City of Santa Paula

City Council Regular

MAYOR CARLOS JUAREZ
VICE MAYOR JENNY CROSSWHITE
COUNCILMEMBER PEDRO A. CHAVEZ
COUNCILMEMBER LESLIE CORNEJO
COUNCILMEMBER GABRIELA ORNELAS

CITY COUNCIL REGULAR MEETING OF THE
SANTA PAULA CITY COUNCIL REGULAR

WEDNESDAY, JANUARY 21, 2026

6:30 PM - City Council Regular Meeting

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

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

CITY COUNCIL REGULAR MEETING

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

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

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

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

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

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

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

HOW TO VIEW ON YOUR TELEVISION, COMPUTER, OR MOBILE DEVICE: Watch from home live on the local Channel 10, or view the live feed on the city website at the following link: https://www.spcity.org/523/Public-Meeting-Agendas
NOTE: Special and Closed Sessions are not recorded and not available on Channel 10 or live feed on the city website.

MEETING ENVIRONMENT
To maintain a public meeting environment conductive and welcoming to receive public comments from all members of the public, the audience is discouraged from engaging in displays of support or opposition to staff reports or public comments, including clapping, yelling, booing, hissing, or cheering, that may create a disruptive environment for the public who wish to express their views during the meeting are encouraged to do so in silent, non-disruptive ways -- such as raising a hand, shaking hands, or another quiet gesture of support or opposition that does not obstruct views or interrupt proceedings.
Members of the public holding signs are asked to hold the signs on their person in front of them or move to the back of the room so as not to obstruct the view of other members of the public wishing to participate in the meeting.

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 the City Manager to report to the City Council on the item at a later meeting. For items appearing on the Agenda, the public will be invited to make comments at the time the item comes up for City Council

consideration. If a member of the public wishes to address a Consent Calendar item, please submit a Public Comment Form for that item. It may then be discussed separately by the Council, and the public will be invited to make comments at that time. At all times, please use the microphone and write your name and address on the Public Comment Form provided.

7. PRESENTATIONS

7.A RECOGNITION OF 30 YEAR ANNIVERSARY OF CITY WATER ENTERPRISE

7.B **FINANCE DEPARTMENT REPORT**

RECOMMENDATION:

Staff recommends that the City Council receive and file the September 2025 - December 2025 Activity Report for the Finance Department.

Presented by: Fabian Castellon, Accountant

7.C POLICE DEPARTMENT OPERATIONAL OVERVIEW AND INDEPENDENT AUDIT

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 **DECEMBER 2025 WARRANTS AND CERTIFICATIONS**

RECOMMENDATION:

Staff recommends that the City Council:

1. Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for December 2025, starting check number 342767 and ending check number 343032.
2. Review and accept the "Certification of Salaries" for the pay period ending dates November 28th, 2025, through December 12th, 2025.

10.B **AWARD CONTRACT FOR THE PROVISION OF LIGHTING EQUIPMENT FOR THE 8TH STREET SOLAR STREET LIGHTING PROJECT**

RECOMMENDATION:

Staff recommends that the City Council:

1. Award a contract to Great Basin Lighting (GBL) Infrastructure Solutions pursuant to SPMC section 41.09(E) for the provision of the complete lighting package specified in their bid and in accordance with the requirements

included in the bid package release by the City on November 18, 2025.

2. Authorize the City Manager or his designee to approve payment of the contract, not to exceed $129,689.70 (including 5% contingency for possible fluctuation in shipping costs). A payment of 50% must be made prior to shipment, and the balance within 30 days after shipment.

10.C APPROVAL TO PROCURE COMPOST THROUGH STATE-APPROVED DIRECT SERVICE PROVIDER PROGRAM FOR SENATE BILL 1383 COMPLIANCE

RECOMMENDATION:

1. Retroactively waive competitive bidding requirements for a contract awarded to Agromin based on the finding that it was "required and desirable" pursuant to SPMC section 41.10.
2. Authorize the City Manager or designee to approve an expenditure to Agromin for the procurement of compost in an amount not to exceed $ 15,000.00 to meet Senate Bill 1383 (SB 1383, Lara, 2016) requirements for organic waste diversion.

10.D NOTICE OF COMPLETION FOR THE POLICE STATION SECURITY FENCE INSTALLATION

RECOMMENDATION:

Staff recommends that the City Council:

1. Accept the work performed by Quality Fence Company, Inc.

2. Authorize staff to file the Notice of Completion with the County Recorder.

10.E CHANNEL ISLANDS BICYCLE CLUB, BIKE GRANT FOR FY 2025-2026

RECOMMENDATION:

Staff recommends City Council:

1. Approve a budget allocation of $3,000.00 in new revenue and matching expenditures from the Channel Islands Bicycle Club, as noted in the Fiscal Impact section of the staff report.

10.F CONTRACT EXTENSION WITH ZENCITY

RECOMMENDATION:

It is recommended that the City Council:

1. Waive informal bidding requirements to renew an agreement with ZenCity Technologies US, Inc. that automatically renews each year based on the finding that it is "required or desirable" pursuant to SPMC section 41.10.
2. Authorize the City Manager or designee to execute the Order Form Addendum with ZenCity Technologies US, Inc. for one year at a rate of $12,000, including authorization to execute renewals consistent with the approved terms and budget authority.

10.G **LICENSE AGREEMENT AND MOU WITH POTENTIAL UNION OIL BUILDING USERS**

RECOMMENDATION:

Staff Recommends that the City Council:
1. Authorize the City Manager to enter into a license agreement with the Responsible Energy Council for use of the Union Oil Building and a Memorandum of Understanding (MOU) for content management.

11. PUBLIC HEARING

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

11.A **REQUEST FOR ADOPTION OF RESOLUTION NO. 7600 APPROVING PROJECT NO. 2025-TM-01 FOR VESTING TENTATIVE TRACT MAP NO. 6091 (ORIGINAL EA1 APPROVAL PROJECT NO. 2006-CDP-02 EAST AREA 1 SP-4) - INDEPENDENCE AT THE HARVEST**

RECOMMENDATION:

Staff recommends the City Council:
(1) Open the public hearing and take evidence;
(2) Consider the evidence received during the public hearing;
(3) Adopt Resolution No. 7600 to approve Project No. 25-TM-01 for Vesting Tentative Tract Map No. 6091 to merge a subdivision of three existing lots (Lots 1 – 3) and Parcel A into one lot that would allow for the development of 298 residential condominium units, 6,358 sf of retail/office space, seven (7) common buildings, and ten (10) lettered lots (A thru J) for private streets and landscaping, subject to the conditions of approval.
Presented by: James Mason, Community & Economic Development Director

12. ACTION ITEMS

12.A **SPIRIT OF SANTA PAULA HARVARD SHELTER OPERATING AGREEMENT**

RECOMMENDATION:

It is recommended that City Council:

Authorize the City Manager to execute an Operating Agreement , in substantially the form submitted, with Spirit of Santa Paula for the operation of the Spirit of Santa Paula Harvard Shelter located at 1498 East Harvard Boulevard, in accordance with the requirements of the joint funding agreement between the City of Fillmore, Ventura County, and the City of Santa Paula.

Presented by: James Mason, Community & Economic Development Director

12.B **CONSIDERATION OF TEMPORARY LABOR AGREEMENTS FOR AUGMENTED CITY SERVICES**

RECOMMENDATION:

It is recommended that the City Council:

Review the request from Vice-Mayor Crosswhite to enter into temporary labor agreements and provide direction to the City Manager and City Attorney should such agreements be desired.

Presented by: Dan Singer, City Manager

12.C **REVIEW OF CITY COUNCIL RECOGNITION POLICY**

RECOMMENDATION:

Following review of Council Resolution No. 7453, consider any additions or modifications that may be desired by the Council and direct staff to return with any modifications made.

Presented by: Dan Singer, City Manager

13. ITEMS FOR FUTURE AGENDAS

13.A **FUTURE AGENDA ITEMS**

RECOMMENDATION:

Staff recommends City Council review future agenda items.

14. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

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

On_____at_____Signed:_____

Julie Latshaw

City Clerk

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Christy Ramirez, Finance Director

Subject: FINANCE DEPARTMENT REPORT

Date: January 21, 2026

Agenda Item: 7.B

RECOMMENDATION:

Staff recommends that the City Council receive and file the September 2025 - December 2025 Activity Report for the Finance Department.

Presented by: Fabian Castellon, Accountant

BACKGROUND:

Accounts Receivable

Finance prepares invoices and receives funds for various types of payments due to the City, including monthly Transient Occupancy Tax and rents for City-owned property. During the reporting period, billing for COBRA (continuation of health coverage), special events and permits, and other miscellaneous items occurred.

Accounts Payable

Finance processes disbursements to cover financial commitments of the City, maintains files for all City payments to vendors and contractors, and issues business license and utility deposit refunds. For the September through December 2025 period, accounts payable staff processed 4,008 invoices totaling over $10.4 million dollars. This total consists of $2.1 million in payroll related expenses such as retirement and taxes, $600,000 contribution to affordable housing, and over $400,000 in legal costs, $1.6m in citywide utilities and sewer operational costs, $1.3 million in professional services such as engineering and consultants (including for CIPs).

Purchasing

Staff continues to work with various departments to issue requests for proposals, assist in purchasing of materials, and processing purchase orders and requisitions. Over 75 new purchase orders were created between September and December 2025.

Business and Dog Licenses

On January 1, 2026, the Business License tax payment period began for the calendar year and are deemed as delinquent as of February 10, 2026. These licenses will be in effect until December 31, 2026. Finance staff worked through their busiest time of year for business licenses (Nov-Dec), issuing thousands of renewal notices in the last quarter of the calendar year. The role was permanently filled during this period

Utility Billing

Staff continues to work with residents on utility payments and providing available assistance to avoid shutoffs when possible, communicating shutoff language in line with the Senate Bill 998 requirements. Shutoff notices have started to increase significantly more than what was experienced prior to the pandemic, though actual shutoffs continue on trend.

Other department achievements includes various audits including the Transportation Development Act Funding audit and the State Streets audit. Staff also assisted with the Water and Sewer rate study, assisting with the Spirit of Santa Paula payments, as well as the changes to the Community Facilities District. Two employment offers were made, which are expected to fill the final two vacancies in the department.

ANALYSIS:

None.

STRATEGIC PLAN:

This item is not a goal or objective in the City Council's two-year Strategic Plan; however, it is beneficial to the public to be transparent about activities occurring in the City's Finance Department.

FISCAL IMPACTS:

None

OPTIONS:

Council may:

1. Receive and file the quarterly department report.
2. Request further information from City staff.

ATTACHMENTS:

Purchase Order Activity Report 9.1.25 through 12.31.25.pdf

Purchase Order Activity Report

Purchase Order Summary

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 010975		**Vendor Name:** VENTURA REGIONAL SANITATION DISTRICT		
Purchase Order: 26-02926				
9/4/2025	Issued		786,537.00	786537.00
9/18/2025	Invoiced	234200-08/31/25	(45,271.94)	741265.06
9/18/2025	Invoiced	234200-07/31/25	(30,631.14)	710633.92
10/8/2025	Changed		131,792.00	842425.92
10/30/2025	Invoiced	234700-09/30/25	(137,135.33)	705290.59
10/30/2025	Invoiced	234200-09/30/25	(86,085.06)	619205.53
11/25/2025	Invoiced	234201-10/31/25	(47,591.48)	571614.05
12/23/2025	Invoiced	234200-11/30/25	(53,841.85)	517772.20
Vendor Number: 010975		**Vendor Name:** VENTURA REGIONAL SANITATION DISTRICT		
Purchase Order: 26-02928				
9/4/2025	Issued		1,381,155.00	1381155.00
9/18/2025	Invoiced	234302-08/31/25	(96,421.63)	1284733.37
9/18/2025	Invoiced	234302-07/31/25	(108,103.18)	1176630.19
10/2/2025	Invoiced	234302-6/30/25 2ND	(1,344.00)	1175286.19
10/30/2025	Invoiced	234302-9/30/25	(106,913.79)	1068372.40
11/25/2025	Invoiced	234302-10/31/25	(120,711.82)	947660.58
12/23/2025	Invoiced	234302-11/30/25	(113,171.21)	834489.37
Vendor Number: 015633		**Vendor Name:** M6 CONSULTING, INC.		
Purchase Order: 26-03003				
11/13/2025	Issued		417,400.00	417400.00
11/18/2025	Invoiced	4660	(26,446.00)	390954.00
11/18/2025	Invoiced	4693	(29,620.80)	361333.20
11/18/2025	Invoiced	4661	(27,556.40)	333776.80
12/11/2025	Invoiced	4752	(27,556.40)	306220.40
Vendor Number: 010595		**Vendor Name:** J & H ENGINEERING GENERAL CONTRACTOR, INC		
Purchase Order: 26-03120				
10/7/2025	Issued		1,363,712.00	1363712.00
Vendor Number: 015153		**Vendor Name:** HINDERLITER DE LLAMAS & ASSOCIATES		
Purchase Order: 26-03185				
9/9/2025	Issued		4,500.00	4500.00
10/16/2025	Invoiced	SIN054853	(311.58)	4188.42
11/13/2025	Invoiced	SIN054794	(1,310.01)	2878.41
1/8/2026	Invoiced	SIN057121	(1,164.59)	1713.82
Vendor Number: 010017		**Vendor Name:** LIEBERT CASSIDY WHITMORE		
Purchase Order: 26-03441				
9/2/2025	Issued		5,280.00	5280.00
9/2/2025	Changed		100.00	5380.00
9/4/2025	Invoiced	298266	(5,380.00)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 012750		**Vendor Name:** JORDANO'S INC. AND SUBSIDIARIES		
Purchase Order: 26-03446				
9/3/2025	Issued		35,000.00	35000.00
9/3/2025	Changed		0.00	35000.00
9/3/2025	Changed		0.00	35000.00
9/18/2025	Invoiced	7246905	(208.55)	34791.45
9/18/2025	Invoiced	7232845	(423.74)	34367.71
9/18/2025	Invoiced	7243349	(570.37)	33797.34
9/18/2025	Invoiced	7236267	(663.29)	33134.05
9/18/2025	Invoiced	7240016	(1,224.22)	31909.83
9/18/2025	Invoiced	7246904	(1,226.42)	30683.41
9/18/2025	Invoiced	7257789	(639.82)	30043.59
9/18/2025	Invoiced	7254022	(1,090.99)	28952.60
10/2/2025	Invoiced	7261549	(786.21)	28166.39
10/2/2025	Invoiced	7261550	(203.55)	27962.84
10/16/2025	Invoiced	7265310	(517.62)	27445.22
10/16/2025	Invoiced	7269600	(976.89)	26468.33
10/30/2025	Invoiced	7273255	(427.94)	26040.39
10/30/2025	Invoiced	7276811	(752.62)	25287.77
11/13/2025	Invoiced	7280337	(208.55)	25079.22
11/13/2025	Invoiced	7280336	(376.97)	24702.25
11/25/2025	Changed		4,000.00	28702.25
11/25/2025	Invoiced	7294213	(203.55)	28498.70
11/25/2025	Invoiced	7287435	(750.56)	27748.14
11/25/2025	Invoiced	7294212	(802.34)	26945.80
11/25/2025	Invoiced	7283815	(1,234.35)	25711.45
11/25/2025	Invoiced	7290857	(812.98)	24898.47
12/15/2025	Voided - Change		(24,898.47)	0.00
Vendor Number: 016267		**Vendor Name:** GARCIA, JOHN		
Purchase Order: 26-03447				
9/3/2025	Issued		18,480.00	18480.00
9/4/2025	Invoiced	#261	(9,240.00)	9240.00
9/4/2025	Invoiced	#260	(9,240.00)	0.00
Vendor Number: 015972		**Vendor Name:** FOUR STAR INVESTIGATIONS, LLC		
Purchase Order: 26-03448				
9/3/2025	Issued		13,513.20	13513.20
9/4/2025	Invoiced	7/28/25	(13,513.20)	0.00
Vendor Number: 014053		**Vendor Name:** AMERICA IN BLOOM SANTA PAULA		
Purchase Order: 26-03449				
9/3/2025	Issued		20,000.00	20000.00
9/4/2025	Invoiced	366	(20,000.00)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 013539		**Vendor Name:** WAGE WORKS, INC.		
Purchase Order: 26-03450				
9/4/2025	Issued		1,404.00	1404.00
9/18/2025	Invoiced	INV8164800	(113.10)	1290.90
10/2/2025	Invoiced	INV8058022	(113.10)	1177.80
10/2/2025	Invoiced	INV8256733	(113.10)	1064.70
12/23/2025	Invoiced	INV8360913	(113.10)	951.60
12/23/2025	Invoiced	INV8451793	(120.90)	830.70
Vendor Number: 015884		**Vendor Name:** NATIONAL AUTO FLEET GROUP		
Purchase Order: 26-03451				
9/9/2025	Issued		86,176.93	86176.93
Vendor Number: 016827		**Vendor Name:** R.D. OFFUTT COMPANY		
Purchase Order: 26-03452				
9/9/2025	Issued		75,932.33	75932.33
10/30/2025	Invoiced	E00860A7	(75,932.33)	0.00
Vendor Number: 016683		**Vendor Name:** DON JAVI'S TREE SERVICE IN		
Purchase Order: 26-03453				
9/12/2025	Issued		6,020.00	6020.00
12/11/2025	Invoiced	INV313	(6,020.00)	0.00
Vendor Number: 014686		**Vendor Name:** HASA, INC.		
Purchase Order: 26-03454				
9/12/2025	Issued		5,450.91	5450.91
9/18/2025	Invoiced	1066380	(1,816.97)	3633.94
9/18/2025	Invoiced	1066383	(3,633.94)	0.00
Vendor Number: 016560		**Vendor Name:** STAR SPORTS THEATRE ARTS AND RECREATION INC		
Purchase Order: 26-03455				
9/16/2025	Issued		76,358.00	76358.00
9/18/2025	Invoiced	0011750-IN	(76,358.00)	0.00
Vendor Number: 015439		**Vendor Name:** VALU GROUP ENTERPRISES, INC.		
Purchase Order: 26-03456				
9/16/2025	Issued		960.00	960.00
Vendor Number: 011582		**Vendor Name:** ECS IMAGING INC		
Purchase Order: 26-03457				
9/17/2025	Issued		7,567.00	7567.00
9/18/2025	Invoiced	19801	(7,567.00)	0.00
Vendor Number: 015829		**Vendor Name:** MANUFACTURERS EDGE INC.		
Purchase Order: 26-03459				
9/17/2025	Issued		3,440.85	3440.85
10/16/2025	Invoiced	SIN215242	(3,440.85)	0.00
Vendor Number: 010689		**Vendor Name:** SANTA PAULA CHAMBER OF COMMERCE		
Purchase Order: 26-03460				
9/17/2025	Issued		50,000.00	50000.00
10/2/2025	Invoiced	9/8/25	(50,000.00)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 015439		**Vendor Name:** VALU GROUP ENTERPRISES, INC.		
Purchase Order: 26-03463				
9/22/2025	Issued		3,200.00	3200.00
11/25/2025	Invoiced	2170	(3,200.00)	0.00
Vendor Number: 011151		**Vendor Name:** C.O.R. PLUMBING SUPPLIES		
Purchase Order: 26-03464				
9/24/2025	Issued		10,240.00	10240.00
10/2/2025	Invoiced	2025-1567	(10,240.00)	0.00
Vendor Number: 015967		**Vendor Name:** J. ARTHUR GUTIERREZ		
Purchase Order: 26-03466				
9/25/2025	Issued		5,102.50	5102.50
10/2/2025	Invoiced	1036	(780.00)	4322.50
10/2/2025	Invoiced	1037	(4,322.50)	0.00
Vendor Number: 016357		**Vendor Name:** AUTONOMY TECHNOLOGY, INC.		
Purchase Order: 26-03467				
9/30/2025	Issued		1,133.68	1133.68
11/13/2025	Invoiced	INV708758	(1,044.04)	89.64
Vendor Number: 010395		**Vendor Name:** FAMCON PIPE & SUPPLY, INC.		
Purchase Order: 26-03468				
9/30/2025	Issued		7,354.71	7354.71
10/30/2025	Invoiced	S100164317.001	(7,354.71)	0.00
Vendor Number: 015505		**Vendor Name:** TRIPEPI, SMITH AND ASSOCIATES, INC.		
Purchase Order: 26-03470				
10/1/2025	Issued		46,000.00	46000.00
10/16/2025	Invoiced	15602	(6,475.00)	39525.00
10/16/2025	Invoiced	15601	(6,825.00)	32700.00
Vendor Number: 010791		**Vendor Name:** SOFT CHOICE CORPORATION		
Purchase Order: 26-03471				
10/1/2025	Issued		34,315.49	34315.49
10/16/2025	Invoiced	91711273	(34,315.49)	0.00
Vendor Number: 016846		**Vendor Name:** YOUNG STERLING CONSULTING LLC		
Purchase Order: 26-03472				
10/2/2025	Issued		21,500.00	21500.00
10/16/2025	Invoiced	000810	(5,000.00)	16500.00
Vendor Number: 015439		**Vendor Name:** VALU GROUP ENTERPRISES, INC.		
Purchase Order: 26-03473				
10/6/2025	Issued		2,880.00	2880.00
10/30/2025	Invoiced	2156	(1,920.00)	960.00
11/25/2025	Invoiced	2159	(960.00)	0.00
Vendor Number: 016848		**Vendor Name:** CXT INC.		
Purchase Order: 26-03475				
10/8/2025	Issued		282,121.40	282121.40

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 016683		**Vendor Name:** DON JAVI'S TREE SERVICE IN		
Purchase Order: 26-03476				
10/9/2025	Issued		32,250.00	32250.00
12/23/2025	Invoiced	INV340	(32,250.00)	0.00
Vendor Number: 015876		**Vendor Name:** MOHAWK LIFTS LLC		
Purchase Order: 26-03479				
10/14/2025	Issued		23,061.27	23061.27
11/13/2025	Invoiced	71128	(23,061.26)	0.01
Vendor Number: 016389		**Vendor Name:** TINY MOBILE ROBOTS US LLC		
Purchase Order: 26-03481				
10/15/2025	Issued		23,750.00	23750.00
11/5/2025	Changed		2,012.81	25762.81
11/13/2025	Invoiced	6309	(25,762.81)	0.00
Vendor Number: 012191		**Vendor Name:** DATAPROSE, LLC		
Purchase Order: 26-03482				
10/15/2025	Issued		11,855.11	11855.11
10/30/2025	Invoiced	DP2504333	(11,855.11)	0.00
Vendor Number: 013911		**Vendor Name:** MICHAEL K. NUNLEY & ASSOCIATES, INC.		
Purchase Order: 26-03485				
10/23/2025	Issued		3,237.25	3237.25
10/23/2025	Invoiced	1788 26-03485	(3,237.25)	0.00
Vendor Number: 011094		**Vendor Name:** BRAGG INVESTMENT COMPANY, INC.		
Purchase Order: 26-03487				
10/29/2025	Issued		36,962.55	36962.55
11/25/2025	Invoiced	1295450	(36,962.55)	0.00
Vendor Number: 013039		**Vendor Name:** GRANICUS, INC.		
Purchase Order: 26-03488				
11/3/2025	Issued		28,872.00	28872.00
11/13/2025	Invoiced	216433	(28,872.00)	0.00
Vendor Number: 016034		**Vendor Name:** SPIRIT OF SANTA PAULA		
Purchase Order: 26-03489				
11/6/2025	Issued		113,171.16	113171.16
11/6/2025	Invoiced	JUL-SEP 2025	(113,171.16)	0.00
Vendor Number: 015318		**Vendor Name:** BADGER METER		
Purchase Order: 26-03491				
11/6/2025	Issued		5,409.68	5409.68
11/13/2025	Invoiced	80201368	(5,409.68)	0.00
Vendor Number: 015514		**Vendor Name:** CRAFCO, INC.		
Purchase Order: 26-03492				
11/12/2025	Issued		83,158.38	83158.38
Vendor Number: 015514		**Vendor Name:** CRAFCO, INC.		
Purchase Order: 26-03493				
11/12/2025	Issued		79,497.13	79497.13

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 016145		**Vendor Name:** MARK43, INC.		
Purchase Order: 26-03494				
11/7/2025	Issued		80,142.00	80142.00
11/13/2025	Invoiced	INV1401	(80,142.00)	0.00
Vendor Number: 015972		**Vendor Name:** FOUR STAR INVESTIGATIONS, LLC		
Purchase Order: 26-03495				
11/13/2025	Issued		5,821.30	5821.30
11/13/2025	Invoiced	#25-002	(5,821.30)	0.00
Vendor Number: 014968		**Vendor Name:** WILLDAN FINANCIAL SERVICES		
Purchase Order: 26-03496				
11/17/2025	Issued		8,206.87	8206.87
11/25/2025	Invoiced	010-63874	(8,206.87)	0.00
Vendor Number: 010406		**Vendor Name:** FERGUSON WATERWORKS #1084		
Purchase Order: 26-03497				
11/18/2025	Issued		19,883.87	19883.87
Vendor Number: 010828		**Vendor Name:** SWRCB ACCOUNTING OFFICE		
Purchase Order: 26-03498				
11/24/2025	Issued		18,196.00	18196.00
11/25/2025	Invoiced	SW-0322759	(18,196.00)	0.00
Vendor Number: 015884		**Vendor Name:** NATIONAL AUTO FLEET GROUP		
Purchase Order: 26-03499				
11/24/2025	Issued		136,922.30	136922.30
Vendor Number: 016867		**Vendor Name:** TERMINIX INTERNATIONAL COMPANY LIMITED PARTI		
Purchase Order: 26-03500				
11/24/2025	Issued		6,211.56	6211.56
Vendor Number: 016692		**Vendor Name:** WRIGHT, NICOLE		
Purchase Order: 26-03501				
11/25/2025	Issued		13,125.00	13125.00
11/25/2025	Invoiced	1073	(13,125.00)	0.00
Vendor Number: 016456		**Vendor Name:** JS&S (WATER HOLDINGS) INC.		
Purchase Order: 26-03503				
12/2/2025	Issued		27,540.00	27540.00
Vendor Number: 016906		**Vendor Name:** GOVWELL TECHNOLOGIES INC.		
Purchase Order: 26-03504				
12/4/2025	Issued		40,000.00	40000.00
12/11/2025	Invoiced	1055	(40,000.00)	0.00
Vendor Number: 010828		**Vendor Name:** SWRCB ACCOUNTING OFFICE		
Purchase Order: 26-03505				
12/5/2025	Issued		56,915.00	56915.00
12/11/2025	Invoiced	WD-0305048	(56,915.00)	0.00
Vendor Number: 012191		**Vendor Name:** DATAPROSE, LLC		
Purchase Order: 26-03506				
12/8/2025	Issued		17,801.61	17801.61
12/11/2025	Invoiced	DP2505463	(11,873.21)	5928.40
12/11/2025	Invoiced	DP2506051	(5,928.40)	0.00

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 011341		**Vendor Name:** CALIFORNIA JPIA		
Purchase Order: 26-03507				
12/8/2025	Issued		5,464.00	5464.00
12/11/2025	Invoiced	POLLU-00079	(5,464.00)	0.00
Vendor Number: 014639		**Vendor Name:** GOLD COAST ENVIRONMENTAL		
Purchase Order: 26-03508				
12/9/2025	Issued		2,607.01	2607.01
Vendor Number: 016692		**Vendor Name:** WRIGHT, NICOLE		
Purchase Order: 26-03509				
12/9/2025	Issued		29,820.00	29820.00
12/11/2025	Invoiced	1072	(29,820.00)	0.00
Vendor Number: 016921		**Vendor Name:** FIRST AMERICAN TITLE		
Purchase Order: 26-03510				
12/10/2025	Issued		600,000.00	600000.00
12/10/2025	Invoiced	12/10/25	(600,000.00)	0.00
Vendor Number: 016922		**Vendor Name:** SANTA PAULA ARTE & CULTURA COLLECTIVE		
Purchase Order: 26-03511				
12/11/2025	Issued		10,000.00	10000.00
12/11/2025	Invoiced	12/11/25	(10,000.00)	0.00
Vendor Number: 016923		**Vendor Name:** 4AP HOLDINGS INC.		
Purchase Order: 26-03512				
12/11/2025	Issued		171.34	171.34
Vendor Number: 010799		**Vendor Name:** SPARLING INSTRUMENTS, INC.		
Purchase Order: 26-03513				
12/15/2025	Issued		1,300.00	1300.00
Vendor Number: 010685		**Vendor Name:** SANTA PAULA BASIN PUMPER ASSOC		
Purchase Order: 26-03514				
12/17/2025	Issued		5,716.00	5716.00
12/23/2025	Invoiced	2025-114	(5,716.00)	0.00
Vendor Number: 012750		**Vendor Name:** JORDANO'S INC. AND SUBSIDIARIES		
Purchase Order: 26-03515				
12/18/2025	Issued		21,000.00	21000.00
Vendor Number: 010689		**Vendor Name:** SANTA PAULA CHAMBER OF COMMERCE		
Purchase Order: 26-03516				
12/19/2025	Issued		50,000.00	50000.00
12/23/2025	Invoiced	12/16/25	(50,000.00)	0.00
Vendor Number: 013156		**Vendor Name:** COAST CART, INC.		
Purchase Order: 26-03517				
12/19/2025	Issued		17,500.00	17500.00
Vendor Number: 010395		**Vendor Name:** FAMCON PIPE & SUPPLY, INC.		
Purchase Order: 26-03518				
12/19/2025	Issued		8,233.08	8233.08
Vendor Number: 013975		**Vendor Name:** DODOS DESIGN - GARCIA, DAVID		
Purchase Order: 26-03520				
12/22/2025	Issued		8,591.27	8591.27

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 015001		**Vendor Name:** SYNAGRO-WWT, INC.		
Purchase Order: 26-1003-2025				
10/28/2025	Issued		251,493.87	251493.87
10/30/2025	Invoiced	61996	(24,221.42)	227272.45
10/30/2025	Invoiced	61099	(23,204.56)	204067.89
11/25/2025	Invoiced	62539	(25,329.20)	178738.69
12/23/2025	Invoiced	63550	(21,652.56)	157086.13
Vendor Number: 015442		**Vendor Name:** MARIPOSA LANDSCAPES, INC.		
Purchase Order: 26-1007-2023				
9/17/2025	Issued		64,422.64	64422.64
9/18/2025	Invoiced	114846	(5,160.58)	59262.06
10/2/2025	Invoiced	115520	(5,160.58)	54101.48
10/2/2025	Invoiced	26-1007-2023 115585	(309.64)	53791.84
10/16/2025	Invoiced	116188	(5,315.40)	48476.44
11/25/2025	Invoiced	116456	(5,315.40)	43161.04
12/11/2025	Invoiced	117030	(5,315.40)	37845.64
Vendor Number: 016689		**Vendor Name:** CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS		
Purchase Order: 26-1008-2025				
9/3/2025	Issued		11,488.87	11488.87
9/4/2025	Invoiced	511809	(11,488.87)	0.00
Vendor Number: 015593		**Vendor Name:** CANNON CORPORATION		
Purchase Order: 26-1011-2023				
10/13/2025	Issued		35,000.00	35000.00
10/15/2025	Changed		5,000.00	40000.00
Vendor Number: 016027		**Vendor Name:** YUNEX LLC		
Purchase Order: 26-1012-2023				
9/23/2025	Issued		62,454.05	62454.05
10/2/2025	Invoiced	90001843	(1,479.96)	60974.09
10/2/2025	Invoiced	5610005981	(672.90)	60301.19
10/2/2025	Invoiced	5610002246	(3,006.97)	57294.22
10/2/2025	Invoiced	5610002741	(3,836.24)	53457.98
10/2/2025	Invoiced	5610002742	(673.98)	52784.00
10/2/2025	Invoiced	5610002433	(524.35)	52259.65
10/2/2025	Invoiced	5610002432	(324.00)	51935.65
10/2/2025	Invoiced	5610006231	(324.00)	51611.65
10/2/2025	Invoiced	90005283	(1,740.70)	49870.95
10/2/2025	Invoiced	90005026	(1,690.00)	48180.95
10/30/2025	Invoiced	90005452	(1,740.70)	46440.25
11/13/2025	Invoiced	5610006537	(297.88)	46142.37
12/11/2025	Invoiced	5610006793	(1,236.91)	44905.46
12/23/2025	Invoiced	90005834	(1,740.70)	43164.76
Vendor Number: 013911		**Vendor Name:** MICHAEL K. NUNLEY & ASSOCIATES, INC.		
Purchase Order: 26-1028-2025				
12/22/2025	Issued		2,237,817.00	2237817.00
12/23/2025	Invoiced	2086 26-1028-2025	(8,874.75)	2228942.25

Date	Activity Type	Payable ID	Activity Amount	Balance
Vendor Number: 011524		**Vendor Name:** SOLID WASTE SOLUTIONS		
Purchase Order: 26-1037-2025				
9/12/2025	Issued		22,699.50	22699.50
10/2/2025	Invoiced	215	(3,606.75)	19092.75
10/16/2025	Invoiced	216	(2,475.00)	16617.75
11/25/2025	Invoiced	217	(2,437.75)	14180.00
12/11/2025	Invoiced	219	(572.00)	13608.00
Vendor Number: 016842		**Vendor Name:** POUW, JOHANNES M.		
Purchase Order: 26-1043-2025				
9/17/2025	Issued		46,080.00	46080.00
11/25/2025	Invoiced	240017	(7,520.00)	38560.00
12/23/2025	Invoiced	240019	(1,360.00)	37200.00
Vendor Number: 012696		**Vendor Name:** TORO ENTERPRISES, INC.		
Purchase Order: 26-1049-2025				
10/13/2025	Issued		873,679.00	873679.00
Vendor Number: 016863		**Vendor Name:** OAKRIDGE LANDSCAPE, INC.		
Purchase Order: 26-1052-2025				
10/16/2025	Issued		108,599.20	108599.20
12/23/2025	Invoiced	116651	(13,074.90)	95524.30
Vendor Number: 010689		**Vendor Name:** SANTA PAULA CHAMBER OF COMMERCE		
Purchase Order: 26-1059-2025				
12/8/2025	Issued		30,000.00	30000.00
12/23/2025	Invoiced	12/9/25	(20,000.00)	10000.00
Vendor Number: 016875		**Vendor Name:** TETRA TECH, INC.		
Purchase Order: 26-1060-2025				
11/25/2025	Issued		20,000.00	20000.00
Vendor Number: 014686		**Vendor Name:** HASA, INC.		
Purchase Order: 26-1061-2025				
12/10/2025	Issued		5,047.41	5047.41

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Beatriz Jimenez, Assistant Finance Director

Subject: DECEMBER 2025 WARRANTS AND CERTIFICATIONS

Date: January 21, 2026

Agenda Item: 10.A

RECOMMENDATION:

Staff recommends that the City Council:

1. Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for December 2025, starting check number 342767 and ending check number 343032.
2. Review and accept the "Certification of Salaries" for the pay period ending dates November 28th, 2025, through December 12th, 2025.

BACKGROUND:

This staff report certifies the separation of duties between the Preparer (Accounting and Payroll Specialist) and the Reviewer (Finance Director and Assistant Finance Director).

Presented in the attached documents:

a) CERTIFICATION OF ACCOUNTS PAYABLE CHECKS by check number range and dates. It also discloses any voided checks.

b) EXPENSE REPORTS showing the amount and funds accounts payable came from.

The "Check Report" depicts the following columns:

c) AP-ACCOUNTS PAYABLE for the vendors (non-City staff) by the vendor number, vendor name, payment date, payment amount and check number (entitled 'number').

d) PY-PAYROLL for benefit payments, insurance, retirement, etc. Benefits payable on behalf of City staff.

e) Bank Code Summary by payment type.

f) Fund Summary by fund the accounts payables utilized.

CERTIFICATION OF SALARIES

This is the certification (separation of duties between "preparer" and the "reviewer") of salaries and benefits (payroll checks) by fund. It lists salary (payroll) issued checks by beginning and ending check number, payroll ending dates November 28th, 2025, through December 12th, 2025.

ANALYSIS:

See the attachment to this staff report for expense breakdown by respective fund.

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

None.

OPTIONS:

As an alternative to staff's recommendation, the City Council may:
1. Decline to receive and file December 2025 Certifications of Accounts Payable Checks and Certifications of Salaries.

ATTACHMENTS:

December 2025 AP and PY Certifications.pdf

EXHIBIT A:
CERTIFICATION OF SALARIES

CERTIFICATION OF SALARIES

BEG. CHK #: **148999** **PAYROLL ENDING: 11/28/25**
ENDING CHK #: **149003** **PAY DATE: 12/05/25**

100	GENERAL FUND	433,632.58
104	GENERAL FUND-MEASURE T	114,459.67
108	GENERAL FUND-MEASURE R	13,470.91
206	STORMWATER PROGRAM	4,867.98
280	STATE GAS TAX FUND	28,495.58
405	AAA-AREA AGCY ON AG	1,868.20
610	SEWER ENTERPRISE FUND	14,982.95
620	WATER ENTERPRISE FUND	88,216.59
702	EQUIP. MAINT. FUND	16,410.39
	$	**716,404.85**

CERTIFICATION
ALLOWED BY THE CITY COUNCIL

CITY OF SANTA PAULA INCORPORATED APRIL 22, 1902 VENTURA COUNTY, CA

Julie Latshaw 1/12/26
JULIE LATSHAW - CITY CLERK DATED

PREPARED BY:

Maria Renteria 1/12/26
MARIA RENTERIA - PAYROLL SPECIALIST DATED

1/12/26
BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR DATED

Fund Summary

Fund	Units	Amount
100-GENERAL	7,048.15	433,632.58
104-GENERAL FUND-MEASURE T	1,983.55	114,459.67
108-GENERAL FUND - MEASURE R	416.00	13,470.91
206-STORMWATER PROGRAM	57.40	4,867.98
280-STATE GAS TAX	587.60	28,495.58
405-AAA (AREA AGCY ON AGING)	65.95	1,868.20
610-SEWER	261.25	14,982.95
620-WATER	1,622.45	88,216.59
702-EQUIPMENT MAINTENANCE	296.76	16,410.39
Grand Total:	**12,339.11**	**716,404.85**

CERTIFICATION OF SALARIES

BEG. CHK #: **149004** **PAYROLL ENDING: 12/12/25**
ENDING CHK #: **149016** **PAY DATE: 12/19/25**

100	GENERAL FUND	372,246.44
104	GENERAL FUND-MEASURE T	100,853.36
108	GENERAL FUND-MEASURE R	15,232.03
206	STORMWATER PROGRAM	3,752.90
280	STATE GAS TAX FUND	20,610.12
405	AAA-AREA AGCY ON AG	1,818.84
610	SEWER ENTERPRISE FUND	13,097.14
620	WATER ENTERPRISE FUND	75,315.22
702	EQUIP. MAINT. FUND	10,183.26
	$	**613,109.31**

CERTIFICATION
ALLOWED BY THE CITY COUNCIL

CITY OF SANTA PAULA INCORPORATED APRIL 22, 1902 VENTURA COUNTY, CA

Julie Latshaw 1/12/26
JULIE LATSHAW - CITY CLERK DATED

PREPARED BY:

Maria Renteria 1/12/26
MARIA RENTERIA - PAYROLL SPECIALIST DATED

1/12/26
BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR DATED

Fund Summary

Fund	Units	Amount
100-GENERAL	7,798.20	372,246.44
104-GENERAL FUND-MEASURE T	1,817.91	100,853.36
108-GENERAL FUND - MEASURE R	480.00	15,232.03
206-STORMWATER PROGRAM	66.15	3,752.90
280-STATE GAS TAX	538.74	20,610.12
405-AAA (AREA AGCY ON AGING)	86.40	1,818.84
610-SEWER	515.44	13,097.14
620-WATER	1,617.25	75,315.22
702-EQUIPMENT MAINTENANCE	172.00	10,183.26
Grand Total:	**13,092.09**	**613,109.31**

EXHIBIT B:

CERTIFICATION OF ACCOUNTS PAYABLES

CERTIFICATION OF ACCOUNTS PAYABLE CHECKS

CHECK NO.:	342767	THRU:	342767	DATED:	December 2, 2025
CHECK NO.:	342768	THRU:	342773	DATED:	December 4, 2025
CHECK NO.:	342774	THRU:	342779	DATED:	December 5, 2025
CHECK NO.:	342780	THRU:	342783	DATED:	December 10, 2025
CHECK NO.:	342784	THRU:	342904	DATED:	December 11, 2025
CHECK NO.:	342905	THRU:	342907	DATED:	December 17, 2026
CHECK NO.:	342908	THRU:	342913	DATED:	December 22, 2025
CHECK NO.:	342914	THRU:	343031	DATED:	December 23, 2025
CHECK NO.:	343032	THRU:	343032	DATED:	December 30, 2025
DRAFT:	992548	THRU:	992548	DATED:	December 3, 2025
DRAFT:	992549	THRU:	992549	DATED:	December 18, 2025
DRAFT:	992550	THRU:	992554	DATED:	December 10, 2025
DRAFT:	992555	THRU:	992555	DATED:	December 17, 2025
DRAFT:	992556	THRU:	992560	DATED:	December 24, 2025
DRAFT:	992561	THRU:	992561	DATED:	December 19, 2025
DRAFT:	992562	THRU:	992592	DATED:	December 31, 2025
VOIDED CHECK NO.:	341992	THRU:	341992	DATED:	December 2, 2025
VOIDED CHECK NO.:	341994	THRU:	341994	DATED:	December 17, 2025
VOIDED CHECK NO.:	342527	THRU:	342527	DATED:	December 10, 2025
VOIDED CHECK NO.:	342680	THRU:	342680	DATED:	December 5, 2025
VOIDED CHECK NO.:	342859	THRU:	342860	DATED:	December 11, 2025
VOIDED CHECK NO.:	342987	THRU:	342987	DATED:	December 23, 2025
VOIDED CHECK NO.:	342923	THRU:	342923	DATED:	December 29, 2025

COUNCIL MEETING DATE: January 21, 2026

AMOUNT OF CERTIFICATION: $ 3,166,181.81

DISTRIBUTION BY FUND

100	GENERAL FUND	$589,847.53
103	CABLE TELEVISION FUND	$1,350.00
104	GENERAL FUND MEASURE - MEASURE T	$408,134.21
108	GENERAL FUND MEASURE - MEASURE R	$33,763.90
115	RECREATION PROGRAM	$4,965.94
205	NPDES STORMWATER QUALITY	$10,321.00
206	STORMWATER PROGRAM	$4,232.11
207	UNION OIL BUILDING ENDOWMENT	$9,305.58
219	INCLUSIONARY HOUSING ORG	$600,000.00
280	STATE GAS TAX	$78,165.73
281	LOCAL TRANSPORTATION TAX/LTF/TDA	$13,547.50
282	LOCAL TRANSPORTATION-ART 3	$26,543.55
311	SLESF-COPS (AB1913)	$156.00
405	AAA (AREA AGENCY ON AGING	$6,493.20
412	AMERICAN RESCUE PLAN	$104,854.98
500	HILLSBOROUGH OPEN SPACE MAINT	$130.00
504	HARVEST CFD EA1	$3,637.90
505	PBID	$50,000.00
610	SEWER ENTERPRISE	$495,888.92
620	WATER ENTERPRISE	$354,343.68
702	EQUIPMENT MAINTENANCE FUND	$59,262.71
800	CASH DEPOSIT TRUST FUND	$304,815.24
803	HARDING PARK TRUST	$8,281.77
	TOTAL FUND DISTRIBUTION	$3,168,041.45

Variance of $1,859.64 due to voided checks.

