S 10TH ST	\$4,636.24
103-0-111-095	ADELSBERGER MARI ANNE BURTON	959 E MAIN ST	\$2,197.77
103-0-102-275	ALAMILLO ANSELMO-ORALIA TRUST	938 E MAIN ST	\$761.45
103-0-111-085	ALAMILLO ANSELMO-ORALIA TRUST	971 E MAIN ST	\$1,517.44
103-0-101-115	ARANA JOSE L-MARIA D	819 E MAIN ST	\$595.98
103-0-101-105	ARENAS MANUEL-EUGENIA B	827 E MAIN ST	\$1,122.98
103-0-111-065	ASSOC FOR RETARDED	114 N 10th St	\$805.66
103-0-112-185	BANK OF THE SIERRA	901 E MAIN ST	\$1,462.27
103-0-102-235	BERMUDEZ EDWARD F	924 E MAIN ST	\$686.57
103-0-112-165	BERMUDEZ EDWARD F	925 E MAIN ST	\$1,390.59
103-0-102-245	BINSLEY MICHAEL	926 E MAIN ST	\$678.43
103-0-113-075	BOJANOWSKI KRZYSZTOF	972 E MAIN ST	\$776.14
103-0-111-115	CASTANEDA RAY-MARHTA E	951 E MAIN ST	\$1,346.27
101-0-212-095	CO LIMONEIRA	117 N 10th St	\$2,889.14
103-0-111-075	COVARRUBIAS EFRAIN-EVELIA	989 E MAIN ST	\$1,397.54
103-0-103-065	DENNIS JOHN L-SUSAN A TRUST	824 E MAIN ST	\$933.59
103-0-111-125	FRANCIS DANIEL E & SUSAN E	107 N MILL ST	\$1,109.59
103-0-101-135	GARCIA JOSE G-LUZ M TRUST	801 E MAIN ST	\$2,011.63
103-0-113-085	GOMEZ CECILIO RANGEL	974 E MAIN ST	\$1,552.27
103-0-101-125	GORDON PAUL	817 E MAIN ST	\$597.02
103-0-102-195	GOULD JOHN J TRUST	908 E MAIN ST	\$728.66
103-0-102-165	HAMBLETON R H & L B	856 E MAIN ST	\$1,450.38
103-0-113-095	HEILVEIL IRA TR	982 E MAIN ST	\$772.54
103-0-103-045	HOANG CHRISTOPHER V-ANNIE C	800 E MAIN ST	\$1,296.52
103-0-102-175	IOOF LODGE 314	866 E MAIN ST	\$701.42
103-0-102-295	KANG CHONG K	944 E MAIN ST	\$649.68
103-0-102-185	KEOAX PROPERTIES LLC	900 E MAIN ST	\$673.44
103-0-102-285	LAMBERT PARTNERS	940 E MAIN ST	\$786.35
103-0-102-375	LAMBERT WILLIAM S-LENORE TRUST	834 E MAIN ST	\$2,002.22
103-0-102-225	LEAVENS J LINK ET AL	914 E MAIN ST	\$2,381.52
103-0-112-375	LEAVENS J LINK ET AL	915 E MAIN ST	\$870.31
103-0-112-385	LEAVENS J LINK ET AL	915 E MAIN ST	\$2,002.23
103-0-101-075	LIPPERTLAND LLC	861 E MAIN ST	\$1,037.31
103-0-102-265	LIPPERTLAND LLC	932 E MAIN ST	\$956.29
103-0-113-155	LIZARRAGA LEOVARDO-MANUELA	962 E MAIN ST	\$396.40
103-0-102-215	LOKEE INVESTMENTS LLC	912 E MAIN ST	\$488.39
103-0-112-095	LOZA INVESTMENTS LLC	949 E MAIN ST	\$1,011.28
103-0-112-135	LOZA INVESTMENTS LLC	939 E MAIN ST	\$784.15
103-0-102-255	LOZA INVESTMENTS LLC	930 E MAIN ST	\$880.57
103-0-102-305	LOZA INVESTMENTS LLC	948 E MAIN ST	\$2,060.56
103-0-113-135	MANZANO FRANK L-ANNA M TRUST	964 E MAIN ST	\$822.70
103-0-103-055	MATILIJA INVESTMENT PROPERTIES LLC	814 E MAIN ST	\$2,883.71
103-0-112-155	MATILIJA INVESTMENT PROPERTIES LLC	929 E MAIN ST	\$2,379.29

APN	OWNER NAME	Site Address	Parcel Assmt
103-0-101-085	MATILIJA INVESTMENT PROPERTIES LLC	851 E MAIN ST	\$1,906.90
103-0-102-205	MEAD EDWARD D III-CLAUDETTE	910 E MAIN ST	\$597.50
101-0-214-095	MORA JESUS P TRUST ESTATE	133 S 10TH ST	\$426.97
101-0-212-105	PAULA ART MUSEUM SANTA	123 N 10th St	\$1,450.38
103-0-111-045	ROBERTO & GRISELDA GUERRERO	124 N 10th St	\$1,343.43
103-0-113-065	RODA ROSALINE O TRUST	968 E MAIN ST	\$802.26
103-0-111-055	SAMUEL ALVAREZ	120 N 10th St	\$1,429.47
101-0-214-085	SANDOVAL ADAN-LESVIA P	135 S 10TH ST	\$418.05
101-0-214-155	SANDOVAL ADAN-LESVIA P	1000 E MAIN ST	\$2,604.22
103-0-113-025	SANDOVAL ADAN-LESVIA P	958 E MAIN ST	\$602.90
101-0-214-165	SANDOVAL ADAN-LESVIA P	1008 E MAIN ST	\$1,390.64
103-0-101-095	SANTA PAULA HOLDINGS LLC	847 E MAIN ST	\$3,504.93
103-0-101-145	SANTA PAULA VENTURES INC	111 N 8TH ST	\$2,119.62
101-0-214-215	SHAH ZAHID M	145 S 10TH ST	\$2,822.59
103-0-092-235	STABEN LAURA E DEC TR	744 E MAIN ST	\$1,608.47
103-0-113-035	SUAREZ RUBEN G-ELIZABETH M	960 E MAIN ST	\$517.11
103-0-112-125	TURNER JONATHAN M-ROSLYNN A	941 E MAIN ST	\$654.04
101-0-212-155	UNION OIL COMPANY OF CALIFORNIA	1001 E MAIN ST	\$2,214.44
101-0-212-185	UNION OIL COMPANY OF CALIFORNIA	1001 E MAIN ST	\$1,147.42
103-0-113-105	VILLALPANDO ANGELINA M TRUST	984 E MAIN ST	\$1,377.22
103-0-091-105	VISTA REAL PUBLIC CHARTER INC	106 N 8TH ST	\$2,005.66
103-0-102-145	WERNER ROBERT L-SUSAN L TRUST	848 E MAIN ST	\$1,331.25
103-0-102-155	WERNER ROBERT L-SUSAN L TRUST	854 E MAIN ST	\$663.98
103-0-111-105	WHITE ROBERT A-MARY R TRUST	957 E MAIN ST	\$732.59
103-0-112-105	YEPEZ MARIA G	947 E MAIN ST	\$747.58
103-0-112-115	YEPEZ MARIA G	945 E MAIN ST	\$655.13
103-0-112-145	YOO YOUNG-HIZA	935 E MAIN ST	\$1,065.76
TOTAL:			\$92,625.00

Attachment A:

Downtown Santa Paula PBID Engineer's Report



**Santa Paula, California
April 2022**

Prepared by:
Kristin Lowell Inc.

*Prepared pursuant to the State of California
Property and Business Improvement District Law of 1994
And Article XIID of the California Constitution
to create a property-based business improvement district*

TABLE OF CONTENTS

ENGINEER'S STATEMENT	1
----------------------------	---

ENGINEER'S REPORT:

SECTION A: Legislative and Judicial Review	2
SECTION B: Improvements and Activities	4
SECTION C: Benefitting Parcels	5
SECTION D: Proportional Benefits	7
SECTION E: Special and General Benefits	9
SECTION F: Cost Estimate	13
SECTION G: Apportionment Method	14

ENGINEER'S STATEMENT

This Engineer's Report is prepared pursuant to Article XIID of the California State Constitution and the State of California Property and Business Improvement District Law of 1994 (California Streets and Highways Code § 36600 et seq.) (the "PBID Law").

The Downtown Santa Paula Property-Based Business Improvement District ("PBID") will provide activities either currently not provided or are above and beyond what the City of Santa Paula provides. These activities will specially benefit each individual assessable parcel in the PBID. Every individual assessed parcel within the PBID receives special benefit from the activities identified under Section B of this Report. Only those individual assessed parcels within the PBID receive the special benefit of these proposed activities; parcels contiguous to and outside the PBID and the public at large may receive a general benefit, as outlined in Section E. The cost to provide general benefits, if any, will be funded from sources other than special assessments.

The duration of the proposed PBID is five (5) years, commencing January 1, 2023. An estimated budget for the PBID improvements and activities is set forth in Section D. Assessments will be subject to an annual increase of up to 5% per year as determined by the Owners' Association. Assessment increases must stay between 0% and 5% in any given year. Funding for the PBID improvements and activities shall be derived from a property-based assessment of each specially benefitted parcel in the PBID. A detailed description of the methodology for determining the proportional special benefit each individual assessable parcel receives from the service and the assessment for each parcel is set forth in Section F.

I hereby certify to the best of my professional knowledge that each of the identified assessable parcels located within the PBID will receive a special benefit over and above the benefits conferred to those parcels outside of the PBID boundary and to the public at large and that the amount of the proposed special assessment is proportional to, and no greater than the special benefits received.

Respectfully submitted,



Terrance E. Lowell, P.E.

