

City of Santa Paula

City Council

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



CITY COUNCIL REGULAR MEETING OF THE SANTA PAULA CITY COUNCIL

WEDNESDAY, AUGUST 2, 2023

6:30 PM - City Council Regular Meeting

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

JULIE LATSHAW, CITY CLERK
DAN SINGER, CITY MANAGER
MONICA CASTILLO, INTERIM 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 may be referred to staff or considered on a future agenda.
2. **Agenda Items:** Items being considered by the City Council may appear on the Consent Calendar, as an Action Item, or as a Public Hearing. Public comments on each type of item are handled differently, as explained below:
 - a. For items appearing on the Consent Calendar, please submit a Public Comment Form before the Council takes action on the Consent Calendar. Items that receive a Public Comment Form may be pulled from the Consent Calendar by the Mayor and discussed separately by the City Council.
 - b. For items appearing as an Action Item, the Mayor will announce the Agenda item and request the staff report, the staff member responsible will give a brief summary of the report; the City Council will have an opportunity to ask questions of staff; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); and the City Council will discuss the item and then take appropriate action.
 - c. For items on which a Public Hearing is scheduled, the Mayor will open the public hearing and receive the staff report; members of the public will be given an opportunity to comment on the item and ask additional questions (all members of the public should speak directly into the microphone at the speaker's platform); the City Council will discuss the item; and the Mayor will close the public hearing after City Council action.

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

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

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

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

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. 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.

7. PRESENTATIONS

7.A CITY MANAGER'S DEPARTMENT REPORT - JANUARY - JUNE 2023 **RECOMMENDATION:**

Staff recommends that the City Council:

1. Receive and file the Quarterly Report for City Manager's Department for January - June 2023.

Presented by: Dan Singer, City Manager

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

City Council Special Minutes for June 7, 2023
City Council Regular Minutes for June 7, 2023
City Council Special Minutes for June 8, 2023
City Council Special Minutes for June 14, 2023
City Council Special Minutes for June 21, 2023
City Council Regular Minutes for June 21, 2023

10.B **SECOND READING AND ADOPTION OF ORDINANCE NO. 1328 AMENDING CHAPTER 16.44 OF THE SANTA PAULA MUNICIPAL CODE TO RESTRICT THE USE OF BARBED WIRE AND RAZOR EDGED WIRE FENCES**

RECOMMENDATION:

Staff recommends the City Council:

Conduct the second reading of and adopt Ordinance No. 1328, entitled, "An Ordinance of the Santa Paula City Council Amending Chapter 16.44 of the Santa Paula Municipal Code to Include Restrictions on the Use of Barbed Wire and Razor-Edged Fences".

10.C **SALARY ADJUSTMENTS FOR CHIEF TECHNOLOGY OFFICER AND HUMAN RESOURCES ADMINISTRATOR**

RECOMMENDATION:

Staff recommends that the City Council waive the provisions of Section 5.1 (10.b) of the City's Personnel Rules and Regulations to allow the Chief Technology Officer and the Human Resources Administrator to remain at Step 5 of the recently modified salary range, retroactive to the first pay period in July 2023.

10.D **MANAGEMENT ANALYST JOB DESCRIPTION AMENDMENT**

RECOMMENDATION:

Adopt Resolution No. 7473, amending the job description for the Management Analyst classification.

10.E **POLICE DEPARTMENT PURCHASE OF K9 AND ANIMAL CONTROL VEHICLES**

RECOMMENDATION:

Staff recommends that City Council:

1. Review the increased costs of fleet budget for two police K9 vehicles and one Animal Control vehicle.
2. Waive informal bidding requirements for the vehicle purchases pursuant to SPMC section 41.10 on the grounds that the purchases are "required and desirable".

11. ACTION ITEMS

11.A 2023 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.

Presented by: Jonathan Royas, Management Analyst

11.B CITY COUNCIL MEETING START TIME ANALYSIS RECOMMENDATION:

Staff recommends City Council:

1. Consider and discuss a Councilmember request to change the start time of City Council regular meetings and provide staff direction and feedback as it relates to this request; and

2. Review survey data obtained by staff related to the aforementioned request.

Presented By: Jonathan Royas, Management Analyst

11.C TRAFFIC CONTROL PLAN REGULATIONS FOR ENCROACHMENT PERMITS RECOMMENDATION:

Staff recommends that the City Council:

Support the traffic control plan regulations proposed by the Public Works Director to be issued pursuant to Ordinance No. 1322.

Presented by: Clete Saunier, Public Works Director

12. ITEMS FOR FUTURE AGENDAS

12.A FUTURE AGENDA ITEMS RECOMMENDATION:

Staff recommends City Council Review Future Agenda Items.

Presented by: Dan Singer, City Manager

13. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

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

On _____ at _____ Signed: _____

Julie Latshaw

City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dan Singer, City Manager

Subject: CITY MANAGER'S DEPARTMENT REPORT - JANUARY - JUNE 2023

Date: August 2, 2023

Agenda Item: 7.A

RECOMMENDATION:

Staff recommends that the City Council:

1. Receive and file the Quarterly Report for City Manager's Department for January - June 2023.

Presented by: Dan Singer, City Manager

BACKGROUND:

City Manager

- Continue to lead efforts related to the Union Oil Building. Efforts have led to a Letter of Intent from Chevron/Union Oil to donate the building to the City of Santa Paula along with a \$2-million-dollar maintenance grant.
- Completed a Diversity, Equity & Inclusion (DEI) Report with the assistance of a Council sub-committee reflecting the City's commitment to inclusivity and its ongoing efforts to address systemic disparities and improve the quality of life for all residents.
- Successfully adopted a new two-year budget for FY23-25.
- Led an exercise with the Finance Director to explore revenue generating opportunities with Council.

Management Analyst

Administrative

- Concluded the process around strategic planning leading to the adoption of Council's new two-year Strategic Plan for 2023-2025. Continued oversight, tracking and execution of previous objectives in Council's 2-Year Strategic Plan.
- Concluded oversight and support of the Districting process leading to the adoption of an ordinance establishing by-district elections beginning in 2024.
- Assisted with emergency declarations and efforts related to the FEMA flood events from January-March 2023.
- Continued oversight of the City's transition to joining the Clean Power Alliance (CPA)

and selection of an energy tier for residents.

Economic Development

- Working with Ventura County and multiple stakeholders to support the County's 150th Anniversary jubilee event taking place in Santa Paula on October 21, 2023.
- Continued oversight of meetings and mixers, in partnership with the Community/Economic Development Dept. (CEDD), to work towards the creation of a Cultural Arts Council, now called the Arte & Cultura Collective of Santa Paula. Both the Steering and Arts Advisory Committee are working on differing items in furtherance of these efforts.
- Continued oversight of local business roundtable discussions in partnership with CEDD as part of Council's 2-Year Strategic Plan. Meeting attendance continues to increase.
- Coordination and oversight of activities related to the Property Business Improvement District (PBID) to effectuate beautification and improvements to the downtown corridor.

Grants

- Applied for a United States Department of Transportation Safe Streets and Roads for All (SS4A) Grant in the amount of \$280,000.
- Applied for an Office of Traffic Safety (OTS) Grant and received \$65,000 to assist in reducing the number of persons injured or killed in traffic incidents.
- Applied for a Clean California Grant in the amount of \$1,022,805 to assist in replacing waste bins located in the downtown, replace/enhance existing downtown wayfinding signage, and enhance the existing bike trail with landscaping, lighting and security enhancements.
- Established a standing Broadband committee to explore broadband options and utilize \$192,050 in Local Agency Technical Assistance (LATA) grant funds to explore opportunities for Broadband High-Speed Internet by funding the development of a Broadband Strategic Plan for the City.
- Applied for a \$25,000 grant from Bloomberg Philanthropies for an Asphalt Art Initiative for the downtown on behalf of the Arte & Cultura Collective.
- Obtained \$28,108 in grant funding from the Alcohol Beverage Control (ABC) Board.
- Continue to work with Public Works and our engineers to utilize \$1,482,877.50 in TDA Article 3 grant funds to engineer and construct up to 2.48 miles of new bike trails in Santa Paula which would connect to the existing bike trail pathway, allowing multi-modal access from west end of Santa Paula to the east end.

Legislative Affairs

- Updated Council's Legislative Platform on issues that are currently, or anticipated to be, the focus of future legislation by the county, state or federal government.
- Worked with the Mayor, Merchant McIntyre and our Public Works Director to successfully advocate for \$1.5M dollars in Federal funding support from Congresswoman Julia Brownley, Senator Padilla and Senator Feinstein for the Mesa Tanks project.
- Continued to provide oversight and assistance, in partnership with the Finance Department, related to the American Rescue Plan Act (ARPA) funding including project and program funding related to the first and second tranche.
- Conducted research and drafted a letter of support related to Ventura College East

Campus Land Acquisition effort.

Public Information

- Established an ad hoc Communications Committee to focus on citywide communications efforts and assist with the City's upcoming website redesign.
- Conducted surveys related to Council meeting start times.
- Continued communications and support to all departments through Channel 10 content, Take 5 newsletter, social media and press releases.
- Continue to assist the Public Works department with weekly outreach and communications efforts for the Harvard Blvd. Water/Sewer & Pavement Project.

Management Fellows

- Initiated and managed a Spanish Language Interpretation Pilot Program to provide Spanish language interpretation at key city events and meetings.
- Compiled and finalized a comprehensive report evaluating the city's Diversity, Equity, and Inclusion (DEI) practices including the ad-hoc committee's suggestions for improvement.
- Finalized and adopted a new policy for city recognition practices through the City Recognition Policy.
- Organized the Harvest Welcome Kit event, welcoming 476 new residents to Santa Paula. The Welcome Kits included City resources and materials related to Santa Paula including businesses that make up our City.
- Assisted the Water Division with design, editing, translation and dissemination methods for the annual Consumer Confidence Report.
- Created a consistent set of bi-monthly business workshops in collaboration with SCORE, EDC, and WEV. Workshops such as how to boost social media presence and how to start a business were provided.
- Support of the Arte & Cultura Collective of Santa Paula in starting an advisory and steering committee.
- Led efforts around the Bursting with Color: Downtown Youth Banners Project to encourage youth art and community engagement.
- PBID – Supported the up-lighting project and created a downtown newsletter to keep business owners informed on a quarterly basis.

Human Resources Department

- Successfully recruited and hired:

Community & Economic Development – Chief Building Official; Permit Technician (internal promotion)

Finance – Accountant (2) (internal promotion)

Parks & Recreation – Recreation Program Coordinator

Police – Police Officer; Emergency Services Coordinator (internal promotion)

Public Works – Administrative Analyst (2); Water Distribution Worker; Water Operations Superintendent (internal promotion); Fleet Maintenance Supervisory (internal promotion)

- Provided the following trainings to City Employees: Bucket Truck Operation; Conducting Effective Performance Appraisals; Traffic Control & Flagging Operations; and Hand & Portable Tool Safety & Fall Protection Awareness
- Hosted 2023 Service Recognition Breakfast, St. Patrick's Day Employee Appreciation Luncheon, and End of FY 2021-23 Donut & Coffee event
- Recognized and celebrated the 2022 Employee of the 4th Quarter, and 2023 Employee of the 1st Quarter
- Completed 2022 Underwriting Report for CJPIA and processed 2023 Property and Liability Insurance Renewals
- Assisted with developing FY 2023-2025 Budget for Human Resources and Risk Management
- Assisted City Departments with creating new classification and/or reclassifications for their new positions FY 2023-2025 Budget requests
- Initiated labor negotiations and successfully negotiated successor Memorandum of Understandings for the period of July 1, 2023 through June 30, 2025 with the Mid-Management Association, Supervisory & Professional Association, SEIU, Local 721, Unrepresented: Confidential and Executive Management

Information and Technology Department

- Completed backup power improvements for City EOC
- Procured/configured/deployed 25 computers, decommissioned/recycled old equipment
- Recabled City Hall communications room

City Clerk's Office

- Processed 31 City Council agendas and minutes.
- Attended 3 Bid Openings.
- January/February - Processed Commission/Committee/Board applications, interviews, and oaths for Two Mobile Home Rent Review Commission; Three Planning Commission; One Parks and Recreation Commission; Two Measure T Oversight Committee; and One Design Assistance/Historic Preservation Committee.
- Continue to advertise and accept applications for Commissions, Committees, and Boards.
- Processed the Annual Fair Political Practice Commission Form 700.
- Processed 123 Public Records Requests.
- Processed and Posted 6 Notice of Publications.

ANALYSIS:

None

STRATEGIC PLAN:

None

FISCAL IMPACTS:

None

OPTIONS:

None

ATTACHMENTS:



**CITY OF SANTA PAULA
City Council Special Meeting
June 7, 2023, 2:30 PM
MINUTES**

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Sobel Called the meeting to order at 2:30 p.m.

2) ROLL CALL

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

3) PUBLIC COMMENT

None.

4) CITY BUSINESS

4.A) BUDGET WORKSHOP

City Manager Dan Singer provided a brief overview of the workshop.

Bruce Stenslie with the Ventura County Economic Development Collaborative provided a presentation on Economic Development in Ventura County.

Public Comments:

Laura Interiano was called to speak in support of funding to Spirit of Santa Paula.

Ned Branch was called to speak in support of funding to Spirit of Santa Paula.

Lynda Braunschweiger was called to speak in support of funding to Spirit of Santa Paula.

Attias Reyes, on behalf of Assembly member Steve Bennett's office, spoke in support of funding to Spirit of Santa Paula.

Kay Wilson-Bolton was called to speak in support of funding to Spirit of Santa Paula.

John Marquez was called to speak in support of contractual services with the Santa Paula Chamber of Commerce.

Richard Rudman was called to speak in support of contractual services with the Santa Paula Chamber of Commerce.

Joseph Alexander was called to speak in support of funding to Spirit of Santa Paula, and expressed frustration on part-time government.

Revenue Assumptions and Overviews were presented by City Manager Dan Singer and Finance Director Christy Ramirez.

Dan Matusiewicz with GovInvest provided a presentation on Retirement and Unfunded Actuarial Liability.

Department budget requests were presented by each department for funds needed.

