

City of Santa Paula

City Council

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



CITY COUNCIL REGULAR MEETING OF THE SANTA PAULA CITY COUNCIL

WEDNESDAY, JANUARY 15, 2025

6:30 PM - City Council Regular Meeting

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

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

CITY COUNCIL REGULAR MEETING

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

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

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

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

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

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

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

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

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

REGULAR MATTERS - COUNCIL CHAMBERS

1. CALL TO ORDER

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

2. INVOCATION

3. FLAG SALUTE

4. ROLL CALL

5. 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.

6. PRESENTATIONS

6.A EXTREME BOXING RECOGNITION

6.B SPIRIT OF HOLIDAY SERVICE RECOGNITION

6.C **CITY MANAGER'S DEPARTMENT REPORT - JULY 2024 - DECEMBER 2024**

RECOMMENDATION:

Staff recommends that the City Council:

1. Receive and file the Department Report for City Manager's Department for July 2024 - December 2024.

Presented by: Dan Singer, City Manager

6.D **PARKS & RECREATION DEPARTMENT ACTIVITY REPORT**
RECOMMENDATION:

Staff recommends that the City Council:

1. Receive and file the Parks & Recreation Department's Activity Report for the period of October 1st thru December 31st, 2024.

Presented by: Gregory Barnes, Parks & Recreation Director

7. **CITY COUNCIL REPORTS**

8. **CITY MANAGER REPORTS**

9. **CONSENT CALENDAR**

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

9.A **APPROVAL OF MINUTES**

- **City Council Regular Meeting December 11, 2024**
- **City Council Special Meeting December 18, 2024**
- **City Council Regular Meeting December 18, 2024**

RECOMMENDATION:

Staff recommends Council approve minutes.

9.B **DECEMBER 2024 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 2024, starting check number 339344 and ending check number 339604.
2. Review and accept the "Certification of Salaries" for the pay period ending dates November 29th, 2024, through December 13th, 2024.

9.C **MEASURE R - CALIFORNIA DEPARTMENT OF TAX AND FEE**
ADMINISTRATION AGREEMENT FOR COLLECTION OF TRANSACTION

AND USE TAX

RECOMMENDATION:

Staff recommends City Council:

1. Adopt Resolution No. 7555, authorizing the Examination of Sales or Transactions and Use Tax Records, thereby rescinding Resolution No. 7554.
2. Authorize the City Manager, or designee, to take any and all other actions as may be necessary for implementation and administration of the transactions and use tax with the California Department of Tax and Fee.

Prepared by: Jonathan Royas, Deputy City Manager

10. ACTION ITEMS

10.A DISCUSSION REGARDING THE CREATION OF A MEASURE R SALES TAX OVERSIGHT COMMITTEE RECOMMENDATION:

It is recommended that City Council:

1. Receive and file this report;
2. Provide direction regarding the possible creation and appointment of a sales tax oversight committee; and
3. Take such additional, related action that may be desirable.

Presented by: Jonathan Royas, Deputy City Manager

10.B SANTA PAULA CREEK BRIDGE DESIGN - HARVEST RECOMMENDATION:

Staff recommends the City Council:

1. Receive and file a report from developer Lewis Limoneira Community Builders LLC on the proposed aesthetic design of the Santa Paula Creek Bridge; and
2. Provide feedback to the developer regarding the proposed design.

Presented by: City Attorney Monica Castillo

11. ITEMS FOR FUTURE AGENDAS

11.A FUTURE AGENDA ITEMS RECOMMENDATION:

Staff recommends City Council review future agenda items.

12. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

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

On _____, at _____ Signed: _____

Julie Latshaw

City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dan Singer, City Manager

Subject: CITY MANAGER'S DEPARTMENT REPORT - JULY 2024 - DECEMBER 2024

Date: January 15, 2025

Agenda Item: 6.C

RECOMMENDATION:

Staff recommends that the City Council:

1. Receive and file the Department Report for City Manager's Department for July 2024 - December 2024.

Presented by: Dan Singer, City Manager

BACKGROUND:

City Manager

- Worked with Council, the Executive Team and consultants to conduct a community survey, Santa Paula Speaks, on the wants and desires of the community related to streets, capital improvement projects, and local control issues within Santa Paula. Through gathered feedback on key issues, conversations with residents, and education efforts to inform the public, Measure R was approved by voters in November 2024.
- Work with outside recruitment firm to advertise, solicit, review and interview potential candidates for a new Public Works Director, making a final selection in October.
- Participated in the CJPIA Risk Management Retreat, League of Cities annual conference and International City Manager's Association conference.

Deputy City Manager

Administrative

- Assisted with efforts related to the Union Oil Building future use and potential future tenants.
- Measure R - Led community presentations, education, outreach efforts, oversight, tax, and implementation efforts.
- Isabella Project coordination and support between Ventura County Community Foundation, Chamber of Commerce, Santa Paula Unified School District and Community partners.

- Research, coordination, and purchase of new downtown trash/recycling receptacles.
- American Rescue Plan Act (ARPA) updates, allocations and funding considerations.
- Oversight, tracking, execution and progress updates related to Council's 2-Year Strategic Plan.
- Conducted employee engagement research and options related to a citywide employee satisfaction survey process.

Economic Development

- Created marketing assets for the Heritage Valley Tourism Bureau to increase exposure to Santa Paula.
- Started new Santa Paula Business Connect Program to better engage with local businesses.
- Coordination and oversight of activities related to the Property Business Improvement District (PBID).
- Research and outreach efforts in partnership with the Community and Economic Development Director to usher forward Vacate Downtown Business policies and the Facade Improvement Program.

Grants

- Worked on \$280,000 United States Department of Transportation (USDOT) Safe Streets and Roads for All (SS4A) grant agreement and coordination of use of grant funds.
- Coordinated community outreach and led meetings related to The Santa Paula Trail Connectivity Project whereby \$1.5 million Transportation Development Act (TDA) grant awarded by the Ventura County Transportation Commission (VCTC)

Legislative Affairs

- Organized or coordinated the Congresswoman Brownley check presentation for the Mesa Tanks Replacement Project
- Continued coordination with Congresswoman Brownley and Environmental Protection Agency (EPA) on drawdown efforts related to federal earmark grant awards for Harvard Blvd. & Mesa Tanks.
- Along with former Mayor Cornejo and former Vice-Mayor Chavez, met with California Governor Newsom's Office to discuss Santa Paula resident insurance concerns.
- Drafted and submitted the following letters:
 - Letter of Support Santa Paula Uplift Central Coast
 - Request to Retain Rite Aid Store in Santa Paula
 - Request for Immediate Action to Stabilize California's Insurance Market
 - AB 3093 (Ward) – Oppose
 - AB 2574 (Valencia) – Support
 - AB 2081 (Davies) – Support
 - AB 2557 (Ortega) – Oppose
 - Letter to Ventura County Board of Supervisors – Santa Paula Hospital
 - Letter of Support - Art in the Parks Grant

Public Information

- Issued 12 press releases from July through December 2024.
- Conducted meeting with ad hoc Communications Committee to finalize website

redesign.

- Continued communications and support to all departments through Channel 10 content, Take 5 newsletter, social media, utility bill stuffers, website updates and design and press releases.
- Continue to assist the Public Works department with weekly outreach and communications efforts for the Harvard Blvd. Water/Sewer & Pavement Project.
- Organized or coordinated various ribbon cutting ceremonies throughout the City including the Harvard Blvd. ribbon-cutting event.

Management Fellows

- Launched and managed *Your Santa Paula Connection / Tú Conexión a Santa Paula*, a new resident City newsletter with over 800 subscribers thus far.
- Manage, maintain and create content for all City social media platforms (Nextdoor, Facebook, Instagram, X, YouTube, Channel 10, LinkedIn, etc.).
- Translated content for murals and created Spanish recordings (website/YouTube/QR Codes).
- Created Emergency Preparedness Public Service Announcements (PSAs) for use on Channel 10, social media and during Council meetings.
- Performed audit of City Council interpretation services
- Continued collaboration with Parks & Recreation Dept. to conduct community meetings and outreach to develop a Senior Master Plan for Aging.
- Assisted with translation efforts and design for the 2023 Water Consumer Confidence Report.
- Continued research and collaboration with the County on developing a Climate Action Plan for Santa Paula.
- Conducted research on Utility Bill Assistance programs across the County. Will present findings to Council in February of 2025.
- Continued coordination of local business roundtable discussions in partnership with the Chamber of Commerce as part of Council's 2-Year Strategic Plan. Meeting attendance continues to increase.
- Continued oversight of meetings and mixers related to the Santa Paula Arte & Cultura Collective of Santa Paula.
- Assisted with all social media channels, press releases, content design, website page creation, website calendar updates, social media upgrades, script writing, and new city video newsletter.
- Additional work conducted includes:
 - Efforts related to Santa Paula Speaks.
 - Coordinate and schedule interpretation services for public meetings.
 - Coordination and execution of monthly Employee Enrichment activities (Birthday/Anniversary Celebrations)
 - Military Banner program administration

Human Resources Department

Administrative

- Issued Request for Proposals for Employee Compensation Study and awarded Professional Services Agreement.
- Continued to provide Human Resources and Risk Management support to City Departments and Employees.
- Developed and Implemented Workplace Violence Prevention Plan in compliance with SB 553.
- Researched and began working on amending the Department of Transportation (DOT) Controlled Substance Program to comply with new DOT regulations.
- Revamped New Hire Orientation.
- Successfully supported employees during the 2024 Open Enrollment period.
- Amended Personnel Rules & Regulations to include updated Drug & Alcohol, Eligibility for Benefits, Holiday Leave, and Medical Leave policy.

Employee Engagement and Recognition Activities

- Hosted Lunch & Learn: *Colonial Life Supplemental Voluntary Insurance*
- Hosted onsite Flu Clinic.
- Organized In-N-Out Employee Appreciation Luncheon.
- Organized Halloween Employee Appreciation Luncheon.
- Organized the first ever Employee Pumpkin Painting Contest.

Employee Training and Development

- Employee Training: CPR, Hand and Portable Power Tools, Difficult Conversations and Workplace Harassment Prevention.

Recruitment

- Successfully recruited and onboarded:
 - Community & Economic Development – Building Inspector
 - Finance – Accounting Specialist
 - Parks & Recreation – Custodian, Facility Maintenance Worker
 - Police – Police Officer, Police Commander (promotional)
 - Public Works – Administrative Analyst, Management Analyst, Public Works Director, Street Maintenance Worker, Water System Operator (2)

Information and Technology Department

- Completed cabling to new Mesa tank #2

- Completed installation of equipment for new police radio system on South Mountain
- Completed network design to rebuild/enhance communications for water department infrastructure

City Clerk's Office

- Processed 21 City Council agendas and minutes.
- Attended 4 Bid Openings.
- Posted updated Maddy Act for year-end 2024, and continue to update as changes are made.
- Processed Commission/Committee/Board applications, interviews, and oaths for one Design Assistance/Historic Preservation Committee; one Mobile Home Rent Review Commission; one Santa Paula Housing Authority; one Parks and Recreation Commission; one Measure T Oversight Committee; and three Senior Advisory Committee.
- Continue to advertise and accept applications for Commissions, Committees, and Boards.
- Have begun the process for the Annual Fair Political Practice Commission Form 700.
- Election process for the November 2024 Elections:
 - Worked with Ventura County Election Division to create the City of Santa Paula, City Council election packets for District 1, District 2, and Measure R.
 - Received and processed Measure R documents For and Against.
 - Reviewed packets with Candidates providing all requirements needed to file nomination papers.
 - Received one qualified nomination papers filing for City Council District 1, and three qualified nomination papers filing for City Council District 5, bringing the qualified candidate list to four for two openings.
 - Updated the Council Candidate Orientation PowerPoint.
 - Worked with Candidates to complete all required documents before and after elections.
 - Certified the final results of the election.
 - Swore in one returning Councilmember and one new Councilmember.
 - Continue to work with newly elected Councilmembers for closing files.
- Processed 116 Public Records Requests.
- Processed and Posted 3 Notice of Publications.
- Updated the Conflict of Interest Code for 2024.
- Updated the City Records Retention Schedule.

ANALYSIS:

None

STRATEGIC PLAN:

None

FISCAL IMPACTS:

None

OPTIONS:

None

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Greg Barnes, Parks and Recreation Director

Subject: PARKS & RECREATION DEPARTMENT ACTIVITY REPORT

Date: January 15, 2025

Agenda Item: 6.D

RECOMMENDATION:

Staff recommends that the City Council:

1. Receive and file the Parks & Recreation Department's Activity Report for the period of October 1st thru December 31st, 2024.

Presented by: Gregory Barnes, Parks & Recreation Director

BACKGROUND:

From October 1st-December 31st, 2024, the Parks & Recreation Department worked on and executed the following:

RECREATION & COMMUNITY SERVICES

Youth Classes	Number of Participants
Culinary Arts	17
Archery Beginners	20
Archery Intermediate	29
Taekwondo	53
Gymnastics	206

Youth Sports	Number of Participants
Volleyball Drop-In	85
Cheer Squad	150
Flag Football	270

Youth Center

We are pleased to report that the Youth Center continues to serve local youth in the community. Recent additions include partnering with the Santa Paula Unified School District ASPIRE program. Youth from the ASPIRE program visit the youth center twice a week; city and district staff work collaboratively to create a safe, fun, and inviting environment for the

youth.

Youth Apprenticeship Readiness Accelerator (YARA)

Staff has actively been recruiting for Cohort 2 which is scheduled to begin February 3, 2025.

Ventura County Youth Careers Program

The City of Santa Paula Parks and Recreation Department is proud to partner with Goodwill Industries of Ventura and Santa Barbara Counties to serve as an internship site for the Ventura County Youth Careers program. This initiative, fully funded by the Employment and Training Administration of the U.S. Department of Labor through an award totaling \$1,070,000, is dedicated to empowering local youth by building the next generation of skilled professionals.

Goodwill offers no-cost programs that equip young individuals with the tools and training needed for a successful future. Participants gain access to leadership opportunities, college preparation services, financial literacy education, tutoring, and supportive services. Additionally, they can explore various career paths, develop workplace skills, and earn wages through hands-on work experiences. By collaborating with Goodwill, the Parks and Recreation Department has utilized local talent to create a pipeline of future leaders while providing meaningful opportunities for Santa Paula's youth to thrive.

City Corps

City Corps Leader Trainees worked a total of 2,300 hours completing 122 projects across the city, some of these projects include:

- Event Logistics
- Town Keeping/ Alley Beautification Projects
- Senior Nutrition (Meal Preparation and Delivery)
- Graffiti Abatement
- Tree Healthcare

Adult Classes	Number of Participants
Archery Beginners	9
Zumba	23
Yoga	46

Adult Sports	Number of Participants
Pickleball Drop-In	36
Kickball League	60
Volleyball Drop-In	70

COMMUNITY EVENTS

During this period the Department hosted and collaborated on a number of community events, these events include:

Santa Paula Beautiful

In October, Santa Paula Beautiful brought together volunteers, service groups, and students for a morning dedicated to beautifying the Barranca. This collaborative effort highlighted the spirit of community and pride in Santa Paula, as participants worked together to enhance and preserve this valuable local resource.

Halloween Carnival

The annual Halloween Carnival brought the community together for a spooktacular evening of family-friendly fun. With exciting games, wagon train rides, and photobooth, attendees of all ages enjoyed the festive atmosphere. Local organizations and volunteers made this event a memorable way to celebrate Halloween through Trunk-or-Treat and the infamous haunted hallway. We would like to thank the SP Odd Fellows, Optimist Club, SPS ASB, PTA and SPARC Club for making this event possible.

Holiday Parade

The Parks and Recreation Department was thrilled to participate in the Holiday Parade, which filled the streets of Santa Paula with joy and holiday cheer. Our team joined colorful floats, marching bands, and community groups in showcasing the holiday spirit, spreading smiles to spectators of all ages. The parade was a heartwarming celebration of togetherness and local pride.

Santa's Christmas Kickoff

Residents gathered for a festive evening featuring local vendors, seasonal treats, and the lighting of the Train Depot creating cherished memories under twinkling lights.

Santa's Pancake Breakfast

Residents enjoyed a delicious morning of pancakes and holiday cheer at Santa's Pancake Breakfast. The event offered a cozy gathering space for families to meet Santa, enjoy breakfast, and kick off their day with holiday excitement. Guests also got to take their photo with Santa. The Parks & Recreation Department with the help of SP Optimists served over 600 pancake breakfasts.

Santa Visits City Council

During a City Council meeting, Santa made a surprise appearance to spread holiday cheer and recognize the hard work of the city's leaders. It was a unique way to bring the community together during the holiday season.

Santa Tours

Santa Claus took to the streets of Santa Paula, bringing joy directly to neighborhoods across the city over a four night period. Residents greeted Santa as he toured on his decorated sleigh, delivering smiles and spreading holiday spirit throughout the community.

Santa Paula Proud Volunteer Program

New volunteer software has been adopted and is in operation. We currently have 284 volunteers who assist with everything from delivering a warm meal to coaching. These 284 volunteers have logged over 343.5 hours during this time period. Equating to a value of \$11,503.82 according to independentsector.org and givingcompass.org.

SENIOR SERVICES

There are over 250 seniors currently participating in various programs and classes at the senior center. These classes include:

- *Enhanced Fitness* – Three times a week – Mondays, Wednesdays & Fridays at 12:30 PM
- *Mat Yoga* – Once a week – Tuesdays at 9:30 AM
- *Chair Yoga* – Once a week – Tuesdays at 11:00 AM

- *Knitting Club* – Twice a week – Tuesdays & Thursdays at 10:00 AM
- *Creative Writing Club* – Once a week – Mondays at 2 PM
- *Zumba* – Once a week – Thursdays at 12:15 PM
- *Bone Builders* – Twice a week – Mondays & Wednesdays at 10:30 AM

The Senior Center Programming continues to include movies & luncheons which are hosted in the auditorium and field trips to various attractions throughout the county. During this time the Senior Center hosted five luncheons all of which averaged over 100 attendees, and went on the following excursions:

- October - Channel Islands National Park Visitors Center and Harbor Visit
- November - Solvang
- December - Reagan Library - Dead Sea Scroll Exhibit

Upcoming trips:

- February - Chumash Casino
- March - Getty Museum

Senior Nutrition Program

From October 1st till December 31st of 2024 the Senior Nutrition Program served the following number of meals:

Congregate Meals	1,528
Homebound Delivery Meals	790
Meals Served During This Period (October 1-December 31)	2,318
Meals Served FY to Date (July 1-December 31)	4,407

Santa Paula Master Plan for Aging

The Santa Paula Master Plan for Aging is in its early stages, focused on shaping a future that prioritizes the well-being of our older residents. The initial phase involves assessing the needs of seniors and identifying areas for improvement in accessibility, healthcare, and social services. The plan envisions a community where aging residents can thrive independently, and efforts are underway to build the framework needed to achieve this vision. As momentum builds, the emphasis remains on establishing a strong foundation that will support a vibrant, inclusive community for Santa Paula's aging population.