SECTION A: LEGISLATIVE AND JUDICIAL REVIEW

Property and Business Improvement District Law of 1994

The Property and Business Improvement District Law of 1994 (the "PBID Law") is the legislation that authorizes the City to levy assessments upon real property for the purposes of providing improvements and activities that specially benefit each individual assessed parcel in the PBID. The purpose of the PBID is to encourage commerce, investment, and business activities. In order to meet these goals PBIDs typically fund activities and improvements, such as, enhanced safety and cleaning. Unlike other assessment districts which fund the construction of public capital improvements or maintenance thereof, PBIDs provide activities and improvements "to promote the economic revitalization and physical maintenance of the business districts of its cities in order to create jobs, attract new businesses, and prevent the erosion of the business districts." (Streets and Highways Code Section 36601(b)). The improvements and activities funded through the PBID are over and above those already provided by the City within the PBID's boundaries. Each of the PBID activities or improvements is intended to increase building occupancy and lease rates, to encourage new business development, attract businesses that serve the community, and improve the quality of life.

Specifically, the PBID Law defines "Improvements" and "Activities" as follows:

"Improvement" means the acquisition, construction, installation, or maintenance of any tangible property with an estimated useful life of five years or more..."¹

"Activities" means, but is not limited to, all of the following:

- (a) Promotion of public events.*
- (b) Furnishing of music in any public place.*
- (c) Promotion of tourism within the district.*
- (d) Marketing and economic development, including retail retention and recruitment.*
- (e) Providing security, sanitation, graffiti removal, street and sidewalk cleaning, and other municipal services supplemental to those normally provided by the municipality.*
- (f) Other services provided for the purpose of conferring special benefit upon assessed real property."²*

Article XIID of the State Constitution

In 1996, California voters approved Proposition 218, codified in part as Article XIID of the State Constitution. Among other requirements, Article XIID changes the way local agencies enact local taxes and levy assessments on real property. It states, in relevant part, that:

(a) An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property

¹ California Streets and Highways Code, Section 36610.

² California Streets and Highways Code, Section 36606.

related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel. Only special benefits are assessable, and an agency shall separate the general benefits from the special benefits conferred on a parcel. Parcels within a district that are owned or used by any agency, the State of California or the United States shall not be exempt from assessment unless the agency can demonstrate by clear and convincing evidence that those publicly owned parcels in fact receive no special benefit.

(b) All assessments shall be supported by a detailed engineer's report prepared by a registered professional engineer certified by the State of California.³

"Special benefit" means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute "special benefit."⁴

Judicial Guidance

Since the enactment of Article XIID, the courts have rendered opinions regarding various aspects of Article XIID. The notable portions of cases that apply to assessment districts in general and this Downtown Santa Paula PBID in particular are noted below.

"The engineer's report describes the services to be provided by the PBID [i.e. the PBID]; (1) security, (2) streetscape maintenance (e.g., street sweeping, gutter cleaning, graffiti removal), and (3) marketing, promotion, and special events. They are all services over and above those already provided by the City within the boundaries of the PBID. And they are particular and distinct benefits to be provided only to the properties within the PBID, not to the public at large—they 'affect the assessed property in a way that is particular and distinct from [their] effect on other parcels and that real property in general and the public at large do not share."⁵

"...separating the general from the special benefits of a public improvement project and estimating the quantity of each in relation to the other is essential if an assessment is to be limited to the special benefits."⁶

"...the agency must determine or approximate the percentage of the total benefit conferred by the service or improvement that will be enjoyed by the general public and deduct that percentage of the total cost of the service or improvement from the special assessment levied against the specially benefitted property owners."⁷

"...even minimal general benefits must be separated from special benefits and quantified so that the percentage of the cost of services and improvements representing general benefits, however slight, can be deducted from the amount of the cost assessed against specially benefitting properties."⁸

The contents of this Engineer's Report are prepared in compliance with the above noted authorizing legislation, the State Constitution and the judicial opinions.

³ Section 4, Article XIID of the State Constitution.

⁴ Section 2 (i), Article XIID of the State Constitution.

⁵ Dahms v. Downtown Pomona Property and Business Improvement District (2009) 174 Cal.App. 4th 708, 722.

⁶ Beutz v. County of Riverside (2010) 184 Cal. App. 4th 1516, 1532.

⁷ Golden Hill Neighborhood Association, Inc. v. City of San Diego (2011) 199 Cal.App. 4th 416, 438.

⁸ Golden Hill Neighborhood Association, Inc. v. City of San Diego (2011) 199 Cal.App. 4th 416, 439.

SECTION B: IMPROVEMENTS AND ACTIVITIES

The PBID Renewal Committee collectively determined the priority for improvements and activities that the PBID will deliver. Accordingly, the PBID will provide the following services, as described in greater detail in Section 3 of this Management District Plan: Security Team, Maintenance, Beautification; Economic Vitality; and Management.

SECTION C: BENEFITTING PARCELS

PBID Boundary Description

The District encompasses approximately 3 whole and partial blocks in the commercial core of Downtown Santa Paula. The PBID boundary is concentrated with parcels fronting primarily along Main Street between 8th Street and 10th Street as well as the parcels on the east of 10th Street between Main Street and Ventura Street, and both sides of 10th Street north of Main Street including APNs 101-0-212-095, 101-0-212-105, 103-0-111-045, 103-0-111-055 and 103-0-111-055.

The PBID boundary is illustrated by the map on the following page.



City of Santa Paula
Comm/Econ Development Department
Planning Division (TT)
Date: 2/1/2022

The PRBD boundary shown was created based on a parcel layer drawn by the County of Ventura GIS Services using 2021 data from the County of Ventura Assessor's Office. The PRBD boundary generally follows the parcel boundaries considered; however, this map is for informational reference only and is not to be considered the official PRBD boundary.



SECTION D: PROPORTIONAL BENEFITS

Methodology

Article XIID Section 4(a) of the State Constitution states that “The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of the public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided.”

Determining the proportionate special benefit for the parcels of real property within the proposed assessment district which benefit from the proposed improvements, services, and activities is the result of a four-step process:

1. Defining the proposed activities,
2. Determining which parcels specially benefit from the proposed activities,
3. Determining the amount of special benefit each parcel receives,
4. Determining the proportional special benefit a parcel receives in relation to the amount of special benefit all other parcels in the PBID receive after subtracting any general benefit.

Each identified parcel within the PBID will be assessed based upon each parcel's unique characteristics in relationship to all other specially benefitted parcels' characteristics. Due to the proportionate special benefits received by each parcel from the PBID services, each parcel will be assessed a rate which is commensurate with the amount of special benefits received.

Proportional Benefit Units

Each parcel's proportional special benefit from the PBID activities is determined by analyzing three land use factors: Building Square Footage, Lot Square Footage, and Linear Street Frontage. These land use factors are an equitable way to identify the proportional special benefit that each of the parcels receive. Building square footage is relevant to the current use of a property and is also closely correlated to the potential pedestrian traffic from each parcel and the demand for PBID activities. A parcel's lot square footage reflects the long-term value implications of the improvement district. A parcel's linear street frontage is relevant to the street level usage of a parcel and the demand for PBID activities. Together, these land use factors serve as the basic unit of measure to calculate how much special benefit each parcel receives in relationship to the district as a whole, which is the basis to then proportionately allocate the cost of the special benefits.

Building square footage is defined as the total building square footage as determined by the outside measurements of a building. The gross building square footage is taken from the County of Ventura Assessor's records. Fifty percent (50%) of the assessment budget is allocated to the sum of building square footage plus lot square footage to account for the special benefit to each parcel's land uses, its residents, and tenants and the long-term development potential.

Lot square footage is defined as the total amount of area within the boundaries of the parcel. The boundaries of a parcel are defined on the County Assessor parcel maps. Fifty percent (50%) of the assessment budget is allocated to the sum of building square footage plus lot square footage to account for the special benefit to each parcel's land uses, its residents, and tenants and the long-term development potential.

Linear street frontage is defined as the number of linear feet of each parcel that directly fronts a street that will receive the PBID activities. Corner parcels or whole block parcels will be assessed for the sum of all the parcels' street frontage. Fifty percent (50%) of the assessment budget is allocated to linear street frontage to account for the special benefit received at the street level of each parcel.

Each one of these land use factors represents the benefit units allocated to each specially benefitted parcel. The total number of benefit units are as follows:

Land Use	Lot + Bldg SF	Linear Frontage
Commercial/Government	759,007	3,451
Residential/Non-Profit	38,658	165
TOTAL:	797,665	3,616

Land Use Considerations

All parcels within the PBID specially benefit from the PBID activities but not to the same degree. The proportional special benefit and assessment methodology provides the following land use considerations for properties used exclusively for single family residential and non-profit parcels:

Residential and Non-Profit: Owner-occupied residential single family and condominiums and non-profit owned properties specially benefit from the PBID activities but differently than commercial parcels. Owner-occupied residential single family and condominiums and non-profit owned parcels will not receive the same special benefit as commercial because those uses are not engaged in commercial or customer attraction activities. To account for the special benefit these land uses do receive, they will be assessed at 50% of that assessed on commercial parcels. All commercial and mixed-use parcels with residential uses will be subject to an adjusted assessment rate for the owner-occupied residential square footage of that parcel. The commercial square footage for that parcel will be assessed the commercial assessment rate. Rental residential units (i.e. apartments, 5 units or greater) are considered income-producing commercial property and will be assessed at commercial rates, receiving full benefit from all PBID services.

SECTION E: SPECIAL and GENERAL BENEFITS

PBID Law, Article XIID of the State Constitution, and judicial opinions require that assessments be levied according to the estimated special benefit each assessed parcel receives from the activities and improvements. Article XIID Section 4(a) of the California Constitution in part states that “only special benefits are assessable,” which requires that we separate the general benefits, if any, from the special benefits provided by the proposed activities and improvements.

As of January 1, 2015, the State Legislature amended the PBID Law to clarify and define both special benefit and general benefit as they relate to the improvements and activities these districts provide. Specifically, the amendment (Section 36615.5 of the Streets and Highways Code) defines special benefit as follows: “‘Special benefit’ means, for purposes of a property-based district, a particular and distinct benefit over and above general benefits conferred on real property located in a district or to the public at large. Special benefit includes incidental or collateral effects that arise from the improvements, maintenance, or activities of property-based districts even if those incidental or collateral effects benefit property or persons not assessed.”