5) ADJOURNMENT

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

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Regular Meeting
June 7, 2023, 6:30 PM
MINUTES**

REGULAR MATTERS - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Sobel called the meeting to order at 6:30 p.m.

2) INVOCATION

Rev. Audrey Vincent provided the Invocation.

3) FLAG SALUTE

Councilmember Jenny Crosswhite led the flag salute.

4) ROLL CALL

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

5) PUBLIC COMMENT

None.

6) PRESENTATIONS

6.A) PRIDE MONTH PROCLAMATION

Mayor Sobel presented the Pride Month Proclamation to Brisa Romero, Coalition for Family Harmony and Andrea Robles, Diversity Collective Ventura County.

Steven Auclair was called to speak in support of Pride Month.

Dr. Sandra Aldana was called to speak in support of Pride Month.

Sean Buluer M.D. was called to speak in support of Pride Month.

Doug Halter was called to speak in support of Pride Month.

Vanessa Teran was called to speak in support of Pride Month.

Mike Newman was called to speak opposing Pride Month Proclamation.

Pedro Chavez was called to speak on behalf of himself not aligned as a City Councilmember. Spoke of being gay and the need to support the LGBTQ community.

Brittany Botts-Volaski was called to speak in support of Pride Month and would like raising the Pride flag.

Joseph Summers was called to speak in support of Pride Month and would like the Pride flag flying at City Hall.

Kate English was called to speak in support of Pride Month.

AJ Holmes was called to speak in support of Pride Month and would like the Pride flag added to the City policy.

Christina Eilar was called to speak in support of Pride Month and would like Pride flag flown.

6.B) UNITED WATER CONSERVATION DISTRICT PRESENTATION

Mauricio Guardo, General Manager and Brian Zahn, CFO, with United Water Conservation provided a presentation on United Water Conservation District.

6.C) MEASURE T OVERSITE COMMITTEE PRESENTATION

Vanessa Olmos, Committee Member, provided the Measure T Oversight Committee Presentation.

Public Speaker:

Manny Elizarraraz was called to speak encouraging Council to approve funds from Measure T to be used toward restrooms and soccer fields.

7) CITY COUNCIL REPORTS

Councilmember Chavez:

Acknowledged Santa Paula High School Cardinals Girls Softball Team for almost making it to the finals and the hard work and discipline that goes along with team sports; Cruise Night; and acknowledged Anna's Cider for hosting micro businesses.

Vice Mayor Cornejo:

Provided the welcome speech on behalf of the City at Casa Del Mexicano on networking women's health event; attended Santa Paula Basin Pumpers; Cruise Night; met with Councilmember Crosswhite, City Manager, and Interim City Attorney on a preparation meeting on the development agreement with Lewis Limoneira Company; and Wayfinding Committee.

Councilmember Crosswhite:

Attended Clean Power Alliance; Southern California Association of Government

meetings; Heritage Valley Policy Advisory Committee; Ventura County Transportation Commission; and Harvest Development Adhoc.

Councilmember Juarez:

Attended Ventura Regional Sanitation Districts; Senior Advisory Committees; State of the City; Ventura Council of Governments; Santa Paula Police Department Centennial; Police Memorial Service; and Cruise Night.

Mayor Sobel:

Attended Ventura County Regional Energy Alliance; Ventura land trust celebration; met with Ventura Fire Safety Council Representative; webinar on ChatGPT; Memorial Day Celebration; and County Active Transportation zoom meeting.

8) CITY MANAGER REPORTS

City Manager Dan Singer:

Reported in accordance with the provisions of the City Purchasing Policy, approved purchase of a generator for the water plant, due to a power outage.

9) CONSENT CALENDAR

9.A) APPROVAL OF MINUTES

City Council Special Minutes for May 17, 2023

City Council Regular Minutes for May 17, 2023

City Council Special Minutes for May 31, 2023

9.B) SECOND READING OF ORDINANCE NO. 1329 AMENDING SECTION 16.13.410 OF THE SANTA PAULA MUNICIPAL CODE REGARDING THE USE OF AFFORDABLE HOUSING TRUST FUND MONIES FROM HOUSING IN-LIEU FEE PAYMENTS

9.C) PROFESSIONAL SERVICES AGREEMENT WITH CITYGATE ASSOCIATES LLC FOR AN ORGANIZATIONAL EFFICIENCY ASSESSMENT OF DEVELOPMENT SERVICES PROCESS

Motion: Approve Consent Calendar, with Councilmember Juarez abstaining from both Regular and Special City Council minutes on May 17, 2023.

Moved by Pedro A Chavez, seconded by Jenny Crosswhite

Vote: Motion carried 5-0

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

10) PUBLIC HEARING

10.A) GEOLOGIC HAZARD ABATEMENT DISTRICT ASSESSMENT

Mayor Sobel opened the public hearing.

Jim Beam was called to speak, expressing concerns on how the money is being spent.

Mayor Sobel closed the public hearing.

Motion: Approve as amended Resolution No.7457 approving the fiscal year 2023/2024 budget and extending a \$1,246 assessment levy per residential parcel onto the fiscal year 2023/2024 tax roll for the Santa Paula Geologic Hazard Abatement District, with clerical corrections.
Moved by Leslie Cornejo, seconded by Carlos Juarez

Vote: Motion carried 5-0

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

10.B) HILLSBOROUGH OPEN SPACE MAINTENANCE DISTRICT ASSESSMENT

Mayor Sobel opened the public hearing. With no public comments, the public hearing was closed.

Motion: Approve Resolution No.7458 placing a \$150 per parcel special assessment onto the December 2023 tax roll for the Hillsborough Open Space Maintenance District.

Moved by Jenny Crosswhite, seconded by Carlos Juarez

Vote: Motion carried 5-0

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

11) **ACTION ITEMS**

11.A) SELECTION OF CLEAN POWER ALLIANCE (CPA) RATES

Christina Eilar was called to speak in support of Clean Power Alliance.

Laura Espinosa was called to speak in support of 100% Clean Power Alliance.

Daisy Zepeda was called to speak in support of Clean Power Alliance.

Zuriel Avila was called to speak in support of Clean Power Alliance.

Farah Stack was called to speak in support of Clean Power Alliance at 100% Green Power.

Michelle Ellison was called to speak in support of Clean Power Alliance.

Motion: Approve 100% Green Clean Power Alliance.

Moved by Pedro A Chavez, seconded by Jenny Crosswhite

Vote: Motion carried 4-1

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

No: Leslie Cornejo

11.B) REORGANIZATION OF CITY DEPARTMENTS AND DIVISIONS

Cynthia Salas was called to speak sharing information on the water program at Ventura College.

Motion: Approve as amended Resolution No. 7459, amending the Position Control List and Salary Schedule to implement recommended reorganizations of specific City departments and divisions, creating new classifications, making clerical corrections, and adding "Chief" to the Chief Technology Officer.

Moved by Pedro A Chavez, seconded by Leslie Cornejo

Vote: Motion carried 5-0

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

11.C) FIRST AMENDMENT TO MEMORANDUM OF AGREEMENT FOR FIRE PROTECTION AND RELATED SERVICES BETWEEN THE CITY OF SANTA PAULA AND THE VENTURA COUNTY FIRE PROTECTION DISTRICT

Council provided staff with proposed start date on Fire Station 29 to May 15, 2024, and no later than one-year to start building. If they stop using the land for a Fire Station for 12 consecutive months, the land will convert back. Also, upon completion of Station 29, then Station 26 will commence in 2026.

11.D) CITY COUNCIL MEETING START TIME DISCUSSION

Council provided staff direction on polling the public and bring back results.

Cynthia Salas was called to speak in support of a poll of the public and hybrid meetings.

Motion: Approve extending the meeting past 10:30 p.m.

Moved by Leslie Cornejo, seconded by Pedro A Chavez

Vote: Motion carried 5-0

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

12) ITEMS FOR FUTURE AGENDAS

12.A) FUTURE AGENDA ITEMS

Councilmember Chavez would like to revisit flag policy on a future agenda. Mayor Sobel was supportive.

13) ADJOURNMENT

Mayor Sobel adjourned the meeting at 10:45 p.m.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Special Meeting
June 8, 2023, 4:00 PM
MINUTES**

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Sobel Called the meeting to order at 4:00 p.m.

2) ROLL CALL

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

3) PUBLIC COMMENT

None.

4) CLOSED SESSION

4.A) CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE §54957.6 - City Representatives: Chief Labor Negotiator Irma Rodriguez Moisa, City Manager Dan Singer, Finance Director Christy Ramirez, and Human Resources Manager Lorena Alvarez; Employee Organizations: Community Services Officer Association; Mid-Management Association; Professional & Supervisory Association; Service Employee International Union, Local 721 (SEIU); Santa Paula Police Officers Association (SPPOA); and Unrepresented Employees: Executive Management; Confidential employees; Part-time employees.

4.B) PUBLIC EMPLOYMEE PERFORMANCE EVALUATION
Pursuant to Government Code § 54957(b)(1), Title: City Manager

4.C) CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code §54957.6; Unrepresented Employee: City Manager Dan Singer

Council recessed to closed session at 4:01 p.m.

5) CLOSED SESSION REPORT

Interim City Attorney Monica Castillo reported there was no reportable actions taken.

6) ADJOURNMENT

Mayor Sobel adjourned the meeting at 7:04 p.m.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Special Meeting
June 14, 2023, 6:00 PM
MINUTES**

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Mayor Sobel called the meeting to order at 6:00 p.m.

2) ROLL CALL

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

3) PUBLIC COMMENT

None.

4) CITY BUSINESS

4.A) BUDGET WORKSHOP #2

Finance Director Christy Ramirez presented a presentation on the Proposed Budget - Fiscal Years 2023/24 & 2024/25 on CIP, Other Funds Highlights, 5 Year CIP Assumptions, General Fund Feedback, and other Feedback by Department.

City Manager Dan Singer explained the need to update the City Attorney's / Best, Best & Krieger contract, providing different options available for Council to begin considering.

Kay Wilson-Bolton, representing Spirit, provided a request for additional funds to Spirit, bringing a budget distribution of \$200,000 in the first and second year. Council directed staff to research if and where the additional budget dollars could be pulled from and bring back to Council for further discussions.

John Marquez, representing the Santa Paula Chamber of Commerce provided a request of funding for the Chamber in the amount of \$50,000. Council was supportive of providing \$30,000.

5) CLOSED SESSION

- 5.A) CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE §54957.6 - City Representatives: Chief Labor Negotiator Irma Rodriguez Moisa, City Manager Dan Singer, Finance Director Christy Ramirez, and Human Resources Manager Lorena Alvarez; Employee Organizations: Community Services Officer Association; Mid-Management Association; Professional & Supervisory Association; Service Employee International Union, Local 721 (SEIU); Santa Paula Police Officers Association (SPPOA); and Unrepresented Employees: Executive Management; Confidential employees; Part-time employees.

Council recessed to closed session at 9:45 p.m.

6) CLOSED SESSION REPORT

Interim City Attorney Monica Castillo reported there was no reportable action taken.

7) ADJOURNMENT

Mayor Sobel adjourned the meeting at 10:15 p.m.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Special Meeting
June 21, 2023, 5:00 PM
MINUTES**

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

Vice Mayor Cornejo called the meeting to order at 5:00 p.m.

2) ROLL CALL

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

Members Absent: Andy Sobel

3) PUBLIC COMMENT

None.

4) CLOSED SESSION

4.A) CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE §54957.6 - City Representatives: Chief Labor Negotiator Irma Rodriguez Moisa, City Manager Dan Singer, Finance Director Christy Ramirez, and Human Resources Manager Lorena Alvarez; Employee Organizations: Community Services Officer Association; Mid-Management Association; Professional & Supervisory Association; Service Employee International Union, Local 721 (SEIU); Santa Paula Police Officers Association (SPPOA); and Unrepresented Employees: Executive Management; Confidential employees; Part-time employees.

4.B) 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.C) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1) - Garces v. Rivera, et al.,

- 4.D) CONFERENCE WITH LEGAL COUNSEL - LIABILITY CLAIM
Consideration of a liability claim pursuant to Government Code § 54956.95(a) - Claimant: Joseph Garces (via a letter received January 6, 2023, from Edward M. Lyman III, Esq., of The Cochran Firm California), Agency Claimed Against: the City of Santa Paula

Council recessed to closed session at 5:02 p.m.

5) CLOSED SESSION REPORT

Interim City Attorney Monica Castillo reported there was no reportable action taken.

6) ADJOURNMENT

Vice Mayor Cornejo adjourned the meeting at 6:15 p.m.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Regular Meeting
June 21, 2023, 6:30 PM
MINUTES**

REGULAR MATTERS - COUNCIL CHAMBERS

1) CALL TO ORDER

Vice Mayor Cornejo called the meeting to order at 6:30 p.m.

2) INVOCATION

Deacon Al Guilin provided the Invocation.

3) FLAG SALUTE

Councilmember Crosswhite led the flag salute.

4) ROLL CALL

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

Members Absent: Andy Sobel

5) CLOSED SESSION REPORT

Interim City Attorney Monica Castillo reported there was no reportable actions taken on the following:

CONFERENCE WITH LABOR NEGOTIATORS PURSUANT TO GOVERNMENT CODE §54957.6 - City Representatives: Chief Labor Negotiator Irma Rodriguez Moisa, City Manager Dan Singer, Finance Director Christy Ramirez, and Human Resources Manager Lorena Alvarez; Employee Organizations: Community Services Officer Association; Mid-Management Association; Professional & Supervisory Association; Service Employee International Union, Local 721 (SEIU); Santa Paula Police Officers Association (SPPOA); and Unrepresented Employees: Executive Management; Confidential employees; Part-time employees.

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1) Schladetzky v. City of Santa Paula, et al.,

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION Pursuant to Government Code § 54956.9(d)(1) - Garces v. Rivera, et al., U.S. District Court for the Central District of California, Case No. 2:21-cv-06730

CONFERENCE WITH LEGAL COUNSEL - LIABILITY CLAIM Consideration of a liability claim pursuant to Government Code § 54956.95(a) - Claimant: Joseph Garces (via a letter received January 6, 2023, from Edward M. Lyman III, Esq., of The Cochran Firm California), Agency Claimed Against: the City of Santa Paula

6) PUBLIC COMMENT

Richard Rudman was called to speak announcing upcoming events.

