City of Santa Paula

City Council

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

CITY COUNCIL SPECIAL MEETING OF THE
SANTA PAULA CITY COUNCIL

MONDAY, JULY 1, 2024

4:30 PM - City Council Special Meeting

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

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

BRINGING ITEMS BEFORE THE CITY COUNCIL

You are invited to participate in all Regular City Council meetings. Agendas are posted in the front of Santa Paula City Hall, 970 Ventura Street, Santa Paula, 72 hours in advance of the scheduled meetings. The City Council's regular meetings start at 6:30 p.m. the first and third Wednesday of each month in the City Hall Council Chambers located at 970 Ventura Street in Santa Paula. 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 you wish to speak on. Members of the public may address the Council on items on this agenda only. ***Public Comments are limited to 3 minutes.***

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 three hours before the meeting date will be provided to the legislative body before the meeting. Public Comments received after, 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.*

SPECIAL MEETING - 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. ROLL CALL

3. PUBLIC COMMENT

At this time, members of the public may comment on any item appearing on the agenda only. Individual Councilmembers may briefly respond to Public Comments or ask questions for clarification. **Public Comments are limited to three minutes.**

4. ACTION ITEMS

4.A COMMISSION/COMMITTEE/BOARD INTERVIEWS

RECOMMENDATION:

Staff recommends that the City Council:

Interview applicants to fill open Commission/Committee/Boards.

Presented by: Julie Latshaw, City Clerk

5. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

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

On_____at_____Signed:_____

Julie Latshaw

City Clerk

CITY OF SANTA PAULA
MEMORANDUM

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: COMMISSION/COMMITTEE/BOARD INTERVIEWS

Date: July 1, 2024

Agenda Item: 4.A

RECOMMENDATION:

Staff recommends that the City Council:
Interview applicants to fill open Commission/Committee/Boards.

Presented by: Julie Latshaw, City Clerk

BACKGROUND:

The City Clerk's office published the Vacancy Notices for all open positions on Commissions, Committees and Boards, in the Santa Paula Times and on the City website and social media during the months of April and June, attached as Exhibit A. Received applications are attached as Exhibit B.

The City Council will hold applicant interviews to fill the following:

- **Senior Advisory Committee** to fill three vacancies. One partial term through September 6, 2025, and two full 2-year terms. Applicants: Veronica Biron-Stone and Ron Merson. Staff recommends interviewing new applicants and consider appointment at the July 2, 2024, Regular City Council meeting. If both applicants are appointed, the City Clerk will continue to advertise to fill one additional opening.
- **Parks & Recreation Commission** to fill one vacancy for a three-year term. Applicant: Anna Varela (interviewed in April and is returning for the new open position), and new applicant Monique Vargas. Staff recommends interviewing applicants and consider appointment at the July 2, 2024, Regular City Council meeting. If one applicant is appointed, this Committee will be filled.
- **Santa Paula Housing Authority** to fill one vacancy for a four-year term. Applicant: Susana Willeford (returning applicant). No other applications were received. Staff recommends consideration of reappointment at the July 2, 2024, Regular City Council meeting. If applicant is appointed, this Committee will be filled.
- **Design Assistance/Historic Preservation Committee** to fill one vacancy for a four-year term. Applicant: Jason Herber (returning applicant). No other applications were received. Staff recommends consideration of reappointment at the July 2, 2024, Regular City Council meeting. If applicant is appointed, this Committee will be filled.

- **Mobile Home Rent Review** to fill one vacancy for a two-year term. Applicant: Karen Harrison (returning applicant). Staff recommends consideration of reappointment at the July 2, 2024, Regular City Council meeting. If the applicant is appointed, this committee will be filled.

ANALYSIS:

None.

STRATEGIC PLAN:

Appointments to the Commissions, Committees and Boards described in this report, will support the following City Council Strategic Goal:
F: Community Vitality
Goal: Provide the residents of Santa Paula with sustainable resources and programs to make this a great place to live and grow.

FISCAL IMPACTS:

There are no associated fiscal impacts from this item.

OPTIONS:

City Council may also decline to appoint one or more applicants and direct staff to publish openings again for additional applicants. Any additional applicants could be interviewed in August or September 2024.