In addition, the amendment (Section 36609.5 of the Streets and Highways Code) defines general benefit as follows: “‘General benefit’ means, for purposes of a property-based district, any benefit that is not a ‘special benefit’ as defined in Section 36615.5.”

Furthermore, the amendment (Section 36601(h)(2)) states: “Activities undertaken for the purpose of conferring special benefits upon property to be assessed inherently produce incidental or collateral effects that benefit property or persons not assessed. Therefore, for special benefits to exist as a separate and distinct category from general benefits, the incidental or collateral effects of those special benefits are inherently part of those special benefits. The mere fact that special benefits produce incidental or collateral effects that benefit property or persons not assessed does not convert any portion of those special benefits or their incidental or collateral effects into general benefits.”

Special Benefit Analysis

All special benefits derived from the assessments outlined in this report are for property related activities directly benefiting each individual assessed parcel in the PBID. The special benefit must affect the individual assessable parcel in a way that is particular and distinct from its effect on other parcels, and that real property in general and the public at large do not share. No parcel's assessment shall be greater than the special benefits received.

Streets and Highways Code Section 36601(e) states that “Property and Business Assessment Districts formed throughout this state have conferred special benefits upon properties and businesses within their districts, and have made those properties and businesses more useful by providing the following benefits: (1) Crime reduction. A study by the Rand Corporation has confirmed a 12-percent reduction in the incidence of robbery and an 8-percent reduction in the total incidence of violent crimes within the 30 districts studied. (2) Job creation. (3) Business attraction. (4) Business retention. (5) Economic growth. (6) New investments.”

The PBID's goal is to fund activities and improvements that provide a cleaner, safer, and more attractive and economically vibrant environment as outlined in Section 4. The goal of improving

the economic vitality is achieved by improving the safety, cleanliness, and economic vitality of each specially benefitted parcel in an effort to increase commerce, to increase building occupancy and revenues, and to attract more customers, employees, tenants, investors and residents.

Specifically, each parcel specially benefits from each of the PBID activities as defined below.

Environmental Activities

The enhanced safety activities make the downtown safer which attracts more businesses, customers, and residents, and ultimately private investment. When business location decisions are made, "lower levels of public safety lead to increased uncertainty in decision making and can be perceived as a signal of a socio-institutional environment unfavorable for investment." Uncertainty affects the investment environment in general, but in particular it increases the fear of physical damage to investment assets (or to people) or their returns...Almost universally, places with lower crime rates are perceived as more desirable."⁹

The maintenance and beautification activities specially benefit each assessed parcel within the PBID by providing a clean and aesthetically appealing environment. This is achieved through sidewalk sweeping, power washing, removing litter and graffiti, trash removal, and streetscape furniture. These activities create the environment needed to achieve the PBID's other goals. Sidewalks that are dirty and unclean, particularly from vagrant activities, deter pedestrians and commercial activity.

The Security, Maintenance and Beautiful activities are expected to provide special benefits to the assessed parcels in a variety of ways. For example:

- Maintaining and cleaning sidewalks in front of each parcel creates a cohesive environment and allows pedestrians to move freely throughout the PBID. Sidewalks that are dirty and unkempt deter pedestrians and commercial activity. "Walkable communities offer many financial benefits, such as a reduction in healthcare costs. Homes with sidewalks tend to sell for more money and in less time than similar homes without sidewalks. Businesses also benefit as residents are more likely to shop locally when there is increased connectivity between residential and business/commercial districts. The well-maintained sidewalks, accessibility, and inviting atmosphere of downtown helps to attract tourists."¹⁰
- Removing graffiti from assessed buildings to keep the aesthetic appeal uniform throughout the PBID.
- The beautification activities specially benefit each assessed parcel by providing maintained landscaped corridors and streetscape furniture in public places. These activities create the environment needed to achieve the PBID's other goals.

Economic Vitality

The Economic Vitality activities consist of services directly benefitting the assessed parcels. For example, the PBID will market and promote businesses within the PBID area, host special events that draw people to downtown. These activities will specially benefit each assessed parcel by encouraging business development and investment and increased commercial activity (e.g., filling vacant spaces, increased lease rates for commercial spaces). Decisions on where to shop, eat

⁹ "Accelerating economic growth and vitality through smarter public safety management" IBM Global Business Services Executive Report, September 2012, pg. 2

¹⁰ "Benefits of Sidewalks", Iowa Healthiest State Initiative, November 1, 2017

or conduct business are largely based on a perception of the place. If these economic vitality activities were not performed, it would be a deterrent to pedestrian traffic, business and commerce for the assessed commercial parcels.

Management

The PBID requires a professional staff to properly manage programs, communicate with stakeholders, advocate with City departments, and provide leadership. Each parcel will specially benefit from the PBID executive staff that will ensure that the PBID activities are provided and deployed to assessed parcels and will provide leadership to represent the community with one clear voice.

Special Benefit Conclusion

Based on the special benefits each assessed parcel receives from the PBID activities, each of the proposed activities provides special benefits to applicable real property within the district and that each parcel's assessment is in direct relationship to and no greater than the special benefits received. All parcels within the PBID will specially benefit from the Security, Maintenance, and Beautiful activities as well as the Economic Vitality programs.

The special benefit to parcels from the proposed PBID activities and improvements described in this report are equal to the total amount of the proposed assessment. Each individual assessed parcel's assessment is in proportion to the special benefit it receives from the PBID activities.

General Benefit Analysis

As required by the State Constitution, Article XIIID Section 4(a), the general benefits of an assessment district must be quantified and separated out so that the cost of the activities that are attributed to general benefit are deducted from the cost assessed against each specially benefitted parcel. General benefits are benefits from the PBID activities and improvements that are not special in nature, are not "particular and distinct" and are not over and above the benefits that other parcels in the district or the general public receives. This analysis will evaluate and determine the level of general benefits that (1) parcels inside of the PBID, (2) parcels outside of the PBID, and (3) the public at large may receive.

General Benefit to Parcels Inside the PBID

The PBID provides funds for activities and services that are designed and created to provide special benefits to each individually assessed parcel within the PBID. The Safety, Maintenance and Beautiful activities are provided to the sidewalks and public rights-of-way in front of each assessed parcel while the Economic Vitality activities are targeted to promote the commercial parcels within the district. "The special benefits conferred on these parcels are distinct and special in nature. Any general benefits the parcels may receive are incidental to providing special benefits to the assessed parcels, and thus any cost associated to the incidental benefits are not reduced from the cost of providing special benefits to the assessed parcels".¹¹

General Benefit to Parcels Outside of the PBID

All the PBID activities and services are narrowly designed and are provided solely to each of the individual assessed parcels in the PBID boundary. Each of the PBID activities is provided to the public right-of-ways (streets, sidewalks) adjacent to all specially benefitted parcels or tenants in

¹¹ Streets and Highways Code Section 36622 (k)(2)

the PBID. None of the surrounding parcels will directly receive any of the PBID activities. "The value of any incidental, secondary, or collateral effects that arise from the improvements, maintenance, or activities of a property-based district and that benefit property or persons not assessed shall not be deducted from the entirety of the cost of any special benefit or affect the proportionate special benefit derived by each identified parcel"¹². Any benefits parcels outside the PBID may receive are incidental to providing special benefits to the assessed parcels, and thus any cost associated to the incidental benefits are not reduced from the cost of providing special benefits to the assessed parcels.

General Benefit to the Public At Large

In addition to general benefit analysis to the parcels outside of the PBID boundary, there may be general benefits to the public at large, i.e., those people that are either in the PBID boundary and not specially benefitted from the activities, or people outside of the PBID boundary that may benefit from the PBID activities. In the case of the PBID, the public at large are those people that are within the PBID boundary that do not pay an assessment and do not specially benefit from the PBID activities.

The PBID activities may generally benefit the general public to some degree, as the general public may appreciate the enhanced level of maintenance and security as it passes through the PBID as well as the economic enhancements. To quantify this, we first determine a "relative benefit" factor for the PBID activities. The relative benefit factor is a unit of measure that compares the special benefit that the assessed parcels receive compared to the general benefit that the general public receives. To determine the general benefit factor, we used previous districts that conducted intercept surveys in San Francisco (Union Square and West Portal) and Los Angeles (Historic Downtown, Leimert Park, Arts District, Downtown Industrial, Fashion District, and Sherman Oaks). In light of that, the above-mentioned existing surveys were used to determine the percentage of people within a district who were generally benefitted and did not engage in business activity. The surveys found that on average 2.5% of the respondents within the district boundary were not receiving any special benefits and were just passing through. Therefore, based on professional experience and the results of previous studies, it is reasonable to conclude that this relative benefit factor properly accounts for the general public in the PBID that is not specially benefitted. The relative benefit factor is then multiplied by the PBID budget to determine the overall general benefit. The following table illustrates this calculation.

ACTIVITY	A	B	C
	Budget Amount	Relative Benefit Factor	General Benefit Allocation (A x B)
PBID Budget	\$95,000	2.50%	\$2,375

This analysis indicates that \$2,375 of the PBID activities may be attributed to general benefit to the public at large and must be raised from sources other than the special assessments.

Total General Benefits

Using the sum of the three measures of general benefit described above, in year one of the renewal term, \$2,375 is general in nature and will be funded from sources other than special assessments.

¹² Streets and Highways Code, Section 36622 (k)(2)

SECTION F: COST ESTIMATE

2023 PBID Assessment Budget

The PBID's operating budget takes into consideration:

1. The improvements and activities needed to provide special benefits to each individual parcel within the PBID boundary (Section B),
2. The parcels that specially benefit from said improvements and activities (Section C), and
3. The costs associated with the special and general benefits conferred (Section E).