Since the last departmental report, the Senior MPA workgroup has partnered with CSUCI to develop, conduct, and analyze a comprehensive survey. This effort will be led by research students under the supervision of Dr. Ronald W. Berkowsky, PhD. Their work will ensure the Senior Master Plan reflects the diverse needs of our residents. To further engage the public and collect valuable data, the City will host six community conversations as part of the study. During this time period Staff held three community conversations:

1. October 8th, 2024 - Community Center
2. November 4th, 2024 - Hillview Estates
3. December 5th, 2024 - Blanchard Library

PARKS & FACILITIES

During this time period our Parks & Facilities staff:

- **Holiday Lighting:** Installed Christmas lights at all city facilities, including the Train Depot, Police Department, City Hall, Community Development, Community Center, Cultural Arts, and Railroad Plaza.
- **Park Lighting Enhancements:** Installed new LED solar lighting at Mills Park and Obregon Park to improve visibility and safety.
- **Community Center Kitchen Upgrades:** Replaced old stoves in the Community Center kitchen with new ones and properly disposed of the outdated appliances.
- **Oil Museum Fence Repairs:** Welded and reinforced fencing along the exterior of the Oil Museum, replacing corroded sections with new concrete posts.
- **Santa Paula Beautiful Event:** Successfully organized and executed the Santa Paula Beautiful event, engaging the community in beautification efforts.
- **Mill Park Upgrades:** Cleared hillside of overgrown brush and cleaned up numerous homeless encampments.
- **Teague Park Tree Maintenance:** Pruned 36 trees to enhance the health and aesthetics of Teague Park.
- **City Corps:** Provided oversight and aided in citywide weed and litter abatement, including thorough cleanup along all alleys throughout the city.
- **Harding Park Improvements**
 - *Richard Ruiz Field:* Aerated, fertilized, and applied topsoil to the infield.
 - *Tom Moore Field:* Graded, aerated, fertilized, and applied topsoil to the infield.

Work Orders Issued	2,164
Work Orders Completed	2,160

Graffiti Work Orders Issued	253
Graffiti Work Orders Completed	250

Tree Maintenance Report

Trees Planted	5
Trees Removed/ Fallen	7
Trees Pruned	126

Santa Paula Creek Sports Park

The City formally accepted the Santa Paula Creek Sports Park from the Limonera Lewis Group on November 20, 2024 and plans to make the park available to the public later this month, with a formal grand opening planned for later this year.

Barranca Park Master Plan

Staff is working alongside a local landscape architect to create a Barranca Park Master Plan. A conceptual design has been completed. Staff anticipates holding a number of community events over the next 6-8 months to garner input and additional ideas.

Staff has held two additional Barranca Park Master Plan meetings during this past reporting period. Members of the community came together to meet with the Landscape Architect to share ideas and address areas of concern.

Community Gardens

The City of Santa Paula is proud to celebrate the remarkable progress of our Community Gardens Program, which has flourished since its launch on July 1, 2024. Over the past six months, the program has fostered community engagement and provided residents with the opportunity to actively participate in enhancing our shared green spaces.

As we near the conclusion of this Garden Pass period, we are pleased to announce that applications for the next Garden Pass are now open. This pass is valid from January 1, 2025, through June 30, 2025, and will continue to offer Santa Paula residents the opportunity to engage in and contribute to the ongoing development of our community gardens.

ADMINISTRATION

- Continued to work with RWC (Project Management) on various CIP projects. These projects include:
 - Boys & Girls Club Kitchen Remodel
 - City Hall Campus Security Fencing
 - Police Station Remodel
 - Teague Park Restrooms
 - Mill Park Restroom Renovations
 - Parks & Recreation Storage Building
 - Union Oil Building Repairs
 - Community Center Emergency Generator - Project Completed
 - Santa Paula Police Department Generator - Project Completed
- Staff continued to negotiate lease terms with potential users of the Union Oil Building.
- Staff participated in the fee study efforts led by our Finance Department.
- Staff participated in various Professional Development Opportunities
 - Ulises Valenzuela and Marco Perez - California Urban Forests Council - *"Increasing Canopy Cover"*
 - Katherine Herrera and Andy Rico - USA Archery Level II Instructor Certification
- Mel L. Howery Shining Star Award Recipient - Marco Perez

Facility Rentals

Cultural Arts Building	0
Community Center	27
Train Depot	31

Park Rentals & Reservations

Recreation Park	3
Mckeveatt Park	21
Las Piedras Park Teague Park	74
Teague Park	86
George Harding Park	231

Permits, Banners & Other Transactions

Teague Park Banner	1
Main Street Banner	3
Special Event Permits	2
Film Permits	3

ANALYSIS:

STRATEGIC PLAN:

FISCAL IMPACTS:

No fiscal impact.

OPTIONS:

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: APPROVAL OF MINUTES

- City Council Regular Meeting December 11, 2024
- City Council Special Meeting December 18, 2024
- City Council Regular Meeting December 18, 2024

Date: January 15, 2025

Agenda Item: 9.A

RECOMMENDATION:

Staff recommends Council approve minutes.

BACKGROUND:

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

ANALYSIS:

None.

STRATEGIC PLAN:

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

FISCAL IMPACTS:

There are no fiscal impacts for this item.

OPTIONS:

None.

ATTACHMENTS:

[2024.12.11 City Council Regular Minutes.pdf](#)

[2024.12.18 City Council Special Minutes.pdf](#)

[2024.12.18 City Council Regular Minutes.pdf](#)



**CITY OF SANTA PAULA
City Council Regular Meeting
December 11, 2024, 6:30 PM
MINUTES**

REGULAR MATTERS - COUNCIL CHAMBERS

1) CALL TO ORDER

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

2) INVOCATION

Father Tom provided the Invocation.

3) FLAG SALUTE

Councilmember Sobel led the flag salute.

4) ROLL CALL

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

5) PRESENTATIONS

5.A) VISITOR FROM THE NORTH POLE

Santa Claus, Mrs. Claus and Elves came from the North Pole to spread good cheer to all for the holidays, wishing everyone a Merry Christmas and Happy New Year.

5.B) CITY WEBSITE REFRESH

Deputy City Manager Jonathan Royas presented a presentation on the upcoming launch of the City Website.

6) PUBLIC COMMENT

Vannessa Acosta was called to speak announcing De Colores upcoming events.

7) CITY COUNCIL REPORTS

Councilmember Crosswhite:

Attended the Southern California Association of Governments; the Clean Power Alliance meeting; and several holiday events.

Councilmember Juarez:

Attended the Ventura Regional Sanitation District meeting; several holiday events; Citizens Corp meeting; served lunch at the Senior luncheon; and announced upcoming events.

Councilmember Sobel:

Attended the Senior Luncheon; the Roundtable meeting; the Communications Ad Hoc; the Southern California Association of Governments; the Senior Advisory Committee; and the Committee and Commissioner Holiday appreciation event.

Vice Mayor Chavez:

Announced he has a written report of activities available.

Mayor Cornejo:

Attended the Christmas Parade; Committee and Commissioners appreciation event; the Property Business Improvement District meeting; and the Senior Luncheon.

8) CITY MANAGER REPORTS

None.

9) CONSENT CALENDAR

9.A) APPROVAL OF MINUTES

City Council Special Meeting November 20, 2024

City Council Regular Meeting November 20, 2024

9.B) IMPLEMENTATION OF CALIFORNIA ADVANCED CLEAN FLEETS REGULATIONS

9.C) UNION OIL BUILDING FUND AUTHORIZATION

Councilmember Juarez recused himself from Item 9.C.

Parks and Recreation Director Gregory Barnes explained that the title "Operating Fund" can be changed to "Union Oil Building Endowment Fund".

Motion: Approve as amended budget allocation for the \$2,000,000 in revenues and \$1,000,000 in expenditure allocations for newly created funds 207 and 208 - Union Oil Building Endowment Funds and amend the title from Operating Fund to Union Oil Building Endowment Fund.

Moved by Pedro A Chavez

Vote: Motion carried 4-0

Yes: Leslie Cornejo, Pedro A Chavez, Jenny Crosswhite, Gabriela Ornelas

9.D) POLICE DEPARTMENT STAFFING CHANGE

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

Item 9.C was pulled for separate discussion and vote.

Motion: Approve Consent Calendar Items 9.A, 9.B, 9.D, 9.E.

Moved by Pedro A Chavez, seconded by Andy Sobel

Vote: Motion carried 5-0

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

10) SPECIAL PRESENTATION

10.A) SPECIAL PRESENTATION FOR DEPARTING CITY COUNCIL MEMBER

Mayor Cornejo thanked outgoing Councilmember Sobel for his service and presented him with a plaque of recognition for his years of service to the city. Councilmember Sobel spoke of his time on Council. Each Councilmember spoke and thanked him for his service.

John Proctor was called to speak to congratulate Councilmember Sobel and presented Gabriela Ornelas with a Certificate of Appreciation for her prior services to the community.

On behalf of Congresswomen Julia Brownley's office, Armando Gonzales recognized Mayor Leslie Cornejo for her leadership as Mayor, Councilmember Sobel for his years of service, and newly elected Councilmember Ornelas, and presented Councilmember Sobel a Certificate of Congressional Recognition.

On behalf of Assemblymember Steve Bennett's office, Atticus Reyes presented a Certificate of Recognition to Councilmember Sobel and outgoing Mayor Cornejo.

On behalf of Supervisor Kelly Long's office, Mannuel Minjares thanked outgoing Mayor Cornejo for her example of running meetings, congratulated Vice Mayor Chavez for his upcoming service as Mayor, expressed congratulations to Gabriela Ornelas as an incoming Councilmember, and presented Councilmember Sobel with a Certificate of Recognition for his services to the community.

11) ORDER OF BUSINESS

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

City Clerk Julie Latshaw administered the Oath of Office to re-elected Councilmember Leslie Cornejo, and newly elected Councilmember Gabriela Ornelas.

11.B) SEATING OF NEWLY ELECTED CITY COUNCIL MEMBERS

Re-elected and newly elected Councilmembers took their seats at the Dias.

11.C) NEW ROLL CALL

Mayor Cornejo called for a new roll call by City Clerk Latshaw.

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

11.D) COMMENTS FROM NEWLY ELECTED CITY COUNCIL MEMBERS

Each newly elected Councilmember spoke of their thanks to family, friends, and community members for their support.

11.E) COMMENTS FROM OTHER COUNCIL MEMBERS

Each Councilmember welcomed and congratulated re-elected Mayor Cornejo and newly elected Councilmember Ornelas.

11.F) PROCEDURES FOR ELECTION OF MAYOR AND VICE MAYOR

City Clerk Latshaw reviewed the procedures for the election of Mayor and Vice Mayor. Mayor Cornejo directed City Clerk Latshaw to begin the selection process.

11.G) SELECTION PROCESS FOR MAYOR

City Clerk Latshaw opened nominations for Mayor. Councilmember Ornelas nominated Vice Mayor Chavez. With no other nominations, Councilmember Crosswhite moved to close the nominations for Mayor, second by Councilmember Juarez. Motion passed with the following voice vote: AYES: Cornejo, Chavez, Ornelas, Juarez, Crosswhite. NOES: None. There was no debate on the nomination, therefore, City Clerk Latshaw called a voice vote: AYES: Cornejo, Chavez, Ornelas, Juarez, Crosswhite. NOES: None. City Clerk Latshaw announced, by a unanimous vote, the City Council of the City of Santa Paula appoints Pedro Chavez as Mayor.

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

Mayor Chavez presented outgoing Mayor Cornejo with the City Gavel Plaque for her services.

11.I) SELECTION PROCESS FOR VICE MAYOR

City Clerk Latshaw opened nominations for Vice Mayor. Councilmember Crosswhite nominated Councilmember Juarez. With no other nominations, Councilmember Crosswhite moved to close the nominations for Vice Mayor, second by Councilmember Cornejo. Motion passed with the following voice vote: AYES: Cornejo, Chavez, Ornelas, Juarez, Crosswhite. NOES: None. There was no debate on the nomination, therefore, City Clerk Latshaw called a voice vote: AYES:

Cornejo, Chavez, Ornelas, Juarez, Crosswhite. NOES: None. City Clerk Latshaw announced, by a unanimous vote, the City Council of the City of Santa Paula appoints Carlos Juarez as Vice Mayor.

Public Comments:

Amalia Ochoa was called to speak congratulating Pedro Chavez, Leslie Cornejo and Gabriela Ornelas.

Britney Botts was called to speak congratulating Pedro Chavez, Leslie Cornejo and Gabriela Ornelas.

Maria Robles was called to speak congratulating Pedro Chavez, Leslie Cornejo and Gabriela Ornelas.

12) ITEMS FOR FUTURE AGENDAS

12.A) FUTURE AGENDA ITEMS

None.

13) ADJOURNMENT

Mayor Chavez adjourned the meeting at 8:16 p.m.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Special Meeting
December 18, 2024, 6:00 PM
MINUTES**

SPECIAL MEETING - COUNCIL CHAMBERS

1) CALL TO ORDER

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

2) ROLL CALL

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

3) PRESENTATIONS

None.

4) PUBLIC COMMENT

None.

5) ORDER OF BUSINESS

5.A) COMMITTEE/COMMISSION/BOARD INTERVIEWS

Council interviewed applicant for the Measure T Oversight Committee.

6) ADJOURNMENT

Mayor Chavez adjourned the meeting at 6:25 p.m.

ATTEST:

Julie Latshaw, City Clerk



**CITY OF SANTA PAULA
City Council Regular Meeting
December 18, 2024, 6:30 PM
MINUTES**

REGULAR MATTERS - COUNCIL CHAMBERS

1) CALL TO ORDER

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

2) INVOCATION

Deacon Al Guilin provided the Invocation.

3) FLAG SALUTE

Vice Mayor Juarez led the flag salute.

4) ROLL CALL

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

5) PUBLIC COMMENT

None.

6) PRESENTATIONS

6.A) RECOGNITION FOR STEVE LAZENBY

Mayor Chavez provided a Certificate of Recognition to Steve Lazenby for his services to the community.

6.B) ACCESSORY DWELLING UNIT (ADU) STANDARD PLAN PROGRAM

James Mason, Community & Economic Development Director and Dan Shultz, Building Inspector, provided a presentation on Accessory Dwelling Unit (ADU) Standard Plan Program.

6.C) PUBLIC WORKS DEPARTMENT ACTIVITY REPORT JULY - DECEMBER 2024

Public Works Director Dale Goodman provided a presentation on the Public Works Department Activity Report July - December 2024.

7) CITY COUNCIL REPORTS

Councilmember Crosswhite:

Announced the upcoming Shop Santa Paula event in the downtown area; and the Santa Tours are running.

Councilmember Cornejo:

Attended Parque 1055 for dinner; and spent time watching the Santa Tours.

Councilmember Ornelas:

Encouraged everyone to shop downtown; and announced the upcoming toy drive.

Vice Mayor Juarez:

Attended gathering at Parque 1055; the Santa Paula Historical Society Happy History Hour event; and the Santa Paula employee recognition holiday party.

Mayor Chavez:

Sending well wishes to Audrey Vincent for a quick recovery; thanked Vannessa Acosta for everything with the De Colores event; and congratulated Parque 1055.

8) CITY MANAGER REPORTS

City Manager Dan Singer:

Provided recognition to Committee and Commission volunteers; attended the employee holiday luncheon; announced the Santa Paula Police Department held a Santa event handing out gifts; the Parks & Recreation Department held photos for the community; and announced the kickoff meeting of the Santa Paula trail is coming soon.

9) CONSENT CALENDAR

9.A) NOVEMBER 2024 WARRANTS AND CERTIFICATIONS

9.B) PROFESSIONAL SERVICES AGREEMENT FOR COMPENSATION STUDY

Councilmember Cornejo wanted to clarify for the public, the budget from two years ago provided funding to complete a compensation study before going into labor negotiation in 2025.

Motion: Approve the City Manager to execute a Professional Services Agreement with HR Dynamics & Performance Management substantially in the form attached to this report to conduct a compensation study not to exceed \$55,000.00.

Moved by Leslie Cornejo, seconded by Carlos Juarez

Vote: Motion carried 5-0

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

- 9.C) STORM WATER CATCH BASIN TRASH EXCLUDER PROJECT BUDGET ADJUSTMENT
- 9.D) MEASURE R - CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION (CDTFA) AGREEMENTS FOR COLLECTION OF TRANSACTION AND USE TAX
- 9.E) TERMINATION OF LOCAL EMERGENCY DECLARED IN RESPONSE TO THE MOUNTAIN FIRE
- 9.F) AMENDMENT NO. 6 TO THE PROFESSIONAL SERVICE AGREEMENT WITH MNS ENGINEERS FOR THE MESA TANKS REPLACEMENT PROJECT.
- 9.G) PURCHASE OF FORD F150 LIGHTNING EV TO COMPLY WITH CARB ADVANCED CLEAN FLEETS REGULATIONS
- 9.H) EXPENDITURE PLAN FOR THE FY 24/25 SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT

Item 9.B was pulled for separate discussion and vote.

Motion: Approve Consent Calendar Item 9.A, 9.C, 9.D, 9.E, 9.F, 9.G, 9.H.
Moved by Jenny Crosswhite, seconded by Carlos Juarez

Vote: Motion carried 5-0

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

10) **ACTION ITEMS**

10.A) APPOINTMENT TO THE MEASURE T OVERSIGHT COMMITTEE

Motion: Approve appointment to the Measure T Oversight Committee - Maria Munguia Wellman to fill a 4-year term 12/18/2024 - 12/18/2028, as the "Senior" slot on the Committee.

Moved by Leslie Cornejo, seconded by Jenny Crosswhite

Vote: Motion carried 5-0

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

10.B) APPOINTMENTS TO THE MAYOR'S STANDING AND AD HOC COMMITTEES

Council discussed appointments to the Mayor's Standing and Ad Hoc Committees and reviewed appointments to Regional and State boards, committees and commissions. The Mayor provided an appointments list to these committees.

Council discussed modifications to the current list of committees as follows:

1. Change the title of Affordable Housing Fund Request to Affordable Housing People Self Help Ad Hoc Committee and noted to remove this committee from the list once the project is complete.
2. Remove Broadband and Technology Standing Committee.
3. Remove Communications Committee Ad Hoc.
4. Remove Development Agreement Negotiating Team (Harvest Project) Ad Hoc.
5. Noted to remove Union Oil Building Use Ad Hoc Committee once the project is complete.
6. Add Isabell Project Liaison.

Motion: Approve appointments to the Mayor's Standing and Ad Hoc Committees and appointments to Regional and State boards, committees and commissions as presented and discussed.