PREPARED BY: Anairy Gonzalez
ANAIRY GONZALEZ
ACCOUNTING SPECIALIST

REVIEWED BY: _____
BEATRIZ JIMENEZ
ASSISTANT FINANCE DIRECTOR

ALLOWED BY CITY COUNCIL

DATE: January 12, 2026

EXCEPT: _____

CITY CLERK: _____
JULIE LATSHAW, CITY CLERK

CITY OF SANTA PAULA INCORPORATED APRIL 22, 1902 VENTURA COUNTY, CA

Fund Summary

Fund	Payment Amount
100 - GENERAL	589,847.53
103 - CABLE TELEVISION	1,350.00
104 - GENERAL FUND-MEASURE T	408,134.21
108 - GENERAL FUND - MEASURE R	33,763.90
115 - GENERAL RECREATION PRO	4,965.94
205 - NPDES STORMWATER QUALITY	10,321.00
206 - STORMWATER PROGRAM	4,232.11
207 - UNION OIL BULDING ENDOWMENT - OPERATING FU	9,305.58
219 - INCLUSIONARY HOUSING ORD	600,000.00
280 - STATE GAS TAX	78,165.73
281 - LOCAL TRANSPORTATION TDA	13,547.50
282 - LOCAL TRANS TDA ART 3	26,543.55
311 - SLESF- COPS (AB1913)	156.00
405 - AAA (AREA AGCY ON AGING)	6,493.20
412 - AMERICAN RESCUE PLAN	104,854.98
500 - HILLSBOROUGH OPEN SPACE	130.00
504 - HARVEST CFD EA1	3,637.90
505 - PROPERTY BUSINESS IMPROVEMENT DISTRICT	50,000.00
610 - SEWER	495,888.92
620 - WATER	354,343.68
702 - EQUIPMENT MAINTENANCE	59,262.71
800 - MISC DEPOSITS	304,815.24
803 - HARDING PARK TRUST	8,281.77
Grand Total:	**3,168,041.45**

City of Santa Paula, CA

Check Report

By Check Number

Date Range: 12/01/2025 - 12/31/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-ACCOUNTS PAYABLE						
015244	ACCURATE FIRST AID SERVICES	12/02/2025	Regular	0.00	-588.08	341992
015896	ALONSO TOOLS, LLC	12/17/2025	Regular	0.00	-76.42	341994
010385	ENVIRONMENTAL HEALTH DIVISION	12/10/2025	Regular	0.00	-719.14	342527
016897	GUTIERREZ, ALEXANDER	12/05/2025	Regular	0.00	-476.00	342680
016603	AMERICAN ALLIANCE DRUG TESTING	12/02/2025	Regular	0.00	1,440.00	342767
011464	BUSINESS CARD	12/04/2025	Regular	0.00	936.53	342768
011464	BUSINESS CARD	12/04/2025	Regular	0.00	1,231.28	342769
011464	BUSINESS CARD	12/04/2025	Regular	0.00	2,760.56	342770
011464	BUSINESS CARD	12/04/2025	Regular	0.00	598.95	342771
011464	BUSINESS CARD	12/04/2025	Regular	0.00	3,275.44	342772
011464	BUSINESS CARD	12/04/2025	Regular	0.00	465.48	342773
016921	FIRST AMERICAN TITLE	12/10/2025	Regular	0.00	600,000.00	342780
011464	BUSINESS CARD	12/10/2025	Regular	0.00	2,941.08	342781
014446	PALAZZIO EVENT CENTER	12/10/2025	Regular	0.00	4,982.92	342782
010711	SANTA PAULA TIMES	12/10/2025	Regular	0.00	3,314.88	342783
010019	A-1 TRUCK & EQUIPMENT INC	12/11/2025	Regular	0.00	8,325.82	342784
015244	ACCURATE FIRST AID SERVICES	12/11/2025	Regular	0.00	647.07	342785
010378	ALBERTSON'S/SAFEWAY	12/11/2025	Regular	0.00	511.08	342786
015448	ALL CITY MANAGEMENT SERVICES, INC.	12/11/2025	Regular	0.00	19,724.29	342787
015896	ALONSO TOOLS, LLC	12/11/2025	Regular	0.00	397.56	342788
016763	ALVAREZ, EDUARDO D	12/11/2025	Regular	0.00	871.13	342789
015498	AMAZON CAPITAL SERVICES	12/11/2025	Regular	0.00	2,372.49	342790
011738	AT&T CALNET 3	12/11/2025	Regular	0.00	512.95	342791
012677	AUTOZONE	12/11/2025	Regular	0.00	3,060.60	342792
016808	AZUL FOUNDATION	12/11/2025	Regular	0.00	667.80	342793
012620	BSN SPORTS, LLC	12/11/2025	Regular	0.00	3,469.29	342794
016092	BULLOCK, TARA	12/11/2025	Regular	0.00	1,755.00	342795
011341	CALIFORNIA JPIA	12/11/2025	Regular	0.00	5,464.00	342796
011487	CALIFORNIA SOCIETY OF MUNICIPAL FINANCE (	12/11/2025	Regular	0.00	370.00	342797
012679	CAL-STATE AUTO PARTS	12/11/2025	Regular	0.00	1,354.64	342798
016912	CASAS, GLORIA	12/11/2025	Regular	0.00	134.00	342799
016017	CASTELLON, FABIAN	12/11/2025	Regular	0.00	194.00	342800
016904	CAZAREZ, JESUS	12/11/2025	Regular	0.00	400.00	342801
015874	CHANDLER ASSET MANAGEMENT, INC.	12/11/2025	Regular	0.00	2,709.46	342802
015999	CHARTER COMMUNICATIONS HOLDING, LLC	12/11/2025	Regular	0.00	2,023.88	342803
016167	COASTAL PRINTING	12/11/2025	Regular	0.00	64.95	342804
011149	COSTCO WHOLESALE	12/11/2025	Regular	0.00	1,367.87	342805
011937	COUNTY OF VENTURA	12/11/2025	Regular	0.00	1,211.64	342806
010932	COUNTY OF VENTURA IT SERVICES	12/11/2025	Regular	0.00	1,309.25	342807
011164	CRANE PRINTING	12/11/2025	Regular	0.00	103.79	342808
011686	CROWN DODGE	12/11/2025	Regular	0.00	5.05	342809
014331	CULLIGAN WATER	12/11/2025	Regular	0.00	50.00	342810
012191	DATAPROSE, LLC	12/11/2025	Regular	0.00	17,801.61	342811
012948	DIAL SECURITY 2021	12/11/2025	Regular	0.00	44.40	342812
016683	DON JAVI'S TREE SERVICE IN	12/11/2025	Regular	0.00	7,320.00	342813
015976	DR MARIA CHURCH INTERNATIONAL LLC	12/11/2025	Regular	0.00	7,000.00	342814
016156	EFUEL LLC	12/11/2025	Regular	0.00	5,680.60	342815
010385	ENVIRONMENTAL HEALTH DIVISION	12/11/2025	Regular	0.00	729.14	342816
016126	ENVISION VTA FD AUTO LLC	12/11/2025	Regular	0.00	306.98	342817
016913	ESTRADA, JESSICA	12/11/2025	Regular	0.00	428.00	342818
010440	FGL ENVIRONMENTAL, INC	12/11/2025	Regular	0.00	548.00	342819
012437	FMP UNIFORM CO.	12/11/2025	Regular	0.00	1,113.60	342820
010432	FRANK'S PAINT & HARDWARE	12/11/2025	Regular	0.00	856.15	342821
010441	FRUIT GROWERS SUPPLY CO	12/11/2025	Regular	0.00	844.72	342822

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
010451	GARDEN MARKET	12/11/2025	Regular	0.00	611.83	342823
010797	GAS COMPANY, THE	12/11/2025	Regular	0.00	435.01	342824
016449	GAYTAN, CARLOS	12/11/2025	Regular	0.00	593.68	342825
015222	GOODSUITE	12/11/2025	Regular	0.00	32.78	342826
016906	GOVWELL TECHNOLOGIES INC.	12/11/2025	Regular	0.00	40,000.00	342827
016897	GUTIERREZ, ALEXANDER	12/11/2025	Regular	0.00	476.00	342828
016845	HERITAGE ELECTRIC	12/11/2025	Regular	0.00	1,600.00	342829
016910	HERNANDEZ, NOLLE	12/11/2025	Regular	0.00	200.00	342830
016127	HOMELAND LANGUAGE SERVICES LLC	12/11/2025	Regular	0.00	1,649.92	342831
010537	HOUSE SANITARY SUPPLY	12/11/2025	Regular	0.00	1,042.52	342832
016917	HUCKEBA, DUSTIN	12/11/2025	Regular	0.00	200.00	342833
016254	HUNT DESIGN ASSOCIATES, INC.	12/11/2025	Regular	0.00	1,470.00	342834
014988	INFRASCALE INC.	12/11/2025	Regular	0.00	1,619.58	342835
011546	INTEGRATED WASTE MANAGEMENT DIVISION	12/11/2025	Regular	0.00	848.50	342836
010582	INTERNATIONAL CODE COUNCIL, INC.	12/11/2025	Regular	0.00	460.49	342837
015967	J. ARTHUR GUTIERREZ	12/11/2025	Regular	0.00	4,161.55	342838
012989	JR'S HYDRAULICS	12/11/2025	Regular	0.00	668.02	342839
016919	JUE, JEFF	12/11/2025	Regular	0.00	200.00	342840
011796	LANDS' END BUSINESS OUTFITTERS	12/11/2025	Regular	0.00	1,950.83	342841
013544	LARRY WALKER ASSOCIATES, INC.	12/11/2025	Regular	0.00	4,965.50	342842
011807	LIVESCAN EXPRESS, INC.	12/11/2025	Regular	0.00	44.00	342843
010061	LOWE'S	12/11/2025	Regular	0.00	501.78	342844
016090	LUCY PET PRODUCTS, LLC	12/11/2025	Regular	0.00	313.90	342845
015633	M6 CONSULTING, INC.	12/11/2025	Regular	0.00	38,238.60	342846
016920	MAGANA, SOFIA	12/11/2025	Regular	0.00	200.00	342847
016905	MARFER INK LLC	12/11/2025	Regular	0.00	120.18	342848
015442	MARIPOSA LANDSCAPES, INC.	12/11/2025	Regular	0.00	5,315.40	342849
015989	MERCHANT MCINTYRE & ASSOCIATES, LLC	12/11/2025	Regular	0.00	5,000.00	342850
014436	MINER'S ACE HARDWARE	12/11/2025	Regular	0.00	638.32	342851
014714	MUNIQUIP, LLC.	12/11/2025	Regular	0.00	49,388.56	342852
016909	MUNOZ, BRENDA	12/11/2025	Regular	0.00	428.00	342853
015450	NORTHERN DIGITAL, INC.	12/11/2025	Regular	0.00	4,797.50	342854
015436	NUTRIEN AG SOLUTIONS, INC.	12/11/2025	Regular	0.00	823.83	342855
016831	OLVERA, MICHAEL	12/11/2025	Regular	0.00	174.60	342856
010246	ON DUTY UNIFORMS & EQUIPMENT	12/11/2025	Regular	0.00	103.43	342857
012691	O'REILLY AUTOMOTIVE STORES, INC.	12/11/2025	Regular	0.00	9,474.24	342858
	Void	12/11/2025	Regular	0.00	0.00	342859
	Void	12/11/2025	Regular	0.00	0.00	342860
014663	PHOENIX CIVIL ENGINEERING, INC.	12/11/2025	Regular	0.00	13,011.25	342861
013739	QUADIENT FINANCE USA, INC.	12/11/2025	Regular	0.00	2,000.00	342862
016918	RAMIREZ, JASLYNE	12/11/2025	Regular	0.00	200.00	342863
016822	RODRIGUEZ, IVAN	12/11/2025	Regular	0.00	200.00	342864
016305	RUGERIO, JOSE LUIS PEREZ	12/11/2025	Regular	0.00	313.00	342865
011203	SAN LUIS BUTANE DISTRIBUTORS, A CORP.	12/11/2025	Regular	0.00	38.42	342866
016922	SANTA PAULA ARTE & CULTURA COLLECTIVE	12/11/2025	Regular	0.00	10,000.00	342867
011263	SANTA PAULA SELF STORAGE	12/11/2025	Regular	0.00	821.00	342868
013467	SATICOY UPHOLSTERY - ZUNIGA, RUTILIO	12/11/2025	Regular	0.00	1,971.90	342869
016915	SAUCEDO, GUADALUPE	12/11/2025	Regular	0.00	200.00	342870
015360	SCHAEFFER'S MFG. CO.	12/11/2025	Regular	0.00	2,111.01	342871
016000	SCHMIDT, KENNETH L.	12/11/2025	Regular	0.00	128.80	342872
010785	SMART & FINAL	12/11/2025	Regular	0.00	635.16	342873
011524	SOLID WASTE SOLUTIONS	12/11/2025	Regular	0.00	572.00	342874
010795	SOUTHERN CALIFORNIA EDISON	12/11/2025	Regular	0.00	19,693.36	342875
016094	SOUTHERN CALIFORNIA PERMANENTE MEDICA	12/11/2025	Regular	0.00	765.00	342876
015809	STANDARD SITE RENTALS INC.	12/11/2025	Regular	0.00	913.97	342877
011144	STAPLES, INC.	12/11/2025	Regular	0.00	441.52	342878
010828	SWRCB ACCOUNTING OFFICE	12/11/2025	Regular	0.00	62,360.00	342879
015728	THE COUNSELING TEAM INTERNATIONAL	12/11/2025	Regular	0.00	350.00	342880
016907	TORRES, ERIC	12/11/2025	Regular	0.00	400.00	342881
012070	TRAFFIC TECHNOLOGIES	12/11/2025	Regular	0.00	2,749.93	342882
016839	TRI-COUNTY LAUNDRY INC	12/11/2025	Regular	0.00	71.75	342883

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
010891	UNITED RENTALS (NORTHAMERICA), INC.	12/11/2025	Regular	0.00	15.08	342884
013736	V.C.T.C.	12/11/2025	Regular	0.00	645.00	342885
016911	VALENCIA, JOSE	12/11/2025	Regular	0.00	428.00	342886
015117	VANECEK, GEORGE	12/11/2025	Regular	0.00	1,560.00	342887
014162	VCHA CLINICS	12/11/2025	Regular	0.00	1,500.00	342888
015186	VENTURA COUNTY AUTO SUPPLY, INC.	12/11/2025	Regular	0.00	108.28	342889
015375	VENTURA LOCKSMITHS	12/11/2025	Regular	0.00	9,007.08	342890
011539	VERIZON WIRELESS	12/11/2025	Regular	0.00	4,141.77	342891
016916	VILLASENOR, CASSANDRA	12/11/2025	Regular	0.00	200.00	342892
016914	VIRTO, FANNY	12/11/2025	Regular	0.00	428.00	342893
013550	WHITE CAP, L.P.	12/11/2025	Regular	0.00	391.76	342894
015847	WHITE RABBIT MAGIC LLC	12/11/2025	Regular	0.00	1,350.00	342895
016692	WRIGHT, NICOLE	12/11/2025	Regular	0.00	29,820.00	342896
016027	YUNEX LLC	12/11/2025	Regular	0.00	1,236.91	342897
016465	ZUMA CONSTRUCTION GROUP, INC.	12/11/2025	Regular	0.00	40,292.55	342898
011464	BUSINESS CARD	12/17/2025	Regular	0.00	3,496.01	342905
011464	BUSINESS CARD	12/17/2025	Regular	0.00	407.60	342906
011464	BUSINESS CARD	12/17/2025	Regular	0.00	5,559.09	342907
010019	A-1 TRUCK & EQUIPMENT INC	12/23/2025	Regular	0.00	3,906.38	342914
015244	ACCURATE FIRST AID SERVICES	12/23/2025	Regular	0.00	364.50	342915
014854	AERZEN USA CORPORATION	12/23/2025	Regular	0.00	3,550.00	342916
010378	ALBERTSON'S/SAFEWAY	12/23/2025	Regular	0.00	417.02	342917
015448	ALL CITY MANAGEMENT SERVICES, INC.	12/23/2025	Regular	0.00	5,828.50	342918
015498	AMAZON CAPITAL SERVICES	12/23/2025	Regular	0.00	2,057.28	342919
016603	AMERICAN ALLIANCE DRUG TESTING	12/23/2025	Regular	0.00	85.00	342920
010710	AMERICAN LEGAL PUBLISHING CORP	12/23/2025	Regular	0.00	550.00	342921
015175	ANDERSON REFRIGERATION, INC.	12/23/2025	Regular	0.00	302.13	342922
015044	ARACO ENTERPRISES LLC DBA ATHENS ENVIRO	12/23/2025	Regular	0.00	456.03	342923
015044	ARACO ENTERPRISES LLC DBA ATHENS ENVIRO	12/29/2025	Regular	0.00	-456.03	342923
011297	ASSOCIATION OF WATER AGENCIES OF VENTUI	12/23/2025	Regular	0.00	700.00	342924
011354	AT&T MOBILITY	12/23/2025	Regular	0.00	2,271.40	342925
016812	AT&T MOBILITY, LLC	12/23/2025	Regular	0.00	40.50	342926
012677	AUTOZONE	12/23/2025	Regular	0.00	864.93	342927
016808	AZUL FOUNDATION	12/23/2025	Regular	0.00	3,062.60	342928
015318	BADGER METER	12/23/2025	Regular	0.00	3,698.21	342929
012566	BATTERIES PLUS - VENTURA	12/23/2025	Regular	0.00	352.76	342930
014680	BEST BEST & KRIEGER LLP	12/23/2025	Regular	0.00	86,365.53	342931
016281	BETTER IMPACT USA INC.	12/23/2025	Regular	0.00	1,875.00	342932
011102	BOOT BARN INC.	12/23/2025	Regular	0.00	249.17	342933
014870	BOYD & ASSOCIATES	12/23/2025	Regular	0.00	298.50	342934
012620	BSN SPORTS, LLC	12/23/2025	Regular	0.00	1,780.00	342935
015398	BUNNIN CHEVROLET OF SANTA PAULA	12/23/2025	Regular	0.00	4,060.83	342936
012679	CAL-STATE AUTO PARTS	12/23/2025	Regular	0.00	1,387.77	342937
016444	CENDEJAS, ERIC	12/23/2025	Regular	0.00	410.00	342938
016266	CENTRAL COAST ENGINEERING	12/23/2025	Regular	0.00	1,124.00	342939
015999	CHARTER COMMUNICATIONS HOLDING, LLC	12/23/2025	Regular	0.00	442.00	342940
016140	CHAVEZ, PEDRO	12/23/2025	Regular	0.00	110.91	342941
010418	CORELOGIC SOLUTIONS, LLC	12/23/2025	Regular	0.00	140.00	342942
011149	COSTCO WHOLESALE	12/23/2025	Regular	0.00	268.78	342943
011937	COUNTY OF VENTURA	12/23/2025	Regular	0.00	1,663.12	342944
011161	CRAGOE PEST SERVICES INC	12/23/2025	Regular	0.00	1,145.00	342945
014331	CULLIGAN WATER	12/23/2025	Regular	0.00	375.67	342946
016782	D+S AUTOWORKS (ONE WAY AUTO EXPERTS LL	12/23/2025	Regular	0.00	1,200.00	342947
016924	DELONG, RICHARD	12/23/2025	Regular	0.00	242.00	342948
011210	DEPARTMENT OF JUSTICE	12/23/2025	Regular	0.00	32.00	342949
013724	DIRECT TV	12/23/2025	Regular	0.00	119.99	342950
016322	DOCUSIGN, INC	12/23/2025	Regular	0.00	2,760.00	342951
016683	DON JAVI'S TREE SERVICE IN	12/23/2025	Regular	0.00	32,250.00	342952
016156	EFUEL LLC	12/23/2025	Regular	0.00	5,929.75	342953
010385	ENVIRONMENTAL HEALTH DIVISION	12/23/2025	Regular	0.00	508.20	342954
016126	ENVISION VTA FD AUTO LLC	12/23/2025	Regular	0.00	2,782.37	342955

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
010187	F M PEARCE Company	12/23/2025	Regular	0.00	830.45	342956
010395	FAMCON PIPE & SUPPLY, INC.	12/23/2025	Regular	0.00	49,423.28	342957
010847	FARMERS IRRIGATION	12/23/2025	Regular	0.00	7,146.28	342958
014348	FERRIS, SABRINA ZAN	12/23/2025	Regular	0.00	154.72	342959
010440	FGL ENVIRONMENTAL, INC	12/23/2025	Regular	0.00	2,198.00	342960
015835	FLORES, ELIXEO	12/23/2025	Regular	0.00	29.26	342961
010432	FRANK'S PAINT & HARDWARE	12/23/2025	Regular	0.00	944.51	342962
014061	FRONTIER COMMUNICATIONS	12/23/2025	Regular	0.00	3,288.36	342963
010441	FRUIT GROWERS SUPPLY CO	12/23/2025	Regular	0.00	506.65	342964
016925	GAETA, ARIANNA LETTICIA	12/23/2025	Regular	0.00	357.00	342965
010797	GAS COMPANY, THE	12/23/2025	Regular	0.00	1,934.65	342966
016449	GAYTAN, CARLOS	12/23/2025	Regular	0.00	957.92	342967
015222	GOODSUITE	12/23/2025	Regular	0.00	1,835.10	342968
012800	GRANITE CONSTRUCTION COMPANY	12/23/2025	Regular	0.00	1,315.86	342969
015916	HAPA VETERINARY GROUP, INC.	12/23/2025	Regular	0.00	648.22	342970
016845	HERITAGE ELECTRIC	12/23/2025	Regular	0.00	500.00	342971
010537	HOUSE SANITARY SUPPLY	12/23/2025	Regular	0.00	487.37	342972
011546	INTEGRATED WASTE MANAGEMENT DIVISION	12/23/2025	Regular	0.00	1,480.28	342973
010582	INTERNATIONAL CODE COUNCIL, INC.	12/23/2025	Regular	0.00	63.91	342974
010595	J & H ENGINEERING GENERAL CONTRACTOR, IN	12/23/2025	Regular	0.00	301,994.55	342975
010629	KIMBALL MIDWEST	12/23/2025	Regular	0.00	345.61	342976
014388	LANE, NICK	12/23/2025	Regular	0.00	572.62	342977
016154	LARA, JOSE MANUEL MENDEZ	12/23/2025	Regular	0.00	500.00	342978
015971	LEXISNEXIS COPLOGIC SOLUTIONS, INC	12/23/2025	Regular	0.00	1,977.60	342979
010061	LOWE'S	12/23/2025	Regular	0.00	1,647.96	342980
015945	LUNA, LORENZO	12/23/2025	Regular	0.00	624.98	342981
015633	M6 CONSULTING, INC.	12/23/2025	Regular	0.00	14,410.10	342982
016927	MAERLY LLC	12/23/2025	Regular	0.00	9,185.00	342983
015989	MERCHANT MCINTYRE & ASSOCIATES, LLC	12/23/2025	Regular	0.00	5,000.00	342984
013911	MICHAEL K. NUNLEY & ASSOCIATES, INC.	12/23/2025	Regular	0.00	121,030.89	342985
014436	MINER'S ACE HARDWARE	12/23/2025	Regular	0.00	1,501.32	342986
	Void	12/23/2025	Regular	0.00	0.00	342987
012895	MNS ENGINEERS, INC.	12/23/2025	Regular	0.00	31,108.50	342988
011981	NBS	12/23/2025	Regular	0.00	3,500.00	342989
015450	NORTHERN DIGITAL, INC.	12/23/2025	Regular	0.00	320.00	342990
015436	NUTRIEN AG SOLUTIONS, INC.	12/23/2025	Regular	0.00	900.75	342991
016863	OAKRIDGE LANDSCAPE, INC.	12/23/2025	Regular	0.00	15,664.90	342992
010241	OILFIELD ELECTRIC & MOTOR	12/23/2025	Regular	0.00	1,345.00	342993
012691	O'REILLY AUTOMOTIVE STORES, INC.	12/23/2025	Regular	0.00	3,853.39	342994
015443	PASSPORT LABS, INC.	12/23/2025	Regular	0.00	1,071.71	342995
014663	PHOENIX CIVIL ENGINEERING, INC.	12/23/2025	Regular	0.00	21,480.00	342996
014320	POLYDYNE, INC.	12/23/2025	Regular	0.00	25,747.65	342997
016842	POUW, JOHANNES M.	12/23/2025	Regular	0.00	1,360.00	342998
010289	PROUSYS, INC	12/23/2025	Regular	0.00	13,500.00	342999
016509	QUALITY FENCE CO., INC.	12/23/2025	Regular	0.00	56,933.74	343000
014934	RAMIREZ, JOSHUA	12/23/2025	Regular	0.00	312.00	343001
016771	RAMIREZ, PORFIRIO G.	12/23/2025	Regular	0.00	260.00	343002
010520	RP RENTALS	12/23/2025	Regular	0.00	1,474.02	343003
010685	SANTA PAULA BASIN PUMPER ASSOC	12/23/2025	Regular	0.00	5,716.00	343004
010689	SANTA PAULA CHAMBER OF COMMERCE	12/23/2025	Regular	0.00	70,000.00	343005
011263	SANTA PAULA SELF STORAGE	12/23/2025	Regular	0.00	1,565.00	343006
013467	SATICOY UPHOLSTERY - ZUNIGA, RUTILIO	12/23/2025	Regular	0.00	1,971.90	343007
014880	SE&J FABRICATIONS, INC.	12/23/2025	Regular	0.00	270.00	343008
010785	SMART & FINAL	12/23/2025	Regular	0.00	51.16	343009
010790	SOAP MAN	12/23/2025	Regular	0.00	473.93	343010
010795	SOUTHERN CALIFORNIA EDISON	12/23/2025	Regular	0.00	135,526.57	343011
016078	SP PLUMBING & HEATING L.L.C.	12/23/2025	Regular	0.00	3,174.80	343012
011144	STAPLES, INC.	12/23/2025	Regular	0.00	1,414.16	343013
013828	STEAM CLEANERS INC.	12/23/2025	Regular	0.00	2,573.07	343014
010828	SWRCB ACCOUNTING OFFICE	12/23/2025	Regular	0.00	881.00	343015
015001	SYNAGRO-WWT, INC.	12/23/2025	Regular	0.00	21,652.56	343016

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
012696	TORO ENTERPRISES, INC.	12/23/2025	Regular	0.00	59,964.98	343017
012070	TRAFFIC TECHNOLOGIES	12/23/2025	Regular	0.00	707.39	343018
016839	TRI-COUNTY LAUNDRY INC	12/23/2025	Regular	0.00	15.50	343019
011891	ULINE SHIPPING SUPPLIES	12/23/2025	Regular	0.00	1,842.77	343020
010891	UNITED RENTALS (NORTHAMERICA), INC.	12/23/2025	Regular	0.00	105.46	343021
010883	U-RENT INC	12/23/2025	Regular	0.00	204.81	343022
010903	USA BLUE BOOK	12/23/2025	Regular	0.00	534.80	343023
016638	VARIABLE SPEED SOLUTIONS	12/23/2025	Regular	0.00	815.00	343024
010920	VENTURA COUNTY AIR POLLUTION CONTROL D	12/23/2025	Regular	0.00	912.76	343025
015186	VENTURA COUNTY AUTO SUPPLY, INC.	12/23/2025	Regular	0.00	56.94	343026
010975	VENTURA REGIONAL SANITATION DISTRICT	12/23/2025	Regular	0.00	167,013.06	343027
010952	VENTURA TROPHY COMPANY	12/23/2025	Regular	0.00	4,884.31	343028
013539	WAGE WORKS, INC.	12/23/2025	Regular	0.00	234.00	343029
013843	YOUNG, DUNCAN JAMES	12/23/2025	Regular	0.00	980.21	343030
016027	YUNEX LLC	12/23/2025	Regular	0.00	1,740.70	343031
014680	BEST BEST & KRIEGER LLP	12/30/2025	Regular	0.00	167,992.65	343032
015506	PAYMENTUS GROUP, INC.	12/19/2025	Bank Draft	0.00	12,995.50	992561

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	682	245	0.00	2,664,009.11
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	-2,315.67
Bank Drafts	1	1	0.00	12,995.50
EFT's	0	0	0.00	0.00
	683	**254**	**0.00**	**2,674,688.94**

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PY-PAYROLL						
011688	CALIFORNIA STATE DISBURSEMENT UNIT	12/05/2025	Regular	0.00	982.60	342774
010553	ICMA RETIREMENT TRUST-457	12/05/2025	Regular	0.00	14,930.35	342775
010554	ICMA RETIREMENT TRUST-457 (PT)	12/05/2025	Regular	0.00	862.85	342776
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	12/05/2025	Regular	0.00	1,020.00	342777
010291	SEIU LOCAL 721	12/05/2025	Regular	0.00	660.10	342778
010898	UNITED WAY OF VENTURA COUNTY	12/05/2025	Regular	0.00	10.00	342779
011103	COLONIAL LIFE & ACCIDENT	12/11/2025	Regular	0.00	2,823.82	342899
016111	FIDELITY SECURITY LIFE INSURANCE COMPANY	12/11/2025	Regular	0.00	801.40	342900
010371	METLIFE SBC	12/11/2025	Regular	0.00	375.39	342901
014422	RELIANCE STANDARD LIFE INSURANCE	12/11/2025	Regular	0.00	5,013.72	342902
010331	RELIANCE STANDARD LIFE INSURANCE	12/11/2025	Regular	0.00	612.33	342903
010331	RELIANCE STANDARD LIFE INSURANCE	12/11/2025	Regular	0.00	5,931.48	342904
011688	CALIFORNIA STATE DISBURSEMENT UNIT	12/22/2025	Regular	0.00	982.60	342908
010553	ICMA RETIREMENT TRUST-457	12/22/2025	Regular	0.00	15,171.50	342909
010554	ICMA RETIREMENT TRUST-457 (PT)	12/22/2025	Regular	0.00	1,075.98	342910
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	12/22/2025	Regular	0.00	1,020.00	342911
010291	SEIU LOCAL 721	12/22/2025	Regular	0.00	693.35	342912
010898	UNITED WAY OF VENTURA COUNTY	12/22/2025	Regular	0.00	10.00	342913
013539	WAGE WORKS, INC.	12/03/2025	Bank Draft	0.00	1,342.88	992548
010420	INTERNAL REVENUE SERVICE	12/10/2025	Bank Draft	0.00	-75,850.12	992549
010420	INTERNAL REVENUE SERVICE	12/18/2025	Bank Draft	0.00	75,850.12	992549
010420	INTERNAL REVENUE SERVICE	12/10/2025	Bank Draft	0.00	75,850.12	992549
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	12/10/2025	Bank Draft	0.00	26,102.61	992550
014872	STATE OF CALIFORNIA EDD - SDI	12/10/2025	Bank Draft	0.00	2,221.71	992551
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	12/10/2025	Bank Draft	0.00	78,466.86	992552
013539	WAGE WORKS, INC.	12/10/2025	Bank Draft	0.00	424.11	992553
011024	CALIFORNIA PUBLIC EMPLOYEE RETIREMENT S'	12/10/2025	Bank Draft	0.00	89,060.78	992554
013539	WAGE WORKS, INC.	12/17/2025	Bank Draft	0.00	1,543.48	992555
010420	INTERNAL REVENUE SERVICE	12/24/2025	Bank Draft	0.00	61,710.76	992556
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	12/24/2025	Bank Draft	0.00	20,124.85	992557
014872	STATE OF CALIFORNIA EDD - SDI	12/24/2025	Bank Draft	0.00	1,899.65	992558
013539	WAGE WORKS, INC.	12/24/2025	Bank Draft	0.00	911.64	992559
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	12/24/2025	Bank Draft	0.00	78,165.80	992560
013539	WAGE WORKS, INC.	12/31/2025	Bank Draft	0.00	690.15	992562

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	144	18	0.00	52,977.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	170	16	0.00	438,515.40
EFT's	0	0	0.00	0.00
	314	**34**	**0.00**	**491,492.87**

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	826	263	0.00	2,716,986.58
Manual Checks	0	0	0.00	0.00
Voided Checks	0	8	0.00	-2,315.67
Bank Drafts	171	17	0.00	451,510.90
EFT's	0	0	0.00	0.00
	997	**288**	**0.00**	**3,166,181.81**

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	12/2025	3,166,181.81
			3,166,181.81

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dale Goodman, Public Works Director

Subject: AWARD CONTRACT FOR THE PROVISION OF LIGHTING EQUIPMENT FOR THE 8TH STREET SOLAR STREET LIGHTING PROJECT

Date: January 21, 2026

Agenda Item: 10.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Award a contract to Great Basin Lighting (GBL) Infrastructure Solutions pursuant to SPMC section 41.09(E) for the provision of the complete lighting package specified in their bid and in accordance with the requirements included in the bid package release by the City on November 18, 2025.

2. Authorize the City Manager or his designee to approve payment of the contract, not to exceed $129,689.70 (including 5% contingency for possible fluctuation in shipping costs). A payment of 50% must be made prior to shipment, and the balance within 30 days after shipment.

BACKGROUND:

On June 4, 2025, staff presented Council with the solar-powered option for lighting the City's streets. Two designs were looked at, along with lighting specifications and details for each. The plan to do a pilot project on 8th Street, between Harvard and Main was also presented and discussed.
At the direction of Council, staff moved forward with the preparation of the bid package, and on November 5, 2025, the package was released.
Staff was also able to secure $150,000 from Measure T, which Council approved to fund the project.
On December 15, 2025, the bidding period ended, and three bids were opened.

ANALYSIS:

Analysis of the 3 bids was as follows:
1 - Core & Main - submitted the highest bid, at $470,588.80, and met only one of the three minimum requirements.
2 - Fonroche Lighting America - submitted the lowest bid, at $57,684.00, but did not meet any of the minimum requirements.
3 - GBL Infrastructure Solutions - submitted a bid within the Engineer's estimated cost range,

and which also met all minimum requirements.
Staff recommends award of contract to Great Basin Lighting (GBL) Infrastructure Solutions pursuant to SPMC section 41.09(E) for the provision of the complete lighting package specified in their bid and in accordance with the requirements included in the bid documents release by the City on November 18, 2025.

STRATEGIC PLAN:

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

A: Infrastructure, Transportation & Mobility

Goal: 2 - Green Initiatives - Explore funding opportunities and partnerships to implement Energy Efficiency projects, solar, and electric vehicle (EV) technologies.

Task: 1 - Complete solar street lighting project on 8th St (Phase I).

FISCAL IMPACTS:

The following chart includes a breakdown of the expense type and funding source of the materials:

Project	Account	Amount
8th St Solar Lighting Equipment Purchase	104-5-9402-660	106,800.00
sales tax	104-5-9402-660	9,879.00
shipping estimate	104-5-9402-660	6,835.00
5% contingency	104-5-9402-660	6,175.70
total	104-5-9402-660	129,689.70

OPTIONS:

Council may choose to cancel the proposed project, and direct staff to consider other options.

ATTACHMENTS:

8th St Solar Lighting RFB_final 111825.pdf
GBL Infrastructure Solutions SP 8th St Solar Lighting Pilot Project Equipment Bid Submittal 121525.pdf
8th St Solar Lighting Bid Analysis 121525 with signatures.pdf

CITY OF SANTA PAULA

REQUEST FOR BIDS
TO PROVIDE SOLAR-POWERED STREET LIGHTING POLES AND FIXTURES NECESSARY TO PROPERLY LIGHT SOUTH 8TH ST. BETWEEN MAIN ST. AND HARVARD BLVD.

BIDS ARE DUE: Not later than 3:00 P.M. December 11, 2025, at the City Clerk's office at 970 E. Ventura Street, Santa Paula, CA 93060.

The City of Santa Paula (City) is requesting quotes from qualified companies to provide all solar-powered street lighting equipment necessary to properly light 8th St., from Main St. to Harvard Blvd. The Request for Quotes (RFB) is enclosed. The RFB provides an introduction, schedule, City background, deliverables, and evaluation criteria among other information.

Bidding Instructions are addressed in the Attachment to the RFB.

City of Santa Paula

REQUEST FOR BIDS

TO PROVIDE SOLAR-POWERED STREET LIGHTING POLES AND FIXTURES NECESSARY TO PROPERLY LIGHT SOUTH 8TH ST. BETWEEN MAIN ST. AND HARVARD BLVD. QUOTE MUST INCLUDE A LIGHTING DIAGRAM FOR THE 1260' x 45' ROAD SEGMENT TO DEMONSTRATES PLACEMENT OF FIXTURES AND COVERAGE. PACKAGE MUST INCLUDE EVERYTHING NECESSARY FOR CITY PERSONNEL, OR A THIRD PARTY, TO PERFORM PROPER INSTALATION AND STARTUP OF THE SYSTEM.

Notice Inviting Sealed Bids

The City of Santa Paula is accepting sealed bids in the City Clerk's office, 970 Ventura St., Santa Paula, California 93060, until 3:00 P.M. on:

December 11, 2025

At which time they shall be publicly opened. Bids shall not be accepted after that time.

The bids are for a solar street lighting package, including poles, fully integrated solar panels, batteries, light fixtures, controllers, anchor bolts, footing details and construction, anchor-bolt installation template, and anything else necessary for the proper construction of the contemplated improvement, as indicated on the project plans, in the City of Santa Paula. Copies of the Contract Documents may be obtained by prospective bidders from the Public Works Department for a non-refundable fee of $50.00 (for mail, please provide FedEx Account Number) at:

CITY OF SANTA PAULA
PUBLIC WORKS DEPARTMENT
866 E. MAIN STREET
SANTA PAULA, CA 93060
(805) 933-4212

The terms and conditions for bidding on the project are described below.

Bid Instructions

All questions relating to interpretation of the Contract Documents must be submitted in writing at least seven (7) calendar days before the bid deadline and responses shall be in the form of written addenda to the Contract Documents. Questions may be sent via electronic mail, facsimile, or mail to the attention of Dale Goodman, Public Works Department, at P.O. Box 569, Santa Paula, CA 93061, or FAX (805) 933-8794, or dgoodman@spcity.org. Questions submitted after this time shall not be responded.

All bids must include three (3) copies, and be submitted in a sealed package or envelope listing the following information on the outside: 'RFB Title: 8th St. Solar Powered Street Lighting Project'.

Introduction

The City of Santa Paula has a very old street light system throughout most of the City. Some areas, including the area to be addressed in this pilot program, have no functional street lighting at all. The City is interested in the use of solar-powered lighting equipment to shorten the installation period, reduce costs, and reduce the City's carbon footprint. A good deal of time has gone into researching the pros and cons of the various solar lighting options, and the City Council has requested design options that have solar panels fully integrated in wrap-around style with the pole, rather than those with panels that are separately located above or adjacent to the light fixture.

Lighting Diagram

Bidders must provide a lighting diagram and calculations demonstrating adequate coverage of the 1260' x 45' street/sidewalk area.

Specifications

- Pole 13'x5"dia. Aluminum
- Fixture Acorn w/ Hat
- Base 24" Vintage
- Solar Array Minimum 300W
- Lighting Minimum 40W LED @ 150 lumens per watt
- Battery Minimum 24V – 70AH Lithium Ion 1.8KWH (12+ year life)
- Controller Smart MPPT Solar Charge Controller/Regulator
- Lighting Controls Bluetooth Monitoring

Contract Time

Contract time for delivery of the entire lighting package is 90 calendar days after award of contract.

Project Schedule

The installation project is expected to be completed during the Spring of 2026.

Deliverables

The deliverables shall consist of:

All poles, bases, solar panels, batteries, light fixtures, controllers, anchor bolts, footing diagram, anchor-bolt spacing template, and anything else necessary for the proper installation and successful startup of the street lighting system, in this pilot project area.

Delivery will be to the City's Corporate Yard, located at:

City of Santa Paula
Public Works Department
903 Corporation St.
Santa Paula, CA 93060

Engineer's Opinion of Probable Cost

The Engineer's estimated cost range for this project is $100,000-$125,000.

City Background

The City is located 65 miles northwest of Los Angeles and 14 miles east of Ventura and the coastline of the Pacific Ocean. The City is the geographical center of Ventura County, situated in the rich agricultural Santa Clara River Valley. The City is surrounded by rolling hills and rugged mountain peaks in addition to orange, lemon and avocado groves. In fact, the City is referred to as the "Citrus Capital of the World."

The City was incorporated on April 22, 1902, as a general law city. The City Council is made up of five members, elected at-large, serving four-year terms. The Mayor is selected for a one-year term from among the members of the City Council. The City operates under a council-manager form of government. The City Council appoints the City Manager and City Attorney. The City Clerk and City Treasurer are elected and serve four-year terms.

The City covers an area of 5.4 square miles and has a population of 30,556, as of January 1, 2014, based on estimates from the State of California. The square miles will change slightly with the recent annexation of property to the East of Santa Paula. The City delivers municipal services through six departments- Administration (City Council, City Manager, City Attorney, City Clerk, Personnel, Risk Management, Information Technology, Mobile Home Rent Review and California Oil Museum), Community Services (Community Center, Recreation, Parks, Senior Services, Cable Television, Buildings and Grounds Maintenance), Finance (City Treasurer, Utility Billing and Payments, Accounting and Payroll), Fire (Fire Emergency Services and Building-Code Enforcement), Police, Public Works (Streets, Water, Wastewater, Solid Waste, Transit and Engineering). Wastewater, Transit and Solid Waste services are provided under contract. Library services in Santa Paula are provided by the Blanchard/Santa Paula Library District.

Date: Dec 5, 2025 Quote: GBL-SP25-7266-3

Quote

GBL Infrastructure Solutions, Inc.
P.O. Box 1360
Brentwood CA 94513
Phone: (925) 240-1566

From: Bonnie West
Quoter Ph:
Email: bonnie.west@gblsolutionsinc.com

Project **SANTA PAULA SOLAR PILOT**
Location SANTA PAULA CA
Quote GBL-SP25-7266-3

To:
ESTIMATING

For
Bid Date Dec 11, 2025
Expires Jan 11, 2026

QTY	Type	MFG	Part	Price	UQ	ExtPrice
14		GBL	CLEARWORLD 320W RETROFLEX SOLAR LED OFF-GRID SYSTEM (MODEL #RS3202475-OG) 50W TYPE 4 4000K ACORN W/ HAT LED LIGHT FIXTURE -			
14		GBL	13.5' (5" OD) ROUND STRAIGHT ANCHOR BASE POLE - ADAPTER / TENON - 24" VINTAGE DECORATIVE BASE - INSTALL KIT - ANCHOR BOLTS, NUTS AND WASHERS			
1		GBL	TOTAL	$106,800.00		$106,800.00
1		GBL	TAX (9.25%)	$9,879.00		$9,879.00
			Total:			**$116,679.00**

Notes:
GBL #7266

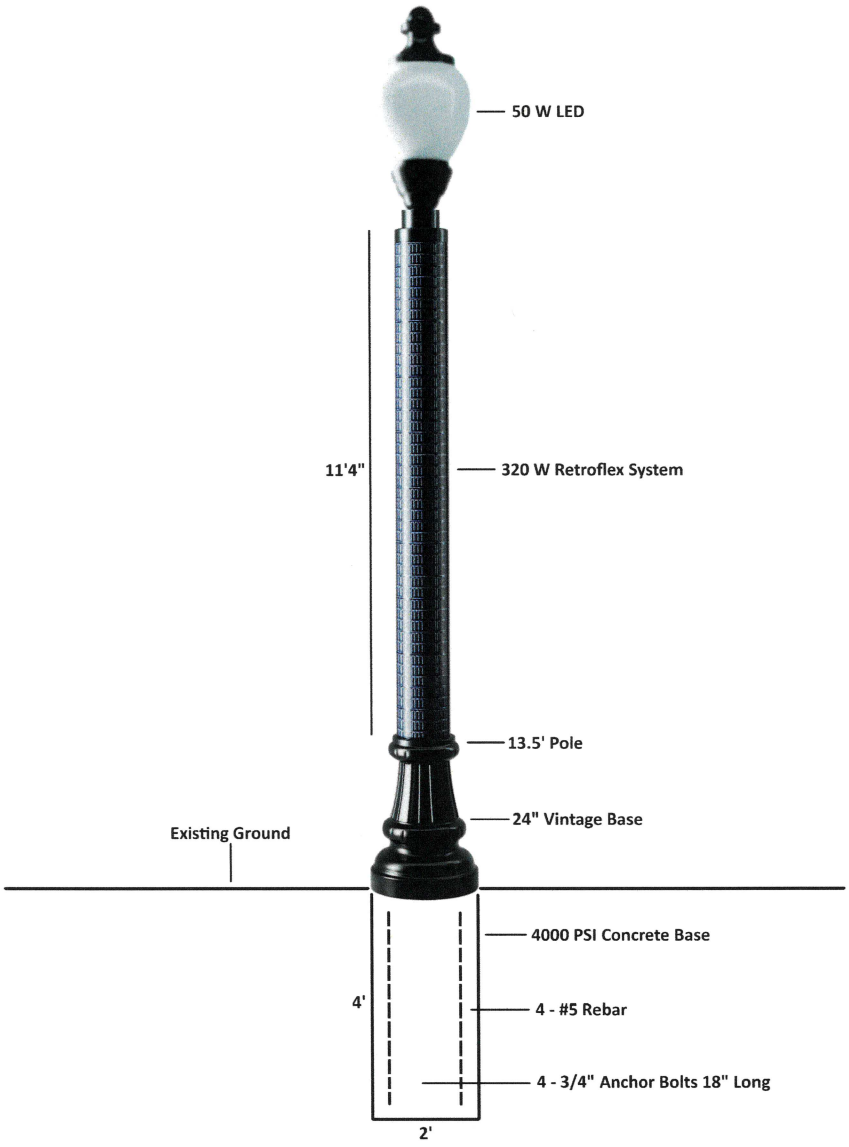
FREIGHT INCLUDED.
LEAD TIME: TBD, ARO & APPROVED DRAWINGS.
SIZED PER CUSTOMER.
PRICE GOOD FOR 30 DAYS, SUBJECT TO CLEARWORLD'S TERMS AND CONDITIONS.

Terms and conditions of sale:
NO TAXES ARE INCLUDED UNLESS OTHERWISE NOTED

IF BILL OF MATERIAL IS MODIFIED, PRICING IS SUBJECT TO REVIEW.

Mfg Terms:		Freight Allowance	Minimum Order
GBL	GBL Infrastructure Solution	Plus Freight	

RS320 RETROFLEX SYSTEM



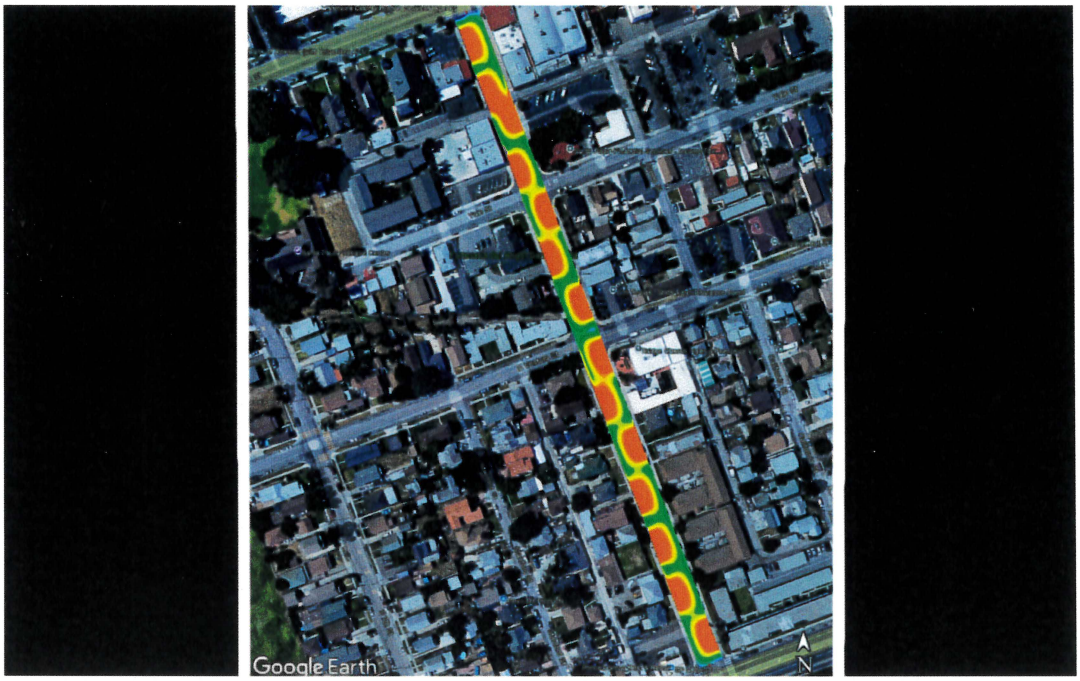
COMPONENT SPECIFICATIONS RS3202475

SOLAR ARRAY	320W (11'4" IN LENGTH) WITH ADJUSTABLE ALUMINUM ARRAY
LIGHTING	50W TYPE 4 LED MODULE @ 162 LUMENS PER WATT, DIMMABLE
BATTERY	24V - 75AH LITHIUM ION 1.8KWH (12+ YEARS LIFE EXPECTANCY)
CONTROLLER	SMART MPPT SOLAR CHARGE CONTROLLER / REGULATOR
LIGHTING CONTROLS	BLUETOOTH MONITORING VIA APP
EPA(SQFT)	10.06

FOR MORE INFO, CONTACT LOCAL REP:
GBL INFRASTRUCTURE SOLUTIONS, INC.
JOHN PARLOG @ 925-390-8430
john.parlog@gblsolutionsinc.com

S 8th St Santa Paula - Lighting Diagram

ClearWorld
Lighting the Way in Solar LED Technology



Created with DIALux

ClearWorld
» Lighting the Way in Solar LED Technology

Preface

Notes on planning:

The energy consumption quantities do not take into account light scenes and their dimming levels.