EXPENDITURES	TOTAL BUDGET	% of Budget
Environmental Activities Safety Ambassadors, Maintenance, Beautification	\$65,000.00	68.42%
Economic Vitality Marketing, Promotions, Special Events	\$15,000.00	15.79%
Management	\$15,000.00	15.79%
Total Expenditures	\$95,000.00	100.00%
REVENUES		
Assessment Revenues	\$92,625.00	97.50%
Other Revenues (1)	\$2,375.00	2.50%
Total Revenues	\$95,000.00	100.00%

(1) Other non-assessment funding to cover the cost associated with general benefit.

Budget Adjustments

The services proposed for year one of the renewal term are the same services that are proposed for subsequent years. Assessments will be subject to an annual increase of up to 5% per year to address changes in the cost of providing services. The determination of annual adjustments in assessment rates will be subject to review and approval by the PBID Owners' Association and City Council and will be subject to the requirements of the PBID Law.

Bond Issuance

No bonds will be issued to finance improvements.

SECTION G: APPORTIONMENT METHOD

As previously discussed, the PBID services and activities will be provided uniformly throughout the district. To apportion the cost of the special benefits received from these services is in direct relationship to each lot square footage, building square footage and linear street frontage. The assessable footages for each land use type is indicated in the table below.

Land Use	Lot + Bldg SF	Linear Frontage
Commercial/Government	759,007	3,451
Residential/Non-Profit	38,658	165
TOTAL:	797,665	3,616

To assess each parcel for the special benefits it receives from the PBID activities is to calculate each parcel's proportionate share of its lot plus building square footage as well as its linear street frontage in relationship to the entirety of the lot plus building square footage and linear street frontage in the PBID boundary. As discussed above, 50% of the assessable budget is allocated to the sum of the lot plus building square footage, and 50% to the total linear street frontage. To calculate the assessment rate for each assessable square footage, divide the PBID assessment budget of \$92,625.00 by 2 and then divide that by either the sum of Lot + Bldg SF or Linear Frontage. Based on this calculation the following are the assessment rates for each land use type for fiscal year 2022/2023.

Land Use	Lot + Bldg Assmt	Linear Assmt
Commercial/Government	\$0.0581	\$12.8077
Residential/Non-Profit	\$0.0290	\$6.4038

Sample Parcel Assessments

To calculate the assessment for a commercial parcel with 10,000 square foot lot + building plus 50 linear feet, the calculation is as follows:

Lot + Building: $10,000 \times \$0.0581 =$ \$581.00
 Linear Frontage: $50 \times \$12.8077 =$ \$640.39
 TOTAL ASSESSMENT: \$1,221.39

To calculate the assessment for a non-profit parcel with the same parcel characteristics, the calculation is as follows:

Lot + Building: $10,000 \times \$0.0290 =$ \$290.00
 Linear Frontage: $50 \times \$6.4038 =$ \$320.19
 TOTAL ASSESSMENT: \$610.19

The assessment calculation is the same for every parcel in the Downtown Santa Paula PBID respective of its land use type.

Maximum Annual Assessment Adjustments

Annual assessments may increase no more than 5% per year, consistent with the increase in consumer price index (CPI) and increases in program costs. The determination of annual adjustments in assessment rates will be subject to the review and approval of the Owners' Association of the Downtown Santa Paula PBID.

Budget Adjustment

Any annual budget surplus or deficit will be rolled into the following year's PBID budget. The budget will be set accordingly, within the constraints of the management plan to adjust for surpluses or deficits that are carried forward.

Future Development

Based on new development in the Downtown Santa Paula PBID, the amount of assessable square footage in the Downtown Santa Paula PBID may change over time. These changes could modify the total square footage assessed for affected parcels. Therefore, in future years, the assessments levied against Downtown Santa Paula PBID parcels may change in accordance with the assessment methodology formula and rates in the Management District Plan and Engineer's Report. Changes to the assessment formula would require the approval of an amendment to the Management Plan.

**EXHIBIT B -
RESOLUTION
OF INTENTION
NO.7392**

RESOLUTION NO. 7392

A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA, CALIFORNIA, INITIATING RENEWAL PROCEEDINGS FOR THE BUSINESS IMPROVEMENT DISTRICT FOR DOWNTOWN SANTA PAULA

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

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

A. The City Council of the City of Santa Paula (the "City Council") is authorized pursuant to Chapter 1 (commencing with Section 36600) of Part 7 of Division 18 of the California Streets & Highways Code, commonly known as the "Property and Business Improvement District Act of 1994" to establish an improvement district in order to fund the promotion of economic revitalization and physical maintenance activities through the annual levy of assessments on real property located within the district;

B. The City Council has received a written petition from the owners of certain real property within the City of Santa Paula (the "City") requesting that the City Council initiate proceedings for the renewal of a property and business improvement district pursuant to the Property and Business Improvement District Act of 1994 (the "Downtown Santa Paula Business Improvement District") for the purpose of providing certain services that are necessary to promote the economic revitalization and physical maintenance of the City's historic downtown, and agreeing to the annual levy of assessments on said properties sufficient to pay the costs of such services and costs incidental thereto;

C. Sections 36606 and 36610 of the California Streets & Highways Code provides that a property and business improvement district may be established to finance certain types of improvements and activities, including, but not limited to, providing security, sidewalk cleaning, marketing and economic development, special events, the construction and maintenance of lighting facilities, landscape and sidewalk improvements, including, but not limited to, sweeping and litter removal services, sidewalk washing, graffiti removal, landscape irrigation, and replacement and repair services, within the District;

D. Pursuant to Section 36621 of the California Streets & Highways Code, the City Council is authorized upon receiving such a written petition to adopt a resolution of intention to establish a property and business improvement district; and

E. The City Council believes it to be in the best interest of the City and its business persons and citizens to initiate proceedings to form a new property-based business improvement district.

SECTION 2. Proposed District. It is the intention of the City Council to initiate proceedings to renew the new property-based business improvement district, in accordance with Streets and Highways Code Sections 36600 et seq.

SECTION 3. Management Plan and Engineer's Report. Pursuant to Section 36622 of the California Streets & Highways Code, a copy of the new Management District Plan and Engineer's Report is on file in the office of the City Clerk and is hereby incorporated and made a part hereof as though set forth in full herein.

SECTION 4. Activities. The activities and improvements proposed for this District include downtown ambassadors, maintenance, beautification and management of the District once renewed.

SECTION 5. Amount of Assessment. Annual assessments are based upon an allocation of program costs and a calculation of lot square footage plus building square footage plus linear street frontage. Estimated annual maximum assessment rates for the first year of the district follow:

Land Use	Lot + Bldg Assmt	Linear Assmt
Commercial/Government	\$0.0581	\$12.8077
Residential/Non-Profit	\$0.0290	\$6.4038

SECTION 6. District Boundaries. The boundaries of the District, generally speaking, shall include:

The District encompasses approximately 3 whole and partial blocks in the commercial core of Downtown Santa Paula. The PBID boundary is concentrated with parcels fronting primarily along Main Street between 8th Street and 10th Street as well as the parcels on the east of 10th Street between Main Street and Ventura Street, and both sides of 10th Street north of Main Street including APNs 101-0-212-095, 101-0-212-105, 103-0-111-045, 103-0-111-055 and 103-0-111-055.

SECTION 7. Public Hearing. Notice is hereby given that on Wednesday, June 15, 2022 at the hour of 6:30 p.m. in the Council Chambers, City of Santa Paula, 970 E Ventura St, Santa Paula, CA 93060, a public hearing on the renewal of the new property-based business improvement district and the levy of assessments, at which evidence and testimony may be offered by any and all persons having an interest in said proposed district, shall be conducted by the City Council.

SECTION 8. Notice. The City Clerk is directed to give notice of the time and place of the public hearing in accordance with Streets and Highways Code section 36623. The City Clerk is to do this by mailing (or causing to be mailed) written notices and assessment ballots in the time, form, and manner provided by Government Code section 53753 to all persons who own real property within the proposed District and will be subject to the proposed assessment. The City Clerk is further directed to file an affidavit with the City Council when all notices and ballots have been mailed, setting forth the time and manner

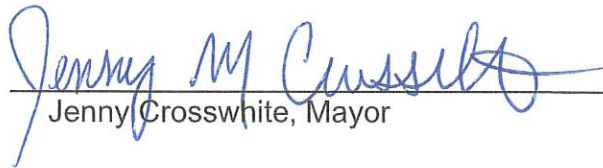
of his or her compliance with the requirements of law for mailing the notices and ballots. The notice shall be mailed not less than forty-five (45) days before the date of the public hearing.

SECTION 9. Publication. The City Clerk is further directed to publish this Resolution of Intention in the newspaper of general circulation in the City of Santa Paula, not later than 10 days nor more than 25 days prior to the date of the public hearing.

SECTION 10. CEQA Compliance. The adoption of this Resolution is not a "project" for purposes of the California Environmental Quality Act (Public Resources Code Section 21000 et seq.), pursuant to Section 15378(b)(4) of Title 2 of the California Code of Regulations, as this resolution pertains to the creation of a government funding mechanism but does not involve any commitment to any specific project that may result in a potentially significant physical impact on the environment.

SECTION 11. The City Clerk is directed to certify the adoption of this Resolution.

APPROVED AND ADOPTED at a special meeting of the Santa Paula City Council this 20th day of April, 2022.