Moved by Carlos Juarez, seconded by Leslie Cornejo

Vote: Motion carried 5-0

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

10.C) ADOPTION OF 2025 COUNCIL MEETING CALENDAR

Motion: Approve the 2025 City Council meeting calendar as follows:

- July 16 – **Cancel** the Regular City Council meeting
- Aug 20 – **Cancel** the Regular City Council meeting
- Dec 3 – **Cancel** the Regular City Council meeting
- Dec 17 – **Cancel** the Regular City Council meeting
- Dec 10 – **Add** City Council meeting in lieu of Dec 3 and Dec 17
- Dec 29, 30, 2025 and Jan 2, 2026 – **Close** City Office, returning Jan 5, 2026
- Jan 7, 2026 - **Cancel** the Regular City Council meeting

Moved by Carlos Juarez, seconded by Leslie Cornejo

Vote: Motion carried 5-0

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

10.D) AGREEMENT WITH ZENCITY TECHNOLOGIES US, INC.

Deputy City Manager Jonathan Royas presented this item.

Noa Fishman, Government Solutions Manager with Zencity Technologies US, Inc. was available by zoom for questions.

Motion: Approve waiving formal bidding requirements for the purchase of a public relations analytics platform from ZenCity Technologies U.S. Inc., for a one-year period because it is "required" and "desirable" due to the substantial time-limited discount, and authorize the City Manager to execute an agreement with ZenCity Technologies US, Inc., for one year, at a rate of \$12,000.

Moved by Leslie Cornejo, seconded by Jenny Crosswhite

Vote: Motion carried 5-0

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

11) ITEMS FOR FUTURE AGENDAS

11.A) FUTURE AGENDA ITEMS

Announced the next City Council meeting will be held January 15, 2025.

12) ADJOURNMENT

Mayor Chavez adjourned the meeting at 9:06 p.m.

ATTEST:

Julie Latshaw, City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Beatriz Jimenez, Assistant Finance Director

Subject: DECEMBER 2024 WARRANTS AND CERTIFICATIONS

Date: January 15, 2025

Agenda Item: 9.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for December 2024, starting check number 339344 and ending check number 339604.
2. Review and accept the "Certification of Salaries" for the pay period ending dates November 29th, 2024, through December 13th, 2024.

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 29th, 2024, through December 13th, 2024.

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 2024 Certifications of Accounts Payable Checks and Certifications of Salaries.

ATTACHMENTS:

[December 2024 AP and PY Certifications.pdf](#)

EXHIBIT A:
CERTIFICATION OF SALARIES

CERTIFICATION OF SALARIES

BEG. CHK #: 148691
ENDING CHK #: 148701

PAYROLL ENDING: 11/29/24
PAY DATE: 12/06/24

100	GENERAL FUND	408,844.91
104	GENERAL FUND-MEASURE T	88,604.28
206	STORMWATER PROGRAM	3,767.15
280	STATE GAS TAX FUND	22,447.28
405	AAA-AREA AGCY ON AG	1,181.84
504	HARVEST CFD EA1	577.36
610	SEWER ENTERPRISE FUND	14,780.16
620	WATER ENTERPRISE FUND	83,515.56
702	EQUIP. MAINT. FUND	18,541.33

\$

642,259.87

CERTIFICATION
ALLOWED BY THE CITY COUNCIL

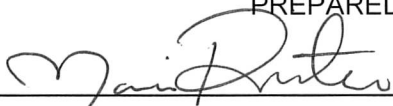


JULIE LATSHAW - CITY CLERK

1/7/25
DATED



PREPARED BY:



MARIA RENTERIA - PAYROLL SPECIALIST

1/7/25
DATED



BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR

1/7/25
DATED

Fund Summary

Fund	Units	Amount
100-GENERAL	7,021.45	408,844.91
104-GENERAL FUND-MEASURE T	1,773.65	88,604.28
206-STORMWATER PROGRAM	65.00	3,767.15
280-STATE GAS TAX	518.85	22,447.28
405-AAA (AREA AGCY ON AGING)	44.40	1,181.84
504-HARVEST CFD EA1	25.00	577.36
610-SEWER	274.70	14,780.16
620-WATER	1,659.84	83,515.56
702-EQUIPMENT MAINTENANCE	330.50	18,541.33
Grand Total:	11,713.39	642,259.87

CERTIFICATION OF SALARIES

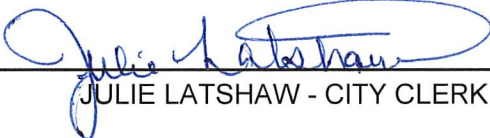
BEG. CHK #: 148702
ENDING CHK #: 148710

PAYROLL ENDING: 12/13/24
PAY DATE: 12/20/24

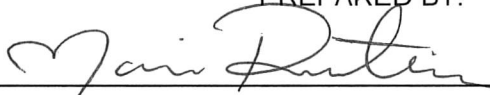
100	GENERAL FUND	354,545.53
104	GENERAL FUND-MEASURE T	76,432.51
206	STORMWATER PROGRAM	3,508.94
280	STATE GAS TAX FUND	22,012.24
405	AAA-AREA AGCY ON AG	1,550.03
504	HARVEST CFD EA1	277.13
610	SEWER ENTERPRISE FUND	11,786.54
620	WATER ENTERPRISE FUND	68,105.62
702	EQUIP. MAINT. FUND	13,465.71

\$ 551,684.25

CERTIFICATION
ALLOWED BY THE CITY COUNCIL


JULIE LATSHAW - CITY CLERK 1/7/25
DATED



PREPARED BY:

MARIA RENTERIA - PAYROLL SPECIALIST 1/7/25
DATED


BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR 1/7/25
DATED

Fund Summary

Fund	Units	Amount
100-GENERAL	10,830.56	354,545.53
104-GENERAL FUND-MEASURE T	2,946.65	76,432.51
206-STORMWATER PROGRAM	60.96	3,508.94
280-STATE GAS TAX	515.72	22,012.24
405-AAA (AREA AGCY ON AGING)	80.25	1,550.03
504-HARVEST CFD EA1	12.00	277.13
610-SEWER	229.89	11,786.54
620-WATER	1,368.47	68,105.62
702-EQUIPMENT MAINTENANCE	261.00	13,465.71
Grand Total:	16,305.50	551,684.25

EXHIBIT B:
CERTIFICATION OF ACCOUNTS
PAYABLES

CERTIFICATION OF ACCOUNTS PAYABLE CHECKS

CHECK NO.:	339344	THRU:	339344	DATED:	December 2, 2024
CHECK NO.:	339345	THRU:	339355	DATED:	December 5, 2024
CHECK NO.:	339356	THRU:	339361	DATED:	December 9, 2024
CHECK NO.:	339362	THRU:	339367	DATED:	December 10, 2024
CHECK NO.:	339372	THRU:	339486	DATED:	December 12, 2024
CHECK NO.:	339487	THRU:	339489	DATED:	December 16, 2024
CHECK NO.:	339490	THRU:	339496	DATED:	December 20, 2024
CHECK NO.:	339497	THRU:	339604	DATED:	December 23, 2024

DRAFT:	992339	THRU:	992339	DATED:	December 4, 2024
DRAFT:	992340	THRU:	992344	DATED:	December 11, 2024
DRAFT:	992345	THRU:	992345	DATED:	December 10, 2024
DRAFT:	992346	THRU:	992346	DATED:	December 18, 2024
DRAFT:	992347	THRU:	992350	DATED:	December 24, 2024
DRAFT:	992355	THRU:	992355	DATED:	December 26, 2024
DRAFT:	992357	THRU:	992357	DATED:	December 19, 2024

VOIDED CHECK NO.:	339439	THRU:	339439	DATED:	December 12, 2024
VOIDED CHECK NO.:	339484	THRU:	339485	DATED:	December 12, 2024
VOIDED CHECK NO.:	339556	THRU:	339556	DATED:	December 23, 2024
VOIDED CHECK NO.:	334429	THRU:	334429	DATED:	December 10, 2024
VOIDED CHECK NO.:	338245	THRU:	338245	DATED:	December 10, 2024

COUNCIL MEETING DATE: January 15, 2025

AMOUNT OF CERTIFICATION: \$ 3,481,200.70

DISTRIBUTION BY FUND

100 GENERAL FUND	\$904,353.64
103 CABLE TELEVISION FUND	\$900.00
104 PROF/CONTR SVCS-OTHER	\$787,259.00
115 RECREATION PROGRAM	\$1,004.40
205 NPDES STORMWATER QUALITY	\$20,577.00
206 STORMWATER PROGRAM	\$4,454.91
226 PARKLAND FACILITIES IMPACT	\$387.50
229 SVCS-DESIGN/STUDY	\$24,292.50
280 STATE GAS TAX	\$66,931.06
281 LOCAL TRANSPORTATION TAX/LTF/TDA	\$6,564.25
282 LOCAL TRANSPORTATION-ART 3	\$17,215.27
283 PROPOSITION 1B	\$224,144.83
311 SLESF-COPS (AB1913)	\$121.06
405 AAA (AREA AGENCY ON AGING	\$5,966.35
412 AMERICAN RESCUE PLAN	\$73,111.38
500 HILLSBOROUGH OPEN SPACE MAINT	\$2,055.00
503 GHAD-GEO HAZ ABATEMENT	\$4,102.19
504 HARVEST CFD EA1	\$9,514.48
505 PBID	\$50,000.00
610 SEWER ENTERPRISE	\$349,273.29
620 WATER ENTERPRISE	\$232,079.90
702 EQUIPMENT MAINTENANCE FUND	\$31,408.70
800 CASH DEPOSIT TRUST FUND	\$652,102.50
803 HARDING PARK TRUST	\$14,118.13
TOTAL FUND DISTRIBUTION	\$3,481,937.34

PREPARED BY: Anairy Gonzalez
 ANAIRY GONZALEZ
 ACCOUNTING SPECIALIST

REVIEWED BY: Beatriz Jimenez
 BEATRIZ JIMENEZ
 ASSISTANT FINANCE DIRECTOR

ALLOWED BY CITY COUNCIL

DATE: January 7, 2025

EXCEPT: _____

CITY CLERK: Julie Latshaw
 JULIE LATSHAW, CITY CLERK

Variance of \$736.64 due to voided checks.



Fund Summary

Fund	Payment Amount
100 - GENERAL	904,353.64
103 - CABLE TELEVISION	900.00
104 - GENERAL FUND-MEASURE T	787,259.00
115 - GENERAL RECREATION PRO	1,004.40
205 - NPDES STORMWATER QUALITY	20,577.00
206 - STORMWATER PROGRAM	4,454.91
226 - PARKLAND FACILITIES	387.50
229 - TRAFFIC IMPACT FEE	24,292.50
280 - STATE GAS TAX	66,931.06
281 - LOCAL TRANSPORTATION TDA	6,564.25
282 - LOCAL TRANS TDA ART 3	17,215.27
283 - ROAD MAINT & REHAB SB1	224,144.83
311 - SLESF- COPS (AB1913)	121.06
405 - AAA (AREA AGCY ON AGING)	5,966.35
412 - AMERICAN RESCUE PLAN	73,111.38
500 - HILLSBOROUGH OPEN SPACE	2,055.00
503 - GHAD-GEO HAZ ABATE DIST	4,102.19
504 - HARVEST CFD EA1	9,514.48
505 - PROPERTY BUSINESS IMPROVEMENT DISTRICT	50,000.00
610 - SEWER	349,273.29
620 - WATER	232,079.90
702 - EQUIPMENT MAINTENANCE	31,408.70
800 - MISC DEPOSITS	652,102.50
803 - HARDING PARK TRUST	14,118.13
Grand Total:	3,481,937.34



City of Santa Paula, CA

Check Report

By Check Number

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-ACCOUNTS PAYABLE						
012895	MNS ENGINEERS, INC.	12/02/2024	Regular	0.00	237,055.50	339344
011464	BUSINESS CARD	12/05/2024	Regular	0.00	743.95	339345
011464	BUSINESS CARD	12/05/2024	Regular	0.00	1,947.40	339346
011464	BUSINESS CARD	12/05/2024	Regular	0.00	1,575.42	339347
011464	BUSINESS CARD	12/05/2024	Regular	0.00	678.94	339348
011464	BUSINESS CARD	12/05/2024	Regular	0.00	834.66	339349
011464	BUSINESS CARD	12/05/2024	Regular	0.00	2,192.96	339350
011464	BUSINESS CARD	12/05/2024	Regular	0.00	9,250.07	339351
011464	BUSINESS CARD	12/05/2024	Regular	0.00	2,922.09	339352
011464	BUSINESS CARD	12/05/2024	Regular	0.00	525.43	339353
016034	SPIRIT OF SANTA PAULA	12/05/2024	Regular	0.00	72,000.00	339354
011464	BUSINESS CARD	12/05/2024	Regular	0.00	946.39	339355
016619	ACEVEDO, JASMIN	12/12/2024	Regular	0.00	428.00	339372
010378	ALBERTSON'S/SAFEWAY	12/12/2024	Regular	0.00	579.57	339373
015448	ALL CITY MANAGEMENT SERVICES, INC.	12/12/2024	Regular	0.00	11,583.36	339374
015896	ALONSO TOOLS, LLC	12/12/2024	Regular	0.00	795.64	339375
011513	ALVAREZ, LORENA	12/12/2024	Regular	0.00	299.22	339376
015498	AMAZON CAPITAL SERVICES	12/12/2024	Regular	0.00	3,095.20	339377
016588	AMERICAN AED, LLC.	12/12/2024	Regular	0.00	14,555.00	339378
016387	ANAHEIM LAWNMOWER SHOP & WELDING LL	12/12/2024	Regular	0.00	1,693.82	339379
015044	ARACO ENTERPRISES LLC DBA ATHENS ENVIRO	12/12/2024	Regular	0.00	428.32	339380
011738	AT&T CALNET 3	12/12/2024	Regular	0.00	509.98	339381
016546	BARK AND BRANCH LANDSCAPING	12/12/2024	Regular	0.00	960.00	339382
016117	BARRANCO, PABLO	12/12/2024	Regular	0.00	4,650.00	339383
011253	BAY ALARM COMPANY	12/12/2024	Regular	0.00	660.00	339384
015284	BEE SPECIALIST	12/12/2024	Regular	0.00	475.00	339385
014680	BEST BEST & KRIEGER LLP	12/12/2024	Regular	0.00	83,914.82	339386
016613	BOB'S DISCOUNT FURNITURE, LLC	12/12/2024	Regular	0.00	1,229.25	339387
011094	BRAGG INVESTMENT COMPANY, INC.	12/12/2024	Regular	0.00	417.30	339388
012106	BROADCAST MUSIC, INC.	12/12/2024	Regular	0.00	488.29	339389
012620	BSN SPORTS, LLC	12/12/2024	Regular	0.00	4,061.71	339390
012170	CALIFORNIA ELECTRIC SUPPLY-VENTURA	12/12/2024	Regular	0.00	91.64	339391
012679	CAL-STATE AUTO PARTS	12/12/2024	Regular	0.00	134.34	339392
016444	CENDEJAS, ERIC	12/12/2024	Regular	0.00	756.00	339393
015999	CHARTER COMMUNICATIONS HOLDING, LLC	12/12/2024	Regular	0.00	1,583.95	339394
016167	COASTAL PRINTING	12/12/2024	Regular	0.00	20.00	339395
011149	COSTCO WHOLESALE	12/12/2024	Regular	0.00	1,316.74	339396
010932	COUNTY OF VENTURA IT SERVICES	12/12/2024	Regular	0.00	1,851.20	339397
013692	CROSSWHITE, JENNY	12/12/2024	Regular	0.00	568.72	339398
014331	CULLIGAN WATER	12/12/2024	Regular	0.00	361.70	339399
012191	DATAPROSE, LLC	12/12/2024	Regular	0.00	2,434.68	339400
016263	DCH THOUSAND OAKS-F, INC	12/12/2024	Regular	0.00	2,553.49	339401
011811	DE LAGE LANDEN	12/12/2024	Regular	0.00	210.37	339402
016618	DIAZ, MARLENA	12/12/2024	Regular	0.00	440.00	339403
010073	DJ'S CALIFORNIA CATERING INC	12/12/2024	Regular	0.00	494.42	339404
016156	EFUEL LLC	12/12/2024	Regular	0.00	8,686.44	339405
016126	ENVISION VTA FD AUTO LLC	12/12/2024	Regular	0.00	788.99	339406
015739	EWING IRRIGATION PRODUCTS INC.	12/12/2024	Regular	0.00	796.93	339407
015900	EXPRESS GLASS AND WINDOW, INC.	12/12/2024	Regular	0.00	1,145.00	339408
010395	FAMCON PIPE & SUPPLY, INC.	12/12/2024	Regular	0.00	1,698.84	339409
010847	FARMERS IRRIGATION	12/12/2024	Regular	0.00	3,459.01	339410
010405	FERGUSON ENTERPRISES INC #1350	12/12/2024	Regular	0.00	475.18	339411
010440	FGL ENVIRONMENTAL, INC	12/12/2024	Regular	0.00	1,623.00	339412
015835	FLORES, ELIXEO	12/12/2024	Regular	0.00	26.00	339413