ClearWorld
» Lighting the Way in Solar LED Technology

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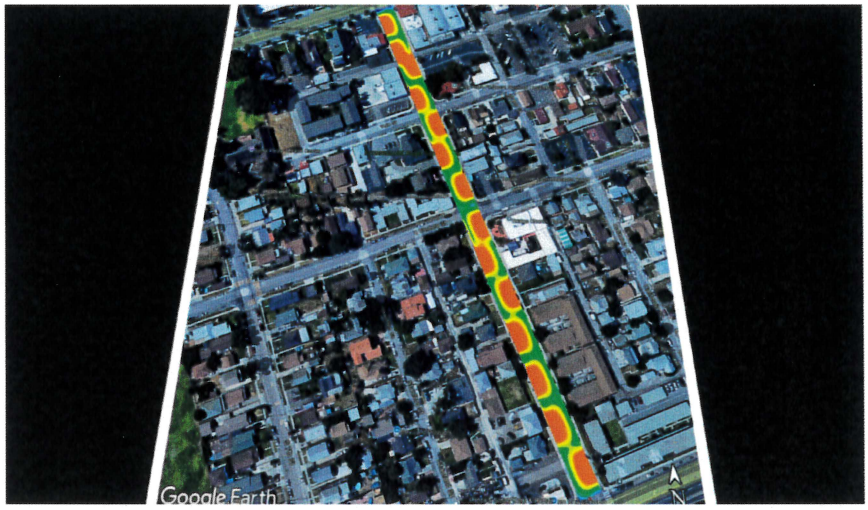
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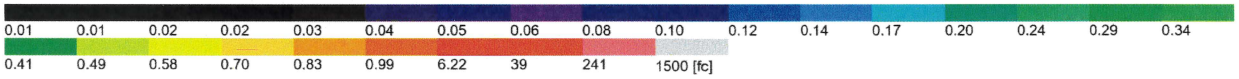
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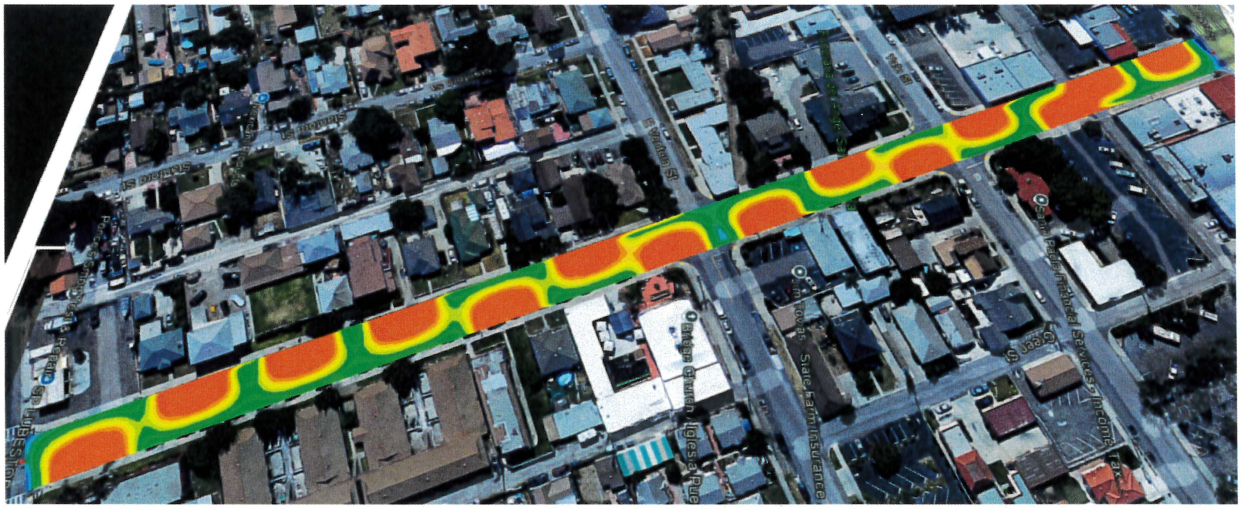
GBL INFRASTRUCTURE SOLUTIONS, INC.
JOHN PARLOG @ 925-390-8430
john.parlog@GBLsolutionsinc.com

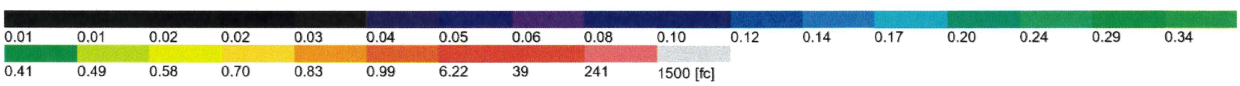
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Images





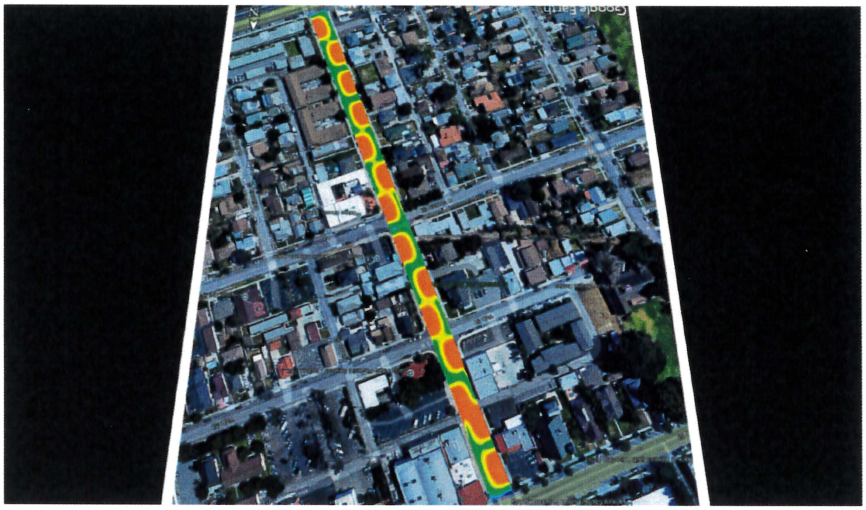


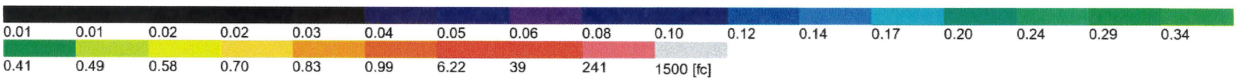


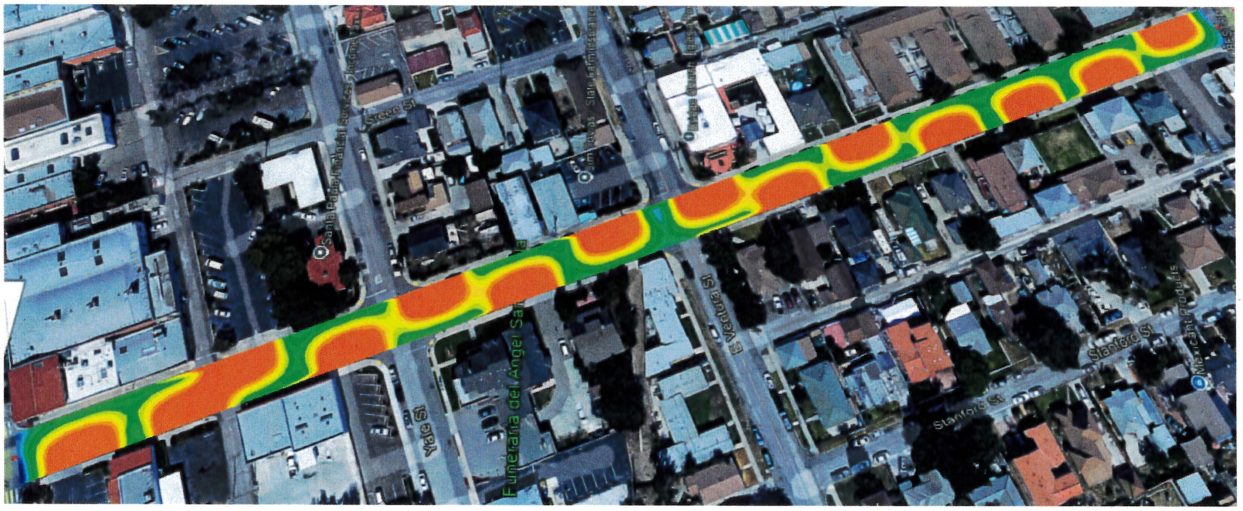
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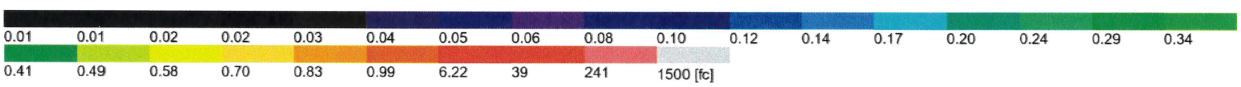
ClearWorld
Lighting the Way in Solar LED Technology

Images



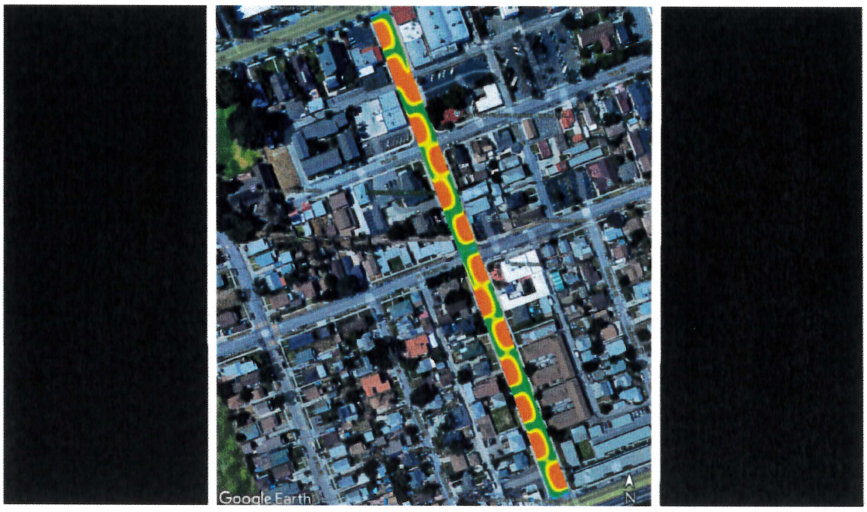


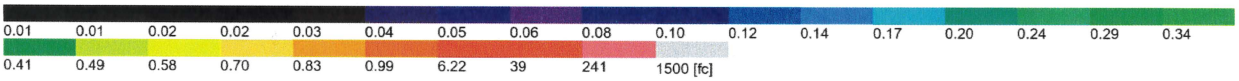




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Images





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Luminaire list

Φ_{total}	P_{total}	Luminous efficacy
113400 lm	700.0 W	162.0 lm/W

pcs.	Manufacturer	Article No.	Article name	P	Φ	Luminous efficacy
14	Opulent Americas	MP22T1-C24-5070-T4	Mod Block aluminum heat sink PMMA optic array	50.0 W	8100 lm	162.0 lm/W

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Dimming values

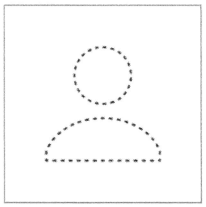
Control group	CG 1
Light scene 1	100

Dimming values [%]

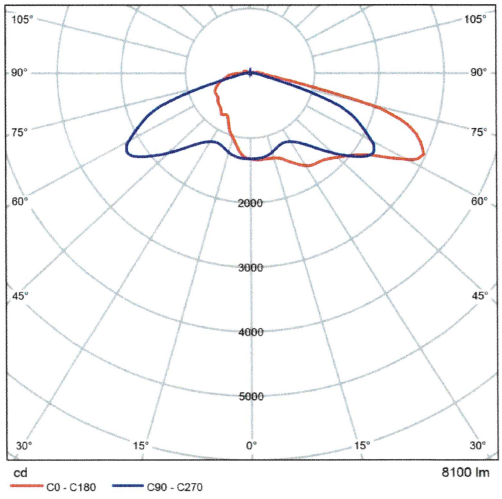
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Product data sheet

Opulent Americas - Mod Block aluminum heat sink PMMA optic array



Article No.	MP22T1-C24-5070-T4
P	50.0 W
Φ_{Lamp}	–
$\Phi_{Luminaire}$	8100 lm
η	–
Luminous efficacy	162.0 lm/W
CCT	4000 K
CRI	70



Polar LDC

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Site 1

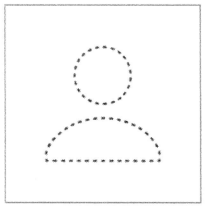
Luminaire layout plan

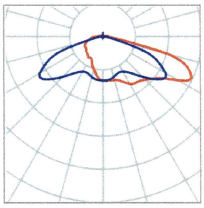


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Site 1

Luminaire layout plan





Manufacturer	Opulent Americas	P	50.0 W
Article No.	MP22T1-C24-5070-T4	$\Phi_{Luminaire}$	8100 lm
Article name	Mod Block aluminum heat sink PMMA optic array		
Fitting	1x Cree LEDs		

Individual luminaires

X	Y	Mounting height	Luminaire
410.819 ft	1199.097 ft	15.000 ft	1
443.464 ft	1112.605 ft	15.000 ft	2
510.635 ft	1079.180 ft	15.000 ft	3
496.449 ft	972.219 ft	15.000 ft	4
574.246 ft	910.654 ft	15.000 ft	5
555.578 ft	815.558 ft	15.000 ft	6
636.918 ft	744.611 ft	15.000 ft	7
673.103 ft	648.742 ft	15.000 ft	8
653.585 ft	555.886 ft	15.000 ft	9
733.135 ft	489.695 ft	15.000 ft	10
717.146 ft	387.481 ft	15.000 ft	11
750.692 ft	298.601 ft	15.000 ft	12
784.219 ft	209.770 ft	15.000 ft	13

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Site 1

Luminaire layout plan

X	Y	Mounting height	Luminaire
863.811 ft	143.483 ft	15.000 ft	14

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Site 1 (Light scene 1)

Calculation objects



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Site 1 (Light scene 1)

Calculation objects

Calculation surfaces

Properties	$\bar{E}$	E_{min}	E_{max}	$\bar{E}/E_{min}$	E_{max}/E_{min}	Index
Calculation surface 1 Perpendicular illuminance Height: 0.000 ft	1.22 fc	0.095 fc	5.74 fc	12.8	60.1	CG1

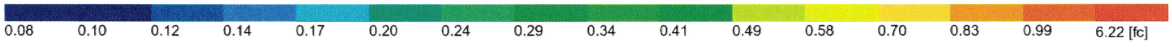
Utilisation profile: DIALux preset (Default (Drive Aisles/Parking Areas))

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Site 1 (Light scene 1)

Calculation surface 1





Properties	Ē	E_{min}	E_{max}	Ē/E_{min}	E_{max}/E_{min}	Index
Calculation surface 1 Perpendicular illuminance Height: 0.000 ft	1.22 fc	0.095 fc	5.74 fc	12.8	60.1	CG1

Utilisation profile: DIALux preset (Default (Drive Aisles/Parking Areas))

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Santa Paula 8th St Solar-powered Street Lighting Equipment Bids

Bid Provider	Core & Main	Fonroche Lighting America	GBL Infrastructure Solutions
Bid	$470,588.80	$57,684.00	$116,679.00
Lighting Minimum - 40W	30W	20W	50W
Battery Minimum - 70AH	70AH	39AH	75AH
Solar Array Minimum - 300W	150W	200W	320W
Number of Fixtures	64	10	14

GBL Infrastructure Solutions bid is within the Engineer's estimated cost range, and their equipment meets all minimum requirements.

COLOR KEY
high bid
low bid
minimum
meets minimum
doesn't meet minimum

verification & analysis by: _____ _____

date: _____ _____

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dale Goodman, Public Works Director

Subject: APPROVAL TO PROCURE COMPOST THROUGH STATE-APPROVED DIRECT SERVICE PROVIDER PROGRAM FOR SENATE BILL 1383 COMPLIANCE

Date: January 21, 2026

Agenda Item: 10.C

RECOMMENDATION:

1. Retroactively waive competitive bidding requirements for a contract awarded to Agromin based on the finding that it was "required and desirable" pursuant to SPMC section 41.10.
2. Authorize the City Manager or designee to approve an expenditure to Agromin for the procurement of compost in an amount not to exceed $ 15,000.00 to meet Senate Bill 1383 (SB 1383, Lara, 2016) requirements for organic waste diversion.

BACKGROUND:

California's SB 1383 is a landmark law created to combat climate change by significantly cutting methane emissions, created when organic material decomposes, from landfills, particularly by prohibiting organic material from entering California landfills. Primary jurisdictional mandates of this legislation are a 75% reduction of organics in the local waste stream and a 20% edible food recovery level by 2025.

To assist the state's jurisdictions in meeting the organics diversion mandates of SB 1383, one of the methods created by the state is the Direct Service Provider (DSP) program through which a jurisdiction can contract with a state-certified third-party entity to procure, use, or give away recovered organic waste products, such as compost or mulch, on the jurisdiction's behalf to help the jurisdiction meet its states-mandated procurement targets while diverting waste from landfills. Funding for program related initiatives has been provided to jurisdictions through state grants, and, more specifically with respect to this program, through the California Department of Resources Recycling and Recovery Department's (CalRecycle) Organic Waste Reduction (OWR4) SB 1383 Local Assistance Grant Program. Agromin, a Santa Paula-based organics processing company, is a state-certified DSP service provider.

As a requirement of their certification, DSPs must provide written proof of all product procurements as well as other verifiable records (e.g., invoices, usage reports) to the local government, which can then be provided to CalRecycle to demonstrate the jurisdiction's efforts to meet its annual legislative commitment, streamline compliance and support green infrastructure to the local community.

ANALYSIS:

As a requirement of SB 1383, the City of Santa Paula must either procure or purchase 1,424 tons of compost or 2,455 tons of mulch by December 31st annually. This volume total was calculated by CalRecycle though a formula of 0.08tons/person/year multiplied by a city's population. Failure by a jurisdiction to attain its procurement target means the jurisdiction is noncompliant with state laws SB 1383 and AB 939.

In December of 2025, a representative of Agromin contacted City staff and offered to fulfill the City's current SB 1383 procurement requirement for approximately 50% of the cost the City paid last year to fulfill the same state requirement *if the City accepted the offer prior to December 31, 2025*. Because the City would save more than $ 13,000.00 in state-provided SB 1383-related grant funding by accepting Agromin's end-of-the year discounted offer, City staff, after consulting with the City's Finance Director and City Attorney, accepted Agromin's offer without soliciting other bids.

California courts have established a common law exception to bidding requirements when the facts demonstrate that there would be no competitive advantage gained by a public entity by soliciting bids/proposals. Because Agromin is the only regional state-certified DSP (Exhibit B) by virtue of being (a) a certified provider selling compost and mulch commercially, (b) a permitted organics processing facility and (c) a permitted composting facility, seeking other bids would be futile and yield no economic advantage. Additionally, the City may not knowingly contract with a service provider that is not authorized to perform needed services. Finally, contracting with Agromin obtained the best economic result for the public by saving more than $13,000.00.

Though state law allows for entering the Agromin contract without competitive bidding, bidding requirements under the City's code may only be waived by the City Council. Under SPMC 41.10, the City Council may waive purchasing procedures "when required or desirable and in conformance with state law". Staff was not able to obtain a waiver from the City Council before expiration of Agromin's savings offer on December 31, 2025. Staff is therefore requesting a retroactive waiver from the City Council. Waiver is permitted because contracting with Agromin was required and desireable, as there are no other permitted facilities and the City realized more than $13,000.00 in savings.

STRATEGIC PLAN:

This agenda item supports the City's goals of:

1. Enhancing the economic vitality of the community through measures targeted towards development and business retention and expansion.

2. Providing the residents of Santa Paula with sustainable resources and programs to make the city a great place to live and grow.

FISCAL IMPACTS:

Authorize a payment of $ 14,818.73 from GL account 305-5-5052-209 to pay Agromin to procure compost material to ensure City compliance with state Senate Bill 1383.

OPTIONS:

1. Do not retroactively approve staff's recommendations to purchase the State-mandated compost from Agromin, and lose the opportunity to save more than $13,000.00 in grant funding.

ATTACHMENTS:

Exhibit 1-Agromin SB 1383 2025 procurement invoice.pdf
Exhibit 2-Permitted Ventura County Solid Waste Facilities.pdf
Exhibit 3-Direct Service Provider SB 1383 Compliance Affirmation.pdf

Exhibit 1

AGROMIN®
Think Organic. Heal the Planet.

Sales Order

Order Number: 0143377
Order Date: 12/23/2025
Salesperson: CK
Customer Number: 02-CIT12
Entered By: CK

Sold To:
City of Santa Paula P/W
PO Box 569
Santa Paula, CA 93061-0569

Ship To:
Limoneira Ranch
1141 Cummings Rd, Santa
Santa Paula, CA 93060

Confirm To:	Delivery Date	Delivery Time	Truck and Driver
Bruce - 805-933-4212 x 309	Wednesday12/24/25		Walking Floor Semi

Customer P.O.	Terms	Ship Via
	NET 30 DAYS	

Item Number	Unit	Quantity	Unit Price	Extended Price
Compost 100	TONC	1,381.70	10.00	13,817.00

CUSTOMER'S SIGNATURE

PRINT NAME

PRODUCER: Agromin Arnold, 6859 Arnold Road, Oxnard, CA 93033 (805) 485-9200

In any litigation, collection action or other proceeding which seeks to enforce payment or the terms of this agreement, the prevailing party shall be awarded reasonable attorney's fees, together with any costs and expenses. Venue shall be in the Superior Court of Ventura County.

Net Order:	13,817.00
Less Discount:	0.00
Freight:	0.00
Sales Tax:	1,001.73
Order Total:	14,818.73

State of California Solid Waste Information System (SWIS) permitted sites in Ventura County:

SWIS Number	Site Name	Site Operational Status	Site Regulatory Status
56-AA-0005	Toland Road Landfill	Active	Permitted
56-AA-0007	Simi Valley Landfill & Recycling Center	Active	Permitted
56-AA-0123	Gold Coast Recycling Facility	Active	Permitted
56-AA-0128	Del Norte Regional Recycling & Transfer	Active	Permitted
56-AA-0178	Mountain View Organic Waste Processing Facility	Active	Permitted
56-AA-0179	Agromin Limoneira Commercial Organics Processing Ops.	Active	Permitted

SWIS sites permitted for "Composting Activities":

ID	Activity	Category	Operational Status	Regulatory Status	SWIS Number	Site Name
416	Chipping and Grinding Facility/Operation	Composting	Active	Permitted	56-AA-0007	Simi Valley Landfill & Recycling Center
6067	Composting Facility (Mixed)	Composting	Active	Permitted	56-AA-0179	Agromin Limoneira Commercial Organics Processing Ops.

Exhibit 3

Agreement between Direct Service Provider and Jurisdiction

Terms and Conditions

1. By placing this order through Agromin/California Compost, Limoneira Company agrees to procure and use the product(s) on behalf of the City of Santa Paula for the purpose of facilitating Santa Paula's compliance with Senate Bill 1383's implementing regulations' recovered organic waste product procurement requirements, as described in the California Code of Regulations Title 14, Division 7, Chapter 12, Article 12 – Procurement of Recovered Organic Waste Products (14 CCR 18993.1 et seq.).
2. Limoneira Company agrees to provide the location of the use of the application and a general description of the use of the product(s).
3. Limoneira Company agrees to allow Agromin to include this and other documents evidencing the use of products on behalf of the City of Santa Paula with the City of Santa Paula.
4. Limoneira Company agrees to hold harmless the City of Santa Paula for any injuries to person or property arising out of the delivery or use of the products.

Signature:

Name: Mark Palamountain

Company: Limoneira Company

Date: October 15, 2025

Information below can be provided by separate document if desired:

Product(s) to be purchased:	Compost 100
Quantity of product(s) to be purchased:	1,381.7 tons
Intended use of the product(s):	Crop application
Location(s) where product would be used:	Limoneira Ranch

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Greg Barnes, Parks and Recreation Director

Subject: NOTICE OF COMPLETION FOR THE POLICE STATION SECURITY FENCE INSTALLATION

Date: January 21, 2026

Agenda Item: 10.D

RECOMMENDATION:

Staff recommends that the City Council:

1. Accept the work performed by Quality Fence Company, Inc.

2. Authorize staff to file the Notice of Completion with the County Recorder.

BACKGROUND:

On February 21, 2024, the City Council awarded a public works contract to Quality Fence Company, Inc. for the Police Station Security Fence Project. This involved installation of security fencing around the perimeter of the police station and the City Hall campus.

ANALYSIS:

Upon inspection conducted by City staff and the project manager (RWC, LLC), construction was deemed to have been completed in conformance with the submitted scope of work and specifications. Staff recommends that the Notice of Completion form be filed with the County Recorder. The City has been retaining approximately five percent of the construction contract from Quality Fence Company, Inc., ($11,986.05) to ensure that all subcontractors and suppliers have been paid.

The procedure for releasing these monies is the City Council's formal acceptance of the work with authorization to issue and record a Notice of Completion. If there are no claims filed within 30 days of recording notice, the final payment of the retained amount can be made to the contractor.

The record of completion establishes the beginning of the warranty period, which is typically one year. The warranty requires that the contractor guarantee the work performed under the contract and address any defects in workmanship and materials.

STRATEGIC PLAN:

This item addresses City Council's two-year Strategic Plan, Section C, Public Safety & Emergency Preparedness, SPPD Facility Upgrades.

FISCAL IMPACTS:

City Council approved a total funding amount of $227,734.95 for this project. The project has been completed within budget.

OPTIONS:

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

1. Do not authorize staff to file the Notice of Completion.

By not authorizing staff to file the Notice of Completion, staff will not be able to close out the project and pay the final invoice (retention amount) to the contractor.

ATTACHMENTS:

EXHIBIT A - NOC Quality Fence Company Inc

EXHIBIT A

Notice of Completion

Quality Fence Company, Inc.

Recording Requested by
and When Recorded Mail To:

City Clerk, City of Santa Paula
P. O. Box 569
Santa Paula, CA 93061

NO FEE GOV'T CODE 27383

NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Police Station Security Fence

CIP Project No.: 20240027602

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

1. The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.

2. The full name of the owner is: City of Santa Paula

3. The full address of the owner is: Santa Paula Police Department, 214 South 10th Street, Santa Paula, CA 93060

4. The nature of the interest of the owner is: Police Station Security Fence

5. A work of improvement on the property hereinafter described was field reviewed by the City Parks & Recreation Director on January 5, 2026. The work done was: Police Station Security Fence installation.

6. On January 21, 2026, the City of Santa Paula accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.

7. The name of the Contractor for such work of improvement was: Quality Fence Company, Inc.

8. The properties on which said work of improvement was completed is within the City of Santa Paula, County of Ventura, State of California.

9. The address of said property is 214 South 10th Street.

Dated: _____

_____
Gregory Barnes, Parks & Recreation Director
City of Santa Paula

VERIFICATION

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

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

Executed on _____, 2026 at Santa Paula, California.

_____
Gregory Barnes
Parks & Recreation Director
City of Santa Paula

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Greg Barnes, Parks and Recreation Director

Subject: CHANNEL ISLANDS BICYCLE CLUB, BIKE GRANT FOR FY 2025-2026

Date: January 21, 2026

Agenda Item: 10.E

RECOMMENDATION:

Staff recommends City Council:

1. Approve a budget allocation of $3,000.00 in new revenue and matching expenditures from the Channel Islands Bicycle Club, as noted in the Fiscal Impact section of the staff report.

BACKGROUND:

The City of Santa Paula applied for and was awarded a grant from the Channel Islands Bicycle Club (CIBike) in the amount of $3,000.00 to support the purchase of five new public bicycle racks to be installed at key community locations, including Downtown Santa Paula, Veterans Park, Las Piedras Park, the Community Center, and the Santa Paula Creek Sports Park. The CIBike Grant Program supports projects that promote bicycling as a means of recreation, transportation, and health, which aligns with the City's Parks and Recreation goals and active transportation efforts.

The installation of additional bicycle racks will enhance access to parks, community facilities, and commercial areas by providing secure bicycle parking in high-traffic locations. This project builds upon the City's ongoing efforts to encourage active transportation, improve public health outcomes, and support environmentally sustainable mobility options. The Parks and Recreation Department will manage project coordination, site preparation, and installation, with City staff providing in-kind labor and materials.

ANALYSIS:

Acceptance of the CIBike grant will allow the City to implement bicycle infrastructure improvements using external funding with no adverse impact to the General Fund. Grant funds will be used exclusively for the purchase of the bicycle racks, while City staff will complete installation using existing resources. This approach maximizes the value of the grant by leveraging in-kind contributions to complete the project efficiently.

The proposed locations for the bicycle racks were selected to serve residents, visitors, and commuters citywide, including areas that experience high recreational use and increased

visitation. Installation of the racks is expected to encourage increased bicycle use, improve access to public facilities, and support the City's goals related to recreation, sustainability, and multimodal transportation. Project completion is anticipated by June 2026, and the City will provide appropriate recognition to the Channel Islands Bicycle Club for its financial support.

STRATEGIC PLAN:

The bicycle rack project supports the 2025–2027 Strategic Plan by advancing Infrastructure & Transportation Objective #1 (Expand bicycle and pedestrian infrastructure), Healthy & Connected Community Objective #3 (Promote access to parks and facilities through active transportation enhancements), and Operational Excellence Objective #2 (Leverage external grant funding to advance City priorities with minimal General Fund impact).

FISCAL IMPACTS:

A new budget allocation of $3,000.00 in revenue and matching expenditures is needed. The following budget adjustment is recommended:

Account	Description	Debit (Increase Expense)	Credit (Increase Revenue)
100-5-1532-179	Minor Equipment	$3,000.00	
100-4-1500-4277	Grant Revenue		$3,000.00

OPTIONS:

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

1. Decline to approve staff's recommendation. If this item is not approved by Council, staff will forfeit the grant funds; or
2. Provide staff with alternate direction.

ATTACHMENTS:

EXHIBIT A - CI Bicycle Club Award Letter

EXHIBIT A

Channel Island Bicycle Club

Award Letter

From: Grants CIBike <grantscibike@gmail.com>
Sent: Wednesday, January 7, 2026 8:49 AM
To: Michael Schouten <mschouten@spcity.org>
Subject: Grant Acceptance, Application Dated November 4, 2025

Good Morning Michael,

I have good news for you. CIBike has officially approved your grant application for $3000 dated November 4, 2025. This is for purchasing 6 bike racks to be installed in various public locations (as listed on the application) by the City of Santa Paula.

The next steps are to have the check prepared by the CIBike treasurer, I will then deliver the check to you (with a photo opportunity) and at a later date we would like to receive photos of the final installed racks. The check handoff should take place in the next month or so.

Thank you for supporting bicycling in Santa Paula. We will have funds that come available in future years so keep us in mind when you need more financial support for bicycling related improvements and programs. We'd love to help you again.

Sincerely,

Kurt Wilkinson
Grants Director
Channel Islands Bicycle Club

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: CONTRACT EXTENSION WITH ZENCITY

Date: January 21, 2026

Agenda Item: 10.F

RECOMMENDATION:

It is recommended that the City Council:

1. Waive informal bidding requirements to renew an agreement with ZenCity Technologies US, Inc. that automatically renews each year based on the finding that it is "required or desirable" pursuant to SPMC section 41.10.
2. Authorize the City Manager or designee to execute the Order Form Addendum with ZenCity Technologies US, Inc. for one year at a rate of $12,000, including authorization to execute renewals consistent with the approved terms and budget authority.

BACKGROUND:

ZenCity is an advanced analytics and community engagement platform designed to help local governments improve services, increase community satisfaction, and gather and analyze media analytics. Over the past year, City staff has used ZenCity effectively to expand and strengthen resident outreach, monitor community sentiment, and translate resident feedback into actionable insights that inform City communications and engagement efforts. This work has complemented traditional outreach methods, such as public meetings and surveys, which can be limited in reach and may skew the City's understanding of resident priorities. ZenCity helps address these limitations by gathering broader community input and organizing it into clear, data-driven themes and analytics.

More than 300 government organizations, including nearby cities such as Santa Clarita, West Hollywood, Moorpark, Ventura, and Pasadena, use ZenCity daily to support data-informed decisions and enhance resident outreach. Based on staff's experience and demonstrated use of the platform over the past year, staff believes a continued contract for 2026 is a valuable opportunity to build on the work already underway, strengthen engagement efforts, and continue improving the City's ability to measure and respond to resident feedback.

ANALYSIS:

ZenCity is a proprietary, Artificial Intelligence (AI)-driven analytics and community engagement platform that helps local governments better understand resident priorities and improve communications, outreach, and decision-making. The platform aggregates large volumes of

resident- and City-generated data from a variety of public and City-managed sources (e.g., social media, local news, and service-request channels such as 311) and then uses AI to classify and organize the data into City-relevant topics, trends, anomalies, sentiment, and recurring concerns. This information is presented through an online dashboard that allows staff to quickly identify what the community is discussing, understand the tone and character of public discourse, and respond with more timely, consistent, and data-informed messaging and engagement strategies.

Moreover, the ZenCity platform is unique and without direct competition. While there are other analytic software systems such as Meltwater, those platforms don't offer the community engagement option. Similarly, there are numerous public engagement platforms such as Polco, Commonplace, and Place Speak, that assist entities with their outreach and engagement efforts, but those platforms don't also include analytics.

Over the past year, staff has used ZenCity effectively to strengthen resident outreach and improve the City's ability to track and understand community feedback at scale. ZenCity has supported multiple high-visibility efforts by helping staff identify common questions, concerns, and themes that were emerging in public discussion and then adjust outreach and messaging accordingly. Recent examples include the Pavement Management Plan Cycle II presentation and workshop, the Santa Paula Trail Connectivity Project, and support for the 2-Year Strategic Plan development process. In these instances, ZenCity helped staff move beyond anecdotal input by providing a broader, more representative view of public sentiment and recurring topics, reducing the reliance on manual monitoring and improving the City's ability to respond proactively.

ZenCity has traditional methods of gathering input, such as public meetings and surveys, which remain important but can be limited in reach and may not capture a broad cross-section of residents. ZenCity complements these traditional tools by providing continuous, aggregated insights across multiple channels, resulting in a more efficient and cost-effective way to track public comments than having staff manually monitor numerous platforms. Staff has also researched comparable options and has not identified any other vendor that provides this combination of capabilities or the ability to process, analyze, and present community-wide data at ZenCity's scale and sophistication. For this reason, ZenCity is uniquely positioned to meet the City's needs for year-round sentiment tracking, issue detection, and measurable engagement insights. It is important to note that ZenCity does not provide the City with access to view or monitor the social media accounts of individuals. Furthermore, ZenCity has an exclusive relationship with Nextdoor and can help the City monitor activity on that platform that would otherwise be missed my most other analytics companies.

Staff recommends this agreement as an opportunity to evaluate ZenCity's effectiveness in complementing and potentially replacing higher-cost public relations services. Funding for this service has already been budgeted. Under an ICMA promotion available to small-population communities like Santa Paula, the City is eligible for a discounted annual rate of $12,000, reduced from $22,000. Staff further recommends that Council waive the formal bidding requirements, as the purchase is considered "required or desirable" under the City's procurement provisions. The purchase of software and digital platforms like that offered by ZenCity costing between $5,000 to $50,000 must be informally bid under SPMC 41.08. However, when the purchase is "required or desirable and in conformance with state law," the City Council may waive informal bidding. (SMPC 41.10). A waiver is "desirable" at this time in order to continue to take advantage of the substantial discount being offered. ZenCity

extended this reduced rate when the City entered the contract in December 2024 specifically because of Santa Paula's small population. This pricing is tailored to communities like ours and is not the standard cost. The purchase is also "desirable" because the platform provides the benefits described above and offers the potential for meaningful cost savings by complementing and potentially reducing the need for higher-cost public relations services. As there are no known competitors to the suite of services offered through ZenCity, soliciting bids from other providers would be unlikely to result in an economic advantage to the City in terms of lower costs or superior or competitive products. For these reasons, and because waiving bidding here does not conflict with state law, staff recommends Council waive the City's bidding requirements.

STRATEGIC PLAN:

This item supports initiatives within the Council's 2-year Strategic Plan goal D. Connected and Healthy Community related to resident engagement and education and Objective D.1 to "improve connectivity between residents and public services."

FISCAL IMPACTS:

The recommended agreement will cost $12,000 for the 2026 calendar year. Funds are available for this purchase within the City Manager's budget.

OPTIONS:

The City Council has the following alternatives to staff's recommendation available:

1. Provide alternative direction to staff or request additional information or adjustments to the proposed agreement. Staff does not recommend declining or delaying action, as doing so would likely result in the City forfeiting the heavily discounted pricing currently available. In addition, the City does not currently have access to ZenCity because the renewal has not yet been completed; without renewal, the City would be unable to use the platform for current functions, including social media publishing and analytics, website/project page promotion, and community information-sharing and engagement.
2. Direct staff to cancel the yearly automatic renewals after a specified period of time.

ATTACHMENTS:

EXHIBIT A - Renewal Addendum 2026.pdf

01-07-2026

Proposal For: Santa Paula, CA

Proposal Expiration: 02-17-2026

ZENCITY ORDER FORM ADDENDUM

This Addendum (the **"Addendum"**) to Order Form by and between Santa Paula, CA (**"Customer"**) and Zencity Technologies US Inc. ("Zencity"), dated as of 01-07-2026 (the **"Order Form"**) is entered into as of 01-01-2026 (the **"Addendum Date"**).

All capitalized terms not defined herein shall have the meaning ascribed to such terms in the Order Form.
Whereas, the Parties wish to amend certain terms of the Order Form as set forth herein;
Now, therefore, the Parties hereto agree to amend the terms of the Order Form as set forth below.

1. **Term**. The term of the Order Form is hereby extended for a 12 Months period commencing as of 01-01-2026 and ending on 01-01-2027 (the "Renewal Term"), after which the Order Form shall automatically renew for successive periods of 12 months unless either Party provides notice of non-renewal at least 90 Days days prior to the end of such applicable term.

2. **Recurring Fees**. [During the Renewal Term] The Recurring Fees table included in the Order Form shall be amended and replaced in its entirety as follows:

SKU	Item Name	Term	Yearly Discounted Price
ZC-ESS	Zencity 360 Standard Essentials	1 Year	$12,000

Total Billed Yearly $12,000

General. This Addendum shall form an integral part of the Order Form. Unless expressly specified herein, all other provisions, terms and conditions in the Order Form shall apply and shall remain in full force and effect. In case of any contradiction or discrepancy between the terms of this Addendum to those of the Order Form, with respect to matters described herein, the terms of this Addendum shall prevail.

In witness whereof, the parties have executed this Addendum, effective as of the Addendum Date.

_____ _____

Zencity **Customer**

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Greg Barnes, Parks and Recreation Director

Subject: LICENSE AGREEMENT AND MOU WITH POTENTIAL UNION OIL BUILDING USERS

Date: January 21, 2026

Agenda Item: 10.G

RECOMMENDATION:

Staff Recommends that the City Council:
1. Authorize the City Manager to enter into a license agreement with the Responsible Energy Council for use of the Union Oil Building and a Memorandum of Understanding (MOU) for content management.

BACKGROUND:

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

In an unprecedented and unexpected move on November 16, 2022, Chevron offered to donate the Union Oil Building property to the City. This donation includes the main building, the rig building, and the adjacent parking lot. Additionally, Chevron committed to providing a $2-million grant to cover deferred maintenance costs and, for a nominal fee, offered various pieces of memorabilia and artifacts.

On October 18, 2023, the City Council authorized the City Manager to execute a Transfer Agreement to formally acquire the Union Oil Building property. As the transfer process began, the City Council formed an Ad-Hoc Committee to collaborate with staff in creating a Request for Proposals (RFP) to identify potential users for the building. To ensure community input, three public workshops were held to gather feedback on the building’s future use.

On August 6, 2025, the City Council authorized the City Manager to enter into license agreements with the Santa Paula Historical Society and Leap Lab: Ventura County Science Center for use of the Union Oil Building with Leap Lab occupying most of downstairs and the Historical Society using some storage and an office upstairs.

City staff had also been negotiating with the California Oil Museum to occupy upstairs and assist the city with content management. However, during the process, the California Oil Museum Board determined that they no longer were interested in occupying space in the

Union Oil Building or assisting the city with managing the museum content.

ANALYSIS:

Since the August 6, 2025, City Council meeting, staff has worked to identify potential partners to assist with the management of museum content, including updates to the content management system and the proper cataloging and preservation of collection items.

Over the past several months, staff has met with representatives of the Responsible Energy Council (REC) regarding potential assistance with management of the Union Oil Building collection. REC has proposed not only to pay rent for the use of available upstairs space, but also to fund the costs associated with cataloging and preserving the collection. This was shared with City Council at a study session on November 5, 2025.

Attached to this staff report are a license agreement for use of the identified space, a Memorandum of Understanding (MOU) outlining guidelines for content and collection management, and a letter of support from the Santa Paula Historical Society.

Staff recommends proceeding with both the license agreement and the Memorandum of Understanding (MOU). Staff currently lacks the specialized expertise, capacity, and resources required to properly catalog, preserve, and manage the Union Oil Building collection.

STRATEGIC PLAN:

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

FISCAL IMPACTS:

With the exception of year one, this license agreement will result in annual revenue in the amount of $17,298.00. The funds will be used to support the ongoing facility maintenance program for the Union Oil Building, in accordance with the adopted policy. Monthly payments will begin February 1, 2026.

OPTIONS:

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

1. Do not approve the license agreement and MOU.

2. Provide alternative direction to staff.

ATTACHMENTS:

EXHIBIT A - REC License Agreement
EXHIBIT B - REC MOU
EXHIBIT C - Letter of Support

EXHIBIT A

License Agreement with REC

Union Oil Building

Agreement No. [_____]

FACILITY LICENSE AGREEMENT
(Union Oil Building)

THIS FACILITY LICENSE AGREEMENT ("**Agreement**") is entered into January 21st, 2026, by and between the City of Santa Paula, a municipal corporation ("**City**") and The Responsible Energy Council, Inc., a California nonprofit corporation, ("**Licensee**"). City and Licensee are sometimes individually referred to as "Party" and collectively as "Parties."

RECITALS

A. WHEREAS, the City owns, operates, and maintains the Union Oil Building located at 1001 E. Main Street, Santa Paula CA 93060 and all appurtenant buildings, structures, grounds, parking areas, and facilities located thereon ("**Property**").

B. WHEREAS, concurrently with the execution of this Agreement, the City and Licensee are entering into a Memorandum of Understanding ("**MOU**") related to archiving and preserving important Santa Paula historical items and oil artifacts and documents (collectively, the **"Artifacts"**) located within the Union Oil Building ("**Facility**"), which is located on the Property (**"Activity"**).

C. WHEREAS, the City wishes to grant a license to Licensee to enter the Property in order to undertake the Activity pursuant to the MOU, subject to the City's oversight and approval as set forth herein.

D. WHEREAS, the City desires to make the Facility available to Licensee to conduct the Activity within the Facility in accordance with the terms in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

1. **Purpose.** The purpose of this Agreement is to set forth the common understandings and cooperative relationships between the Parties that relate to the Licensee's access to the Property and use of the Facility for the Activity.

2. **Grant of License.**

a. **License.** Subject to the terms and conditions in this Agreement, City hereby grants to Licensee a revocable, non-exclusive license for the right to enter upon the Property and use the Facility for the Activity (the "**License**"). The Licensee acknowledges and agrees that this License is granted solely for use of the Facility for the Activity, is subordinate to the City's rights to use and manage the Property and Facility, and does not confer any possessory or proprietary interest beyond the limited scope herein defined.

b. **Licensed Area.** The License gives Licensee the right to use a total of 2,883 square feet of the Facility, which will includes office space on the second floor and the conference room, as shown in Exhibit A ("**Licensed Area**"). With respect to any other licensee of the Facility, this Licensed Area shall be for Licensee's exclusive use. Licensee may also use the Facility as described in Section 9.

Licensee agrees that the Licensed Area may be modified to remove the 294 sq. ft. "Rushing Room" upon Leap Lab's election to use such space as an office. Upon Leap Lab's election to use such space, Leap Lab will be responsible for the monthly payment License Fee (as defined below) associated with such space and all of Licensee's responsibilities and liabilities related thereto shall cease.

3. **Term.** The term of this Agreement and License shall be from February 1, 2026 to June 30, 2031, unless earlier terminated as provided herein.

4. **Licensee Fee; Costs.**

a. **Amount.** City shall be paid a fee of $.50 per square foot at a monthly rate of $1,441.50 ("**License Fee**") on the first of each month starting February 1, 2026.

b. **Utilities**. REC will pay Leap Lab 10% of utility costs: water, sewer, electricity, and trash.

c. **Late Payment** It is the Licensee's responsibility to ensure the payment obligations in this Agreement are met. Failure to meet the obligations will constitute a material breach of this Agreement by Licensee.

5. **Termination.**

a. City, through its City Manager or his or her designee, may terminate this Agreement in the event of Licensee's material breach of this Agreement. Material breach of this Agreement is limited to failure to comply with payment obligations after 90 days, unauthorized alterations to the historical properties of the Facility, making copies of the Facility's keys or changing its locks without City permission, or unsafe use of the Facility as determined by the Americans with Disabilities Act (ADA) and public safety codes. The Agreement may also be terminated if the Licensee fails to perform its duties as a mission-driven 501c(3) non-profit organization in service to the public. If Licensee breaches the Agreement, the City shall send written notice of the breach within 30 days demanding performance to cure the breach. If the demanded performance is not completed within the specified period, the termination is effective at the end of the specified period.

b. Licensee may terminate this Agreement without cause upon providing written notice to City no less than thirty (30) days prior to the effective date of termination, provided all obligations under this Agreement, including restoration and payment, are fully satisfied prior to such termination.

6. **Release of Liability.** All Licensee members, invitees, visitors, and guests shall sign a City-provided release of liability form prior to participation in the Activity. City agrees to provide all said forms to the Licensee upon request. Licensee shall maintain a record of all signed forms and provide copies to City upon request within two (2) business days.

7. **Equipment.** Licensee shall provide City with a list of equipment owned by the Licensee that the Licensee is storing, or intends to store, at the Facility. Licensee shall provide this list to City and update it yearly no later than July 1. City assumes no responsibility or liability for the equipment, or any other personal property, brought to the Facility by the Licensee or Licensee's invitees.

8. **Keys to Facility.** City will issue Licensee up to four (4) sets of keys to the Facility that will be monitored by the Licensee's President. Licensee shall return the keys to the City upon termination or expiration of the term of this Agreement. Licensee shall not make any copies of the keys or change any locks to the Facility without the prior written permission of City.

9. **Facility Use.**

a. **Time of Use.** Licensee and its invitees may access and use the Facility every day of the week.

b. **City Use.** City reserves the right to use and access the Facility at any time, including, but not limited to, those days and times that Licensee is authorized to use and access the Facility pursuant to this Agreement. When City, in its sole and absolute discretion, has decided to use the Facility for any purpose, Licensee shall not be authorized to use or access the Facility to the extent directed by City. City also reserves the right to close the Facility any specific day or for an extended period of time. The City will give Licensee three (3) business days' written notice before closing and/or using the Facility. City may provide shorter notice or no notice in emergencies or when deemed necessary for public safety or municipal operations, as determined by the City Manager or his or her designee.

c. **Common Use Areas; Reservations.** Licensee shall have access to Facility restrooms and common areas, subject to City's prior approval and any restrictions imposed by the City to maintain such areas. Common areas, including but not limited to the courtyard, may be used by Licensee by submitting a reservation request through the Parks & Recreation Department. All requests shall be provided at least one week in advance, and approval is subject to availability and City discretion.

Licensee will make the 2nd floor conference room available to all building users at no cost, at such user's sole risk. All such users will indemnify, defend, and hold Licensee harmless from any such use of the conference room. The reservation calendar for the conference room will be coordinated by the Parks & Recreation Department.

d. **Licensee Disagreements**. City shall be the final arbitrator of any disagreements between Licensee and any other licensee regarding the use of the Facility or Property, including without limitation, uses with respect to common areas, the Rig Room, exhibits, or language used within exhibits. City's decisions will be binding on Licensee.

10. **Tenant Improvements.** No improvements, alterations, or repairs shall be made to the Facility or Property by Licensee without prior written consent from the City, which may be withheld in the City's sole discretion. This prohibition includes, but is not limited to, painting walls, replacing carpet, removing or altering any existing memorabilia, artifacts, or City-owned property, or installing fixtures or equipment that affect the structural integrity or aesthetic of the Facility. Licensee shall submit detailed plans and specifications for any proposed improvements to the Parks & Recreation Department Director for review at least sixty (60) days prior to the intended start date, and any approved work shall be performed by licensed contractors at Licensee's sole expense, with proof of permits and compliance with all applicable laws provided to the City prior to commencement.

11. **Maintenance.** Licensee shall maintain the Licensed Area free of litter, trash and other debris. Licensee shall cooperate with City staff as requested and shall conduct the Activity in a safe, sane and reasonable manner so as not to cause injury to persons or property. Licensee shall promptly report any damage, hazards, or maintenance issues to City within 24 hours of discovery.

12. **Restoration.** Upon termination or expiration of the term of this Agreement, Licensee shall, at its sole cost and expense, promptly, safely, and carefully remove all personal property and any debris and trash from the Facility and restore the Licensed Area to its original condition in which the Licensed Area existed immediately prior to the date of this Agreement. If Licensee fails to commence performing the work required by this Section within thirty (30) calendar days following expiration or the earlier termination of this Agreement, or if Licensee fails to diligently perform all work required by this Section to its completion, then City shall have the right to perform such work without risk, exposure, or liability and without further notice to Licensee. In such event, Licensee shall reimburse City for all costs and expenses reasonably incurred by City in performing such work, within thirty (30) calendar days of written notice. Upon receipt of payment, City shall return any personal property and other equipment removed by City pursuant to this Section. The provisions of this Section shall survive the expiration or earlier termination of this Agreement. Any personal property left at the Facility shall be deemed abandoned if Licensee does not claim the property and pay within thirty (30) calendar days of written notice any: (i) outstanding restoration costs; (ii) storage fees; and (iii) other reasonable costs paid by City. In addition to the remedies contained in this Section, City may avail itself of all other rights and remedies under any applicable law, including, but not limited to disposal of abandoned property pursuant to California Civil Code Section 2080.6.

13. **No Real Property Interest.** It is expressly understood that this Agreement does not in any way whatsoever grant or convey any permanent easement, lease, fee or other interest in the Facility or Property to Licensee.

14. **Liens.** Licensee shall not permit to be placed against the Property, or any part thereof, any design professionals', mechanics', materialmen's, contractors' or subcontractors' liens with regard to Licensee's actions upon the Property. Licensee agrees to hold City harmless for any loss or expense, including reasonable attorneys' fees and costs, arising from any such liens which might be filed against the Property.

15. **Indemnification.**

a. To the fullest extent permitted by law, Licensee shall (1) immediately defend; (2) indemnify; and (3) hold harmless City of Santa Paula, its City Council, each member thereof, and its directors, officers, and employees, agents, volunteers, and representatives (the "**Indemnified Party**") from and against all liabilities regardless of nature, type, or cause, arising out of or resulting from or in connection with: (i) this Agreement; (ii) the License; (iii) Licensee's use of the Property and Facility; (iv) general maintenance performed by Licensee in the Licensed Area; or (v) presence of Licensee's personal property (which, for clarity, excludes the Artifacts), including but not limited to any acts or omissions of Licensee's members, invitees, guests, or visitors – but not the invitees, guests, or visitors of Leap Lab or users of the conference room. Liabilities subject to the duties to defend and indemnify include, without limitation, all claims, losses, damages, penalties, fines, and judgments; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorneys' fees; court costs; and costs of alternative dispute resolution. Licensee's obligation to indemnify applies unless it is adjudicated that any

of the liabilities covered by this Section are the result of the negligence or misconduct of the Indemnified Party. If it is finally adjudicated that liability is caused by the comparative negligence or misconduct of the Indemnified Party, then Licensee's indemnification obligation shall be reduced in proportion to the established comparative liability. Notwithstanding the foregoing, the parties acknowledged that (i) the Facility may not be in compliance with the Americans with Disability Act (the "**ADA**") and City shall be solely responsible for ensuring that the Facility becomes compliant with the ADA and (ii) Licensee shall have no liability for City's failure to be in compliance with the ADA.

b. The duty to defend is a separate and distinct obligation from Licensee's duty to indemnify. Licensee shall be obligated to defend, in all legal, equitable, administrative, or special proceedings immediately upon tender to of the claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination of negligence or willful misconduct by the Indemnified Party shall not relieve Licensee from its separate and distinct obligation to defend the Indemnified Party. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes the obligation to provide independent defense counsel if Licensee asserts that liability is caused in whole or in part by the negligence or willful misconduct of the Indemnified Party. If it is finally adjudicated that liability was caused by the comparative negligence or willful misconduct of the Indemnified Party, Licensee shall submit a claim to the City of Santa Paula for reimbursement of reasonable attorneys' fees and defense costs in proportion to the established comparative liability of the Indemnified Party.

c. This Section shall survive the termination or expiration of this Agreement. The provisions of this Section shall not be restricted by and do not affect the provisions of this Agreement relating to insurance.