Jenny Crosswhite, Mayor

ATTEST:


Julie Latshaw
City Clerk



APPROVED AS TO FORM:


John Cotti
City Attorney

APPROVED AS TO CONTENT


Dan Singer
City Manager

CITY OF SANTA PAULA)
COUNTY OF VENTURA)§
STATE OF CALIFORNIA)

I, Julie Latshaw, City Clerk of the City of Santa Paula, California, do hereby certify that the foregoing Resolution No. 7392 was dully passed and adopted by the City Council of the City of Santa Paula at the regular meeting thereof, held on the 20th day of April, 2022, and was signed by the Mayor of said City, and that the same was passed and adopted by the following vote:

AYES: ARAIZA, CORNEJO, CROSSWHITE, JUAREZ, SOBEL

NOES: NONE

ABSENT: NONE

ABSTAIN: NONE



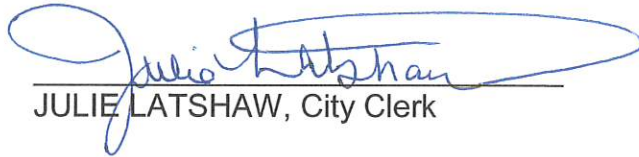

JULIE LATSHAW, City Clerk

EXHIBIT C -
RESOLUTION TO
RENEW THE
PROPERTY
BUSINESS
IMPROVEMENT
DISTRICT

RESOLUTION NO. 7409

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA PAULA FORMING THE DOWNTOWN SANTA PAULA PROPERTY BASED IMPROVEMENT DISTRICT AND LEVYING ASSESSMENTS STARTING WITH FISCAL YEAR 2022/2023 PURSUANT TO THE PROPERTY AND BUSINESS IMPROVEMENT DISTRICT LAW OF 1994

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

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

- A. The Property and Business Improvement District Law of 1994 (Division 18, Part 7, Streets and Highway Code, State of California) authorizes cities to establish Property and Business Improvement Districts for the purpose of levying assessments on real property for certain purposes; and
- B. Consistent with the Property and Business Improvement District Law of 1994 and provisions of Article XIID of the State Constitution ("Proposition 218"), the City Council of the City of Santa Paula ("Council") proposes to form a property and business improvement district ("PBID") in Downtown Santa Paula for a five-year term which expires on December 31, 2027; and
- C. Property owners in the Downtown Santa Paula business community who would pay more than 50 percent of the total amount of assessments to be levied have filed written petitions requesting that the City Council form the Downtown Santa Paula PBID; and
- D. The purpose of establishing the PBID is to provide revenues for services beyond what the City traditionally provides, specifically enhanced cleaning and safety; and
- E. On April 20, 2022, the City Council declared its intention to form the PBID and levy assessments; and
- F. The City Clerk gave notice, in the manner specified in Government Code Section 53753, to the record owner of each parcel subject to the levy of an assessment that a public hearing would be held on June 15, 2022 concerning formation of the PBID; and
- G. The City Council held a public hearing concerning establishment of the PBID on June 15, 2022 in the Council Chambers, City Hall, 970 E. Ventura Street, Santa Paula, CA 93060; and
- H. The City Council has heard all testimony and received all evidence concerning the formation of the PBID and desires to form the PBID.

SECTION 2. Pursuant to the provisions of the Property and Business Improvement Law of 1994, the City Council forms the Downtown Santa Paula PBID.

SECTION 3. There was a favorable majority for the imposition of the assessment. A majority of the assessment ballots submitted, and not withdrawn, were in favor of the proposed assessment and exceed the assessment ballots submitted, and not withdrawn, by the amount of the proposed assessment to be imposed upon the identified parcel for which each assessment ballot was submitted.

SECTION 4. The City Council adopts, approves and confirms the Downtown Santa Paula Property Based Business Improvement District Management District Plan ("Management District Plan") and the Downtown Santa Paula Business Improvement District's Engineer's Report ("Engineer's Report") on file in the City Clerk's office.

SECTION 5. The City Council finds that all parcels that will have a special benefit conferred upon them and upon which an assessment will be imposed are identified in the Management District Plan.

SECTION 6. Based upon the Engineer's Report, the City Council finds that the proposed assessment to be imposed on each parcel does not exceed the reasonable cost of the proportional benefit conferred on that parcel.

SECTION 7. Based upon the Engineer's Report, the City Council finds that it has separated the general benefits, if any, from the special benefits conferred on each parcel.

SECTION 8. The City Council finds that all proposed assessments are supported by a detailed Engineer's Report prepared by a registered professional engineer certified by the State of California.

SECTION 9. The City Council declares that the boundaries of the PBID are as detailed in the Management District Plan. The District encompasses approximately 3 whole and partial blocks in the commercial core of Downtown Santa Paula. The PBID boundary is concentrated with parcels fronting primarily along Main Street between 8th Street and 10th Street as well as the parcels on the east of 10th Street between Main Street and Ventura Street, and both sides of 10th Street north of Main Street including APNs 101-0-212-095, 101-0-212-105, 103-0-111-045, 103-0-111-055 and 103-0-111-055. The map included in the PBID's Management District Plan gives sufficient detail to locate each parcel of property within the proposed PBID.

SECTION 10. The City Council finds that activities and improvements to be funded by the levy of assessment on property within the PBID are detailed in the Management District Plan. They include, but are not limited to, the following special benefits: cleaning, safety and beautification. Each of the programs is designed to meet the goals of the PBID; to improve the appearance and safety of the PBID, to increase building occupancy and lease rates, to encourage new business development, and to attract ancillary businesses and services.

SECTION 11. The City Council finds that the PBID's total assessment for five (5) years (January 1, 2023 to December 31, 2027) is estimated to be \$524,935 (adjusted with 5% inflation factor). The PBID's total annual assessment for the first year is estimated to be \$92,625. Annual assessment for subsequent years may be adjusted by a percentage rate not to exceed a maximum of five percent (5%) per year. The PBID will not issue bonds. The assessment calculation is described per zone on page 14 of the Engineer's Report dated April 2022 as follows:

Land Use	Lot + Bldg Assmt	Linear Assmt
Commercial/Government	\$0.0581	\$12.8077
Residential/Non-Profit	\$0.0290	\$6.4038

SECTION 12. The City Council declares that the assessments are to begin with fiscal year 2022/2023, and, to the extent possible, assessments shall be collected at the same time and in the same manner as County *ad valorem* property taxes and shall be subject to all laws providing for the collection and enforcement of assessments. For properties that do not appear on the County tax rolls or for assessments for any years in which the City is unable to transmit the assessment information to the County in sufficient time for the County to collect the assessments with the County *ad valorem* property taxes, the City's Finance Department may bill and collect the assessments by mailing assessment notices (Statement of Assessment Due) to each property owner within the PBID at the address shown on the City records. Assessments billed by the City's Finance Department are due 45 calendar days after the Statement of Assessment Due. The City's duties may be assigned to an appropriate service provider, including but not limited to the District Managing entity. The City shall be reimbursed by the District for any costs incurred.

SECTION 13. The City Clerk followed the notice, protest, and hearing procedures prescribed in the Proposition 218 Omnibus Implementation Act (California Government Code, Section 53750, *et seq.*).

SECTION 14. The City Council held a public hearing to determine whether to form the PBID and levy assessments on June 15, 2022 at 6:30 p.m., or as soon thereafter as City Council business permitted, in Council Chambers, City Hall, 970 Ventura Street, Santa Paula, CA 93060. At the hearing, all interested persons were permitted to present written or oral testimony, and the Council considered all objections or protests to the proposed assessment.

SECTION 15. The City Clerk gave notice of the public hearing, in the manner specified in Government Code Section 53753, to the record owners of each parcel subject to the levy of an assessment. The notice was given at least 45 days before the public hearing date and specified that the public hearing was to determine whether the Council would establish the PBID and levy assessments.

SECTION 16. At the conclusion of the public hearing, the City Clerk tabulated all assessment ballots that were submitted and not withdrawn. To be included in the tabulation, assessment ballots must have been received by the City Clerk either at the address indicated in the notice required by the Government Code Section 53753 or at the site of the public hearing prior to the conclusion of the public hearing. The City Clerk certified the results of the tabulation to the Council.

SECTION 17. The properties and businesses within the PBID established by this Resolution shall be subject to any amendments to the Property and Business Improvement District Law of 1994.

SECTION 18. City Council is to readopt each fiscal year assessment when CPI, maximum of 5%, is applied to the assessment.

SECTION 19. The City of Santa Paula's Finance Director is directed to request the County of Ventura to collect the assessments for the District each fiscal year.

SECTION 20. An exhibit showing for each assessment, the Assessor's Parcel Number ("APN"), owner, and the amount of the Parcel Assessment is to be included with each assessment collection request.

SECTION 21. The City Clerk is directed to and shall certify to the passage of this Resolution and have it published in accordance with City Council policy.

SECTION 22. The City Clerk is directed to send a certified copy of the adopted Resolution to the Ventura County Assessor's Office to place the assessment on the secured property tax roll.

APPROVED AND ADOPTED at a public hearing of the Santa Paula City Council this 15th day of June, 2022.

Jenny Crosswhite, Mayor

ATTEST:

Julie Latshaw
City Clerk

APPROVED AS TO FORM:

John Cotti
City Attorney

APPROVED AS TO CONTENT:

Dan Singer
City Manager

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: APPOINTMENT TO COMMISSIONS AND COMMITTEES

Date: June 15, 2022

Agenda Item: 12.A

RECOMMENDATION:

Staff Recommends that the City Council:

Appoint applicants to various Commissions and Committees.

Presented by: Julie Latshaw, City Clerk

BACKGROUND:

The City Clerk's office published Vacancy Notices for all open positions on Commissions, Committees and Boards, in the Santa Paula Times and on the City website during the months of April and May.

The City Council held applicant interviews on June 14, 2022, for the following:

- **Santa Paula Housing Authority** to fill four vacancies for four-year terms. Applicants: Bob Russell (returning applicant); Michael Lambert; Molly Corbett; Martina Villa; Fred Robinson; Joseph M. Cervantez; Olav Hassel; and Pedro A. Chavez, who also applied for the Planning Commission. If four applicants are appointed, this Committee will be filled.
- **Planning Commission** to fill two vacancies, (one partial term ending 9/4/2023 and one partial term ending 10/9/2022). Applicants: Pedro A. Chavez, who also applied for the Santa Paula Housing Authority; and Noel Thomas Kiesewetter. If both applicants are appointed, this Committee will be filled.
- **Measure T Oversight Committee** to fill two vacancies, (one four-year term as senior citizen member, and one partial term ending 2/20/2023 who is a member active in a youth organization). Applicants: Christophe Cambrelin; Alice Straetz; and Vanessa Olmos. If two applicants are appointed, this committee will be filled.
- **Design Assistance/Historic Preservation Committee** to fill four vacancies for four-year terms. Applicants: Karen Harrison (returning applicant); Marilyn Appleby (returning

applicant); and Austin Alexander Auger. Staff recommends appointing new applicant Austin Alexander Auger, and reappoint Karen Harrison and Marilyn Appleby. If all three applicants are appointed, the City Clerk will continue to advertise to fill one additional opening.