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
010432	FRANK'S PAINT & HARDWARE	12/12/2024	Regular	0.00	1,019.39	339414
016449	GAYTAN, CARLOS	12/12/2024	Regular	0.00	663.37	339415
016096	GERALD GARCIA	12/12/2024	Regular	0.00	2,375.00	339416
015222	GOODSUITE	12/12/2024	Regular	0.00	1,150.50	339417
010481	GRAINGER	12/12/2024	Regular	0.00	6,374.86	339418
012800	GRANITE CONSTRUCTION COMPANY	12/12/2024	Regular	0.00	3,409.88	339419
015153	HINDERLITER DE LLAMAS & ASSOCIATES	12/12/2024	Regular	0.00	1,142.00	339420
016127	HOMELAND LANGUAGE SERVICES LLC	12/12/2024	Regular	0.00	937.88	339421
010535	HOSE-MAN, INC.	12/12/2024	Regular	0.00	440.05	339422
010537	HOUSE SANITARY SUPPLY	12/12/2024	Regular	0.00	2,196.14	339423
013711	INDEPENDENT ORDER OF ODD FELLOWS	12/12/2024	Regular	0.00	125.00	339424
010595	J & H ENGINEERING GENERAL CONTRACTOR, IN	12/12/2024	Regular	0.00	773,893.45	339425
016612	LA UNICA PANADERIA, INC.	12/12/2024	Regular	0.00	813.78	339426
011796	LANDS' END BUSINESS OUTFITTERS	12/12/2024	Regular	0.00	1,414.49	339427
013544	LARRY WALKER ASSOCIATES, INC.	12/12/2024	Regular	0.00	2,989.00	339428
011807	LIVSCAN EXPRESS, INC.	12/12/2024	Regular	0.00	902.00	339429
010061	LOWE'S	12/12/2024	Regular	0.00	612.70	339430
016608	LUBER BROS, INC.	12/12/2024	Regular	0.00	4,464.50	339431
015633	M6 CONSULTING, INC.	12/12/2024	Regular	0.00	2,590.00	339432
016540	MARIN CONSULTING ASSOCIATES, INC.	12/12/2024	Regular	0.00	375.00	339433
015442	MARIPOSA LANDSCAPES, INC.	12/12/2024	Regular	0.00	487.50	339434
014743	MASON, JAMES	12/12/2024	Regular	0.00	61.64	339435
016517	MIDWEST INDUSTRIAL SALES	12/12/2024	Regular	0.00	9,711.00	339436
014436	MINER'S ACE HARDWARE	12/12/2024	Regular	0.00	2,561.01	339437
	Void	12/12/2024	Regular	0.00	0.00	339438
012895	MNS ENGINEERS, INC.	12/12/2024	Regular	0.00	46,650.00	339439
011878	MORTON JANKEL ZANDER, INC.	12/12/2024	Regular	0.00	4,246.80	339440
015848	NATIONAL LEAD FOR AMERICA, INC.	12/12/2024	Regular	0.00	35,000.00	339441
016052	NATURAL GREEN LANDSCAPE, INC.	12/12/2024	Regular	0.00	43,000.00	339442
014375	NORRIS, ROBERT	12/12/2024	Regular	0.00	59.54	339443
012691	O'REILLY AUTOMOTIVE STORES, INC.	12/12/2024	Regular	0.00	2,166.08	339444
014446	PALAZZIO EVENT CENTER	12/12/2024	Regular	0.00	4,124.33	339445
015335	PAVEMENT COATING CO.	12/12/2024	Regular	0.00	0.10	339446
014415	PEDRO R. REYES	12/12/2024	Regular	0.00	325.00	339447
014320	POLYDYNE, INC.	12/12/2024	Regular	0.00	25,511.98	339448
016360	POSITIVE PROMOTIONS, INC.	12/12/2024	Regular	0.00	999.73	339449
010279	POTTER, DANIEL	12/12/2024	Regular	0.00	605.19	339450
015822	PREBBLE, RICHARD	12/12/2024	Regular	0.00	222.00	339451
013739	QUADIENT FINANCE USA, INC.	12/12/2024	Regular	0.00	1,000.00	339452
016299	RICO APPAREL	12/12/2024	Regular	0.00	408.37	339453
010738	RLD FIRE PROTECTION, INC.	12/12/2024	Regular	0.00	900.00	339454
010047	ROBERT HALF	12/12/2024	Regular	0.00	10,488.72	339455
015399	ROBERT WILLIAM COMPANY, LLC	12/12/2024	Regular	0.00	1,137.50	339456
016610	ROTH STAFFING COMPANIES, LP	12/12/2024	Regular	0.00	4,672.48	339457
010520	RP RENTALS	12/12/2024	Regular	0.00	97.69	339458
011203	SAN LUIS BUTANE DISTRIBUTORS, A CORP.	12/12/2024	Regular	0.00	80.67	339459
013292	SANTA PAULA ANIMAL RESCUE CENTER (SPARC	12/12/2024	Regular	0.00	12,500.00	339460
010689	SANTA PAULA CHAMBER OF COMMERCE	12/12/2024	Regular	0.00	80,000.00	339461
012477	SANTA PAULA ROTARY CLUB	12/12/2024	Regular	0.00	500.00	339462
011263	SANTA PAULA SELF STORAGE	12/12/2024	Regular	0.00	915.00	339463
016000	SCHMIDT, KENNETH L.	12/12/2024	Regular	0.00	86.43	339464
015798	SHERWIN WILLIAMS COMPANY	12/12/2024	Regular	0.00	121.81	339465
010790	SOAP MAN	12/12/2024	Regular	0.00	205.03	339466
011524	SOLID WASTE SOLUTIONS	12/12/2024	Regular	0.00	945.25	339467
010795	SOUTHERN CALIFORNIA EDISON	12/12/2024	Regular	0.00	118,513.22	339468
012330	SOUTHERN CALIFORNIA MUNICIPAL ATHLETIC	12/12/2024	Regular	0.00	720.00	339469
015809	STANDARD SITE RENTALS INC.	12/12/2024	Regular	0.00	132.48	339470
016130	STANEWICH III, JOHN	12/12/2024	Regular	0.00	360.00	339471
011144	STAPLES, INC.	12/12/2024	Regular	0.00	2,001.79	339472
012070	TRAFFIC TECHNOLOGIES	12/12/2024	Regular	0.00	390.02	339473
015505	TRIEPEI, SMITH AND ASSOCIATES, INC.	12/12/2024	Regular	0.00	1,575.00	339474

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
011891	ULINE SHIPPING SUPPLIES	12/12/2024	Regular	0.00	2,417.09	339475
013736	V.C.T.C.	12/12/2024	Regular	0.00	85.00	339476
015439	VALU GROUP ENTERPRISES, INC.	12/12/2024	Regular	0.00	2,400.00	339477
016615	VELA, MELISSA	12/12/2024	Regular	0.00	65.00	339478
010920	VENTURA COUNTY AIR POLLUTION CONTROL C	12/12/2024	Regular	0.00	860.69	339479
015186	VENTURA COUNTY AUTO SUPPLY, INC.	12/12/2024	Regular	0.00	139.85	339480
014380	WATERWISEPRO TRAINING LLC	12/12/2024	Regular	0.00	900.00	339481
015847	WHITE RABBIT MAGIC LLC	12/12/2024	Regular	0.00	900.00	339482
011010	WILLDAN ENGINEERING	12/12/2024	Regular	0.00	191,044.75	339483
	Void	12/12/2024	Regular	0.00	0.00	339484
	Void	12/12/2024	Regular	0.00	0.00	339485
016616	WOLFCAL, JENNIFER	12/12/2024	Regular	0.00	90.00	339486
012191	DATAPROSE, LLC	12/16/2024	Regular	0.00	19,247.71	339487
016390	MORRIS, WENDY	12/16/2024	Regular	0.00	200.00	339488
016621	RF AMOR, LLC	12/16/2024	Regular	0.00	3,701.55	339489
015448	ALL CITY MANAGEMENT SERVICES, INC.	12/23/2024	Regular	0.00	13,031.28	339497
015896	ALONSO TOOLS, LLC	12/23/2024	Regular	0.00	411.51	339498
015498	AMAZON CAPITAL SERVICES	12/23/2024	Regular	0.00	2,764.44	339499
016603	AMERICAN ALLIANCE DRUG TESTING	12/23/2024	Regular	0.00	255.00	339500
011297	ASSOCIATION OF WATER AGENCIES OF VENTU	12/23/2024	Regular	0.00	120.00	339501
011368	ASWELL TROPHY	12/23/2024	Regular	0.00	277.77	339502
012677	AUTOZONE	12/23/2024	Regular	0.00	13.64	339503
015318	BADGER METER	12/23/2024	Regular	0.00	2,417.84	339504
011253	BAY ALARM COMPANY	12/23/2024	Regular	0.00	1,039.65	339505
014680	BEST BEST & KRIEGER LLP	12/23/2024	Regular	0.00	98,628.60	339506
015398	BUNNIN CHEVROLET OF SANTA PAULA	12/23/2024	Regular	0.00	1,874.21	339507
012170	CALIFORNIA ELECTRIC SUPPLY-VENTURA	12/23/2024	Regular	0.00	63.34	339508
012679	CAL-STATE AUTO PARTS	12/23/2024	Regular	0.00	150.44	339509
011336	CDCE INC.	12/23/2024	Regular	0.00	180.00	339510
015874	CHANDLER ASSET MANAGEMENT, INC.	12/23/2024	Regular	0.00	2,593.82	339511
015999	CHARTER COMMUNICATIONS HOLDING, LLC	12/23/2024	Regular	0.00	374.76	339512
011137	COPQUEST, INC.	12/23/2024	Regular	0.00	1,057.80	339513
011149	COSTCO WHOLESALE	12/23/2024	Regular	0.00	262.72	339514
011148	COUNTY OF VENTURA	12/23/2024	Regular	0.00	174.83	339515
011161	CRAGOE PEST SERVICES INC	12/23/2024	Regular	0.00	1,140.00	339516
014331	CULLIGAN WATER	12/23/2024	Regular	0.00	106.00	339517
011811	DE LAGE LANDEN	12/23/2024	Regular	0.00	1,435.47	339518
013724	DIRECT TV	12/23/2024	Regular	0.00	115.24	339519
016156	EFUEL LLC	12/23/2024	Regular	0.00	6,385.54	339520
016441	EMC GENERAL CONSTRUCTION, INC.	12/23/2024	Regular	0.00	2,200.00	339521
015438	ENCOMPASS CONSULTANT GROUP	12/23/2024	Regular	0.00	6,564.25	339522
013360	ENGEO INCORPORATED	12/23/2024	Regular	0.00	4,102.19	339523
016126	ENVISION VTA FD AUTO LLC	12/23/2024	Regular	0.00	49.16	339524
016606	EQ LANDSCAPING, INC.	12/23/2024	Regular	0.00	1,825.00	339525
010395	FAMCON PIPE & SUPPLY, INC.	12/23/2024	Regular	0.00	4,388.57	339526
010847	FARMERS IRRIGATION	12/23/2024	Regular	0.00	3,459.01	339527
014348	FERRIS, SABRINA ZAN	12/23/2024	Regular	0.00	91.00	339528
010440	FGL ENVIRONMENTAL, INC	12/23/2024	Regular	0.00	5,125.00	339529
014342	FLOORING 101	12/23/2024	Regular	0.00	853.71	339530
015835	FLORES, ELIXEO	12/23/2024	Regular	0.00	29.40	339531
012437	FMP UNIFORM CO.	12/23/2024	Regular	0.00	1,159.86	339532
015972	FOUR STAR INVESTIGATIONS, LLC	12/23/2024	Regular	0.00	9,791.92	339533
010432	FRANK'S PAINT & HARDWARE	12/23/2024	Regular	0.00	732.79	339534
014061	FRONTIER COMMUNICATIONS	12/23/2024	Regular	0.00	2,163.53	339535
010797	GAS COMPANY, THE	12/23/2024	Regular	0.00	1,289.89	339536
016449	GAYTAN, CARLOS	12/23/2024	Regular	0.00	664.27	339537
016324	GENERAL TECHNOLOGIES AND SOLUTIONS (GT	12/23/2024	Regular	0.00	52,454.00	339538
015222	GOODSUITE	12/23/2024	Regular	0.00	16.24	339539
012800	GRANITE CONSTRUCTION COMPANY	12/23/2024	Regular	0.00	4,546.50	339540
014369	GSI WATER SOLUTIONS, INC.	12/23/2024	Regular	0.00	1,597.50	339541
014686	HASA, INC.	12/23/2024	Regular	0.00	5,800.99	339542

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
010537	HOUSE SANITARY SUPPLY	12/23/2024	Regular	0.00	649.58	339543
013711	INDEPENDENT ORDER OF ODD FELLOWS	12/23/2024	Regular	0.00	2,782.25	339544
016571	KEMCORP CONSTRUCTION, INC.	12/23/2024	Regular	0.00	78,754.25	339545
010629	KIMBALL MIDWEST	12/23/2024	Regular	0.00	442.83	339546
011796	LANDS' END BUSINESS OUTFITTERS	12/23/2024	Regular	0.00	48.66	339547
016154	LARA, JOSE MANUEL MENDEZ	12/23/2024	Regular	0.00	400.00	339548
015971	LEXISNEXIS COPLOGIC SOLUTIONS, INC	12/23/2024	Regular	0.00	960.00	339549
010061	LOWE'S	12/23/2024	Regular	0.00	827.06	339550
015633	M6 CONSULTING, INC.	12/23/2024	Regular	0.00	15,855.27	339551
016624	MAGANA, EVERARDO	12/23/2024	Regular	0.00	1,072.75	339552
016576	MAGEE, JONATHAN	12/23/2024	Regular	0.00	1,450.00	339553
015442	MARIPOSA LANDSCAPES, INC.	12/23/2024	Regular	0.00	5,160.58	339554
014436	MINER'S ACE HARDWARE	12/23/2024	Regular	0.00	2,603.96	339555
	Void	12/23/2024	Regular	0.00	0.00	339556
016052	NATURAL GREEN LANDSCAPE, INC.	12/23/2024	Regular	0.00	10,750.00	339557
014375	NORRIS, ROBERT	12/23/2024	Regular	0.00	433.16	339558
014189	OCEGUEDA, LUZ	12/23/2024	Regular	0.00	236.08	339559
010241	OILFIELD ELECTRIC & MOTOR	12/23/2024	Regular	0.00	57,380.00	339560
012691	O'REILLY AUTOMOTIVE STORES, INC.	12/23/2024	Regular	0.00	2,180.31	339561
016131	OXNARD PIPE & SUPPLY CO.	12/23/2024	Regular	0.00	1,048.99	339562
014446	PALAZZIO EVENT CENTER	12/23/2024	Regular	0.00	255.00	339563
015443	PASSPORT LABS, INC.	12/23/2024	Regular	0.00	1,071.84	339564
015822	PREBBLE, RICHARD	12/23/2024	Regular	0.00	420.72	339565
014934	RAMIREZ, JOSHUA	12/23/2024	Regular	0.00	195.00	339566
016594	RANGELINE TAPPING SERVICES, INC.	12/23/2024	Regular	0.00	7,184.00	339567
010738	RLD FIRE PROTECTION, INC.	12/23/2024	Regular	0.00	4,770.00	339568
010047	ROBERT HALF	12/23/2024	Regular	0.00	3,011.20	339569
015399	ROBERT WILLIAM COMPANY, LLC	12/23/2024	Regular	0.00	187.50	339570
010520	RP RENTALS	12/23/2024	Regular	0.00	633.00	339571
014548	SAF-T-FLO WATER SERVICES	12/23/2024	Regular	0.00	627.38	339572
014129	SAM HILL & SONS, INC	12/23/2024	Regular	0.00	13,799.45	339573
014880	SE&J FABRICATIONS, INC.	12/23/2024	Regular	0.00	1,310.52	339574
015744	SINCLAIR SANITARY SUPPLY CO. INC	12/23/2024	Regular	0.00	417.74	339575
013909	SITEONE LANDSCAPE SUPPLY, LLC	12/23/2024	Regular	0.00	2,838.06	339576
010785	SMART & FINAL	12/23/2024	Regular	0.00	816.79	339577
012665	SOLAR XPERTZ WINDOW TINTING	12/23/2024	Regular	0.00	80.00	339578
010795	SOUTHERN CALIFORNIA EDISON	12/23/2024	Regular	0.00	35,859.04	339579
016094	SOUTHERN CALIFORNIA PERMANENTE MEDICAL	12/23/2024	Regular	0.00	1,246.00	339580
016034	SPIRIT OF SANTA PAULA	12/23/2024	Regular	0.00	72,000.00	339581
015016	SPL LANDSCAPE INC.	12/23/2024	Regular	0.00	4,900.00	339582
013043	STAFFORD, STEVE	12/23/2024	Regular	0.00	300.00	339583
015809	STANDARD SITE RENTALS INC.	12/23/2024	Regular	0.00	1,011.46	339584
011144	STAPLES, INC.	12/23/2024	Regular	0.00	937.43	339585
010823	SUN BADGE CO, INC	12/23/2024	Regular	0.00	171.21	339586
010828	SWRCB ACCOUNTING OFFICE	12/23/2024	Regular	0.00	77,492.00	339587
015001	SYNAGRO-WWT, INC.	12/23/2024	Regular	0.00	16,432.78	339588
015728	THE COUNSELING TEAM INTERNATIONAL	12/23/2024	Regular	0.00	2,200.00	339589
016378	THE LEW EDWARDS GROUP	12/23/2024	Regular	0.00	6,500.00	339590
012070	TRAFFIC TECHNOLOGIES	12/23/2024	Regular	0.00	861.44	339591
010885	UNDERGROUND SERVICE ALERT OF SOUTHERN	12/23/2024	Regular	0.00	209.26	339592
010903	USA BLUE BOOK	12/23/2024	Regular	0.00	1,099.63	339593
015439	VALU GROUP ENTERPRISES, INC.	12/23/2024	Regular	0.00	404.00	339594
015186	VENTURA COUNTY AUTO SUPPLY, INC.	12/23/2024	Regular	0.00	137.74	339595
010975	VENTURA REGIONAL SANITATION DISTRICT	12/23/2024	Regular	0.00	160,491.40	339596
010952	VENTURA TROPHY COMPANY	12/23/2024	Regular	0.00	38.79	339597
011539	VERIZON WIRELESS	12/23/2024	Regular	0.00	3,182.81	339598
010978	VULCAN MATERIALS COMPANY	12/23/2024	Regular	0.00	1,401.93	339599
013539	WAGE WORKS, INC.	12/23/2024	Regular	0.00	117.00	339600
014968	WILLDAN FINANCIAL SERVICES	12/23/2024	Regular	0.00	750.00	339601
013843	YOUNG, DUNCAN JAMES	12/23/2024	Regular	0.00	663.00	339602
016027	YUNEX LLC	12/23/2024	Regular	0.00	4,526.27	339603

Check Report

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
016465	ZUMA CONSTRUCTION GROUP, INC.	12/23/2024	Regular	0.00	223,626.20	339604
015506	PAYMENTUS GROUP, INC.	12/19/2024	Bank Draft	0.00	12,027.75	992357

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	700	234	0.00	3,017,429.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	1	1	0.00	12,027.75
EFT's	0	0	0.00	0.00
	701	239	0.00	3,029,457.67

Check Report

Date Range: 12/01/2024 - 12/31/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PY-PAYROLL						
010371	METLIFE SBC	12/10/2024	Regular	0.00	-432.48	334429
010371	METLIFE SBC	12/10/2024	Regular	0.00	-304.16	338245
011688	CALIFORNIA STATE DISBURSEMENT UNIT	12/09/2024	Regular	0.00	738.56	339356
010553	ICMA RETIREMENT TRUST-457	12/09/2024	Regular	0.00	15,331.71	339357
010554	ICMA RETIREMENT TRUST-457 (PT)	12/09/2024	Regular	0.00	860.85	339358
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	12/09/2024	Regular	0.00	1,020.00	339359
010291	SEIU LOCAL 721	12/09/2024	Regular	0.00	603.10	339360
010898	UNITED WAY OF VENTURA COUNTY	12/09/2024	Regular	0.00	11.00	339361
010331	RELIANCE STANDARD LIFE INSURANCE	12/10/2024	Regular	0.00	5,442.34	339362
011103	COLONIAL LIFE & ACCIDENT	12/10/2024	Regular	0.00	3,051.56	339363
016111	FIDELITY SECURITY LIFE INSURANCE COMPANY	12/10/2024	Regular	0.00	730.97	339364
010371	METLIFE SBC	12/10/2024	Regular	0.00	1,097.63	339365
010331	RELIANCE STANDARD LIFE INSURANCE	12/10/2024	Regular	0.00	557.23	339366
014422	RELIANCE STANDARD LIFE INSURANCE	12/10/2024	Regular	0.00	4,819.84	339367
011688	CALIFORNIA STATE DISBURSEMENT UNIT	12/20/2024	Regular	0.00	738.56	339490
011228	CALIFORNIA, STATE OF	12/20/2024	Regular	0.00	666.12	339491
010553	ICMA RETIREMENT TRUST-457	12/20/2024	Regular	0.00	15,342.44	339492
010554	ICMA RETIREMENT TRUST-457 (PT)	12/20/2024	Regular	0.00	1,121.06	339493
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	12/20/2024	Regular	0.00	1,020.00	339494
010291	SEIU LOCAL 721	12/20/2024	Regular	0.00	586.35	339495
010898	UNITED WAY OF VENTURA COUNTY	12/20/2024	Regular	0.00	11.00	339496
013539	WAGE WORKS, INC.	12/04/2024	Bank Draft	0.00	675.03	992339
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	12/11/2024	Bank Draft	0.00	69,120.33	992340
010420	INTERNAL REVENUE SERVICE	12/11/2024	Bank Draft	0.00	70,345.97	992341
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	12/11/2024	Bank Draft	0.00	22,603.58	992342
014872	STATE OF CALIFORNIA EDD - SDI	12/11/2024	Bank Draft	0.00	2,017.66	992343
013539	WAGE WORKS, INC.	12/11/2024	Bank Draft	0.00	1,630.95	992344
011024	CALIFORNIA PUBLIC EMPLOYEE RETIREMENT S'	12/10/2024	Bank Draft	0.00	85,640.09	992345
013539	WAGE WORKS, INC.	12/18/2024	Bank Draft	0.00	523.82	992346
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	12/24/2024	Bank Draft	0.00	71,219.49	992347
010420	INTERNAL REVENUE SERVICE	12/24/2024	Bank Draft	0.00	54,052.68	992348
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	12/24/2024	Bank Draft	0.00	17,399.71	992349
014872	STATE OF CALIFORNIA EDD - SDI	12/24/2024	Bank Draft	0.00	1,598.46	992350
013539	WAGE WORKS, INC.	12/26/2024	Bank Draft	0.00	1,901.58	992355

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	130	19	0.00	53,750.32
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-736.64
Bank Drafts	169	13	0.00	398,729.35
EFT's	0	0	0.00	0.00
	299	34	0.00	451,743.03

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	830	253	0.00	3,071,180.24
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	-736.64
Bank Drafts	170	14	0.00	410,757.10
EFT's	0	0	0.00	0.00
	1000	273	0.00	3,481,200.70

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	12/2024	3,481,200.70
			3,481,200.70

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jonathan Royas, Deputy City Manager

Subject: MEASURE R - CALIFORNIA DEPARTMENT OF TAX AND FEE
ADMINISTRATION AGREEMENT FOR COLLECTION OF TRANSACTION
AND USE TAX

Date: January 15, 2025

Agenda Item: 9.C

RECOMMENDATION:

Staff recommends City Council:

1. Adopt Resolution No. 7555, authorizing the Examination of Sales or Transactions and Use Tax Records, thereby rescinding Resolution No. 7554.
2. Authorize the City Manager, or designee, to take any and all other actions as may be necessary for implementation and administration of the transactions and use tax with the California Department of Tax and Fee.