ATTACHMENTS:

EXHIBIT A - Vacancy Notice.pdf
EXHIBIT B - Applicant Applications.pdf

EXHIBIT A

Committee/Commission Vacancy Notice

June 6, 2024

VACANCY NOTICE

NOTICE REGARDING BOARDS, COMMITTEES AND COMMISSION APPOINTMENT

The City of Santa Paula is asking all interested individuals to apply for positions on several boards, commissions, and committees. Applicants must be residents of the City of Santa Paula. Applications are at the City Clerk's Office located in City Hall at 970 Ventura Street. Please phone or email the City Clerk's Office at (805) 933-4208, Monday through Thursday, from 8:30 a.m. to 4:30 p.m., cityclerk@spcity.org for further information. **Application deadline is until filled, unless otherwise noted.**

Senior Advisory Committee: There are currently **three** vacancies for the Senior Advisory Committee. **One partial** term through September 6, 2025, and **two full 2-year terms**. The purpose of the Committee is to provide a mechanism whereby senior citizens can make formal recommendation on matters of concern to them. Members serve a two-year term, and must be a Santa Paula resident and over the age of 55. This committee will act as a recommending advisory committee to the City Council on issues relating to senior activities, such as park and recreational programming and classes, special programs and issues related to the Senior Center and special events for seniors. The Senior Advisory Committee meets the first Thursday of the month at 1:30 p.m. at the Community Center.

Parks & Recreation Commission Member: There is currently **one** vacancy in July for the Parks & Recreation Commission for a three-year term. The purpose of the Commission is to advise and assist the Council in all matters pertaining to public recreation. The Parks & Recreation Commission meets the 4th Thursday of the month at 6:30 p.m. at the Santa Paula City Hall Council Chambers.

Santa Paula Housing Authority: There is **one** vacancy opening in June on the Santa Paula Housing Authority for a four-year term. Members must remain residents of the City of Santa Paula. All board members fall under the jurisdiction of Federal and State guidelines, and the Executive Director of the Housing Authority serves as staff. The board meets the third Thursday of each month at 5:30 p.m. at the Housing Authority offices in Santa Paula.

Design Assistance/Historic Preservation Committee: There is currently **one** vacancy for a term of four years. The Design Assistance Committee meets on-call and acts as an advisory body to the Historic Preservation Commission. The Committee consists of five members appointed by the City Council who have the following qualifications: 1) Two City Resident Members; 2) Once Member from the Santa Paula Planning Commission; 3) One Member who shall have been a candidate nominated by the Santa Paula Historical Society; and 4) One Member who by reason of training and experience is knowledgeable in the field of construction and structural rehabilitation (such as a licensed architect, engineer, contractor, or urban planner).

Mobile Home Rent Review Commission: There is currently **one** vacancy on the Mobile Home Rent Review Commission for a two-year term. The Mobile Home Rent Review Commission meets on an on-call basis to consider mobile home rent increase applications. Commissioners are subject to the annual statement of financial disclosure in compliance with the Political Reform Act, Government Code § 81000 et seq.

Recruitment shall remain open until all vacancies have been filled.
For other upcoming vacancies, you may contact the City Clerks Office or check the Maddy Act List on the city website at: https://www.spcity.org/521/Maddy-Act-List

Julie Latshaw
City Clerk

EXHIBIT B

Applicant Applications

CITY OF SANTA PAULA
CITY CLERK

MAY 20 2024

CITY OF SANTA PAULA COMMISSION/COMMITTEE/BOARD APPLICATION

RECEIVED

Return to: City of Santa Paula, City Clerk
PO Box 569/970 Ventura Street
Santa Paula, CA 93061
(805) 933-4208

Instructions: Thank you for your interest in serving on a commission, committee, board, or authority for the City of Santa Paula. Resumes are welcome, but may not be substituted for the completed application. Please type or print clearly in black ink, and answer all questions completely and correctly. We welcome applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, or disability.

Position Applying For: Senior Advisory Committee	
Name: VERONICA BIRON-STONE	
Mailing Address: [redacted]	
Email Address: [redacted]	
Home Phone: [redacted]	Work Phone: [redacted]

EDUCATION

Circle the highest education level	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 BA (MA) PhD	High School Graduate ☑ Yes ☐ No
	Passed equivalency tests ☐ Yes ☐ No

LIST EDUCATIONAL BACKGROUND, DIPLOMAS, OR DEGREES RECEIVED

NAME/LOCATION OF COLLEGE	COURSE OF STUDY	DEGREE CONFERRED
UNIV OF ARIZONA	NURSING	BSN
UNIV OF ARIZONA	NURSING - ADMIN	MSN

LIST COURSEWORK COMPLETED WHICH YOU FEEL IS PERTINENT TO THIS APPOINTMENT

TITLE	INSTITUTION	UNITS COMPLETED
NURSING MANAGEMENT		
HOSPICE CERTIFICATION		

PROFESSIONAL LICENSE/CERTIFICATION	SPECIAL SKILLS AND INTERESTS
Title: RN Expiration Date: JAN 30, 2025	good communicator organized, great social skills

EMPLOYMENT HISTORY

Show your most recent position first, then list all other positions in order working down from the most recent. Volunteer information should be listed her as well. Give complete information – a resume may be added but cannot substitute for this section. If you need more space, please attach additional sheets using the same format.