Mary Ann Krause was called to speak with concerns of the financial difficulties for funds for the homeless shelter and would like to see two years of funds allocated to Spirit.

7) PRESENTATIONS

7.A) JULY PARKS AND RECREATION MONTH PROCLAMATION

Vice Mayor Cornejo presented the July Parks and Recreation Month Proclamation to Vanessa Olmos, Parks and Recreation Commission Chair, on behalf of the Parks and Recreation Commission.

7.B) POLICE DEPARTMENT QUARTERLY REPORT

Interim Police Chief Don Aguilar presented the Police Department Quarterly Report.

8) CITY COUNCIL REPORTS

Councilmember Juarez:

Attended Chamber Mixer; and Pride Event at the Ag Museum.

Councilmember Crosswhite:

Attended Harvest Development Agreement Ad hoc; All Children Thrive youth program is ending soon; Pre-apprenticeship program; and Southern California Association of Governments.

Councilmember Chavez:

Attended the Joint Power Insurance Agency Newly Elected Officials Academy; Economic Development Collaborative - Ventura County; met with Lyzette Cornejo about the Youth Art Banners; speaker at the County of Ventura Pride Flag Raising Ceremony; One Stop Shop at El Buen Pastor United Methodist Church; congratulations to the 2023 Graduates; announced the upcoming Festival of Books; Santa Paula Little League closed its 2023 season; and acknowledged Patricia Magana and Ulalia Martinez graduated from Womans Economic Venture Empredimiento Program.

Vice Mayor Cornejo:

Attended Harvest Development Agreement Ad hoc; Property Business Improvement District; and Harding Park Advisory.

9) CITY MANAGER REPORTS

City Manager Dan Singer:

Attended several budget meetings; announced the kickoff to the 150th year celebration, and the Mayor hopes other Councilmembers will be present to help represent Santa Paula; FEMA is limiting disaster reimbursements to only the storms in January, not March; met with local young resident Edela Megana and talked on many city issues.

10) CONSENT CALENDAR

10.A) MAY 2023 WARRANTS AND CERTIFICATIONS

10.B) ALCOHOL ENFORCEMENT AGREEMENT FOR PROJECT 23-CUP-01, FULL MOON THAI INC. (DBA: DEE THAI CUSISINE) LOCATED AT 592 W. MAIN STREET (TYPE 41: ON-SALE BEER & WINE - EATING PLACE)

10.C) AMERICAN RESCUE PLAN ACT (ARPA) BUDGET ALLOCATIONS

This item was pulled for questions and separate vote.

Parks and Recreation Director Gregory Barnes presented information on a Pre-apprenticeship Training and possibility of starting the program in Santa Paula.

Motion: Approve as amended Resolution No. 7467 establishing partial funding obligations associated with the City's disbursement of American Rescue Plan Act (ARPA) funds, with amendments to strike Santa Paula Police Department remodel in the amount of \$100,000, and correct Section 6 to read Section 5.

Moved by Jenny Crosswhite, seconded by Pedro A Chavez

Vote: Motion carried 4-0

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

10.D) PROFESSIONAL SERVICES AGREEMENT WITH HUNT DESIGN FOR A CITYWIDE WAYFINDING PROJECT

Motion: Approve the City Manager to execute a Professional Services Agreement with Hunt Design to design a wayfinding signage package for the City of Santa Paula in an amount not to exceed \$60,000; in a form approved by the City Attorney.

Moved by Pedro A Chavez, seconded by Jenny Crosswhite

Vote: Motion carried 4-0

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

10.E) AUTHORIZATION TO SUBMIT A TRANSPORTATION CAPITAL APPLICATION TO THE UNITED STATES DEPARTMENT OF TRANSPORTATION (USDOT) FOR THE SAFE STREETS AND ROADS FOR ALL (SS4A) GRANT PROGRAM

- 10.F) REQUEST FOR QUALIFICATIONS FOR CITYWIDE STREET MAINTENANCE SERVICES
- 10.G) REQUEST FOR QUALIFICATIONS FOR CITYWIDE TRAFFIC SIGNAL MAINTENANCE SERVICES
- 10.H) REQUEST FOR QUALIFICATIONS FOR CITYWIDE UTILITY REPAIR AND MAINTENANCE SERVICES
- 10.I) REQUEST FOR QUALIFICATIONS FOR WATER SYSTEM SUPERVISORY CONTROL AND DATA ACQUISITION (SCADA) MAINTENANCE SERVICES
- 10.J) REQUEST FOR QUALIFICATIONS FOR WASTEWATER SYSTEM SUPERVISORY CONTROL & DATA ACQUISITION (SCADA) MAINTENANCE SERVICES
- 10.K) FIRST AMENDED AND RESTATED COOPERATIVE AGREEMENT FOR VALLEY EXPRESS TRANSIT SERVICE AGREEMENT
- 10.L) WATER RECYCLING FACILITY POLYMER SUPPLY AGREEMENT
- 10.M) SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH MERCHANT MCINTYRE AND ASSOCIATES FOR LEGISLATIVE ADVOCACY SERVICES
- 10.N) ON-CALL PROFESSIONAL CONSULTING SERVICES - QUALIFIED CONSULTANTS LIST
- 10.O) AMENDMENTS TO VENTURA REGIONAL SANITATION DISTRICT OPERATION AND MAINTENANCE CONTRACTS

Public Works Director Clete Saunier provided a redline copy of Amendment No. 2 to Ventura Regional Sanitation District Operation and Maintenance Contract, explaining changes.

- 10.P) THIRD AMENDMENT TO UNION OIL BUILDING LEASE

Councilmember Juarez recused himself from this item, leaving the Dias during discussions. Interim City Attorney Monica Castillo provided a redline copy of the Third Amendment to Union Oil Building Lease, explaining changes.

- 10.Q) SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH TRIPEPI SMITH AND ASSOCIATES FOR MEDIA RELATIONS AND PUBLIC INFORMATION SERVICES
- 10.R) UNION OIL BUILDING PROPERTY SUBLEASE WITH VENTURA COUNTY FIRE PROTECTION DISTRICT

Councilmember Juarez recused himself from this item, leaving the Dias during discussions. Interim City Attorney Monica Castillo provided a

redline copy of the Union Oil Building Property Sublease with Ventura County Fire Protection District, explaining changes.

10.S) MEMORANDUM OF UNDERSTANDING WITH SEIU, LOCAL 721

10.T) 2023-2025 MEMORANDUM OF UNDERSTANDING WITH THE SUPERVISORY & PROFESSIONAL ASSOCIATION

Councilmember Crosswhite requested typographical errors fixed.

10.U) MEMORANDUM OF UNDERSTANDING WITH THE MID-MANAGEMENT ASSOCIATION

10.V) RESOLUTION NO. 7463 APPROVING EMPLOYMENT TERMS FOR EXECUTIVE MANAGEMENT TEAM

10.W) APPROVAL OF EMPLOYMENT BENEFITS FOR UNREPRESENTED: CONFIDENTIAL EMPLOYEES AND ADOPTION OF RESOLUTION NO. 7464 FOR THE TERM OF JULY 1, 2023 THROUGH JUNE 30, 2025

Councilmember Chavez requested items 10.C. and 10.D. pulled for separate discussion and vote.

Motion: Approve Consent Calendar items 10.A, 10.B, and 10.E through 10.W, with Councilmember Juarez recusing himself from items 10.P and 10.R.

Moved by Jenny Crosswhite, seconded by Pedro A Chavez

Vote: Motion carried 4-0

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

11) **PUBLIC HEARING**

11.A) INTRODUCTION OF ORDINANCE NO. 1328 AMENDING CHAPTER 16.44 OF THE SANTA PAULA MUNICIPAL CODE TO RESTRICT THE USE OF BARBED WIRE AND RAZOR-EDGED FENCES

Vice Mayor Cornejo opened the public hearing. With no public comments, the public hearing was closed.

Motion: Approve Introducing and waive first reading of proposed Ordinance No. 1328, entitled, "An Ordinance of the Santa Paula City Council Amending Chapter 16.21 of the Santa Paula Municipal Code to Include Restrictions on the Use of Barbed Wire and Razor-Edged Fences".

Moved by Pedro A Chavez, seconded by Carlos Juarez

Vote: Motion carried 4-0

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

12) **ACTION ITEMS**

12.A) COUNTY 150TH ANNIVERSARY SPONSORSHIP REQUEST

This item was presented by Jonathan Royas, Management Analyst. Elena Brokaw, Executive Director of the Museum of Ventura County, provided a presentation on the County 150th Anniversary of Ventura County, announcing the activities, holding the music fest Jubilee, and asking for support.

Motion: Approve request to sponsor up to \$25,000 of in-kind service costs for City services for the County of Ventura 150th Anniversary Celebration.

Moved by Pedro A Chavez, seconded by Carlos Juarez

Vote: Motion carried 4-0

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

12.B) RESOLUTION APPROVING DIVERSITY EQUITY AND INCLUSION REPORT

This item was presented by Miguel Perez, Management Fellow.

Motion: Approve as amended Resolution No.7470, with amended language provided, and direct staff to advise Council on the implementation of the resolution, approving the Diversity, Equity and Inclusion (DEI) Report.

Moved by Jenny Crosswhite, seconded by Pedro A Chavez

Vote: Motion carried 4-0

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

12.C) CONSIDERATION OF AN AUTOMATED LICENSE PLATE READER (ALPR) POLICY AND THE WAIVER OF FORMAL BIDDING REQUIREMENTS ALLOWING PURCHASE OF FLOCK SAFETY ALPR CAMERAS FUNDED BY SLESA CAL-COPS FUNDS.

This item was presented by Don Aguilar, Interim Chief of Police.

Motion: Approve as amended Authorize the addition of Policy 434 - Automated License Plate Readers (ALPRs) to the Santa Paula Police Department Policy Manual; Waive formal bidding requirements to award Flock Group, Inc. a contract for ALPR equipment and services by finding its bid, though not the lowest, is required and desirable for the reasons given in the staff report; and Authorize the City Manager to execute an agreement with Flock Group Inc., in the amount of \$58,850 for the purchase of ALPR equipment and services. This motion includes amending "Police Chief or their designee" in Section 434.5 and 434.8 and any other place in the policy showing Commander.

Moved by Carlos Juarez, seconded by Pedro A Chavez

Vote: Motion carried 4-0

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

12.D) AFFORDABLE HOUSING TRUST FUND OVERSIGHT COMMITTEE AND OPERATIONAL GUIDELINES

This item was presented by James Mason, Community & Economic Development Director.

Mary Ann Krause was called to speak asking that whoever is considered for appointment to this committee, they need to have the basic understanding of the need of affordable housing in the community.

Motion: Approve as amended Adopt Resolution No. 7466 to establish the Affordable Housing Trust Fund Oversight Committee and adopt Operational Guidelines with the following edits: 1) Committee shall be composed of members who demonstrate and have the understanding of the need for affordable housing in the following categories: three at-large, one resident and one resident inside or outside the city limits with experience in affordable housing development and finance; 2) in the first term of appointing members, three members will serve three-year terms, two members will serve two-year terms, and following the first appointments of the committee, all members will serve two-year appointments; and 3) Committee shall meet at such times as deemed appropriate by staff in order to fulfill the duties of the Committee.

Moved by Jenny Crosswhite, seconded by Pedro A Chavez

Vote: Motion carried 4-0

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

12.E) APPROVAL OF THE SANTA PAULA CITY COUNCIL 2-YEAR STRATEGIC PLAN FOR 2023-2025

This item was presented by Jonathan Royas, Management Analyst.

Motion: Approve as amended Adopt Resolution No. 7468, establishing the City of Santa Paula Council 2-Year Strategic Plan for 2023-2025 with updated language.

Moved by Jenny Crosswhite, seconded by Pedro A Chavez

Vote: Motion carried 4-0

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

12.F) BUDGET ADOPTION: FISCAL YEARS 2023/24 & 2024/25

This item was presented by Finance Director Christy Ramirez.

Motion: Approve as amended Adopt Resolution 7471 to Approve the FY 2023/24 and FY 2024/25 Final Operating Budget for the City of Santa Paula and Adopting the FY 2023/24 and FY 2024/25 Capital Improvement Budget, with highlighted amendments on staff slide and addition of the fire district to the narrative.

Moved by Jenny Crosswhite, seconded by Pedro A Chavez

Vote: Motion carried 4-0

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

12.G) THIRD AMENDMENT TO THE CITY MANAGER EMPLOYMENT AGREEMENT

Motion: Approve continuing meeting after 10:30 p.m.
Moved by Carlos Juarez, seconded by Pedro A Chavez

Vote: Motion carried 4-0

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

This item was presented by Interim City Attorney Monica Castillo, explaining the process of amending the City Manager Employment Agreement.

Motion: Approve as amended Third Amendment to the City Manager Employment Agreement with Dan Singer.

Moved by Pedro A Chavez, seconded by Jenny Crosswhite

Vote: Motion carried 4-0

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

13) ITEMS FOR FUTURE AGENDAS

Forecast was not included due to the next meeting is in August.

14) ADJOURNMENT

Vice Mayor Cornejo adjourned the meeting at 10:45 a.m.

ATTEST:

Julie Latshaw, City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: James Mason, Community & Economic Development Director

Subject: SECOND READING AND ADOPTION OF ORDINANCE NO. 1328
AMENDING CHAPTER 16.44 OF THE SANTA PAULA MUNICIPAL CODE
TO RESTRICT THE USE OF BARBED WIRE AND RAZOR EDGED WIRE
FENCES

Date: August 2, 2023

Agenda Item: 10.B

RECOMMENDATION:

Staff recommends the City Council:

Conduct the second reading of and adopt Ordinance No. 1328, entitled, "An Ordinance of the Santa Paula City Council Amending Chapter 16.44 of the Santa Paula Municipal Code to Include Restrictions on the Use of Barbed Wire and Razor-Edged Fences".