Prepared by: Jonathan Royas, Deputy City Manager

BACKGROUND:

On November 5, 2024, Santa Paula voters approved Measure R, which establishes a general Transaction (Sales) and Use Tax (TUT) of one cent (1¢) on the sale and/or use of all tangible personal property sold at retail in the City until it is repealed by voters. The tax revenues will be deposited in the general fund and used for any lawful purposes recommended and adopted by the City Council.

On December 18, 2024, Council adopted Resolution No. 7554 - A Resolution of the City Council of the City of Santa Paula Authorizing Examination of Sales or Transactions and Use Tax Records. This resolution is required to allow confidential taxpayer information to be shared with certain specific members of City Staff.

ANALYSIS:

On December 23, 2024, staff submitted Resolution No. 7554 along with other required documentation to the California Department of Tax and Fee Administration (CDTFA). On December 26, 2024, the CDTFA responded back to the City requesting some minor language changes to Resolution No. 7554, essentially combining two "Whereas" clauses related to Ordinance No. 1267 and Ordinance No. 1338 into one clause and adding a clause related to

Ordinance No. 621.

Those changes have been corrected in the attached Resolution, No. 7555 - Authorizing the Examination of Sales or Transactions and Use Tax Records, thereby rescinding and replacing Resolution No. 7554 upon Council adoption.

STRATEGIC PLAN:

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

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

FISCAL IMPACTS:

It is unknown at this time what the CDTFA preparatory costs will be however, per Revenue and Taxation Code Section 7272, preparatory costs shall not exceed one hundred seventy-five thousand dollars (\$175,000). Once the cost is known, staff will return to Council for a budget allocation to be able to pay the fee.

OPTIONS:

ATTACHMENTS:

[Resolution No. 7555 Authorizing Examination of Sales or Transactions and Use Tax Records \(Redline\).pdf](#)

[Resolution No. 7555 Authorizing Examination of Sales or Transactions and Use Tax Records \(Clean\).pdf](#)

RESOLUTION NO. 7555

A Resolution of the City Council of the City of Santa Paula Authorizing Examination of Sales or Transactions and Use Tax Records

WHEREAS, pursuant to Ordinance Number 621, the City of Santa Paula (City) entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of sales and use taxes; and

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WHEREAS, pursuant to Ordinance Number 1267 and 1338 of the City, and Revenue and Taxation Code section 7270, the City entered into a contract with the Department to perform all functions incident to the administration and collection of transactions and use taxes; and

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WHEREAS, the City Council of the City of Santa Paula deems it desirable and necessary for authorized officers, employees and representatives of the City to examine confidential sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected by the Department for the City pursuant to that contract; and

WHEREAS, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Department records, and Section 7056.5 of the California Revenue and Taxation Code establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales or transactions and use tax records of the Department;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA PAULA HEREBY RESOLVES AS FOLLOWS:

Section 1. That the City Manager, or other officer or employee of the City designated in writing by the City Manager to the California Department of Tax and Fee Administration is hereby appointed to represent the City with authority to examine sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected for the City by the Department pursuant to the contract between the City and the Department.

Section 2. The information obtained by examination of Department records shall be used only for purposes related to the collection of City sales or transactions and use taxes by the Department pursuant to that contract, and for purposes related to the following governmental functions of the City:

- (a) Collection of sales or transactions and use taxes by the Department
- (b) Budget Planning
- (c) Economic Development

The information obtained by examination of Department records shall be used only for those governmental functions of the City listed above.

Deleted: WHEREAS, pursuant to Ordinance Number 1267, on December 2, 2016, the City of Santa Paula (City) entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of sales and use taxes; and¶

¶ WHEREAS, pursuant to Ordinance Number 1338, on November 5, 2024, the City of Santa Paula (City) entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of sales and use taxes; and¶

¶ WHEREAS, pursuant to Ordinance Number 1338, Revenue and Taxation Code section 7270, the City entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of transactions and use taxes; and¶

BE IT FURTHER RESOLVED that the information obtained by examination of Department records shall be used only for purposes related to the collection of City sales and use taxes by the Department pursuant to the contract between the City and the Department and for those purposes relating to the governmental functions of the City listed in Section 2 of this resolution.

Section 3. That this resolution supersedes all prior resolutions of the City Council of the City of Santa Paula adopted pursuant to subdivision (b) of Revenue and Taxation Code section 7056.

Introduced, approved and adopted this 15th day of January 2025.

ATTEST: (s) _____ (s) _____
City Clerk Mayor

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Deleted: December

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I, Julie Latshaw, City Clerk of the City of Santa Paula, California, DO HEREBY CERTIFY that the foregoing resolution was duly introduced, approved and adopted by the City Council of the City of Santa Paula, at a regular meeting of said Council held on the 1~~5~~th day of ~~January~~, 202~~5~~, by the following roll call vote:

Ayes: (Names of Councilmembers)

Noes: (Names of Councilmembers)

Absent: (Names of Councilmembers)

(s) _____
City Clerk

Deleted: 8

Deleted: December

Deleted: 4

RESOLUTION NO. 7555

A Resolution of the City Council of the City of Santa Paula Authorizing Examination of Sales or Transactions and Use Tax Records

WHEREAS, pursuant to Ordinance Number 621, the City of Santa Paula (City) entered into a contract with the California Department of Tax and Fee Administration (Department) to perform all functions incident to the administration and collection of sales and use taxes; and

WHEREAS, pursuant to Ordinance Number 1267 and 1338 of the City, and Revenue and Taxation Code section 7270, the City entered into a contract with the Department to perform all functions incident to the administration and collection of transactions and use taxes; and

WHEREAS, the City Council of the City of Santa Paula deems it desirable and necessary for authorized officers, employees and representatives of the City to examine confidential sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected by the Department for the City pursuant to that contract; and

WHEREAS, Section 7056 of the California Revenue and Taxation Code sets forth certain requirements and conditions for the disclosure of Department records, and Section 7056.5 of the California Revenue and Taxation Code establishes criminal penalties for the unlawful disclosure of information contained in, or derived from, the sales or transactions and use tax records of the Department;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA PAULA HEREBY RESOLVES AS FOLLOWS:

Section 1. That the City Manager, or other officer or employee of the City designated in writing by the City Manager to the California Department of Tax and Fee Administration is hereby appointed to represent the City with authority to examine sales or transactions and use tax records of the Department pertaining to sales or transactions and use taxes collected for the City by the Department pursuant to the contract between the City and the Department.

Section 2. The information obtained by examination of Department records shall be used only for purposes related to the collection of City sales or transactions and use taxes by the Department pursuant to that contract, and for purposes related to the following governmental functions of the City:

- (a) Collection of sales or transactions and use taxes by the Department
- (b) Budget Planning
- (c) Economic Development

The information obtained by examination of Department records shall be used only for those governmental functions of the City listed above.

BE IT FURTHER RESOLVED that the information obtained by examination of Department records shall be used only for purposes related to the collection of City sales and use taxes by the Department pursuant to the contract between the City and the Department and for those purposes relating to the governmental functions of the City listed in Section 2 of this resolution.

Section 3. That this resolution supersedes all prior resolutions of the City Council of the City of Santa Paula adopted pursuant to subdivision (b) of Revenue and Taxation Code section 7056.

Introduced, approved and adopted this 15th day of January 2025.

ATTEST: (s) _____ (s) _____
City Clerk Mayor

I, Julie Latshaw, City Clerk of the City of Santa Paula, California, DO HEREBY CERTIFY that the foregoing resolution was duly introduced, approved and adopted by the City Council of the City of Santa Paula, at a regular meeting of said Council held on the 15th day of January, 2025, by the following roll call vote:

Ayes: (Names of Councilmembers)

Noes: (Names of Councilmembers)

Absent: (Names of Councilmembers)

(s) _____
City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jonathan Royas, Deputy City Manager

Subject: DISCUSSION REGARDING THE CREATION OF A MEASURE R SALES
TAX OVERSIGHT COMMITTEE

Date: January 15, 2025

Agenda Item: 10.A

RECOMMENDATION:

It is recommended that City Council:

1. Receive and file this report;
2. Provide direction regarding the possible creation and appointment of a sales tax oversight committee; and
3. Take such additional, related action that may be desirable.

Presented by: Jonathan Royas, Deputy City Manager

BACKGROUND:

On November 5, 2024, approximately 60% of Santa Paula voters approved Measure R, a one-cent local sales tax projected to generate approximately \$4.5 million annually. Measure R funds are required by law to remain in Santa Paula and be allocated exclusively for local services. Additionally, Measure R includes accountability provisions, such as public disclosure of all spending and annual independent financial audits, ensuring transparency and proper use of the funds.

Although Measure R does not mandate the creation of an oversight committee, on October 2, 2024, prior to the election, the City Council directed staff to return with options for establishing such a committee, within 90 days, if Measure R passed.

ANALYSIS:

The establishment of a Measure R oversight committee could be a critical step in fulfilling the City's commitment to transparency and accountability. This committee could serve as a bridge between the City Council and the public, providing regular reviews and reports on Measure R revenues and expenditures. At the same time, the formation of an additional committee could create extra administrative work for staff that may be unnecessary as Measure R already

incorporates accountability provisions such as public disclosure of all spending and annual independent financial audits. In either case, the purpose of this report is to identify options that fulfill the City's commitment to ensuring that revenues generated by the sales tax are allocated and spent in alignment with voter intentions and legal mandates.

Of note, when the Measure T ordinance was approved by voters in 2016, it included a fiscal accountability provision that called for the creation of an "oversight committee" to review the expenditures of revenues generated by the sales measure. That provision established: "A five member citizen commission comprised of members appointed by the Council to annually review and audit expenditures of revenues derived from the Santa Paula Local Transaction and Use Tax." However, since its establishment, the Measure T Committee has come to act as much as an advisory body to the Council on budget allocation recommendations as it has as an "audit and review" committee. This distinction is important as an "oversight committee" would be defined as having an audit-type function, ensuring accountability and the actual use of such funds at the close of the fiscal year versus the intended use of funds as adopted with the budget. In a sense, an "oversight committee" is an "after-the-fact" committee aimed at looking back, whereas a budget advisory committee would "look forward" in association with the establishment of the City's budget.

The Measure T Committee, enacted as an oversight committee is now essentially both, however their advisory function is based on specific spending categories in the areas of public safety, streets, and youth services. Measure R doesn't contain those limitation or specific buckets, albeit it was passed as a measure largely focused on street and road and infrastructure improvements.

As the Council considers options for Measure R, it is important to draw on these distinctions so that the expectations for any oversight is clear; "after-the-fact" auditing or "forward-looking" advising. Based on this, staff has provided three options, below:

Measure R Committee Options

Option 1: Expand the Existing Measure T Oversight Committee

The City Council could extend the responsibilities of the Measure T Oversight Committee to include oversight of Measure R funds. Measure T, passed by voters in 2016, established a \$.01 per dollar sales tax. Revenue from the tax is deposited in the City's General Fund to pay for city operations and services. These funds have been used for public safety, street improvements, and youth programs and to a small degree, code enforcement. Measure T does not require the funds be used for a particular city program or service, however the emphasis has been on preserving it for those categories.

City Council established the Measure T Oversight Committee to make recommendations to the City Council on the expenditure of Measure T funds. The Measure T Committee has effectively provided accountability and community representation with the following membership structure:

- A representative from a Santa Paula business organization.
- A senior citizen (age 62 or older).
- A member active in a civic organization within Santa Paula.
- A member involved in a youth organization.
- A resident serving in an at-large capacity.

While effective, this structure has occasionally faced challenges in recruiting qualified candidates for specific categories. Therefore, the Council could look to just expand the Measure T Committee's responsibilities (and even enlarge its membership), which would build on an established framework while also adding responsibilities to respond to voters' reasons for passing Measure R.

Advantages:

- Established Framework: Utilizes an existing, proven structure.
- Administrative Efficiency: Reduces additional workload for staff.
- Streamlined Communication: Centralizes oversight functions and public engagement.

Challenges:

- Increased Workload: Adding responsibilities may strain committee capacity.

Implementation Steps:

- Amend Measure T Committee bylaws to include Measure R oversight.
- Provide additional training and resources to committee members.
- Expand membership from five to seven members, if desired, to balance responsibilities.

Option 2: Establish a New, Separate Measure R Oversight Committee

Creating a dedicated oversight committee focused solely on Measure R represents another option for the City Council. By establishing a separate committee, the City ensures a clear and focused approach to auditing Measure R funds.

Advantages:

- Clear and specific oversight of Measure R.
- Avoids potential conflicts with voter objectives behind Measure T.
- Aligns with best practices in transparency and accountability.

Challenges:

- Requires additional resources to establish and maintain.
- May face recruitment challenges for a new committee.
- The scope of an audit function is very specific and limited and would only convene a few times each year.

Implementation Steps:

1. Draft and adopt bylaws specific to the new committee.
2. Define the membership structure, meeting frequency, and reporting requirements.
3. Recruit diverse members with relevant expertise.

Option 3: Assign Oversight to an Existing Advisory Body

Oversight responsibilities for Measure R could be assigned to an existing advisory body, such as the Finance Committee. Alternatively, Council could direct staff to look at an entirely new or different model, such as a citizen budget committee. The community already has a public

body with sole responsibility for the adoption of the budget and all of the programs and priorities outlined within it. That body is the elected City Council, who must conduct its business in a public way.

In conclusion, staff will take direction on these and any related topics regarding the oversight of Measure R and will use Council's comments and recommendations to return to Council with the necessary items to effectuate Council consensus.

To assist with Council's review, attached is Resolution No.7261 – A Resolution of the City Council Amending Section 2 of the Measure T Oversight Committee Guidelines, describing the current structure and responsibilities of the Measure T Oversight Committee.

STRATEGIC PLAN:

This item supports the City completing one of City Council's two-year Strategic Plan objectives as noted below:

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

FISCAL IMPACTS:

There is no fiscal impact associated with this item, however there are costs associated with any new committees, especially Brown Act committees, should Council chose that option.

OPTIONS:

City Council has the following alternative options:

1. Provide further direction to staff.

ATTACHMENTS:

[Exhibit A - Reso No. 7261 Amending Measure T Committee Staff Report Exhibit.pdf](#)

RESOLUTION NO. 7261

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
SANTA PAULA AMENDING SECTION 2 OF THE MEASURE "T"
OVERSIGHT COMMITTEE GUIDELINES RELATING TO THE
COMMITTEE'S COMPOSITION**

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

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

- A. The City Council submitted to the voters of the City the Santa Paula Local Transaction and Use Tax for the election that was held on November 8, 2016. The voters of the City approved the Santa Paula Local Transaction and Use Tax ordinance as Measure T on the election ballot;
- B. Section 3 of the sales tax ordinance contains a fiscal accountability provision that obligates the City to create an oversight committee to make recommendations to the City Council on the expenditures of revenues generated by the sales tax measure and inform the public and the City Council to ensure that such revenue is expended in accordance with the intention of the voters and State law;
- C. On November 21, 2016 the City Council adopted Resolution 7020 establishing the Measure T Oversight Committee and adopting Operational Guidelines. On October 2, 2017, the Council revised the Measure T Guidelines to extend the term of membership to four years and to require annual reporting in October;
- D. Section 2.C. of the Measure T Guidelines require the Committee to be composed of one-member active in a business organization, one senior citizen member, one-member active in a civic organization, one-member active in a youth organization and one resident at-large;
- E. Due to a lack of applicants desiring to serve on the Committee and the difficulty in placing those limited applicants in the various categories, there is a need for flexibility to appoint Committee members outside of categories enumerated in Section 2.C; and
- F. The Council now desires to amend Section 2 of the Measure T Guidelines to provide the Council with flexibility to appoint Committee members outside of the enumerated membership categories.

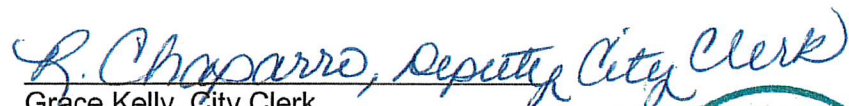
SECTION 2: Amendment. The City Council hereby amends the Measure T Oversight Committee Guidelines by adding Section 2.D. related to the composition and appointment of the Measure T Oversight Committee. A copy of the amended Measure T Guidelines is attached as Exhibit "A," which is incorporated by this reference.