Employer: The ELIZABETH HOSPICE	Dates of Employment: From 2002 To 2022
Address: [redacted]	Telephone [redacted]
Supervisor: RETIRED ESCONDIDO, CA 92025	Job Title: CLINICAL TEAM MANAGER
Nature of Duties: MANAGEMENT	

Employer:	Dates of Employment: From To
Address:	Telephone:
Supervisor:	Job Title:
Nature of Duties:	

Employer:	Dates of Employment: From To
Address:	Telephone:
Supervisor:	Job Title:
Nature of Duties:	

STATEMENT OF INTEREST

Please indicate below the reasons you are interested in serving on a commission or committee for the City of Santa Paula. Include in your answer a summary of your qualifications for the position and your commitment to the community. Also include other factors that you feel are important for the City Council to know. Additional sheets may be attached.

Get involved – I am a newly retired senior and excited about learning about my community; also participating!

Signature [signature] Date 5-17-24

Thank you for your interest!

CITY OF SANTA PAULA
CITY CLERK

JUN 11 2024

RECEIVED

CITY OF SANTA PAULA
COMMISSION/COMMITTEE/BOARD
APPLICATION

Return to: City of Santa Paula, City Clerk
PO Box 569/970 Ventura Street
Santa Paula, CA 93061
(805) 933-4208

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Position Applying For: SENIOR ADVISORY COMMITTEE	
Name: RON MERSON	
Mailing Address: [redacted]	
Email Address: [redacted]	
Home Phone: [redacted]	Work Phone: N/A

EDUCATION

Circle the highest education level	High School Graduate ☐ Yes ☐ No
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 BA (MA) PhD	Passed equivalency tests ☐ Yes ☐ No

LIST EDUCATIONAL BACKGROUND, DIPLOMAS, OR DEGREES RECEIVED

NAME/LOCATION OF COLLEGE	COURSE OF STUDY	DEGREE CONFERRED
CAL POLY SLO	MECHANIZED AG	BS
CAL POLY SLO	BUSINESS	MBA

LIST COURSEWORK COMPLETED WHICH YOU FEEL IS PERTINENT TO THIS APPOINTMENT

TITLE	INSTITUTION	UNITS COMPLETED
PROFESSIONAL DEVELOPMENT	OPTIMIST INTERNATIONAL	10 CEUS
VENTURA COUNTY LEADERSHIP ACADEMY		CLASS 2
EXEC BUSINESS MANAGEMENT TRAINING		

PROFESSIONAL LICENSE/CERTIFICATION	SPECIAL SKILLS AND INTERESTS
Title: Expiration Date:	OPERATIONS MGT, EVENT PLANNING VOLUNTEER TRAINER, FINANCIAL PLANNING, COMMUNITY SERVICE

EMPLOYMENT HISTORY

Show your most recent position first, then list all other positions in order working down from the most recent. Volunteer information should be listed her as well. Give complete information – a resume may be added but cannot substitute for this section. If you need more space, please attach additional sheets using the same format.

Employer: CAMARILLO CAR CARE CENTER	Dates of Employment: From 1/2004 To 6/2018
Address: [redacted]	Telephone: [redacted]
Supervisor: PATRICK WALTON	Job Title: SERVICE MANAGER
Nature of Duties: SERVICE ADVISOR, ESTIMATING SERVICE, PARTS INVENTORY CONTROL, ESTIMATING PARTS NEEDS	

Employer: MCCOY'S AUTOMOTIVE	Dates of Employment: From 5/2000 To 1/2004
Address: [redacted]	Telephone: N/A
Supervisor: JIM MCCOY	Job Title: SERVICE MANAGER
Nature of Duties: SERVICE AND PARTS ESTIMATING AND CONTROL	

Employer: STABEN EQUIPMENT	Dates of Employment: From 11/98 To 5/2000
Address: [redacted]	Telephone: N/A
Supervisor: PAT FRANK	Job Title: PARTS DEPARTMENT
Nature of Duties:	

STATEMENT OF INTEREST

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I AM INTERESTED IN HELPING THE CITY AND SENIOR CENTER TO PROVIDE IMPROVED SERVICES FOR OUR SENIORS AND COMMUNITY. I AM VERY INVOLVED IN THE COMMUNITY AND VERY SUCCESSFUL WITH PROJECTS & PROGRAMS.

Signature Ron Meyer Date 6/7/2024

Thank you for your interest!

RONALD S. MERSON

[redacted]

EXPERIENCE

Community Volunteer, Management Consultant, Management Administrator, Operations Management, Strategic Planning, Marketing, Event Planning, Inventory Management, Financial Planning, Management Trainer, Service Manager, and Volunteer Trainer for non-profit organizations.