BACKGROUND:

Summary:

On March 28, 2023 the Planning Commission approved Resolution No. 3847 recommending that the City Council adopt amendments to Section 16.44.030 to authorize barbed wire and razor -edged wire fences only in the rear and side yards of properties in the O, A-1, R-A, C- G, C/LI, LI, I, and KO zoning districts and prohibit their use in non-agricultural residential and C- N, CBD and C- O commercial zones. In addition, the Planning Commission recommended that the installation of barbed wire or razor wire fencing require an application submittal to be reviewed by the Community and Economic Development Department.

At the May 2, 2023 City Council meeting, Council held a public hearing on the proposed ordinance, and upon review, directed staff to include language that ensured the requirements for the use of barbed wire and razor-edged wire as fencing materials in on properties that are adjacent to property that is entitled to include residential uses, in addition to property zoned residential. Council's requested changes were referred back to the Planning Commission for consideration pursuant to SPMC Section 16.208.040(C).

On May 23, 2023, the Planning Commission considered the Council's changes, held a public hearing, and adopted Resolution No. 3750 recommending the updated proposed ordinance to Council for adoption.

At the City Council regular meeting of June 21, 2023, the City Council introduced and waived

the first reading of Ordinance No. 1328

Tonight, Staff recommends the City Council conduct the second reading of the updated ordinance (Attachment A) as proposed. changes made to the barbed wire and razor edged wire fencing regulations.

ANALYSIS:

The proposed ordinance adds/reinstates the provisions below under a new Section 16.44.060,

Barbed Wire and Razor-Edged Fences:

1. Barbed wire and razor-edged wire on fences will be allowed only in rear and side yards of properties O, A-1, R-A, C-G, C/LI, LI, I, and KO zones.

2. In the O, A-1, and R-A zones, the following will apply:

Parcels one acre or more - wire may be placed on fences six feet or higher.

Parcel less than one acre - wire is allowed only on fences serving animal enclosures and such wire must be located three inches or more inside the enclosure

3. In the C-G, C/LI, LI, I and KO zones, the following will apply:

If a fence or wall abuts a property that is zoned, or may be used for residential use, the wire material must be at least 6 feet above the ground level of the abutting residential parcel, and must be located to the interior of said fencing by no less than three inches.

4. Owners must obtain a permit to install barbed wire or razor-edged fencing. An application must be filed with the Community and Economic Development Department and include (1) a site plan indicating the location of the barbed wire or razor-edged fence and (2) a description of adjacent zoning and land use.

STRATEGIC PLAN:

No direct correlation to Strategic Plan goals; however, increased security for business owners may foster economic stability and growth.

FISCAL IMPACTS:

There are no fiscal impacts as the applicant will be responsible for the costs of staff time and administration associated with annual inspections.

OPTIONS:

The following alternatives to Staff's recommendation are available to the City Council:

1. Direct staff to make further modifications to the ordinance.

ATTACHMENTS:

[ATTACHMENT_A_ORDINANCE_NO. 1328 \(Barbed Wire, Razor Edged, Electrified Fences\)](#)

ATTACHMENT A
ORDINANCE NO. 1328

ORDINANCE NO. 1328

AN ORDINANCE OF THE SANTA PAULA THE CITY COUNCIL AMENDING CHAPTER 16.44 OF THE SANTA PAULA MUNICIPAL CODE TO INCLUDE RESTRICTIONS ON THE USE OF BARBED WIRE AND RAZOR-EDGED WIRE FENCES

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

SECTION 1: Recitals

- A. On April 6, 2022, City Council adopted Section 16.44.030 of the Santa Paula Municipal Code (SPMC) to allow electrified security fences in industrial zones, subject to certain restrictions. The ordinance inadvertently removed provisions governing barbed wire and razor-edged wire fences.
- B. The proposed amendment corrects the error and adds the barbed wire and razor-edged wire provisions back in Chapter 16.44.
- C. The proposed amendment was reviewed by the City's Planning Division for, in part, consistency with the General Plan and conformity with the Santa Paula Municipal Code.
- D. The City Planning Division reviewed the proposed amendments' environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA"), the regulations promulgated there under (14 Cal. Code of Regulations §§15000, et seq., the "CEQA Guidelines"), and the City's Environmental Guidelines ("Santa Paula Guidelines"; CEQA, CEQA Guidelines and Santa Paula Guidelines collectively referred to as "CEQA Regulations").
- E. On March 28, 2023, the Planning Commission opened a public hearing to receive and consider public testimony and other evidence regarding the proposed amendment and whether to approve Resolution No. 3837 to recommend the proposed amendment to the City Council for adoption by ordinance.
- F. The Commission approved Resolution No. 3837 based upon the evidence presented to the Commission at its March 28, 2023 hearing including, without limitation, the staff report submitted by the Planning Division.
- G. A public hearing for City Council consideration of the proposed amendment was set for May 2, 2023, notice of which was given pursuant to SPMC § 16.208.040(A).
- H. At the May 2, 2023 meeting, the City Council held a public hearing, reviewed the recommended ordinance and referred the ordinance back to the Planning Commission to consider additional language to regulate barbed wire and razor-

edged wire when installed on fences adjacent to property which could be used for residential purposes.

- I. On May 23, 2023, the Planning Commission considered additional language requested by Council, added a requirement for an installation permit, and approved Resolution No. 3850 recommending these and prior proposed text amendments to the City Council for adoption by ordinance.
- J. The City Council has considered the information provided by City staff and public testimony. This Ordinance, and its findings, are made based upon such evidence presented to the City Council at its May 2, 2023 and June 7, 2023 hearings, and its June 21, 2023 meeting including, without limitation, the staff report submitted by the Planning Division.

SECTION 2: *Text Amendments.* Chapter 16.44 (Fences, Walls, and Hedges) of the Santa Paula Municipal Code is hereby amended as follows.

A. Section 16.44.040 shall be re-titled “Electrified Security Fences” and amended in its entirety to read as follows:

“§ 16.44.030 ELECTRIFIED SECURITY FENCES.

(A) *Electrified Security Fences.* Electrified Security Fences are permitted only within the C-LI, LI, and I-zones and must comply with the standards and regulations contained in this Subsection. In the event of a conflict between this Subsection and any other provision of this Code, the provisions of this Subsection shall control.

(1) Definitions. For the purposes of this Subsection, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

“Barrier” means any “fence” or “wall” as those terms are defined in this Code.

“Electrified Security Fence” means any fence, barrier or enclosure partially or totally surrounding a building, field or yard, carrying any electrical pulse or charge through any part, section or element thereof. The Electrified Security Fence may, but is not required to, interface with a monitored alarm device in a manner that enables the alarm system to transmit a signal intended to summon the business, a monitoring service, or both the business and a monitoring service, in response to an intrusion or burglary.

(2) Application.

Electrified Security Fences may be erected around the entire perimeter of the property.

It is unlawful for any person to install, maintain, or operate an Electrified Security Fence in violation of this Subsection.

(3) Conflicts with other laws and standards.

In the event of any conflict between this Subsection and any state or federal law, rule or regulation, the requirement that establishes the higher standard of safety or accessibility shall govern. Failure to comply with such standard shall be a violation of this Subsection.

To the extent that the construction of an Electrified Security Fence does not conflict with the requirements of this Subsection, such fence shall be constructed and installed in conformance with the specifications set forth in IEC Standard 60335-2-76.

(4) Electrified Security Fence installation permit.

(a) The installation of an Electrified Security Fence requires an approved installation permit. Installation permit applications shall be filed with the Building Division. Installation permit applications must include the following:

1. Site plan indicating the location of the Electrified Security Fence and perimeter fence.
2. Schematics and load calculations indicating and/or displaying the:
 - a. Location of the power source;
 - b. Materials used for the fence construction;
 - c. Location of the regulating and monitoring equipment, and
 - d. Location of emergency access, Key Box and cut-off switch.

(b) The installation permit application fee shall be set by resolution of the City Council. The fee shall be paid by the applicant at the time of filing the application.

(5) Electrified Security Fence operational permit.

(a) The operation of an Electrified Security Fence requires a valid operational permit. Operational permit applications shall be filed with the Community and Economic Development Department.

(b) An operational permit is valid for one (1) year. The date of the expiration of the operational permit shall be provided to the applicant after the approval of the permit.

(c) A written application shall be submitted to the Community and Economic Development Department on forms furnished for that purpose. No applications may be accepted unless and until the permit fee has been paid. Operational permit applications must include the following:

1. The name and address of the establishment and business telephone number of the applicant, the name and titles and twenty-four-hour emergency telephone numbers of the primary response person and an alternate.

2. The name and address of the person who owns the establishment and, if different, the name and address of the person(s) who operate the establishment or any portion thereof.
3. Certification from a qualified person with expertise in evaluating the safety of electric fences stating that the Electrified Security Fence installation is currently operating in conformity with its safety requirements.
4. A notarized statement by the applicant stating that the Electrified Security Fence is in compliance with the requirements of this Subsection.
5. Proof of liability insurance, as required by this Subsection.

(d) Operational permit application fees shall be set by resolution of the City Council.

(e) Renewal applications and applications filed following permit revocation shall include all of the information required by this Subsection.

(B) Permit revocation.

(1) If an Electrified Security Fence is found to not be in compliance with this Subsection, the Community and Economic Development Department may revoke the operational permit.

(2) Upon permit revocation, the Electrified Security Fence applicant shall receive a statement from the Community and Economic Development Department describing the reason for the revocation.

(3) Unless otherwise provided by this Subsection, after revocation an applicant may apply for a new operational permit.

(C) Appeals.

An interested person may appeal to the City Council a decision of the Community and Economic Development Department made pursuant to this Subsection.

(D) Liability insurance.

The owner of the Electrified Security Fence and the property owner(s), if different, are each required to carry General Liability Insurance in a minimum amount of one million (\$1,000,000) dollars in the aggregate. Further, proof of insurance shall be required as a condition precedent to secure an operational permit as required in this Subsection and upon each subsequent annual renewal. A failure to maintain proof of insurance for the permitted year shall be grounds for denial or revocation of the operational permit. Proof of minimum coverage amounts maintained for the preceding year must be provided with

each application for operational permit renewal. Failure to maintain coverage for the entire previous year shall result in a denial of any permit renewal for five (5) years from the date of operational permit expiration or revocation. Proof of insurance shall be underwritten by an organization licensed and authorized to do business in the State of California.

(E) Electrification

(1) No Electrified Security Fence shall be installed or operated with a power source other than a storage battery not exceeding twelve (12) volts direct current, charged primarily with a solar panel; provided, however, in case of inclement weather or other conditions that inhibit the ability of the solar panel to fully recharge the battery, a charging device may be utilized for such purpose, if connected in a manner that ensures that the charging device cannot provide a source of power directly to the fence. In no case shall an Electrified Security Fence be connected to any other electric power source.

(2) AC current shall not be used to energize any Electrified Security Fence.

(3) All ground system cables shall be properly insulated.

(4) The controller ground system shall not be connected to any plumbing systems in or out of use and shall be at least fifty (50) feet from other utility and buried water pipes.

(5) The fence controller ground wire shall not touch any buildings on site.

(6) The fence controller and its ground system shall be at least fifty (50) feet away from radio and buried telephone wires.

(7) A lightning diverter (commonly referred to as a lightning arrestor) shall be installed between the fence and the fence controller.

(8) A cut-off switch shall be installed capable of disconnecting the fence from the controller in case of emergencies, electrical storms, etc. A Key Box shall be installed to provide secure access to the cut-off switch. The Key Box shall be illuminated to a minimum one (1) foot candle.

(9) Each energizer shall be connected to its own ground system and must not be connected to any other ground system(s).

(10) Two (2) or more energizers shall not be connected to the same fence unless the use of multiple energizers does not increase the overall charge transmitted on the fence and adequate access is provided to the cut-off switch for each energizer.

(11) All cabling (i.e. wire) and connectors shall be of the same material (e.g. steel, copper, etc.).

(F) Perimeter barrier.

No Electrified Security Fence shall be installed or operated unless it is completely surrounded by a non-electric perimeter barrier that is not less than six (6) feet in height.

The perimeter barrier shall be separated from the Electrified Security Fence as specified in Annex CC of IEC Standard 60335-2-76, with the exception of gate openings. The area between the perimeter barrier and the Electrified Security Fence shall be kept clear of landscaping, shrubbery, and other fences or material of any kind. The lowest part of the perimeter barrier shall be constructed to follow the natural terrain to prevent penetration of the perimeter barrier at ground level. No part of a perimeter barrier shall be allowed to be in contact with the Electrified Security Fence. Perimeter barriers shall be one of the following: a wood privacy fence, a chain link fence with wood or plastic slats inserted into each weave of the fence, wrought iron with approved steel mesh installed between rungs, masonry wall, or an equivalent perimeter barrier.

(G) Location.

(1) The Electrified Security Fence must be located at least 10 feet from any street property line or 5 feet from a separated sidewalk.

(2) Electrified Security Fences are prohibited for use on property zoned exclusively residential. When abutting a property zoned to allow a residential use, exclusively or not, a perimeter barrier consisting of a minimum six (6) foot high solid wooden fence or block wall shall require a minimum twelve (12) inch setback for the electrified security fence. Any other perimeter barrier proposed adjacent to a property zone exclusively residential is required to have an approved mesh installed, as reviewed and approved by the Community and Economic Development Department, as a secondary protective barrier, be a minimum of six (6) feet in height, and require a minimum twelve (12) inch setback for an Electrified Security Fence.

(3) Electrified Security Fences are prohibited within twenty-five (25) feet of any outdoor area utilized for the storage, use, or handling of Hazardous Materials as defined in the 2019 California Fire Code.

(H) Height.

An Electric Fence shall be not less than eight (8) feet in height.

(I) Signage.

Electrified Security Fences shall be clearly identified by warning signs. The warning signs shall conform to the following requirements:

(1) All warning signs shall include text that reads: "Warning Electric Fence". The text shall be printed in English and Spanish. All lettering shall be a minimum of one (1) inch high.

(2) The size of the warning signs shall be a minimum of four (4) inches by eight (8) inches and be viewable from both the interior and exterior of the protected property.

(3) The warning signs shall consist of a yellow background with black inscriptions and must be kept in good condition to ensure visibility.

(4) There shall be a minimum of one (1) warning sign posted on the Electrified Security Fence every thirty (30) linear feet. The signs shall be visible to a person standing outside the perimeter barrier.

(J) Hours of activation.

