

City of Santa Paula

City Council Regular

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



CITY COUNCIL REGULAR MEETING OF THE SANTA PAULA CITY COUNCIL REGULAR

WEDNESDAY, JULY 15, 2026

6:30 PM - City Council Regular Meeting

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

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

CITY COUNCIL REGULAR MEETING

City Council Regular meetings are held the first and third Wednesday of each month, at 6:30 p.m. in the City of Santa Paula City Hall Council Chamber, 970 Ventura Street, Santa Paula, and occasionally at the City of Santa Paula Community Center at 530 W Main Street, Santa Paula. Special and Closed Sessions vary by date and time.

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 Meetings are generally not recorded, nor generally available on Channel 10 or live feed on the City website.

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** located just outside the Council Chambers, noting your name and address and submit the form to the City Clerk. Providing your name, address, or other identifying information on the form is voluntary and requested to assist the City with orderly meeting administration and provide context to comments. Include the Agenda item number, when appropriate. **Public comments are limited to 3 minutes.** Speakers using a translator will be provided at least twice the allotted time, unless simultaneous translation equipment is available and used by the City.

HOW TO ATTEND AND PROVIDE REMOTE PUBLIC COMMENT

Members of the public may attend the open portions of the meeting remotely using the two-way audiovisual platform listed below:

<https://us02web.zoom.us/j/86198496601?pwd=ztYdlaPyvEwa8caly77vEpEbvUyRb9.1>

Webinar ID: 861 9849 6601

Passcode: 066800

If the platform includes automatic captioning, the City will activate that function during the meeting. To provide remote oral public comment, use the platform's "raise hand" feature. No advance email request is required to attend remotely or to provide remote oral public comment. However, the City asks that anyone wishing to provide remote public comment send an email to the City Clerk's office at cityclerk@spcity.org on the day of the meeting by 3:00 p.m. and include the item number in the email subject line. This will help the City better facilitate public comment. Remote public comments are subject to the same time limits as in-person public comments. For technical assistance before the meeting, contact the City Clerk at cityclerk@spcity.org or (805) 933-4208.

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:
 1. 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.
 2. 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.
 3. For items on which a Public Hearing is scheduled, the Mayor will receive the staff report and open the public hearing. During the public hearing, 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). After public testimony concludes, the City Council may ask questions about the item or the Mayor may close the public hearing. After the hearing closes, the City Council will discuss the information presented and may take action on the item.

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.

TRANSLATED AGENDAS; INTERPRETATION ASSISTANCE; REQUESTS

This agenda and instructions for joining the meeting and providing remote public comment are available at the following link: <https://www.spcity.org/523/Public-Meeting-Agendas>. Members of the public may post additional translations of the agenda at City of Santa Paula City Hall, 970 Ventura Street, Santa Paula, California. Members of the public who wish to translate a meeting or receive interpretation from another member of the public may request reasonable assistance by contacting the City Clerk at cityclerk@spcity.org or (805) 933-4208. Assistance may include arranging space for interpreters, allowing additional time for interpretation, or allowing the use of personal equipment or facilities for commercially available interpretation services. To request meeting agendas or agenda documents by email or through the City's agenda management system, contact the City Clerk at cityclerk@spcity.org or use the following link: <https://www.spcity.org/523/Public-Meeting-Agendas>.

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS/GOVERNMENT CODE § 84308

Pursuant to Government Code § 84308, City Councilmembers are disqualified from participating in any Agenda item involving contracts (excluding competitively bid, labor

agreements, and personal employment contracts), franchise agreements, discretionary land use entitlements, and other permits, licenses and entitlements if the Councilmember received more than \$500 (aggregated) in campaign contributions from the applicant or party, an agent of the applicant/party, or any financially-interested participant who actively supports or opposes the matter on the Agenda within the preceding 12 months.

Financially-interested participants include those with (i) an interest in property located within 500 feet of the property at issue on the Agenda, (ii) an economic interest in a business entity that may be impacted as a result of the decision, or (iii) a business relationship with the applicant/contractor that may result in additional services provided to the applicant/contractor.

Councilmembers who have received campaign contributions totaling more than \$500 (aggregated) within the past 12 months are required to publicly disclose that fact for the official record of that Agenda item and are prohibited from making, participating in the making, or attempting to influence any decision on that Agenda item. Additionally, any applicant, agent, or participant seeking a covered contract, franchise, license, permit, or other entitlement who has contributed more than \$500 to any councilmember within the past 12 months must publicly disclose that contribution prior to or during the public meeting.

To learn more, visit the FPPC: <https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html>

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 a disability-related modification or accommodation, including auxiliary aids or services, to participate remotely or in person in this meeting, please contact the City Clerk at (805) 933-4208 or cityclerk@spcity.org. Notification 48 hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. Requests will be received and resolved promptly, with any doubt resolved in favor of accessibility. (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.

MEETING ENVIRONMENT

To maintain a public meeting environment conducive and welcoming to receive public comments from all members of the public, the audience is discouraged from engaging in displays of support or opposition to staff reports or public comments, including clapping, yelling, booing, hissing, or cheering, that may create a disruptive environment for the public who wish to express their views during the meeting are encouraged to do so in silent, non-disruptive ways -- such as raising a hand, shaking hands, or another quiet gesture of support or opposition that does not obstruct views or interrupt proceedings. These rules apply equally to members of the public participating remotely. A remote participant may be muted or

removed only if the participant's conduct actually disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.

Members of the public holding signs are asked to hold the signs on their person in front of them or move to the back of the room so as not to obstruct the view of other members of the public wishing to participate in the meeting.

REGULAR MATTERS - COUNCIL CHAMBERS

1. CALL TO ORDER

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

2. INVOCATION

3. FLAG SALUTE

4. ROLL CALL

5. CLOSED SESSION REPORT

6. PUBLIC COMMENT

At this time, members of the public may comment on any item not appearing on the agenda that is within the subject-matter jurisdiction of the City Council. A Public Comment Form must be submitted to the City Clerk prior to the beginning of the Public Comment period in order to be recognized to speak. Individuals submitting Public Comment Forms after the beginning of the Public Comment period will not be allowed to speak at this time, but may be recognized to speak by the Mayor at the conclusion of the meeting. Individual Councilmembers may briefly respond to Public Comments or ask questions for clarification. The City Council may direct the City Manager to report to the City Council on the item at a later meeting. For items appearing on the Agenda, the public will be invited to make comments at the time the item comes up for City Council consideration. If a member of the public wishes to address a Consent Calendar item, please submit a Public Comment Form for that item. It may then be discussed separately by the Council, and the public will be invited to make comments at that time. At all times, please use the microphone and write your name and address on the Public Comment Form provided.

7. PRESENTATIONS

7.A VENTURA COUNTY FAIR POSTER PRESENTATION

7.B PARKS & RECREATION MONTH PROCLAMATION

7.C **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 February 1st, 2026, through June 30th, 2026.

Presented by: Gregory Barnes, Parks & Recreation Director

7.D UNITED WATER CONSERVATION DISTRICT PRESENTATION

7.E UPDATE ON CITY GRANTS

8. CITY COUNCIL REPORTS

9. CITY MANAGER REPORTS

10. CONSENT CALENDAR

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

**10.A JUNE 2026 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 June 2026, starting check number 344413 and ending check number 344754.
2. Review and accept the "Certification of Salaries" for the pay period ending dates May 29th, 2026, through June 12th, 2026.

10.B DESIGNATION OF VOTING DELEGATE FOR THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE & EXPO - SEPTEMBER 23-25, 2026

RECOMMENDATION:

Staff recommends that the City Council:

Nominate Mayor Juarez as Voting Delegate and Vice Mayor Crosswhite as Alternate Delegate to participate in the 2026 League of California Cities Annual Conference General Assembly.