- **Mobile Home Rent Review** to fill one vacancy for a two-year term. Applicant: Karen Harrison (returning applicant). Staff recommends reappointment of Karen Harrison. If the applicant is appointed, this committee will be filled.
- **Parks & Recreation Commission** to fill three vacancies, (two for three-year terms and one partial term ending 12/16/2023. Applicant: Vanessa Olmos (returning applicant). Staff recommends reappointment of Vanessa Olmos for a three-year term. If the applicant is appointed, the City Clerk will continue to advertise to fill two additional openings.
- **Applicant for any Commission:** Applicant, Brad Williams, has indicated he is interested in serving on any Commission.

ANALYSIS:

None.

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

None.

OPTIONS:

City Council may also request staff to publish openings again for more applicants. Any additional applicants could be interviewed in August/September 2022.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jonathan Royas, Management Analyst

Subject: 2022 LABOR DAY PARADE SPONSORSHIP REQUEST

Date: June 15, 2022

Agenda Item: 12.B

RECOMMENDATION:

1. Consider a request to sponsor up to 50% of the costs for City services for the 2022 Santa Paula Labor Day Parade.

BACKGROUND:

On November 3, 2021, Council approved in-kind services in the amount of \$8,566 for the 2021 Santa Paula Labor Day Parade to cover the costs associated with street closures and re-openings, as well as law enforcement presence support. Municipal Code §115.007(D) authorizes the City Council to waive fees for 501(c)(3) non-profit groups.

ANALYSIS:

In June 2022, the Santa Paula Community Fund, a 501(c)3 non-profit organization who sponsors the annual Labor Day Parade, submitted a special event application, a Special Events Sponsorship Program (Program) application, and a request (Exhibit A) for the City to sponsor service fees for their upcoming Labor Day Parade event in September 2022. In past years, the Labor Day parade has been a very popular event in town that honors all the men and women who work in our community. Additionally, it attracts people from all over Southern California to our downtown businesses and restaurants.

Upon receiving the application, staff circulated it to the applicable City departments and determined that the size of the event generates the need to deploy staff and resources to support this event, which has real cost implications. Below are the estimated costs for the parade:

- \$250 Application/Special Event Permit Fee
- \$245 Encroachment Permit Fee
- \$2,440 Public Works estimated cost for street closures
- \$6,200 Police estimated cost for police services

The above cost estimates include the application fee, encroachment permit fee and estimated public works staff time and police service costs.

In hopes of City support, the Santa Paula Community Fund and Labor Day Parade Committee are kindly requesting the City of Santa Paula sponsor the event by providing in-kind donations through City staff time for the closures and re-opening of streets and law enforcement presence at the event for up to 50% of the costs attributed to street closures and police services. It should be noted, the Labor Day Parade Committee will cover the costs of the application/special event permit fee and the encroachment permit fee.

For the remaining costs, the Labor Day Parade Committee has applied for Program sponsorship funds and will be eligible for up to \$2,000 based on their submitted budget.

The estimated remaining costs for which the Labor Day Parade Committee would be responsible for would be \$2815.00.

STRATEGIC PLAN:

Approval of this item supports City Council's two-year Strategic Plan, Section A. Arts, Culture and Entertainment, with a goal of becoming a regional leader of the arts, culture, and entertainment that accurately represents our history and core values.

FISCAL IMPACTS:

The event sponsors are requesting the partnership with the City of Santa Paula to help absorb the costs of street closures and reopening and additional law enforcement. The estimated approximate value of the in-kind donations would approximately be between \$4,320 - \$5,000.

OPTIONS:

1. Support the event as a sponsor for a specific amount of in-kind services for the 2022 calendar year as opposed to a percentage of costs.
2. Decide not to support this request for in-kind services. As a result, the Labor Day Parade most likely would not take place as the organization does not have enough funds available to conduct the parade without support.

ATTACHMENTS:

[Exhibit A - LDP City Sponsor Request.pdf](#)

EXHIBIT A - Sponsor Request

2022 SANTA PAULA LABOR DAY PARADE

116 Via Solana

Santa Paula, CA 93060

June 1, 2022

Dear City of Santa Paula,

Once again, Santa Paula Labor Day Parade Committee will be sponsoring the only Labor Day Parade in Ventura County. The purpose is to honor all the men and women who work in our community. This is the 17th year of this event. In addition to recognizing the contributions of all workers, we want it to be a celebration for all to enjoy and have an opportunity to join in the fun.

We would like the council to consider sponsoring city service fees for the event.

If you have any questions please give me a call.

Warm regards,

Ron Merson

Ron Merson, Chair

805-816-7891

ronmerson@hotmail.com

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Clete Saunier, Public Works Director

Subject: HARVARD BOULEVARD WATER AND SEWER PIPELINE
REPLACEMENT AND PAVING REHABILITATION PROJECT
CONSTRUCTION CONTRACT

Date: June 15, 2022

Agenda Item: 12.C

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to execute a Construction Contract with Toro Enterprises, Inc. for the construction of the Harvard Boulevard Water and Sewer Pipeline Replacement and Paving Rehabilitation Project in the amount of \$16,278,052 in a form approved by the City Attorney;
2. Authorize the City Manager or his designee to approve contract change orders as required and verified by staff in an amount not to cumulatively exceed \$813,903 (5% construction contingency) for the Harvard Boulevard Water and Sewer Pipeline Replacement and Paving Rehabilitation Project; and
3. Approve budget adjustments and allocations as recommended by staff.

BACKGROUND:

The City's water and sewer systems consist of a network of pipelines that provide for domestic potable water delivery and waste collection for the community. This water and sewer infrastructure is aged in excess of 100 years in many areas and in need of continuing repair to maintain service and function to the City's residences and businesses. The City's capital improvement program (CIP) and associated budget provides for the incremental replacement of aging infrastructure over time. The 2005 Potable Water System Master Plan and the 2005 Wastewater System Master Plan identified needed water and sewer utility improvements for Harvard Boulevard based on both current and future demands. Subsequent design surveys and related investigation of Harvard sewer mains revealed additional deficiencies and areas of issue that will be addressed with the proposed project.

Pavement condition along the entire length of Harvard has continued to deteriorate over time, and the comprehensive rehabilitation of street paving has been awaiting the completion of required water and sewer improvements. The repair and upgrading of pedestrian improvements within Harvard Boulevard will be required following completion of the water and sewer main replacements, including the upgrade of disabled access ramps at intersections, the replacement of crosswalks, and upgrading street striping and signage to current

standards.

City staff advertised the Project for bid in December 2022. In January 2022, City staff conducted a mandatory pre-bid meeting and several prospective contractors and suppliers attended. The bids were opened on Thursday, February 17, 2022 and five contractors submitted bids: E.J. Meyer Company, Blois Construction, Inc., Mladen Buntich Construction, Inc., Toro Enterprises, Inc. and Vido Artukovich & Son, Inc.

After reviewing the bids, staff observed general bid item anomalies that presented cost and schedule risk to the project and the City in multiple portions of the project bid documents. Staff worked with the design consultant to better define these areas of project risk and related recommendations for bid document revision, and presented these to Council at the April 6, 2022 meeting, together with a recommendation for Council to reject all bids and re-advertise the project.

ANALYSIS:

City staff re-advertised the Project for bid in May 2022. The bids were opened on Wednesday, May 25, 2022 and three contractors submitted bids: E.J. Meyer Company, Toro Enterprises, Inc. and Blois Construction, Inc. Bids ranged in price from \$16,278,052 to \$18,888,888, and are summarized below.

<u>No.</u>	<u>Contractor</u>	<u>Base Bid</u>
1.	E.J. Meyer Company	\$18,888,888
2.	Toro Enterprises, Inc.	\$16,278,052
3.	Blois Construction, Inc.	\$18,646,864

Staff finds the first low bid of \$16,278,052 submitted by Toro Enterprises, Inc., is an acceptable bid that is responsive and meets the requirements of the bid documents.

Construction period engineering, construction management, inspection and materials testing will be performed by Phoenix Civil Engineering (PCE) at a cost of \$979,380, for a total project cost of \$17,257,432.

The anticipated construction schedule for the Harvard Boulevard Water and Sewer Pipeline Replacement and Paving Rehabilitation Project is 350 workdays, or approximately 17 to 18 months.

STRATEGIC PLAN:

The Project supports the currently adopted Strategic Plan in achieving the following goals:

Economic Development

Objective 10: Create a welcoming environment to attract “drive-by” or “pass-through” traffic by identifying or building out key locations, access points and traffic circle islands where murals, landscaping, wayfinding signage or decorative fencing can be utilized.

The improved roadway surface and safety improvements will potentially attract drive-by and pass-through traffic to visit the Harvard Boulevard business corridor.

The rehabilitation of Harvard Boulevard improves the quality of the visitor experience in this business corridor for drive-by and local resident traffic alike.

Infrastructure, Transportation & Mobility

Objective 1: Improve and maintain pedestrian systems through a Sidewalk Maintenance Plan, which includes expanded efforts on annual sidewalk maintenance, repair, and ADA improvements.

The project will provide repairs and upgrades to curb ramps for disabled access throughout the project corridor.

FISCAL IMPACTS:

Funding for the Project's water and sewer construction is established in the FY 2021-2023 amended capital improvement budget, adopted by Council action on November 3, 2021 and presented in Table 1 below. The project construction cost summary includes provisions for a 5% contingency, as well as costs related to construction management, inspection, public outreach and construction period engineering and testing services. The Project construction contract execution is contingent upon City Council approval of the required budgetary allocations and adjustments reflected in Table 2.