An Electrified Security Fence shall only be energized during the hours when the general public does not have legal access to the protected property and shall be maintained by an automatic timer.”

B. A new Section 16.44.060, titled “Barbed Wire and Razor-Edged Fences,” shall be added to Chapter 16.44 of the Santa Paula Municipal Code to read as follows:

“§ 16.44.060 BARBED WIRE AND RAZOR-EDGED WIRE FENCES.

(A) Where Barbed/Razor Wire Permitted.

Barbed wire, razor-edged, and similar fencing materials will be permitted only in the rear and side yards of properties in the O, A-1, R-A, C-G, C/LI, LI, I, and KO zones.

(B) Barbed wire, razor-edged fence installation permit.

The installation of barbed wire or razor-edged fencing requires an approved site plan and permit application that shall be filed with the Community and Economic Development Department. Installation permit applications must include the following:

- (1) Site plan indicating the location of the barbed wire or razor-edged fence;
- (2) A description of adjacent property zoning and land use.

(C) Requirements Applicable to Certain Zones.

(1) In the O, A-1, and R-A zones, the following will apply:

- (a) On parcels one acre or larger, barbed wire may be placed only on fences six feet in height or higher.
- (b) On parcels of less than one acre, barbed wire is permitted only on fences serving as animal enclosures, and such that all barbed wire or razor-edge wire is three inches or greater inside such enclosed fencing.

(2) In the C-G, C/LI, LI, I and KO zones, the following will also apply:

- (a) Barbed wire, razor-edged wire, and similar fencing materials will be permitted only around open storage areas.

(b) Whenever any fence or wall abuts a property that is zoned, or has the potential to be used for residential use, the barbed wire, razor-edged, or similar fencing material must be at least 6 feet above the ground level of the residential parcel, and must be located to the interior of said fencing by no less than three inches.

(3) *Alternative fencing.* In the C-G, C/LI, LI, I and KO zones, spiked or pointed fencing may be used as an alternative to barbed wire and razor-edged wire, provided such spikes or points are at least 6 feet above ground level, the spikes or points are blunt for at least one inch at the end, and are angled inward toward the interior of the property.”

SECTION 3. General Plan and Development Objectives. Pursuant to SPMC § 16.208.030(C), the City Council has reviewed the Planning Commission’s recommendation, and finds that the proposed amendment is consistent with the objectives of Title 16 of the SPMC, the General Plan, and development policies of the City as follows:

- A. Nothing in the proposed ordinance would implement substantive changes that would affect the General Plan. Rather, these changes are intended to reinstate language that was originally included in the SPMC. Accordingly, the proposed changes would remain consistent with the goals, policies and objectives in the City’s General Plan.
- B. The proposed SPMC text amendments promote public health, safety, and general welfare and serve the goals and purposes of Title 16 to the SPMC for the reasons described in Section 4, below.
- C. The proposed SPMC text amendments will make revisions to certain sections of Title 16 that would remove ambiguities; resolve internal inconsistencies; codify existing planning practices; and facilitate administration of the land use regulations.
- D. Adoption of the SPMC text amendments will not result in any new or increased environmental effects, and no new mitigation measures are required. The amendments are not specific to a project site and therefore will not in themselves results in any new or increased environmental effects.

SECTION 4. Development Code Amendment Findings. Pursuant to SPMC § 16.208.050, the City Council makes the following required findings of fact:

- A. *The proposed Development Code text amendment is consistent with the goals, policies, and objectives of the 2040 General Plan.* Consistent with Police Services and Utilities Policy PSU 1.1 (Police protection) and Economic Development Policy EDD 3.1 (Monitor fiscal conditions), the proposed ordinance is intended to conserve law enforcement resources by deterring property crime and promote the maintenance and development of industrial and mixed commercial uses. Nothing

in the proposed ordinance would create an inconsistency with the goals, policies and objectives of the 2040 General Plan.

- B. The proposed Development Code text amendment will not adversely affect surrounding properties.* No adverse effects on surrounding properties are anticipated because the ordinance would prohibit barbed wire and razor-edged wire in residential zones as specified. Barbed wire and razor-edged wire will be permitted only in the rear and side yards of properties in the O, A-1, R-A, C-G, C/LI, LI, I, and KO zoning districts and would prohibit their use in non-agricultural residential and C-G, C-N, CBD and C-O commercial zones. Additionally, restrictions are imposed on the use of barbed wire and razor-edged wire in zones where it is permitted such that it must be placed in a way which prevents injury to the general public. For instance, the wire must be placed six feet high and on the interior of the fence if abutting a residential parcel. Barbed wire and razor-edged wire fences will only be located where the general public has no legal access to the protected property.
- C. The proposed Development Code text amendment promotes public health, safety, and general welfare and serves the goals and purposes of Title 16.* The proposed enhances the security of industrial and commercial facilities, thereby attracting more outside and long term economic investment in the City and improving the health, safety, and welfare of all residents.

SECTION 5: Environmental Assessment. State CEQA Guidelines sections 15378(b)(2) and 15378(b)(5) provide that ongoing administrative activities and organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment do not constitute a “project” as defined by the State CEQA Guidelines (Cal. Code Regs., tit. 14, § 15000 et seq.). Alternatively, even if the proposed text amendments were a “project” they are exempt from CEQA under CEQA Guidelines section 15601(b)(3)’s “common sense” rule that CEQA only applies to projects that have the potential for causing a significant effect on the environment. Here, it can be seen with certainty that there is no possibility that the proposed permitted use of barbed wire and razor-edged wire fences in O, A-1, R-A, C-G, C/LI, LI, I, and KO zoning districts will have a significant effect on the environment.

SECTION 6: Upon the effective date of this Ordinance, the provisions hereof shall supersede any inconsistent or conflicting provisions of the Santa Paula Municipal Code.

SECTION 7. 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 8: 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 AND ADOPTED this ____ day of June 2023.

Andy Sobel,
Mayor

ATTEST:

Julie Latshaw,
City Clerk

Approved as to form by:

Monica Castillo,
Interim City Attorney

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dan Singer, City Manager

Subject: SALARY ADJUSTMENTS FOR CHIEF TECHNOLOGY OFFICER AND
HUMAN RESOURCES ADMINISTRATOR

Date: August 2, 2023

Agenda Item: 10.C

RECOMMENDATION:

Staff recommends that the City Council waive the provisions of Section 5.1 (10.b) of the City's Personnel Rules and Regulations to allow the Chief Technology Officer and the Human Resources Administrator to remain at Step 5 of the recently modified salary range, retroactive to the first pay period in July 2023.

BACKGROUND:

On June 7, 2023 staff brought a series of organizational modifications to the City Council for consideration and approval. One aspect of the modifications were to recommend job classification changes to both the IT Manager and HR Manager positions, including broadening of the job responsibilities to better reflect actual duties, and adjustments in salary, increasing the range for both positions. Council supported these modifications, effective with the first pay period in July 2023.

Specifically, the IT Manager was changed to that of Chief Technology Officer and the HR Manager was changed to Human Resources Administrator. The salary range for both IT and HR was increased by approximately 16.1% and 14.8%, respectively, as was communicated and approved by Council in the staff report and corresponding resolution.

ANALYSIS:

Upon execution of the adopted changes to be effective with the first pay period in July, staff discovered a discrepancy with the City's Personnel Rules & Regulations. As both the Chief Technology Officer and the Human Resources Administrator were at top step (Step 5) in their respective salary range, the expectation was that they would remain at top step within the newly adjusted range. That is consistent with what was communicated in the June 7 staff report, however inconsistent with the City's Personnel Rules.

Section 5.1 (10.b) of the Rules reads as follows:

1. Class with Higher Salary Range

If the position is reclassified to a class with a higher salary range than the previous classification, the incumbent shall be compensated at an appropriate step of the new salary range which will ensure an increase of not less than five percent (5%) greater than the salary of his/her current position but in no case lower than the bottom step of the new range, or higher than the top step of the range.

While the Rules are silent on allowing increases which are generally greater than 5%, it is clear that the authority to make such an adjustment is not granted to the City Manager as Personnel Director. As a result, and consistent with the communications given to the employees affected by the June 7 decision, staff is asking Council to allow for both employees to remain at the top step in their respective new salary range. Staff is not seeking a permanent modification to the Personnel Rules, thus this action, if granted by the City Council could be taken by motion, not resolution.

STRATEGIC PLAN:

This item is not a goal or objective in City Council's two-year Strategic Plan, however, it closely relates to Goal G: Operational Excellence, and Objective #3 of developing programs around employee retention in that making salaries more competitive helps to retain existing tenured employees.

FISCAL IMPACTS:

The fiscal increases associated with these modification are consistent with what was communicated to Council in the June 7 staff report and as described above and are incorporated into the adopted budget.

OPTIONS:

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Lorena Alvarez, Human Resources Manager

Subject: MANAGEMENT ANALYST JOB DESCRIPTION AMENDMENT

Date: August 2, 2023

Agenda Item: 10.D

RECOMMENDATION:

Adopt Resolution No. 7473, amending the job description for the Management Analyst classification.

BACKGROUND:

The City Council approved the FY 2023-25 position control list on June 21, 2023 to include funding for an additional Management Analyst position in the Community & Economic Development Department as part of the City Council's efforts to enhance Affordable Housing and Homelessness Programs within the community.

ANALYSIS:

The newly funded Management Analyst position will be a key component in coordinating efforts for Housing and Homeless initiatives for the City of Santa Paula. Prior to beginning the recruitment for the newly funded position, staff is recommending that the City Council amend the current job description to include new duties and responsibilities that will be specific to the oversight of affordable housing and homeless programs, as identified in Exhibit "A" of the Resolution.

STRATEGIC PLAN:

This item/action supports City Council's goal of Operational Excellence in the two-year Strategic Plan in exploring opportunities to establish a Housing and Homeless partnership in the community.

FISCAL IMPACTS:

There are no fiscal impacts associated with this change.

OPTIONS:

ATTACHMENTS:

Resolution No. 7473.docx

Exhibit A to Resolution No.7473.docx

RESOLUTION NO. 7473

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA AMENDING THE MANAGEMENT ANALYST JOB DESCRIPTION

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

SECTION 1: On June 21, 2023, the City Council approved the City's position control list as part of the FY 2023-25 Budget. The City Council now desires to amend the position control and salary schedule as described in this Resolution.

SECTION 2: The City Council funded an additional Management Analyst position in the FY 2023-35 Budget to pursue partnerships to establish Housing and Homeless services in the community.

SECTION 3: The City Council amends the Management Analyst job description to include new duties that are specific to the oversight of affordable housing and homeless programs, as respectively shown in **Exhibit A**.

SECTION 4: This Resolution will become effective immediately upon adoption.

PASSED AND ADOPTED this 2ND day of August, 2023.

Andy Sobel, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

Monica Castillo, Interim City Attorney

Daniel Singer, City Manager

EXHIBIT “A”

CITY OF SANTA PAULA, CALIFORNIA

MANAGEMENT ANALYST

DEFINITION:

Under the general guidance and direction of the respective Department Director or designee, performs a wide variety of professional, administrative, analytical, and management support duties within assigned program areas including budget and fiscal management, special project and program management, public outreach and engagement, grant administration, regulatory compliance and legislative monitoring.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

- Performs a wide variety of professional level research, administrative, and analytical duties in support of assigned functions, operations, and/or division; performs duties in support of various administrative operations, and activities within assigned area of responsibility including special projects, research, budget analysis, and other specialized functions.
- Plans, coordinates, and evaluates activities associated with assigned contracts; develops and conducts research and evaluation of performance of proposed contractual obligations and agreements; assists in contract negotiations and administration; and monitors compliance with applicable contractual agreements.
- Coordinates and monitors projects and programs pertinent to the respective department.
- Coordinates grant administration activities; prepares, writes, reviews, and monitors grant applications; monitors existing programs for compliance with regulations.
- Analyzes federal, state, and local legislative proposals for impact on assigned operations.
- Participates in the budget development and administration for assigned area of responsibility; analyzes proposed capital and operating and maintenance expenditures; prepares reports and analyses related to impact of budgetary decisions; prepares financial forecasts; and tracks and monitors budget expenditures.

- Gathers and analyzes data; conducts complex studies and surveys; develops and evaluates options, prepares and presents recommendations on the formation of policies and procedures for review by management; and creates and modifies policy and procedural manuals and guidelines.
- Attends and participates in professional group meetings; stays abreast of new developments within assigned area of responsibility; and maintains awareness of federal, state and local regulations.
- Provides staff assistance to higher-level management staff; represents department on and provides staff support to the City Council and a variety of committees, boards, and commissions; and prepares and presents staff reports and other correspondence as appropriate and necessary.
- Coordinates and collaborates with other departments and outside agencies; serves as a liaison with public and private organizations, community groups, and other social organizations; and provides information and serves as a resource.
- Performs related duties as assigned.

SPECIAL DUTIES AND RESPONSIBILITIES

CITY MANAGER'S DEPARTMENT

- Confers with department heads, staff, City Council and interested parties regarding existing and proposed policies, procedures, programs, systems, operations goals and objectives; assists in the development and implementation of new or revised policies, procedures, programs, systems, operations, goals and objectives.
- Coordinates communication strategies and City's public outreach through website updates, press releases, newsletters and social media utilization and acts as the City's Public Information Officer.
- Responds to sensitive and complex citizen complaints and requests for information.
- Oversees City's internal communication strategies and programs; works alongside Human Resources to support employee engagement and enrichment efforts.

- Provides support and guidance to the City's Police Department regarding emergency preparedness initiatives, promotions and obligations.

COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT

- Researches and makes recommendations involving project-oriented research and financial analyses designated to increase the production and rehabilitation of affordable housing.
- Coordinates housing and homelessness initiatives and negotiates solutions to housing and homelessness issues in the community in partnership with County departments, non-profits, developers, community partners and other regional organizations.
- Provides assistance to non-profit and private developers in funding affordable housing and implementing the City's inclusionary housing ordinance.
- Stays abreast services available in support of housing and homeless programs at a federal, state and local level; maintains knowledge of public and private housing finance sources (including tax-exempt bonds), subordinate debt (HOME) cash flow pro forma analysis, asset management and real estate security instruments.
- Administers grants and private and public housing finance sources to support the development of affordable housing, and development and operations of the transitional housing for the unhoused.