16. **Insurance.** Licensee shall obtain and maintain during the term of the License insurance coverages as specified by the City, by a company satisfactory to the Risk Manager, unless the Risk Manager waives, in writing, the requirement that Licensee obtain and maintain such insurance coverages. At a minimum, Licensee shall procure and maintain: (i) Commercial General Liability insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate, naming the City as an additional insured; (ii) Property insurance covering Licensee's personal property at the Facility; and (iii) Workers' Compensation insurance as required by California law, if applicable. Licensee shall provide certificates of insurance and endorsements to the City prior to entering the Facility and annually thereafter by July 1st of each year, or upon request by the City. Failure to maintain required insurance shall constitute a material breach of this Agreement, authorizing immediate termination by the City. Licensee shall, within a reasonable time, provide City with evidence of its compliance with these insurance requirements upon City's request.

17. **Assumption of Risk and Waiver.** To the maximum extent allowed by law, Licensee assumes any and all risk of loss, damage or injury of any kind to any Licensee's personal property or Personnel, or any loss damage or injury to any other property of, or under the control or custody of, Licensee, which is on or near the Property. Licensee's assumption of risk shall include, without limitation, loss or damage caused by defects in any structure or improvement on the Property or any accident, fire or other casualty on the Property. Licensee, on behalf of itself and its Personnel as a material part of the consideration for this Agreement, hereby waives all claims and demands against City for any such loss,

damage or injury of Licensee and/or its Personnel. In that connection, Licensee waives the benefit of California Civil Code section 1542, which provides as follows:

> **A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release and that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.**

_____
INITIALS OF LICENSEE

The provisions of this Section shall survive the termination or expiration of this Agreement. As used in this Section, "Personnel" means the Licensee, its officers, directors, affiliates, members, invitees, volunteers, or anyone directly or indirectly employed or contracted by Licensee or for whose acts for the Licensee is liable.

18. **Notices.** Any notices, requests or approvals given under this Agreement from one party to another shall be in writing and shall be personally delivered or deposited with the United States Postal Service for mailing, postage prepaid, by certified mail, return receipt requested to the addresses of the other party as stated in this Section, and shall be deemed to have been received at the time of personal delivery or three (3) days after the date of deposit for mailing. Notices shall be sent to:

If to City: Parks & Recreation Director
City of Santa Paula
P.O. Box 569
Santa Paula, Ca 93061

If to Licensee: President
Responsible Energy Council, Inc.
1746-F South Victoria Avenue
#245
Ventura, CA 93003

Any Party may at any time, by notice to the other Party, change the designation or address of the person specified to receive notice on its behalf.

19. **Successors and Assigns.** All the covenants and provisions of this Agreement shall be binding upon and inure to the benefit of successors, legal representatives and assigns of City and Licensee to the same extent and effect as the same are binding upon and inure to the benefit of the Parties hereto, provided that Licensee's rights hereunder shall not be assigned or transferred except as expressly permitted in Section 20 of this Agreement.

20. **Assignment.** This Agreement is personal to the Licensee. Licensee shall not assign or transfer (whether voluntary or involuntary) this Agreement in whole or in part, or permit any other person or entity to use the rights or privileges hereby conveyed, without the prior written consent of City, which may be withheld in City's sole and absolute discretion. Any attempted act in violation of this section shall be void and without effect and give City the right to immediately terminate this Agreement.

21. **Amendments and Modification.** This Agreement may be amended, modified or supplemented only by a written Agreement signed by all of the Parties hereto.

22. **Governing Law.** This Agreement shall be governed by the laws of the State of California.

23. **Venue.** Any legal action brought under this Agreement shall be instituted in the Superior Court of Ventura County, State of California, in an appropriate court in that county, or in the Federal District Court in the Central District of California.

24. **Attorneys' Fees.** In the event of a dispute between the Parties with respect to the terms and conditions of this Agreement, the prevailing Party shall be entitled to collect from the other its reasonable attorneys' fees as established by the judge or arbitrator presiding over such dispute.

25. **Severability.** If any term, covenant, condition or provision of this Agreement, or the application thereof to any person or circumstance, shall to any extent be held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the terms, covenants, conditions, or provisions of this Agreement, or the application thereof to any person or circumstance, shall remain in full force and effect and shall in no way be affected, impaired or invalidated thereby.

26. **Counterparts.** This Agreement may be executed in separate counterparts, each of which shall be deemed an original and all of which, when taken together, shall constitute one and the same Agreement.

27. **Authority to Enter Agreement.** Each of the persons executing this Agreement on behalf of a Party hereto warrants that: (i) such party is duly organized and existing; (ii) the signer is duly authorized to execute and deliver the Agreement on behalf of said party; (iii) by so executing this Agreement, such party is formally bound; and (iv) there is no litigation or legal proceeding that would prevent said party from entering into this Agreement.

28. **Entire Agreement.** This Agreement and the exhibits referenced or attached hereto constitute the entire agreement between the parties with respect to the subject matter hereof and shall supersede all prior agreements, understandings and negotiations, both written and oral, between the Parties with respect to the subject matter hereof. This Agreement is not intended to confer upon any person other than the Parties hereto any rights and remedies hereunder.

29. **Force Majeure**. Other than for Licensee's obligations under this License Agreement that can be performed by the payment of money and, whenever a period of time is herein prescribed for action to be taken by either Party hereto, such Party shall not be liable or responsible for, and there shall be excluded from the computation of any such period of time, any delays due to strikes, riots, acts of God, shortage of labor or materials, pandemics, epidemics, war, acts of terrorism, governmental laws, regulations or restrictions, or any other causes of any kind whatsoever which are beyond the control of such Party.

30. **Captions**. The captions used herein are inserted only as a matter of convenience and for reference and in no way define, limit or describe the scope or the intent of any section hereof.

31. **Waiver**. No provision, requirement, default or breach of this Agreement shall be deemed waived by either Party except in writing.

32. **Facsimile or Electronic Signatures**. Signatures delivered by facsimile or electronically shall be binding as originals upon the Party so signing and delivering; provided, however, that original signature(s) of each Party shall be required for each document to be recorded.

33. **No Partnership.** Nothing contained in this Agreement will be construed to create a partnership or joint venture between the Parties or their successors in interest or permitted assigns.

34. **Drafting**. Each Party has participated in the preparation of this Agreement and has had the opportunity to consult with legal counsel and any other advisors of its choice to its satisfaction regarding the terms and conditions of this Agreement. As a result, the rule of construction that an agreement be construed against the drafter will not be asserted or applied to this Agreement.

[SIGNATURES ON FOLLOWING PAGE]

SIGNATURE PAGE TO FACILITY LICENSE AGREEMENT

IN WITNESS WHEREOF, the Parties have executed this Agreement which shall be effective as of the day and year first written above.

CITY OF SANTA PAULA

Dan Singer, City Manager

APPROVED AS TO FORM:

Monica Castillo, City Attorney

ATTESTED BY:

Julie Latshaw, City Clerk

THE RESPONSIBLE ENERGY COUNCIL, INC

Olivia Simonson, President

John Harris, Secretary

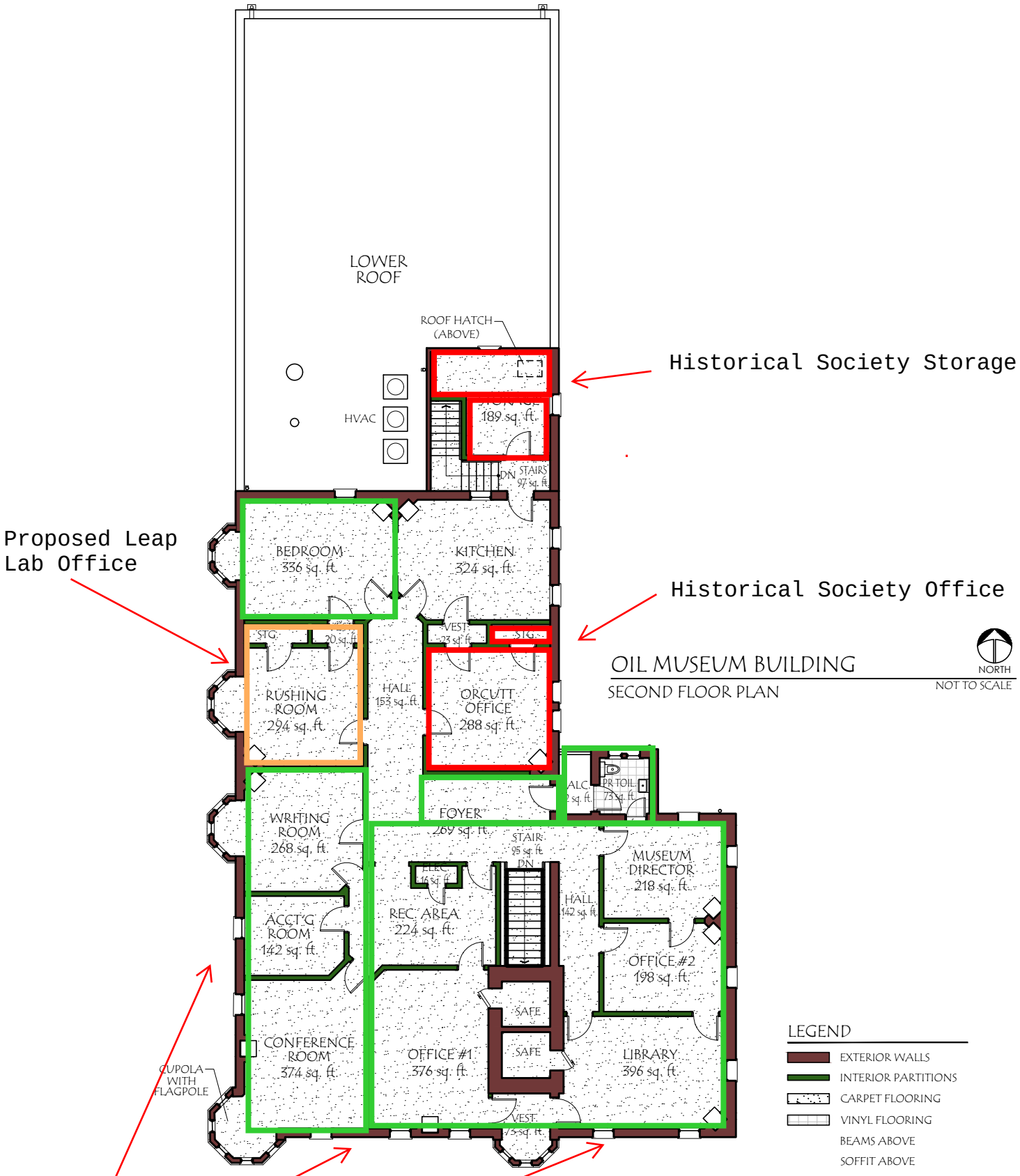

LOWER ROOF
ROOF HATCH (ABOVE)
HVAC
189 sq. ft.
DN STAIRS 97 sq. ft.
BEDROOM 336 sq. ft.
KITCHEN 324 sq. ft.
STG. 20 sq. ft.
VEST. 23 sq. ft.
STG.
RUSHING ROOM 294 sq. ft.
HALL 153 sq. ft.
ORCUTT OFFICE 288 sq. ft.
ALC. 2 sq. ft.
PR TOIL. 73 sq. ft.
FOYER 269 sq. ft.
WRITING ROOM 268 sq. ft.
STAIR 95 sq. ft. DN
ELEC. 16 sq. ft.
MUSEUM DIRECTOR 218 sq. ft.
HALL 142 sq. ft.
ACCT'G ROOM 142 sq. ft.
REC. AREA 224 sq. ft.
OFFICE #2 198 sq. ft.
SAFE
SAFE
CONFERENCE ROOM 374 sq. ft.
OFFICE #1 376 sq. ft.
LIBRARY 396 sq. ft.
CUPOLA WITH FLAGPOLE
VEST. 75 sq. ft.
Historical Society Storage
Proposed Leap Lab Office
Historical Society Office
OIL MUSEUM BUILDING
SECOND FLOOR PLAN
NORTH
NOT TO SCALE
LEGEND
EXTERIOR WALLS
INTERIOR PARTITIONS
CARPET FLOORING
VINYL FLOORING
BEAMS ABOVE
SOFFIT ABOVE
Proposed REC Space (green)

EXHIBIT B

MOU with REC

Union Oil Building Content

RESPONSIBLE ENERGY COUNCIL

January 21, 2026

Board of Directors

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Clif Simonson
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History & Heritage Advisory Committee

Michael Shanklin

Justin Campbell

Tim Truwe

Mike Nelson

Bob Orlando

Mr. Dan Singer
City Manager - City of Santa Paula
970 E Ventura St., Santa Paula, CA 93060

Submitted via email: dsinger@spcity.org

Subject: Memorandum of Understanding - Management of Oil and Gas Collection

Dear Mr. Singer, s

This Memorandum of Understanding ("MOU") is entered into between the City of Santa Paula ("City") and the Responsible Energy Council, Inc., a California nonprofit corporation ("REC") and shall be effective as of the effective date of the License (as defined below) ("Effective Date"). Should the License not be executed and effective prior to March 1, 2026, this MOU shall automatically terminate. Individually, the City and REC as referred to a "Party" and collectively, as the "Parties."

I. OVERVIEW

Objective. This MOU sets the framework for a mutually beneficial relationship between the City and REC, whereby the REC shall inventory, manage, and curate (the "Activities") important Santa Paula historical items and oil artifacts, exhibits, and documents (the "Collection") located within the Union Oil Building at 1001 E Main Street in the City of Santa Paula (the "Building") on behalf of the City. The REC has engaged a professional museum archivist to prepare the Executive Summary of the Stewardship & Collections Readiness Plan attached hereto as Exhibit A (the "Plan"). The REC intends to use reasonable efforts to use the Plan as a guide for the inventory, storage, and preservation of the Collection, although the REC makes no representation or warranty that such activities, as set forth in the Plan, will ultimately be feasible or be able to be completed within the timeframe set forth in the Plan.

Background. In 2023, the City acquired the Building from Chevron USA ("Chevron"), in which the California Oil Museum (the "Museum") was previously located. The California Oil Museum Foundation, Inc., a California Nonprofit Public Benefit Corporation (the "Foundation"), previously operated the Museum in the Building, but the Museum has been closed since approximately September 2021. As of the date of this MOU, the Building houses the Collection, consisting, in part, of historic oil and gas documents, exhibits, and artifacts. The entirety of the Collection consists of items owned by the City and the Foundation.

The City and the REC have engaged in discussions regarding the management and preservation of the Collection. Concurrently with the execution of this MOU, the Parties are entering a license agreement (the "License") to allow REC to utilize portions of second floor office space in the Building for the Activities (the "Premises").

II. UNDERSTANDING OF THE PARTIES

a. Responsibilities of the REC. As of the Effective Date of this MOU, the REC will:

i. Use reasonable efforts (without any warranty) to proceed with the Activities as further outlined in the Plan, including but not limited to inventorying, managing, and curating Santa Paula historical items and oil artifacts, exhibits, and documents;

ii. Comply with the terms and conditions of the License; and

iii. Recommend to the City additional storage needs for any portions of the Archive that cannot be properly stored at the Building. The costs of such additional storage, if found to be necessary by the City, will be borne by the City.

b. Responsibilities of the City. As of the date of this MOU, the City will:

i. Comply with the terms and conditions of the License;

ii. Provide the Building's maintenance, security, and utilities (except as set forth in the License);

iii. Maintain appropriate insurance coverage for the Building, including the Collection, naming the REC as an additional insured on all such insurance;

iv. Provide the REC with the right to display and utilize all or a portion of the Collection for educational purposes, provided such display is not a public-facing exhibit on the Premises. REC may display such content at an offsite location;

v. Upon the decision, if any, by the City to sell or dispose of any or all of the Collection, provide the REC with the first right of refusal to acquire such items from the City; and

vi. Support the REC in seeking external funding opportunities to enhance the Collection's preservation and exhibition, including access to available endowment funds, except for the Chevron endowment fund, established to support the museum.

III. TERM AND TERMINATION

This MOU shall be in effect during the term of the License.

IV. MISCELLANEOUS

a. **Amendments.** Any amendments or modifications to this MOU must be agreed upon in writing by both Parties.

b. **Conflict Resolution.** In the event of a dispute, both Parties agree to engage in good-faith negotiations to resolve the issue. If the dispute cannot be resolved through negotiation, the Parties may choose to engage in mediation.

c. **Governing Law.** This MOU shall be governed by and construed in accordance with the laws of the State of California. Any disputes arising out of or in connection with this MOU shall be subject to the exclusive jurisdiction of the courts of Ventura County and the State of California.

d. I**ndemnification.** Each Party agree to indemnify, defend, and hold the other Party harmless from any claims, damages, or liabilities ("Claims") arising out of the actions or omissions of such indemnifying Party in the performance of this MOU, except for Claims resulting from the negligence or misconduct of the indemnified Party.

Very truly yours,

Responsible Energy Council, Inc.,
a California Nonprofit Corporation

By: _____
Olivia Simonson
Its: President

AGREED:

City of Santa Paula

By: _____
Dan Singer
Its: City Manager

Exhibit A

Executive Summary

REC Stewardship & Collections Readiness Plan

Responsible Energy Council (REC)

Union Oil Company Historic Collection – Santa Paula, California

The Responsible Energy Council, Inc. (REC) is undertaking stewardship of the historic Union Oil Company Collection—an irreplaceable archive of Ventura County's oil and gas heritage. To ensure responsible care, long-term preservation, and future public access, REC will implement a phased Collections Readiness Plan. This plan outlines how the organization will inventory, house, process, and protect artifacts and archival materials while building a sustainable volunteer-driven collections program.

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1. Collection Inventory Strategy

Objective: Establish a complete, accurate record of all artifacts and archives to guide preservation, risk management, and future exhibit planning.

Key Steps:

1. **Initial Survey (Triage):**
    - Walkthrough of all storage areas to identify object types, condition concerns, and immediate risks (e.g., mold, pests, unstable materials).
    - Prioritize fragile, unique, or at-risk items for early intervention.
2. **Assign Record Structure:**
    - Compare results of the initial survey to the existing accession numbers and archival information developed by the previous Oil Museum Operations. If accession numbers are not identifiable a unique accession number prefix for REC (e.g., REC-2025-###) will be created.
    - Define data fields following American Alliance of Museums standards: title, date, provenance, medium, description, measurements, condition, location.
3. **Cataloging Workflow:**
    - Photograph every item with consistent background and lighting.
    - Enter basic data first (object category, location, condition).
    - All collected information will saved electronically using PastPerfect software or equivalent, as described in Section 4, below.

- Add extended research fields later (history, use, manufacturer, donor info).

4. **Location Tracking:**
    - Label all shelves and cabinets.
    - Maintain both a physical map and digital location catalog.

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2. Collections Storage Plan

Objective: To the extent feasible, provide safe, stable, and organized storage that meets industry preservation guidelines.

Environmental Conditions:

- **Ideal Temperature:** 65–75°F
- **Ideal Relative Humidity:** 40–55%
- **Light:** Storage areas should remain dark; avoid UV exposure.
- **Air Quality:** Use HEPA filtration if possible; avoid industrial cleaning chemicals.

Storage Guidelines by Material:

- **Paper/Photographs:** Acid-free boxes, vertical folders, interleaving tissue; avoid metal fasteners.
- **Metal Tools/Equipment:** Shelving with inert foam padding; silica gel packets for moisture control.
- **Textiles (uniforms, flags):** Archival garment boxes or padded hangers.
- **Glass Bottles, Gauges, Fragile Items:** Museum-grade padded trays with vibration control.
- **Film, Slides, Magnetic Media:** Cold storage or dedicated media preservation boxes.

Space Planning:

- Dedicate separate zones for:
    - **Intake/Quarantine** (for condition checks)
    - **Processing Workspace**
    - **Long-term Shelving Storage**
    - **Oversized Equipment Storage**
    - **Archival/Document Room**

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3. Volunteer Staffing & Accessioning Plan

Objective: Build a trained, reliable volunteer force to support cataloging, photography, rehousing, and collections research.

Roles & Responsibilities

1. **Collections Lead (Volunteer or Part-Time Staff):**
    - Oversees standards, workflow, and data quality.
    - Coordinates training and ensures safety protocols.
2. **Cataloging Volunteers:**
    - Record object information, handle data entry, and conduct basic historical research.
3. **Photography Volunteers:**
    - Capture consistent, high-quality images; manage digital files.
4. **Rehousing Volunteers:**
    - Prepare boxes, tissue, supports, and mounts; follow clean handling procedures.
5. **Facilities/Handling Volunteers:**
    - Assist with moving large tools, equipment, and industrial artifacts.

Training Components

- Proper handling of oil and gas tools, metal, documents, and glass.
- Object numbering techniques.
- Ethical guidelines (AAM Code of Ethics).
- Basic condition assessment.
- Use of collections management software.

Workflow

1. Intake → 2. Numbering → 3. Photography → 4. Data Entry → 5. Rehousing → 6. Storage → 7. Quality Review

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4. Recommended Software

Recommended Collections Management Systems (CMS):

- **PastPerfect** – affordable, widely used by small museums; good for mixed artifacts + archives.
- **CatalogIt** – cloud-based, intuitive, mobile-friendly for fieldwork.
- **CollectiveAccess** – powerful open-source system, customizable (requires setup expertise).

- **ArchivesSpace** – excellent for documents; pairs well with a second CMS for artifacts.
- **Google Workspace** – interim solution for intake logs, spreadsheets, file organization.

Digital Imaging & Storage:

- Adobe Lightroom or Affinity Photo for batch editing
- Backblaze, Google Drive, or Dropbox for cloud redundancy

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5. Storage Furniture & Preservation Materials

Shelving & Furniture

- Powder-coated metal shelving (ventilated and adjustable)
- Flat-file cabinets for maps, photos, and posters
- Fire-resistant file cabinets for vital records
- Pallet racks for industrial equipment
- Rolling carts for safe item transport

Archival Supplies

- Acid-free boxes (various sizes)
- Buffered and unbuffered archival tissue
- Polyester/Mylar sleeves for photos, postcards, documents
- Artifact trays with Ethafoam or Volara padding
- Zip-ties or cotton twill tape (not metal wire)
- Silica gel for humidity control
- Soft-bristle brushes for cleaning
- Barcoding labels (optional but helpful)

Specialty Needs for Oil & Gas Collections

- VCI (Vapor Corrosion Inhibitor) storage bags for metal tools
- Vapor-safe cabinets for petroleum-scented objects
- Heavy-duty nitrile gloves for handling oily residues
- HEPA shop vacuum for dust on industrial materials

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6. Implementation Timeline (Suggested)

Phase	Timeline	Focus
Phase 1	Months 1–2	Space prep, shelving install, environmental controls
Phase 2	Months 2–4	Inventory + triage, volunteer recruitment, CMS setup
Phase 3	Months 4–12	Full cataloging, rehousing, photography
Phase 4	Ongoing	Maintenance, research, exhibit planning

Conclusion

The Responsible Energy Council's stewardship of the Union Oil Company Collection is an opportunity to preserve an essential chapter of California's energy heritage. By implementing a structured inventory process, establishing archival-grade storage, and building a trained volunteer corps, REC will ensure ethical care, long-term preservation, and meaningful public access to this historically significant collection.

EXHIBIT C

License Agreement with REC

Union Oil Building

Letter of Support



City of Santa Paula
970 E. Ventura Street
Santa Paula, CA 93060

12/4/25

Dear City Council Members and Staff,

On behalf of the Santa Paula Historical Society, I am pleased to offer this letter of recommendation for the Responsible Energy Council (REC) as a potential partner in the stewardship of the City's oil collection.

Members of our Board recently met with Clif Simonson of REC, Justin Campbell of the Oil Museum Foundation, and Michael Shanklin, Executive Director of KidsSTREAM. We appreciated the opportunity to learn more about REC's vision and to discuss their proposed involvement with the City's historic oil-related assets.

Based on our conversations, the Santa Paula Historical Society believes that REC demonstrates both the passion and capability necessary to care for this significant collection. Mr. Simonson brings personal and professional interest in the history of oil in Ventura County, reinforced by his own stewardship of former Unocal oil fields. Additionally, Mr. Shanklin offers extensive experience in museum operations and archival collection management, providing valuable expertise to REC's efforts.

We have long respected Justin Campbell for his commitment to preserving the integrity of the City's oil collection while fostering constructive collaboration between the Oil Museum Foundation, Leap Lab, the Santa Paula Historical Society, and the City. His confidence in REC's leadership and vision further strengthens our support.

The City's oil collection represents an important chapter in Santa Paula's industrial and cultural history. Ensuring that it is preserved, interpreted, and made accessible to the public requires a thoughtful and experienced partner. Based on REC's expressed commitment, qualifications, and collaborative approach, the Santa Paula Historical

Society believes that REC is well-positioned to fulfill this role with professionalism and care.

We appreciate the City's continued efforts to safeguard the community's heritage, and we are supportive of REC as a prospective steward of this important collection.

Thank you for your consideration. Please feel free to contact us if you have any questions or would like further information.

Sincerely,

Jennifer O. Heighton

Jennifer Heighton, President
Santa Paula Historical Society

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: James Mason, Community & Economic Development Director

Subject: REQUEST FOR ADOPTION OF RESOLUTION NO. 7600 APPROVING PROJECT NO. 2025-TM-01 FOR VESTING TENTATIVE TRACT MAP NO. 6091 (ORIGINAL EA1 APPROVAL PROJECT NO. 2006-CDP-02 EAST AREA 1 SP-4) - INDEPENDENCE AT THE HARVEST

Date: January 21, 2026

Agenda Item: 11.A

RECOMMENDATION:

Staff recommends the City Council:
(1) Open the public hearing and take evidence;
(2) Consider the evidence received during the public hearing;
(3) Adopt Resolution No. 7600 to approve Project No. 25-TM-01 for Vesting Tentative Tract Map No. 6091 to merge a subdivision of three existing lots (Lots 1 – 3) and Parcel A into one lot that would allow for the development of 298 residential condominium units, 6,358 sf of retail/office space, seven (7) common buildings, and ten (10) lettered lots (A thru J) for private streets and landscaping, subject to the conditions of approval.
Presented by: James Mason, Community & Economic Development Director

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BACKGROUND:

In February 2015, an amendment to the original East Area 1 Specific Plan (EA1SP) adopted in 2008 (06-CDP-02) and Supplemental EIR was approved. The approval included Vesting Master Tentative Map (VMTM) No. 5854 which subdivided the East Area 1 project area into several “super lots” to facilitate the development within the East Area 1 plan area. As a result, eight (8) Vesting Tentative Tract Maps (VTTM 5985-5992) were approved in November 2017. The VMTM established the primary boundaries for major development areas and primary streets within the planned area.

In June 2025, LLCB II, LLC ("LLCB II") submitted an application for a Parcel Map to consolidate the formerly designated commercial area within the Hallock Center (HC) District (Lots 1 – 3, Parcel ‘A’) into one lot, for the development of future residential condo units. In late November 2025, Staff approved a Design Review Packet (25-DR-07) for the proposed 298 condominium unit development. (See Exhibit A)

On December 9, 2025, the Planning Commission approved Resolution No. 3879 recommending that the City Council review and approve the proposed project as presented

this evening. The tract map would accommodate their proposal to build 298 residential condominium units, 6,358 sf of retail/office space, and ten (10) lettered lots (A thru J) on three existing lots (Lots 1 – 3) and Parcel A, which were previously subdivided and created by Parcel Map No. 5854 (last revised 08/2021). A detailed discussion of the proposed VTTM No. 6091 is included in the attached Planning Commission Staff Report (See Exhibit B1) and Planning Commission Resolution no. 3879, dated December 9th, 2025 (See Exhibit B2).

Tonight, the City Council is being asked to consider the recommendation of the Planning Commission to approve VTTM No. 6091 and staff's recommended addition of Condition of Approval (COA) No. 19. (See Exhibit C.) COA No. 19 was inadvertently omitted from the proposed Resolution No. 3879 presented to and approved by the Planning Commission. It states:

19. Street names for this project must come from the City approved list. Any street names proposed for this project not on the City approved list are subject to review and approval by the City Council.

Therefore, at the time of the meeting, the applicant will propose ten (10) street names from the street name list already approved by the City Council.

ANALYSIS:

VTTM No. 6091 (For Condominium purposes)

As shown in Table 1, VTTM No. 6091 (Project No. 25-TM-01) allows for 298 condominium units over Lots 1 – 3, and Parcel A, which includes ten (10) lettered lots (A thru J) for private streets and landscaping. The size of the entire parcel is 17.96 acres +/-, or 782,337 square feet.

The single- family units range from 1,176 square feet to 2,108 square feet in size, and the unit breakdown by plan type is as follows:

TABLE 1 - CONDOMINIUM UNIT AND PLAN TYPE

TYPE	COUNT	PERCENTAGE	BREAKDOWN
PLAN 1	79	26.5%	1,176 SF, 2 BED, 2 BA
PLAN S1	38	12.8%	1,237 SF, 2 BED, 2 BA
PLAN S2	38	12.8%	1,317 SF, 2 BED, 2 BA
PLAN 3	91	30.5%	1,606 SF, 3 BED, 2.5 BA
PLAN 3X	4	1.3%	1,632 SF, 3 BED, 2.5 BA
PLAN 5	18	6.0%	1,829 SF, 3 BED, 3 BA
PLAN L1	12	4%	2,072 SF, 2 BED, 2+2.5 BA
PLAN T1	12	4%	2,072 SF, 4 BED, 3.5 BA
PLAN M1	6	2%	2,108 SF, 3 BED, 2.5 BA
TOTAL UNITS	**298**	**100%**	

As shown in the attached Exhibit A (Design Review Approval Letter), the proposed units will be 2-story, multi-family detached and attached units (townhomes, duplexes, live/work, mixed-use) with varied architectural elevations and color schemes. The façade for each unit type

varies in paint color, and all the buildings are shown with concrete tile roofing. Added building features include paneled garage doors, decorative tile set pieces, window treatments, metal awnings, and railings. The mixed-use portion of the development has an adjacent retail plaza space, and the westerly side of the development has a kid's playground, pool, and BBQ area. Common buildings sport decorative gable vents, stucco grills, ceramic tiles, and louvered doors.

Maximum Dwelling Units for the East Area 1 Specific Plan

In February 2015, an amendment to the 2008 EAISP (Amendment No. 1) was approved to refine the land use plan concurrent with approval of a master tentative tract map, Tract Map No. 5854, to implement the Specific Plan.

In November 2015, a second amendment to the 2008 EA1SP (Amendment No. 2) was approved to adjust setback and landscaping requirements and authorize the Community and Economic Development Director to approve administrative adjustments to setback requirements.

In June 2021, a third amendment to the 2008 EA1SP (Amendment No. 3) was approved expanding the range of residential land uses allowed in the Civic District and Hallock Center Zones to include single-family residential uses and reflecting that the Santa Paula Unified School District was no longer the planned development of an elementary school on the 10.9-acre, Civic District site.

This EA1SP had its fourth and last amendment to the 2008 EA1SP (Amendment No. 4) approved in March 2024, which increased the number of permitted residential units by 550 units from 1,500 units to 2,050 units, and reduced the amount of commercial development from 215,000 square feet, to up to 10,000 square feet within the HC District.

There are three main residential phases in the East Area Specific Plan including Phase I - Haun Creek Neighborhood, Hallock Center East & West, Phase II – Foothill Neighborhood and Phase III - Santa Paula Creek Neighborhood. The East Area Specific Plan allows a total of 2,050 residential units to be developed within these three residential phases.

TABLE 4 - SUMMARY OF EAST AREA 1 DWELLING UNITS

EAST AREA 1 - DEVELOPMENT PHASES	**PROPOSED DWELLING UNITS**
Phase I: VTTM Nos. 5985 through 5992, 6074 - Haun Creek Neighborhood and portions of Hallock Center Area	707 (586 + 121 Parcel C)
Phase II: VTTM Nos. 6001-1 through 6001-14 - Foothill Neighborhood	554
Phase III: VTTM No. 6000 - Santa Paula Creek Neighborhood	489
Phase I: VTTM No. 6091 - Hallock Center West	300
TOTAL	**2,050**

Landscaping

The landscape plans, which show the conceptual landscape layouts for the site, have been reviewed for compliance with the East Area 1 Specific Plan Landscape standards. Ample onsite landscaping will be provided including ample streetscape along the common drives, as

well as private yards and open space for all units. Between cluster developments, passive open space will be provided via residential paseos heavily landscaped with trees, shrubs, hardscape and grass. The plans generally conform as to type size and location of proposed plant materials and were approved by Staff (Exhibit B –Landscape Plans).

Specific Plan Consistency

The project site is within the Hallock Center District in the East Area 1 Specific Plan and is consistent with the regulating plan which allows for residential development. The proposed layout and configuration are consistent with the approved East Area 1 Specific Plan which calls for residential development.

Housing Crisis Act (SB 330) and Housing Accountability Act

The proposed tentative tract map was submitted as part of LLCB II's preliminary application pursuant to the Housing Crisis Act of 2019 ("SB 330"). Generally, SB 330 limits the ordinances, policies and fees that the City may apply to housing developments. Of relevance here, SB 330 prohibits the City from imposing or enforcing design standards that are not objective design standards.

Staff has determined the project complies with all applicable objective design standards. Under SB 330, when a project complies with the applicable objective standards, the City is only permitted to reject a project if there is a preponderance of evidence that the project would have a significant, unavoidable, and quantifiable impact on “objective, identified written public health or safety standards, policies, or conditions.”

Subdivision – Mandatory Findings

Even though Council is extremely limited by SB 330 in its ability to deny the project under the City’s Subdivision Ordinance (SPMC § 16.80.160) or the Subdivision Map Act (Gov. Code § 66473.5), staff has nonetheless concluded that all mandatory findings for approval can be made.

Both the Subdivision Map Act and the City’s Subdivision Ordinance require that proposed subdivision maps conform to the General Plan, any Specific Plan, and zoning district regulations. Under the City’s Subdivision Ordinance (SPMC 16.80.160), in acting to approve or conditionally approve a tentative map, the City Council must find that the proposed subdivision is:

1. Consistent with the Santa Paula General Plan;
2. Consistent with any applicable Specific Plan or Planned Development;
3. Consistent with provisions of the Santa Paula Development Code, Title XVI of the Santa Paula Municipal Code;
4. In the interest of public health and safety; and
5. A necessary prerequisite to the orderly development of the surrounding area.

Typically, if not an SB 330 project, a tentative map application would have to be denied if the City Council made any of the following findings (Gov. Code §§ 66474, 66474.01; SPMC §

16.80.170):

1. The proposed map, or the design or improvement of the proposed subdivision, is not consistent with the General Plan or Specific Plans as specified by California Government Code section 65451;
2. The proposed map, or the design or improvement of the proposed subdivision, is not consistent with an applicable General Plan or Specific Plan;
3. The site is not physically suitable for the type of development proposed;
4. The site is not physically suitable for the proposed density of development proposed;
5. The design of the subdivision or the proposed improvements will likely cause substantial environmental damage or substantially and unavoidably injure fish or wildlife or their habitat. The City Council may still approve a tentative map, however, where, as here, an environmental impact report was prepared with respect to the project and a finding was made pursuant to paragraph (3) of subdivision (a) of Section 21081 of the Public Resources Code that specific economic, social, or other considerations make infeasible the mitigation measures or project alternatives identified in the environmental impact report;
6. The design of the subdivision or type of improvements will likely cause serious public health or safety problems;
7. The design of the subdivision or the type of improvements will conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision. The City Council may approve a tentative map, however, if it finds that alternative easements will be provided, and that these will be substantially equivalent to the ones previously acquired by the public. All easements must be recorded or established by court order; or
8. The proposed subdivision is not consistent with all applicable provisions of the Santa Paula Development Code.

Similarly, the City Council would be permitted to deny the proposed tentative map if it made any of the following findings (SPMC § 16.80.180):

1. The proposed subdivision is not compatible with surrounding development in terms of density, patterns of development, access, or other consideration.
2. The city's cost of providing infrastructure support or services outweigh any benefits associated with the subdivision SPMC § 16.80.180):
   1. The proposed subdivision is not compatible with surrounding development in terms of density, patterns of development, access, or other consideration.
   2. The city's cost of providing infrastructure support or services outweigh any benefits associated with the subdivision.

Based on these findings and supporting facts as set forth in the attached Resolution, Staff is recommending approval of the project as conditioned.

ENVIRONMENTAL REVIEW:

As noted above, in February 2008, the City certified the Final EIR for the East Area 1 Specific Plan Project (2008 East Area 1 SP FEIR), which allowed for the development of a mixed use-community of up to 1,500 total residential units and 810,000 square feet of office, retail, light industrial and civic facilities. The Project entitlements included approval of the East Area 1 Specific Plan (EA1 SP-3 or "Specific Plan"). After adoption of two addenda to the 2008 East

Area 1 SP FEIR, in February 2015, the City certified the East Area 1 Specific Plan Amendment Final Supplemental EIR (2015 East Area 1 SP SEIR) in connection with its approval of: (1) an amendment to the adopted East Area 1 Specific Plan (Amendment No. 1) which revised the land use plan and regulating plan as defined in the Specific Plan, (2) a First Amended and Restated Development Agreement, and (3) a Master Vesting Tentative Map to subdivide the East Area 1
Specific Plan Area to facilitate the development allowed by the approved Specific Plan. Revisions included the reconfiguration of the planning areas and the reduction of the amount of light industrial and commercial uses allowed.

The 2008 East Area 1 SP FEIR and 2015 East Area 1 SP SEIR were both subsequently amended through the adoption of addenda, most notably Addendum No. 6 to the East Area 1 SP FEIR and Addendum No. 4 to the East Area 1 SP SEIR, adopted in March 2024 ("Addendum No. 4"). Addendum No. 4 evaluated an amendment to the Specific Plan to increase the number of housing units allowed within the Haun Creek, Foothill and Santa Paula Creek Neighborhoods and Hallock Center District by 550 units from 1,500 to 2,050 units, remove the 25,000 square feet of light industrial and 215,000 square feet of commercial development currently allowed by the Specific Plan in the Hallock Center District. This amendment allowed development of up to 10,000 square feet of neighborhood -serving retail commercial uses in the Hallock Center District.

Addendum No. 4 analyzed the development of 707 residential units in the Haun Creek Neighborhood and Hallock Center East District, 554 residential units in the Foothill Neighborhood, 489 residential units in the Santa Paula Creek Neighborhood and 300 residential units in the Hallock Center West District on the approximate 18-acre site for the proposed Independence at Harvest Mixed-Use Project. This Addendum also analyzed development of up to 10,000 square feet of neighborhood serving commercial uses in the Hallock Center District. Addendum No. 4 concluded that the Specific Plan Amendment, as approved by the Santa Paula City Council in March 2024, would not result in any new significant impacts, or any substantial increase in the severity of any impacts identified as significant in the prior environmental review documents.

Pursuant to Section 15162 of the California Environmental Quality Act, approval of Project No. 25-TM-01 does not require a subsequent or supplemental Environmental Impact Report (EIR) because the requested Tentative Tract Map No. 6091 for condominium purposes will not result in any new significant impacts or any substantial increase in severity of the significant impacts identified in the previously certified 2008 East Area 1 SP FEIR, 2015 East Area 1 SP SEIR as amended through Addendum No. 4.

Specifically, State CEQA Guidelines Section 15162 provides that no further review is required under CEQA when there are no substantial changes in the Project, there are no substantial changes with respect to the circumstances under which the Project is undertaken, and there is no new information of substantial importance, which was not known and could not have been known at the time of certification of the 2008 East Area 1 SP FEIR and 2015 East Area 1 SP SEIR as amended through Addendum No. 4.

The proposed project is consistent with the analysis presented in the Addendum No. 4 and, pursuant to State CEQA Guidelines Section 15162, no subsequent analysis is required. The current project proposes 298 residential condominium units, 6,358 sf of retail/office space, seven (7) common buildings, and ten (10) lettered lots (A thru J) for private streets and

landscaping, subject to the conditions of approval. Addendum No. 4 analyzed 300 apartment units and up to 10,000 sf of commercial uses on the project site. The currently proposed project includes two less residential units and less commercial space on site and therefore fits within the analysis in Addendum No. 4. The change from apartments to condominium units does not result in any new or significant impacts, as both apartments and condominiums were previously analyzed as multi-family residential development. Therefore there are no substantial changes in the project, there are no substantial changes with respect to the circumstances under which the project is undertaken, and there is no new information of substantial importance, which was not known and could not have been known at the time of certification of the 2015 East Area 1 SP SEIR through Addendum No. 4, and no further environmental review is required. No potential new impacts related to the project have been identified that would necessitate further environmental review beyond the impacts and issues already disclosed and analyzed in the 2008 East Area 1 SP FEIR and 2015 East Area 1 SP SEIR as amended through Addendum No. 4. No other special circumstances exist that would create a reasonable possibility that the project will have a significant adverse effect on the environment.

Therefore, the prior EIRs and Addenda are sufficient to support the proposed action and pursuant to State CEQA Guidelines Sections 15162, no further environmental review is required.

PUBLIC NOTIFICATION:

A notice of public hearing was published in the Santa Paula Times in compliance with state law. Also, in compliance with the City's Zoning Ordinance, all property owners within a 300-foot radius of the project site were mailed notifications of the public hearing, and the project site was posted with a sign. As of the date of this report no comments have been received.

STRATEGIC PLAN:

The development of condo units, duplex units and live work units in this project will provide a variety of housing typologies in alignment with City Council Strategic Goal:
D. Healthy, Connected & Thriving Community
Housing - Advocate and seek resources for the implementation of the Housing Element 2029 Housing Action Plan

FISCAL IMPACTS:

Approval of Vesting Tentative Tract Map No. 6091 will not result in an immediate or direct fiscal impact to the City's General Fund. The proposed action enables the subdivision of an already entitled residential development into condominium units and associated private lots. All processing, review, and inspection costs will be fully recovered through applicant-paid fees. The EA-1 Specific plan allows for up to 10,000 square feet of commercial in Hallock Center which includes Vesting Tentative Tract Map No. 6091 .This project site the will include approximately 6,358 square feet of commercial space, which has the potential to generate future tax revenue from commercial tenants.

At full build-out, the project is expected to produce long-term positive fiscal impacts through increased property tax revenues, sales tax generation, and development impact fee payments,

which will help offset the cost of providing municipal services.

OPTIONS:

In addition to staff's recommendation, the Council has the following options:
1. Deny Staff’s recommendation; and/or
2. Provide Staff with additional direction.

ATTACHMENTS:

Exhibit A - Council Resolution No. 7600
Exhibit A - Design Review Approval Letter for Independence at Harvest.pdf
Exhibit B - Landscape Plan for VTTM No. 6091.pdf
Exhibit C- Vesting Tentative Tract Map no. 6091 - 25-TM-01.pdf

ATTACHMENT A
Resolution No. 7600 & Conditions of Approval for VTTM No. 6091

RESOLUTION NO. 7600

A RESOLUTION OF CITY COUNCIL (I) FINDING THAT NO FURTHER ENVIRONMENTAL REVIEW IS NECESSARY UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO SECTION 15162 OF THE STATE CEQA GUIDELINES AND (II) APPROVING VESTING TENTATIVE TRACT MAP NO. 6091, AS CONDITIONED, TO ALLOW FOR, A 1 LOT SUBDIVISION FOR THE DEVELOPMENT OF 298 RESIDENTIAL CONDOMINIUM UNITS, 6358 SQUARE FEET OF RETAIL/OFFICE SPACE, AND 10 LETTERED LOTS FOR PRIVATE STREETS AND LANDSCAPING LOCATED WITHIN THE HALLOCK CENTER DISTRICT OF THE EAST AREA 1 SPECIFIC PLAN AREA.

PROJECT NO. (25-TM-01)

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

SECTION 1: The City Council finds and declares that:

A. On February 26, 2008, the City Council certified the East Area 1 Final Environmental Impact Report (SCH#2006071134) (the "EA1 FEIR").

B. On March 3, 2008, the City Council approved the East Area 1 Specific Plan SP-3 in accordance with Government Code § 65450, *et seq*. ("the Specific Plan"). The City Council also approved a Pre-Annexation Agreement and Development Agreement (the "DA").

C. Following a special election in June 2008, the City Council adopted Resolution No. 6508 on July 7, 2008, finding that voters approved Measure G amending Section III (F) of the Land Use Element of the Santa Paula General Plan and Section III (G) of the Land Use Element to the General Plan.

D. Together, the GPA, Specific Plan and DA allow development of the East Area 1 Project (the "Project"): a mixed use-community of up to 1,500 total residential units and an estimated 810,000 square feet of office, retail, light industrial and civic facilities.

E. In February 2010, the City prepared Addendum No. 1 to the EAO FEIR to address the addition of three parcels to the proposed East Area 1 annexation.

F. Annexation of the Project site was recorded March 7, 2013, with correction recorded May 22, 2013. A series of amendments to the Specific Plan and other entitlements for the Project were subsequently approved.

G. On February 17, 2015, the City approved an amendment to the Specific Plan (EA1- SP 3) and certified a Supplemental EIR to the EA1 FEIR (EA1 SEIR) which revised the land use plan and regulating plan as defined in the then- current Specific Plan and approved a Master Vesting Tentative Map (VTTM No. 5854) that subdivided the EA1SP Area into several "super lots" to facilitate its development. The EA1-SP 3 amendment left the maximum number of residential units (1,500) unchanged.

H. On October 25, 2016, the Planning Commission held a public hearing and recommended that City Council approve eight separate Vesting Tentative Tract Maps (VTTM Nos. 5985, 5986, 5987, 5988, 5989, 5990, 5991, and 5992) to further subdivide the "super lots" created by VTTM No. 5854, creating 274 lots with a mix of single-family, multi-family, and condominium dwelling units, on approximately 72.3 acres of the 501 total acres located within the East Area 1 plan area.

I. On November 21, 2016, the City Council held a public hearing and approved Vesting Tentative Tract Map Nos. 5985 through 5992 for Phase I of the East Area Specific Plan Area. Phase I includes the Haun Creek Neighborhood and portions of the Hallock Center area of the East Area 1 Specific Plan.

J. On June 27, 2017, the Planning Commission held a public hearing and recommended that the City Council approve two additional Vesting Tentative Tract Maps: VTTM Nos. 6000 and 6001 to further subdivide the "super lots" of VTTM No. 5854. VTTM No. 6001 governs Phase II of the Project and includes the Foothill Neighborhood of the East Area 1 Specific Plan. VTTM No. 6000 governs Phase III of the Project and includes the Santa Paula Creek Neighborhood of the East Area I Specific Plan.

K. On July 17, 2017, the City Council held a public hearing and approved Vesting Tentative Tract Maps Nos. 6000 and 6001 for Phase II and Phase III of the Project. VTTM Nos. 6000 and 6001 combined create a total of 525 lots on approximately 140.65 acres of the East Area 1 Plan Area.

L. In May 2021, the Planning Commission recommended City Council approve Addendum No. 2 to the EA1 SEIR to approve an amendment to the East Area 1 Specific Plan (Project. No. 21-SPA-01), expanding the range of residential uses allowed within the Civic and Hallock Center Districts which the City Council approved in June 2021.

M. In March 2024, the City Council approved the fourth and last amendment to the 2008 EA1SP (Amendment No. 4), which increased the number of permitted residential units by 550 units from 1,500 units to 2,050 units, and reduced the amount of commercial development from 215,000 square feet, to up to 10,000 square feet within the Hallock Center (HC) District.