EMPLOYMENT HISTORY

Service Manager / Service Consultant January 2004 to June 2018
Camarillo Car Care Center, Camarillo, CA

Responsible for working with the customers to provide the best service possible for their vehicle, the parts inventory, and the technicians in the shop. Developed a seminar for the female motorist and was the lead instructor.

Service Manager May 2000 to January 2004
McCoy's Automotive, Santa Paula, CA 93060

Responsible for all aspects of the service department, including purchasing parts and maintaining a $60,000 inventory. In addition I was responsible for all advertising and promotion for the company. The owner took a two year semi-retirement while I managed the operation.

Parts Department November 1998 to May 2000
Staben Equipment, Oxnard, CA 93032

Operations Manager January 1997 to November 1998
Auto Shop Foreman/Supervisor October 1977 to January 1997
Limoneira Company, Santa Paula, CA 93060

Responsible for the Operations Department which included the Auto Shop, Ranch Service, Care & Repair, and Warehouse. Ranch Service maintained 187 houses and all other structures that Limoneira Company owns in Ventura County. The Care & Repair department maintained all roads and domestic water pipelines, maintained our sewer treatment facility, and provided trash service for all of the company's operations.

EDUCATION

California Polytechnic University, San Luis Obispo
- Masters degree in Business Administration June 1977
- Bachelor's degree in Mechanized Agriculture June 1976
  - Co-chairman Cal Poly Tractor Pull Team 1974-1975
- Member Alpha Zeta Fraternity

Ventura County Leadership Academy Class II May 1997
Elite Business Management training.
All types of training and courses related to my jobs over the year
Optimist International Professional Development Program Level 10 – June 2019

AWARDS/COMMUNITY SERVICE

Santa Paula Chamber of Commerce: Community Service Award December 1991, June 1998, and December 2002; Citizen of the Year 2006.
Grand Marshall 2021 Santa Paula Christmas Parade
Boy Scouts:
- Asst Scoutmaster 1993 to 2000
- Venture Crew Leader 1999 to 2005
- Merit Badge Counselor 1993 to 2010

Optimist Club of Santa Paula 10/1/1986 to present:
- President November 1995 to October 1996
- Treasurer October 1990 to 1995 and 1996 to present
- Chairman Santa Paula Christmas Parade 1982 to 2020
- Chairman Miss Santa Paula Scholarship Program 1994 to 1999

Odd Fellows Lodge 314 10/1787 to present
- Past Noble Grand
- District Deputy Grand Master May 2023 to present

Limoneira / Valley Ag Federal Credit Union 1978 to present
- President 1981 to 2004
- Supervisory Committee 2004 to Present
- Board Member November 2013 to Present

Briggs School District Trustee 1989 to 2004
Santa Paula American Youth Soccer Organization 1986 to 2021
- Area 10-W Management Administrator 1998 to 2009, 2017 to 2021
- Section 10 Management Administrator 2005 to 2017
- National Management Commission 2005 to 2008
- National Staff Management trainer 1998 to 2017
- Regional Commissioner January, 1989 to December 1998
- Advanced Management Instructor 2002 to 2021
- Section 10 Management Volunteer of the Year 2011
- National Management Volunteer Spirit Award 2012

Santa Paula Citrus Parade - Assisted with Organization
Santa Paula Labor Day Parade Committee- 2005 - Present.
Blanchard Library Board Trustee – 2020 to present

CITY MANAGER'S OFFICE

FEB 28, 2024

RECEIVED

CITY OF SANTA PAULA
COMMISSION/COMMITTEE/BOARD
APPLICATION

Return to: City of Santa Paula, City Clerk
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(805) 933-4208

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Position Applying For: Parks and Recreation Commission	
Name: Anna Varela	
Mailing Address: [redacted]	
Email Address: [redacted]	
Home Phone: [redacted]	Work Phone:

EDUCATION

Circle the highest education level		
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 (BA) MA PhD	High School Graduate	☒ Yes ☐ No
	Passed equivalency tests	☐ Yes ☐ No

LIST EDUCATIONAL BACKGROUND, DIPLOMAS, OR DEGREES RECEIVED

NAME/LOCATION OF COLLEGE	COURSE OF STUDY	DEGREE CONFERRED
Oxnard College	~~AA~~ Communication Studies	AA Communication Studies
Cal State Channel Islands	Communication Studies	BA Communication Studies

LIST COURSEWORK COMPLETED WHICH YOU FEEL IS PERTINENT TO THIS APPOINTMENT

TITLE	INSTITUTION	UNITS COMPLETED
Conflict Management	CSUCI	3
Non profit Management	CSUCI	3
Strategic Communication	CSUCI	3
Leadership Studies	CSUCI	3

PROFESSIONAL LICENSE/CERTIFICATION	SPECIAL SKILLS AND INTERESTS
Title: Expiration Date:	Santa Paula Social Services Coalition Co-chair Heritage Valley Young Professionals Group Co-chair

EMPLOYMENT HISTORY

Show your most recent position first, then list all other positions in order working down from the most recent. Volunteer information should be listed her as well. Give complete information – a resume may be added but cannot substitute for this section. If you need more space, please attach additional sheets using the same format.