PUBLIC WORKS DEPARTMENT

- Oversees City's Solid Waste Franchise operations, including compliance with all CalRecycle regulations and standards, State Legislation and other mandated performance measurements. City representative responsible for monitoring and reporting to all state agencies with solid waste diversion and recycling jurisdictional responsibilities. Presents regular reports to senior management and the City Council.
- Coordinates the purchasing and construction of capital improvements and other major capital assets related to the City's Energy Efficiency Program.
- Assists in the Valley Express paratransit (bus) service including the annual bus route surveys, marketing, and community outreach.
- Administers environmental programs, (e.g., Water Softener Buyback Program, NPDES regulatory compliance monitoring, etc.).

- Manages special assessment district contracts, (e.g., Geological Hazard Abatement District and Hillsborough Open Space District).
- Researches, pursues, and administers federal-and state-aid grant programs for funding Capital Improvement Program (CIP) projects, environmental programs, and operation and maintenance activities.
- Performs contract administration of professional services agreements, public works contracts, maintenance agreements, and purchase orders.

MINIMUM QUALIFICATIONS

Education: Possession of a four-year degree from an accredited college or university with major course work in business administration, public administration, accounting, economics, or a closely related field.

Experience: Two-year experience in an administrative capacity involving analytical report writing, research, and program evaluation for a public agency.

License and Certificates: A valid class C California driver's license.

Knowledge of: Modern principles, practices, and methods of administrative and organizational analysis and public administration policies and procedures; principles and practices of municipal budgeting preparation and administration; general contract administration; principles of proposal grant writing and administration; structure and organization of public sector agencies; applicable federal, state and local laws, codes and regulations pertaining to local government operations; oral presentation techniques and practices; and modern office procedures, methods and computer equipment and applicable software.

Ability to: Compile, organize, present, and analyze statistical data in a clear and logical manner; analyze financial, budgetary, administrative, operational and organizational problems; identify federal and state funding sources; develop, maintain, and monitor a budget; communicate clearly and concisely both orally and in writing; properly interpret and make sound decisions in accordance with laws, regulations and policies; prepare and write complete and accurate reports; interpret, explain and apply applicable laws, codes and regulations; establish and maintain effective working relationships with City officials, consultants and contractors, fellow employees, and general public; work independently and as part of a team.

Physical and Environmental Demands

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities; grasping, repetitive hand movement, and fine coordination in preparing reports and other communications and entering data using a computer. Additionally, the position requires near vision in reading on the computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag, and push files weighing up to 25 pounds also is required.

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Donald Aguilar, Interim Police Chief

Subject: POLICE DEPARTMENT PURCHASE OF K9 AND ANIMAL CONTROL VEHICLES

Date: August 2, 2023

Agenda Item: 10.E

RECOMMENDATION:

Staff recommends that City Council:

1. Review the increased costs of fleet budget for two police K9 vehicles and one Animal Control vehicle.
2. Waive informal bidding requirements for the vehicle purchases pursuant to SPMC section 41.10 on the grounds that the purchases are "required and desirable".

BACKGROUND:

The current fleet order has been submitted with the exception of two "Police Interceptor" vehicles and one animal control vehicle. These vehicles were previously in the FY 2021/2022 budget. There was no formal bidding process for these vehicles, as they are included in the California E-Procure program which provides the most competitive cost for public safety vehicles, including the Police Department's Ford Police Interceptor package. Sourcewell, who offers government purchasing bidding contracts, did not have the vehicles available for the specifications needed for the purchase of these vehicles.

The prices for these vehicles has fluctuated due to delays in manufacture ordering and changes in interest rates. The interest rates are guaranteed for 30-day periods. Vehicle orders already submitted received an interest rate of 6.35%. The police interceptor K9 vehicle, because of its special design, was delayed over time. The current guaranteed interest rate is 8.64%.

The animal control vehicle order was unique due to a special cab that was manufactured to fit the truck chassis. The price for this vehicle fluctuated due to additional safety lighting equipment. There were delays in completing the buildout of the vehicle due to supply of parts. The interest rates are guaranteed for 30-day periods. Although the annual lease payment increased due to the 8.84% interest rate, the overall cost of the vehicle, excluding the specialty cab, only had a net increase of \$497.

The purpose of this item is to inform Council of the increase in costs and to seek waiver of

informal bidding requirements to purchase the three vehicles.

ANALYSIS:

Increased Costs

The above-referenced modifications have impacted the available funds the Department had dedicated to vehicle purchases and replacements, as follows:

1. The purchase of two (2) K9 Police vehicles. The municipal payments are annually for four years.
 - a. The cost was originally projected to be one payment of \$16,574 for each vehicle for a total cost of \$33,148 per year.
 - b. Cost will now be \$45,214 (Increased cost is \$12,066.18) due to increased cost in parts and an interest rate increase from 6.49% to 8.64%.
2. The purchase of Animal Control vehicle. The municipal payments are annually for four years.
 - a. The cost was originally projected to be one payment of \$22,582 per year.
 - b. Cost will now be \$25,667.49 (increased cost is \$3,085 per year) due to an interest rate increase from 6.35% to 8.84%.

Waiver of Informal Bidding

For equipment purchases between \$5000 and \$50,000, the City must conduct informal bidding procedures including the solicitation of at least three bids whenever possible. However, SPMC Section 41.10 gives Council the authority to waive this requirement “when required or desirable and in conformance with state law.” State law provides that cities must adopt purchasing regulations and that purchases must conform to the city’s purchasing regulations. Here, the purchases are required and desirable because (1) the vehicles are specifically outfitted appropriately for the use of Police K9’s and for the appropriate care of animals by the Animal Control Officer, (2) the California E-Procure program provides the most competitive costs for such vehicles, and (3) Sourcewell did not have vehicles with the needed specifications. Council may therefore waive informal bidding requirements and authorize the vehicle purchases.

STRATEGIC PLAN:

This item supports City Council’s goal of creating an environment within the City in which our residents feel safe and which promotes the City as a location of choice for living, working, visiting and recreating identified in Section E. Public Safety of the two-year Strategic Plan.

FISCAL IMPACTS:

Fiscal impacts on the lease purchases of fleet vehicles are broken down by vehicle purchase type:

1. For the purchase of two (2) K9 Police vehicles, the total cost will now be \$45,214 (Increased cost is \$12,066).
2. For the purchase of one (1) Animal Control vehicle, cost will now be \$90,825 (increased cost is \$497 for the price of the truck and not the animal control body).
3. Interest rates are guaranteed for 30-day periods.

There is sufficient funding in the current fiscal year budget to cover these annual cost increases due to a rollover of prior year allocations.

Staff will return at a later date to discuss the overall impact these increased prices have on the previously communicated Police vehicle replacement rotation schedule.

OPTIONS:

1. Approve as recommended.
2. Do not approve as recommended.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jonathan Royas, Management Analyst

Subject: 2023 LABOR DAY PARADE SPONSORSHIP REQUEST

Date: August 2, 2023

Agenda Item: 11.A

RECOMMENDATION:

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

Presented by: Jonathan Royas, Management Analyst

BACKGROUND:

For the past two years, Council approved in-kind City services for the Santa Paula Labor Day Parade to cover the costs associated with street closures and re-openings, as well as law enforcement presence support. The following figures reflect the dollar amount of in-kind services contributions for the past two years:

2021 - \$8,566 (100% of the parade was covered with in-kind services)
2022 - \$1,835 (50% of the parade was covered with in-kind services)

Of note, you will see a large disparity in the costs from year 2021 to 2022. This was due to a much larger Santa Paula Police presence in 2021 as opposed to 2022. Additionally, in 2022, police and public works staff were able to utilize a new barricade system to efficiently and effectively shut down streets for downtown events thus resulting in cost savings.

The Santa Paula Community Fund, a 501(c)3 non-profit organization who sponsors the annual Labor Day Parade, has submitted a request (Exhibit A) for the City to sponsor service fees for their upcoming Labor Day Parade event in September 2023. The Municipal Code §115.007(D) authorizes the City Council to waive fees for 501(c)(3) non-profit groups.

ANALYSIS:

In June 2023, the Santa Paula Community Fund, a 501(c)3 non-profit organization who sponsors the annual Labor Day Parade, submitted a special event application (Exhibit B), 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 2023. 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 is known to attract 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:

- \$346 Application/Special Event Permit Fee
- \$245 Encroachment Permit Fee
- \$2,440 Public Works estimated cost for street closures
- \$2,170 Police estimated cost for police services

Total Estimated Costs of City Services: \$4,610+cost of fees

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 have already paid the costs of the application/special event permit fee (\$346) and the encroachment permit fee (\$245).

Should Council approve the in-kind request, the estimated remaining costs for which the Labor Day Parade Committee would be responsible for would be \$2,305.00.

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 \$2,000 - \$3,000.

OPTIONS:

City Council has the following options available:

1. Support the event as a sponsor for a specific amount of in-kind services for the 2023 calendar year as opposed to a percentage of costs; or
2. Direct the Santa Paula Community Fund to utilize the existing Special Events Sponsorship Program to cover their costs. This option would limit the total amount of support the Santa Paula Community Fund would receive to \$2,000. Based on the above estimates for service, the Santa Paula Community Fund would be responsible for \$2,610 at a minimum, not including any additional service hours which may be required the day of the event.

3. 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 Waive Partial Fees Request.pdf](#)

[EXHIBIT B - Special Event Application.pdf](#)

EXHIBIT A -
LDP CITY
SPONSOR
REQUEST

2023 SANTA PAULA LABOR DAY PARADE

116 Via Solana

Santa Paula, CA 93060

June 22, 2023

Dear City of Santa Paula and Council Members,

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 18th 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 waiving partial service fees up to 50% for the 2023 Labor Day Parade.

If you have any questions please give me a call.

Warm regards,

Ron Merson

Ron Merson, Chair

805-816-7891

ronmerson@hotmail.com

EXHIBIT B -
SPECIAL
EVENT
APPLICATION



SPECIAL EVENT APPLICATION

Please return completed application to the Parks and Recreation Department, 530 West Main Street, Santa Paula, CA 93060 (805) 933-4226

Name of Event:

LABOR DAY PARADE

Location: MAIN ST (7th to Mill) SANTA BARBARA ST (7th to Main) 7th to Mill

Date / Days: 9/4/23 Estimated Number of Participants: 2000

Starting time of event: 10:00 AM Set-up time of event: 8:00 AM

Ending time of event: 11:30 AM Take-down time of event: 12:00 PM

Organization / Sponsor: SANTA PAULA COMMUNITY FUND - LABOR DAY PARADE

Contact Person(s): RON MERSON

Address: 116 VIA SOLANA City: SANTA PAULA State: CA Zip: 93060

Telephone: N/A Cell: 805-846-7891 Email: RON.MERSON@HOTMAIL.COM

Event Description, please include event flyer if available:

PARADE w/ FLOATS, CARS, HORSES, BAND, WALKERS
PEOPLE, TRACTORS

Is this event for a non-profit? X Or for-profit? _____

Name or non-profit organization or business: SP Community Fund

Please include a copy of your 501(c) determination letter from the IRS for non-profit status. NO

Number of other events by the organizer 0

Is this an annual or One-time event? ANNUAL

Does this event fall on a holiday? YES

SPECIAL EVENT APP FEE \$346⁰⁰ Ck # 138

ENCROACHMENT FEE \$245⁰⁰ Ck # 139

Facilities: Check all that apply

- ☐ Community Center
- ☐ Ebell Park
- ☐ Las Piedras Park
- ☐ Harding Park
- ☐ Veteran's Park

☒ Streets

☐ Parking Lot

☒ Other GAZEBO

City Services Requested: Check all that apply

☒ Police

☒ Public Works - NO PARKING SIGNS ON MAIN ST.

☐ Fire/First Aid

☒ Traffic Control

☐ Electricity

☐ Portable Restrooms

☐ Dumpsters

☒ Banners

☐ Other _____

Additional Event Requests: Check all that apply

☐ Vendors

☐ Food Vendors

☐ Alcohol for sale

☐ Alcohol no-charge

☐ Security Guards

☐ Amplified Sound

☐ Tents/Pop-Ups

☐ Other _____

9. On-site Presence of Event Organizer. The event coordinator or a designated representative is required to be on-site for the duration of the event for coordination and management purposes.

10. Accessibility. It is the event coordinator's responsibility to comply with all City, County, State and Federal accessibility requirements pertaining to the Americans with Disabilities Act (ADA). Questions? If the Applicant has any questions regarding the requirements of the Special Event Code, or this application, a request for clarification should be made to the Parks and Recreation Department, 805-933-4226, events@spcity.org. However, no clarification made by the City is binding unless incorporated into the terms of the Special Event Permit.

HOLD HARMLESS AGREEMENT

The undersigned (hereinafter the "applicant") understands and agrees to be personally responsible for any damage sustained to the grounds, buildings, fixtures, or equipment, as a result of his/her/its use of City property.

The applicant certifies that he/she/it has read and agrees to the City's Special Event procedures, and acknowledges and understands that additional conditions and fees may be imposed or required at the time of the permit issuance.

The applicant shall hold harmless, defend and indemnify the City of Santa Paula, its elected officials, officers, employees, agents and volunteers from any damages that may arise as a result of the conduct of the special event for which the permit is being sought. The applicant agrees to defend, protect, indemnify and hold the City of Santa Paula, its elected officials, officers, employees, agents and volunteers free and harmless from against any and all claims, damages, expenses, loss or liability of any kind or nature whatsoever arising out of or allegedly arising out of, related to, or resulting from the conduct of the permitted event or activity. The applicant shall, at applicant's own cost, risk and expense, defend any and all claims and all legal actions that may be commenced or filed against the City of Santa Paula, its elected officials, officers, employees, agents and volunteers, and the applicant shall pay any settlement entered into and shall satisfy any judgment that may be rendered against the City of Santa Paula, its elected officials, officers, employees, agents and volunteers resulting from the permitted event or activity.

I hereby submit this Application for a Special Event Permit for the event described in this application.