N. In June 2025, LLCB II, LLC ("Applicant") filed an application (Project No. 25-TM-01) with the City for a Vesting Tentative Tract Map No. 6091 (VTTM No. 6091). The site is proposed on area formerly designated commercial within the HC District. The Map would allow for 298 condominium units and 10 lettered lots (A thru J) for private streets and landscaping.

O. In November 2025, City staff approved a Design Review Packet (25-DR-07) for the future construction of 298 condominium units on the area formerly designated commercial within the HC District.

P. The application for VTTM 6091 was reviewed by the City's Planning Division, in part, for consistency with the General Plan and conformity with the Santa Paula Municipal Code ("SPMC").

Q. In addition, the City reviewed the Project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, *et seq.*, "CEQA") and the regulations promulgated thereunder (14 Cal. Code of Regulations §§15000, *et seq.*, the "CEQA Guidelines").

R. Based on the independent judgment of the Planning Commission, the approval of the proposed Ordinance is covered by the EA1 FEIR, EA1 SIER and Addendum No. 4 and no further environmental review is required for the proposed Project pursuant to Public Resources Code Section 21166 and State CEQA Guidelines Section 15162.

S. On December 9th, 2025, the Planning Commission held a public hearing regarding the proposed VTTM No. 6091 and approved Resolution No. 3879 recommending that the City Council approve the project.

T. On January 21st, 2026, the City Council held a duly noticed public hearing regarding this project.

SECTION 2: *Vesting Tentative Tract Map Required Findings.* Pursuant to Government Code § 66474, the City Council makes the following findings to approve VTTM 6091, subject to the conditions of approval:

A. *The proposed subdivision is consistent with applicable general and specific plans*. The proposed subdivision has been reviewed for conformity with the EA1SP and deemed consistent with the plan. The site of the proposed subdivision is zoned Hallock Center District in the EA1SP Regulating Plan. The Hallock District zone applies to areas intended for residential, recreational, and commercial uses. The VTTM is also consistent with the Santa Paula General Plan because the underlying land use designation is East Area 1 Specific Plan, and the subdivision complies with the density intended for this land use.

B. *The design and improvement of the proposed subdivision is consistent with the applicable general plan and specific plans.* The design and improvement of the proposed subdivision has been reviewed for conformity with the EA1SP and deemed consistent with the plan. The site of the proposed subdivision is zoned Hallock Center District in the EA1SP Regulating Plan. The Hallock District zone applies to areas intended for residential, recreational, and commercial uses. The VTTM is also consistent with the General Plan because the underlying land use designation is East Area 1 Specific Plan, and the subdivision complies with the density intended for this land use.

C. *The site is physically suitable for the type of development*. The site of the proposed VTTM is currently vacant and cleared of agricultural trees. The site is able to physically accommodate the proposed number of lots, future improvements, site landscaping, and parking, while complying with all applicable development regulations, such as street widths, lot sizes, and requirements in the City Subdivision and Zoning Codes, street standards, and development standards.

D. *The site is physically suitable for the proposed density of development*. The site

will have a residential area of 17.96 total acres with 298 condominium units at a density of 16.59 dwelling units per acre. This site is able to physically accommodate the proposed density.

E. *The design of the subdivision or and the proposed improvements are not likely to cause substantial environmental damage or substantial and avoidable injury to fish or wildlife or their habitat.* The site is vacant and already cleared of trees. The proposed improvements to the site will be buffered by other residential areas, the existing recreation center, and a future community park and are thus unlikely to cause substantial environmental damage or substantial and unavoidable injury to fish or wildlife or their habitat.

F. *The design of the subdivision and the proposed improvements are not likely to cause serious public health problems.* The design of the subdivision and the proposed improvements are in compliance with all required standards. The subdivision proposes facilities and adequate infrastructure to support the proposed residential uses. In addition, the subdivision, as conditioned, is required to be in compliance with all applicable State, County, and City design, building, and other safety related laws, codes, and regulations, including, but not limited to, the California Building Code and California Fire Code. Furthermore, the proposed subdivision will not involve the generation, disposal, use, release, or transportation of a significant amount of toxic or hazardous substances and will not create noxious or offensive odors. Therefore, it is not anticipated that the proposed subdivision will cause serious health problems.

G. *The design of the subdivision and the type of improvements will not conflict with easements of record or established by court judgment or acquired by the public at large for access through or use of property within the proposed subdivision; or, if such easements exist, that alternate easements for access or for use will be provided and these will be substantially equivalent to ones previously acquired by the public.* Review of the subdivision has revealed that the improvements will not conflict with existing easements acquired for the purposes of providing public access through, or use of, the property.

H. *The proposed subdivision will not discharge waste into an existing community sewer system in violation of existing requirements prescribed by the California regional water quality control board pursuant to Division 7 (commencing with Section 13000) of the Water Code.* There is sufficient capacity at the Santa Paula Water Recycling Facility to treat the volume of wastewater generated by the proposed subdivision.

I. The subdivision is in the interest of the public health and safety because the proposed development would improve and extend City infrastructure and utilities to better serve the project site and the surrounding area;

J. The subdivision is a necessary prerequisite to the orderly development of the surrounding area for the reasons described above.

SECTION 3: *Environmental Assessment*: The City Council makes the following environmental findings:

A. The City certified EA1 FEIR, adopted the EA1SP, and approved a series of related actions in February 2008. As required by the CEQA, the City adopted findings of fact for the significant impacts identified in the EA1 FEIR and a statement of overriding considerations for those impacts identified as significant and unavoidable after the incorporation of all feasible mitigation into the Project.

B. Addendum No. 1 to the EA1 FEIR, prepared by the City in February 2010, addressed the addition of three parcels to the proposed East Area 1 annexation to allow for the implementation of improvements to the intersection of Telegraph Road and Hallock Drive identified in Mitigation Measure T-2 of the EA1 FEIR.

C. From 2014 through 2016, the City prepared two subsequent Addendums to the EA1 FEIR to address changes to the Project, as well as a Final Supplemental EIR (the "FSEIR"), certified in 2015, for, among other entitlements, an amendment to the Specific Plan, followed by two Addendums to the FSEIR.

D. All prior CEQA documents shall collectively comprise and be referred to herein as the "EA1 FEIR".

E. The EA1 FEIR (including documents and other materials that constitute the record of proceedings on which the City's findings and decisions are based) is located at City of Santa Paula, 970 Ventura Street, Santa Paula, CA 93060. The custodian for these documents is the Community and Economic Development Director. This information is provided in compliance with CEQA § 21081.6(a)(2) and CEQA Guidelines § 15091(e).

F. The EA1 FEIR is incorporated into this Resolution by reference as if fully set forth herein.

G. The California Environmental Quality Act (CEQA) requires a review of the information in the FSEIR to address changes to a project or changes to the circumstances under which a project will occur and to assess whether a subsequent or supplemental EIR is required.

H. Pursuant to Section 15162 of the California Environmental Quality Act, approval of Project No. 25-TM-01 does not require a subsequent or supplemental EIR because there are no substantial changes with respect to the circumstances under which the Project is undertaken, and there is no new information of substantial importance, which was not known and could not have been known at the time of certification of the EA1 FEIR. The proposed modified subdivision includes two less residential units and less commercial square footage than what was analyzed in the EA1 FEIR and will not result in any new significant impacts or any substantial increase in severity of the significant impacts identified in the EA1 FEIR for the Project.

SECTION 4: *City Council Approval.* Based on the foregoing findings, City Council approves Vesting Tentative Tract Map No. 6091 for the East Area 1 Specific Plan subject to the Conditions of Approval set forth in Exhibit "A," which are incorporated into this

Resolution by reference.

SECTION 5: *Reliance on the Record.* Each and all of the findings and determinations in this Resolution are based on the competent and substantial evidence, both oral and written, contained in the entire record relating to the project. The findings and determinations constitute the independent findings and determinations of the City Council in all respects and are fully and completely supported by substantial evidence in the record as a whole.

SECTION 6: *Limitations.* The City Council's analysis and evaluation of the project is based on the best information currently available. It is inevitable that in evaluating a project that absolute and perfect knowledge of all possible aspects of the project will not exist. One of the major limitations on analysis of the project is the City Council's lack of knowledge of future events. In all instances, best efforts were made to form accurate assumptions. Somewhat related to this are the limitations on the City's ability to solve what are in effect regional, state, and national problems and issues. The City must work within the political framework within which it exists and with the limitations inherent in that framework.

SECTION 7: *Summaries of Information.* All summaries of information in the findings, which precede this section, are based on the substantial evidence in the record. The absence of any particular fact from any such summary is not an indication that a particular finding is not based in part on that fact.

SECTION 8: The City Clerk is directed to mail a copy of this Resolution to Applicant and Applicant's Representative and to any other person requesting a copy.

SECTION 9: This Resolution is the City Council's final decision and becomes effective immediately upon adoption.

PASSED AND ADOPTED this 21st day of January 2026.

_____
Carlo Juarez,
Mayor

ATTEST:

_____
Julie Latshaw,
City Clerk

APPROVED AS TO FORM:

_____
Monica Castillo,
City Attorney

Exhibit A

CONDITIONS OF APPROVAL
25-TM-01 VTTM No. 6091 for 298 condominium units
(Original Approval 2006-CDP-02 East Area 1 SP-4)

In addition to all applicable provisions of the Santa Paula Municipal Code ("SPMC"), the Limoneira Lewis Community Builders II, LLC (Applicant/Property Owner) agrees for itself, its heirs and assigns that it will comply with the following provisions as Conditions for the City of Santa Paula's Approval of Project No. 25-TM-01 for East Area 1 Vesting Tentative Tract Map No. 6091 ("Project Conditions").

GENERAL CONDITIONS

Planning

1. The Resolution and these associated Conditions of Approval were adopted with the knowledge, understanding and consent of the Property Owner/Applicant.

2. The Property Owners/Applicant must comply with all applicable law including, without limitation, the SPMC and such uncodified regulations, policies, and conditions regulating the Project. In addition, the Property Owners/Applicant must pay all applicable fees and assessments to the City.

3. The Property Owner/Applicant's failure to comply with, or breach of, any Project Conditions may result in the amendment or revocation of this Permit, or any related permits, or other enforcement action, as may be appropriate in the case. The City may undertake such acts and incur such expenses as it may consider necessary to effect compliance, the cost thereof including without limitation, administration costs and recoverable attorney fees, to be reimbursed by the applicant or current property owners, as may be appropriate in the case.

4. This permit is subject to an ongoing review. If at any time valid, substantiated complaints are received, the City, in its discretion, may hold a public hearing held before the City Council, to determine if any condition or the permit should be modified, amended, or revoked.

5. Applicant agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of Project No. 25-TM-01 for East Area 1, Vesting Tentative Tract Map No. 6091 – Hallock Center District. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of Project No. 25-TM-01 East Area 1 Tentative Tract Map No. 6091, Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the City of Santa Paula's elected officials, appointed officials, officers, and employees, and consultants including, without limitation, legal counsel.
6. The Applicant or the Applicant's successor-in-interest is responsible for maintaining the undeveloped portion of the site including weed abatement, graffiti and litter removal, green

fencing, dust control and maintenance of stormwater quality control measures.

7. The Applicant must comply with all applicable provisions of the project's Development Agreement. Annual monitoring is required as outlined in the Agreement.

8. The Applicant must comply with all mitigation measures identified in the Final Supplemental Environmental Impact Report prepared for the East Area 1 Specific Plan Amendment and related approvals. A Mitigation Monitoring and Reporting Program (MMRP) was prepared as part of the environmental review for the project (Resolution No. 6906). The mitigation measures of the MMRP are incorporated into these conditions of approval by reference.

9. In compliance with California law, the Mitigation Monitoring and Reporting Program (MMRP) will be administered for the project. Before the City issues the first Certificate of Occupancy, the Applicant must pay a deposit of $30,000 for the administration of the MMRP. This fee must be paid no later than January 1st of each year until the final Certificate of Occupancy is issued and is subject to change.

10. Prior to the issuance of building permits, plans submitted to the Building Department, Ventura County Fire Protection District, and Planning Department for building permits must contain a printed copy of these Conditions of Approval, the Final Mitigation Monitoring and Reporting Program (MMRP) and the Project number, "25-TM-01" for East Area 1, Vesting Tentative Tract Map No. 6091, in the title blocks of the plans.

Vesting Tentative Map

11. Except as otherwise provided by a development agreement or pursuant to Government Code § 66452.6(a)(1), a tentative map expires twenty-four (24) months after the date the map was approved.

12. The right conferred upon a vesting tentative map is vested for an initial time period of twenty-four (24) months from the date a final map is recorded. Where several final maps are recorded on various phases of a project, approved by a single vesting tentative map, this time period begins for each when the final map for that phase is recorded.

13. The initial time period is automatically extended by any time used by the City for processing a complete application for a grading permit or for design or architectural review, if the time period used by the city to process the application exceeds (30) days from the date the complete application is filed.

14. The conditions under which an extension of time or stay is granted for a vesting tentative map must be consistent with that established for tentative maps**.**

15. If a developer submits a complete application for a building permit during the initial time period, or any granted extension, the rights conferred by the vesting map continue until the expiration of that building permit or any extension to that building permit that the City may issue.
16. Within twenty-four (24) months after the date the City Council approves a tentative map, or any later date that may be authorized by an extension granted pursuant to this article, the subdivider must cause the subject property to be accurately surveyed and a Final Map to

be prepared in conformance with the tentative map and any and all applicable conditions.

Planning Department

17. The owner/Applicant shall comply with all of the provisions established within the fourth amendment to the current Development Agreement, and any other applicable life safety requirements.
18. The owner/Applicant must prepare and record a declaration of Covenants, Conditions and Restrictions (CC&R's) as required by Civil Code §4250 sufficient to enforce owner/Applicant obligations to the City under this approval. Before the City approves the final map for the project, the CC&R's must be reviewed and approved by the City Attorney and City Engineer. Project CC&Rs must include provisions requiring the incorporation of drought tolerant landscaping and minimal turf areas in ornamental planting areas. The Applicant must pay all of the City's costs associated with such review including, without limitation, attorney's fees of the City Attorney.
19. Street names for this project must come from the City approved list. Any street names proposed for this project not on the City approved list are subject to review and approval by the City Council.
20. The CC&Rs must include a condition that the Applicant must provide the prospective home buyers disclosure of the following items. Proof of this disclosure, must be provided to the Planning Department and included in the CC&Rs for the project before the City issues the first certificate of occupancy:

    a. The presence of an active community park/detention basins that will include sports field lighting for evening use;

    b. Continued agricultural uses on the 55 acres on the northern edge of the Specific Plan area.

    c. The presence of City Well #7 is nearby and may operate and produce noise and light at any time during the day or night on any or all days of the year.

Cultural Resources

21. Before the start of grading activities in native soils, the project specifications must require a qualified Native American monitor to be present during grading activities within native soils. The Native American monitor will be authorized to halt construction, if necessary, in the immediate area (up to 200 feet) where buried cultural remains are encountered.

Final Map

22. The Final Map must be processed in accordance with SPMC §§ 16.80.410 through 16.80.470.
23. Permanent survey monuments must be located and installed in a well in accordance with the County of Ventura Road Standards Plate E-4, Revision D for City streets outside the subdivision. The owner/developer shall execute a Subdivision Improvement Agreement (SIA) to be recorded concurrently with the final map. The SIA shall be in a form provided by the City Attorney and content and terms provided by the City Engineer. The owner/developer shall provide

Performance and Payment bonds to ensure the completion of public improvements and necessary private improvements such as the private drainage and private retention basin.

24. The owner/developer shall provide bonds to ensure the placement of required survey monuments including several well monuments and ties within the public streets outside the subdivision boundary.

25. In accordance with Section 3.3.2(b) of the Development Agreement, the owner/developer shall transfer groundwater production equivalent to the Demand Rates set forth in Table 1 of Appendix A of the Potable Water System Master Plan Amendment, dated December 29, 2023 prior to the recordation of the final map.

26. The owner/developer shall dedicate any additional public right-of-way to provide for the full width of public sidewalk and parkway required by the approved plans.

27. The grading, drainage and public improvements plans and all related reports must be submitted to and approved by the City Engineer prior to final map recordation. If the plans and related documents are not completed, the bond amount can be increased to cover the unknown costs as determined by the City Engineer.

Grading, Drainage, and Public Improvement Plans

28. Before the City issues a grading permit, a grading and drainage plan and report for the project must be prepared and approved. The grading plan must demonstrate conformance with the limits of grading exhibit of the project Final SE1R, the standards of the Specific Plan, and the California Building Code. The Public Works Director, or designee, will select the geotechnical/soils evaluations reviewer for the project grading plans. Permittee must reimburse City for all costs associated with review of plans.

29. All grading must conform to Chapter 33 and Appendix J of the California Building Code (CBC) as adopted by the SPMC, and applicable provisions of the County of Ventura Grading regulations as determined by the City Engineer

30. The applicant shall submit a current site-specific geotechnical report that shall include slope stability analysis where needed or requested by the City reviewer. The report shall include design recommendations for the proposed retaining walls and recommendations for building setbacks. The recommendations of the geotechnical report shall be reviewed and approved by the City Engineer prior to issuance of a grading permit.

31. The grading plan shall be consistent with the master grading plan and includes the following minimum requirements:

    a. Final earthwork quantities estimates (cut/fill, import/export, removal/recompaction).
    b. An Erosion Control Plan outlining site specific Construction Best Management Practices (BMPs) for prevention of soil erosion/deposition and non-visible pollutant management in accordance with the current version of the State of California Construction General Permit 2009-009-DWQ and subsequent amendments.
    c. Final pad and roadway elevations.
    d. Extents of removal and recompaction, existing and proposed topography using 1-foot contours.

e. Designation of borrow or stockpile site locations for import/export material.
f. The extent of all remedial/corrective grading required (over-excavations, etc.)
g. Interim drainage detention basin locations and development phase specific drainage requirements based upon the approved project Master Hydrology and Hydraulics report or the area specific approved Hydrology and Hydraulics report.

32. Before the City issues any grading permit that will affect jurisdictional drainages, the Applicant must provide a copy of the applicable regulatory permit (US Army Corps of Engineers, California Department of Fish and Wildlife, County of Ventura, and as applicable Regional Water Quality Control Board) to the Public Works and Planning Departments. With respect to the Haun Barranca and or Santa Paula Creek restoration permits, the Applicant must submit documentation that the project requirements are satisfied or bonded for (if required by the regulatory agencies). The Applicant must also provide a plan documenting that the restoration efforts will be implemented consistent with the timing requirements of the permits.

33. Before the City issues a grading permit, a Construction Management Plan, including construction truck routes, traffic control plan, and a staging plan, must be submitted for review and approval by the Public Works Director, or designee. The plan must include the duration of the grading operation and construction activities, import/export truck routes, and a daily time schedule of operations. Site construction access must utilize designated truck routes.

34. The Applicant must reconstruct any existing public improvements adjacent to the limits of the project damaged during the construction of the project.

35. Public streets that are utilized for construction and grading operations must be maintained and swept daily during construction activity using a pickup type street sweeper.

Drainage

36. Before the City issues a grading permit, the Applicant must submit a Hydrology and Hydraulic study to the Public Works Director, or designee, for review and approval. Applications must demonstrate compliance with the City approved project Master Hydrology and Hydraulic report.

37. The Applicant must construct the proposed onsite and offsite drainage facility improvements and the debris and detention basin provisions as identified in the Specific Plan and Master Hydrology and Hydraulic Report documents that are related to this phase of the development. An appropriate maintenance mechanism and operations plan must be approved by the Public Works Director, or designee, as part of final design. Drainage and flood control facility design, including modifications to the existing on-site drainages must be in accordance with the requirements of the Public Works Director, or designee.

38. Proposed Drainage facilities can be built in phases but shall be constructed simultaneously with the grading operations of each phase of construction. Construction phasing plan must be approved by the Public Works Director, or designee, as part of final design. Storm drain infrastructure phasing plan is required to ensure public health and safety and to prevent possible adverse effects of construction operations on downstream storm drain infrastructures during a storm event.

39. The drainage design must incorporate the requirements of the current 2025 edition of Ventura County Technical Guidance Manual, and the County of Ventura Municipal Separate Storm Sewer System (MS4). The current edition provides for the use of the 2011 edition, since the project entitlement had sufficiently progressed prior to the adoption of the 2025 Ventura County Stormwater Technical Guidance Manual (TGM) on May 12th, 2025.

40. The Hydrology and Hydraulics report for the development must address offsite drainage patterns and flows that could affect the properties downstream.

41. The private Storm Drains within the project shall be privately owned and maintained by the Home Owners Association (HOA).

Stormwater Quality

42. Before the City issues a grading permit, the project Applicant must submit a project Notice of Intent (NOI) to the California State Water Resources Control Board, Storm Water Permit Unit in accordance with the NPDES Construction General Permit CAS004004; Order No. R4-2021-0105 and the further detailed in the 2025 Ventura County Stormwater Technical Guidance Manual (TGM). The Applicant must submit the project Stormwater Pollution Prevention Plan (SWPPP) for review and approval by the Public Works Director, or designee.
43. Development drainage design practices must be performed in accordance with the Ventura Countywide Stormwater Quality Management Program, National Pollution Discharge Elimination System (NPDES) Permit No. CAS004004 and current permit updates as well as the 2011 Ventura County Technical Guidance Manual. Project drainage designs must incorporate Post Construction Best Management Practices (BMPs) for review and approval by the Public Works Director, or designee, and must comply with MS4 requirements.
44. Before the City issues a grading permit, parking areas and associated drive aisles must be designed in accordance with the Ventura County Technical Guidance Manual. The design must be submitted to the Public Works Director, or designee, for review and approval.

Water and Wastewater

45. Before the City issues a grading permit, the Applicant must provide a potable water infrastructure report and water improvement plans for review and approval by the Public Works Director, or designee. Report and plans shall be in accordance with the approved Master Water Plan and the Development Agreement.

46. Before the City issues a grading permit, the Applicant must prepare a detailed utility infrastructure construction phasing plan for reviewed and approval by the Public Works Director, or designee. The plan shall show the extent and schedule of each phase, connection points, and pipeline alignments.

47. All public water and public sewer facilities must be designed and constructed in accordance with the adopted City Standards as well as the provisions of the Standard Specifications of Public Works Construction (SSPWC) aka the "Greenbook." Improvement plans detailing materials, layout and equipment manufacturers must be submitted for review and approval by the Public Works Director, or designee.

48. Before the City issues building permits, the Applicant must submit for review and approval by the City Public Works Director, or designee, evidence that the project incorporates water conservation Best Management Practices (BMPs) and water conserving measures. The water conservation measures were identified in the project Water Supply Assessment (WSA) and in the Draft Specific Plan. Provide water conservation education materials and notification for the proper use and maintenance of water conservation facilities to the Public Works Director for review and approval. Before the City issues a grading permit, the Applicant shall submit a project specific sewer report and improvement plans for review and approval by the Public Works Director, or designee. The reports and the plans shall be in accordance with the approved Master Sewer Plan and shall include design, selection of materials and the operation of the facilities. Prior to the issuance of the certificate of occupancy for the first unit, residential or commercial, the Zone 200 water tank shall be constructed and accepted by the City.
49. Prior to the issuance of the certificate of occupancy for the first unit, residential or commercial, Well 7 must be completed, commissioned and permitted to operate by the State Division of Drinking Water.
50. The water distribution system within the project shall be privately owned and maintained and served by two points of connection with one domestic water meter each from the City.

Circulation and Traffic

51. Street configurations that are not included in the SPMC, Specific Plan or General Plan documents must be reviewed and approved by the Ventura County Fire Protection District and the Public Works Director, or designee.
52. Before City approves the grading plan, traffic calming devices must be approved by the Fire Chief and Public Works Director or designee.
53. Before the City issues a grading permit, traffic circulation and control on adjacent streets, including all curb openings, control signs for regulation, warning, and guidance of traffic, must be designed as required by the Public Works Director, or designee. Traffic circulation and control onsite must meet the approval of the Planning Director and Public Works Director, or designee.
54. The developer/owner shall provide a final study on the left-hand turn-pocket from Hallock into the project driveway to determine the appropriate queuing and the possible need for vehicle sensors and signal coordination with the traffic signal at Hallock and Telegraph.
55. A cross-walk with RRFBs may be required at the main entrance on Santa Paula Street to allow pedestrians to safely access to the park. Street lights may be required on each side. Locations must be at the intersection of street centerlines, and as designated by the Public Works Director, or designee. All survey monumentation must be installed in accordance with the County of Ventura Road Standards and must comply with Business and Professions Code 8771.
56. Before the City approves any improvement plans, the Applicant must submit a street lighting plan for review and approval by the Public Works Director, or designee. The plan must include the light fixture lumens proposed within the project boundaries. Street

lights must utilize 3000K LED and/or dark sky technology as identified by the Public Works Director, or designee. For project streets that connect to an existing street, the plan must identify the location of the first existing street light on the existing street. Street lights shall be located in accordance with an approved photometric plan consistent with ANSI/IES RP-8.

57. Applicant must obtain all necessary encroachment permits before the city approves any subdivision map or grading permit as applicable. Typical permits include, without limitation, Southern California Edison Company, Southern California Gas Company, Verizon Communications (telephone), Time Warner (cable television), Ventura County Watershed Protection District, Ventura County Transportation Department, Ventura County Transportation Commission (railroad), and Caltrans.

58. Prior to building permits being issued: all water; sewer and storm drain construction within the public City streets shall be inspected by public works inspectors and completed per the approved improvement plans; the private streets shall have all curb and gutters; base and the base course of paving installed.

Ventura County Fire Department

59. Prior to combustible construction, a paved all-weather access road / driveway suitable for use by a 20-ton Fire District vehicle shall be installed at locations approved by the Fire District.

60. Prior to combustible construction, all utilities located within the access road and the first lift of the access road pavement shall be installed. A minimum 20-foot clear width shall remain free of obstruction during any construction activities within the development once combustible construction starts.

61. All access roads / driveways shall have a minimum vertical clearance of 13 feet 6 inches (13' 6") of building to sky.

62. Prior to construction the applicant shall submit two (2) site plans to the Fire District for approval of the location of fire lanes. Prior to occupancy, all fire lanes shall be posted “NO PARKING-FIRE LANE-TOW AWAY” in accordance with California Vehicle Code, the International Fire Code and current VCFPD Fire Lane Standards. All signs and or Fire Lane markings shall be within recorded access easements.

63. Address numbers, a minimum of 4 inches (4") high, shall be installed prior to occupancy, shall be of contrasting color to the background, and shall be readily visible at night. Brass or gold-plated numbers shall not be used. Where structures are set back more than 150 feet (150') from the street, larger numbers will be required so that they are distinguishable from the street. In the event the structure(s) is not visible from the street, the address number(s) shall be posted adjacent to the driveway entrance on an elevated post.

64. The minimum fire flow required shall be determined as specified by the current adopted edition of the International Fire Code Appendix B with adopted Amendments and the applicable Water Manual for the jurisdiction (whichever is more restrictive). The applicant shall verify that the water purveyor can provide the required volume and duration at the project prior to obtaining a building permit.

65. All structures shall be provided with an automatic fire sprinkler system in accordance with current VCFPD Ordinance at time of building permit application.

66. Plans for all fire protection systems (sprinklers, dry chemical, hood systems, etc.) shall be submitted, with payment for plan check, to the Fire District for review and approval prior to installation. Note: Fire sprinkler systems with 20 or more heads shall be supervised by a fire alarm system in accordance with Fire District requirements.

67. The applicant shall obtain VCFD Form #610B "Requirements for Construction" prior to obtaining a building permit for any new structures or additions to existing structures.

68. Two (2) means of ingress/egress shall be provided to the development in accordance with Fire District access standards.

69. Access Road Width, Private Roads/Driveways - Private roads shall comply with Public Road Standards.

    a. Access road width of 36 feet shall be provided for residential use with parallel parking permitted on both sides.

    b. Access road width of 32 feet shall be provided for residential use with parallel parking permitted on one side.

    c. Access road width of 24 feet shall be required with no on-street parking permitted.

70. Prior to construction, the applicant shall submit plans to the Fire District for placement of fire hydrants. On plans, show existing hydrants within 500 feet of the development. Indicate the type of hydrant, number, and size of outlets.

71. Fire hydrant(s) shall be provided in accordance with current adopted edition of the California Fire Code, Appendix C and adopted amendments at time of building permit application. On-site fire hydrants may be required as determined by the Fire District.

72. Prior to combustible construction on any parcel, a fire hydrant capable of providing the required fire flow and duration shall be installed and in service along the access road driveway at a location approved by the Fire District, no further than 250 feet from the building site. The owner of the combustible construction is responsible for the cost of this installation.

73. Prior to the occupancy of any structure, blue reflective hydrant location markers shall be placed on the access roads in accordance with Fire District standards. If the final asphalt cap is not in place at time of occupancy, hydrant location markers shall still be installed and shall be replaced when the final asphalt cap is completed.

By signing this document, Applicant certifies that it read, understood, and agrees to the Project Conditions listed in this document.

Limoneira Lewis Community Builders II, LLC

Date

CITY OF SANTA PAULA
Community & Economic Development Department
970 Ventura Street . Santa Paula, CA 93060 . Phone: (805) 933-4214 . www.spcity.org

November 24, 2025

LLCB II/ TK Consulting, Inc.,
DBA Qtative Development Solutions
4350 Von Karman Ave., Suite 200,
Newport Beach, CA 92660

Re: **Design Review Approval – Independence at Harvest**
Project No. 25-DR-06
APNs: 107023003, 107023004, 107023005, 107023006

Address: Independence at Harvest (Specific lot/phase information)

Dear Applicant/Representative:

The City of Santa Paula staff and contracted consultants have completed the Design Review Committee of the proposed architectural, landscape, and site design plans for the Independence at Harvest residential/mixed use development. After thorough consideration of the materials submitted, the Design Review application has been approved subject to the conditions listed herein.

Project Description

The Independence at Harvest project includes the construction of 298 new residential units and approximately 6,000 square feet of commercial development (composed of live work space and retail) within the larger Harvest at Limoneira Specific Plan area. The application encompasses architectural elevations, color and materials, roofing selections, window and door configurations, landscaping, lighting, and associated site improvements consistent with the adopted Specific Plan and Community Design Guidelines.

Findings

The Design Review by staff found that the project meets the required findings pursuant to Santa Paula Municipal Code Section 16.222, including:

1. The project exhibits a cohesive and high-quality design consistent with the Harvest at Limoneira Specific Plan and citywide design standards.
2. Architectural elements, materials, and massing contribute to a visually appealing neighborhood identity and are compatible with surrounding development in the Harvest community.
3. Site layout, building orientation, and landscaping provide an attractive and functional pedestrian environment.
4. The proposed design supports a unified community character and avoids adverse visual impacts.

Conditions of Approval

The following conditions apply to this Design Review approval:

1. **Final Plans.** The applicant shall submit final architectural, landscape, and civil plans for review and approval by the Community & Economic Development Department and contracted consultants prior to issuance of building permits. The final plans and documents needed for permit issuance must contain the following:
    - A plan note stating, "The increased building height is a result of a City imposed requirement for retail spaces which impacts the first-floor clearance height. As a result, the overall height of the mixed-use portion of the development is 43'-1"; 3'--1" above the 40' maximum height requirement in the Hallock Center (CD) Zoning District. The additional height will not detrimentally impact the project or adjacent properties."
    - A final loading plan showing how goods will be transported on site, and within the mixed-use portion of this development.
    - Final Design Review packet describing each architectural type, color scheme and palettes.
    - Vinyl fencing treatments must be reviewed and approved by the Ventura County Fire Department prior to plan check or building permit issuance.
    - Open space calculations and shaded diagrams for each use show that the hardscape is not more than 50% of the front setback area.
2. **Material Consistency.** Any changes to exterior materials, colors, or architectural details must be submitted for Planning Division approval prior to implementation.
3. **Landscaping.** Plant species, irrigation plans, and tree placement shall comply with the approved landscape palette and water-efficient landscape standards. The final landscaping plans shall include the following tree/shrub types including in the updated plant glossary: Trees: Rose vertical standard, Magnolia Grandiflora "Majestic Beauty," Pyrus calleryana "Chanticleer". Shrubs: Buxus microphylla japonica, Juniperus scopilorum "Skyrocket," Podcarps elongatus "Monmal, and Rosa f. "Trumpeter."
4. **Lighting.** All exterior lighting shall be shielded, downward-directed, and consistent with the approved fixture cut-sheets.
5. **Code Compliance.** The project shall comply with all applicable provisions of the Santa Paula Municipal Code, the Harvest at Limoneira Specific Plan, and any conditions imposed through prior entitlements.
6. **State and Local Regulations.** All improvements must meet California Building Code, Fire Code, accessibility requirements, and Ventura County Fire Department conditions.
7. **Validity.** This Design Review approval is valid for 24 months from the date of approval. Building permits must be secured within this period unless an extension is granted by the City.
8. **Fees.** All required City fees must be paid prior to issuance of building permits or other applicable approvals.

Next Steps

Please contact the Community & Economic Development Department to schedule final plan check submittal. Staff will continue to coordinate with you throughout the permitting and construction phases to ensure consistency with all approved design elements.

If you have any questions regarding this Design Review approval, please contact James Mason, Community & Economic Development Director, at (805) 933-4214 x251 or by email at jmason@spcity.org

Regards,



James Mason
Community & Economic Development Director

Exhibit B - Landscape Plan

AMENITY LEGEND

1. MAIN ENTRY:
   - ENHANCED PAVING
   - PROJECT SIGNAGE
   - DUAL SWING GATES
2. RETAIL PLAZA
   - DECORATIVE PAVING
   - LOW STUCCO & TILE WALLS
   - VARIETY OF SEATING OPPORTUNITIES
   - OPEN TURF PANELS W/ CORN HOLE
3. ENTERTAINMENT PATIO:
   - COVERED AREA
   - BBQ W/ COUNTER
   - OPEN PATIO
4. ENCLOSED DOG PARK
5. SEATING AREA W/ PEDESTAL BBQ ZONES
6. PRIVATE OPEN SPACE (TYP.)
7. POOL AREA:
   - LARGE POOL & SUN DECK
   - SPA W/ TILE MURAL BACKDROP WALL
   - LARGE CABANA SHADE STRUCTURE
   - TILE SEATWALLS
8. BBQ NODE W/ SHADE STRUCTURE & PICNIC TABLE
9. SEATING NODES W/ FIRE TABLE & PEDESTAL BBQ
10. TOT LOT W/ NATURE INSPIRED FORMS
    - MULTI SHADE TREE NEAR OR WITHIN PLAY SURFACE
    - CURVE SEATWALLS
    - SWING SETS
    - MULTIPLE AGE APPROPRIATE PLAY EQUIPMENT
11. SWING SET ENCLOSED PLAY AREA
12. MOTOR COURT ENTRY W/ SLIDING GATE
13. GARDEN SEATING AREA
14. COMMUNITY DOG PARK

TREES LEGEND

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	WUCOLS
	TREES			
	Rose vertical standard	Rose	15 Gal.	M
	Lagerstroemia hybrids species	Crape Myrtle (White)	24" Box	M
	✻Laurus Nobilis	Sweet Bay	24" Box	L
	✻Quercus robur x bicolor 'Long'	Regal Prince Oak	24" Box	M
	Koelreuteria paniculata	Golden Rain Tree	24" Box	M
	Magnolia grandiflora 'Majestic Beauty'	Southern Magnolia	24" Box	M
	Cinnamomum camphora	Camphor Tree	24" Box	M
	Olea europaea 'Swan Hill'	Swan Hill Olive	24" Box	L
	✻Prunus persica 'Donut'	Donut Peach	24" Box	M
	Pyrus calleryana 'Chanticleer'	Chanticleer Pear	24" Box	M
	✻Tristania conferta	Brisbane Box	24" Box	M
	✻Parkinsonia 'Desert Museum' (Cercidium)	Hybrid Palo Verde	24" Box	L
	Platanus racemosa	California Sycamore	24" Box	L
	✻Strelitzia nicholii	Bird of Paradise	24" Box	L
	Ulmus parvifolia 'True Green'	Evergreen Elm	24" Box	M
	PALMS			
	✻Phoenix Dactylifera	Date Palm	20' B.T.H	L

SHRUBS LEGEND

SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE	WUCOLS
	SHRUBS			
	✻ Agave attenuata	Foxtail Agave	5 Gal.	L
	✻ Bougainvillea 'Torch Glow'	Bougainvillea	5 Gal.	L
	Buxus microphylla japonica	Japanese Boxwood	5 Gal.	M
	✻ Carex divulsa	Berkeley Sedge	5 Gal.	
	✻ Chondropetalum tectorum	Cape Rush	5 Gal.	M
	✻ Dianella revoluta 'DR5000'	Little Rev Flax Lily	5 Gal.	M
	✻ Dianella tasmanica 'Silver Streak'	Silver Streak Flax Lily	5 Gal.	M
	Dietes bicolor	Fortnight Lily	5 Gal.	L
	Juniperus scopulorum 'Skyrocket'	Skyrocket Juniper	5 Gal.	L/M
	Ligustrum japonicum 'Texanum'	Wax Leaf Privet	5 Gal.	M
	✻ Lomandra x Lomilon 'Lime Tuff'	Mat Rush	5 Gal.	
	Muhlenbergia rigens	Deer Grass	5 Gal.	M
	Nandina domestica 'Gulf Stream'	Heavenly Bamboo	5 Gal.	M
	✻ Olea europaea 'Montra' P.P.#6266	Little Ollie Dwarf Olive	5 Gal.	L
	Pittosporum tobira	Mock Orange	5 Gal.	M
	Podocarpus elongatus 'Monmal'	Icee Blue Yellow-Wood	5 Gal.	M
	Rhaphiolepis indica	Dwarf Indian Hawthorne	5 Gal.	M
	Rosa f. 'Trumpeter'	Trumpeter Rose	5 Gal.	M
	✻ Senecio ficoides 'Mount Everest'	Skyscraper Senecio	5 Gal.	
	✻ Strelizia reginae	Bird-of-Paradise	5 Gal.	M
	GROUNDCOVER			
	✻ Carissa grandiflora 'Green Carpet'	Natal Plum	5 Gal.	L
	Myoporum X 'Puta Creek'	Myoporum	5 Gal.	L
	✻ Lippia nodiflora 'Kurapia'	Kurapia	5 Gal.	L
	✻ Vinca minor	Periwinkle	5 Gal.	M

✻ PLANT MATERIAL PROPOSED TO BE ADDED TO THE SPECIFIC PLAN APPROVED LIST



NORTH

0 30' 60' 120'

1"=60'-0"

INDEPENDENCE @ HARVEST IN LIMONEIRA

SANTA PAULA, CA

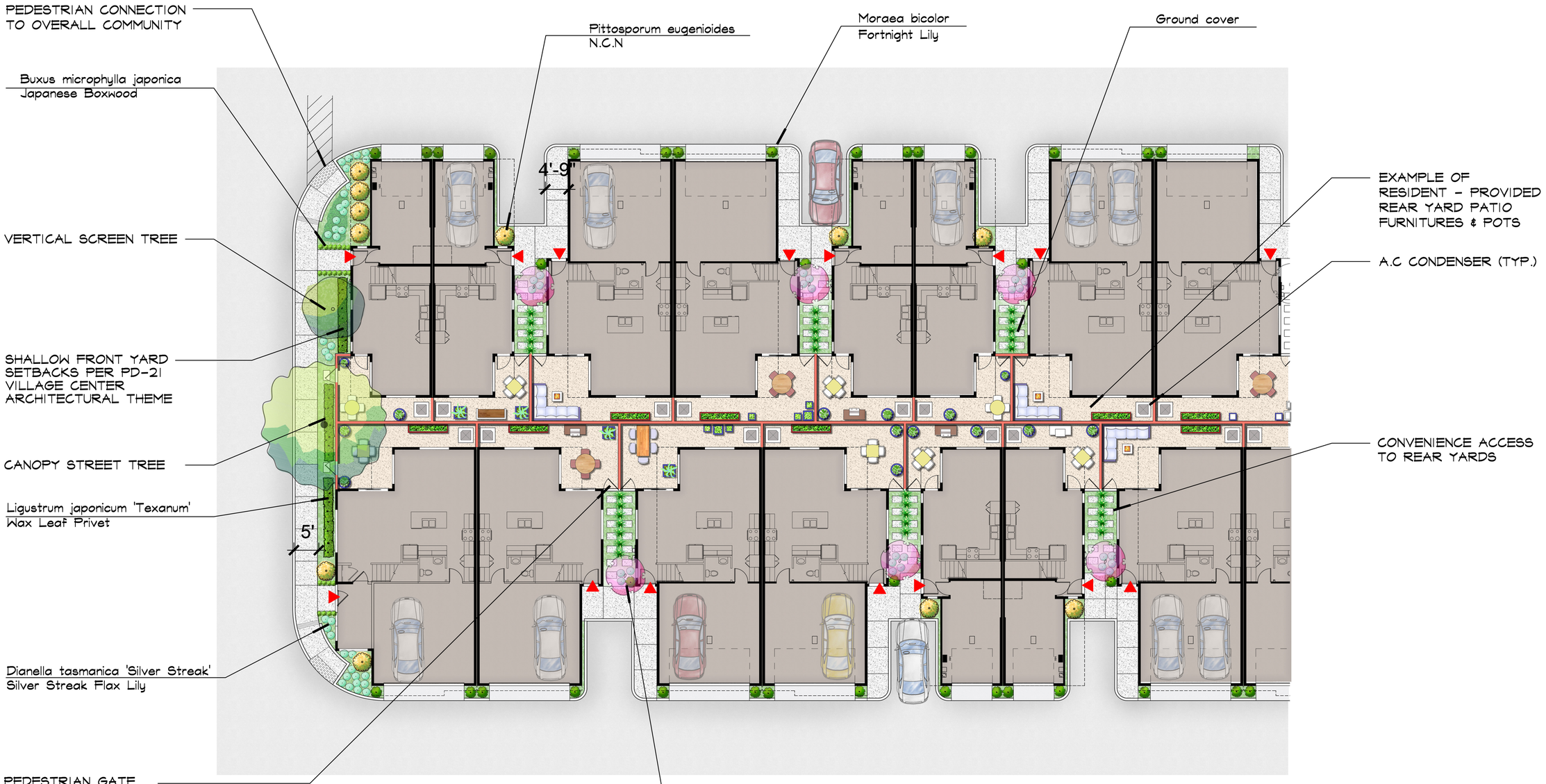
PRELIMINARY LANDSCAPE PLAN L1

LLCB II, LLC
A JOINT VENTURE BETWEEN THE LIMONEIRA COMPANY & LEWIS GROUP OF COMPANIES
1156 N. MOUNTAIN A VENUE, UPLAND CA 91786
(909) 985-0971

LIMONEIRA® SINCE 1893 LEWIS GROUP OF COMPANIES

SITESCAPES
Landscape Architecture & Planning
3190-B2 Airport Loop Drive
Costa Mesa, CA 92626
Richard Polhamus, License # 2782
(949) 644-9370 FAX (714) 210-3140

JOB# 22-046 DATE: 10-30-2025



NORTH

0 10' 20'

1"=10'-0"

INDEPENDENCE @ HARVEST IN LIMONEIRA

SANTA PAULA, CA

TYPICAL CLUSTER ENLARGEMENT PLAN L2

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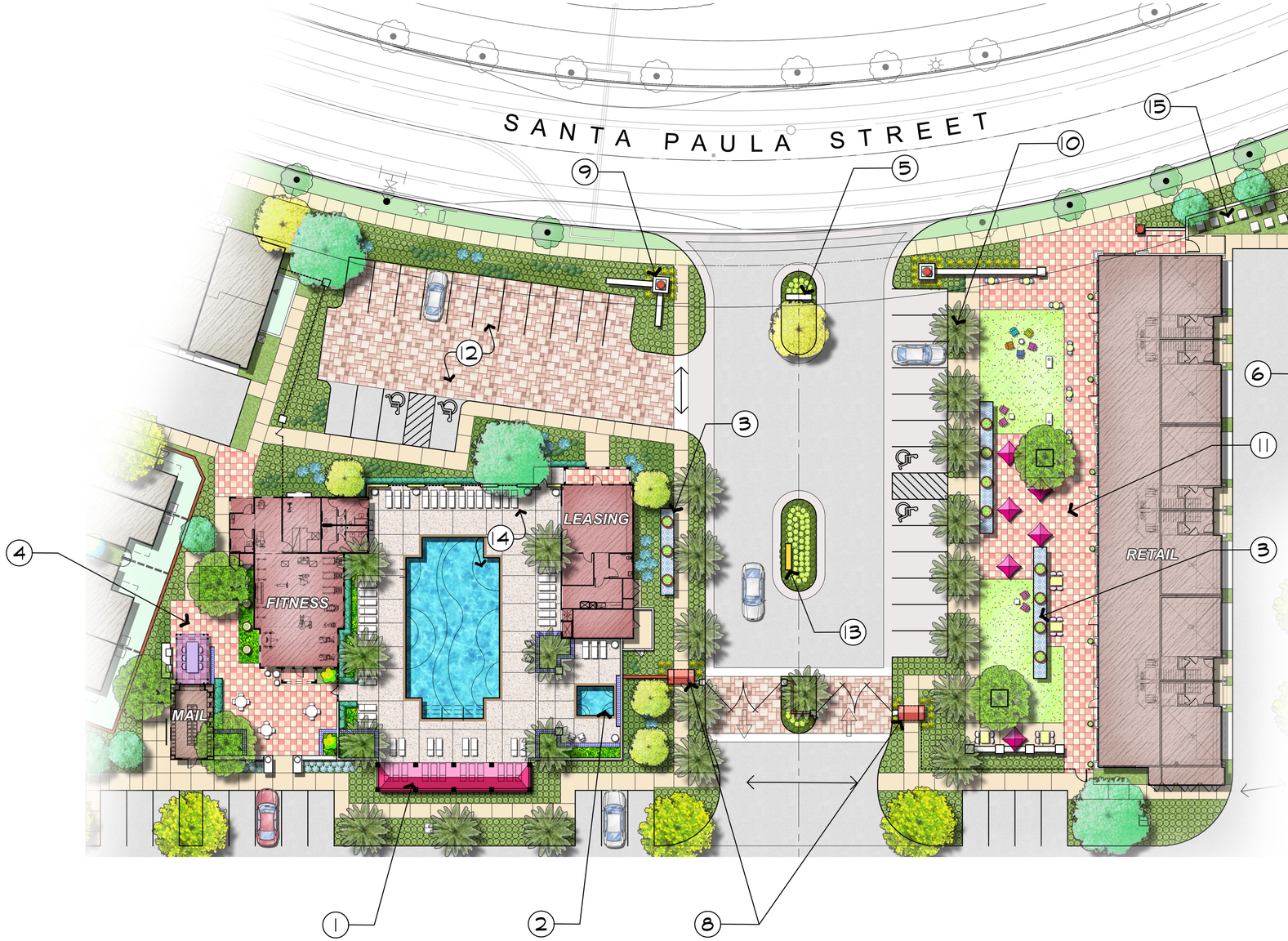
3190-B2 Airport Loop Drive

Costa Mesa, CA 92626

Richard Polhemus, License # 2782

(949) 644-9370 FAX (714) 210-3140

JOB# 22-046 DATE: 10-30-2025



1. SPANISH STYLE SHADE CABANA
2. SEMI-SECLUDED SPA W/ TILE MURAL BACKDROP WALL
3. LOW TILE WALL W/ THEMED URNS
4. ENTERTAINMENT COURTYARD
   - DECORATIVE PAVING
   - OUTDOOR KITCHEN
   - VARIETY OF SEATING OPPORTUNITIES
   - CABANA SHADE COVERING
5. PROJECT SIGNAGE
6. RETAIL TRASH ENCLOSURE
7. RESIDENTIAL TRASH ENCLOSURE
8. PEDESTRIAN PORTALS
9. DECORATIVE PROJECT ENTRY PILASTERS FRAME ENTRY
10. SIGNATURE DATE PALMS
11. RETAIL PLAZA
    - DECORATIVE PAVING
    - LOW STUCCO & TILE WALLS
    - VARIETY OF SEATING OPPORTUNITIES
    - OPEN TURF PANELS W/ CORN HOLE
12. ENHANCED MOTOR COURT PAVING
13. DIRECTORY
14. LARGE POOL & SUN DECK
15. A.C CONDENSERS FOR RETAIL/ MULTI FAMILY BUILDING SCREENED BEHIND 6' STUCCO WALL

NORTH

0 20' 40'

1"=20'-0"

INDEPENDENCE @ HARVEST IN LIMONEIRA

SANTA PAULA, CA

REC. AREA ENLARGEMENT **L3**

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JOB# 22-046 DATE: 10-30-2025









INDEPENDENCE @ HARVEST IN LIMONEIRA SANTA PAULA, CA

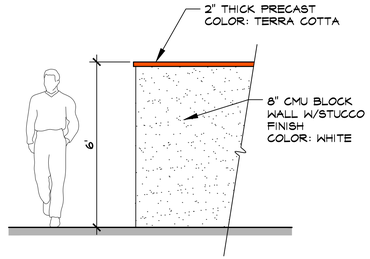
REC. AREA & MAIN ENTRY PERSPECTIVES L4

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(909) 985-0971

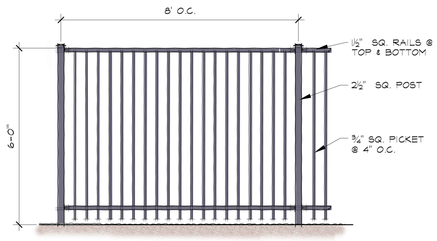
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Costa Mesa, CA 92626
Richard Polhamus, License # 2782
(949) 644-9370 FAX (714) 210-3140

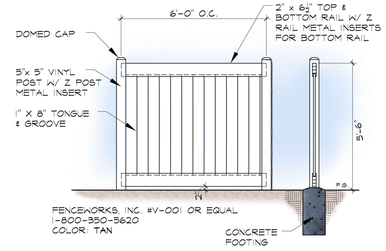
JOB# 22-046 DATE: 10-30-2025



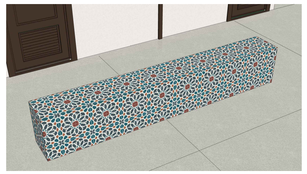
1 STUCCO WALL



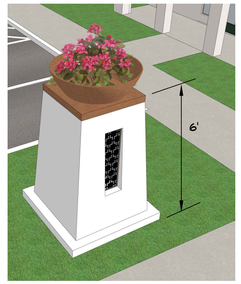
2 6' HT. TUBULAR STEEL FENCE



3 5'-6" PRIVACY VINYL FENCE



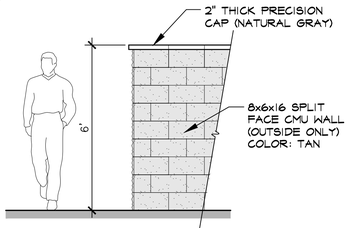
4 TILE SEAT WALL



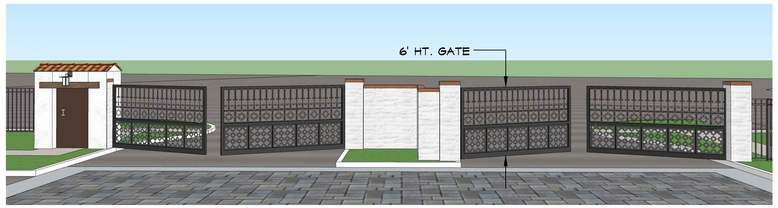
5 ENTRY PILASTERS (48" SQ.)