At this time, staff has not identified where the funding request for budget adjustments in Table 2 below will materialize from, but options will be presented at the Council meeting.

Table 1: Project Construction Costs

Item	Amount
Construction Contract	\$16,278,052
5% Construction Contingency	\$ 813,903
Construction Management	\$ 979,380
Total =	\$18,071,335

Table 2: Budget Allocation and Adjustment Request

Fund	Account No.	Budget	Project Construction Cost*	Adjustment
Water	620.5.9324.xxx	\$ 5,488,152	\$ 6,415,324	\$ 927,172
Sewer	610.5.9286.xxx	\$ 6,656,640	\$ 9,722,378	\$3,065,738
Measure T	104.5.9285.660	\$ 1,984,800	\$ 1,933,633	(\$ 51,167)
	Total =	\$14,129,592	\$18,071,335	\$3,941,743

***Includes construction management costs.**

OPTIONS:

In addition to the recommended action, the Council has available to it the following alternative options:

1. Do not approve the construction contract with Toro Enterprises, Inc. for the Harvard

Boulevard Water and Sewer Pipeline Replacement and Paving Rehabilitation Project, and direct staff to re-advertise the project. This action would significantly delay project completion as currently scheduled for the FY 2021-2023 Capital Improvement Program.

ATTACHMENTS:

[EXHIBIT A - Harvard Water Sewer Construction Bid Results.pdf](#)

[EXHIBIT B - Harvard Water Sewer Constructin Project Location Maps.pdf](#)

EXHIBIT A

Bid Results

CITY OF SANTA PAULA

P.O. Box 569 ♦ 970 Ventura Street ♦ Santa Paula, CA 93060 ♦ 805/933-4212

PROJECT: HARVARD BOULEVARD SEWER PIPELINE AND WATER
MAINLINE REPLACEMENT PROJECT REBID
TASK: Water, Sewer and Pavement Improvements

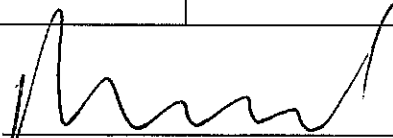
PROJECT No.: 9286/9324
Bid Date: Wednesday, May 25, 2022

Time of Opening: 3:00 PM

Bidder Company Name/City	Bid Amount	Bond	Addendum/a
EJ MEYER CO.	18,838,888 ⁰⁰ ₁₀	✓	3
TORO ENTERPRISES	16,278,052 ⁰⁰ ₁₀	✓	3
BLOIS CONSTRUCTION	18,646,864 ⁰⁰ ₁₀	✓	3

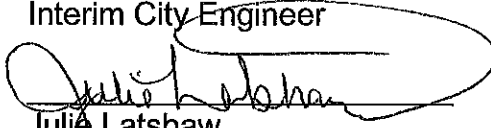
May 25, 2022

Date


Robert P. Woodward, PE
Interim City Engineer

May 25, 2022

Date


Julie Latshaw
City Clerk

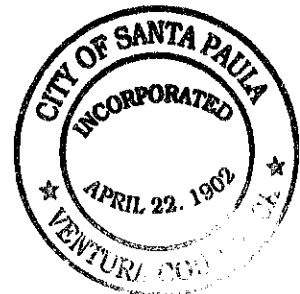
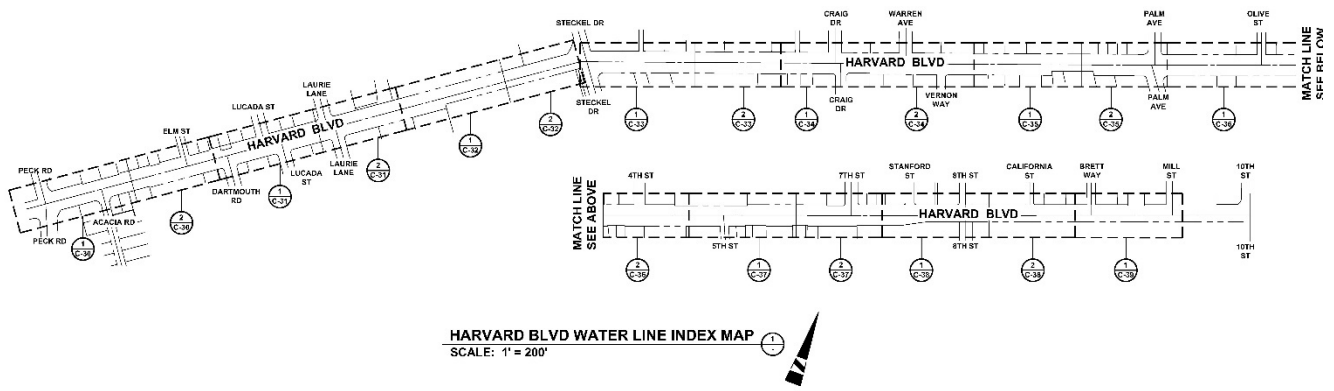
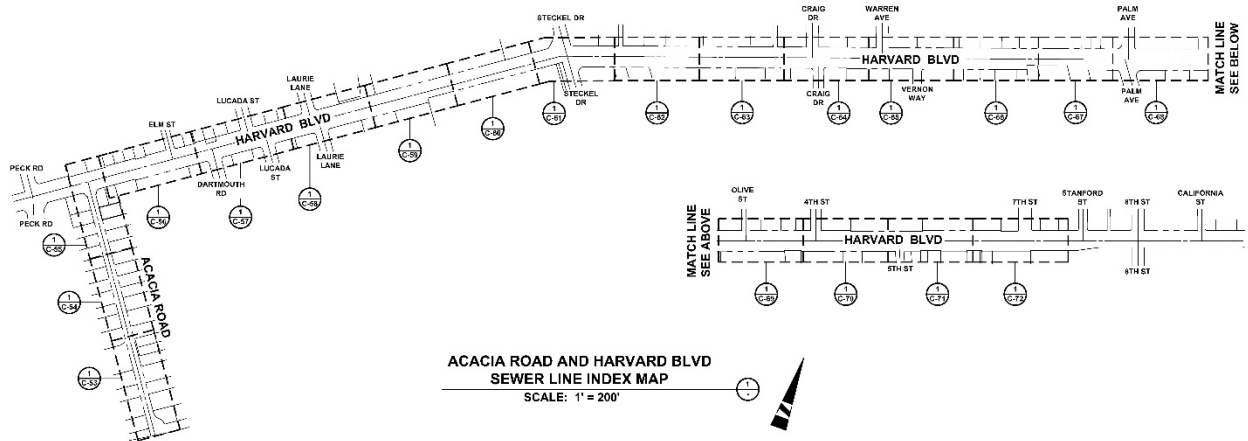
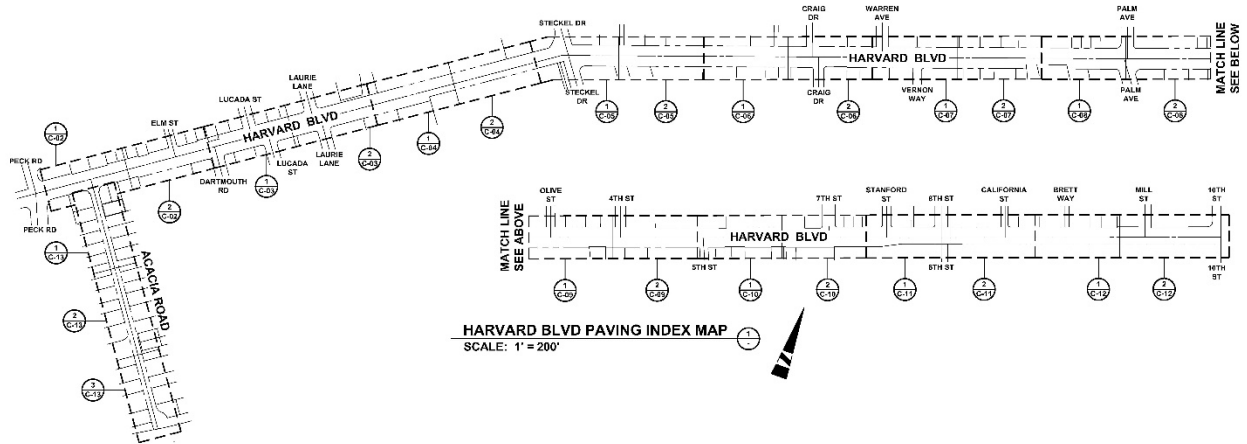


EXHIBIT B

PROJECT LOCATION MAPS



**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Christy Ramirez, Finance Director

Subject: FY 21/23 MID CYCLE BUDGET

Date: June 15, 2022

Agenda Item: 12.D

RECOMMENDATION:

Staff recommends the City Council:

1. Receive a presentation on the Fiscal Year 2022/23 Mid-Cycle Budget Review
2. Adopt Resolution 7412 Amending the FY 2022/23 Budget and Adopting the FY 2022/23 GANN Limit.

BACKGROUND:

The City adopted a Two-Year Budget Plan for FY 2021/22 and FY 2022/23 on June 24, 2021 and is now approaching its second year of the budget. The two-year budget is revisited after the first year to allow staff and the City Council to make revisions to the budget which reflect the evolving needs of the City while maintaining alignment with the Council's Strategic Plan and priorities in the departmental work programs. The second-year process is known as the Mid-Cycle Budget Review.

ANALYSIS:

On May 18, 2022 the City Council received a report addressing the FY 2021/22 Third Quarter Financial Review, which provided an overview of current year trends in revenues and expenditure activity through April 27, 2022. No significant changes have occurred since that meeting six weeks ago. Staff will return to Council in September for the year end review of FY 2021/22.

One trend that has remained consistent is the increased revenue from sales tax. While City staff and consultants anticipate an increase of nearly \$300,000 in General Fund Sales Tax revenue next year, the majority of that will be needed to cover an increase to our Liability Program insurance. Staff will return in September in the First Quarter review with this budget amendment.