Employer: Mercy House Living Centers	Dates of Employment: From 7/2023 To Present
Address: [redacted]	Telephone:
Supervisor: Ninna Castellano	Job Title: Community Engagement Specialist
Nature of Duties: Manage and coordinate donations, volunteers, & and fundraisers for Ventura County	

Employer: Ventura County Adult Day Healthcare	Dates of Employment: From 5/2022 To 7/2023
Address: [redacted]	Telephone: [redacted]
Supervisor: Joseph Cardenas, MSW	Job Title: Community outreach/Social Work Assistant
Nature of Duties: Seek and research new sources of prospective participants. Grow and maintain Comprehensive list of referral sources. Manage caseload of 10 participants.	

Employer: Community Memorial Health System	Dates of Employment: From 8/2020 To 12/2021
Address: [redacted]	Telephone: [redacted]
Supervisor: Jose Leon	Job Title: Clinic Scheduler
Nature of Duties: Route calls for 14 outpatient clinics. Assist patients in evaluating insurance type and scope of coverage.	

STATEMENT OF INTEREST

Please indicate below the reasons you are interested in serving on a commission or committee for the City of Santa Paula. Include in your answer a summary of your qualifications for the position and your commitment to the community. Also include other factors that you feel are important for the City Council to know. Additional sheets may be attached.

Please see attached form

Signature [signature] Date 2/23/2024

Thank you for your interest!

City of Santa Paula Commission Application

Statement of Interest- Anna Varela

As a native of Carpinteria, small towns have a special place in my heart. This love of community and getting to know my neighbors was further fostered and grew during my time at CSUCI, whose educational foundation is centered on being community-focused. When I began my term as co-chair of the Santa Paula Social Services Coalition in 2022 I saw an opportunity and a need for folks to get civically involved. When I moved to Santa Paula two years ago, my engagement in this special town was cemented. I became a stakeholder in the success of my new home.

I am applying to be part of this commission because I believe my background in Communication Studies, and my history of volunteering for groups serving those who need it most perfectly position me to further serve this community and support its Parks and Recreation Department.

Anna Varela

[redacted]

Summary of Qualifications

- Strong verbal and written communication skills in both English and Spanish
- Excellent organizational and self-motivational skills able to handle multiple tasks
- Excellent public speaking and presentation skills

Education

Bachelor of Arts in Communication Studies May 2022
California State University Channel Islands, Camarillo, CA
Associate of Arts in Communication Studies May 2020
Oxnard Community College, Oxnard, CA

Work Experience

Community Engagement Specialist July 2023- Present
Mercy House Living Centers Ventura, CA

- Seek out community support to be represented on Regional Advisory Council
- Create and sustain relationships with city staff, community organizers, local business leaders, and church partners for the sake of building out a fundraising plan
- Manage volunteer placement and performance, reporting on volunteer/donation hours to management
- Direct the coordination of holiday events and adopt a resident program and special volunteer projects
- Oversee the implementation and maintenance of volunteer platform
- Donation coordination and tracking, and thanking donors who provide in-kind donations
- Coordinate with programs to see what the major needs are

Community Outreach Coordinator/SWA May 2022- July 2023
Ventura County Adult Day Health Care Oxnard, CA

- Seek and research new sources of prospective participants in the community
- Interview and screen prospective participants to see if they would qualify and benefit from Community Based Adult Services (CBAS)
- Grow and maintain comprehensive list of referral sources
- Assist the social worker in facilitating and translating Life Skill groups for the English and Spanish speaking population
- Advocate for patients by helping them obtain medical equipment and connect them with community resources and agencies (IHSS, transportation agencies, etc)
- Network with local referral sources to encourage referrals
- Engage community through management of social media platforms and in-person presentations
- Assist Social Worker in facilitating and translating Life Skills group for English and Spanish speaking population
- Advocate for participants by helping them access community resources and medical equipment
- Coordinate, manage, and oversee resource fair by creating marketing materials and inviting agencies to share resources

- Lead marketing meetings to create marketing goals, grow social media presence, community awareness and engagement