SECTION 3: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

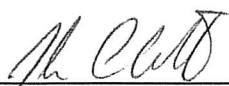
PASSED AND ADOPTED this 1st day of April, 2020.

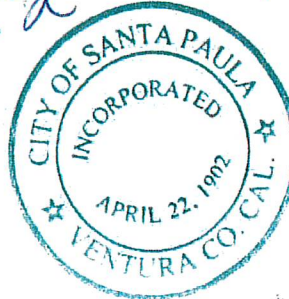

Richard Araiza, Mayor

ATTEST:

for 
Grace Kelly, City Clerk

APPROVED AS TO FORM:


John Cotti, City Attorney



APPROVED AS TO CONTENT:

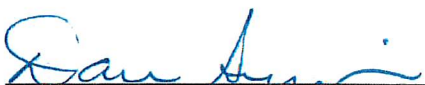

Dan Signer, City Manager

Exhibit A

**CITY OF SANTA PAULA
MEASURE T OVERSIGHT COMMITTEE GUIDELINES**

Section 1. Committee Purpose

On November 8, 2016, Santa Paula voters enacted the Santa Paula Local One-Cent Sales Tax ("Measure T"). Measure T required the City to establish an oversight committee to make recommendations to the City Council on the expenditures of revenues generated by the sales tax measure and inform the public and the City Council to ensure that such revenue is expended in accordance with the intention of the voters and State law. These Guidelines are intended to implement the oversight provisions of Measure T.

The Measure T Oversight Committee will convene at least twice annually to review and report to the public and the City Council on the revenue and expenditures generated by Measure T. The Committee shall confine itself specifically to its obligations under Measure T. All monies from other sources shall fall outside the scope of the Committee's review.

Section 2. Composition and Qualifications

A. The Committee shall consist of five (5) members appointed by the Council.

B. To be eligible to serve on the Committee, members must be:

- A U.S. Citizen
- 18 years of age
- A resident of the City
- Not a public employee
- Must submit an annual statement of financial disclosure in compliance with the Political Reform Act, Government Code §§81000 *et seq.*

C. The Committee shall be composed of members from the following:

- One member active in a business organization representing the business community located in the City of Santa Paula.
- One senior citizen member at least 62 years of age.
- One member active in a civic organization located in the City of Santa Paula.
- One member active in a youth organization located in the City of Santa Paula.
- One resident at-large.

- D. Any position on the Measure T Oversight Committee that cannot be filled by a person fully meeting the membership composition requirements set forth in Section C, above, may be filled by any resident otherwise possessing the qualifications to serve on the Committee. In making such an appointment, the Council shall ensure that the Committee is composed of members that reflect the City's diversity of interests and viewpoints in order to ensure broad-based community representation.

Section 3. Appointment Process

The City Council will appoint members based on an application and interview process.

Section 4. Term of Membership

Terms of the members will be staggered so that the terms of the three members end in even-numbered years while the terms of the other two members end in odd-numbered years. Each member will serve a term of two (2) years. Members will not be compensated for service on the Committee.

Section 5. Committee Procedures

1. The Committee shall select a Chairperson and a Vice-Chairperson from among its members and establish the frequency of their meetings;
2. A simple majority of the Committee shall constitute a quorum;
3. The Committee shall meet at such times as the Chairperson of the Committee deems appropriate in order to fulfill the duties of the Committee;
4. By majority vote, the Committee may remove members who are not in attendance for two (2) consecutive meetings or are not present at 50% of the Committee meetings over a 12-month period;
5. All Committee meetings will be held in compliance with the Ralph M. Brown Act, Government Code §§54950 *et seq.*

Section 6. Duties of the Committee

The Committee shall act in an oversight capacity to review revenues and expenditures generated by the Santa Paula Local One-Cent Sales Tax in order to ensure conformance with the budget allocation approved by the City Council. The Committee's specific duties are as follows:

- Report annually by May 1 on the recommended expenditure of the Santa Paula Local One-Cent Sales Tax revenue;
- Annually review revenue receipts and expenditures of the Santa Paula Local One-Cent Sales Tax;
- Annually review the status and performance of programs and services funded wholly or in part with proceeds from the Santa Paula Local One-Cent Sales Tax;
- Annually prepare an independent report to the City Council regarding the revenue and expenditures of the Santa Paula Local One-Cent Sales Tax.

Section 7. Staff Assistance

The City Manager's Office and members of the Finance Department will provide technical and administrative assistance to the Committee.

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Monica Castillo, City Attorney

Subject: SANTA PAULA CREEK BRIDGE DESIGN - HARVEST

Date: January 15, 2025

Agenda Item: 10.B

RECOMMENDATION:

Staff recommends the City Council:

1. Receive and file a report from developer Lewis Limoneira Community Builders LLC on the proposed aesthetic design of the Santa Paula Creek Bridge; and
2. Provide feedback to the developer regarding the proposed design.

Presented by: City Attorney Monica Castillo

BACKGROUND:

Master developer, Limoneira Lewis Community Builders LLC ("LLCB"), is required to build the Santa Paula Creek Bridge under the terms of the Third Amendment to the Amended and Restated Development Agreement with the City of Santa Paula. In prior Council meetings, members of the City Council have expressed interest in the aesthetic appearance of the bridge. Developer is returning to Council to provide an opportunity for the City Council and the public to comment on the proposed design and look of the future bridge.

ANALYSIS:

Section 5.6.7 of the East Area 1 Specific Plan sets the general design guidelines for the Santa Paula Creek Bridge. The bridge will serve as the eastern gateway from downtown. It will consist of one vehicular travel lane and one bike line in each direction. Curb-tight sidewalks (sidewalks directly adjacent to the curb), will provide pedestrian access from existing neighborhoods to the Civic and Hallock Center Districts in Harvest. A two-way bike trail on the north side of the bridge will tie into East Area 1's trail system and provide a safe crossing of Santa Paula Creek.

LLCB need only conform to these general Specific Plan guidelines and has discretion on which aesthetic features to use for the bridge. LLCB welcomes the public's and Councilmembers' input on the proposed design features. Bridge design features and plans are attached as Exhibit A.

STRATEGIC PLAN:

Though this item does not promote a specific objective in the City's Two-Year Strategic Plan, it

further the following general goal: "Create an environment within the City in which our residents feel safe and which promotes the City as a location of choice for living, working, visiting and recreating."

FISCAL IMPACTS:

This item has no direct fiscal impacts.

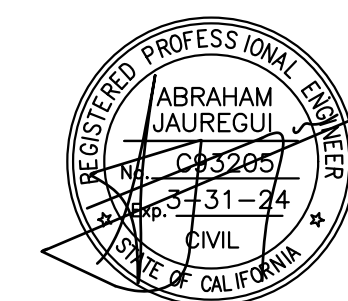
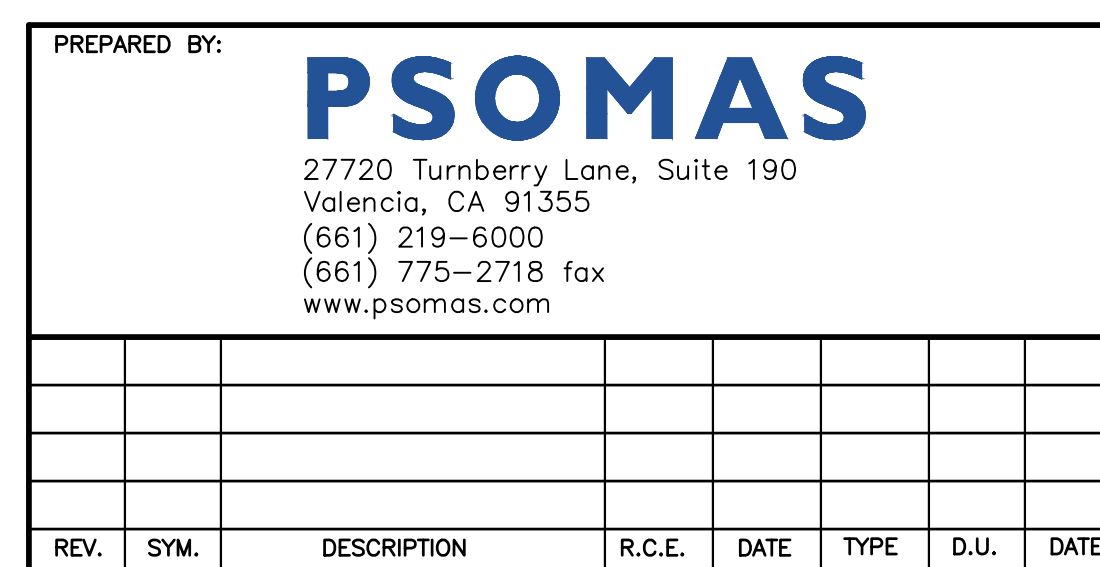
OPTIONS:

Not applicable.

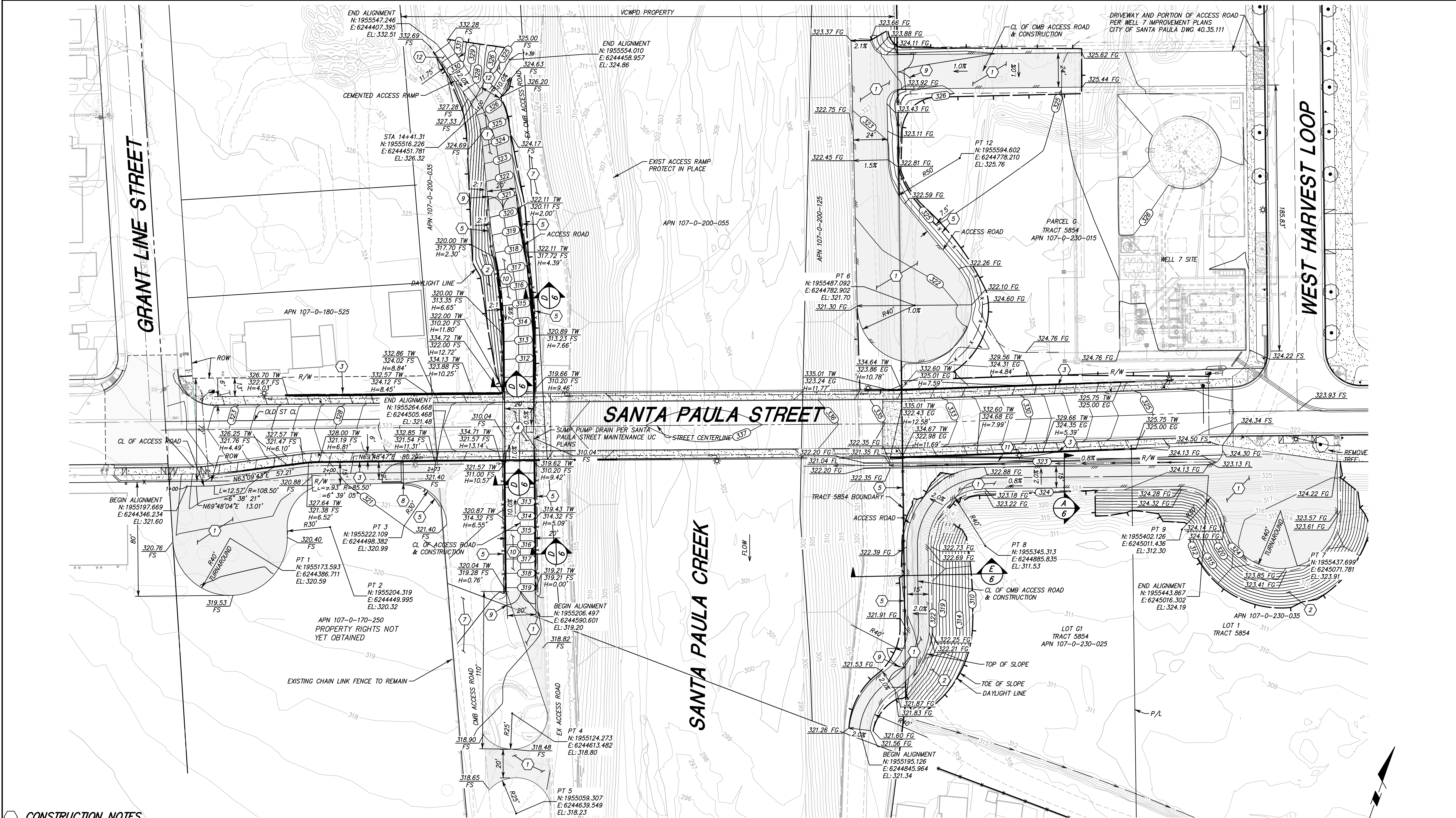
ATTACHMENTS:

[Exhibit A - Santa Paula Ck Bridge Aesthetics](#)

AESTHETIC COMPONENTS



COVER SHEET SANTA PAULA CREEK BRIDGE 1LEW010100 <i>FROM STA. 1+00.00 TO STA. 6+63.76</i>	
REVIEWED AND RELEASED:	REVIEWED AND RELEASED:
PUBLIC WORKS DIRECTOR	DATE
DESIGNED BY:	DRAWING NUMBER
<i>AJ</i>	<i>1</i>
DRAWN BY:	CHECKED BY:
<i>YP</i>	<i>DF</i>
DATE: 11/15/24	DATE: 11/15/24
SHEET	
1 OF 46	



CONSTRUCTION NOTES

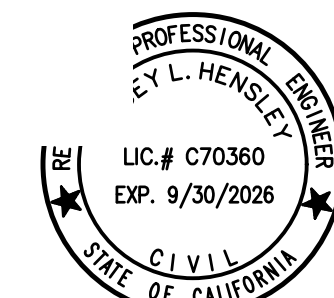
1. CONSTRUCT 6" C.M.B. ACCESS ROAD, COMPACT TO 95% RELATIVE COMPACTION AT FG ELEVATION FOR ACCESS ROAD.
2. GRADE DOWN TO TOE OF SLOPE OR FLOW LINE NOT TO EXCEED 2:1 SLOPE MAX, TYPICAL.
3. CONSTRUCT RETAINING WALL PER SANTA PAULA STREET MSE RETAINING WALL PLANS.
4. CONSTRUCT 20' WIDE BY 16' TALL BOX CULVERT PER (SANTA PAULA STREET MAINTENANCE UNDERCROSSING PLANS).
5. INSTALL 5' HIGH CHAIN LINK FENCE PER VCPWA-WP STD DETAIL LL, SEE SHEET 35.
6. NOT USED.
7. 2" THICK CMB RESURFACING WITHIN THE WORKING AREA LIMITS.
8. INSTALL A 15' WIDE BY 5' HIGH SINGLE LEAF CHAIN LINK GATE PER VCPWA-WP STD DETAIL MM, SEE SHEET 35.
9. INSTALL A 20' WIDE BY 5' HIGH DOUBLE LEAF CHAIN LINK GATE PER VCPWA-WP STD DETAIL OO, SEE SHEET 35.
10. CONSTRUCT A 20' SANTA PAULA STR.
11. CONSTRUCT CONOR
12. CONSTRUCT A 15' CC & BW

PROJECT OVERVIEW

CAUTION.

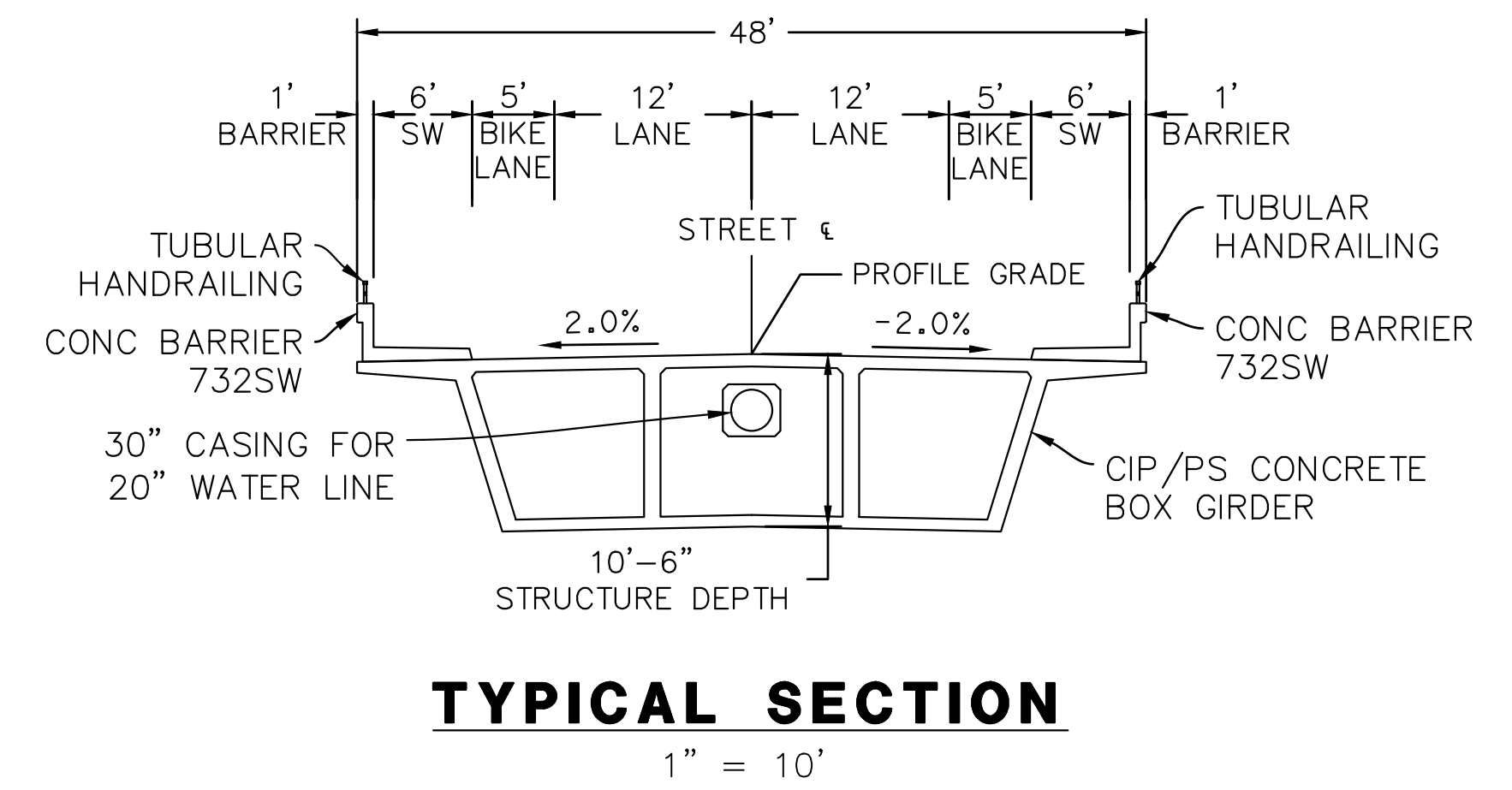
EXISTING UTILITIES WERE LOCATED FROM BEST AVAILABLE INFORMATION. CONTRACTOR SHALL POTHOLE AND LOCATE EXISTING UTILITIES PRIOR TO CONSTRUCTION AND NOTIFY ENGINEER OF ANY DISCREPANCIES.