Presented by: Julie Latshaw, City Clerk

**10.C ACCEPTANCE OF QUITCLAIM DEED CONVEYING FIRE STATION 29
SIDEWALK TO CITY**

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7622 Accepting Real Property Designated APN 103-0-113-175 and Approving a Quitclaim Deed from the County of Ventura for Sidewalk Adjacent to Fire Station 29.

10.D **ACCEPTANCE OF GRANT DEEDS FOR OFFSITE TRAFFIC IMPROVEMENTS AT 12TH STREET/SANTA PAULA STREET AND HALLOCK DRIVE/SR-126 (HARVEST AT LIMONEIRA)**

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7623 accepting a grant deed from the Santa Paula Unified School District conveying approximately 136 square feet of real property located at the northwest corner of 12th Street and Santa Paula Street.
2. Adopt Resolution No. 7624 accepting a grant deed from Moller Santa Paula, LLC conveying approximately 46 square feet of real property located at the southwest corner of Hallock Drive and State Route 126.

10.E **SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH BKF ENGINEERS INC**

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to execute a second amendment to the professional services agreement between the City of Santa Paula and MNS Engineers, Inc., a wholly owned subsidiary of BKF Engineers, Inc., dba BKF for on-call planning and engineering consulting services in an amount not to exceed \$360,000 per fiscal year; and
2. Authorize the City Manager to execute any documents necessary to implement the agreement; and
3. Take such additional, related action as may be deemed appropriate.

10.F **SANTA PAULA WATER RECYCLING FACILITY MEMBRANE BIOREACTOR CONTROLS UPGRADE**

RECOMMENDATION:

Staff recommends that the City Council:

1. Waive bidding requirements pursuant to SPMC 41.10 and authorize the City Manager to execute the proposed contract with Kovalus Separation Solutions, LLC (KSS) for the Santa Paula Water Recycling Facility (SPWRF) Membrane Bioreactor (MBR) PLC, HMI, and Remote I/O Controls Upgrade in the amount of \$88,868.32 for hardware, programming, and factory testing, in a form approved by the City Attorney.
2. Authorize the City Manager to approve up to an additional \$20,000 for technical services associated with installation support, startup, and commissioning, if required.

10.G **RESOLUTION NO. 7625, AMENDING THE JOB DESCRIPTION OF THE SENIOR POLICE OFFICER AND POLICE SERGEANT POSITIONS**

RECOMMENDATION:

It is recommended that the City Council:

1. Approve Resolution No. 7625, Amending the Senior Police Officer and Police Sergeant job descriptions.

10.H **WATER RECYCLING FACILITY PHASE 1 BLOWER REPLACEMENT PROJECT NOTICE OF COMPLETION**
RECOMMENDATION:

Staff recommends that the City Council:

1. Accept the work performed by Mehta Mechanical Company, Inc.
2. Authorize Staff to file the Notice of Completion with the County Recorder.

11. ACTION ITEMS

11.A **FY 25/27 MID CYCLE BUDGET**
RECOMMENDATION:

Staff recommends the City Council:

1. Adopt Resolution 7626 Amending the FY 2026/27 Budget and Adopting the FY 2026/27 GANN Limit.
2. Adopt the Amended Position Control List as proposed.

Presented by: Christy Ramirez, Finance Director

12. ITEMS FOR FUTURE AGENDAS

12.A **FUTURE AGENDA ITEMS**
RECOMMENDATION:

Staff recommends City Council review future agenda items.

13. ADJOURNMENT

State of California)-

County of Ventura)- ss

City of Santa Paula)-

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

On _____, at _____ Signed: _____

Julie Latshaw

City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Greg Barnes, Parks and Recreation Director

Subject: PARKS & RECREATION DEPARTMENT ACTIVITY REPORT

Date: July 15, 2026

Agenda Item: 7.C

RECOMMENDATION:

Staff recommends that the City Council:

1. Receive and file the Parks & Recreation Department's Activity Report for the period of February 1st, 2026, through June 30th, 2026.

Presented by: Gregory Barnes, Parks & Recreation Director

BACKGROUND:

Executive Summary

During the February through June 2026 reporting period, the Parks & Recreation Department continued to advance the City Council's goals of enhancing quality of life, maintaining high-quality public facilities, promoting healthy lifestyles, and fostering community engagement through recreation, senior services, youth development, volunteerism, and park stewardship.

Throughout the reporting period, the Department provided recreational opportunities for residents of all ages, expanded wellness programming for older adults, maintained and improved City parks and facilities, coordinated community events, and continued implementing operational improvements that support long-term sustainability. Staff also strengthened partnerships with volunteers, community organizations, and local schools while advancing numerous facility improvement and beautification projects throughout the City.

Highlights during this reporting period included the successful delivery of youth and adult recreation programs, continued expansion of City Corps beautification efforts throughout the Downtown PBID, implementation of modern irrigation technology in City parks, Arbor Day tree-planting activities, completion of multiple facility renovation projects, and continued growth of senior wellness programming.

The following report summarizes departmental accomplishments, operational metrics, and strategic initiatives completed during the reporting period.

Quarter at a Glance

Over the five-month reporting period, the Parks & Recreation Department continued delivering programs and services that support the health, wellness, and quality of life of Santa Paula residents.

Department staff successfully served hundreds of youth through recreation classes and sports leagues, expanded senior programming, maintained acres of parkland and landscaped areas, completed more than 4,500 work orders, coordinated seasonal community events, and continued investing in long-term infrastructure improvements across City facilities.

Several operational improvements were completed during the reporting period, including the installation of smart irrigation controllers at multiple park sites, renovations to City Hall administrative offices and the Community Center landscape, annual athletic field renovations at Teague Park, downtown beautification efforts, and continued implementation of the City's urban forestry program.

Volunteers and City Corps members continued to play an essential role in supporting departmental operations through meal delivery, recreation programming, community events, downtown beautification, graffiti abatement, and park maintenance projects.

KEY ACCOMPLISHMENTS

Recreation

- More than 1,500 youth and adult participants engaged in recreation programming.
- Successfully delivered youth sports leagues and instructional classes.
- Continued expanding community recreation opportunities.

Community Events

- Hosted the Easter Egg Hunt.
- Celebrated Arbor Day through a community tree planting event.
- Launched the Summer Movie Night Series.
- Continued the Concerts in the Park program.

Senior Services

- Served 286 active senior participants.
- Delivered 7,544 nutritious meals.
- Continued implementation of the Walk With Ease wellness program.

Parks & Facilities

- Completed City Clerk Office remodel.
- Renovated Community Center landscaping.
- Installed smart irrigation controllers at multiple parks.
- Completed annual athletic field renovations at Teague Park.
- Expanded downtown pressure washing and PBID maintenance operations.

Community Stewardship

- Completed 4,572 maintenance work orders.

- Removed 213 graffiti incidents.
- Continued citywide tree maintenance and beautification efforts.

RECREATION & COMMUNITY WELLNESS

The Parks & Recreation Department continued to provide diverse recreational opportunities that promote healthy lifestyles, youth development, and community engagement. During the reporting period, more than 1,500 youth and adults participated in Department-sponsored recreation programs, including instructional classes, sports leagues, and adult recreation activities.

Youth programming remained a cornerstone of the Department's services, offering residents opportunities to build athletic skills, confidence, teamwork, and healthy habits through structured recreational activities. Adult programs also continued to expand opportunities for lifelong recreation and wellness while encouraging residents to remain active and connected within the community.