Clinic Scheduler
Community Memorial Health System Ventura, CA August 2020- December 2021
- Route calls for 14 outpatient clinics to various departments
- Assist patients in evaluating insurance type and scope of coverage
- Assist patients in scheduling appointments with family doctors, mental health providers, and specialists
- Manage scheduling for over 200 providers, including specialists and surgeons

Community Outreach/Veterinary Technician
Santa Paula Animal Rescue Center Santa Paula, CA August 2019- July 2020
- Create Facebook series for community outreach (Tech Tuesdays)
- Select monthly educational video topics and write scripts
- Design informative handouts in English and Spanish for pet owner education
- Conduct intake exams, monitor surgery induction and recovery

Volunteer/Internship Work

Committee Co-Chair August 2022- Present
Santa Paula Social Services Coalition
- Oversee, promote and facilitate all Coalition meetings and events
- Attend all meetings and Coalition events, and vote on Coalition matters
- Responsible for updating and maintaining the Coalition roster
- Assist in planning and executing the annual Spring into Summer Community Fair
- Work with City officials and Parks and Recreation Department to obtain necessary permits

Committee Chair August 2022- December 2023
Heritage Valley Young Professionals Group
- Vote on YPG matters
- Attend all meetings and YPG events, and vote on YPG matters
- Manage and update member roster

Event Planning Intern
Big Brothers Big Sisters of Ventura County, Camarillo, CA January-April 2022
- Conduct event outreach to request in-kind donations and event sponsorship
- Managed day-of-event schedule for performers and vendors

Campus Involvement

Public Speaker
OC WeSpeak Oxnard, CA March 2020
- Present speech to audience of over 200 attendees on overcoming health problems and advocating for one's own health

CITY OF SANTA PAULA
CITY CLERK

JUN 12 2024

RECEIVED

CITY OF SANTA PAULA
COMMISSION/COMMITTEE/BOARD
APPLICATION

Return to: City of Santa Paula, City Clerk
PO Box 569/970 Ventura Street
Santa Paula, CA 93061
(805) 933-4208

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Position Applying For: Parks and Recreation Commission	
Name: Monique Vargas	
Mailing Address: [redacted]	
Email Address: [redacted]	
Home Phone: [redacted]	Work Phone: [redacted]

EDUCATION

Circle the highest education level		High School Graduate ☒ Yes ☐ No
1 2 3 4 5 6 7 8 9 10 11 (12) 13 14 15 BA MA PhD		Passed equivalency tests ☐ Yes ☐ No

LIST EDUCATIONAL BACKGROUND, DIPLOMAS, OR DEGREES RECEIVED

NAME/LOCATION OF COLLEGE	COURSE OF STUDY	DEGREE CONFERRED
Chaffey College	Business Management	Certificate
Ventura College	Business Management	Certificate
Ventura College	Accounting Management	Certificate

LIST COURSEWORK COMPLETED WHICH YOU FEEL IS PERTINENT TO THIS APPOINTMENT

TITLE	INSTITUTION	UNITS COMPLETED

PROFESSIONAL LICENSE/CERTIFICATION	SPECIAL SKILLS AND INTERESTS
I hold several Professional License Title: Expiration Date: List May be provided	• Real Estate - Foreclosure | Probate Specialist • Income Tax Certification - CTEC Certified • Notary Public • NMLS Credentials • Loan Processor License • DMV Registration License • Auto Dealer License • Forensic Specialist (FDP) • DOJ & FBI Approved Livescan certification • Certified Acceptance Agent - (IRS)

EMPLOYMENT HISTORY

Show your most recent position first, then list all other positions in order working down from the most recent. Volunteer information should be listed her as well. Give complete information – a resume may be added but cannot substitute for this section. If you need more space, please attach additional sheets using the same format.

Employer: Lokee Investments, LLC	Dates of Employment: From 2016 To Current
Address: [redacted]	Telephone: [redacted]
Supervisor: owner	Job Title: Owner
Nature of Duties: Real Estate, Income Tax, Notary Public, Livescan, DMV Registration office, Vin Verfications, Auto Dealer and Auto Broker	

Employer: Lokee's Infamous Clothing	Dates of Employment: From 2021 To Current
Address: [redacted]	Telephone: [redacted]
Supervisor:	Job Title: Owner
Nature of Duties: Retail Clothing Store	

Employer:	Dates of Employment: From To
Address:	Telephone:
Supervisor:	Job Title:
Nature of Duties:	

STATEMENT OF INTEREST

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* Please See Attachment

Signature Dulce Monique Vargas Date 6/12/24

Thank you for your interest!