REV.	SYM.	DESCRIPTION	APPD	DATE



GRADING PLAN
SANTA PAULA BRIDGE
HARVEST AT LIMONERA, TRACT 5854

REVIEWED AND RELEASED:	DATE:	REVIEWED AND RELEASED:	DATE:
INTERIM PUBLIC WORKS DIRECTOR	DATE:	CONSOLIDATED ENGINEER	DATE:
DESIGNED BY: DCC	DRAWN BY: DCC	CHECKED BY: KLH	DRAWING NUMBER: 40.35.112
DATE:	DATE:	DATE:	SHEET 3 OF 46



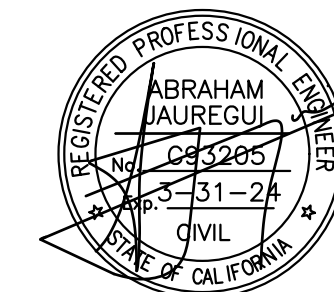
TYPICAL SECTION

1" = 10'

$$1'' = 20'$$


BRIDGE LIGHTING SECTION
DETAIL
NO SCALE

PREPARED BY:									
PSOMAS									
27720 Turnberry Lane, Suite 190 Valencia, CA 91355 (661) 219-6000 (661) 775-2718 fax www.psomas.com									
REV.	SYM.	DESCRIPTION			R.C.E.	DATE	TYPE	D.U.	DATE



GENERAL PLAN SANTA PAULA CREEK BRIDGE <i>1LEW010100</i> <i>FROM STA. 1+00.00 TO STA. 6+63.76</i>			
REVIEWED AND RELEASED:		REVIEWED AND RELEASED:	
PUBLIC WORKS DIRECTOR		CONSULTING CITY ENGINEER	
DATE		DATE	
DESIGNED BY: <i>AJ</i>	DRAWN BY: <i>YP</i>	CHECKED BY: <i>DF</i>	DRAWING NUMBER
DATE: <i>11/15/24</i>	DATE: <i>11/15/24</i>	DATE: <i>11/15/24</i>	SHEET <i>7</i> OF <i>45</i>



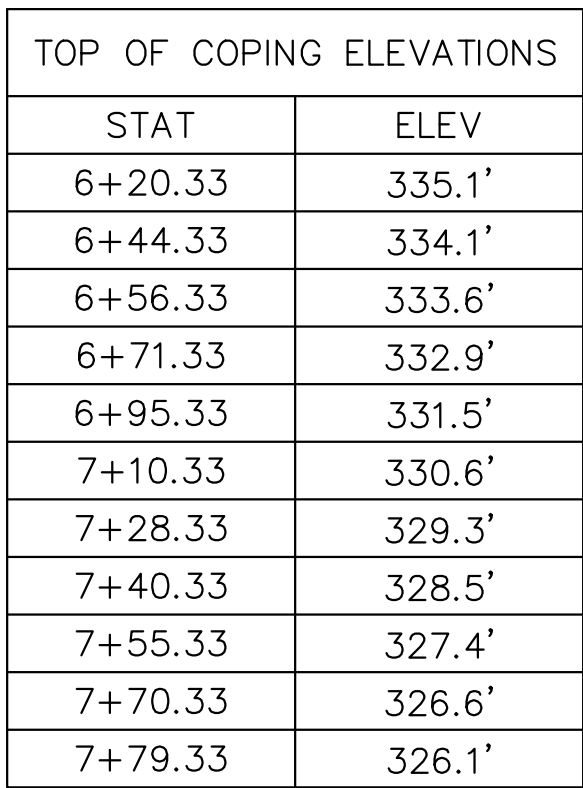
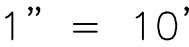
NO SCALE

NO SCALE

NO SCALE

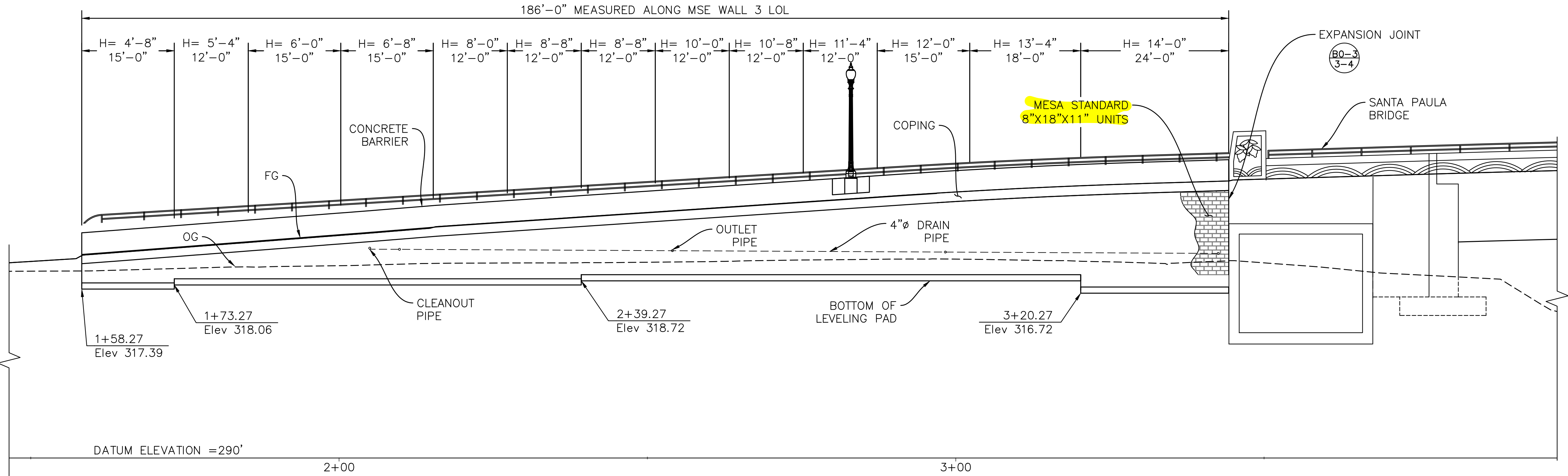
NO SCALE

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PUBLIC WORKS DIRECTOR			CONSULTING CITY ENGINEER		
DATE:			DATE:		
DESIGNED BY:	DRAWN BY:	CHECKED BY:	DRAWING NUMBER		
<i>AJ</i>	<i>YP</i>	<i>DF</i>			
DATE: <i>11/15/24</i>	DATE: <i>11/15/24</i>	DATE: <i>11/15/24</i>	SHEET <i>19</i> OF <i>46</i>		


$$1'' = 10^{-5}$$


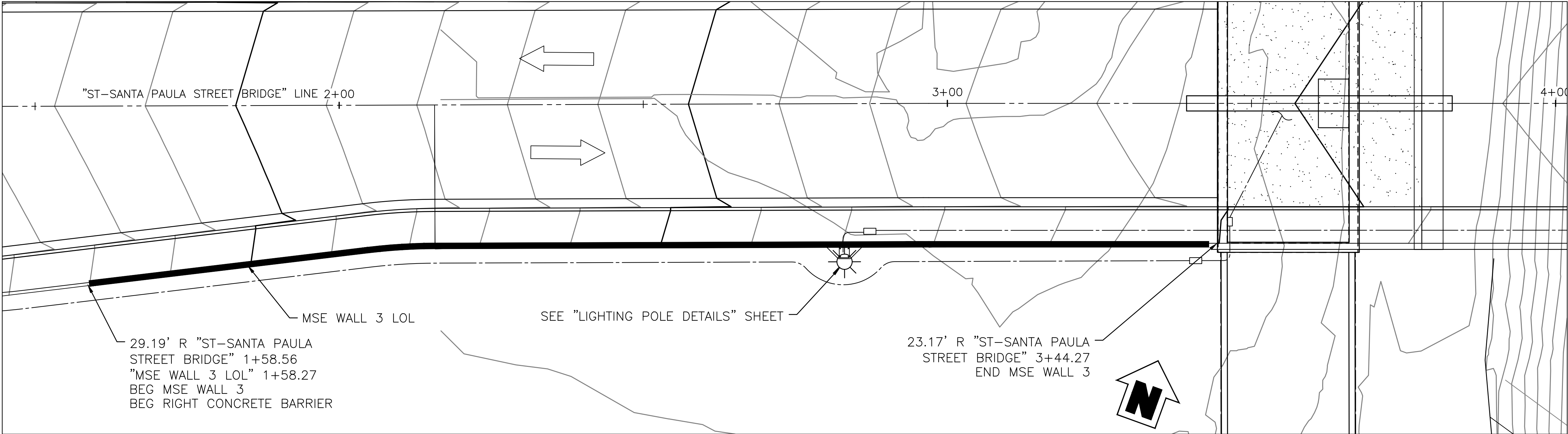
PREPARED BY: PSOMAS 27720 Turnberry Lane, Suite 190 Valencia, CA 91355 (661) 219-6000 (661) 775-2718 fax www.psomas.com																														PLAN & ELEVATION NO.2 SANTA PAULA STREET MSE WALL <i>1LEW010100</i> <i>FROM STA. 1+00.00 TO STA. 6+63.76</i>									
REVIEWED AND RELEASED:										REVIEWED AND RELEASED:																													
PUBLIC WORKS DIRECTOR										DATE										CONSULTING CITY ENGINEER										DATE									
DESIGNED BY: <i>YP</i>										DRAWN BY: <i>YP</i>										CHECKED BY: <i>DF</i>										DRAWING NUMBER									
DATE: <i>11/15/24</i>										DATE: <i>11/15/24</i>										DATE: <i>11/15/24</i>										SHEET									
																														42 OF 46									

TOP OF COPING ELEVATIONS	
STAT	ELEV
1+58.27	326.5'
1+73.27	327.7'
1+85.27	328.6'
2+00.27	329.7'
2+15.27	330.9'
2+27.27	331.7'
2+39.27	332.6'
2+51.27	333.4'
2+63.27	334.2'
2+75.27	335.0'
2+87.27	335.8'
3+02.27	336.7'
3+20.27	337.6'
3+44.27	338.4'



MSE WALL 3 ELEVATION

1" = 10'



MSE WALL 3 PLAN

1" = 10'

PREPARED BY:

PSOMAS

27720 Turnberry Lane, Suite 190
Valencia, CA 91355
(661) 219-6000
(661) 775-2718 fax
www.psomas.com

REV.	SYM.	DESCRIPTION	R.C.E.	DATE	TYPE	D.U.	DATE

REGISTERED PROFESSIONAL ENGINEER

DOUGLAS M. FREDERICKS

Exp. 6-30-25

CIVIL

STATE OF CALIFORNIA

CITY OF SANTA PAULA

INCORPORATED 1982

CALIFORNIA

PLAN & ELEVATION NO.3

SANTA PAULA STREET MSE WALL

1LEW010100

FROM STA. 1+00.00 TO STA. 6+63.76

DESIGNED BY:	DRAWN BY:	CHECKED BY:	PUBLIC WORKS DIRECTOR	DATE	CONSULTING CITY ENGINEER	DATE
YP	YP	DF				
DATE:11/15/24	DATE:11/15/24	DATE:11/15/24				

REVIEWED AND RELEASED:

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DATE:11/15/24

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DRAWING NUMBER

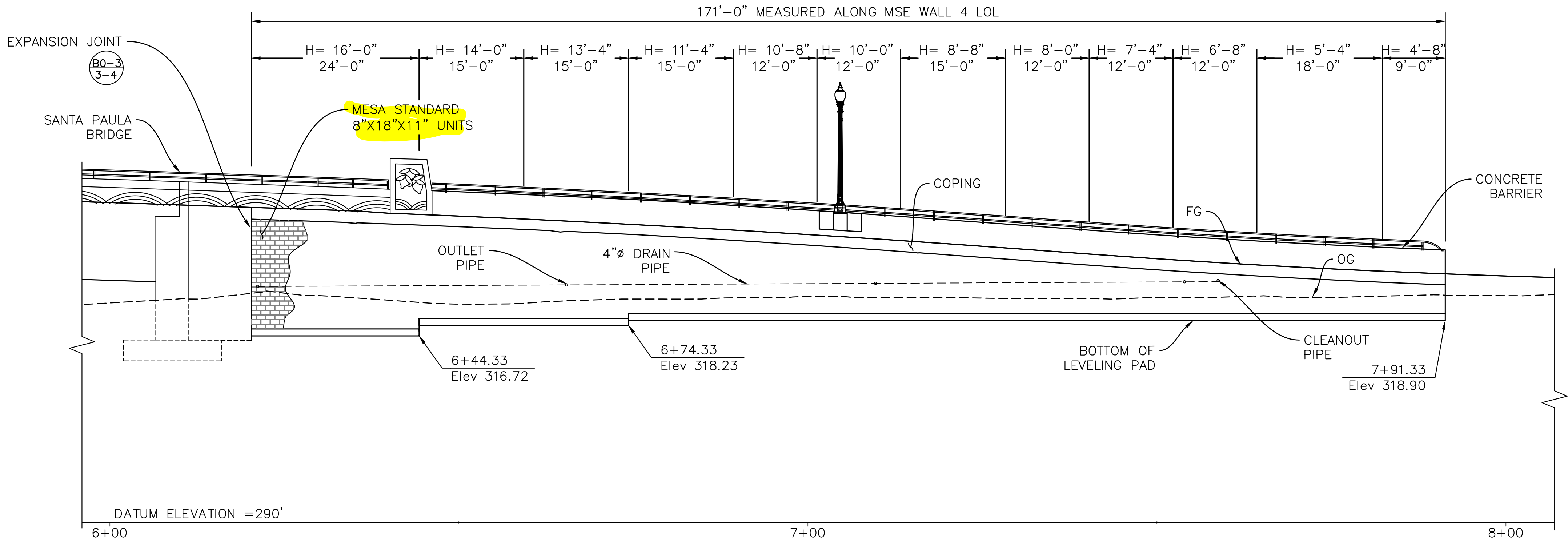
SHEET

43

OF

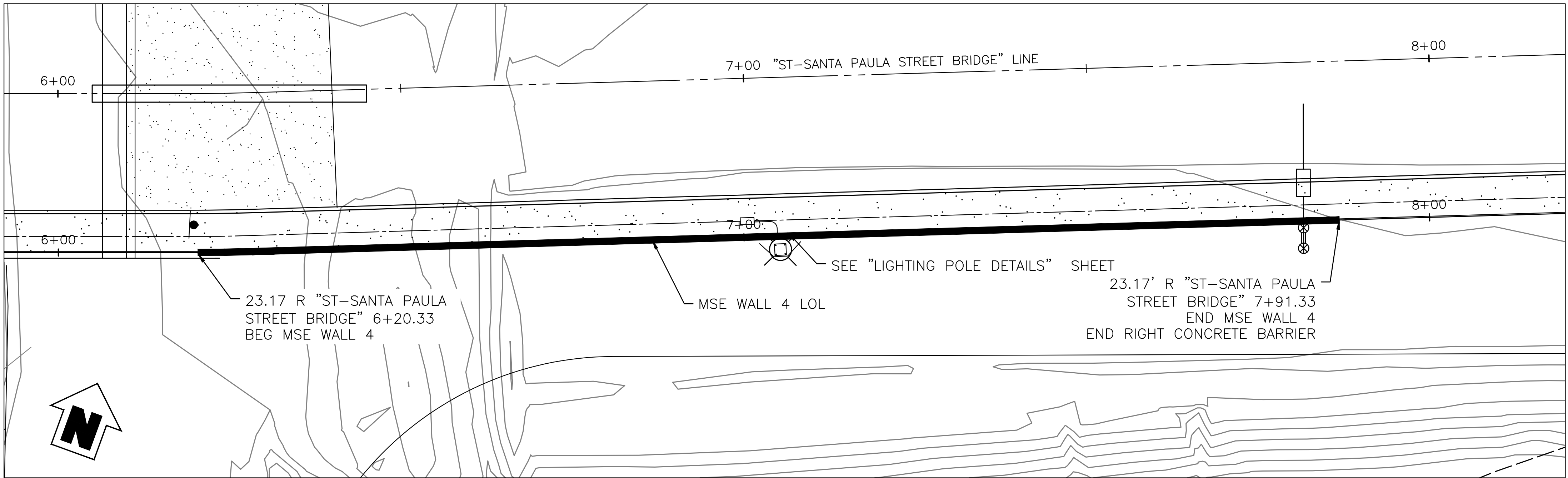
46

TOP OF COPING ELEVATIONS	
STAT	ELEV
6+20.33	335.1'
6+44.33	334.1'
6+59.33	333.5'
6+74.33	332.7'
6+89.33	331.9'
7+01.33	331.2'
7+13.33	330.4'
7+28.33	329.3'
7+40.33	328.5'
7+52.33	327.6'
7+64.33	326.9'
7+82.33	326.0'
7+91.33	325.6'



MSE WALL 4 ELEVATION

1" = 10'



MSE WALL 4 PLAN

1" = 10'

PREPARED BY:
PSOMAS
27720 Turnberry Lane, Suite 190
Valencia, CA 91355
(661) 219-6000
(661) 775-2718 fax
www.psomas.com