The Department remains committed to offering affordable, high-quality recreation programs that serve residents of all ages while responding to changing community interests and recreational needs.

Youth Instructional Classes	Participants
Gymnastics	411
Tae Kwan Do	102
Archery	71
Total	584

Youth Sports	Participants
5v5 Micro Soccer	355
Track & Field	285
Drop-In Volleyball	78
Total	718

Adult Recreation Program	Participants
Drop-In Pickleball	327
Drop-In Volleyball	72
Adult Dodgeball	60
Adult Kickball	48
Adult Archery	36
Total	543

Program Highlights

- Continued offering a diverse mix of youth instructional classes and sports leagues.
- Expanded opportunities for active recreation through adult leagues and drop-in programming.
- Promoted healthy lifestyles through accessible recreation opportunities for residents of

all ages.

- Continued evaluating recreational programming to meet evolving community interests.

YOUTH SERVICES & CITY CORPS

CITY CORPS

The City Corps Program continues to provide meaningful workforce development opportunities while delivering valuable services that improve the appearance and functionality of public spaces throughout Santa Paula.

During the reporting period, City Corps members completed 239 community projects while supporting numerous City operations through beautification efforts, event logistics, park maintenance, and public service initiatives. Through these projects, participants gained valuable hands-on experience, developed workforce skills, and contributed directly to enhancing the community.

Major activities include:

Downtown PBID Beautification

City Corps continued expanding beautification efforts throughout the Downtown Property and Business Improvement District (PBID), providing routine maintenance and improving the appearance of the City's commercial corridor, expansion of sidewalk pressure washing operations.

Downtown Enhancement Projects

City Corps completed continued improvements throughout the downtown corridor by repainting traffic and sign poles, enhancing the appearance of Main Street from 8th Street through Ventura Street.

Community Beautification

City Corps supported citywide beautification through routine litter patrols, illegal dumping removal, neighborhood cleanup projects, and general maintenance activities throughout parks, trails, and public spaces.

Event Support

City Corps played an essential role in supporting Department events by assisting with:

- Event setup and breakdown
- Transportation of tables, chairs, barricades, and equipment
- Site cleanup
- Fourth of July event preparation
- Community volunteer projects

Parks & Recreation Support

Participants assisted Parks & Recreation staff with:

- Park cleanup projects
- Landscape maintenance
- Watering public landscaping
- Gardening
- Special maintenance projects

Workforce Development

Beyond community improvements, the City Corps Program continues to provide participants with opportunities to develop leadership skills, civic responsibility, and practical work experience through supervised public service projects.

City Corps At-A-Glance

Metric	Total
Projects Completed	239
Service Hours	2,185
Downtown Beautification	Ongoing
Community Events Supported	Multiple
Workforce Development Projects	Ongoing

COMMUNITY EVENTS & COMMUNITY ENGAGEMENT

Community events remain an important component of the Department's mission by creating opportunities for residents to connect, celebrate, and enjoy Santa Paula's parks and public spaces. During the reporting period, the Department hosted a variety of family-friendly events that encouraged community participation while activating parks and public facilities throughout the City.

Easter Egg Hunt - March 28th

Families gathered for the City's annual Easter Egg Hunt, providing children with a fun and memorable springtime tradition while encouraging community engagement within Santa Paula parks.

Arbor Day Celebration - April 24th

The Department celebrated Arbor Day by planting five new trees in partnership with Glen City School and the Santa Paula Unified School District. The event promoted environmental stewardship while engaging students in the importance of urban forestry and sustainable community development.

Summer Movie Nights - June 12th

The Summer Movie Night Series returned to Santa Paula Creek Sports Park, providing residents with a free evening of family entertainment while activating community park space.

Concerts in the Park - June 19th

The annual Concerts in the Park series continued to provide residents with free live entertainment and opportunities to gather in Santa Paula's parks throughout the summer season.

VOLUNTEER SERVICES

Volunteers continue to serve as valuable partners in delivering Parks & Recreation programs and services throughout the community.

During the reporting period, 66 volunteers contributed 519 hours of service supporting senior nutrition, youth sports, recreation programming, and special events. Based on the California Independent Sector rate, this value equates to roughly \$20,000. Their dedication significantly expands the Department's ability to provide quality services while strengthening community engagement.

Volunteer support included:

- Home Delivered Meals (Senior Nutrition Program)
- Youth sports coaching
- Community event assistance
- Youth volunteer opportunities
- Recreation program support

SENIOR SERVICES & HEALTHY AGING

The Parks & Recreation Department continues to support Santa Paula's older adults by providing opportunities for recreation, wellness, lifelong learning, and social engagement. Through a combination of evidence-based fitness programs, social activities, educational opportunities, and nutrition services, the Senior Center remains an important community resource that promotes healthy aging and helps older adults remain active, independent, and connected.

During the reporting period, 286 active seniors participated in a variety of health and wellness programs designed to improve physical fitness, reduce social isolation, and encourage healthy lifestyles.

In addition to regularly scheduled classes, the Senior Center continued to host monthly luncheons and movies that provide meaningful opportunities for social interaction and community connection. Over the five-month reporting period, five community luncheons were held, each averaging more than 100 participants.

The Department also continued implementation of the Walk With Ease program, an evidence-based walking program that encourages physical activity and supports individuals living with arthritis and other chronic conditions. The program aligns with the City's broader commitment to promoting healthy aging and expanding wellness opportunities for older adults.

Senior Wellness Programs

The Senior Center continued offering a diverse schedule of health, wellness, and enrichment programs throughout the reporting period.

Programs included:

- Bone Builders
- Enhanced Fitness
- Yoga
- Zumba
- Knitting Club
- Walk With Ease

These programs provide opportunities for residents to improve strength, balance, flexibility, mobility, and overall well-being while encouraging regular social interaction and lifelong learning.

Program Highlights

During this reporting period, Senior Services focused on:

- Expanding evidence-based wellness programming.
- Promoting healthy aging through regular physical activity.

- Encouraging social engagement and reducing isolation.
- Providing accessible recreation opportunities for older adults.
- Supporting lifelong health and independence

SENIOR NUTRITION PROGRAM

The Senior Nutrition Program continues to be one of the Department's most impactful community services by helping older adults maintain proper nutrition while supporting independent living.

Meals are provided through congregate dining opportunities at the Senior Center, home-delivered meal services for homebound residents, and City-funded Friday meal services.

Between February and June 2026, the program served a total of 7,544 meals, ensuring older adults throughout Santa Paula had consistent access to nutritious meals and regular wellness checks

Meal Type	Meals Served
Home Delivered Meals	4,217
Congregate Meals	2,807
City-Funded Friday Meals	520
Total Meals Served	7,544

Community Impact

The Senior Nutrition Program provides benefits beyond meal service by:

- Supporting independent living.
- Reducing food insecurity among older adults.
- Providing regular wellness checks through meal delivery.
- Creating opportunities for social interaction.
- Connecting seniors with additional community resources.

The continued success of the program is made possible through the dedication of Department staff and volunteers who assist with meal preparation, delivery, and participant support.

PARKS & FACILITIES OPERATIONS

The Parks & Facilities Division continued to maintain and enhance the City's parks, public landscapes, facilities, and civic spaces through preventive maintenance, capital improvements, urban forestry, and operational enhancements.

During the reporting period, staff completed 4,572 work orders, responded to 219 graffiti incidents, completed major landscape improvement projects, modernized irrigation infrastructure, renovated City facilities, and continued improving athletic fields and public spaces throughout Santa Paula.

These efforts support the Department's commitment to providing clean, safe, attractive, and well-maintained public facilities for residents and visitors.