I have always had a passion for assisting our youth and our community. I am a part of the Santa Paula Future Leadership Academy. I was intrigued hearing all the amazing people who volunteered their time to inform us about the amazing commodities in our city. Park and Recreation is involved with activities involving our youth, and I would really love to be a part of that. I am currently an Executive Board Member for The Santa Chamber of Commerce, and I have sat on various School Site Council Boards. Most recent was the Renaissance High School Council Board, where I was honored with the Parent Reconciliation Certificate, and was invited by the Santa Paula School District to a parent Reconciliation dinner. I have also volunteered in school functions, sports, and wherever I am needed. I own 2 businesses here and Santa Paula. Lokee Investments, LLC a Multi-Service Establishment and Lokee's Infamous Clothing.

CITY OF SANTA PAULA
CITY CLERK

JUN 03 2024

RECEIVED

CITY OF SANTA PAULA
COMMISSION/COMMITTEE/BOARD
APPLICATION

Return to: City of Santa Paula, City Clerk
PO Box 569/970 Ventura Street
Santa Paula, CA 93061
(805) 933-4208

Instructions: Thank you for your interest in serving on a commission, committee, board, or authority for the City of Santa Paula. Resumes are welcome, but may not be substituted for the completed application. Please type or print clearly in black ink, and answer all questions completely and correctly. We welcome applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, or disability.

Position Applying For: Housing Commissioner	
Name: Susana Willeford	
Mailing Address:	
Email Address: [redacted]	
Home Phone: [redacted]	Work Phone:

EDUCATION

Circle the highest education level	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 BA MA (PhD)	High School Graduate ☐ Yes ☐ No
	Passed equivalency tests ☐ Yes ☐ No

LIST EDUCATIONAL BACKGROUND, DIPLOMAS, OR DEGREES RECEIVED

NAME/LOCATION OF COLLEGE	COURSE OF STUDY	DEGREE CONFERRED
CSUN	American Studies, Public History and Archives	
CSUN	History, Public History, Arcives	2019
CSUCI	History &Chicano/a Studies	2016

LIST COURSEWORK COMPLETED WHICH YOU FEEL IS PERTINENT TO THIS APPOINTMENT

TITLE	INSTITUTION	UNITS COMPLETED

PROFESSIONAL LICENSE/CERTIFICATION	SPECIAL SKILLS AND INTERESTS
Title: Expiration Date:	My skills and extensive research on marginalized communities allow me to bring a deep understanding of the historical and socio-economic factors influencing housing policies. My background equips me to advocate for equitable and inclusive housing strategies, ensuring that the needs of all community members, especially those historically underserved, are met. Moreover, the ability to analyze data will aid in developing informed, evidence-based policies, and my commitment to community engagement ensures that the voices of marginalized groups are heard and represented

EMPLOYMENT HISTORY

Show your most recent position first, then list all other positions in order working down from the most recent. Volunteer information should be listed her as well. Give complete information – a resume may be added but cannot substitute for this section. If you need more space, please attach additional sheets using the same format.

Employer: Santa Clara Valley Hospice	Dates of Employment: From 2019 To
Address: [redacted]	Telephone: [redacted]
Supervisor: Elias Valdez	Job Title: Executive Director
Nature of Duties: Oversee operations to support an underserved community in Santa Paula. That include providing leadership, managing budgets, fostering community relations,collaborating with the board of directors, ensuring operational efficiency	

Employer:	Dates of Employment: From To
Address:	Telephone:
Supervisor:	Job Title:
Nature of Duties:	

Employer:	Dates of Employment: From To
Address:	Telephone:
Supervisor:	Job Title:
Nature of Duties:	

STATEMENT OF INTEREST

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For the past several years, I have had the privilege of serving as a commissioner on the housing board, where I have dedicated myself to learning and supporting the community of Santa Paula. Through this experience, I have gained valuable insights into the housing challenges faced by our residents and have worked diligently to address these issues. My commitment to enhancing the quality of life for our community has been unwavering. Currently, I serve as the Vice Chair Commissioner, a role that has allowed me to take on additional responsibilities and contribute even more to our mission. I am passionate about continuing this work and believe that my experience, dedication, and leadership skills make me a strong candidate for this position. I am eager to further our efforts in providing equitable and affordable housing solutions for all residents of Santa Paula.

Signature Susana Willeford Date May 24,2024

Thank you for your interest!

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CITY CLERK

JUN 1 1 2024

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Position Applying For:	Design Assistance / Historic Preservation Committee
Name:	Jason Herber
Mailing Address:	[redacted]
Email Address:	[redacted]
Home Phone:	Work Phone: [redacted]

EDUCATION

Circle the highest education level		
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 BA (MA) PhD	High School Graduate	☒ Yes ☐ No
	Passed equivalency tests	☐ Yes ☐ No

LIST EDUCATIONAL BACKGROUND, DIPLOMAS, OR DEGREES RECEIVED

NAME/LOCATION OF COLLEGE	COURSE OF STUDY	DEGREE CONFERRED
Pepperdine University	Arts	B.A.
Texas A&M University	Architecture	M. Arch.