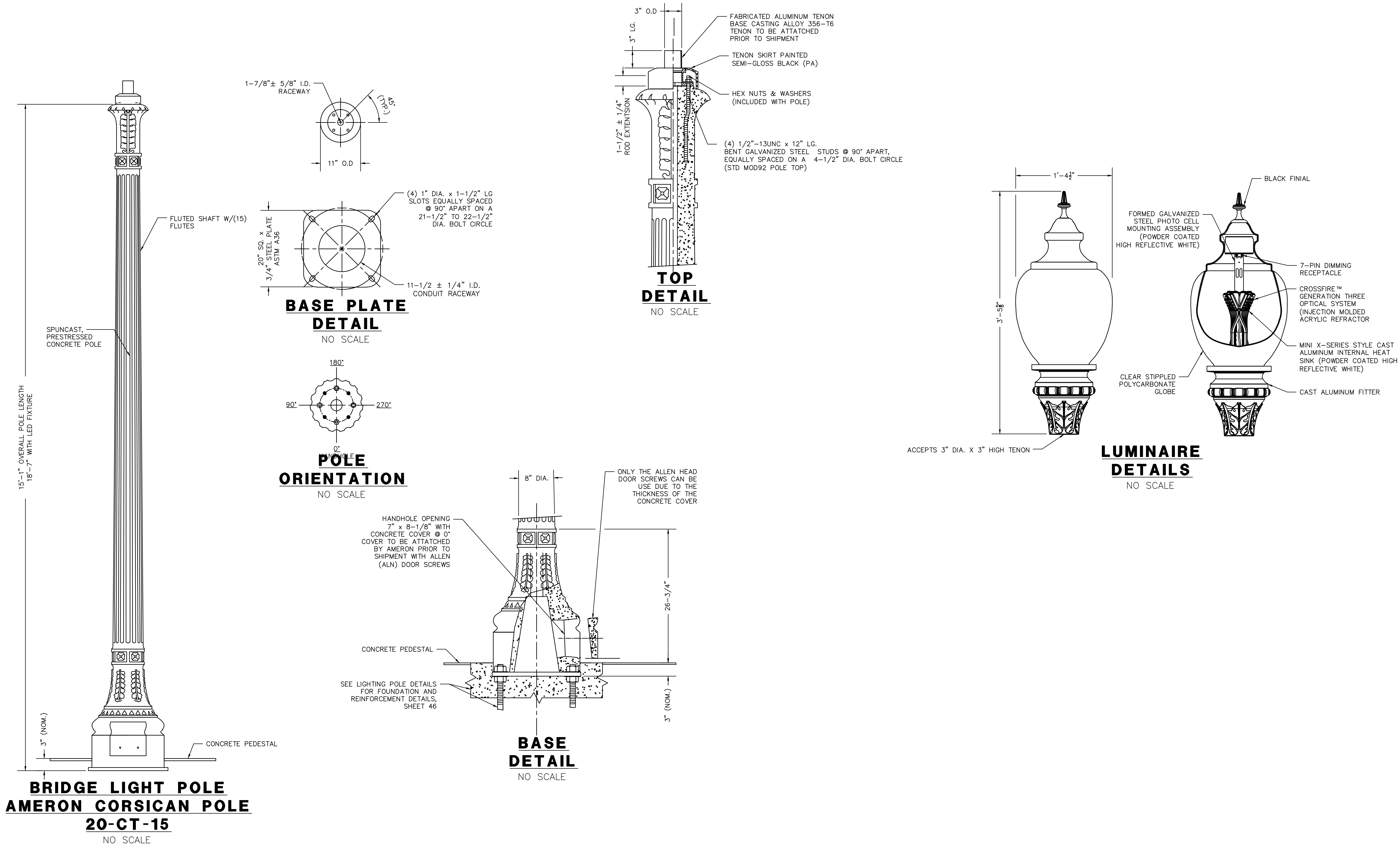
REV.	SYM.	DESCRIPTION	R.C.E.	DATE	TYPE	D.U.	DATE

REGISTERED PROFESSIONAL ENGINEER
DOUGLAS M. FREDERICKS
C.S.0863
Exp. 4-30-26
CIVIL
STATE OF CALIFORNIA

CITY OF SANTA PAULA
INCORPORATED 1982
CALIFORNIA

PLAN & ELEVATION NO.4
SANTA PAULA STREET MSE WALL
1LEW010100
FROM STA. 1+00.00 TO STA. 6+63.76

REVIEWED AND RELEASED:			REVIEWED AND RELEASED:		
PUBLIC WORKS DIRECTOR			CONSULTING CITY ENGINEER		
DESIGNED BY: YP	DRAWN BY: YP	CHECKED BY: DF	DRAWING NUMBER		
DATE:11/15/24	DATE:11/15/24	DATE:11/15/24	SHEET 44 OF 46		

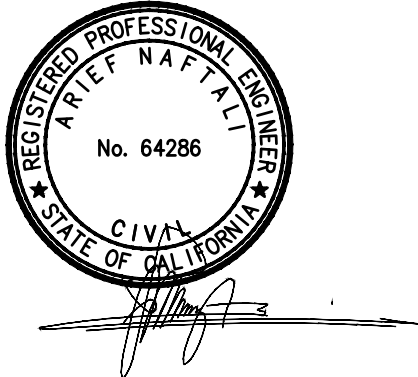


PREPARED BY:

PSOMAS

27720 Turnberry Lane, Suite 190
Valencia, CA 91355
(661) 219-6000
(661) 775-2718 fax
www.psomas.com

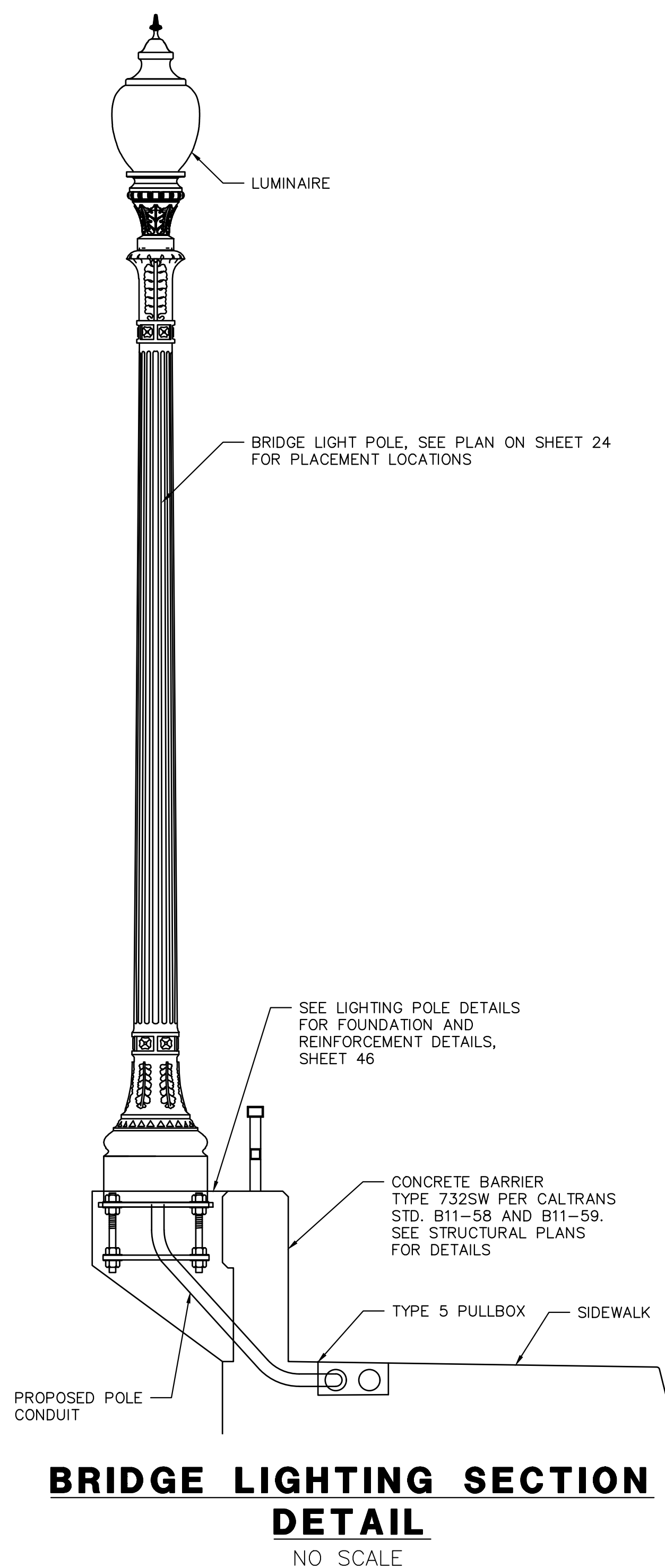
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**LIGHTING & ELECTRICAL DETAILS NO.1
SANTA PAULA CREEK BRIDGE**

1LEW010100
FROM STA. 1+00.00 TO STA. 6+63.76

REVIEWED AND RELEASED:			REVIEWED AND RELEASED:		
DATE			DATE		
PUBLIC WORKS DIRECTOR			CONSULTING CITY ENGINEER		
DESIGNED BY: JS	DRAWN BY: JS	CHECKED BY: NN	DRAWING NUMBER 40.35.112		
DATE: 11/15/24	DATE: 11/15/24	DATE: 11/15/24	SHEET 25 OF 46		



INFORMAS

VOLTAGE DROP CALCULATIONS

$$\Delta V = 2 \times L \times R \times I \times \text{Factor}$$

(Ver. 10) 702

Project: Santa Paula Creek Bridge Lighting

prepare by: JS

date: 9/23/24

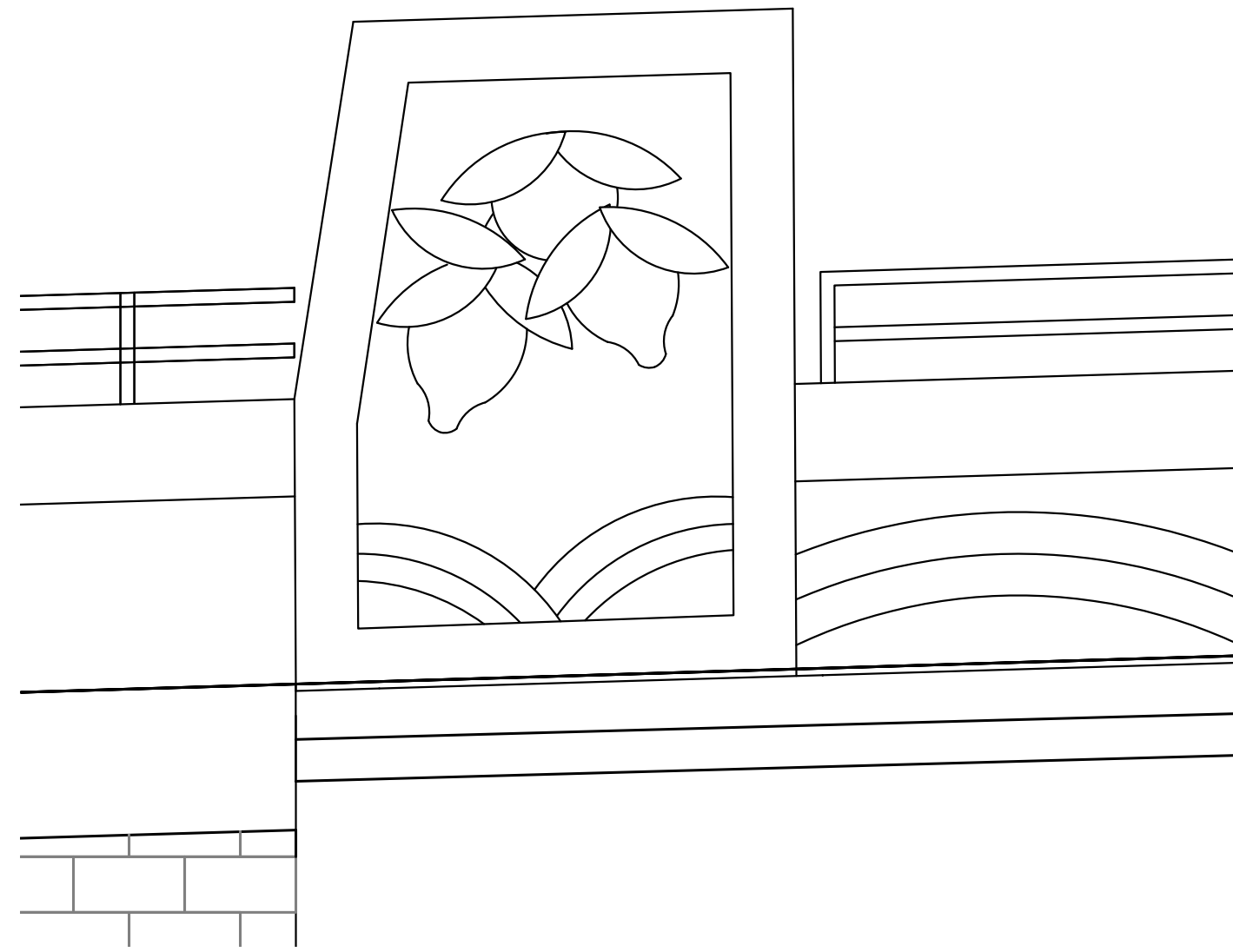
Circuit #: 2

check by: AN

date: 9/23/24

Voltage: <u>120</u>		# of phases: <u>1</u>		Factor: <u>0.850</u>		Delta V: <u>3.0%</u>		Amp. Fc: <u>80%</u>			

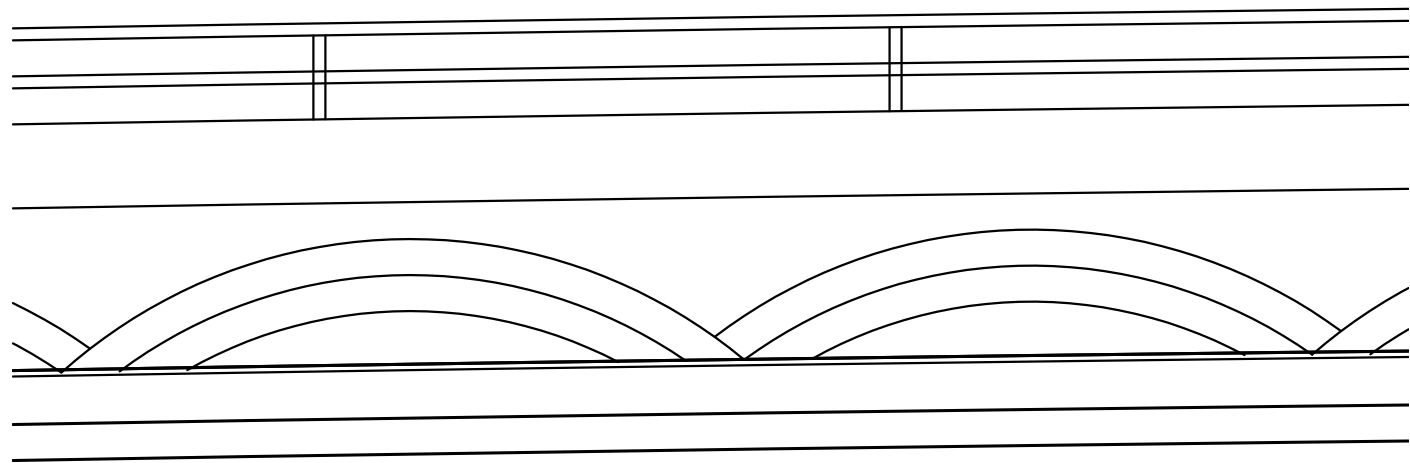
[illegible]



"LEMON" PATTERN ON
FOUR BRIDGE PYLONS AT
INSIDE AND OUTSIDE FACE



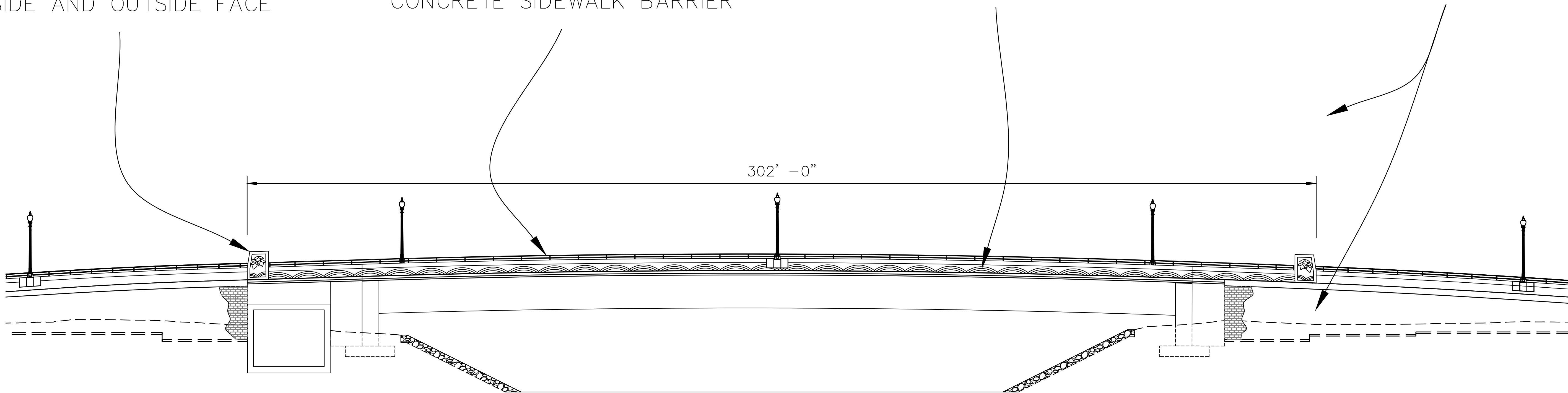
GALVANIZED STEEL HAND
RAILING ABOVE THE
CONCRETE SIDEWALK BARRIER



"HILLSIDE" PATTERN ON BRIDGE
BARRIER OUTSIDE FACES



GRAY BLOCK AT APPROACH
RETAINING WALLS



BRIDGE ELEVATION

SOILS ENGINEER		DATE	
----------------	--	------	--

PREPARED BY: PSOMAS 27720 Turnberry Lane, Suite 190 Valencia, CA 91355 (661) 219-6000 (661) 775-2718 fax www.psomas.com							
REV.	SYM.	DESCRIPTION	R.C.E.	DATE	TYPE	D.U.	DATE



BRIDGE AESTHETICS SANTA PAULA CREEK BRIDGE 1LEW010100 FROM STA. 1+00.00 TO STA. 6+63.76			
REVIEWED AND RELEASED:		REVIEWED AND RELEASED:	
PUBLIC WORKS DIRECTOR		CONSULTING CITY ENGINEER	
DESIGNED BY: AJ	DRAWN BY: YP	CHECKED BY: DF	DRAWING NUMBER 40.35.112
DATE: 11/15/24	DATE: 11/15/24	DATE: 11/15/24	

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dan Singer, City Manager

Subject: FUTURE AGENDA ITEMS

Date: January 15, 2025

Agenda Item: 11.A

RECOMMENDATION:

Staff recommends City Council review future agenda items.

BACKGROUND:

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

ANALYSIS:

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

STRATEGIC PLAN:

FISCAL IMPACTS:

OPTIONS:

ATTACHMENTS:

[01.15.2025 Future Agenda Items.docx](#)



Santa Paula City Council Tentative Agenda Schedule

	Regular Meeting February 5, 6:30pm	
Fire	Ventura County Fire Department Report	
CDD	Peoples Self Help – Funding	
P&R	Facility Generator Closeout	
PW	Harvard Blvd Project Closeout	
PW	Mesa Tank Closeout	
	Regular Meeting February 19, 6:30pm	
CDD	Community Development Department Report	
Admin	Strategic Plan Update	
CDD	Cannabis Ordinance Re: Medicinal Deliveries	
Admin	Water Bill Subsidy Options	
P&R	Union Oil Building Future Users	
P&R	California Oil Museum MOU for Building Contents	
	STUDY SESSION TOPICS	
Admin	No Smoking Ordinance	TBD
Finance	Development Impact Fees (DIF)*	1 st Qtr.
Admin	Municipal Code Update – Joint with Planning Commission*	Ongoing
CDD	Use of Triangle Property on Housing	Jan / Feb
	FUTURE AGENDA ITEMS	
Finance	Update on Utility Bills	
PW	Plans & Specifications for 8 th Street Streetlight Repair Project	
CDD	Central Business District Live Entertainment Ord 1339	
CDD	Cultural Arts Presentation*	
Legal	Fire MOU Amendment	
Legal	Development Code Amendments*	

*Activities associated with the Council's Strategic Plan