RON MERSON

Applicant Name

Ron Merson

Applicant Signature

4/12/23

Date

SEC Chairperson

Date

City Manager

Date

____ Approve Event _____ Deny Event

SEC Comments:

Stipulations for issuing permit:

Reason for denial:

STREET CLOSURE EVENT

Please Note: Access for other visitors must not be impeded during event. A Special Event Permit does not grant exclusive use. Special Event Permits may be denied during holidays and peak season.

Any street closures will require a Traffic Control Plan to be submitted and approved by the City Engineer. Additionally, all events that require street closures must provide notification to local residents and businesses in the form of a postcard, mailed within a two block radius of event.

Name of Event: LABOR DAY PARADE Date: 9/4/23

List the names of streets to be closed and include map of closures:

SANTA BARBARA 10TH TO 7TH
7TH TO MAIN
MAIN 2ND TO MILL
MILL MAIN TO SANTA BARBARA

Include map to identify all aspects of the event with the general location and name of features.

- ☐ Electrical Generators ☐ Vendors and Booths ☒ Mobile Stage
☒ Sound Systems ☐ Comfort Stations ☐ First Aid Station ☐ Portable Restrooms
☐ Electrical Power Sources ☐ Food Booths ☐ Entertainment ☐ Bounce House
☐ Alcohol to be sold
☐ Alcohol to be distributed ☐ Extra parking ☐ Grey Water

Date of the event: 9/4/23 Estimated number of participants:
2000

Starting time of event: 10:00 AM Set-up time of event: 8:00 AM

Ending time of event: 11:30 AM Take-down time of event: 12:00 PM

If applicable, describe and show location of sound amplification equipment proposed. Show direction of amplification on map. Explicit music is not permitted.

STAGE/FLATBED AT DAVIS & MAIN - PA SYSTEM
PA SYSTEM AT GAZEBO

Will the event require City personnel, service or equipment?
If so, there may be an additional fee assessed per SPMC 4.40.070:

NO

Are there any unusual activities associated with this event that should be brought to the attention of the City of Santa Paula to evaluate this application?

NO

LABOR DAY PARADE ROUTE



SPECIAL EVENT REQUESTS FOR THE CITY
LABOR DAY PARADE September 4, 2023

Insurance (bill LDP Committee)

Procure Insurance Certificate for the Labor Day Parade

Do Not Issue any Vendor Permits

"No Parking /Tow Away" Signs (bill LDP Committee)

Installed on Main Street 7th to 10th.

Barricade Services

Closing Santa Barbara Street, 7th Street, Main Street, and Mill Street.

Traffic Control Services

Close Santa Barbara at 7th and 10th Streets. Close Main Street at 7th and 10th Streets.

Close Main at Davis Street and 8th Street.

Mill Street and Main Street from South Mill. North Mill Street should be open

Gazebo Restrooms (for participants)

Open 8:00 am to Noon

Gazebo

Power turned on for PA System

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jonathan Royas, Management Analyst

Subject: CITY COUNCIL MEETING START TIME ANALYSIS

Date: August 2, 2023

Agenda Item: 11.B

RECOMMENDATION:

Staff recommends City Council:

1. Consider and discuss a Councilmember request to change the start time of City Council regular meetings and provide staff direction and feedback as it relates to this request; and
2. Review survey data obtained by staff related to the aforementioned request.

Presented By: Jonathan Royas, Management Analyst

BACKGROUND:

Currently, regular City Council meetings in Santa Paula are scheduled to begin at 6:30pm. Codified in Santa Paula Municipal Code Section 30.01, this time was established years ago and has remained unchanged since then. Over the years, it has become apparent that the current start time may pose certain challenges in terms of attendance and engagement from both council members and the public.

On May 2, 2023, Councilmember Jenny Crosswhite requested staff assess the possibility of changing the start time of City Council meetings from 6:30pm to an earlier time. The proposed time change would aim to improve accessibility, enhance public participation, and accommodate the needs of both the City Council members and the community.

On June 7 2023, City Council had a healthy discussion regarding adjusting the start time of Council meetings based on an initial report provided by staff. The initial report included the following considerations:

Benefits of Changing the Start Time

1. Enhanced Accessibility: Moving the start time to 6:00pm or earlier may make it easier for individuals with work or family commitments to attend City Council meetings. Many residents face challenges in attending evening meetings due to early morning commitments or childcare responsibilities. By starting the meetings earlier, more community members could have the opportunity to participate and voice their opinions on matters of importance.

2. **Increased Public Engagement:** Changing the start time to 6:00pm could encourage greater public participation, assuming the start time wasn't too early and thereby conflicting with traditional work schedules. Residents who may have been deterred by the late start time might be more inclined to attend and provide input on issues affecting the community. This change aligns with the city's goal of fostering transparency, inclusivity, and community engagement.

3. **Use of Time:** Starting the meetings earlier would allow for an additional 30 minutes or more of time, should it be needed, and it could allow the meetings to conclude earlier. Additionally, City Council members may have the opportunity to address agenda items more thoroughly, leading to better-informed decisions.

Challenges and Considerations

As Council considers the proposal to change the start time of City Council meetings from 6:30pm to 6:00pm or earlier, it is important to acknowledge potential challenges and considerations which might be raised by some residents.

1. **Inconvenience for Working Residents:** Shifting the start time to 6:00pm may pose challenges for residents who work regular business hours. Many individuals have jobs that end at 5:00pm or 5:30pm, leaving them with limited time to commute home, attend to personal responsibilities, and prepare for a City Council meeting. Moving the meeting start time earlier may result in fewer working residents being able to actively participate, limiting the diversity of voices represented in the meetings.

2. **Childcare and Family Responsibilities:** Shifting the start time earlier may present challenges for residents with childcare or family responsibilities. It may be difficult for parents to make necessary arrangements for their children, such as coordinating pickups, meals, and bedtime routines, before attending a 6:00pm meeting. This could limit the ability of parents and caregivers to participate in the meetings, potentially impacting the representation of this important demographic. Additionally, rushed (or even skipped) mealtimes, could have a negative impact on health and overall well-being.

3. **Conflict with Other Community Events:** Starting the meetings earlier may result in scheduling conflicts with other community events and activities. Our city is home to various civic, cultural, and recreational events that often take place in the early evening. Residents who have overlapping commitments might face a difficult choice between attending a City Council meeting or participating in other community activities they value.

4. **Adjustments for Council Members:** Changing the start time will require adjustments in council members' schedules and routines. Council members may need to rearrange personal and professional commitments to accommodate the earlier start time. It is crucial to assess the feasibility and willingness of all council members to adapt to this change.

These potential challenges should be considered alongside the proposed benefits of changing the start time. Engaging in further dialogue with residents, conducting surveys or public hearings, and carefully assessing the potential impact on different segments of our community could provide valuable insights to make an informed decision regarding the meeting start time.

This adjustment has the potential to enhance accessibility, increase public engagement, and optimize the use of time during meetings. By carefully weighing the benefits and considerations, the City Council can make an informed decision that aligns with the goals of

enhancing public participation and fostering effective governance.

After further discussion by Council on June 7, Council directed staff to conduct a poll with residents to gain feedback on an appropriate Council meeting start time.

ANALYSIS:

Based on Council's feedback, staff conducted outreach with residents in both English and Spanish through the following channels throughout the months of June and July:

- Santa Paula Times Advertisements
- Facebook Poll
- Nextdoor Poll
- Instagram Poll
- Twitter Poll

Since staff typically does not poll residents often related to Council functions and Council had suggested during the June 7 meeting that exploring the use of newer technology to allow residents to better engage with Council was important, staff took the liberty to ask two questions of residents in all survey versions:

1. Currently Council Meetings are scheduled to begin at 6:30 PM. Please select the time you think the meeting should start.

- 5:30PM
- 6:00PM
- 6:30PM

2. Would you be more encouraged to participate in Council meetings if the City had technologies available to allow you to join the meeting virtually?

Attached, as Exhibit B, are the results of the survey for each question.

In summary, the survey found the most popular meeting time for 85 respondents out of 161 surveyed is the 6:30PM City Council meeting time, equating to 53% of the vote. These results reflect majority support for the currently established start time. In second place, with 24% of the vote or 39 votes, was the 6:00PM meeting time, followed closely with 37 votes (or 23%) for the 5:30 option.

Regarding the second question related to use of additional technology to encourage further participation in Council meetings, the survey found 87%, or 162 respondents surveyed, said "yes" to being able to potentially engage the Council virtually or through enhanced means of communication. If Council so directs, the ad hoc communications committee could explore this concept further.

This evening, Council is asked to consider and discuss the results of the survey related to a request to change the start time of City Council regular meetings and provide staff direction and feedback as it relates to this request.

If the City Council decides to proceed with a time change, staff would return at a subsequent

meeting with an ordinance effectuating any recommended time change. The ordinance would require two readings and, if adopted, would take effect 30 days after second reading. The public would be invited to participate in the ordinance consideration.

STRATEGIC PLAN:

This item is not a goal or objective in City Council's two-year Strategic Plan, however, adjusting the Council start times to allow for more public engagement supports Council's efforts of maintaining a thriving community with increased community engagement.

FISCAL IMPACTS:

There are no fiscal impacts associated with a change in Council start times, except for costs associated with altering the City's Municipal Code.

OPTIONS:

City Council has the following options available:

1. Direct staff to draft and bring back to Council an ordinance modifying the Santa Paula Municipal Code with a new start time; or
2. Direct staff to conduct additional surveys or an outreach campaign with residents to identify optional meeting start times and return to Council with the outcomes for consideration; or
3. Provide staff other direction which may be desirable.

ATTACHMENTS:

[EXHIBIT A - City Council Survey Results.pdf](#)

EXHIBIT A - SURVEY RESULTS

Council Meeting Start Time			
	Start Time		
Survey Method	5:30PM	6:00PM	6:30PM
Facebook	17	5	25
Instagram (Dates)	14	20	22
Nextdoor	4	6	17
Twitter	1	2	3
SP Times	1	6	18

Total Votes (161)	37	39	85
%	23%	24%	53%

Technology Use		
Method	Yes	No
Facebook	31	2
Instagram (Dates)	54	9
Nextdoor	50	8
Twitter	6	2
SP Times	21	4

Total Votes (187)	162	25
%	87%	13%

Survey Comments

"I like the option of both virtual and in person."

"That would be wonderful, but would there be any interaction or would we just be observers?"

"In the past, we had the option to download meetings and watch them, but now we are limited to using the website, which is not as user-friendly as we would prefer."

"Absolutely would love to join and recommend lot of things we can do to promote this town!!!"

"Is there a time limit?"

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Clete Saunier, Public Works Director

Subject: TRAFFIC CONTROL PLAN REGULATIONS FOR ENCROACHMENT PERMITS

Date: August 2, 2023

Agenda Item: 11.C

RECOMMENDATION:

Staff recommends that the City Council:

Support the traffic control plan regulations proposed by the Public Works Director to be issued pursuant to Ordinance No. 1322.

Presented by: Clete Saunier, Public Works Director

BACKGROUND:

In recent years, City staff has observed an increase in encroachment permit and related construction activity associated with improvements and repairs to existing overhead and underground utility infrastructure located in public right of way, as well as expansions and improvements to infrastructure associated with development projects. Such increases in construction activity within public right of way must be considered relative to evolving patterns of traffic circulation city-wide associated with population growth, changes in mobility patterns, and the return of traffic volumes to pre-COVID levels. In this context, the timely accommodation of encroachment permit requests, permit processing and related construction must be balanced against the need for the safe and efficient operation of public right of way and the protection of vehicular and pedestrian traffic in accordance with current safety standards.

Further, it is understood that portions of City right of way abutting sensitive and essential facilities such as fire and police stations, schools, hospital and airport facilities, as well as critical City infrastructure should be afforded an elevated level of consideration relative to lane and road closures and similar restrictions of vehicular and pedestrian circulation. Similarly, established cross-town streets and those streets with collector, boulevard or arterial classification which convey significant and regular patterns of traffic require specific consideration relative to restrictions posed by construction activity and related traffic control.

At the October 19, 2022 meeting, City Council approved Ordinance No. 1322, amending Chapter 96 of the City of Santa Paula Municipal Code (SPMC). This ordinance included amendments to subsections 96.20 to 96.39 of the SPMC including definitions, permitting, plan

and traffic control requirements, required securities. References to established traffic control standards published by the State of California were included, as well as provisions for the Public Works Director to both recognize alternative standards that meet the same intent as the established State standards, as well as to develop regulations to further address specific requirements for traffic control implemented in City right of way. Pursuant to the ordinance, the Public Works Director has prepared proposed traffic control plan regulations (Exhibit A), and though not required by the ordinance, now seeks the support of City Council to issue the regulations as written, or Council's desired modifications.

ANALYSIS:

Construction occurring within public right of way generally requires the modification of regular pedestrian, bicycle and vehicular paths of travel to avoid work areas and protect workers and roadway users alike. These modifications are generally temporary in nature and entail the closure of vehicle lanes, shifting of traffic and often the closure of an entire segment of roadway. Such traffic modifications for work areas associated with encroachment-permitted construction activities are addressed in traffic control plans. These plans address required signage and related placement distances to alert drivers of changed roadway conditions, what to expect as they approach the work zone, as well as requirements for the placement of cones, barricades, and other devices to direct motorists and protect workers. Modifications to the traffic pattern can include lane closures or the shifting of traffic lanes, street closures, parking limitations, as well as the re-routing of traffic for higher volume streets. Requirements for various types of traffic modification are contained in State and federal standards, which address specific requirements for signage location, required distances over which traffic changes can occur, cone spacing, required barricades and driver information signs. The federal Manual for Uniform Traffic Control Devices (MUTCD) addresses such traffic standards and has been adopted by the State of California with State amendments as the CAMUTCD. These standards are essentially templates, which are applied according to roadway geometry, posted speed, adjacent intersections, driveways and other specific conditions of the City street in question.

City streets vary in terms of classification, configuration and traffic volumes. Santa Paula is an older community with many narrow streets, on-street parking and often limited sight distance. The City's streets have evolved over time, and generally the circulation was not 'master planned' in the manner of newer communities. As such, the City has limited arterial, or higher capacity streets, and often smaller, narrower streets may handle fairly high volumes of traffic. The presence of schools, fire stations, hospitals and other essential facilities create areas of special sensitivity relative to traffic circulation and related disruption due to construction activities.