FACILITY IMPROVEMENTS

Several facility improvement projects were completed during the reporting period to improve

City buildings, increase operational efficiency, and enhance the appearance of public facilities.

City Hall

- Completed renovation of the City Clerk's Office, including new flooring, baseboards, and paint.
- Completed renovation of Administrative Offices by converting one large office into two functional workspaces, including new flooring, drywall, sound insulation, doors, and a staff workstation.
- Renovated front landscape areas through new seeding, topsoil placement, irrigation repairs, and landscape improvements.

Community Center

- Completed landscape renovation, including installation of new plant material, irrigation repairs, and fresh mulch to improve curb appeal and long-term sustainability.

Union Oil Building

- Replaced restroom plumbing fixtures and completed restroom repairs to improve facility functionality.

Community Development Building

- Coordinated design and contractor proposals for the replacement of the building's primary sewer line to address recurring maintenance issues.

PARK IMPROVEMENTS

The Department continued investing in park infrastructure and recreational amenities throughout the City's park system.

Teague Park

Completed annual athletic field renovations, including:

- Aeration
- Thatching
- Field grading
- Topsoil placement
- Placement of approximately 70 yards of sand
- Irrigation repairs
- Field seeding

These improvements help ensure safe, high-quality athletic fields for youth sports and community recreation.

Sports Park

Completed drainage improvements adjacent to the softball fields through new concrete installations designed to reduce erosion and improve field conditions.

IRRIGATION & SUSTAINABILITY IMPROVEMENTS

The Department continued modernizing irrigation infrastructure throughout the City's park

system by converting multiple locations to Wi-Fi-enabled irrigation controllers.

Locations included:

- Railroad Plaza
- Teague Park
- Las Piedras Park
- Santa Paula Creek Sports Park
- Harvest Area Right-of-Way (2 locations)

The upgraded irrigation management system allows staff to remotely monitor, adjust, troubleshoot, and optimize irrigation operations, improving water efficiency while supporting responsible resource management.

DOWNTOWN BEAUTIFICATION

In partnership with the Downtown PBID, the Department continued enhancing the appearance of the downtown corridor through ongoing maintenance and infrastructure improvements.

Accomplishments included:

- Restoration of decorative tree lighting through replacement of wiring, photocells, and electrical components.
- Purchase of a new commercial pressure washer through PBID partnership funding.
- Development of an annual downtown pressure washing schedule to improve service consistency and communication.

These improvements contribute to a cleaner, safer, and more welcoming downtown environment for residents, businesses, and visitors.

URBAN FORESTRY

The City's urban forestry program continued to improve the health and management of Santa Paula's tree inventory.

Major accomplishments included:

- Completion of the first half of the Grid 3 tree pruning operations.
- Addition of newly planted trees to the Tree Plotter inventory system.
- Continued maintenance of approximately 3,280 inventoried tree locations citywide.

Tree Maintenance Summary

Activity	Total
Trees Pruned	385
Trees Removed/Fallen	5
Trees Planted	5

ADMINISTRATION & ORGANIZATIONAL DEVELOPMENT

The Administration team continued to provide leadership and oversight for departmental operations, fiscal management, capital projects, contract administration, and long-range planning. Staff coordinated with City departments, consultants, community partners, and

outside agencies to ensure the continued delivery of high-quality parks and recreation services.

In addition to supporting daily operations, staff advanced several strategic initiatives focused on improving organizational efficiency, maintaining public assets, pursuing funding opportunities, and strengthening community partnerships.

Administrative Highlights

During the reporting period, the Administrative staff:

- Attended the California Park & Recreation Society (CPRS) Financial Sustainability Conference – Part II to identify best practices for long-term fiscal planning and sustainable service delivery.
- Coordinated ongoing capital improvement and facility enhancement projects throughout the City's parks and public facilities.
- Continued contract administration and project coordination for maintenance and infrastructure improvements.
- Supported recreation programming, special events, and interdepartmental operations.
- Administered facility reservations, park permits, film permits, and banner requests.
- With the help of the Human Resources Department, we successfully filled the Senior Center Program Coordinator vacancy.
- With support from the City Manager's office, we launched a social media campaign for the Farmworkers Monument Brick Program.

FACILITY RENTALS & COMMUNITY USE

City facilities and parks continue to serve as important gathering spaces for residents, community organizations, and local businesses. During the reporting period, numerous reservations supported recreational activities, celebrations, athletic events, and community programs.

Facility Rentals

Facility	Reservations
Community Center	34
Cultural Arts Building	9
Train Depot	0

Park Reservations

Facility	Reservations
Harding Park	718
Sports Park Athletic Fields	135
Teague Park	68
Las Piedras Park	60
Sports Park BBQ Pavilion	37
Recreation Park	4

The continued demand for park reservations reflects the importance of Santa Paula's parks and recreation facilities as gathering places for athletic leagues, family celebrations,

community organizations, and recreational activities.

PERMITS & OTHER TRANSACTIONS

The Department continued coordinating permits and public space requests that support community events, filming activities, and public communications.

Permit Type	Quantity
Special Event Permits	6
Teague Park Banners	5
Main Street Banners	3
Film Permits	2

These services help facilitate community activities while ensuring public safety, operational coordination, and appropriate use of City facilities.

STRATEGIC INITIATIVES

Throughout the reporting period, the Department continued advancing initiatives that support the City's long-term vision for high-quality parks, recreation services, and public facilities.

Major strategic efforts included:

Sustainable Infrastructure: Expanded the City's smart irrigation management system through installation of Wi-Fi-enabled irrigation controllers at multiple park locations, improving operational efficiency and water conservation.

Community Partnerships: Continued collaboration with the Downtown Property and Business Improvement District (PBID), Santa Paula Unified School District, volunteers, and community organizations to support beautification projects, environmental stewardship, and community events.

Urban Forestry: Continued implementation of the City's Urban Forestry Program through tree planting, inventory management, and systematic pruning efforts designed to improve the health and sustainability of Santa Paula's urban tree canopy.

Healthy Communities: Expanded evidence-based wellness programming for older adults through the Walk With Ease program, while continuing recreation opportunities that encourage active lifestyles for residents of all ages.

PERFORMANCE SUMMARY

The Parks & Recreation Department continued to deliver a high level of service across all operational divisions during the reporting period.

Recreation & Community Services

- 1,518 recreation program participants
- Four major community events hosted
- Continued expansion of youth and adult recreation opportunities

Senior Services

- 286 active senior participants
- Five community luncheons
- 7,544 meals served

- Continued evidence-based wellness programming

Community Engagement

- 66 active volunteers
- 519 volunteer service hours (~\$20,000)
- 239 City Corps projects completed
- Ongoing partnerships with local schools and community organizations

Parks & Facilities

- 4,572 work orders completed
- 219 graffiti incidents addressed
- Continued investment in facility improvements and infrastructure modernization
- Expanded smart irrigation technology
- Continued urban forestry management

LOOKING AHEAD

As the Department enters the next reporting period, staff will continue focusing on projects and initiatives that enhance the quality of life for Santa Paula residents while maintaining the City's parks, facilities, and recreation system.

Key priorities for the upcoming reporting period include:

Recreation & Community Services

- Continue summer recreation programming and community events.
- Evaluate recreation offerings to meet evolving community interests.
- Expand opportunities for youth and adult participation.

Parks & Facilities

- Complete the remaining Grid 3 tree pruning operations.
- Continue citywide irrigation improvements and landscape enhancements.
- Advance facility maintenance and infrastructure improvement projects.
- Maintain high standards for park maintenance and public facility operations.