LEGEND

- SPLIT FACE WALL
- STUCCO WALL
- PRIVACY FENCE
- TUBULAR STEEL FENCE
- TILE SEAT WALL
- ENTRY PILASTER
- ENTRY PORTAL
- PEDESTRIAN GATE



6 SPLIT FACE WALL

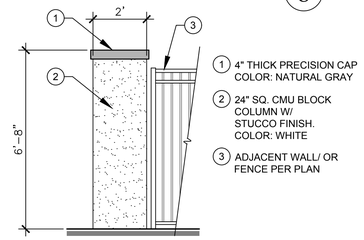


7 MAIN VEHICULAR ENTRY GATE ELEVATION



8 ENTRY PORTAL

Note:
Mechanical equipment will be screened from public view per Specific Plan #EA1SP 6.4.3 (B) (8) & #EA1SP 4.9.5



9 24" SQ. STUCCO PILASTER

INDEPENDENCE @ HARVEST IN LIMONEIRA

SANTA PAULA, CA

FENCE AND WALL PLAN L5

LLCB II, LLC
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(949) 644-9370 FAX (714) 210-3140

JOB# 22-046 DATE: 10-30-2025

LEGEND

	Net Total:	759,561 s.f.
	Common area planting	124,490 s.f.
	Turf "common"	4,060 s.f.
	Pool & spa "common"	1,954 s.f.
	Common hardscape	74,440 s.f.
	Total common open space provided	204,944 s.f. = 27.0%
	Common open space required	93,875 s.f.
	Private Open Space provided	53,683 s.f.
	Private Open Space required	29,800 s.f.

HARVEST LOOP

SANTA PAULA STREET

SANTA PAULA STREET

HALLOCK ROAD

NORTH

0 30' 60' 120'

1"=60'-0"

INDEPENDENCE @ HARVEST IN LIMONEIRA SANTA PAULA, CA

OPEN SPACE EXHIBIT L6

LLCB II, LLC

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SITESCAPES

Landscape Architecture & Planning

3190-B2 Airport Loop Drive

Costa Mesa, CA 92626

Richard Polhamus, License # 2782

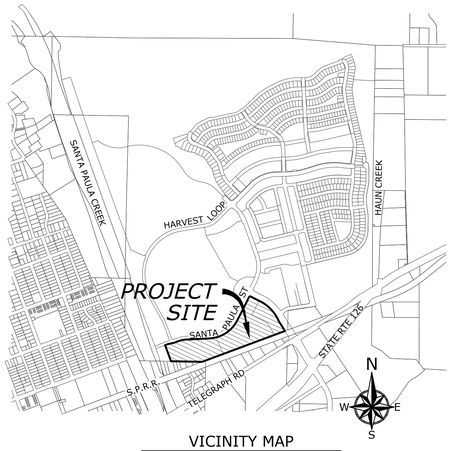
(949) 644-9370 FAX (714) 210-3140

JOB# 22-046 DATE: 10-30-2025

EXHIBIT 1

VESTING TENTATIVE TRACT NO. 6091

IN THE CITY OF SANTA PAULA
1 LOT FOR CONDOMINIUM PURPOSES

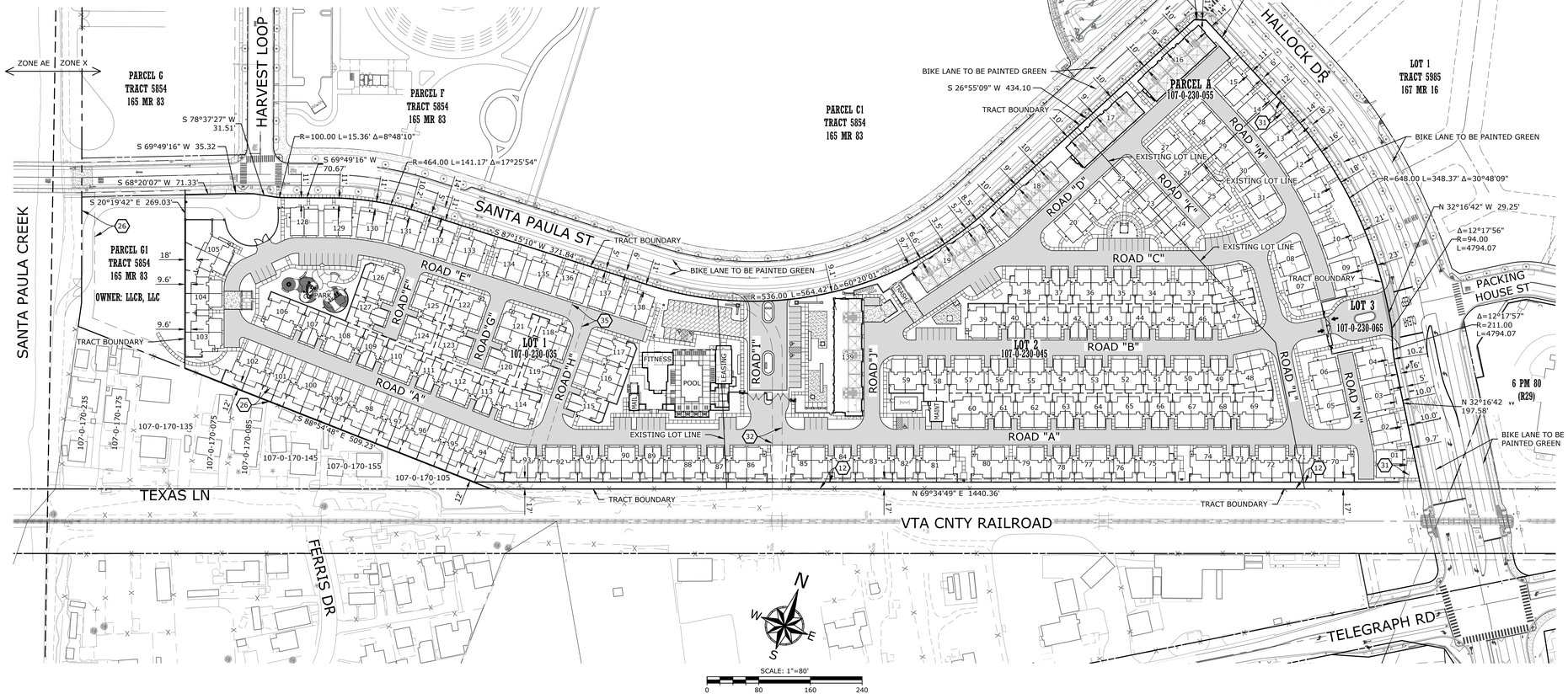


VICINITY MAP
1"=1,000'

ZONING DATA SUMMARY

	CATEGORY	COMMERCIAL		RESIDENTIAL	
		REQ'D/ALLOWED	PROPOSED	REQ'D/ALLOWED	PROPOSED
	LOT COVERAGE	-	-	-	54.4%
	DENSITY	-	-	21 DU/AC (max.)	16.59 DU/AC
PUBLIC STREET SETBACK	FRONT/PRIMARY	0-10 FT	0-10 FT	10 FT	9 FT*
	SIDE (EXT)	0 FT	-	10 FT	10 FT
	SIDE (INT)	0 FT	-	5 FT	-
	REAR	5 FT	-	10 FT	9 FT*
	HEIGHT	40 FT (max.)	43'-1"	40 FT (max.)	29-0" @ DUPLEXES 38'8" @ TOWNHOMES
	NUMBER OF STORIES	3 (max.)	3	3 (max.)	2 & 3
	PARKING (# OF STALLS)	RETAIL: 1/300 SF=12.8 OFFICE: 1/300 SF=8.4	RETAIL: 13 OFFICE: 9	2/DU	2.3/DU

*ORDINANCE 1256 ALLOWS "MINOR EXPANSIONS OR REDUCTIONS (NOT TO EXCEED 25%) OF THE REQUIRED SETBACKS"



SCALE: 1"=80'
0 80 160 240

GENERAL

OWNER/DEVELOPER	LLCB II, LLC 1156 N. MOUNTAIN AVE. UPLAND, CA 91786
CIVIL ENGINEER	ENCOMPASS CONSULTANT GROUP, INC. 333 N. LANTANA ST., SUITE 287 CAMARILLO, CA 93010
ARCHITECT	ANGELENO ASSOCIATES, INC. 147 E. CITY PLACE DR. SANTA ANA, CA 92705
GEOTECHNICAL ENGINEER	VERDANTAS 26074 AVENUE HALL, SUITE 21 SANTA CLARITA, CA 91355
DRY UTILITY CONSULTANT	MORROW MANAGEMENT 1130 VIA CALLEJON SAN CLEMENTE, CA 92673

EXISTING EASEMENTS (SEE TITLE REPORT FOR FULL ITEM SUMMARY)

APNs: 107-0-230-035, -045, -055, AND -065

EASEMENTS LISTED BELOW ARE BASED UPON A PRELIMINARY TITLE REPORT ISSUED BY LAWYERS TITLE COMPANY, DATED JUNE 9, 2025. SAID REPORT IS PRESUMED TO BE COMPLETE AND ACCURATE. ECG DOES NOT WARRANT THE ACCURACY OR COMPLETENESS OF SAID PRELIMINARY REPORT.

(12) A 10-FOOT WIDE EASEMENT FOR PIPELINE PURPOSES IN FAVOR OF UNION OIL COMPANY OF CALIFORNIA PER 757 O.R. 442 & 444.

* (26) A 20-FOOT WIDE MULTIPURPOSE TRAIL EASEMENT IN FAVOR OF THE CITY OF SANTA PAULA PER INSTRUMENT NO. 20171220-00164292 OF OFFICIAL RECORDS.

(31) AN EASEMENT FOR UTILITIES AND ACCESS IN FAVOR OF SOUTHERN CALIFORNIA EDISON PER INSTRUMENT NO. 20180726-00085833 OF OFFICIAL RECORDS. (EX. INFRASTRUCTURE TO BE RELOCATED AND ESM'T TO BE QUITCLAIMED)

* (32) A 15-FOOT WIDE EASEMENT FOR STORM DRAINAGE IN FAVOR OF THE CITY OF SANTA PAULA PER INSTRUMENT NO. 20190725-84157 OF OFFICIAL RECORDS.

* (35) A 24-FOOT WIDE EASEMENT FOR TEMPORARY EMERGENCY ACCESS IN FAVOR OF THE COUNTY OF VENTURA PER INSTRUMENT NO. 2025000011981 OF OFFICIAL RECORDS.

* TO BE QUITCLAIMED

PROPOSED EASEMENTS/ROW

(1) PUBLIC ACCESS EASEMENT OVER ALL PRIVATE STREETS IN FAVOR OF ALL GOVERNMENT AGENCIES PROVIDING FOR THE PUBLIC SAFETY, HEALTH, AND WELFARE.

(2) 1' WIDE RIGHT OF WAY DEDICATION FOR PUBLIC SIDEWALK.

LEGEND

- TRACT BOUNDARY
- RIGHT-OF-WAY
- EXISTING EASEMENT
- PROPOSED EASEMENT
- EXISTING LOT LINE / PROPERTY LINE
- STREET CENTER LINE
- RETAINING WALL
- ASPHALT CONCRETE PAVING
- PORTLAND CEMENT CONCRETE PAVING
- 125.50 PS 1.0% — SURFACE ELEVATION CALLOUTS
- 149 — BUILDING NUMBER

PROPOSED UTILITY LEGEND

- W — POTABLE WATER LINE
- S — SEWER LINE
- SD — STORM DRAIN LINE
- DRY UTILITY JOINT TRENCH
- SEWER MANHOLE
- STORM DRAIN MANHOLE
- STORM DRAIN INLET
- STORM/SEWER CLEANOUT
- STORMFILTER DEVICE
- STORMGATE MANHOLE

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- W — POTABLE WATER LINE
- RW — RECYCLED WATER LINE
- S — SEWER LINE
- STORM DRAIN LINE
- E — ELECTRICAL LINE
- G — NATURAL GAS LINE
- COMM — COMMUNICATION LINE
- OHW — OVERHEAD WIRES
- O — OIL LINE
- IRR — IRRIGATION LINE

PREPARER'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION.

ENGINEER: GLEN H. PACE, RCE 61468 DATE: 10/30/2025

REGISTERED PROFESSIONAL ENGINEER — GLEN H. PACE — NO 61468 — CIVIL — STATE OF CALIFORNIA

PROJECT SUMMARY

LAND USE	EXISTING:	EAST AREA 1 SPECIFIC PLAN SP-3
ZONING	EXISTING:	HALLOCK CTR & WEST CTR OVERLAY
AREA	GROSS AREA: NET AREA:	17.96 ACRES ± 17.44 ACRES ±
FLOOD ZONE	ZONE X	
APNs	107-0-230-035, -045, -055, & -065	
LOTS	PROPOSED ONE-LOT SUBDIVISION FOR CONDOMINIUM PURPOSES	
UNITS	268 DUPLEX UNITS (134 RESIDENTIAL BUILDINGS) 24 TOWNHOME UNITS (2 RESIDENTIAL BUILDINGS & 2 LIVE-WORK BUILDINGS) 6 MIXED-USE UNITS (1 MIXED-USE BUILDING)	

PARKING SUMMARY

GUEST ON-SITE	RESIDENTIAL	TOTAL
116	586	702

TOTAL PARKING REQUIRED: 617

(2.0 SPACES/DUPLEX, 2.25 SPACES/MULTI-FAMILY, 1 SPACE/300 S.F. RETAIL)

LEGAL DESCRIPTION

APNs: 107-0-230-035, -045, -055, AND -065

LOTS 1 THROUGH 3, INCLUSIVE, AND PARCEL A OF TRACT NO. 5854 IN THE CITY OF SANTA PAULA, COUNTY OF VENTURA, STATE OF CALIFORNIA, AS PER MAP RECORDED ON DECEMBER 20, 2017 IN BOOK 165, PAGES 83 TO 103 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

SURVEY NOTES

BASIS OF ELEVATIONS:

THE VERTICAL DATUM OF THIS SURVEY IS THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88), PER TIES TO BENCH MARK BM 65-4MR1 1.45 MILES NORTHEASTERLY ALONG THE SOUTHERN PACIFIC RAILROAD FROM THE STATION IN SANTA PAULA, THENCE 0.05 MIL NORTHEASTERLY ALONG SANTA PAULA FREEWAY IN THE TOP AND 0.5 FOOT SOUTHERLY FROM THE NORTH END OF THE WEST CONCRETE ABUTMENT OF HIGHWAY BRIDGE NUMBER 52-59 SPANNING HAUN CREEK, 21.7 FEET NORTHERLY FROM THE CENTER OF THE END OF THE ABUTMENT AND LEVEL WITH THE HIGHWAY SURFACE, AT ELEVATION 312.125 FEET.

BASIS OF BEARINGS:

THE BEARINGS SHOWN HEREON ARE BASED UPON THE CALIFORNIA COORDINATE SYSTEMS OF 1983 (CCS83), ZONE 5 (2007.00 EPOCH) IN ACCORDANCE WITH THE CALIFORNIA PUBLIC RESOURCES CODE SECTIONS 8801-8819; SAID BEARINGS ARE BASED LOCALLY UPON TIES TO THE FOLLOWING CALIFORNIA SPATIAL REFERENCE SETWORK STATIONS:

STATION	NORTHING	EASTING	ELLIPSOID HEIGHT	1-SIGMA ACCURACIES
FMTP	1972737.54'	6291985.33'	1192.49'	0.003'(N), 0.002'(E)
OVLS	1943471.36'	6216906.14'	229.28'	0.003'(N), 0.003'(E)

GENERAL NOTES

GENERAL:

1. ALL DIMENSIONS, AREAS, AND GRADE ELEVATIONS SHOWN ARE APPROXIMATE ONLY. GRADE ELEVATION CHANGES WHICH REMAIN IN SUBSTANTIAL CONFORMANCE WITH THE ELEVATIONS DEPICTED ON THIS VESTING TENTATIVE TRACT MAP SHALL BE PERMITTED SUBJECT TO THE SATISFACTION OF THE CITY OF SANTA PAULA.
2. PERMISSION IS REQUESTED TO COMBINE LOTS TO THE SATISFACTION OF THE CITY OF SANTA PAULA COMMUNITY DEVELOPMENT DEPARTMENT.
3. ALL NEW STREETS/ DRIVES SHOWN ON THIS VESTING TENTATIVE TRACT MAP SHALL BE PRIVATELY OWNED AND MAINTAINED. PAVING IMPROVEMENTS SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY OF SANTA PAULA PUBLIC WORKS AND COMMUNITY DEVELOPMENT DEPARTMENTS.
4. ALL GRADING SHALL CONFORM TO APPLICABLE CITY OF SANTA PAULA STANDARDS. NEWLY GRADED SLOPES SHALL BE PRIVATELY MAINTAINED.
5. UNLESS OTHERWISE STATED ON THESE PLANS, ALL PAD ELEVATIONS ARE 0.75' BELOW THE STATED FINISH FLOOR ELEVATIONS.
6. THE DESIGN OF THE SUBDIVISION AND THE TYPE OF IMPROVEMENTS WILL NOT CONFLICT WITH EASEMENTS ACQUIRED BY THE PUBLIC AT LARGE FOR ACCESS THROUGH, OR USE OF, PROPERTY WITHIN THE PROPOSED SUBDIVISION.

UTILITIES:

7. NEW UTILITY LOCATIONS, DEPTHS, AND EASEMENTS ARE APPROXIMATE.
8. NEW STORM DRAINAGE IMPROVEMENTS ARE TO BE PRIVATELY OWNED AND MAINTAINED.
9. STORMWATER QUALITY TREATMENT MEASURES SHALL BE IMPLEMENTED IN ACCORDANCE WITH THE VENTURA COUNTY MUNICIPAL STORMWATER (MS4) PERMIT AND TECHNICAL GUIDANCE MANUAL (TGM). STORMWATER QUALITY TREATMENT FACILITIES SHALL BE PRIVATELY OWNED AND MAINTAINED.
10. NEW SEWER IMPROVEMENTS SHALL BE PRIVATELY OWNED AND MAINTAINED. NEW ONSITE SEWER MAINS SHALL BE 8-INCH DIAMETER UNLESS OTHERWISE SHOWN.
11. NEW POTABLE WATER IMPROVEMENTS SHALL BE PRIVATELY OWNED AND MAINTAINED. NEW ONSITE WATER MAINS SHALL BE 8-INCH DIAMETER UNLESS OTHERWISE SHOWN.
12. EACH BUILDING SHALL BE SERVICED BY ONE (1) WATER METER AND ONE (1) SEWER SERVICE LATERAL.
13. FIRE HYDRANT LOCATIONS TO BE DETERMINED BY VENTURA COUNTY FIRE DEPARTMENT.
14. ANY EXISTING CONFLICTING UTILITY FACILITIES SHALL BE REMOVED AND/OR RELOCATED AT THE DIRECTION OF THE UTILITY OWNER.

UTILITIES

WATER	CITY OF SANTA PAULA
SEWER	CITY OF SANTA PAULA
STORM DRAIN	CITY OF SANTA PAULA
ELECTRIC	SOUTHERN CALIFORNIA EDISON
GAS	SOUTHERN CALIFORNIA GAS COMPANY
TELEPHONE	FRONTIER COMMUNICATIONS
CABLE TELEVISION	SPECTRUM CABLE
SOLID WASTE	ATHENS ENVIRONMENTAL SERVICES
FIRE PROTECTION	VENTURA COUNTY FIRE DEPARTMENT
PUBLIC SAFETY	CITY OF SANTA PAULA POLICE DEPARTMENT

SHEET INDEX

1. VESTING TENTATIVE TRACT MAP
2. PRELIMINARY GRADING, DRAINAGE, & UTILITIES

ECG Encompass Consultant Group
333 N. LANTANA ST, SUITE 287, CAMARILLO, CA 93010
PHONE: 805.322.4443 WEBSITE: WWW.ECGCIVIL.COM

GLEN H. PACE DATE: 10/30/2025
PROJECT ENGINEER
R.C.E. 61468

LOTS 1-3 & PARCEL A OF TRACT 5854
VESTING TENTATIVE TRACT MAP NO. 6091
FOR CONDOMINIUM PURPOSES
CITY OF SANTA PAULA, COUNTY OF VENTURA, STATE OF CALIFORNIA

SCALE: HORIZ. AS NOTED VERT. N/A
WORK ORDER 0629.02
DRAWN BY: GJM
CHECKED BY: GHP
SHEET NO. 1 OF 2

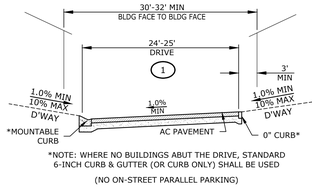
DRAWING: n:\projects\0629\02_multi family\engineering\acad\tentative map\0629-02_ttm_rev.dwg

EARTHWORK

EARTHWORK ESTIMATES:

CUT: 0 CUBIC YARDS
FILL: 75,000 CUBIC YARDS
IMPORT: 75,000 CUBIC YARDS
EXPORT: 0 CUBIC YARDS

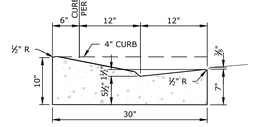
THE ABOVE QUANTITIES ARE APPROXIMATE IN PLACE VOLUMES CALCULATED FROM THE EXISTING GROUND TO THE PROPOSED FINISH GRADE OR SUBGRADE. EXISTING GROUND IS DEFINED BY THE CONTOURS ON THE PLAN. PROPOSED FINISH GRADE IS DEFINED AS THE DESIGN SURFACE ELEVATION OF EARTH TO BE CONSTRUCTED. PROPOSED SUBGRADE ELEVATION IS DEFINED AS THE DESIGN SURFACE ELEVATION OF EARTH TO BE CONSTRUCTED BENEATH PAVEMENTS OR STRUCTURES.



*NOTE: WHERE NO BUILDINGS ABUT THE DRIVE, STANDARD 6-INCH CURB & GUTTER (OR CURB ONLY) SHALL BE USED (NO ON-STREET PARALLEL PARKING)

ONSITE PRIVATE DRIVE AISLE

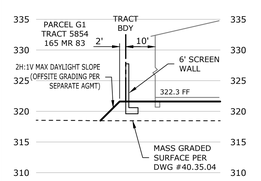
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1"=5" VERT.



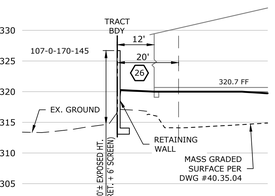
MOUNTABLE CURB

SCALE: N.T.S.

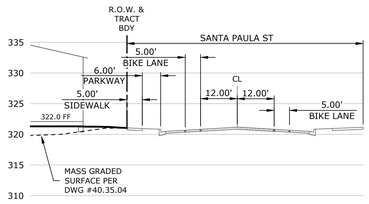
SCALE: 1"=50'
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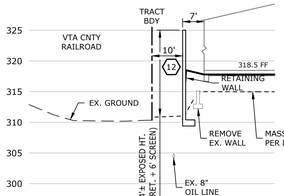
CROSS SECTION A
SCALE: 1"=20' HORIZ.
1"=10' VERT



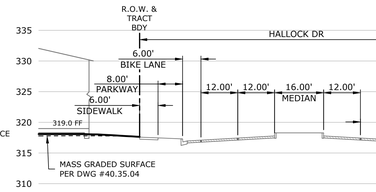
CROSS SECTION B
SCALE: 1"=20' HORIZ.
1"=10' VERT



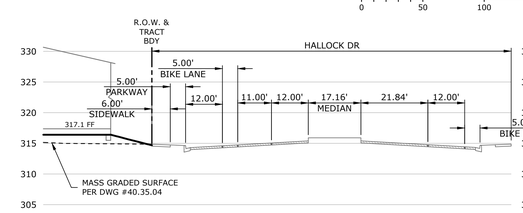
CROSS SECTION C
SCALE: 1"=20' HORIZ.
1"=10' VERT



CROSS SECTION D
SCALE: 1"=20' HORIZ.
1"=10' VERT



CROSS SECTION E
SCALE: 1"=20' HORIZ.
1"=10' VERT



CROSS SECTION F
SCALE: 1"=20' HORIZ.
1"=10' VERT

LEGEND

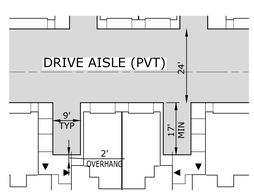
- TRACT BOUNDARY
- RIGHT-OF-WAY
- EXISTING EASEMENT
- PROPOSED EASEMENT
- EXISTING LOT LINE / PROPERTY LINE
- STREET CENTER LINE
- RETAINING WALL
- ASPHALT CONCRETE PAVING
- PORTLAND CEMENT CONCRETE PAVING
- 125.50 FS / 1.0% — SURFACE ELEVATION CALLOUTS
- 149 — BUILDING NUMBER

PROPOSED UTILITY LEGEND

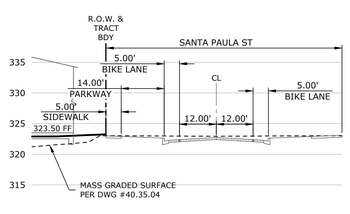
- W — POTABLE WATER LINE
- S — SEWER LINE
- SD — STORM DRAIN LINE
- DRY UTILITY JOINT TRENCH
- SEWER MANHOLE
- STORM DRAIN MANHOLE
- STORM DRAIN INLET
- STORM/SEWER CLEANOUT
- STORMFILTER DEVICE
- STORMGATE MANHOLE

EXISTING UTILITY LEGEND

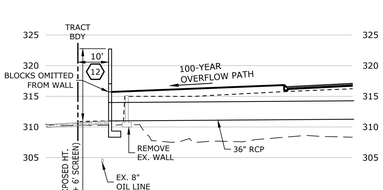
- W — POTABLE WATER LINE
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- S — SEWER LINE
- STORM DRAIN LINE
- E — ELECTRICAL LINE
- G — NATURAL GAS LINE
- COMM — COMMUNICATION LINE
- OHW — OVERHEAD WIRES
- O — OIL LINE
- IRR — IRRIGATION LINE



PLAN 1 PARTIALLY-COVERED PARKING
SCALE: 1"=20'



CROSS SECTION G
SCALE: 1"=20' HORIZ.
1"=10' VERT



CROSS SECTION H
SCALE: 1"=20' HORIZ.
1"=10' VERT

ECG
Encompass Consultant Group
333 N. LANTANA ST, SUITE 287, CAMARILLO, CA 93010
PHONE: 805.322.4443 WEBSITE: WWW.ECGCIVIL.COM

GLEN H. PACE
PROJECT ENGINEER
R.C.E. 61468
DATE: 10/30/2025

LOTS 1-3 & PARCEL A OF TRACT 5854
VESTING TENTATIVE TRACT MAP NO. 6091
PRELIMINARY GRADING, DRAINAGE, & UTILITIES
CITY OF SANTA PAULA, COUNTY OF VENTURA, STATE OF CALIFORNIA

SCALE: HORIZ. AS NOTED VERT. AS NOTED

WORK ORDER 0629.02
DRAWN BY: GJM
CHECKED BY: GHP

SHEET NO. 2 OF 2

DRAWING: n:\projects\0629\02 _multi family\engineering\acad\tentative map\0629.02 _ttm_rev.dwg

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: James Mason, Community & Economic Development Director

Subject: SPIRIT OF SANTA PAULA HARVARD SHELTER OPERATING AGREEMENT

Date: January 21, 2026

Agenda Item: 12.A

RECOMMENDATION:

It is recommended that City Council:

Authorize the City Manager to execute an Operating Agreement , in substantially the form submitted, with Spirit of Santa Paula for the operation of the Spirit of Santa Paula Harvard Shelter located at 1498 East Harvard Boulevard, in accordance with the requirements of the joint funding agreement between the City of Fillmore, Ventura County, and the City of Santa Paula.

Presented by: James Mason, Community & Economic Development Director

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BACKGROUND:

In October 2021, Spirit of Santa Paula (“Spirit”), the operator of the Harvard Shelter, received $1.5 million in State of California funding made possible through the efforts of Assembly member Steve Bennett and Senator Monique Limón. These funds have been administered by the City of Santa Paula (“City”) to support the expansion and improvement of the Harvard Shelter. The facility currently provides 49 emergency shelter beds and an array of services, including food distribution, behavioral health services, and primary health care through the Ventura County Health Care Agency, as well as year-round emergency sheltering and outreach.

Spirit owns the shelter facility debt-free through a private donation; however, the expansion of services and facility improvements has resulted in increased operational costs.

On August 8, 2023, the City Council approved entering into an Agreement to Provide Financial Support for the Operation of a Permanent, Year-Round Shelter Serving Homeless Individuals in the Santa Clara Valley Communities Including the City of Santa Paula, City of Fillmore, and the Unincorporated Area of Piru (“Funding Agreement”). This two-year joint cost-sharing agreement was established among the County of Ventura, the City of Fillmore, and the City of Santa Paula to fund shelter operations. The agreement was developed following several inter-

agency meetings in June and July 2023 involving staff from all parties and Assembly member Bennett.

On June 30, 2025, the City Council adopted its FY 2025–2027 Biennial Budget, which included an allocation of $200,000 annually from the General Fund for Spirit's shelter operations. On October 1, 2025, the City Council approved an updated Funding Agreement with the City of Fillmore and Ventura County. Subsequently:

- On October 14, 2025, the Fillmore City Council approved a $150,000 contribution for FY 2025/26.
- On October 21, 2025, the Ventura County Board of Supervisors approved its participation in the Funding Agreement.

The funding provided by all parties is based on one-time funding sources and will support shelter operations for Fiscal Year 2025/26 only.

Staff is now requesting City Council approval of a formal Operating Agreement with Spirit of Santa Paula, substantially in the form attached as Attachment A, which is required to activate the funding commitments under the previously approved updated Funding Agreement.

ANALYSIS:

The January 2025 Ventura County Point-in-Time Homeless Count identified 117 un-housed individuals in Santa Paula and Fillmore combined. The Harvard Shelter is the only year-round homeless shelter serving the Santa Clara Valley and provides 49 beds that are consistently at or near full capacity.

The proposed Operating Agreement would fund up to $700,000 toward shelter operations for a one-year period beginning July 1, 2025, through June 30, 2026. Shelter operations and funding needs will be evaluated by April 2026 to allow for discussions regarding funding commitments for FY 2026/27.

Execution of the Operating Agreement is the formal mechanism required to trigger the funding obligations of all parties. In accordance with the updated Funding Agreement, the Operating Agreement establishes performance expectations and accountability metrics, including Spirit's obligation to make best efforts toward connecting shelter occupants with needed services and permanent housing resources, including:

- Development of individualized housing plans
- Support in independent living skills
- Housing location and counseling services
- Establishment of relationships with public and private property owners
- Assistance with housing applications and placement opportunities

Spirit will also be expected to provide case management services, including development of individualized service plans based on participant needs and market conditions, focused on securing and maintaining stable housing and linkages to additional community-based services.

Additionally, Spirit is required to maintain a substantive role in securing operational funding through grants and donations. For accountability and reimbursement purposes, Spirit will

submit monthly invoices to the City of Santa Paula for payment and provide other documentation required by the County and City of Fillmore. The invoicing is to reflect a clear breakdown of operational costs based on the requirements of the Funding Agreement. Spirit will be responsible to reimburse any funds for costs identified in their invoicing that are not allowed under the Funding Agreement.

STRATEGIC PLAN:

Policy Area E: Public Safety & Emergency Preparedness
Goal: Create an environment in which residents feel safe and which promotes the City as a location of choice for living, working, and recreation.
Supporting year-round homeless shelter operations directly enhances public safety, community well-being, and quality of life for both housed and un-housed residents.

FISCAL IMPACTS:

Approval of the Operating Agreement activates the City's funding obligations under the approved updated Funding Agreement. The City's contribution for FY 2025/26 is $200,000, which has already been included in the adopted FY 2025/26–FY 2026/27 Biennial Budget under General Ledger No. 100-5-0501-323. No additional General Fund appropriation is required at this time.

OPTIONS:

1. Decline to authorize the City Manager to execute the Operating Agreement , which would jeopardize the operational viability of the Harvard Shelter and may place the City in violation of the previously approved updated Funding Agreement.
2. Authorize the City Manager to execute the Operating Agreement with modifications as directed by the City Council.

ATTACHMENTS:

Attachment A - Spirit Operating Agreement 1.21.26 mtg.docx
Santa Paula joint funding Shelter Agreement FY 25.26 Final 102225 Fully Executed - 2.pdf

ATTACHMENT A
OPERATING AGREEMENT

CITY OF SANTA PAULA
OPERATING AGREEMENT
WITH SPIRIT OF SANTA PAULA
FOR OPERATION OF HARVARD SHELTER

1. PARTIES AND DATE.

This City of Santa Paula Operating Agreement with Spirit of Santa Paula for Operation of Harvard Shelter ("Agreement") is made and entered into this 21h day of January 2026, by and between the City of Santa Paula, a municipal corporation organized under the laws of the State of California with its principal place of business at 970 Ventura Street, Santa Paula, CA 93060, County of Ventura, State of California ("City") and Spirit of Santa Paula, a California nonprofit corporation, with its principal place of business at 1498 E. Harvard Blvd., Santa Paula, California 93060 ("Shelter Operator"). City and Shelter Operator are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Community Need.

City recognizes the pressing need to address homelessness within its jurisdiction. City aims to provide safe and appropriate shelter for individuals experiencing homelessness, in order to enhance their well-being, promote their access to support services, and assist in securing permanent housing.

2.2 Shelter Operator.

Shelter Operator has demonstrated ample experience and expertise in providing shelter and supportive services to homeless individuals, and that it is familiar with the homeless services in the County of Ventura.

2.3 Shelter.

City desires to engage Shelter Operator to manage and operate a permanent, year-round homeless shelter at Harvard Shelter, located at 1498 Harvard Blvd, Santa Paula, CA 93060
("Shelter").

2.4 Financial Support Agreement.

City of Santa Paula, City of Fillmore ("Fillmore"), and County of Ventura ("County") have entered into an Agreement to Provide Financial Support for the Operation of a Permanent, Year-Round Shelter Serving Homeless Individuals in Santa Clara Valley Communities Including the City of Santa Paula, City of Fillmore, and Unincorporated Area of Piru ("Funding Agreement") to provide funding for the Shelter. City is entering this Agreement with Shelter Operator pursuant to, and in alignment with the terms of the Funding Agreement. The City of Santa Paula, City of

Fillmore, and County of Ventura will be collectively referenced as “Funding Parties.” The Funding Agreement is attached hereto and incorporated herein as **Exhibit “A”**

3. TERMS.

3.1 Scope of Services. In compliance with all terms and conditions of this Agreement, Shelter Operator shall provide services to City as described in the Scope of Services attached to this Agreement as **Exhibit “B”** and incorporated herein by reference (“Services”). All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.2 Term.

3.2.1 Initial Term. The initial term of this Agreement shall begin on July 1, 2025 and expire on June 30, 2026 (“Initial Term”). The Parties have no obligation to extend the Agreement beyond the Initial Term and any renewal or modification is contingent on the extension of the Funding Agreement by the governing bodies of the Funding Parties as set forth in Section 3.3.4 below.

3.2.2 Termination. Either Party may terminate this Agreement in the event of a material breach by the other. In this instance, the non-breaching party shall provide written notice specifying the breach and allowing the other party a reasonable opportunity to cure the breach within thirty (30) calendar days. If the breach remains uncured within the specified cure period, the non-breaching party may terminate this Agreement.

3.2.3 Suspension for Funding Delays. In the event of any delay in funding receipt under the Funding Agreement this Agreement may be suspended upon written notice from City. The City will use its best efforts to work with other Funding Parties, and any applicable sources, to fulfill its payment obligations to Shelter Operator in an expeditious manner. No suspension in payment to Shelter Operator shall exceed 21 days, and any delayed payment will be paid in full by the 21st day.

If the reason for a delayed payment is due to Shelter Operator’s failure to comply with the insurance requirements in Section 3.5.6 of this Agreement, the City may suspend payment obligations until Shelter Operator has cured said breach. Shelter Operator is required to cure the breach within ten (10) days after receipt of written notice from City and any suspended payment will be paid in full promptly after Shelter Operator submits evidence to City the breach was cured.

3.3 Compensation.

3.3.1 Base Operating Expense. The Parties agree that the monthly Base Operating Expense for the Shelter for the Initial Term shall not exceed $62,133 and will be based on allowable reimbursable costs. Pursuant to the Funding Agreement, City will receive payments from the other Funding Parties on or after the thirtieth (30th) day following execution of this Agreement. The Base Operating Expense shall not be increased without the written approval of City.

3.3.2 Fiscal Year 2025-2026 Payments. All County and City of Fillmore payments to the Shelter Operator required under this Agreement will 'be given to the City of Santa Paula for transfer to the Shelter Operator. The City of Santa Paula will process payments to the Shelter Operator within 30 days of receipt of complete and adequate documentation from the Shelter Operator as outlined in this Agreement with the City of Santa Paula. If any of the expenses provided in documentation are not allowed under the terms of the Funding Agreement, the Shelter Operator will be required to provide reimbursement of funds to the County, City of Fillmore and the City of Santa Paula. The City of Santa Paula shall provide documentation of same to County within 30 days of the end of each month and to City of Fillmore within 60 days of the end of each fiscal quarter. If the City of Santa Paula fails to provide timely and adequate documentation for any payment to Shelter Operator, County and City of Fillmore shall be entitled to deny reimbursement, suspend future payments and/or recover any payment for which adequate supporting documentation has not been timely provided. Acceptable documentation for staff and non-staff costs to operate the Shelter includes, but is not limited to, payroll records, receipts, invoices and proof of payment. County staff will provide documentation training for City of Santa Paula and Shelter Operator if requested. Inclusive of City of Santa Paula's share, Shelter Operator will receive a maximum of $700,000 toward the actual Base Operating Expense for fiscal year 2025-2026 as set forth in the Funding Agreement.

3.3.3 Condition of Payments. Payments to the Shelter Operator are contingent upon the Shelter being fully operational. No funding will be provided if the Shelter is not operating fully.

3.3.4 Operation Beyond FY 2025-2026. With the exception of the one-year Initial Term and to the extent that the Parties agree to extend this Agreement, each of Shelter Operator’s subsequent years of operation will run from July 1 through June 30. By or before April 1, 2026, staff of the Funding Parties will meet and discuss a potential future budget for the Shelter. The Funding Parties have no obligation to extend the Funding Agreement beyond June 30, 2026, and any renewal or modification is contingent on the approval of the respective Funding Parties’ governing bodies.

3.3.5 Additional Revenue. All Compensation provisions in this Section 3.3.5 are subject to the following:

3.3.5.1 The Shelter Operator will need to raise funds for the actual Base Operating Expense not covered by the financial contributions specified in this agreement. Any funding received by the Shelter Operator for operations and maintenance in excess of the Base Operating Expense, including from grants, private donations, or other funds, shall be applied to payment of the Base Operating Expense and the respective financial contributions from the Funding Parties shall be proportionately reduced so that Funding Parties benefit in proportion to their respective financial contributions. Any proportional reduction in each party’s financial contribution made pursuant to this paragraph will be made regardless of whether that additional revenue was individually or jointly pursued or awarded. The Shelter Operator will provide a list of grants applied for and philanthropic inquiries at the end of each quarter.

3.3.5.2 Private donations directly given to Shelter Operator, or a Funding Party or any non-profit for the operation of the Shelter shall be deemed to be under the control of the recipient, which shall have sole discretion over its use.

3.4 County Reserve.

3.4.1 In recognition of the $1.5 million capital investment supplied by the City, County will reserve the sum of $750,000, representing 50% of the $1.5 million capital investment, to be held by the County as a reserve fund for the Shelter ("Reserve"). Such reserve fund shall be used exclusively for the sustainable operation and maintenance of the Shelter for emergency repairs and other essential items to include major facility repairs involving roofing, environmental controls, plumbing, appliances or essential furniture and equipment. ("Qualifying Items"). Not later than thirty (30) days after a written draw from City, County will disburse monies from the Reserve. County will disburse requested funds when it is shown there is insufficient revenue to pay unforeseen costs, including without limitation damage or repairs, that, if not paid within a specified time, would prevent the operation of the Shelter in accordance with the objectives in this Agreement.

3.4.2 Shelter Operator agrees to promptly notify City of Qualifying Items in need of Reserve funds. When notifying City, Shelter Operator must make a request in writing for funds and include supporting documentation with: an estimate of costs; evidence of an inability to pay with existing revenue (e.g. financial statements); and an explanation of how, if not paid in a specified time, the Shelter would not be able to operate according to the objectives in this Agreement.

3.5 Responsibilities of Shelter Operator.

3.5.1 Shelter Program Objective and Performance. City and Shelter Operator agree that the goals, practices and principles in Section 2 of the Funding Agreement, incorporated herein by this reference, shall govern the operation of the Shelter.

3.5.2 Independent Contractor; Control and Payment of Subordinates. The Services shall be performed by Shelter Operator or under its supervision. Shelter Operator will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. City retains Shelter Operator on an independent contractor basis and not as an employee. Any personnel performing the Services on behalf of Shelter Operator shall not be employees of City and shall at all times be under Shelter Operator's exclusive direction and control. Neither City, or any of its officials, officers, directors, employees or agents shall have control over the conduct of Shelter Operator or any of Shelter Operator's officers, employees or agents, except as set forth in this Agreement. Shelter Operator shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Shelter Operator shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.5.3 Standard of Care; Performance of Employees. Shelter Operator shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline

in the State of California. Shelter Operator represents and maintains that it is skilled in the professional calling necessary to perform the Services. Shelter Operator warrants that all employees and subcontractors shall have sufficient skill and experience to perform the Services assigned to them. Shelter Operator warrants that it, its employees and subcontractors have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Shelter Operator shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Shelter Operator's failure to comply with the standard of care provided for herein. Any employee of the Shelter Operator or its subcontractors who is determined by the City to be uncooperative, incompetent, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed by the Shelter Operator and shall not be re-employed to perform any of the Services.

3.5.4 **Force Majeure.**

3.5.4.1 Neither City nor Shelter Operator shall be considered in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing Party. For purposes of this Agreement, such circumstances include a Force Majeure Event. A Force Majeure Event shall mean an event that materially affects a Party's performance and is one or more of the following: (1) Acts of God or other natural disasters; (2) terrorism or other acts of a public enemy; (3) orders of governmental authorities (including, without limitation, unreasonable and unforeseeable delay in the issuance of permits or approvals by governmental authorities that are required for the services); (4) strikes and other organized labor action occurring at the site and the effects thereof on the services, only to the extent such strikes and other organized labor action are beyond the control of Shelter Operator and its subcontractors, and to the extent the effects thereof cannot be avoided by use of replacement workers; and (5) pandemics, epidemics or quarantine restrictions. For purposes of this section, "orders of governmental authorities," includes ordinances, emergency proclamations and orders, rules to protect the public health, welfare and safety, and other actions of a public agency applicable to the services and Agreement.

3.5.4.2 Should a Force Majeure Event occur, the non-performing Party shall, within a reasonable time of being prevented from performing, give written notice to the other Party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement. Force Majeure Events and/or delays, regardless of the Party responsible for the delay, shall not entitle Shelter Operator to any additional compensation. Notwithstanding the foregoing in this section, the City may still terminate this Agreement in accordance with the termination provisions of this Agreement.

3.5.5 Compliance with Laws. Shelter Operator shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Services, including all Cal/OSHA requirements, and shall give all notices required by law. Shelter Operator shall be liable for all violations of such laws and regulations in connection with the Services and this Agreement. All violations of such laws and regulations shall be grounds for the City to terminate the Agreement for cause.

3.5.6 Insurance.

3.5.6.1 Time for Compliance. Prior to City making any payments to Shelter Operator under this Agreement, Shelter Operator shall provide evidence satisfactory to the City that it has secured all insurance required under this Section 3.7.5. In addition, Shelter Operator shall not allow any subcontractor to commence work on any subcontract for Services until it has provided evidence satisfactory to the City that the subcontractor has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the City to suspend this Agreement, if during the Initial Term, or terminate this Agreement, if during any Extended Term, for cause pursuant to Section.

3.5.6.2 Types of Insurance Required. Prior to City making any payments to Shelter Operator under this Agreement and without limiting the indemnity provisions of the Agreement, the Shelter Operator, in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement the following policies of insurance. If the existing policies do not meet the insurance requirements set forth herein, Shelter Operator agrees to amend, supplement or endorse the policies to do so.

(A) General Liability: General Liability "occurrence" coverage in the minimum amount of $2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and $4,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, and broad form blanket contractual.

(B) Automobile Liability Insurance: Automobile Liability Insurance in the minimum amount of $1,000,000 CSL bodily injury and property damage, including owned, non-owned, and hired automobiles. Also, to include uninsured/underinsured motorists coverage in the minimum amount of $100,000 when there are owned vehicles.

(C) Workers' Compensation: Workers' Compensation coverage in full compliance with California statutory requirements for all employees of Shelter Operator and Employer's Liability Insurance in the minimum amount of $1,000,000.

3.5.6.3 Insurance Endorsements. Required insurance policies shall contain the following provisions, or Shelter Operator shall provide endorsements on forms approved by the City to add the following provisions to the insurance policies:

(A) All insurance required will be primary coverages with respect to the City and any insurance or self-insurance maintained by the City will be excess of the Shelter Operator's insurance coverage and will not contribute to it.

(B) City and the other Funding Parties must be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet the requirements.

(C) Additional Insureds.

(1) The City of Santa Paula, its council, boards, agencies, departments, districts, officers, employees, agents, and volunteers are to be named as Additional Insured as

respects work done by the Shelter Operator under the terms of this Agreement on all policies required (except Workers' Compensation).