Below is an overview of a portion of the projected sales tax increase, with matching expenditure requests. Also included is an overview of the adjustments necessary in other funds, including Refuse Reserve, Water, and Sewer.

The following budget amendments are recommended:

REVENUE

An increase to the General Fund Sales Tax line item in the amount of \$62,700 to account for projected revenue exceeding the adopted budget of \$3 million.

EXPENDITURES

General Fund

PLANNING - \$3,000 Bluebeam software - Bluebeam® is a PDF markup and editing software designed specifically for the construction industry. It will allow more flexibility for Planning and Building staff in the review and mark-up of digital plan submittals.

PLANNING - \$1,700 Tuition Reimbursement

ADMINISTRATION - \$50,000 - Legal Expenses related to ongoing investigations

ADMINISTRATION - \$8,000 - Professional Services for organizational assessments and efficiency improvements.

Other Funds

PUBLIC WORKS - \$16,000 Solid Waste Agreement related consultant expenses and matching revenue in the Refuse Reserve fund.

PUBLIC WORKS - \$27,100 Various increases related to inflation including fuel and supplies in the Water Fund.

PUBLIC WORKS - \$417,051 Expenses related to Wastewater Operations, specifically to the first year increases with Ventura Regional Sanitation District

STRATEGIC PLAN:

FISCAL IMPACTS:

The General Fund and Refuse Reserve Fund proposed amendments have a net zero impact. The Water Fund request of \$27,100 and Sewer Fund request of \$417,051 will utilizing existing fund balance.

Additional information will be provided in September at the Year End and First Quarter Fiscal Review.

OPTIONS:

ATTACHMENTS:

[GANN Limit 2022 DOF.pdf](#)

[Resolution Midcycle Budget.docx](#)

Appropriations Limit **2022**

Following is the FY 2022/23 Appropriations limit calculation, as well as the Price Factor and Population Information as provided by the California Department of Finance.

Fiscal Year 22/23 appropriations limit

Per Capita COL Change	$\frac{7.55+100}{100}$	=	1.0755
7.55			
Pct			
Growth in population	$\frac{0.86+100}{100}$	=	1.0086
0.86			
Pct			
	1.0755×1.0086	=	1.08474930
	Population	=	30,892
	Growth	=	0.65%
	Prior Year limit	=	\$ 25,804,654
	Per Capita COL	=	1.0755000
	1.0755×1.0086	=	1.08474930
	$\$25,804,654 \times 1.0847$	=	\$ 27,991,581

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2022, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2022-23. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2022-23 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2022.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

KEELY MARTIN BOSLER
Director
By:

ERIKA LI
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2022-23 appropriation limit is:

Per Capita Personal Income	
Fiscal Year (FY)	Percentage change over prior year
2022-23	7.55

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2022-23 appropriation limit.

2022-23:

Per Capita Cost of Living Change = 7.55 percent
Population Change = -0.30 percent

Per Capita Cost of Living converted to a ratio: $\frac{7.55 + 100}{100} = 1.0755$

Population converted to a ratio: $\frac{-0.30 + 100}{100} = 0.997$

Calculation of factor for FY 2022-23: $1.0755 \times 0.997 = 1.0723$

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2021 to January 1, 2022 and Total Population, January 1, 2022

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2021-2022	1-1-21	1-1-22	1-1-2022
Ventura				
Camarillo	-0.80	70,739	70,171	70,171
Fillmore	-1.27	16,681	16,469	16,469
Moorpark	-1.18	35,821	35,399	35,399
Ojai	-0.76	7,523	7,466	7,466
Oxnard	-0.21	200,480	200,050	200,050
Port Hueneme	0.00	19,662	19,662	21,599
San Buenaventura	-1.45	109,763	108,174	108,231
Santa Paula	0.86	30,629	30,892	30,892
Simi Valley	-1.18	126,478	124,985	124,985
Thousand Oaks	-1.11	125,995	124,592	124,592
Unincorporated	0.66	91,444	92,049	93,798
County Total	-0.64	835,215	829,909	833,652

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

RESOLUTION NO. 7412

A RESOLUTION AMENDING FY 2022/23 FINAL OPERATING AND CAPITAL IMPROVEMENT BUDGET AND ADOPTING THE FY 2022/23 GANN LIMIT.

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

SECTION 1: The City Council finds and declares as follows:

- A. The City Council approved the Operating Budget (“Budget”) and Capital Improvement Plan (“CIP”) for fiscal years 2021/22 and 2022/23 in June 2021;
- B. All procedural requirements for adopting the City’s budget were fulfilled and the City Council was fully informed regarding the City’s current finances, projected revenue, and financial obligations; and
- C. The Planning Commission determined on June 22nd, 2021 that the projects included in the CIP are consistent with the City’s General Plan;
- D. It is in the public interest for the City Council to amend the FY 21/23 Budget and CIP as proposed by the City Manager.

SECTION 2: **ADOPTION.** The Budget and the CIP attached to this Resolution, and incorporated by reference, are approved and adopted subject only to the authorizations set forth below. Such approval and adoption includes, without limitation, the Position Control Listing of Authorized Positions, Classification and Compensation Plans set forth in the Budget, which may recognize new classifications and remove unused classifications.

SECTION 3: **APPROPRIATIONS LIMIT.**

- A. Article XIII B of the California Constitution requires the City to set its Appropriations Limit on an annual basis.
- B. The City’s Appropriations Limit may be adjusted annually based upon inflation and population growth.

The City Council may choose the method of calculating adjustments to the City’s Appropriations Limit on an annual basis. For inflation, pursuant to Article XIII B, § 8(e)(2), adjustments to the Appropriations Limit may be calculated using either the percentage change in per capita personal income from the preceding year or the percentage change in the local assessment roll from the preceding year because of local nonresidential new construction. For population growth, pursuant to Government Code § 7901(b), the City may either use the percentage growth either in its jurisdiction or from the surrounding county.

- C. Pursuant to Article XIII B of the California Constitution, and those Government Code sections adopted pursuant to Article XIII B, § 8(f), the City Council chooses to adjust the City’s Appropriations Limit by calculating inflation using the percentage change in per capita personal income from the preceding year provided by the Department of Finance and calculating population growth by using the percentage change in population in Ventura County.

- D. The City's Appropriations Limit, the City Council sets the Appropriations Limit for fiscal year 2022/23 at \$27,991,581.

SECTION 4: MID CYCLE BUDGET AMENDMENTS. The City Manager, or designee, is authorized to implement the following budget amendments for FY 22/23 budget as follows:

Account	Description	Debit	Credit
100-4-7500-0046	Sales Tax		\$ 62,700
100-5-0511-209	Professional Services	\$ 8,000	
100-5-3001-120	Bluebeam Software	\$ 3,000	
100-5-3001-360	Education Reimb.	\$ 1,700	
100-5-0504-203	Legal - HR	\$ 50,000	
600-4-7500-6100	Reimbursement		\$ 16,000
600-5-5051-209	Prof Services	\$ 16,000	
620-5-5063-xxx	Various Supplies	\$ 27,100	
610-5-5063-228	Wastewater Collec.	\$ 211,920	
610-5-5063-209	Wastewater Op.	\$ 205,131	

SECTION 5: REAPPROPRIATION. The City Manager, or designee, is authorized to reappropriate any unused appropriations for capital projects, special projects, and grant programs at the close of Fiscal Year 2021/22 for the Operating and CIP Budget.

SECTION 6: FUND OPERATING RESERVES. The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2021/22 into the applicable fund operating reserve on June 30, 2022.

SECTION 7: BUDGET ADJUSTMENTS. The Budget may be subsequently adjusted as follows:

- A. By majority vote of the City Council;
- B. By the City Manager, or designee, for all appropriation transfers between programs and sections within a City department and between appropriation units (e.g., salaries and benefits, services and supplies, and capital outlay) within the same fund;
- C. By Department Directors for appropriation transfers between appropriation units within programs;
- D. Object code expenditures within appropriation units in a program are not restricted so long as funding is available in the appropriation unit as a whole.

SECTION 8: CONTRACTING AUTHORITY.

- A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget.
- B. In accordance with the Santa Paula Municipal Code ("SPMC"), the City Manager is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget.
- C. Notwithstanding any dollar limitation set forth in the SPMC, the City Manager is

authorized to execute contracts for purchasing equipment and supplies that are individually identified in the Budget regardless of total cost. The City Manager may, but is not required to, seek additional City Council approval for transactions made pursuant to this Section.

- D. For all other services, equipment, and supplies, the City Manager is authorized to execute contracts in accordance with the SPMC.

SECTION 9: The City Clerk is directed to certify the adoption of this Resolution; record this Resolution in the book of the City's original resolutions; and make a minute of the adoption of the Resolution in the City Council's records and the minutes of this meeting.

SECTION 10: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED JUNE 15, 2022.

Jenni Crosswhite, Mayor

ATTEST:

Julie Latshaw, City Clerk

Approved as to form:

John C. Cotti, City Attorney

Approved as to content:

Daniel Singer, City Manager



Santa Paula City Council Tentative Agenda Schedule

DEPARTMENT	MEETING DATE	Wednesday, August 3, 2022
Finance	8/3/2022	Contract Award for User and DIF Study
Police		Police Department Report
Admin		ARPA Tranche 2 Funding
Attorney		Term Limits Discussion
		STUDY SESSION TOPICS
P&R	8/17/2022	Oil Museum Options
Admin		No Smoking Ordinance
Admin		Homelessness Discussion
Admin		Diversity, Equity and Inclusion Workshop
		FUTURE AGENDA ITEMS
Admin		SoCal Edison discussion on rates
CDD		Franchise esVolta – Public Hearing
CDD		Housing Element Adoption
CDD		Inclusionary Housing DIF
P&R		Teague Park Restroom Construction Contract
CDD		Cannabis Processing Ordinance
Admin		Election Districts Workshops