Community Partnerships

- Continue collaboration with community organizations, volunteers, and local schools.
- Expand volunteer recruitment and engagement opportunities.
- Support Downtown PBID beautification initiatives.

Senior Services

- Continue expanding evidence-based wellness programming.
- Maintain high-quality nutrition services for older adults.
- Encourage increased participation in health and wellness activities.

Organizational Excellence

- Continue identifying operational efficiencies.

- Pursue funding opportunities that support departmental priorities.
- Maintain responsible stewardship of City assets and resources.

CONCLUSION

The Parks & Recreation Department remains committed to enriching the quality of life for Santa Paula residents by providing exceptional parks, facilities, recreation programs, senior services, and community engagement opportunities.

The accomplishments outlined in this report reflect the dedication of Department staff, City Corps participants, volunteers, community partners, and residents who work collaboratively to enhance Santa Paula's public spaces and recreational opportunities.

As the Department looks ahead, it will continue to focus on maintaining high-quality public facilities, expanding recreational opportunities, supporting healthy aging initiatives, strengthening community partnerships, and investing in projects that contribute to a vibrant, healthy, and connected community.

ANALYSIS:

STRATEGIC PLAN:

FISCAL IMPACTS:

No fiscal impact.

OPTIONS:

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Beatriz Jimenez, Assistant Finance Director

Subject: JUNE 2026 WARRANTS AND CERTIFICATIONS

Date: July 15, 2026

Agenda Item: 10.A

RECOMMENDATION:

Staff recommends that the City Council:

1. Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for June 2026, starting check number 344413 and ending check number 344754.
2. Review and accept the "Certification of Salaries" for the pay period ending dates May 29th, 2026, through June 12th, 2026.

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 May 29th, 2026, through June 12th, 2026.

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 June 2026 Certifications of Accounts Payable Checks and Certifications of Salaries.

ATTACHMENTS:

[June 2026 AP & PY Certification.pdf](#)

EXHIBIT A:
CERTIFICATION OF SALARIES

CERTIFICATION OF SALARIES

BEG. CHK #: 149158
ENDING CHK #: 149165

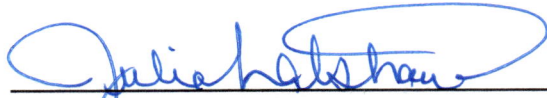
PAYROLL ENDING: 05/29/26
PAY DATE: 06/05/2026

100	GENERAL FUND	383,376.84
104	GENERAL FUND-MEASURE T	114,693.69
108	GENERAL FUND-MEASURE R	18,521.85
206	STORMWATER PROGRAM	3,554.23
280	STATE GAS TAX FUND	18,031.12
405	AAA-AREA AGCY ON AG	1,969.57
610	SEWER ENTERPRISE FUND	10,967.55
620	WATER ENTERPRISE FUND	86,260.94
702	EQUIP. MAINT. FUND	10,106.38

\$

647,482.17

CERTIFICATION
ALLOWED BY THE CITY COUNCIL


JULIE LATSHAW - CITY CLERK

7/6/2026
DATED



PREPARED BY:


MARIA RENTERIA - PAYROLL SPECIALIST

7/6/2026
DATED



BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR

7/6/2026

DATED

Fund Summary

Fund	Units	Amount
100-GENERAL	7,471.62	383,376.84
104-GENERAL FUND-MEASURE T	1,980.34	114,693.69
108-GENERAL FUND - MEASURE R	443.95	18,521.85
206-STORMWATER PROGRAM	52.75	3,554.23
280-STATE GAS TAX	350.35	18,031.12
405-AAA (AREA AGCY ON AGING)	69.35	1,969.57
610-SEWER	182.15	10,967.55
620-WATER	1,654.19	86,260.94
702-EQUIPMENT MAINTENANCE	171.00	10,106.38
Grand Total:	12,375.70	647,482.17

CERTIFICATION OF SALARIES

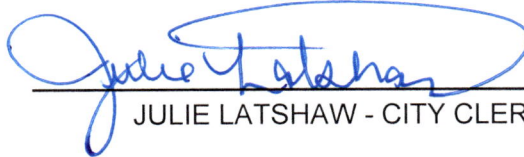
BEG. CHK #: 149166
ENDING CHK #: 149180

PAYROLL ENDING: 06/12/2026
PAY DATE: 06/19/2026

100	GENERAL FUND	395,232.67
104	GENERAL FUND-MEASURE T	114,155.38
108	GENERAL FUND-MEASURE R	19,406.53
206	STORMWATER PROGRAM	3,722.33
280	STATE GAS TAX FUND	19,554.57
405	AAA-AREA AGCY ON AG	1,938.19
610	SEWER ENTERPRISE FUND	11,913.86
620	WATER ENTERPRISE FUND	92,181.40
702	EQUIP. MAINT. FUND	10,230.09

\$ 668,335.02

CERTIFICATION
ALLOWED BY THE CITY COUNCIL


JULIE LATSHAW - CITY CLERK DATED 7/6/2026



PREPARED BY:

MARIA RENTERIA - PAYROLL SPECIALIST DATED 7/6/26


BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR DATED 7/6/26

Fund Summary

Fund	Units	Amount
100-GENERAL	6,364.21	395,232.67
104-GENERAL FUND-MEASURE T	1,903.36	114,155.38
108-GENERAL FUND - MEASURE R	466.62	19,406.53
206-STORMWATER PROGRAM	53.30	3,722.33
280-STATE GAS TAX	372.45	19,554.57
405-AAA (AREA AGCY ON AGING)	69.20	1,938.19
610-SEWER	192.08	11,913.86
620-WATER	1,709.03	92,181.40
702-EQUIPMENT MAINTENANCE	177.00	10,230.09
Grand Total:	11,307.25	668,335.02

EXHIBIT B:
CERTIFICATION OF ACCOUNTS
PAYABLES

CERTIFICATION OF ACCOUNTS PAYABLE CHECKS

CHECK NO.:	344413	THRU:	344427	DATED:	June 4, 2026
CHECK NO.:	344428	THRU:	344433	DATED:	June 5, 2026
CHECK NO.:	344434	THRU:	344439	DATED:	June 10, 2026
CHECK NO.:	344446	THRU:	344617	DATED:	June 11, 2026
CHECK NO.:	344618	THRU:	344618	DATED:	June 15, 2026
CHECK NO.:	344619	THRU:	344620	DATED:	June 16, 2026
CHECK NO.:	344621	THRU:	344626	DATED:	June 19, 2026
CHECK NO.:	344627	THRU:	344753	DATED:	June 25, 2026
CHECK NO.:	344754	THRU:	344754	DATED:	June 29, 2026

DRAFT:	992650	THRU:	992650	DATED:	June 3, 2026
DRAFT:	992651	THRU:	992656	DATED:	June 10, 2026
DRAFT:	992657	THRU:	992658	DATED:	June 17, 2026
DRAFT:	992659	THRU:	992662	DATED:	June 24, 2026

VOIDED CHECK NO.:	344508	THRU:	344508	DATED:	June 11, 2026
VOIDED CHECK NO.:	344562	THRU:	344562	DATED:	June 11, 2026
VOIDED CHECK NO.:	344620	THRU:	344620	DATED:	June 16, 2026
VOIDED CHECK NO.:	344706	THRU:	344706	DATED:	June 25, 2026