(2) The County of Ventura, its boards, agencies, departments, districts, officers, employees, agents, and volunteers are to be named as Additional Insured as respects work done by the Shelter Operator under the terms of this Agreement on all policies required (except Workers' Compensation).

(3) The City of Fillmore, its council, boards, agencies, departments, districts, officers, employees, agents, and volunteers are to be named as Additional Insured as respects work done by the Shelter Operator under the terms of this Agreement on all policies required (except Workers' Compensation).

(D) Shelter Operator agrees to waive all rights of subrogation against City of Santa Paula, City of Fillmore, the County of Ventura ("Funding Parties"), their councils, boards, agencies, departments, officers, employees, agents, and volunteers for losses arising from work performed by Shelter Operator under the terms of this Agreement as it pertains to Workers' Compensation.

(E) Policies will not be canceled, non-renewed, or reduced in scope of coverage until after sixty (60) days written notice has been given to the City's Risk Management Division.

(F) Shelter Operator agrees to provide City with the following insurance documents on or before the effective date of this Agreement:

(1) Certificates of Insurance for all required coverage.

(2) Additional Insured endorsements.

(3) Waiver of Subrogation endorsements (a.k.a.: Waiver of Transfer Rights of Recovery Against Others, Waiver of Our Right to Recover from Others) as it pertains to Workers' Compensation.

(4) Shelter Operator's obligation to provide evidence of insurance coverage may be wholly satisfied by providing a certificate of self-insurance.

3.5.6.4 Evidence of Continuous Coverage. At least fifteen (15 days) prior to the expiration of each required policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required

coverage, Shelter Operator shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

3.5.6.5 Acceptability of Insurers. Each such policy shall be from a company or companies with a current A.M. Best's rating of no less than A:VII and authorized to transact business of insurance in the State of California, or otherwise allowed to place insurance through surplus line brokers under applicable provisions of the California Insurance Code or any federal law.

3.5.6.6 Enforcement of Agreement Provisions (non estoppel). Shelter Operator acknowledges and agrees that actual or alleged failure on the part of the City to inform Shelter Operator of non-compliance with any requirement imposes no additional obligation on the City nor does it waive any rights hereunder.

3.5.6.7 Requirements Not Limiting. Requirement of specific coverage or minimum limits contained in this Section are not intended as a limitation on coverage, limits, or other requirement, or a waiver of any coverage normally provided by any insurance.

3.5.6.8 Additional Insurance Provisions

(A) The foregoing requirements as to the types and limits of insurance coverage to be maintained by Shelter Operator, and any approval of said insurance by the City, is not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Shelter Operator pursuant to this Agreement, including but not limited to, the provisions concerning indemnification.

(B) If at any time during the life of the Agreement, any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Shelter Operator or City will withhold amounts sufficient to pay premium from Shelter Operator payments. In the alternative, City may cancel this Agreement.

(C) The City may require the Shelter Operator to provide complete copies of all insurance policies in effect for the duration of the term of this Agreement.

(D) Neither the City nor any of its officials, officers, employees, agents or volunteers shall be personally responsible for any liability arising under or by virtue of this Agreement.

(E) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of liability. Further the limits set forth herein shall not be construed to relieve the Shelter Operator from liability in excess of such coverage, nor shall it limit the Shelter Operator's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

(F) Shelter Operator shall report to the City, in addition to Shelter Operator's insurer, any and all insurance claims submitted by Shelter Operator in connection with the Services under this Agreement.

3.5.6.9 Insurance for Subcontractors. Shelter Operator shall include all subcontractors engaged in any work for Shelter Operator relating to this Agreement as additional insureds under the Shelter Operator's policies, or the Shelter Operator shall be responsible for causing subcontractors to purchase the appropriate insurance in compliance with the terms of these Insurance Requirements, including adding the City of Santa Paula, City of Fillmore, and County of Ventura, their councils, boards, officials, officers, employees, agents, and volunteers as additional insureds to the subcontractor's policies. Shelter Operator shall not allow any subcontractor to commence work on any subcontract relating to this Agreement until it has received satisfactory evidence of subcontractor's compliance with all insurance requirements under this Agreement, to the extent applicable. The Shelter Operator shall provide satisfactory evidence of compliance with this section upon request of the City.

3.6 Indemnification.

3.6.1 To the fullest extent permitted by law, Shelter Operator shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Shelter Operator, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Shelter Operator's Services including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses except such loss or damage caused by the sole negligence or willful misconduct of the City. Shelter Operator's obligation to indemnify shall survive expiration or termination of this Agreement and shall not be restricted to insurance proceeds, if any, received by Shelter Operator, the City, its officials, officers, employees, agents, or volunteers.

3.6.2 To fullest extent permitted by law, Shelter Operator shall defend, indemnify and hold harmless the County and City of Fillmore and their respective officials, officers, directors, districts, agents, employees and volunteers (each individually, "Indemnified Funding Party"), from and against all third party demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorney's fees, arising out of or resulting from Shelter Operator's operation of the Shelter, except for those resulting from an Indemnified Funding Party's gross negligence or intentional misconduct. Shelter Operator's obligation to indemnify an Indemnified Funding Party shall survive expiration or termination of this Agreement and shall not be restricted to insurance proceeds, if any, received by Shelter Operator, an Indemnified Funding Party, its officials, officers, employees, agents, or volunteers.

3.7 General Provisions.

3.7.1 Reports. Shelter Operator shall periodically prepare and submit to the City's Representative reports concerning the performance of the Services required by this Agreement, or as the City's Representative shall require.

3.7.2 Records. Shelter Operator shall maintain complete and accurate records with respect to all costs and expenses incurred to operate the Shelter. All such records shall be clearly identifiable. Shelter Operator shall allow a representative of City during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created in furtherance Shelter Operator's provision of the Services. Shelter Operator shall allow inspection of all work, data, documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.7.3 Independent Contractors and Subcontracting.

3.7.3.1 Use of Contractors. Shelter Operator is aware of statutory and case law regarding classification of workers as independent contractors, including California Labor Code Section 2750.3 and Dynamex Operations West, Inc. v. Superior Court, 4 Cal. 5th 903 (2018). To ensure that Shelter Operator is in compliance with the California Labor Code, Shelter Operator shall only utilize its employees to provide the Services. Shelter Operator may not provide the services through any independent contractor, subcontractor or subcontractor ("Subcontractor(s)") unless approved by the City as set forth in Section 3.7.2.2 below. Shelter Operator represents and warrants that all personnel who perform the Services on Shelter Operator's behalf are Shelter Operator's employees, and that Shelter Operator complies with all applicable laws, rules and regulations governing its employees, including, but not limited to, the California Labor Code, Unemployment Insurance Code and all applicable Industrial Welfare Commission Wage Orders.

3.7.3.2 Prior Approval Required. Shelter Operator shall not use any Subcontractor to provide the Services, or any portion of the work required by this Agreement, without prior written approval of City. In the event that City authorizes Shelter Operator to use a Subcontractor, Shelter Operator shall enter into a written agreement with the Subcontractor, which must include all provisions of the Agreement, including a restriction on the Subcontractor's use of further independent contractors, subcontractors or subcontractors without the City's prior written consent.

3.7.4 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Shelter Operator:	Spirit of Santa Paula 1498 E. Harvard Blvd. Santa Paula, California 93060 ATTN: Executive Director
City:	City of Santa Paula 970 Ventura Street Santa Paula, CA 93060 ATTN: James Mason, Community & Economic Development Director

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.7.5 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.7.6 Entire Agreement. This Agreement contains the entire agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements.

3.7.7 Attorneys' Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorneys' fees and all costs of such action.

3.7.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Ventura County.

3.7.9 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.7.10 Assignment or Transfer. Shelter Operator shall not assign, sublet, or transfer this Agreement or any rights under or interest in this Agreement without the written consent of the City, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination. Shelter Operator shall not subcontract any portion of the Services required by this Agreement, except as expressly stated herein, without prior written approval of City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement.

3.7.11 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Shelter Operator include all personnel, employees, agents, and subcontractors of Shelter Operator, except as otherwise specified in this Agreement. All references to City include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content, or intent of this Agreement.

3.7.12 Amendment; Modification. No supplement, modification, or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.7.13 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel, or otherwise.

3.7.14 Disclaimer of Relationships. Nothing contained in this Agreement will be deemed or construed to create any relationship of third-party beneficiary, principal and agent, limited or general partnership, joint venture, or any association or relationship between the Parties. For the avoidance of doubt, this Agreement does not make Shelter Operator a third-party beneficiary of the Funding Agreement attached as **Exhibit A**.

3.7.15 Third-Party Beneficiary Rights The County and City of Fillmore are designated express intended third party beneficiaries of the Shelter Operator's indemnity and defense obligations in Section 3.6.1 of this Agreement and shall have the right to enforce such obligations directly against the Shelter Operator. Except as provided in the preceding sentence this Agreement is entered into for the sole benefit of City and Shelter Operator and no third party shall have any right in, under, or to this Agreement.

3.7.16 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.7.17 Prohibited Interests. Shelter Operator maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Shelter Operator, to solicit or secure this Agreement. Shelter Operator warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Shelter Operator, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Shelter Operator further agrees to file, or shall cause its employees or subcontractors to file, a Statement of Economic Interest with the City's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.7.18 Authority to Enter Agreement. Shelter Operator has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.7.19 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.7.20 Survival. All rights and obligations hereunder that by their nature are to continue after any expiration or termination of this Agreement, including, but not limited to, the indemnification obligations, shall survive any such expiration or termination.

[SIGNATURES ON NEXT PAGE]

SIGNATURE PAGE TO OPERATING AGREEMENT
BETWEEN THE CITY OF SANTA PAULA AND
SPIRIT OF SANTA PAULA

IN WITNESS WHEREOF, each of the Parties has caused this Contract to be executed on the day and year first above written.

CITY OF SANTA PAULA

_____
Dan Singer, City Manager

Approved as to Form

_____
Monica Castillo City Attorney

SPIRIT OF SANTA PAULA

_____

By: Its: _____

Attested By:

Printed Name: _____

_____
Julie Latshaw, City Clerk

EXHIBIT "A"
FUNDING AGREEMENT

AGREEMENT TO PROVIDE FINANCIAL SUPPORT FOR THE OPERATION OF A PERMANENT YEAR-ROUND SHELTER SERVING HOMELESS INDIVIDUALS IN SANTA CLARA VALLEY COMMUNITIES INCLUDING THE CITY OF SANTA PAULA CITY OF FILLMORE AND UNINCORPORATED AREA OF PIRU

FISCAL YEAR 2025-2026

This Agreement to Provide Financial Support for the Operation of a Permanent, Year-Round Shelter Serving Homeless Individuals in Santa Clara Valley Communities Including the City of Santa Paula, City of Fillmore, and Unincorporated Area of Piru ("Agreement"), dated October 21, 2025, is hereby entered into by and between the cities of Santa Paula and Fillmore (individually referred to as "Santa Paula" and "Fillmore", respectively, and collectively as "Participating Cities") and the County of Ventura ("County") (Participating Cities and County each a "Party" and collectively the "Parties").

RECITALS

WHEREAS, a serious need exists for a permanent, year-round shelter with sustainable funding to serve homeless individuals in Ventura County and particularly within the City of Santa Paula serving the Santa Clara Valley communities including the City of Fillmore and the unincorporated area of Piru;

WHEREAS, the Spirit of Santa Paula, a 501 nonprofit corporation ("Shelter Operator") operates a permanent, year-round shelter for homeless individuals at Harvard Shelter, located at 1498 E. Harvard Blvd. Santa Paula, CA 93060 ("Shelter");

WHEREAS, pursuant to an agreement dated August 8, 2023, and amended on June 24, 2025, the Parties provided financial assistance for the Shelter for fiscal years 2023-2024 and 2024-2025;

WHEREAS, the Shelter Operator has provided a projected annual budget for Shelter operations of approximately $745,596 (Exhibit A - FY 2025-2026 Projected Operating Budget) for fiscal year 2025-2026;

WHEREAS, the Parties now intend to enter into this new Agreement to provide financial assistance to the Shelter Operator for the actual operating expenses of the Shelter for fiscal year 2025-2026, for a total amount not-to-exceed $700,000 for the fiscal year ("Base Operating Expense");

WHEREAS, the Shelter is necessary to meet the ongoing challenge of homelessness and continued financial assistance to the Shelter (with the City of Santa Paula acting as a conduit) serves the public purpose of providing temporary shelter and housing navigation services to the homeless population and achieving the goal of reducing the number of individuals experiencing homelessness; and

WHEREAS, the Shelter does and will continue to provide access to a range of programs and supportive services to temporarily shelter 49 homeless individuals. The Shelter shall meet the

needs of the homeless population and will be operated by Shelter Operator under a contract with the City of Santa Paula, and with financial support from the City of Santa Paula, City of Fillmore and the County as set forth in this Agreement.

NOW, THEREFORE, IN CONSIDERATION of the mutual agreements, obligations, and representations set forth herein, Participating Cities and County hereby agree as follows:

1. FINANCIAL CONTRIBUTIONS• DUTIES AND RESPONSIBILITIES

a. General Provisions

i. The Shelter's years of operation covered by this Agreement will be coterminous with the fiscal year running from July 1 to June 30 for fiscal year 2025-2026.

ii. On or before April 1, 2026, staff of each Party will meet and jointly determine the projected operating budget for the Shelter for the upcoming fiscal year (or other period) and the portion of the budget to be paid by each Party for consideration in deciding whether to extend this Agreement as set forth in Section 3 below. Staff of each Party will then recommend to its respective governing body whether to approve the budget and apportionment of the budget among the Parties as prepared by staff. If the governing body of a Party does not approve both the budget and the apportionment by June 30, 2026, or by June 30 of any applicable fiscal year thereafter, then this Agreement shall automatically terminate, and no Party will have any further obligations under this Agreement. The projected operating budget for the operation of the shelter from July 1, 2025, through June 30, 2026, ("FY 2025-2026 Budget") is set forth in Exhibit A of this Agreement. The FY 2025-2026 Budget is for information purposes only. The Parties have no obligation to contribute beyond their respective shares as set forth in this Agreement,

iii. Payments contemplated by this Agreement by any Party for any period after June 30, 2026, are contingent on approval by the governing body of each Party of a budget for the upcoming year of operation and apportionment of the budget among the Parties and memorialized by written amendment to this Agreement. If the governing body of each Party approves the budget and the apportionment for the upcoming year of operation, the Parties' payments for that year of operation will be governed by the terms of any future amendment to this Agreement then in effect, provided this Agreement has not been previously terminated and is extended by the Parties in writing following approval by their respective governing bodies.

iv. It is understood by all Parties that the financial assistance to be provided to Shelter Operator pursuant to this Agreement in an amount not to exceed $700,000 is to fund the actual cost of the main shelter operations not other programs offered at the Shelter site such as street outreach, a food pantry and Behavioral Health Bridge Housing and, therefore, the Shelter Operator will need to continue to identify alternative sources of funding.

b. City of Santa Paula

i. Operating Agreement with Shelter Operator. The City of Santa Paula and Shelter Operator entered into an Operating Agreement on August 8, 2023, with an Initial Term (as defined therein) ending on June 30, 2025. The City of Santa Paula shall extend the Operating Agreement through

June 30, 2026, and amend its terms to align with this Agreement (hereafter, "2025-2026 Operating Agreement"). The City of Santa Paula shall enter into an Operating Agreement with the Shelter Operator to operate the Shelter with a maximum of (49) beds year-round. Unless expressly stated otherwise in this Agreement, County and the City of Fillmore shall not be a party to any contract with the Shelter Operator or for any construction contracts for the Shelter; however, County and City of Fillmore shall, in the 2025-2026 Operating Agreement, be designated as third party beneficiaries with the right to enforce the Operating Agreement's defense and indemnification provision that is required pursuant to Section 4.m. below. City of Santa Paula shall provide the proposed Operating Agreement to County and City of Fillmore for their review and approval as to consistency with the applicable provisions of this Agreement before the 2025-2026 Operating Agreement is executed and/or extended by the City of Santa Paula.

ii. Santa Paula 's Contribution. The City of Santa Paula agrees to fund at least $200,000 for the fiscal year 2025-2026 as part of the 2025-2026 Operating Agreement it enters into with the Shelter Operator, subject to Council approval.

iii. Parties' Payments from Santa Paula to Shelter. All County and City of Fillmore payments to the Shelter Operator required under this Agreement will 'be given to the City of Santa Paula for transfer to the Shelter Operator. The City of Santa Paula will process payments to the Shelter Operator within 30 days of receipt of complete and adequate documentation from the Shelter Operator as outlined in their 2025-2026 Operating Agreement with the City of Santa Paula. The City of Santa Paula shall provide documentation of same to County within 30 days of the end of each month and to City of Fillmore within 60 days of the end of each fiscal quarter. If the City of Santa Paula fails to provide timely and adequate documentation for any payment to Shelter Operator, County and City of Fillmore shall be entitled to deny reimbursement, suspend future payments and/or recover any payment for which adequate supporting documentation has not been timely provided. Acceptable documentation for staff and non-staff costs to operate the Shelter includes, but is not limited to, payroll records, receipts, invoices and proof of payment. County staff will provide documentation training for City of Santa Paula and Shelter Operator if requested. Inclusive of City of Santa Paula's share, Shelter Operator will receive a maximum of $700,000 toward the actual Base Operating Expense for fiscal year 2025-2026 as set forth in this Agreement.

C. City of Fillmore

The City of Fillmore agrees to contribute an amount not to exceed the sum of $150,000 toward the Shelter's actual Base Operating Expense for the fiscal year 2025-2026. Starting July 1, 2025, the City of Fillmore will pay the City of Santa Paula $37,500 on a quarterly basis, for transfer to the Shelter Operator to cover its commitment to Shelter operating expenses for each fiscal quarter. Within 60 days of the end of each fiscal quarter, as set forth in Section l.b. above, the City of Santa Paula will submit to the City of Fillmore a statement evidencing Santa Paula's payment of appropriate amounts to Shelter Operator for the fiscal quarter. Payments by Fillmore for any period after June 30, 2026, are contingent on approval by the governing body of each Party of a budget for the upcoming year of operation and apportionment of the budget between the Parties and written amendment to this Agreement, as set forth in Section 1 .a. above.

For purposes of clarity, the following table illustrates the payment schedule in this subsection for fiscal year 2025-2026:

FISCAL QUARTERS FOR FY 2025-2026	July 1 September 30	October 'l December 3 1	January 1 March 31	April 1 June 30
Fillmore Payment Due to Santa Paula (start of quarter)	July 1	October 1	January 1	April I
Amount Due to Santa Paula	$37,500	$37,500	$37,500	$37,500
Santa Paula Statement Due to Fillmore (60 days after quarter end)	December 30	March 2	May 31	August 30

d. County

i. County's Contribution. In consideration for the City of Santa Paula entering the 2025- 2026 Operating Agreement with the Shelter pursuant to the terms of this Agreement, the County agrees to match the combined contributions of Santa Paula and Fillmore for a total amount not to exceed $350,000 toward the Shelter's actual Base Operating Expense for the fiscal year 2025- 2026, through reimbursement payments to City of Santa Paula.

ii. Matching Contribution. Matching the combined contributions of Fillmore and Santa Paula, County will reimburse Santa Paula for 50% of actual Shelter operation costs or up to $87,500 each fiscal quarter, whichever amount is lower, provided Shelter expenses have been verified and timely paid by the City of Santa Paula with documentation acceptable to County as set forth in this section and Section 1 .b. above.

iii. County Reserve. In recognition of the $1.5 million capital investment supplied by the State of California, the County has reserved the sum of $750,000, representing 50% of the $ 1.5 million capital investment, to be held by the County as a reserve fund for the Shelter. Notwithstanding Section 1 .d.ii., above, such reserve fund shall be used exclusively for the sustainable operation and maintenance of the Shelter for emergency repairs and other essential items to include major facility repairs involving roofing, environmental controls, plumbing, appliances or essential furniture and equipment ("Reserve"). The County will disburse monies from the Reserve within thirty (30) days of receiving a written draw from Santa Paula provided Santa Paula has demonstrated to the County's satisfaction that there is insufficient revenue to pay unforeseen costs, including without limitation damage or repairs, that, if not paid within a specified time, would prevent the operation of the Shelter in accordance with the objectives in this Agreement.

e. Additional Revenue for Base Operating Expense

The Shelter Operator will need to raise funds for the actual Base Operating Expense not covered by the financial contributions specified in this agreement. Any funding received by the Shelter Operator for operations and maintenance in excess of the Base Operating Expense, including from grants, private donations, or other funds, shall be applied to payment of the Base Operating Expense and the respective financial contributions from the Parties shall be proportionately reduced so that Participating Cities and County benefit in proportion to their respective financial contributions. Any proportional reduction in each party's financial contribution made pursuant to this paragraph will be made regardless of whether that additional revenue was individually or jointly pursued or awarded. The Shelter Operator will provide a list of grants applied for and philanthropic inquiries at the end of each quarter.

2. PROGRAM OBJECTIVE AND PERFORMANCE

Participating Cities and County agree that the following are goals, practices and principles that shall govern the operation of the Shelter. The City of Santa Paula shall include such goals, practices, and principles in Section 2 in its Operating Agreement with the Shelter Operator.

a. Service Model

i. The Shelter Operator will provide a safe place for homeless individuals to stay and stabilize while partnering with service providers to develop a plan for safe, secure, and permanent housing. The primary purpose of the Shelter beyond temporary sheltering is to leverage community resources that will assist homeless individuals in quickly securing and moving into suitable permanent housing and in achieving long-term housing stability.

ii. The Shelter Operator will participate in the Ventura County Continuum of Care's Coordinated Entry System, Pathways to Home, and will enter all Shelter occupants into the Ventura County Homeless Management Information System.

iii. The Shelter Operator will operate and develop the appropriate individualized case plan for each Shelter occupant that is client-centered, culturally, and linguistically appropriate, trauma-informed, and sensitive to the wide ranges of needs of the Shelter occupants, with the goal to transition the Shelter occupant to stable and affordable housing.

iv. The following competencies are integral parts of the program design and operation of the Shelter:

(1) Low-barrier access and services

(2) Housing first

(3) Harm reduction

(4) Trauma-informed care

(5) Client-centered

b. Program and Service Components

i. Participating Cities and County encourage the Shelter Operator to implement the following program objectives:

(1) Manage program resources, including reasonable pursuit of grants to offset financial contributions from the Parties to this Agreement, to achieve cost efficiencies and effectiveness and to facilitate services to as many Shelter occupants as feasible;

(2) Expand the capacity to serve Shelter occupants by facilitating the delivery of services of multiple service providers;

(3) Seek additional resources to augment emergency shelter and housing opportunities for Shelter occupants; and

(4) Refer families with children to the County of Ventura Human Services Agency for alternative sheltering options such as CalWORKs Housing Support Program and other transitional housing options within one business day of admission to shelter.

ii. Participating Cities and County encourage Shelter Operator to work with each Shelter occupant to create an individualized case plan and provide the resources to achieve such a plan toward securing housing. To achieve these objectives, Participating Cities and County encourage Shelter Operator to perform, at a minimum, the following services and functions:

(1) Connect Shelter occupants to needed resources (income, counseling, substance abuse, etc.) by:

(a) Developing personalized housing plan;

(b) Supporting Shelter occupants in managing their own lives within the scope of their resources and abilities;

(c) Providing housing location and counseling services;

(d) Establishing relationships with private and public property owners and rental agencies;

(e) Assisting to provide permanent housing opportunities to Shelter occupants; and

(f) Assisting with housing applications.

(2) The case management services shall include the development of an individualized service plan based on needs, circumstances, and market conditions, focused on helping individuals find and keep stable housing and linkages to other community-based support services.

C. Reporting and Accountability Review

i. City of Santa Paula will provide quarterly reporting in a format provided by the County to be completed by the Shelter Operator so that goals can be assessed, this will include a quarterly Performance Report from the Homeless Management Information System, The City of Santa Paula will implement a performance-based outcome specific payment structure that includes the following performance goals for the Shelter Operator, and will reduce Shelter Operator invoice payment by five percent (5%) should fewer than four of the following five goals be attained:

(1) Exits to Positive Destinations: Shelter Operator shall facilitate exits to permanent housing or other positive destinations for at least 30% of shelter residents.

(2) Housing Plans: Shelter Operator shall develop housing plans for each shelter resident within 30 days of entering the shelter.

(3) Length of Stay: Shelter Operator shall ensure an average length of stay of 180 days or less for non-permanent supportive housing (non-PSH) clients entering the facility on or after July 1, 2025.

(4) Occupancy Rate: Shelter Operator shall maintain a minimum shelter occupancy rate of 90%.

(5) Enrollment in Coordinated Entry System: Shelter Operator will enter clients into the Coordinated Entry System within one week of client entry into the shelter.

ii. City of Santa Paula will process payments to Shelter Operator within 30 days of receipt of complete and adequate documentation as outlined in their 2025-2026 Operating Agreement and provide documentation of same to County following payment.

iii. Participating Cities and County shall review the performance of the Shelter Operator at least quarterly to assess whether, using its best efforts, all goals are being pursued.

3. TERM AND TERMINATION

The initial term of this Agreement shall begin on July l, 2025, upon execution by all Parties, and expire on June 30, 2026, ("Initial Term"). On or before April 1, 2026, the Parties will meet and review Shelter Operator's performance and discuss a potential future budget for the Shelter pursuant to Section 1 of this Agreement. The Parties have no obligation to extend the

Agreement beyond the Initial Term ending June 30, 2026, and any renewal or modification is contingent on the approval of the respective Parties' governing bodies.

4. INDEMNITY AND INSURANCE AND HOLD HARMLESS PROVISIONS

a. Since the City of Santa Paula is contracting with the Shelter Operator, and the Shelter Operator will have the primary responsibility for the Shelter operations, the City of Santa Paula will, at its sole cost and expense, obtain and maintain in full force during the term of this Agreement the following types of insurance:

i. General Liability "occurrence" coverage in the minimum amount of $2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and $4,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, and broad form blanket contractual.

ii. Automobile Liability coverage in the minimum amount of $1,000,000 CSL bodily injury & property damage, including owned, non-owned, and hired automobiles. Also, to include uninsured/underinsured motorists' coverage in the minimum amount of $ 100,000 when there are owned vehicles.

iii. Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of contractor and Employer's Liability in the minimum amount of $ 1000.000.

b. All insurance required will be primary coverage as respects the Parties and any insurance or self-insurance maintained by the County and the City of Fillmore will be excess of the City of Santa Paula's insurance coverage and will not contribute to it.

c. The Parties are to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.

d. The County of Ventura, its boards, agencies, departments, districts, officers, employees, agents, and volunteers are to be named as Additional Insured as respects work done by the City of Santa Paula under the terms of this Agreement on all policies required (except Workers' Compensation).

e. The City of Fillmore, its council, boards, agencies, departments, districts, officers, employees, agents, and volunteers are to be named as Additional Insured as respects work done by the City of Santa Paula under the terms of this Agreement on all policies required (except Workers' Compensation).

f. The City of Santa Paula agrees to waive all rights of subrogation against the City of Fillmore, the County of Ventura, their boards, agencies, departments, officers, employees, agents, and volunteers for losses arising from work performed by the City of Santa Paula under the terms of this Agreement as it pertains to Workers' Compensation.

g. Policies will not be canceled, non-renewed, or reduced in scope of coverage until after sixty (60) days written notice has been given to the County's Risk Management Division.

h. The City of Santa Paula agrees to provide all Parties with the following insurance documents on or before the effective date of this Agreement:

i. Certificates of Insurance for all required coverage.

ii. Additional Insured endorsements.

iii. Waiver of Subrogation endorsements (a.k.a.: Waiver of Transfer Rights of Recovery Against Others, Waiver of Our Right to Recover from Others) as it pertains to Workers' Compensation.

iv. Failure to provide these documents will be grounds for immediate termination or suspension of this Agreement. The City of Santa Paula's obligation to provide evidence of insurance coverage may be wholly satisfied by providing a certificate of self-insurance.

i. As an alternative to subsections a. through h. above, the City of Santa Paula can contract with the Shelter Operator so that the Shelter Operator, at its sole cost and expense, obtains and maintains in full force during the term of this Agreement the insurance specified in subsections a. through h. above on behalf of all parties. Such Shelter Operator insurance would be primary coverage. In the event that the Shelter Operator fails to provide or maintain such coverage, the City of Santa Paula's obligation to provide insurance set forth in this Section 4 shall apply.

j. Each Participating City shall defend, indemnify and hold harmless the County, its Board of Supervisors, officers, directors, districts, agents, employees and volunteers from and against all third party demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorney's fees, arising out of or resulting from the performance of the Agreement, caused in whole or in part by the grossly negligent or intentional acts or omissions of that Participating City, their officers, directors, agents, employees, or subcontractors. With respect to Santa Paula's obligations under this paragraph, "performance of the Agreement" does not include Shelter Operator's operation of the Shelter.

k. The County shall defend, indemnify, and hold harmless the Participating Cities, their officers, directors, districts, agents, employees, and subcontractors from and against all third party demands, claims, actions, liabilities, losses, damages and costs, including reasonable attorney's fees, arising out of or resulting from the performance of the Agreement, caused in whole or in part by the grossly negligent or intentional acts or omissions of the County's Board of Supervisors, officers, directors, agents, employees, or volunteers.

1. It is the intention of the Parties that the indemnity provisions of this section be interpreted to impose on each Party responsibility to the other for the acts and omissions of their respective officers, directors, agents, employees, volunteers. It is also the intention of the Parties that, where comparative fault is determined to have been contributory, principles of comparative

fault will be followed and each Party shall bear the proportionate cost of any damage attributable to the fault of that Patty, its officers, directors, agents, employees, volunteers.

m. City of Santa Paula shall require, as part of its 2025-2026 Operating Agreement with the Shelter Operator, that Shelter Operator agree to defend, indemnify and hold harmless the County and City of Fillmore and their respective officials, officers, directors, districts, agents, employees and volunteers (each individually, "Indemnified Party"), from and against all third party demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorney's fees, arising out of or resulting from Shelter Operator's operation of the Shelter, except for those resulting from an Indemnified Party's gross negligence or intentional misconduct.

5. LEGAL COMPLIANCE

The Parties, in expending funds which will be used by Shelter Operator to operate the Shelter as contemplated in this Agreement, shall comply with all applicable federal, state, and local laws, regulations and ordinances.

6. GOVERNING LAW• JURISDICTION

This Agreement and all matters pertaining thereto will be construed and enforced according to the laws of the State of California. Any litigation or other court proceeding shall take place in the state or federal courts located in the State of California, and the Parties will accept the exclusive jurisdiction of these courts. Venue shall be in the County of Ventura, California.

7. NOT CONSTRUED AGAINST DRAFTER

This Agreement has been negotiated and prepared by the Parties and their respective counsel, and should any provision of this Agreement require judicial interpretation, the court interpreting or construing the provision shall not apply the rule of construction that a document is to be construed more strictly against one Party.

8. DISCLAIMER OF RELATIONSHIP

Nothing in this Agreement will be deemed or construed to create any relationship of principal and agent, limited or general partnership, joint venture, or any association among the Parties.

9. SEVERABILITY

If any provision of this Agreement shall be declared invalid, inoperative or unenforceable by a final judgment or decree of a court of competent jurisdiction such invalidity or unenforceability of such provision shall not affect the remaining parts of this Agreement which are hereby declared by the patties to be severable from any other part which is found by a court to be invalid or unenforceable.

10. DISPUTE RESOLUTION

If the Parties have a dispute that they are unable to resolve at the staff level, any of the Parties may escalate the dispute to the executive staff level (i.e., to the City Managers and the County Executive Officer) by submitting a signed and dated request for dispute resolution. If the City Managers and the County Executive Officer are unable to resolve the dispute, the item in dispute may be presented to the City Councils and the County Board of Supervisors for resolution.

11. ENTIRE AGREEMENT, AMENDMENT, WAIVER

Unless explicitly stated otherwise in this Agreement, this Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof. This Agreement can only be amended or modified in a writing signed by authorized representatives of each of the Parties. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of the Party to be charged.

12. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages of one or more counterpart copies may be removed from such counterpart copies and all attached to the same copy of this Agreement, which, with all attached signature pages, shall be deemed to be an original.

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COUNTY OF VENTURA

6. Dr. Sevet Johnson
6. Dr. Sevet Johnson (Oct 30, 2025 14:50:45 PDT)

6. Or. Sevet Johnson
n

Dr. Sevet Johnson
County Executive Officer

CITY OF SANTA PAULA

Dan Singer
Dan Singer (Oct 27, 2025 15:02:47 PDT)

Dan Singer
City Manager

APPROVED AS TO FORM

Franchesca S. Verdin
Franchesca S. Verdin (Oct 23, 2025 15:10:06 PDT)

Franchesca S. Verdin
Assistant County Counsel
County of Ventura

APPROVED AS TO FORM

Monica Castillo
Monica Castillo (Oct 27, 2025 15:40:41 PDT)

Monica Castillo
City Attorney

CITY OF FILLMORE

Erika Herrera
City Manager

APPROVED AS TO FORM

2. Tiffany Israel
2. Tiffany Israel (Oct 24, 2025 09:33:14 PDT)

Tiffany Israel

EXHIBIT A

FY 2025-2026 Projected Operating Budget

2025-2026 Base Operating Expense Budget Spirit Of Santa Paula Harvard Navigation	Amount Monthly	Amount Annually
Payroll Cost (Gross Total)	$ 48,485.00	$ 581,820.00
Administrative Support = Book Keeping /Data /Stats Reporting	$ 1,200.00	$ 14,400.00
Auto Insurance	$ 560.00	$ 6,720.00
Insurance	$ 1,500.00	$ 18,000.00
Fuel	$ 500.00	$ 6,000.00
Annual Audit & Taxes	$ 2,250.00	$ 27,000.00
Advertising /Memberships /Licenses /Permits	$ 500.00	$ 6,000.00
Shelter Supplies	$ 6,000.00	$ 72,000.00
Fundraising	$ 450.00	$ 5,400.00
Vehicle Maintenance & Fees	$ 375.00	$ 4,500.00
Utilities /Security Bay Alarm	$ 6,500.00	$ 78,000.00
Case Book Data Base Program	$ 310.00	$ 3,720.00
Building Repairs and Maintenance	$ 2,750.00	$ 33,000.00
2025-2026 Base Operating Expense Budget	**$ 71,380.00**	**$ 856,560.00**
Behavioral Health 2025-2026 Base Operating Expense Budget	**$ (9,247.00)**	**$ (110,964.00)**
Harvard Navigation Adjusted Base Operating Expense Budget (Excluding Behavioral Health)	**$ 62,133.00**	**$ 745,596.00**

EXHIBIT "B"
SCOPE OF SERVICES

Operating Requirements

1. Emergency Shelter: Shelter Operator shall provide a safe place for homeless individuals to stay and stabilize while partnering with service providers to develop a plan for safe, secure, and permanent housing. This includes access to 49 beds, linens, blankets, and personal storage for belongings year round. The primary purpose of the Shelter beyond temporary sheltering is to leverage community resources that will assist homeless individuals in quickly securing and moving into suitable permanent housing and in achieving long-term housing stability. Shelter Operator shall participate in the Ventura County Continuum of Care's coordinated entry system, Pathways to Home, and will enter all Shelter occupants into the Ventura County Homeless Management Information System. Shelter Operator shall operate and develop the appropriate individualized case plan for each Shelter occupant that is client-centered, culturally, and linguistically appropriate, trauma-informed, and sensitive to the wide ranges of needs of the Shelter occupants, with the goal to transition the Shelter occupant to stable and affordable housing.

2. Meals and Nutrition: Shelter Operator shall offer regular meals that meet basic nutritional requirements for all shelter residents. This may include breakfast, lunch, and dinner, along with snacks and access to drinking water throughout the day.

3. Hygiene Facilities: Shelter Operator shall provide clean and accessible bathrooms, showers, and laundry facilities for residents to maintain personal hygiene; supply basic toiletries such as soap, shampoo, toothpaste, and towels.

4. Case Management: Shelter Operator Shall assign dedicated case managers to assist residents in accessing appropriate services and resources. This may include helping them find permanent housing, employment, medical care, mental health support, substance abuse treatment, and other necessary services. Shelter Operator shall develop a personalized housing plan for each resident and will assist with housing applications. Shelter Operator shall support residents in managing their own lives within the scope of their resources and abilities. Case management services shall include the development of an individualized service plan based on needs, circumstances, and market conditions, focused on helping individuals find and keep stable housing and linkages to other community-based support services.

5. Medical Assistance: Shelter Operator shall collaborate with healthcare providers to offer on-site medical clinics, regular health screenings, vaccinations, and referrals for other medical needs; ensure residents have access to medications and health education.

6. Mental Health Support: Shelter Operator shall provide access to mental health professionals who can offer counseling, therapy, and support groups to address mental health challenges faced by shelter residents; collaborate with community organizations for additional mental health resources.

7. Substance Abuse Programs: Shelter Operator shall develop partnerships with substance abuse treatment centers and support groups to offer counseling, detoxification services, and access to rehabilitation programs for individuals struggling with substance abuse issues.

8. Education and Employment Assistance: Shelter Operator shall establish programs that

help individuals acquire new skills, provide job readiness training, and offer assistance with job searches, resume building, and interview preparation; facilitate access to educational resources and connect residents to educational opportunities.

9. Financial Assistance: Shelter Operator shall assist residents in accessing financial benefits, such as unemployment insurance, social security support, or other government assistance programs; provide guidance and support with budgeting and financial planning to increase each Shelter occupant's income, including disability income and other public benefits for each participant.

10. Recreational and Social Activities: Shelter Operator shall organize recreational programs, such as sports, hobbies, and group activities, to foster a sense of community and improve residents' overall well-being; coordinate with volunteers and community organizations to provide additional support and engagement opportunities.

11. Family Support: Shelter Operator shall offer specialized services and support for homeless families with children, including childcare, parenting classes, school enrollment assistance, and family counseling.

12. Transitional Housing and Permanent Housing Placement: Shelter Operator shall develop partnerships with landlords, housing authorities, and non-profit organizations to assist residents in transitioning from the shelter to safe, affordable, and permanent housing options; provide resources for rental assistance and support with housing applications; establish a goal of connecting at least 75% of the Shelter occupants with stable housing or "positive" exits to other acceptable living arrangements such as residential treatment, transitional housing, reuniting with relatives within 12 months.

13. Outreach and Prevention Services: Shelter Operator shall collaborate with local agencies, community groups, and volunteers to conduct outreach efforts, identifying individuals who are at risk of homelessness and providing prevention services to help them maintain their housing stability.

14. Community Partnerships and Coordination: Shelter Operator shall refer families with children to the County of Ventura Human Services Agency for alternative sheltering options such as CalWORKs Housing Support Program and other transitional housing options within one business day of admission to shelter; establish ongoing collaborations with governmental organizations, non-profit agencies, faith-based groups, healthcare providers, and other stakeholders to create a continuum of care and ensure a comprehensive approach.

15. Operations Management. Shelter Operator shall manage program resources, including reasonable pursuit of grants to offset financial contributions from the Parties to this Agreement.

to achieve cost efficiencies and effectiveness and to facilitate services to as many Shelter occupants as feasible; expand the capacity to serve Shelter occupants by facilitating the delivery of services of multiple service providers. Seek additional resources to augment emergency shelter and housing opportunities for Shelter occupants.

16. Occupancy. Shelter Operator shall maintain an overall occupancy rate at the Shelter of 70% of the total available bed capacity.

AGREEMENT TO PROVIDE FINANCIAL SUPPORT FOR THE OPERATION OF A PERMANENT, YEAR-ROUND SHELTER SERVING HOMELESS INDIVIDUALS IN SANTA CLARA VALLEY COMMUNITIES INCLUDING THE CITY OF SANTA PAULA, CITY OF FILLMORE, AND UNINCORPORATED AREA OF PIRU

FISCAL YEAR 2025-2026

This Agreement to Provide Financial Support for the Operation of a Permanent, Year-Round Shelter Serving Homeless Individuals in Santa Clara Valley Communities Including the City of Santa Paula, City of Fillmore, and Unincorporated Area of Piru ("**Agreement**"), dated October 21, 2025, is hereby entered into by and between the cities of Santa Paula and Fillmore (individually referred to as "Santa Paula" and "Fillmore", respectively, and collectively as "**Participating Cities**") and the County of Ventura ("**County**") (Participating Cities and County each a "**Party**" and collectively the "**Parties**").

RECITALS

WHEREAS, a serious need exists for a permanent, year-round shelter with sustainable funding to serve homeless individuals in Ventura County and particularly within the City of Santa Paula serving the Santa Clara Valley communities including the City of Fillmore and the unincorporated area of Piru;

WHEREAS, the Spirit of Santa Paula, a 501(c)(3) nonprofit corporation ("**Shelter Operator**") operates a permanent, year-round shelter for homeless individuals at Harvard Shelter, located at 1498 E. Harvard Blvd. Santa Paula, CA 93060 ("**Shelter**");

WHEREAS, pursuant to an agreement dated August 8, 2023, and amended on June 24, 2025, the Parties provided financial assistance for the Shelter for fiscal years 2023-2024 and 2024-2025;

WHEREAS, the Shelter Operator has provided a projected annual budget for Shelter operations of approximately $745,596 (Exhibit A - FY 2025-2026 Projected Operating Budget) for fiscal year 2025-2026;

WHEREAS, the Parties now intend to enter into this new Agreement to provide financial assistance to the Shelter Operator for the actual operating expenses of the Shelter for fiscal year 2025-2026, for a total amount not-to-exceed $700,000 for the fiscal year ("**Base Operating Expense**");

WHEREAS, the Shelter is necessary to meet the ongoing challenge of homelessness and continued financial assistance to the Shelter (with the City of Santa Paula acting as a conduit) serves the public purpose of providing temporary shelter and housing navigation services to the homeless population and achieving the goal of reducing the number of individuals experiencing homelessness; and

WHEREAS, the Shelter does and will continue to provide access to a range of programs and supportive services to temporarily shelter 49 homeless individuals. The Shelter shall meet the needs of the homeless population and will be operated by Shelter Operator under a contract with

the City of Santa Paula, and with financial support from the City of Santa Paula, City of Fillmore and the County as set forth in this Agreement.

NOW, THEREFORE, IN CONSIDERATION of the mutual agreements, obligations, and representations set forth herein, Participating Cities and County hereby agree as follows:

1. FINANCIAL CONTRIBUTIONS; DUTIES AND RESPONSIBILITIES

a. General Provisions

i. The Shelter's years of operation covered by this Agreement will be coterminous with the fiscal year running from July 1 to June 30 for fiscal year 2025-2026.

ii. On or before April 1, 2026, staff of each Party will meet and jointly determine the projected operating budget for the Shelter for the upcoming fiscal year (or other period) and the portion of the budget to be paid by each Party for consideration in deciding whether to extend this Agreement as set forth in Section 3 below. Staff of each Party will then recommend to its respective governing body whether to approve the budget and apportionment of the budget among the Parties as prepared by staff. If the governing body of a Party does not approve both the budget and the apportionment by June 30, 2026, or by June 30 of any applicable fiscal year thereafter, then this Agreement shall automatically terminate, and no Party will have any further obligations under this Agreement. The projected operating budget for the operation of the shelter from July 1, 2025, through June 30, 2026, ("FY 2025-2026 Budget") is set forth in Exhibit A of this Agreement. The FY 2025-2026 Budget is for information purposes only. The Parties have no obligation to contribute beyond their respective shares as set forth in this Agreement.

iii. Payments contemplated by this Agreement by any Party for any period after June 30, 2026, are contingent on approval by the governing body of each Party of a budget for the upcoming year of operation and apportionment of the budget among the Parties and memorialized by written amendment to this Agreement. If the governing body of each Party approves the budget and the apportionment for the upcoming year of operation, the Parties' payments for that year of operation will be governed by the terms of any future amendment to this Agreement then in effect, provided this Agreement has not been previously terminated and is extended by the Parties in writing following approval by their respective governing bodies.

iv. It is understood by all Parties that the financial assistance to be provided to Shelter Operator pursuant to this Agreement in an amount not to exceed $700,000 is to fund the actual cost of the main shelter operations not other programs offered at the Shelter site such as street outreach, a food pantry and Behavioral Health Bridge Housing and, therefore, the Shelter Operator will need to continue to identify alternative sources of funding.

b. City of Santa Paula

i. *Operating Agreement with Shelter Operator.* The City of Santa Paula and Shelter Operator entered into an Operating Agreement on August 8, 2023, with an Initial Term (as defined therein) ending on June 30, 2025. The City of Santa Paula shall extend the Operating Agreement through June 30, 2026, and amend its terms to align with this Agreement (hereafter, "2025-2026 Operating Agreement"). The City of Santa Paula shall enter into an

Operating Agreement with the Shelter Operator to operate the Shelter with a maximum of (49) beds year-round. Unless expressly stated otherwise in this Agreement, County and the City of Fillmore shall not be a party to any contract with the Shelter Operator or for any construction contracts for the Shelter; however, County and City of Fillmore shall, in the 2025-2026 Operating Agreement, be designated as third party beneficiaries with the right to enforce the Operating Agreement's defense and indemnification provision that is required pursuant to Section 4.m. below. City of Santa Paula shall provide the proposed Operating Agreement to County and City of Fillmore for their review and approval as to consistency with the applicable provisions of this Agreement before the 2025-2026 Operating Agreement is executed and/or extended by the City of Santa Paula.

ii. *Santa Paula's Contribution.* The City of Santa Paula agrees to fund at least $200,000 for the fiscal year 2025-2026 as part of the 2025-2026 Operating Agreement it enters into with the Shelter Operator, subject to Council approval.

iii. *Parties' Payments from Santa Paula to Shelter.* All County and City of Fillmore payments to the Shelter Operator required under this Agreement will be given to the City of Santa Paula for transfer to the Shelter Operator. The City of Santa Paula will process payments to the Shelter Operator within 30 days of receipt of complete and adequate documentation from the Shelter Operator as outlined in their 2025-2026 Operating Agreement with the City of Santa Paula. The City of Santa Paula shall provide documentation of same to County within 30 days of the end of each month and to City of Fillmore within 60 days of the end of each fiscal quarter. If the City of Santa Paula fails to provide timely and adequate documentation for any payment to Shelter Operator, County and City of Fillmore shall be entitled to deny reimbursement, suspend future payments and/or recover any payment for which adequate supporting documentation has not been timely provided. Acceptable documentation for staff and non-staff costs to operate the Shelter includes, but is not limited to, payroll records, receipts, invoices and proof of payment. County staff will provide documentation training for City of Santa Paula and Shelter Operator if requested. Inclusive of City of Santa Paula's share, Shelter Operator will receive a maximum of $700,000 toward the actual Base Operating Expense for fiscal year 2025-2026 as set forth in this Agreement.

c. **City of Fillmore**

The City of Fillmore agrees to contribute an amount not to exceed the sum of $150,000 toward the Shelter's actual Base Operating Expense for the fiscal year 2025-2026. Starting July 1, 2025, the City of Fillmore will pay the City of Santa Paula $37,500 on a quarterly basis, for transfer to the Shelter Operator to cover its commitment to Shelter operating expenses for each fiscal quarter. Within 60 days of the end of each fiscal quarter, as set forth in Section 1.b. above, the City of Santa Paula will submit to the City of Fillmore a statement evidencing Santa Paula's payment of appropriate amounts to Shelter Operator for the fiscal quarter. Payments by Fillmore for any period after June 30, 2026, are contingent on approval by the governing body of each Party of a budget for the upcoming year of operation and apportionment of the budget between the Parties and written amendment to this Agreement, as set forth in Section 1.a. above.