LIST COURSEWORK COMPLETED WHICH YOU FEEL IS PERTINENT TO THIS APPOINTMENT

TITLE	INSTITUTION	UNITS COMPLETED
Historic Preservation	Texas A&M University	10
Architecture	Texas A&M University	30

PROFESSIONAL LICENSE/CERTIFICATION	SPECIAL SKILLS AND INTERESTS
Title: Architect State of CA C35679 Expiration Date: 06/2025	Architecture / Historic preservation

EMPLOYMENT HISTORY

Show your most recent position first, then list all other positions in order working down from the most recent. Volunteer information should be listed her as well. Give complete information – a resume may be added but cannot substitute for this section. If you need more space, please attach additional sheets using the same format.

Employer: Capitoline Design Inc.	Dates of Employment: From 09-2015 To present
Address: [redacted]	Telephone: [redacted]
Supervisor: Jason Herber	Job Title: Architect
Nature of Duties: Management at Architecture Firm Specializing in Commercial projects.	

Employer: Marshall Projects	Dates of Employment: From 9-2011 To 2-2015
Address:	Telephone:
Supervisor: Sam Marshall	Job Title: Designer / project Manager
Nature of Duties: Responsible for design and project management of hospitality projects.	

Employer: Marshall Agriam Studio	Dates of Employment: From 12-2012 To 09-2011
Address:	Telephone:
Supervisor: Anthony Agriam	Job Title: Design/project Manager
Nature of Duties: Responsible for Design and project Managment of hospitality projects	

STATEMENT OF INTEREST

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I hope to renew my term on this Committee on which I currently serve. I feel that my education & work experience directly relate to the duties of this Committee, and I enjoy serving on this Committee as it allows me to have an impact on the architectural design and/or historic preservation of the projects and properties in our wonderful community of Santa Paula

Signature _____ Date 06-11-2024

Thank you for your interest!

To Julie Latshaw

CITY OF SANTA PAULA
COMMISSION/COMMITTEE/BOARD APPLICATION

CITY OF SANTA PAULA
CITY CLERK
JUN 03 2024
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Position Applying For: Mobile Home Rent Review Commission	
Name: Karen Wilbanks Harrison (Formerly Djernaes)	
Mailing Address: [redacted]	
Email Address: [redacted]	X
Home Phone: [redacted]	Work Phone: X

EDUCATION

Circle the highest education level		
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 (BA) MA PhD	High School Graduate	☒ Yes ☐ No
	Passed equivalency tests	☐ Yes ☐ No

LIST EDUCATIONAL BACKGROUND, DIPLOMAS, OR DEGREES RECEIVED

NAME/LOCATION OF COLLEGE	COURSE OF STUDY	DEGREE CONFERRED
University of Santa Barbara UCSB	Art / Art History	BA
Ventura College	Art / Art History	AA
University of Irvine UCI	Art / Art History	—

LIST COURSEWORK COMPLETED WHICH YOU FEEL IS PERTINENT TO THIS APPOINTMENT

TITLE	INSTITUTION	UNITS COMPLETED
Supervisor / CEO Hermitage Homes	Manufactured and Mobile Home Sales, Wagon Wheel Oxnard, 11 yrs	

PROFESSIONAL LICENSE/CERTIFICATION	SPECIAL SKILLS AND INTERESTS
Title: Expiration Date:	Corporate City Games = Tennis, Disc Golf, billiards Commission member since 2007

EMPLOYMENT HISTORY

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Employer: Hermitage Homes Manufactured+Mobile Home Sales	Dates of Employment: From 1988 To 2010
Address: [redacted]	Telephone: [redacted]
Supervisor:	Job Title: Supervisor / CFO / Accounting
Nature of Duties: Supervised daily operations, Quickbooks, marketing, sales staff	

Employer: Lockheed Electronics	Dates of Employment: From 1986 To 1990
Address: [redacted]	Telephone: [redacted]
Supervisor: Don Kolibas	Job Title: Logistics Analyst
Nature of Duties: Procured parts and mantained inventory and logistics for MK86 Gun Fire Control Systems on Navy Fleet.	

Employer: Naval Ship Weapon Systems Engineering Station (NSWSES)	Dates of Employment: From 1982 To 1986
[redacted]	T[redacted]e:
Supervisor: Numerous in Numerous divisions	Job Title: Administrative Assistant
Nature of Duties: Produced monthly reports for systems personnel. Organized and maintained division files, reports, contracts.	

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I have served on this committee since 2007.

Signature_____ Date_____

Thank you for your interest!