COUNCIL MEETING DATE: July 15, 2026

AMOUNT OF CERTIFICATION: \$ 2,329,586.97

DISTRIBUTION BY FUND

100 GENERAL FUND	\$633,291.48
103 CABLE TELEVISION FUND	\$5,356.92
104 GENERAL FUND MEASURE - MEASURE T	\$192,651.50
108 GENERAL FUND MEASURE - MEASURE R	\$27,569.12
115 RECREATION PROGRAM	\$33,755.57
205 NPDES STORMWATER QUALITY	\$15,902.00
206 STORMWATER PROGRAM	\$20,478.16
207 UNION OIL BUILDING ENDOWMENT	\$4,880.65
280 STATE GAS TAX	\$91,030.36
281 LOCAL TRANSPORTATION TAX/LTF/TDA	\$1,850.00
282 LOCAL TRANSPORTATION-ART 3	\$48,954.91
312 CA USED OIL BLOCK GRANT	\$78.55
405 AAA (AREA AGENCY ON AGING	\$12,156.39
412 AMERICAN RESCUE PLAN	\$8,140.25
503 GHAD-GEO HAZ ABATEMENT	\$4,419.77
504 HARVEST CFD EA1	\$36,121.87
505 PBID	\$21,042.36
610 SEWER ENTERPRISE	\$482,210.65
620 WATER ENTERPRISE	\$445,604.65
702 EQUIPMENT MAINTENANCE FUND	\$24,463.71
800 CASH DEPOSIT TRUST FUND	\$208,471.37
803 HARDING PARK TRUST	\$11,156.73
TOTAL FUND DISTRIBUTION	\$2,329,586.97

PREPARED BY: Anaury Gonzalez
 ANAURY GONZALEZ
 ACCOUNTING SPECIALIST

REVIEWED BY: Beatriz Jimenez
 BEATRIZ JIMENEZ
 ASSISTANT FINANCE DIRECTOR

ALLOWED BY CITY COUNCIL

DATE: July 6, 2026

EXCEPT: _____

CITY CLERK: Julie Latshaw
 JULIE LATSHAW, CITY CLERK



Fund Summary

Fund	Payment Amount
100 - GENERAL	633,291.48
103 - CABLE TELEVISION	5,356.92
104 - GENERAL FUND-MEASURE T	192,651.50
108 - GENERAL FUND - MEASURE R	27,569.12
115 - GENERAL RECREATION PRO	33,755.57
205 - NPDES STORMWATER QUALITY	15,902.00
206 - STORMWATER PROGRAM	20,478.16
207 - UNION OIL BULDING ENDOWMENT - OPERATING FU	4,880.65
280 - STATE GAS TAX	91,030.36
281 - LOCAL TRANSPORTATION TDA	1,850.00
282 - LOCAL TRANS TDA ART 3	48,954.91
312 - CA USED OIL BLOCK GRANT	78.55
405 - AAA (AREA AGCY ON AGING)	12,156.39
412 - AMERICAN RESCUE PLAN	8,140.25
503 - GHAD-GEO HAZ ABATE DIST	4,419.77
504 - HARVEST CFD EA1	36,121.87
505 - PROPERTY BUSINESS IMPROVEMENT DISTRICT	21,042.36
610 - SEWER	482,210.65
620 - WATER	445,604.65
702 - EQUIPMENT MAINTENANCE	24,463.71
800 - MISC DEPOSITS	208,471.37
803 - HARDING PARK TRUST	11,156.73
Grand Total:	2,329,586.97



City of Santa Paula, CA

Check Report

By Check Number

Date Range: 06/01/2026 - 06/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-ACCOUNTS PAYABLE						
011464	BUSINESS CARD	06/04/2026	Regular	0.00	303.31	344413
011464	BUSINESS CARD	06/04/2026	Regular	0.00	5,356.93	344414
011464	BUSINESS CARD	06/04/2026	Regular	0.00	976.79	344415
011464	BUSINESS CARD	06/04/2026	Regular	0.00	394.00	344416
011464	BUSINESS CARD	06/04/2026	Regular	0.00	1,774.45	344417
011464	BUSINESS CARD	06/04/2026	Regular	0.00	152.86	344418
011464	BUSINESS CARD	06/04/2026	Regular	0.00	1,082.43	344419
011464	BUSINESS CARD	06/04/2026	Regular	0.00	587.58	344420
016462	CENTENO CORPORATION	06/04/2026	Regular	0.00	999.25	344421
015923	LATSHAW, JULIE	06/04/2026	Regular	0.00	694.46	344422
015633	M6 CONSULTING, INC.	06/04/2026	Regular	0.00	52,262.50	344423
017025	NEWSERVERLIFE LLC	06/04/2026	Regular	0.00	23,421.80	344424
011781	RAMIREZ, JOSE FRANCISCO	06/04/2026	Regular	0.00	129.00	344425
015368	SINGER, DAN	06/04/2026	Regular	0.00	863.48	344426
016411	ZAVALA, JOHN	06/04/2026	Regular	0.00	129.00	344427
015244	ACCURATE FIRST AID SERVICES	06/11/2026	Regular	0.00	127.49	344446
016759	ACOSTA, SAYRA	06/11/2026	Regular	0.00	2,000.00	344447
010378	ALBERTSON'S/SAFEWAY	06/11/2026	Regular	0.00	824.97	344448
015448	ALL CITY MANAGEMENT SERVICES, INC.	06/11/2026	Regular	0.00	34,969.20	344449
012682	ALL PHASE UTILITY AND LEAK LOCATING, INC	06/11/2026	Regular	0.00	2,272.93	344450
016763	ALVAREZ, EDUARDO D	06/11/2026	Regular	0.00	38,368.92	344451
015498	AMAZON CAPITAL SERVICES	06/11/2026	Regular	0.00	14,354.34	344452
016435	AMERICAN WATERWORKS, INC	06/11/2026	Regular	0.00	26,395.97	344453
017063	ANDRADE, EVYN JOSE	06/11/2026	Regular	0.00	1,000.00	344454
016758	AREVALO, NEFTALI	06/11/2026	Regular	0.00	500.00	344455
017050	ARROYO, ANALIZ	06/11/2026	Regular	0.00	110.50	344456
011738	AT&T CALNET 3	06/11/2026	Regular	0.00	516.56	344457
016808	AZUL FOUNDATION	06/11/2026	Regular	0.00	5,527.20	344458
016546	BARK AND BRANCH LANDSCAPING	06/11/2026	Regular	0.00	3,500.00	344459
017081	BARRIOS, ROMELIO	06/11/2026	Regular	0.00	500.00	344460
017068	BEHNIWAL, JASHANPREET	06/11/2026	Regular	0.00	200.00	344461
014680	BEST BEST & KRIEGER LLP	06/11/2026	Regular	0.00	26,524.51	344462
011102	BOOT BARN INC.	06/11/2026	Regular	0.00	252.08	344463
014870	BOYD & ASSOCIATES	06/11/2026	Regular	0.00	635.00	344464
011094	BRAGG INVESTMENT COMPANY, INC.	06/11/2026	Regular	0.00	305.00	344465
016092	BULLOCK, TARA	06/11/2026	Regular	0.00	1,820.00	344466
011464	BUSINESS CARD	06/11/2026	Regular	0.00	3,872.92	344467
011151	C.O.R. PLUMBING SUPPLIES	06/11/2026	Regular	0.00	3,430.45	344468
012679	CAL-STATE AUTO PARTS	06/11/2026	Regular	0.00	933.14	344469
016726	CAMACHO MANCIA, SAMANTHA	06/11/2026	Regular	0.00	425.00	344470
016425	CAMPBELL, EMMA	06/11/2026	Regular	0.00	110.50	344471
015593	CANNON CORPORATION	06/11/2026	Regular	0.00	699.50	344472
016667	CARRASCO HERNANDEZ, ALESSANDRA	06/11/2026	Regular	0.00	1,000.00	344473
016748	CARRASCO HERNANDEZ, ALONDRA	06/11/2026	Regular	0.00	1,000.00	344474
017045	CARRASCO, VICTOR	06/11/2026	Regular	0.00	102.00	344475
016900	CARRASCO, DIANA	06/11/2026	Regular	0.00	297.50	344476
017071	CARRILLO, SUSANA	06/11/2026	Regular	0.00	200.00	344477
017077	CARRILLO, YESSENIA	06/11/2026	Regular	0.00	200.00	344478
016728	CASTANEDA, JONATHAN	06/11/2026	Regular	0.00	459.00	344479
011303	CDW GOVERNMENT INC	06/11/2026	Regular	0.00	25,109.38	344480
017042	CEJA, EMILIANO	06/11/2026	Regular	0.00	204.00	344481
016444	CENDEJAS, ERIC	06/11/2026	Regular	0.00	410.00	344482
017044	CERVANTES, JACQUELINE	06/11/2026	Regular	0.00	195.50	344483
017059	CERVANTES, MONICA	06/11/2026	Regular	0.00	272.00	344484