The proposed regulations contain provisions governing preparation of traffic control plans associated with encroachment permit requests. Provisions for the establishment of heightened traffic management and control based on roadway classification, function use and adjacency to sensitive or essential facilities are outlined, specifically delineating the requirements for site-specific traffic control plans for these portions of City right of way.

The review of traffic control plans as addressed in the proposed regulations constitutes one component of the overall City encroachment permit review, approval and inspection process. Work addressed in encroachment permits includes any required excavations, utility repair or installation work, pavement and sidewalk repair, traffic control implementation, City

observation of construction period activities and other site-specific factors. Proposed encroachment work may occur in a single location or may occur as part of a program of work involving multiple locations, executed over an extended period of time. The type, sequence and duration of work and associated traffic control review and inspection requirements are estimated during the encroachment permit review process and the associated cost to the City for consultant review and inspection assessed at the time of permit issuance. After a permit is issued, regular oversight of permitted work activities and related construction personnel is done to ensure that the work is performed according to permit conditions throughout the construction period. The construction period includes pre-construction meetings, construction observations, and reviews by the City's consulting city engineering staff.

Due to the nature of the City and its street circulation system as described above, traffic control plans have generally been required to be site-specific, detailing the particular conditions of street geometry, cross streets, driveways, prevailing on-street parking and other factors which affect traffic management and pedestrian safety. "Template" style traffic control standard plans per the CAMUTCD noted previously are allowed in limited cases, and primarily those situations where the work and related protective measures occur on low volume streets or will have limited effects on vehicular and pedestrian traffic. The generalized requirement for site-specific traffic control plans has been a point of consternation for some utility companies who have requested that the City allow their staff and subcontractors to utilize CAMUTCD standard templates for traffic control plans, with site-specific traffic control plans only required in limited cases, mostly for work on higher volume arterial streets. Specific concerns expressed include the cost and time required to prepare site-specific traffic control plans, costs associated with City review of such plans, and infringement on their rights under their respective franchise agreements with the City.

Staff have reviewed the stated concerns and performed a review of the City's street and related circulation. Based on this review, staff have prepared a streamlined approach to the identification of City streets and locations where site-specific traffic control plans are required. Considerations include street classification, proximity to schools, fire stations, and other essential facilities, or where street closures are required, and other factors. The intent is to provide clarity in locations in the City and its right of way where a heightened level of effort is required by permit applicants, and provide regular permit applicants, including utility companies, the information to anticipate process considerations in their facility planning and construction efforts. In locations where site specific traffic control plans are not required by either the proposed regulations or by the Director, a standard plan based on CAMUTCD may be used, with appropriate annotations to clarify any specific points of concern for the City, and appropriate to the street geometry and traffic control condition necessitated by the proposed encroachment permit work.

STRATEGIC PLAN:

This item is not a goal or objective in City Council's two-year Strategic Plan, however, continued recovery of costs associated with consultant services associated with ministerial functions is desirable to avoid impacts to the City's general fund, while maintaining a reasonable level of efficiency and effectiveness in the service of encroachment permit applicants' requests.

FISCAL IMPACTS:

The review and processing of encroachment permits is performed by an engineering consultant, and the cost structure is based on the time required for the review of the encroachment permit application, construction and traffic control plans, correspondence and coordination meetings, permit issuance, and inspection for the duration of the work. The City collects an issuance fee, together with the cost of the consultant's effort for review and inspection. The City issuance fee is not proposed to change, so there is no anticipated impact to the City budget in conjunction with the proposed policy. However, the change in requirements for site specific traffic control plans will likely result in a reduced effort for applicants in the preparation of traffic control plans, as well as the amount of review time required for certain encroachment permit applications, and thus a reduced cost of permits to applicants in certain cases. Staff is currently in the process of reviewing the City's master fee schedule (including encroachment permit application review fees) anticipated to be completed this fiscal year.

OPTIONS:

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

1. Do not support the proposed regulations, and recommend staff revise the proposed regulations with Council input.
2. Do not support the proposed regulations and recommend staff to continue requiring site specific traffic control plans according to current practice.

ATTACHMENTS:

[EXHIBIT A - Traffic Control Plan Regulations for Encroachment Permits.pdf](#)

EXHIBIT A

Encroachment Permit Regulations for Traffic Control Plans

CITY OF SANTA PAULA PUBLIC WORKS DEPARTMENT POLICIES & PROCEDURES		EFFECTIVE DATE:	August 3, 2023
		REVISIONS DATE:	
		APPROVED BY:	Clete Saunier Public Works Director
Policy	SUBJECT	PAGE	
ENG-EP-TCP01	ENCROACHMENT PERMIT TRAFFIC CONTROL PLAN REQUIREMENTS	1 OF 1	

Introduction:

The Santa Paula Public Works Department (PWD) has prepared this Policy to address procedural requirements to guide the preparation of traffic control plans (TCPs) in conjunction with Encroachment Permit applications for projects that contemplate activities in the City's public right of way or public access easement.

Policy:

The City's Public Works Department (PWD) has identified specific segments in the road network which require the preparation of site-specific traffic control plans to accompany Encroachment Permit applications for work areas located on these designated roadway segments. These designated roadway segments are summarized in the City's Required TCP Streets, based on functional classification as either an arterial, boulevard, or collector street, as well as specific local roadway segments which may abut local schools, fire stations, or other essential facilities, or provide access to such facilities. These designated roadway segments are summarized in the Attached Required TCP Streets map in graphical format, and in a detailed roadway segment summary. Work areas proposed on individual sections of streets in the City's road network not included in the designated roadway segments may be, at the discretion of the Director, included as noted in the procedural sections that follow.

Work areas located in segments of the City's road network not included as a designated roadway segment in the City Required TCP Streets, or as otherwise required by the Director, may submit a traffic control plan according to the California Manual of Uniform Traffic Control Devices (CAMUTCD), in accordance with the procedural sections that follow.

Procedures:

Below are PWD's procedures for reviewing TCPs submitted in conjunction with Encroachment Permit Requests:

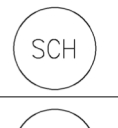
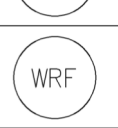
1. PWD staff will review plans for the following conditions:
 - a. Verify the lane closure does not fall within the limits of a designated roadway segment as identified on the City's Required TCP Streets (Attachment A). If the lane closure falls within the Required TCP Streets (designated roadway segment), the applicant shall submit a professionally prepared or engineer designed TCP to pwdadmin@spcity.org for review.
 - b. Bike or vehicle lane closures not on a designated roadway segment:
 - i. If a work area closes the shoulder/sidewalk or is on a designated roadway segment, the applicant should use the CA MUTCD.
 - c. Bike or vehicle lane closures on a designated roadway segment:

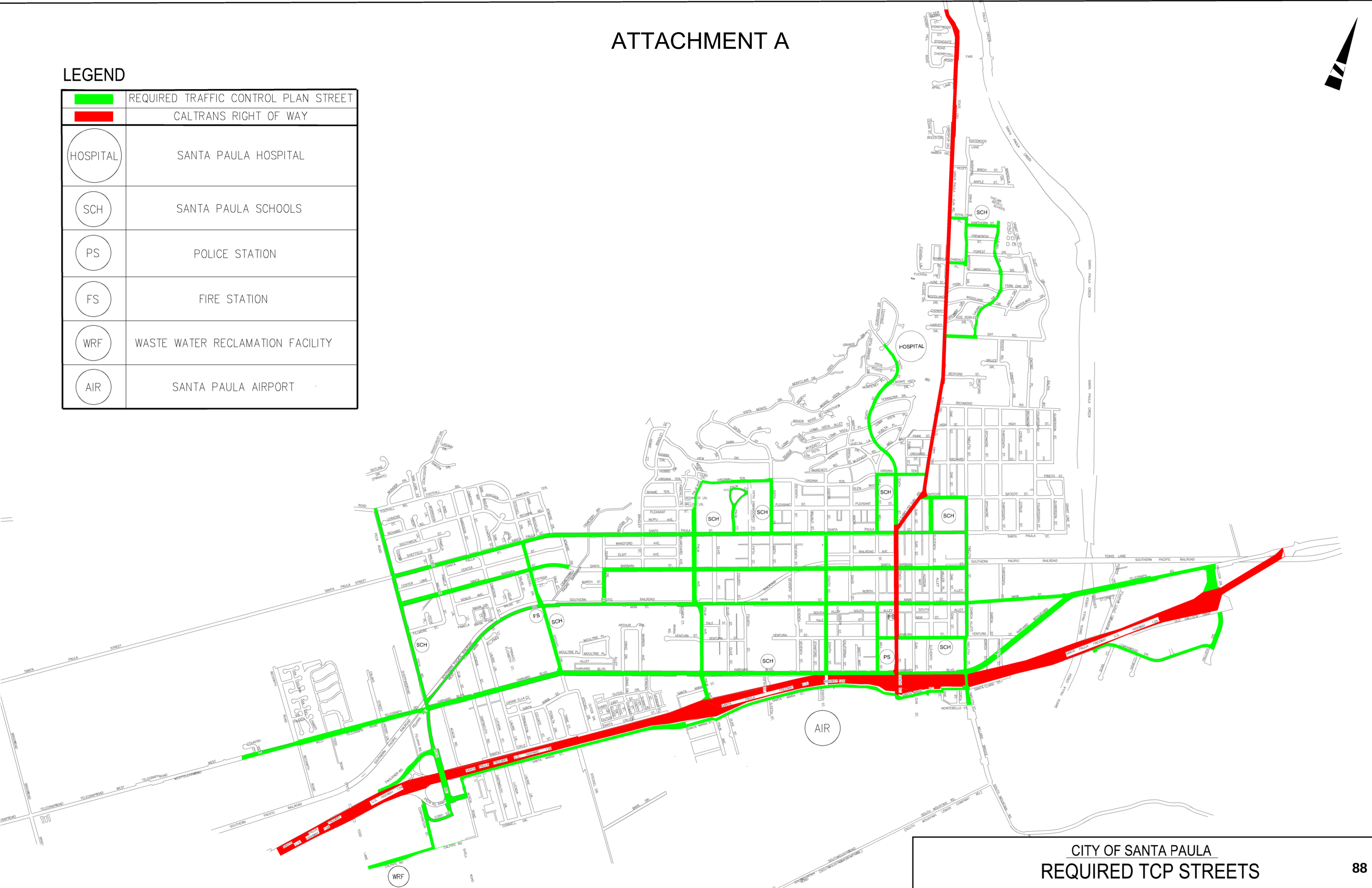
CITY OF SANTA PAULA PUBLIC WORKS DEPARTMENT POLICIES & PROCEDURES		EFFECTIVE DATE:	August 3, 2023
		REVISIONS DATE:	
		APPROVED BY:	Clete Saunier Public Works Director
Policy	SUBJECT	PAGE	
ENG-EP-TCP01	ENCROACHMENT PERMIT TRAFFIC CONTROL PLAN REQUIREMENTS	1 OF 1	

- i. Verify the selected standard plan match the exact road configuration and work zone. It must include the followings items, but not limited to: Work area, number of travel lanes, lane reductions, two-way left turn lanes, median islands, curb islands, bike lanes, edge lines, left-turn channelization, right-turn channelization, signalization, etc.
2. Multiple standard plans submitted shall be submitted if there are multiple excavations with differing lane closure configurations.
3. TCP must match road conditions and work zones depicted in the relevant standard plan. Road closures generally occur between 8:00 AM to 4:00 PM using daily portable traffic safety devices.
4. After initial review of the application, PWD staff may require the Applicant to submit a site-specific professionally prepared or engineer designed TCP. The following are typical scenarios where a site-specific professionally prepared TCP may be required:
 - a. Full road closures;
 - b. Where work area occurs in conjunction with an existing TCP associated with a City project;
 - c. Where work area occurs in conjunction with a planned special event occurring on or adjacent to the affected roadway segment;
 - d. Worksite within 250' of signalized intersection;
 - e. Bike lane closures;
 - f. Closure of 2 or more lanes in one direction of travel;
 - g. Left turn lane closure;
 - h. Project duration (3 days or more);
 - i. Lane shifts across centerline;
 - j. Where determined necessary by the Director to protect the public safety and welfare.

ATTACHMENT A

LEGEND

	REQUIRED TRAFFIC CONTROL PLAN STREET
	CALTRANS RIGHT OF WAY
	SANTA PAULA HOSPITAL
	SANTA PAULA SCHOOLS
	POLICE STATION
	FIRE STATION
	WASTE WATER RECLAMATION FACILITY
	SANTA PAULA AIRPORT





Santa Paula City Council Tentative Agenda Schedule

DEPARTMENT	MEETING DATE	Wednesday, August 16, 2023
Finance	August 16, 2023	Finance Department Report
PW	August 16, 2023	Public Works Department Report
P&R	August 16, 2023	Notice of Completion for B&G Club Restrooms
P&R	August 16, 2023	MOU with SPUSD for Youth Sports
CDD	August 16, 2023	Façade Improvement Program
PW	August 16, 2023	SRF Loan Agreement & Reso
Finance	August 16, 2023	Harvard CFD Bond Issuance Contract Award
Admin	August 16, 2023	Pilot Interpretation Program Update
Admin	August 16, 2023	Chamber of Commerce Agreement
		Wednesday, September 6, 2023
PD	September 6 2023	Police Department Report
P&R	September 6 2023	Parks & Recreation Department Report
PW	September 6 2023	Response to Grand Jury Report Entitled Water Availability for Wildfires
PW	September 6 2023	Main Street Crosswalk Improvements Project Cont Award
PW	September 6 2023	FEMA Floodplain Management Ord Update
		STUDY SESSION TOPICS
Admin		No Smoking Ordinance
P&R		Oil Museum Use Options
Attorney		Municipal Code Update Overview
Attorney		Review of Code of Conduct Policy
		FUTURE AGENDA ITEMS
PW		Plans & Specifications for 8 th Street Streetlight Repair Project
Admin		SoCal Edison Discussion on Rates
Finance		Unclaimed Funds
CDD		VCTC Update on Railroad
CDD		Cultural Arts Update
Finance		Travel Policy Update
Admin		Review City Flag Policy
CDD		ADU Ordinance