For purposes of clarity, the following table illustrates the payment schedule in this subsection for fiscal year 2025-2026:

FISCAL QUARTERS FOR FY 2025-2026	July 1 – September 30	October 1 – December 31	January 1 – March 31	April 1 – June 30
Fillmore Payment Due to Santa Paula (start of quarter)	July 1	October 1	January 1	April 1
Amount Due to Santa Paula	$37,500	$37,500	$37,500	$37,500
Santa Paula Statement Due to Fillmore (60 days after quarter end)	December 30	March 2	May 31	August 30

d. **County**

i. *County's Contribution.* In consideration for the City of Santa Paula entering the 2025-2026 Operating Agreement with the Shelter pursuant to the terms of this Agreement, the County agrees to match the combined contributions of Santa Paula and Fillmore for a total amount not to exceed $350,000 toward the Shelter's actual Base Operating Expense for the fiscal year 2025-2026, through reimbursement payments to City of Santa Paula.

ii. *Matching Contribution.* Matching the combined contributions of Fillmore and Santa Paula, County will reimburse Santa Paula for 50% of actual Shelter operation costs or up to $87,500 each fiscal quarter, whichever amount is lower, provided Shelter expenses have been verified and timely paid by the City of Santa Paula with documentation acceptable to County as set forth in this section and Section 1.b. above.

iii. *County Reserve.* In recognition of the $1.5 million capital investment supplied by the State of California, the County has reserved the sum of $750,000, representing 50% of the $1.5 million capital investment, to be held by the County as a reserve fund for the Shelter. Notwithstanding Section 1.d.ii., above, such reserve fund shall be used exclusively for the sustainable operation and maintenance of the Shelter for emergency repairs and other essential items to include major facility repairs involving roofing, environmental controls, plumbing, appliances or essential furniture and equipment ("**Reserve**"). The County will disburse monies from the Reserve within thirty (30) days of receiving a written draw from Santa Paula provided Santa Paula has demonstrated to the County's satisfaction that there is insufficient revenue to pay unforeseen costs, including without limitation damage or repairs, that, if not paid within a specified time, would prevent the operation of the Shelter in accordance with the objectives in this Agreement.

e. **Additional Revenue for Base Operating Expense**

The Shelter Operator will need to raise funds for the actual Base Operating Expense not covered by the financial contributions specified in this agreement. Any funding received by the Shelter Operator for operations and maintenance in excess of the Base Operating Expense, including from grants, private donations, or other funds, shall be applied to payment of the Base Operating Expense and the respective financial contributions from the Parties shall be proportionately reduced so that Participating Cities and County benefit in proportion to their respective financial contributions. Any proportional reduction in each party's financial contribution made pursuant to this paragraph will be made regardless of whether that additional revenue was individually or jointly pursued or awarded. The Shelter Operator will provide a list of grants applied for and philanthropic inquiries at the end of each quarter.

2. PROGRAM OBJECTIVE AND PERFORMANCE

Participating Cities and County agree that the following are goals, practices and principles that shall govern the operation of the Shelter. The City of Santa Paula shall include such goals, practices, and principles in Section 2 in its Operating Agreement with the Shelter Operator.

a. **Service Model**

i. The Shelter Operator will provide a safe place for homeless individuals to stay and stabilize while partnering with service providers to develop a plan for safe, secure, and permanent housing. The primary purpose of the Shelter beyond temporary sheltering is to leverage community resources that will assist homeless individuals in quickly securing and moving into suitable permanent housing and in achieving long-term housing stability.

ii. The Shelter Operator will participate in the Ventura County Continuum of Care's Coordinated Entry System, Pathways to Home, and will enter all Shelter occupants into the Ventura County Homeless Management Information System.

iii. The Shelter Operator will operate and develop the appropriate individualized case plan for each Shelter occupant that is client-centered, culturally, and linguistically appropriate, trauma-informed, and sensitive to the wide ranges of needs of the Shelter occupants, with the goal to transition the Shelter occupant to stable and affordable housing.

iv. The following competencies are integral parts of the program design and operation of the Shelter:

(1) Low-barrier access and services

(2) Housing first

(3) Harm reduction

(4) Trauma-informed care

(5) Client-centered

b. **Program and Service Components**

i. Participating Cities and County encourage the Shelter Operator to implement the following program objectives:

(1) Manage program resources, including reasonable pursuit of grants to offset financial contributions from the Parties to this Agreement, to achieve cost efficiencies and effectiveness and to facilitate services to as many Shelter occupants as feasible;

(2) Expand the capacity to serve Shelter occupants by facilitating the delivery of services of multiple service providers;

(3) Seek additional resources to augment emergency shelter and housing opportunities for Shelter occupants; and

(4) Refer families with children to the County of Ventura Human Services Agency for alternative sheltering options such as CalWORKs Housing Support Program and other transitional housing options within one business day of admission to shelter.

ii. Participating Cities and County encourage Shelter Operator to work with each Shelter occupant to create an individualized case plan and provide the resources to achieve such a plan toward securing housing. To achieve these objectives, Participating Cities and County encourage Shelter Operator to perform, at a minimum, the following services and functions:

(1) Connect Shelter occupants to needed resources (income, counseling, substance abuse, etc.) by:

(a) Developing personalized housing plan;

(b) Supporting Shelter occupants in managing their own lives within the scope of their resources and abilities;

(c) Providing housing location and counseling services;

(d) Establishing relationships with private and public property owners and rental agencies;

(e) Assisting to provide permanent housing opportunities to Shelter occupants; and

(f) Assisting with housing applications.

(2) The case management services shall include the development of an individualized service plan based on needs, circumstances, and market conditions, focused on helping individuals find and keep stable housing and linkages to other community-based support services.

c. **Reporting and Accountability Review**

i. City of Santa Paula will provide quarterly reporting in a format provided by the County to be completed by the Shelter Operator so that goals can be assessed, this will include a quarterly Performance Report from the Homeless Management Information System. The City of Santa Paula will implement a performance-based outcome specific payment structure that includes the following performance goals for the Shelter Operator, and will reduce Shelter Operator invoice payment by five percent (5%) should fewer than four of the following five goals be attained:

(1) Exits to Positive Destinations: Shelter Operator shall facilitate exits to permanent housing or other positive destinations for at least 30% of shelter residents.

(2) Housing Plans: Shelter Operator shall develop housing plans for each shelter resident within 30 days of entering the shelter.

(3) Length of Stay: Shelter Operator shall ensure an average length of stay of 180 days or less for non-permanent supportive housing (non-PSH) clients entering the facility on or after July 1, 2025.

(4) Occupancy Rate: Shelter Operator shall maintain a minimum shelter occupancy rate of 90%.

(5) Enrollment in Coordinated Entry System: Shelter Operator will enter clients into the Coordinated Entry System within one week of client entry into the shelter.

ii. City of Santa Paula will process payments to Shelter Operator within 30 days of receipt of complete and adequate documentation as outlined in their 2025-2026 Operating Agreement and provide documentation of same to County following payment.

iii. Participating Cities and County shall review the performance of the Shelter Operator at least quarterly to assess whether, using its best efforts, all goals are being pursued.

3. TERM AND TERMINATION

The initial term of this Agreement shall begin on July 1, 2025, upon execution by all Parties, and expire on June 30, 2026, ("**Initial Term**"). On or before April 1, 2026, the Parties will meet and review Shelter Operator's performance and discuss a potential future budget for the Shelter pursuant to Section 1 of this Agreement. The Parties have no obligation to extend the Agreement beyond the Initial Term ending June 30, 2026, and any renewal or modification is contingent on the approval of the respective Parties' governing bodies.

4. INDEMNITY AND INSURANCE AND HOLD HARMLESS PROVISIONS

a. Since the City of Santa Paula is contracting with the Shelter Operator, and the Shelter Operator will have the primary responsibility for the Shelter operations, the City of Santa Paula will, at its sole cost and expense, obtain and maintain in full force during the term of this Agreement the following types of insurance:

i. General Liability "occurrence" coverage in the minimum amount of $2,000,000 combined single limit (CSL) bodily injury & property damage each occurrence and $4,000,000 aggregate, including personal injury, broad form property damage, products/completed operations, and broad form blanket contractual.

ii. Automobile Liability coverage in the minimum amount of $1,000,000 CSL bodily injury & property damage, including owned, non-owned, and hired automobiles. Also, to include uninsured/underinsured motorists coverage in the minimum amount of $100,000 when there are owned vehicles.

iii. Workers' Compensation coverage, in full compliance with California statutory requirements, for all employees of contractor and Employer's Liability in the minimum amount of $1,000,000.

b. All insurance required will be primary coverage as respects the Parties and any insurance or self-insurance maintained by the County and the City of Fillmore will be excess of the City of Santa Paula's insurance coverage and will not contribute to it.

c. The Parties are to be notified immediately if any aggregate insurance limit is exceeded. Additional coverage must be purchased to meet requirements.

d. The County of Ventura, its boards, agencies, departments, districts, officers, employees, agents, and volunteers are to be named as Additional Insured as respects work done by the City of Santa Paula under the terms of this Agreement on all policies required (except Workers' Compensation).

e. The City of Fillmore, its council, boards, agencies, departments, districts, officers, employees, agents, and volunteers are to be named as Additional Insured as respects work done by the City of Santa Paula under the terms of this Agreement on all policies required (except Workers' Compensation).

f. The City of Santa Paula agrees to waive all rights of subrogation against the City of Fillmore, the County of Ventura, their boards, agencies, departments, officers, employees, agents, and volunteers for losses arising from work performed by the City of Santa Paula under the terms of this Agreement as it pertains to Workers' Compensation.

g. Policies will not be canceled, non-renewed, or reduced in scope of coverage until after sixty (60) days written notice has been given to the County's Risk Management Division.

h. The City of Santa Paula agrees to provide all Parties with the following insurance documents on or before the effective date of this Agreement:

i. Certificates of Insurance for all required coverage.

ii. Additional Insured endorsements.

iii. Waiver of Subrogation endorsements (a.k.a.: Waiver of Transfer Rights of Recovery Against Others, Waiver of Our Right to Recover from Others) as it pertains to Workers' Compensation.

iv. Failure to provide these documents will be grounds for immediate termination or suspension of this Agreement. The City of Santa Paula's obligation to provide evidence of insurance coverage may be wholly satisfied by providing a certificate of self-insurance.

i. As an alternative to subsections a. through h. above, the City of Santa Paula can contract with the Shelter Operator so that the Shelter Operator, at its sole cost and expense, obtains and maintains in full force during the term of this Agreement the insurance specified in subsections a. through h. above on behalf of all parties. Such Shelter Operator insurance would be primary coverage. In the event that the Shelter Operator fails to provide or maintain such coverage, the City of Santa Paula's obligation to provide insurance set forth in this Section 4 shall apply.

j. Each Participating City shall defend, indemnify and hold harmless the County, its Board of Supervisors, officers, directors, districts, agents, employees and volunteers from and against all third party demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorney's fees, arising out of or resulting from the performance of the Agreement, caused in whole or in part by the grossly negligent or intentional acts or omissions of that Participating City, their officers, directors, agents, employees, or subcontractors. With respect to Santa Paula's obligations under this paragraph, "performance of the Agreement" does not include Shelter Operator's operation of the Shelter.

k. The County shall defend, indemnify, and hold harmless the Participating Cities, their officers, directors, districts, agents, employees, and subcontractors from and against all third party demands, claims, actions, liabilities, losses, damages and costs, including reasonable attorney's fees, arising out of or resulting from the performance of the Agreement, caused in whole or in part by the grossly negligent or intentional acts or omissions of the County's Board of Supervisors, officers, directors, agents, employees, or volunteers.

l. It is the intention of the Parties that the indemnity provisions of this section be interpreted to impose on each Party responsibility to the other for the acts and omissions of their respective officers, directors, agents, employees, volunteers. It is also the intention of the Parties that, where comparative fault is determined to have been contributory, principles of comparative fault will be followed and each Party shall bear the proportionate cost of any damage attributable to the fault of that Party, its officers, directors, agents, employees, volunteers.

m. City of Santa Paula shall require, as part of its 2025-2026 Operating Agreement with the Shelter Operator, that Shelter Operator agree to defend, indemnify and hold harmless the County and City of Fillmore and their respective officials, officers, directors, districts,

agents, employees and volunteers (each individually, "Indemnified Party"), from and against all third party demands, claims, actions, liabilities, losses, damages, and costs, including reasonable attorney's fees, arising out of or resulting from Shelter Operator's operation of the Shelter, except for those resulting from an Indemnified Party's gross negligence or intentional misconduct.

5. LEGAL COMPLIANCE

The Parties, in expending funds which will be used by Shelter Operator to operate the Shelter as contemplated in this Agreement, shall comply with all applicable federal, state, and local laws, regulations and ordinances.

6. GOVERNING LAW; JURISDICTION

This Agreement and all matters pertaining thereto will be construed and enforced according to the laws of the State of California. Any litigation or other court proceeding shall take place in the state or federal courts located in the State of California, and the Parties will accept the exclusive jurisdiction of these courts. Venue shall be in the County of Ventura, California.

7. NOT CONSTRUED AGAINST DRAFTER

This Agreement has been negotiated and prepared by the Parties and their respective counsel, and should any provision of this Agreement require judicial interpretation, the court interpreting or construing the provision shall not apply the rule of construction that a document is to be construed more strictly against one Party.

8. DISCLAIMER OF RELATIONSHIP

Nothing in this Agreement will be deemed or construed to create any relationship of principal and agent, limited or general partnership, joint venture, or any association among the Parties.

9. SEVERABILITY

If any provision of this Agreement shall be declared invalid, inoperative or unenforceable by a final judgment or decree of a court of competent jurisdiction such invalidity or unenforceability of such provision shall not affect the remaining parts of this Agreement which are hereby declared by the parties to be severable from any other part which is found by a court to be invalid or unenforceable.

10. DISPUTE RESOLUTION

If the Parties have a dispute that they are unable to resolve at the staff level, any of the Parties may escalate the dispute to the executive staff level (*i.e.*, to the City Managers and the County Executive Officer) by submitting a signed and dated request for dispute resolution. If the City Managers and the County Executive Officer are unable to resolve the dispute, the item in dispute may be presented to the City Councils and the County Board of Supervisors for resolution.

11. ENTIRE AGREEMENT; AMENDMENT; WAIVER

Unless explicitly stated otherwise in this Agreement, this Agreement constitutes the entire agreement of the Parties with respect to the subject matter hereof. This Agreement can only be amended or modified in a writing signed by authorized representatives of each of the Parties. All waivers of the provisions of this Agreement must be in writing and signed by the appropriate authorities of the Party to be charged.

12. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The signature pages of one or more counterpart copies may be removed from such counterpart copies and all attached to the same copy of this Agreement, which, with all attached signature pages, shall be deemed to be an original.

[Remainder of page intentionally left blank.]

COUNTY OF VENTURA

6. Dr. Sevet Johnson
6. Dr. Sevet Johnson (Oct 30, 2025 14:50:45 PDT)

Dr. Sevet Johnson
County Executive Officer

APPROVED AS TO FORM

Franchesca S. Verdin
Franchesca S. Verdin (Oct 23, 2025 15:10:06 PDT)

Franchesca S. Verdin
Assistant County Counsel
County of Ventura

CITY OF SANTA PAULA

Dan Singer
Dan Singer (Oct 27, 2025 15:02:47 PDT)

Dan Singer
City Manager

APPROVED AS TO FORM

Monica Castillo
Monica Castillo (Oct 27, 2025 15:40:41 PDT)

Monica Castillo
City Attorney

CITY OF FILLMORE

Erika Herrera
City Manager

APPROVED AS TO FORM

2. Tiffany Israel
2. Tiffany Israel (Oct 24, 2025 09:33:54 PDT)

Tiffany Israel
City Attorney

EXHIBIT A

FY 2025-2026 Projected Operating Budget

2025-2026 Base Operating Expense Budget Spirit Of Santa Paula Harvard Navigation	Amount Monthly	Amount Annually
Payroll Cost (Gross Total)	$ 48,485.00	$ 581,820.00
Administrative Support = Book Keeping /Data /Stats Reporting	$ 1,200.00	$ 14,400.00
Auto Insurance	$ 560.00	$ 6,720.00
Insurance	$ 1,500.00	$ 18,000.00
Fuel	$ 500.00	$ 6,000.00
Annual Audit & Taxes	$ 2,250.00	$ 27,000.00
Advertising /Memberships /Licenses /Permits	$ 500.00	$ 6,000.00
Shelter Supplies	$ 6,000.00	$ 72,000.00
Fundraising	$ 450.00	$ 5,400.00
Vehicle Maintenance & Fees	$ 375.00	$ 4,500.00
Utilities /Security Bay Alarm	$ 6,500.00	$ 78,000.00
Case Book Data Base Program	$ 310.00	$ 3,720.00
Building Repairs and Maintenance	$ 2,750.00	$ 33,000.00
2025-2026 Base Operating Expense Budget	**$ 71,380.00**	**$ 856,560.00**
Behavioral Health 2025-2026 Base Operating Expense Budget	**$ (9,247.00)**	**$ (110,964.00)**
Harvard Navigation Adjusted Base Operating Expense Budget (Excluding Behavioral Health)	**$ 62,133.00**	**$ 745,596.00**

Santa Paula Shelter Agreement FY 25-26 FINAL 102225

Final Audit Report 2025-10-30

Created:	2025-10-23
By:	Edith Ball (Edith.Ball@ventura.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAR2eN-XWPrZ74cZiQVZD0D-CAUuELZtKW

"Santa Paula Shelter Agreement FY 25-26 FINAL 102225" History

Document created by Edith Ball (Edith.Ball@ventura.org)
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Document emailed to Monica Castillo (monica.castillo@bbklaw.com) for signature
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Document emailed to 6.Dr. Sevet Johnson (sevet.johnson@venturacounty.gov) for signature
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Email viewed by 3.Franchesca S. Verdin (franchesca.verdin@venturacounty.gov)
2025-10-23 - 10:02:31 PM GMT

Adobe Acrobat Sign

Signer 3.Franchesca S. Verdin (franchesca.verdin@venturacounty.gov) entered name at signing as Franchesca S. Verdin

2025-10-23 - 10:10:04 PM GMT

Document e-signed by Franchesca S. Verdin (franchesca.verdin@venturacounty.gov)

Signature Date: 2025-10-23 - 10:10:06 PM GMT - Time Source: server

Document e-signed by 2.Tiffany Israel (tisrael@awattorneys.com)

Signature Date: 2025-10-24 - 4:33:54 PM GMT - Time Source: server

Email viewed by 4.Dan Singer (dsinger@spcity.org)

2025-10-26 - 6:37:12 PM GMT

Signer 4.Dan Singer (dsinger@spcity.org) entered name at signing as Dan Singer

2025-10-27 - 10:02:41 PM GMT

Document e-signed by Dan Singer (dsinger@spcity.org)

Signature Date: 2025-10-27 - 10:02:43 PM GMT - Time Source: server

Document e-signed by Monica Castillo (monica.castillo@bbklaw.com)

Signature Date: 2025-10-27 - 10:40:41 PM GMT - Time Source: server

Email viewed by 5.Erika Herrera-Terriquez (eherrera@fillmoreca.gov)

2025-10-29 - 2:08:20 AM GMT

Document e-signed by 5.Erika Herrera-Terriquez (eherrera@fillmoreca.gov)

Signature Date: 2025-10-29 - 2:08:44 AM GMT - Time Source: server

Email viewed by 6.Dr. Sevet Johnson (sevet.johnson@venturacounty.gov)

2025-10-30 - 9:48:52 PM GMT

Document e-signed by 6.Dr. Sevet Johnson (sevet.johnson@venturacounty.gov)

Signature Date: 2025-10-30 - 9:50:45 PM GMT - Time Source: server

Agreement completed.

2025-10-30 - 9:50:45 PM GMT

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: CONSIDERATION OF TEMPORARY LABOR AGREEMENTS FOR AUGMENTED CITY SERVICES

Date: January 21, 2026

Agenda Item: 12.B

RECOMMENDATION:

It is recommended that the City Council:

Review the request from Vice-Mayor Crosswhite to enter into temporary labor agreements and provide direction to the City Manager and City Attorney should such agreements be desired.

Presented by: Dan Singer, City Manager

BACKGROUND:

On September 3, 2025, then Councilmember Crosswhite brought forward a Council-initiated agenda request to consider establishing agreements around the temporary use of laborers to supplement the City's workforce, if and when needed. At the meeting, consensus was formed to place this subject on a future Council agenda for further discussion. A complete copy of the request is included with this report as Exhibit A.

ANALYSIS:

The stated purpose of securing outside labor agreements would be to have a pool of resources to turn to in the event of: a) a significant labor shortage, b) a surge in City projects or activities that created temporary labor needs, or c) during a declared emergency or natural disaster. A sample of such an agreement with a neighboring city, Agoura Hills, is attached to this report as Exhibit B.

Should the Council direct staff to pursue such an agreement (usually in the form of a Memorandum of Understanding), such agreements may be subject to the City's bargaining process and could require approval by our unions. In addition, the SEIU MOU, for example, states that "it is not the City's intent to contract out any services currently being provided by employees in the representation unit; however, the City retains its management rights to investigate alternative options in the future."

Additionally, the sample agreement attached as Exhibit B is from 2014. Significant changes in

law have occurred since then. For example, AB 339, effective January 1, 2026, requires local public agencies to give at least a 45 day written notice to labor unions before contracting out work similar to what their members do, and this would affect RFPs and RFQs or any contract renewals or extensions. The notice must detail the contract's duration, scope of work, costs, justification, and a draft solicitation. AB 339 provides the labor union with time to review, discuss and potentially negotiate over outsourcing decisions.

These matters should be taken into consideration as the Council discusses its desire to move this matter forward.

STRATEGIC PLAN:

This item is not anticipated in the adopted Strategic Plan, however it would augment the City's disaster preparedness efforts.

FISCAL IMPACTS:

A labor agreement with an outside entity would only have fiscal impacts if the City required additional labor, which presumably would be offset by existing project budgets or may be reimbursable under the terms of a declared emergency.

OPTIONS:

The Council is under no obligation to pursue this suggestion, although having agreements in place to support key City objectives or respond to natural disasters could prove helpful to Santa Paula.

ATTACHMENTS:

Exhibit A - Council_Request_MOU_for_Use_of_Laborers.pdf
Exhibit B - MOU and ASA-Agoura Hills.pdf

Agenda Request Form

For Council Discussion Purposes

Name:	**Proposed Meeting Date:**	**Date:**
Jenny Crosswhite	October/November	8/15/2025

Type:

Recognition _____ Proclamation _____ Policy _____

Resolution _____ Ordinance _____ Other x MOU _____

Title:

MEMORANDUM OF UNDERSTANDING FOR USE OF LABORERS HIRING HALL

General Description:

Explore entering into a Memorandum of Understanding (MOU) for the temporary use of Laborers to supplement the city's workforce on an as-needed basis.

I could provide the city with sample agreements as a starting place for discussion and to limit the need for the city to create an MOU from scratch.

There is no "upfront" cost to enter into the agreement other than staff time. Ongoing costs would only be incurred as supplemental workers were requested under this agreement.

Purpose / Objective:

The purpose is in no way to take away from our existing city employees, only to supplement the workforce on a temporary basis, as-needed, with skilled workers to assist the city in reaching their accelerated pavement management goals.

Staff Use Only

Est. Fiscal Impact: $Unknown____	**Budgeted:** Yes ☐ No ■	**Est. Time Impact:** 12-20 hours attorney time

Anticipated Start Date:	**Anticipated Completion Date:**
Oct/November	December 2025
Strat Plan Consistency?	**Gen Plan or SPMC Consistency?**
No	Not excplicitly
Assigned to (Department):	**Assigned to (Person):**
City Attorney	Monica Castillo
Committee Assignment:	
N/A, however it is subject to labor bargaining	

MEMORANDUM OF UNDERSTANDING REGARDING THE USE OF LABORERS UNION HIRING HALL FOR TEMPORARY USE OF LABORERS

BY AND BETWEEN

THE AUTHORIZED REPRESENTATIVES OF CITY OF AGOURA HILLS

RECEIVED
NOV 26 201
AT

AND THE

LABORERS' INTERNATIONAL UNION OF NORTH AMERICA, LOCAL NO. 300

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into this November 17, 2014, by and between the authorized representatives of CITY OF AGOURA HILLS ("Public Entity") and the LABORERS' INTERNATIONAL UNION OF NORTH AMERICA, LOCAL NO. 300 ("Union") and represents the full and complete agreement between the parties. The parties agree therefore as follows:

I. PURPOSE

This MOU addresses the Public Entity's use of the Union's hiring hall to employ Laborers on a temporary basis. By executing this MOU, the Public Entity does not purport to recognize the Union as the certified representative of any permanent employee.

II. HIRING PROCEDURES

A. The Public Entity shall make all requests for hiring temporary Laborers directly to the Union by contacting its hiring hall. The Union shall immediately dispatch to the Public Entity the number of applicants requested by the Public Entity.

B. The Union shall maintain a register of applicants. All applicants dispatched shall have no less than the minimum requirements set forth in the Public Entity's job specifications for each job classification. The Public Entity shall also have the right to request a Union worker by name in accordance with the Union's hiring hall rules.

C. If the registration list is exhausted and the Union is unable to refer applicants for employment within forty-eight (48) hours (excluding weekends and holidays) from the time of receiving a request for workers, then the Public Entity shall be permitted to secure applicants without using the referral procedure in this agreement.

D. The Union is responsible for administering the hiring hall, and all costs of operating the hiring hall shall be borne by the Union.

E. Neither the Union in its selection and/or referral of employees, nor the Public Entity in hiring employees, shall discriminate against any applicant on the basis of race, color, religion, sex, marital status, sexual orientation, national origin, disability, age, union membership or lack thereof, or any classification protected by federal, state or local laws.

III. TERMS OF EMPLOYMENT

A. Workers hired under this MOU shall be considered employed at will, and the Public Entity shall have the right to reject or dismiss any applicant or worker.

B. All temporary workers shall maintain membership status in good standing with the Union and/or maintain service fee requirements as a condition of employment. Temporary workers who fail to meet these requirements shall be discharged upon timely and sufficient notice from the Union to the Public Entity.

C. Workers hired under this MOU shall be paid according to the Department of Industrial Relations' prevailing wage determination for the Laborers craft in the applicable geographic area, at 100% of the prevailing basic wage and 100% of applicable prevailing fringe benefits for the Laborers classification as submitted by the Union to the Public. The Union will submit all updated basic wage and fringe benefit information to the Public Entity.

D. Overtime will be paid at the time and one-half rate and will only be paid for all hours in excess of eight (8) during a workday or in excess of forty (40) hours of work in a workweek.

E. There shall be no minimum length of time of employment for workers hired under this MOU.

F. Workers hired under this MOU who are terminated shall receive their final payment of wages on the regular pay day for the Public Entity's pay period covering the period of time worked by the worker and not immediately upon termination.

G. Temporary Union workers shall not receive the same fringe benefits as those provided to permanent Public Entity employees. A separate trust fringe benefit Subscription Agreement will be signed by the Public Entity. The Public Entity will modify any contribution provided for in this MOU in the next appropriate pay period following receipt of notice of changes in applicable prevailing fringe benefits. The Public Entity shall not make retroactive payments necessitated by any delay on the part of the Union in so notifying the Employer. .

H. Workers employed under this MOU shall follow all working rules and safety requirements of the Public Entity on all jobs unless such rules or requirements are specifically excluded by this MOU. Such rules and requirements shall not be subject to a grievance procedure.

I. Workers covered by this MOU shall be entitled to State mandated Workers' Compensation benefits rather than to the Workers' Compensation benefits afforded to Permanent Public Entity employees.

IV. DISPUTE RESOLUTION

Complaints regarding wages and/or fringe benefits may be made directly to the other party. An authorized representative of the Public Entity and the Union shall attempt to resolve all such complaints. No grievance procedure exists to resolve any complaints.

V. TERMINATION OF AGREEMENT

This MOU shall be effective as of the date below, and shall remain in effect until either party gives ninety (90) days written notice to the other party of its desire to terminate this Agreement. The terms of this MOU may not be changed in any way except with express written agreement of the parties.

Effective Date: November 17, 2014

PUBLIC ENTITY

By: Greg Ramirez, City Manager

11/19/14

Date:

LABORERS, LOCAL NO. 300

By: Business Manager

Date

UNION:

SOUTHERN CALIFORNIA DISTRICT COUNCIL OF LABORERS

PRESIDENT

SECRETARY

BUSINESS MANAGER

DATE Dec. 4, 2014

LOCAL UNION NO 300

By

Signature

SERGIO RASCÓN

PRINT NAME OF PERSON SIGNING

DATE 11-30-14

SOUTHERN CALIFORNIA DISTRICT COUNCIL
OF
LABORERS
AFFILIATED WITH
LABORERS' INTERNATIONAL UNION OF NORTH AMERICA, AFL-CIO

SERGIO RASCON *President* | **MANUEL MONSIBAIS** *Secretary-Treasurer* | **ARMANDO "MANDO" ESPARZA** *Business Manager*

4399 Santa Anita Ave. • Suite 205 • El Monte, CA 91731 • Tel (626) 350-6900 • Fax (626) 350-7583

June 2, 2014

NOTICE TO CONTRACTORS

Under the terms of the current Master Labor Agreement covering 11 Southern California Counties and Amendment dated June 2nd, 2014 between the Southern California District Council of Laborers and the Associated General Contractors, Building Industry Association, Engineering Contractors Association and the Southern California Contractors Association which increased the rate by $0.05 per hour for the duration of the Master Labor Agreement from $1.75 to $1.80 effective July 1,2014, the allocation is as follows: $ 1.20 per hour to wages, $ .22 per hour to vacation, $ .25 per hour to Pension, $ .03 per hour to Laborers Trust' Administrative Trust Fund and $ .10 per hour to Partnership for Jobs Industry Advancement Fund.

The minimum hourly base wage rates and classifications appear on pages 2, 3 and 4.

Hourly Fringe Benefits – 7/1/14

Health & Welfare	$6.81	
Pension	6.25	(Increase $ .25)
Vacation (Supplemental Dues of $1.69)	4.47	(Increase $ .22)
Training & Retraining	.64	
Center for Contract Compliance	.25	
Industry Fund	.08	
Contract Administration Fund	.07	
Laborers Trusts' Administrative Trust Fund	.12	(Increase $ .03)
Partnership for Jobs Industry Advancement Fund	.10	

Foremen: Laborer Foremen employed in accordance with the Agreement shall be paid not less than $1.75 per hour more than the hourly wage rate of the highest Laborer over which they have leadership on their regular crew. In the event the Contractor, at his option, elects to use a Laborer Foreman to supervise other Laborer Foremen, he shall be paid not less than $1.00 per hour more than the hourly rate of the highest classified Laborer Foreman over whom he has leadership.

Overtime: Time and one-half, except hours worked over 12 in a single workday, Sundays and holidays, which are double (2) time.

Subsistence: Subsistence shall be paid at the rate of $45.00 per scheduled workday. Subsistence as provided in the Agreement shall be paid on jobs on the following offshore islands:

Richardson Rock	San Miguel Island
Santa Cruz Island	Santa Barbara Island
Arch Rock	San Clemente Island
San Nicholas Island	Santa Rosa Island
Santa Catalina Island	Anacapa Island

Feel the Power
LiUNA!

SUBCRIPTION AGREEMENT FOR CONTRIBUTIONS TO TRUST FUNDS UNDER THE SOUTHERN CALIFORNIA LABORERS MASTER LABOR AGREEMENT

1. The undersigned Employer is party to a collective bargaining agreement (Agreement) with the Southern California District Council of Laborers and/or an affiliated Local Union in Southern California requiring the payment of contributions to the Construction Laborers Trust Funds for Southern California (Laborers Trust Funds) contained in the Southern California Laborers Master Labor Agreement (MLA). The Employer shall pay to these Laborers Trust Funds the hourly contribtuion rate in effect under the MLA at the time work is perfromed, for each hour worked or paid for all work covered by the Employer's collective bargaining agreement.

2. The Employer shall abide by the Agreements and Declarations of Trust establishing the Laborers Trust Funds, approves and consents to the appointment of the Trustees designated by such Agreements and Declarations of Trust, and further ratifies, confirms, and consents to all acts heretofore taken in the creation and administration of the Trusts by the joint Trustees, their agents and representatives, and agrees to be bound by all the terms and conditions, provisions, privileges and obligations provided for by the Agreements and Declarations of Trust in their original form and as amended.

3. The Employer agrees to the provisions of the MLA that relate to the rights of the Laborers Trust Funds to collect contributions from the Employer due to the Laborers Trust Funds, and such provisions are incorporated by reference in this Subscription Agreement.

CITY OF AGOURA HILLS
Name of Employer

GREG RAMIREZ, CITY MANAGER
Name and Title of Person Signing

X _____
Signature

Date: 12.9.14

Effective 11/2014
M.B.
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CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: REVIEW OF CITY COUNCIL RECOGNITION POLICY

Date: January 21, 2026

Agenda Item: 12.C

RECOMMENDATION:

Following review of Council Resolution No. 7453, consider any additions or modifications that may be desired by the Council and direct staff to return with any modifications made.

Presented by: Dan Singer, City Manager

BACKGROUND:

During the Council's review of your Manual of Procedural Guidelines this past year, it was suggested that Council also revisit your policies on recognition.

In May of 2023, by Resolution 7453, the Council established new guidelines that governed matters such as the issuing of City proclamations, certificates of recognition and the use of City memorabilia. As the recognition policy has now been in effect for more than 2 years, a review of the policy is warranted.

ANALYSIS:

Attached to this report is a copy of Resolution 7453 and the accompanying policy (Exhibit A). The policy has worked effectively at helping to guide such matters as recognition of past commissioners or city employees, or at providing a framework for who in the community should receive recognition by the Council. The policy has now been in effect since May of 2023 and should be revisited to ensure it is consistent with City practices and Council desires.

Following are some key considerations not explicitly in the policy:
This past year, with Councilmember Chavez serving as Mayor, an effort was made to expand community recognition to include various individuals, businesses, and organizations who had contributed to the fabric of Santa Paula life in some meaningful way. Titled "Mayor's Awards" the recognition was not explicitly contemplated within the Council's adopted policy, yet such recognition was not in conflict with the policy either. One of the functions of a local elected body is to recognize members of the community, declare proclamations or honor individuals who have served this community. Council may therefore wish to consider adding a section in the policy to define Mayor's Awards or provide further clarity on the recognition section.

Over the past few years, prominent individuals who have passed away are often given recognition posthumously, usually by closing a Council meeting in honor of that person. Council may wish to consider amending the policy to include such recognition.

Additionally, recognition has been sought or suggested for local businesses experiencing an anniversary or milestone, say when a business is celebrating 50 years of service to our community. Council may wish to address this consideration when amending the policy.

In reviewing the policy, Councilmembers may wish to bring other considerations forward. Consensus or a simple majority of Council may alter the policy.

STRATEGIC PLAN:

This action is the result of the Council's request to review existing policy, not anticipated as part of the adopted Strategic Plan.

FISCAL IMPACTS:

There are no fiscal impacts associated with this review. Future adjustments to the policy could result in added expenses for such things as the distribution of more memorabilia, but otherwise this policy has negligible fiscal impacts.

OPTIONS:

The adopted policy has proven to be a useful tool when recognizing volunteers, employees, and organizations. The Council may seek to update and amend the policy or may leave the existing policy intact.

ATTACHMENTS:

Reso 7453 Proclamations, Certificates of Recognition, and City Memorabilia Policy.pdf

RESOLUTION NO. 7453

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA, CALIFORNIA, ESTABLISHING THE CITY PROCLAMATIONS, CERTIFICATES OF RECOGNITION, AND CITY MEMORABILIA POLICY

WHEREAS, the City of Santa Paula recognizes the contributions of individuals, organizations, and events that positively impact the community, and desires to establish set standards and guidelines for the issuance of proclamations and the distribution of other recognition items; and

WHEREAS, the City of Santa Paula recognizes that proclamations represent an important means of recognizing significant contributions or creating awareness of an event or issue specific to Santa Paula and its residents; and

WHEREAS, it is beneficial for the City to have standards and guidelines which govern the application of such items of recognition;

NOW, THEREFORE, the City Council of the City of Santa Paula does hereby resolve as follows, that the following guidelines for the issuance of proclamations and distribution of recognition items shall be established:

SECTION 1. The City Council hereby adopts the Proclamations, Certificates of Recognition and City Memorabilia Policy ("Policy) attached as "Exhibit A" to supersede any previous standards or guidelines for issuance of proclamations and distribution of recognition items and authorizes the Mayor and designated staff to take positions on recognizing those individuals and organizations who are consistent with the Policy and such other recommendations that may from time to time be presented to the City Council.

SECTION 2. The City Clerk will certify to the passage and adoption of this Resolution and enter it into the book of original resolutions.

SECTION 3. This Resolution will become effective upon adoption.

PASSED AND ADOPTED THIS 17th day of May, 2023.

Andy Sobel
Mayor

ATTEST:

Julie Latshaw
City Clerk

CITY OF SANTA PAULA
INCORPORATED
APRIL 22, 1902
VENTURA COUNTY, CA

APPROVED AS TO FORM:

Monica Castillo
Interim City Attorney

CERTIFICATION

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

I, Julie Latshaw, City Clerk of the City of Santa Paula, California, do hereby certify that the foregoing Resolution No. 7453 was dully passed and adopted by the City Council of the City of Santa Paula at the regular meeting thereof, held on the 17th day of May 2023, and was signed by the Mayor of said City, and that the same was passed and adopted by the following vote:

AYES: SOBEL, CROSSWHITE, CORNEJO, CHAVEZ

NOES: NONE

ABSENT: JUAREZ

ABSTAIN: NONE

CITY OF SANTA PAULA INCORPORATED APRIL 22, 1902 VENTURA COUNTY, CA

JULIE LATSHAW, City Clerk

Exhibit A
to Resolution No. 7453

City of Santa Paula
Proclamations, Certificates of Recognition, City Memorabilia Policy

1. Purpose

To establish and provide set standards and guidelines for issuance of proclamations and the distribution of other recognition items.

2. Policy

The City of Santa Paula proudly recognizes people, organizations, events, and notable community members that impact the Santa Paula community. Proclamations are important in recognizing significant contributions or creating awareness of an event or significant issue specific to Santa Paula and its residents.

a) Proclamations are issued for matters of local, regional, or national concern and are generally issued to organizations, residents, or events in or occurring in Santa Paula.

b) Certificates of Recognition and/or Appreciation, as well as city memorabilia are issued to recognize special events, achievements, or occurrences in people's lives or for the organization's special events.

c) The city actively seeks to participate in state and federal recognitions programs, such as the Presidential Service Award and Congressional Recognitions'.

3. Procedures

a) An individual or organization, or member of the City Council may submit a proclamation or certificate request at least one month before the event or the Council meeting where the proclamation is to be presented or read.

b) Requests should be submitted to the City Manager's Office or a member of the City Council in writing (email or letter) and should contain information that explains the purpose and/or reason for the request, proper description of any names, dates, or titles, and sample language for the proclamation or certificate.

c) Recognition requests relevant to the City of Santa Paula may be honored except those related to political or religious subject matter. The City Manager will determine if the recognition item meets the requirements of this policy and will consult with the Mayor before agreeing to the request.

d) A representative from the requesting party (organization or individual) should be available to receive the proclamation or certificate. Proclamations can be prepared for such purposes as: recognizing a 100th birthday, recognizing the president of a civic or charitable organization, retirement or honoring a day/week/month (i.e., breast cancer awareness month).

4. City Memorabilia

a) A City tile or other awards containing the City's official seal or branding logo should be reserved for outstanding achievement or recognition of city service. Presentation of such memorabilia should be reserved as the highest award or gift the City can present to someone.

b) The determination on whether or not to issue such memorabilia rests jointly with the Mayor and City Manager. Should a disagreement exist as to the application of the memorabilia, the Mayor may consult with the Vice Mayor. If the matter is still in dispute, the full City Council may be asked to make such a determination.

c) Employees having served a minimum of five (5) years of full-time equivalent service to the City or an elected Councilmember or appointed official having served an equivalent of four (4) years of service, or a commissioner or committee member having served eight (8) or more years of aggregate service, or part-time employees under 20 hours per week or volunteers having at least 10 years of equivalent service, should be presented with a City tile, including a plaque recognizing their name, title, and years of service to the City.

Years of Service	
City Employee	5 years of full-time equivalent service to the City
City Council	4 years of service
Commissioner or Committee Member	8 or more years of aggregate service
Extra Help or Part Time	10 years of equivalent service
Volunteers	10 years of equivalent service

d) Printed items or plaques containing the City logo or seal may be used more universally as annual holiday gifts, recognition to volunteers and employees, or as tokens of recognition to new businesses or for personal awards or milestones.

5. **Service Award**

a) Service awards are presented to employees celebrating years of service with the City of Santa Paula, beginning in the fifth year and every five years thereafter.

b) Human Resources maintains service records and orders and prepares award materials.

c) Recipients receive a certificate or other similar item.

d) Awards are distributed during an annual employee appreciation meeting.

6. **Retirement Recognition**

Retirement recognition commemorates the time when an employee retires.

a) Human Resources orders and prepares award materials.

b) Recipients receive an achievement award, such as a plaque or similar item with the retiree's name and years of service.

c) Employees can appear at a City Council meeting to receive their retirement award.

d) Department Director may hold an optional celebratory department gathering.

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council

From: Miguel Perez,

Subject: PROCLAMATIONS, CERTIFICATES OF RECOGNITION, AND CITY MEMBORABILIA POLICY

Date: May 17, 2023

Agenda Item: 10.E

RECOMMENDATION:

Staff recommends that City Council:

1. Adopt Resolution No. 7453, establishing a policy regarding proclamations, certificates of recognition, and city memorabilia.

BACKGROUND:

Prior to placement on the agenda, the Mayor and City Manager currently approves proclamations, certificates of recognition, and memorabilia for organizations or members of the public on a case-by-case basis. This creates an opportunity for discrepancies when issuing proclamations and certificates of recognition.

On February 18, 2023, the City Council held a special meeting to review the initial draft of a policy for proclamations, certificates of recognition, and memorabilia ("Policy"), and provided feedback to staff on the Policy and any national recognition programs to be included. A second review of the Policy and further discussion were carried out during the March 1, 2023, special meeting. Additionally, on April 5, 2023, the City Council held a regular meeting to further review the initial draft and provided feedback to staff on the Policy.

ANALYSIS:

Below, staff is providing a synopsis of all requested changes from the April 5, 2023 meeting in an effort to provide Council with a finalized and completed Policy. As a result, the following revisions have been made and are reflected in the resolution before Council this evening:

Under Resolution No. 7453: Policy Section C, revisions were made to clarify the language regarding the City's participation in state and federal recognition programs, as requested by Council. In addition, under Section 3.D, Council requested the removal of the mention of "an eagle scout recipient." While the recognition of such recipients is still possible and warranted, it is no longer explicitly stated in the guidelines since the occurrence of such achievements has been low.

In the City Memorabilia Section 4, Council requested changes to section 4.A related to recognition for outstanding achievement or recognition of city service. Previously, it read "A City tile or other awards containing the City's official seal or branding logo should be reserved for outstanding achievement or recognition." It now reads, "A City tile or other awards containing the City's official seal or branding logo should be reserved for outstanding achievement or recognition of city service." Council also requested changes to Section 4.C related to recognition for years of full-time service to the city or for elected or appointed officials. Council provided feedback to change the wording from "full-time service" to "full-time equivalent to the city or an elected Council Member or appointed official." Additionally, changes were made to Section C to broaden the eligibility criteria for recognition. Previously, it stated that recognition could be awarded to "a volunteer having served 15 years of aggregate service." It now reads that recognition may be awarded to "a commissioner or committee member having served eight (8) or more years of aggregate service, or part-time employees or volunteers having at least 10 years of equivalent service."

With these changes, the new Policy is now ready for Council adoption, as detailed in Resolution 7453, attached.

STRATEGIC PLAN:

This item is not a goal or objective in City Council's two-year Strategic Plan; however, it will serve as a platform to enhance operational excellence for recognizing people, organizations, events, and notable members that impact the Santa Paula Community.

FISCAL IMPACTS:

For the recognition "policy", the fiscal impact of certifying our organization for the Presidential Recognition program includes Certificate Only - $5.00, Certificate + Pin - $6.50, Certificate + Coin - $10.50, Certificate + Medallion - $10.50.
Expenses related to other recognition and memorabilia items would be as budgeted for in future years and generally cost between $50 - $100 per plaque or item.

OPTIONS:

As an alternative to staff's recommended action, the City Council may:

1. Request that staff revise or conduct further review of the guidelines for issuing proclamations, recognitions, and city memorabilia.
2. Decline to move forward with this item.

ATTACHMENTS:

Resolution No. 7453 - ADOPTING PROCLAMATIONS, CERTS OF RECOGNITION, AND CITY MEMBORABILIA POLICY
Proclamations_Certificates_of_Recognition_City_Memorabilia.pdf

Attachment A-
Resolution No. 7453

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: FUTURE AGENDA ITEMS

Date: January 21, 2026

Agenda Item: 13.A

RECOMMENDATION:

Staff recommends City Council review future agenda items.

BACKGROUND:

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

ANALYSIS:

In accordance with the Council's adopted Manual of Procedural Guidelines, Section 5.1, Mayor Juarez has introduced a new request regarding a stricter ordinance for e-bikes and e-scooters, etc. for Council's consideration (see Attachment B). Council is provided the opportunity to review this request and discuss placing the item on a future agenda or taking other appropriate action. Staff and the City Attorney will be available to respond to questions posed by the Council in considering whether to agendize the request and weigh any priorities.

STRATEGIC PLAN:

FISCAL IMPACTS:

OPTIONS:

ATTACHMENTS:

01.14.2026_Future_Agenda_Items_lm.docx
Council Agenda Request E Motorcycles E Bikes E Scooters.pdf

Santa Paula City Council Tentative Agenda Schedule

	Special Meeting February 4th - 4:30pm	
Admin	Study session: Waste Water Recycle Facility (WRF)	
	Regular Meeting February 4th - 6:30pm	
PD	Proposed Public Safety Committee	
Admin	Cemex Agreement	
Admin	Legislative Policy Update - Immigration Policies / Hospital Services	
Admin	Urgency Ord Discussion MH Rent Control	
Admin	New City Logo & Wayfinding Implementation Presentation	
Admin	Strategic Plan 6 month Review/Update	
	Special Meeting February 18th - 4:00 pm	
P&R	Study Session: Downtown Event Guidelines	
	Regular Meeting February 18th - 6:30 pm	
CDD	Athens Rate Adjustment Request	
P&R	Parks & Recreation Department Report	
P&R	Leap Lab Lease Amendment	
Finance	Mid-year Budget Review	
	STUDY SESSION TOPICS	
Admin	No Smoking Ordinance	2nd Qtr.
Finance	Development Impact Fees (DIF)*	1st Qtr.
Admin	Municipal Code Update – Joint with Planning Commission*	Ongoing
CDD	Use of Triangle Property on Housing	TBD
CDD	Mobile Home Rent Control Ordinance Workshop	Feb.
P&R	Citywide Event Guidelines	Feb/March
	FUTURE AGENDA ITEMS	
PW	EV Fast Charger Installation & Maintenance Agreement	TBD
CDD	Central Business District Live Entertainment Ord 1339	TBD
Legal	Fire MOU Amendment for Station 26	TBD
CDD	Downtown Vacancies Options*	1st Qtr.
CDD	Downtown Parking Inventory and Options*	TBD
PW	Water & Sewer Rate Study	2nd Qtr.
PW	PMP Cycle 2 Approval	Feb.

Activities associated with the Council's Strategic Plan*

Updated 1/14/26

Agenda Request Form

For Council Discussion Purposes

Name: Carlos Juarez	**Proposed Meeting Date:** January 21, 2026	**Date:** January 13, 2026

Type:

Recognition _____ Proclamation _____ Policy _____

Resolution _____ Ordinance X _____ Other _____

Title:

Electric motorcycle, bicycle, scooter ordinance

General Description:

There is an increase of electricly driven motorcycles, bicycles, scooters on our roadways and sidewalks. The majority of the riders are either young adults / adults who understand the rules of the road. In addition to the mature riders are pre-teen or even children riding on or driving these electricly powered vehicles. Many riders either do not know the rules of the road or fail to legally follow new or existing laws and rules as they pertain to E-Motorcycles, E-Bikes, or E-Scooters.

Purpose / Objective:

Other citys in our state (many college towns particulary) have ordinances that educate, enforce and guide riders, young and old, of the proper and legal operation of these vehicles on city streets and sidewalks. Updating or enacting ordinances in the City of Santa Paula will reduce the potential for injury or death of riders of these vehicles, many of which can be modified to exceed manufactured speed controls. We can reach out to other citys to review / modify or adopt into a Santa Paula City Ordinance. Our police department and ctiy attorney can reach out for existing ordinances thus reducing the overall cost of research.

Staff Use Only

Est. Fiscal Impact: $ 10,000	**Budgeted:** Yes ■ No ☐	**Est. Time Impact:** 20 hours

Anticipated Start Date:	**Anticipated Completion Date:**
Spring 2026	Summer 2026
Strat Plan Consistency?	**Gen Plan or SPMC Consistency?**
Enhanced Public Safety, but not a Strategic Plan objective	Related to public safety codes and state laws
Assigned to (Department):	**Assigned to (Person):**
Police Department	City Attorney and Police Department
Committee Assignment:	
None	