Check Report

Date Range: 06/01/2026 - 06/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
015999	CHARTER COMMUNICATIONS HOLDING, LLC	06/11/2026	Regular	0.00	2,031.11	344485
017074	COLE, LINDSAY	06/11/2026	Regular	0.00	200.00	344486
011306	CONSOLIDATED ELECTRICAL DISTRIBUTOR	06/11/2026	Regular	0.00	12,726.20	344487
016032	COPPERFASTEN TECHNOLOGIES LTD	06/11/2026	Regular	0.00	2,574.00	344488
011149	COSTCO WHOLESALE	06/11/2026	Regular	0.00	448.33	344489
011148	COUNTY OF VENTURA	06/11/2026	Regular	0.00	916.75	344490
016755	CRUZ, JONCARLOS	06/11/2026	Regular	0.00	500.00	344491
017073	CUEVA, JACOB	06/11/2026	Regular	0.00	200.00	344492
014331	CULLIGAN WATER	06/11/2026	Regular	0.00	259.75	344493
012191	DATAPROSE, LLC	06/11/2026	Regular	0.00	6,624.43	344494
011811	DE LAGE LANDEN	06/11/2026	Regular	0.00	2,700.29	344495
012948	DIAL SECURITY 2021	06/11/2026	Regular	0.00	44.40	344496
017057	DIAZ, MELANIE	06/11/2026	Regular	0.00	272.00	344497
013724	DIRECT TV	06/11/2026	Regular	0.00	119.99	344498
013975	DODOS DESIGN - GARCIA, DAVID	06/11/2026	Regular	0.00	7,469.08	344499
016156	EFUEL LLC	06/11/2026	Regular	0.00	13,295.09	344500
016126	ENVISION VTA FD AUTO LLC	06/11/2026	Regular	0.00	1,560.89	344501
017064	ESPINOZA JR., ROSENDO	06/11/2026	Regular	0.00	1,100.00	344502
017051	ESPINOZA, ALIVIAH	06/11/2026	Regular	0.00	178.50	344503
016490	ESTRADA, JIMENA A.	06/11/2026	Regular	0.00	221.00	344504
010395	FAMCON PIPE & SUPPLY, INC.	06/11/2026	Regular	0.00	3,671.89	344505
010406	FERGUSON WATERWORKS #1084	06/11/2026	Regular	0.00	859.38	344506
010440	FGL ENVIRONMENTAL, INC	06/11/2026	Regular	0.00	3,572.00	344507
	Void	06/11/2026	Regular	0.00	0.00	344508
017076	FISCAL, JONATHAN	06/11/2026	Regular	0.00	200.00	344509
016731	FRANCO, KEVIN	06/11/2026	Regular	0.00	391.00	344510
010432	FRANK'S PAINT & HARDWARE	06/11/2026	Regular	0.00	1,474.83	344511
017058	FRIAS, DAISY	06/11/2026	Regular	0.00	340.00	344512
010441	FRUIT GROWERS SUPPLY CO	06/11/2026	Regular	0.00	874.83	344513
010451	GARDEN MARKET	06/11/2026	Regular	0.00	666.07	344514
016449	GAYTAN, CARLOS	06/11/2026	Regular	0.00	1,274.30	344515
014639	GOLD COAST ENVIRONMENTAL	06/11/2026	Regular	0.00	957.01	344516
017038	GONZALES RIMMER, BROOKLYN	06/11/2026	Regular	0.00	110.50	344517
017075	GONZALEZ, MARISELA VILLA	06/11/2026	Regular	0.00	200.00	344518
015222	GOODSUITE	06/11/2026	Regular	0.00	2,262.60	344519
013561	GOVERNMENTJOBS.COM, INC.	06/11/2026	Regular	0.00	8,870.78	344520
015666	GOVINVEST INC.	06/11/2026	Regular	0.00	7,000.00	344521
010481	GRAINGER	06/11/2026	Regular	0.00	617.48	344522
016882	GRANDISON, CARMELO	06/11/2026	Regular	0.00	1,000.00	344523
012800	GRANITE CONSTRUCTION COMPANY	06/11/2026	Regular	0.00	473.75	344524
016539	GUTIERREZ, MARTIN	06/11/2026	Regular	0.00	1,000.00	344525
015747	HACH COMPANY	06/11/2026	Regular	0.00	17,996.00	344526
016577	HANNON-WADKINS, TRINA	06/11/2026	Regular	0.00	1,040.00	344527
016733	HERREJON, NATALIE GISELLE	06/11/2026	Regular	0.00	680.00	344528
017070	HERRERA, SUSANA	06/11/2026	Regular	0.00	200.00	344529
010537	HOUSE SANITARY SUPPLY	06/11/2026	Regular	0.00	1,676.11	344530
014988	INFRASCALE INC.	06/11/2026	Regular	0.00	1,619.58	344531
011546	INTEGRATED WASTE MANAGEMENT DIVISION	06/11/2026	Regular	0.00	800.50	344532
015967	J. ARTHUR GUTIERREZ	06/11/2026	Regular	0.00	2,015.00	344533
014853	JOE F ALVAREZ	06/11/2026	Regular	0.00	3,974.09	344534
012750	JORDANO'S INC. AND SUBSIDIARIES	06/11/2026	Regular	0.00	2,945.48	344535
016734	JUAREZ, ALINA V	06/11/2026	Regular	0.00	484.50	344536
013454	LEIBOLD MCCLENDON & MANN	06/11/2026	Regular	0.00	104.00	344537
011807	LIVSCAN EXPRESS, INC.	06/11/2026	Regular	0.00	308.00	344538
017052	LLAMAS, MATHIAS EVAN	06/11/2026	Regular	0.00	314.50	344539
016657	LOPEZ, ESTEBAN A.	06/11/2026	Regular	0.00	1,000.00	344540
017060	LOZANO, XIMENA	06/11/2026	Regular	0.00	280.50	344541
015945	LUNA, LORENZO	06/11/2026	Regular	0.00	100.00	344542
015633	M6 CONSULTING, INC.	06/11/2026	Regular	0.00	92,979.95	344543
017043	MACIAS, ALAYNA	06/11/2026	Regular	0.00	221.00	344544
016750	MAGANA, ANDRES	06/11/2026	Regular	0.00	500.00	344545

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
016751	MAGANA, DENISE	06/11/2026	Regular	0.00	1,000.00	344546
016885	MAGANA, JASMIN M	06/11/2026	Regular	0.00	2,000.00	344547
016737	MAGANA, JENARO	06/11/2026	Regular	0.00	416.50	344548
016581	MAGDALENO, JR., RODOLFO A	06/11/2026	Regular	0.00	1,000.00	344549
016495	MANCILLA, SOFIA	06/11/2026	Regular	0.00	170.00	344550
015442	MARIPOSA LANDSCAPES, INC.	06/11/2026	Regular	0.00	5,315.40	344551
016659	MARTINEZ, BAYLEE	06/11/2026	Regular	0.00	1,000.00	344552
016720	MARTINEZ, JESSICA	06/11/2026	Regular	0.00	110.50	344553
016721	MATA, CHRISTINA	06/11/2026	Regular	0.00	195.50	344554
016973	MATA, NOAH	06/11/2026	Regular	0.00	85.00	344555
017072	MAYORGA, HEIDI	06/11/2026	Regular	0.00	200.00	344556
017049	MEDINA, EMILY	06/11/2026	Regular	0.00	323.00	344557
017047	MEDINA, LUIS	06/11/2026	Regular	0.00	331.50	344558
017055	MENDEZ, CHRISTIAN	06/11/2026	Regular	0.00	450.50	344559
013911	MICHAEL K. NUNLEY & ASSOCIATES, INC.	06/11/2026	Regular	0.00	13,208.75	344560
014436	MINER'S ACE HARDWARE	06/11/2026	Regular	0.00	2,163.50	344561
	Void	06/11/2026	Regular	0.00	0.00	344562
016991	MORENO, JOSEPH G.	06/11/2026	Regular	0.00	2,000.00	344563
017056	MOSQUEDA, JARET	06/11/2026	Regular	0.00	323.00	344564
017079	NUNO, ANGELICA	06/11/2026	Regular	0.00	500.00	344565
015436	NUTRIEN AG SOLUTIONS, INC.	06/11/2026	Regular	0.00	1,408.54	344566
016739	OCAMPO, ANDY	06/11/2026	Regular	0.00	365.50	344567
012691	O'REILLY AUTOMOTIVE STORES, INC.	06/11/2026	Regular	0.00	1,160.55	344568
014446	PALAZZIO EVENT CENTER	06/11/2026	Regular	0.00	1,580.00	344569
013815	PATRIOT ENVIRONMENTAL SERVICES	06/11/2026	Regular	0.00	1,122.00	344570
016515	PEREZ, FRANCISCO	06/11/2026	Regular	0.00	428.00	344571
016360	POSITIVE PROMOTIONS, INC.	06/11/2026	Regular	0.00	722.85	344572
010960	PUBLIC WORKS AGENCY	06/11/2026	Regular	0.00	15,534.00	344573
013739	QUADIENT FINANCE USA, INC.	06/11/2026	Regular	0.00	1,000.00	344574
016827	R.D. OFFUTT COMPANY	06/11/2026	Regular	0.00	241.82	344575
016500	RABAGO, MARK ANDREW	06/11/2026	Regular	0.00	1,200.00	344576
017069	RAMIREZ, CINDY	06/11/2026	Regular	0.00	200.00	344577
016742	RAMIREZ, JESUS S.	06/11/2026	Regular	0.00	450.00	344578
017054	RAMIREZ, KIARA	06/11/2026	Regular	0.00	314.50	344579
017062	RAMIREZ, SOFIA	06/11/2026	Regular	0.00	1,000.00	344580
017061	RAMIREZ, STEPHANIE	06/11/2026	Regular	0.00	1,000.00	344581
015580	RECDESK LLC	06/11/2026	Regular	0.00	5,733.00	344582
016753	REYES, FABIOLA	06/11/2026	Regular	0.00	1,000.00	344583
016777	SALAS, MARIA	06/11/2026	Regular	0.00	200.00	344584
010689	SANTA PAULA CHAMBER OF COMMERCE	06/11/2026	Regular	0.00	10,000.00	344585
016505	SANTA ROSA, NAHUM JESUS	06/11/2026	Regular	0.00	161.50	344586
017066	SANTOYO,, VERONICA	06/11/2026	Regular	0.00	200.00	344587
013467	SATICOY UPHOLSTERY - ZUNIGA, RUTILIO	06/11/2026	Regular	0.00	1,085.00	344588
016943	SCHOUTEN, MICHAEL A.	06/11/2026	Regular	0.00	129.00	344589
015744	SINCLAIR SANITARY SUPPLY CO. INC	06/11/2026	Regular	0.00	1,500.02	344590
013909	SITEONE LANDSCAPE SUPPLY, LLC	06/11/2026	Regular	0.00	5,273.04	344591
010785	SMART & FINAL	06/11/2026	Regular	0.00	275.51	344592
017067	SMITH, CORY	06/11/2026	Regular	0.00	200.00	344593
011524	SOLID WASTE SOLUTIONS	06/11/2026	Regular	0.00	845.75	344594
010795	SOUTHERN CALIFORNIA EDISON	06/11/2026	Regular	0.00	48,047.56	344595
016480	SPEED, JOHNNY	06/11/2026	Regular	0.00	1,600.00	344596
015809	STANDARD SITE RENTALS INC.	06/11/2026	Regular	0.00	2,430.88	344597
013828	STEAM CLEANERS INC.	06/11/2026	Regular	0.00	28,694.51	344598
016829	SUN'S ENTERPRISES, INC.	06/11/2026	Regular	0.00	343.60	344599
015001	SYNAGRO-WWT, INC.	06/11/2026	Regular	0.00	26,272.05	344600
017053	TOBIAS, AMILIA JEZZELLE	06/11/2026	Regular	0.00	348.50	344601
012070	TRAFFIC TECHNOLOGIES	06/11/2026	Regular	0.00	836.25	344602
016839	TRI-COUNTY LAUNDRY INC	06/11/2026	Regular	0.00	174.99	344603
011891	ULINE SHIPPING SUPPLIES	06/11/2026	Regular	0.00	454.79	344604
010883	U-RENT INC	06/11/2026	Regular	0.00	388.89	344605
017046	URRUTIA, JOSIAH MARLEY	06/11/2026	Regular	0.00	221.00	344606

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
010278	US POSTAL SERVICE	06/11/2026	Regular	0.00	250.00	344607
013736	V.C.T.C.	06/11/2026	Regular	0.00	345.00	344608
015439	VALU GROUP ENTERPRISES, INC.	06/11/2026	Regular	0.00	1,400.00	344609
015186	VENTURA COUNTY AUTO SUPPLY, INC.	06/11/2026	Regular	0.00	1,573.06	344610
015375	VENTURA LOCKSMITHS	06/11/2026	Regular	0.00	1,089.89	344611
011539	VERIZON WIRELESS	06/11/2026	Regular	0.00	2,845.56	344612
016744	VILLEGAS, JOSE DANIEL	06/11/2026	Regular	0.00	187.00	344613
013539	WAGE WORKS, INC.	06/11/2026	Regular	0.00	124.80	344614
013550	WHITE CAP, L.P.	06/11/2026	Regular	0.00	438.23	344615
015847	WHITE RABBIT MAGIC LLC	06/11/2026	Regular	0.00	2,950.00	344616
017041	WILDMAN, ANTHONY DOUGLAS	06/11/2026	Regular	0.00	110.50	344617
011464	BUSINESS CARD	06/15/2026	Regular	0.00	2,438.86	344618
011010	WILLDAN ENGINEERING	06/16/2026	Regular	0.00	27,602.50	344619
	Void	06/16/2026	Regular	0.00	0.00	344620
016128	4IMPRINT	06/25/2026	Regular	0.00	3,867.71	344627
015448	ALL CITY MANAGEMENT SERVICES, INC.	06/25/2026	Regular	0.00	9,325.12	344628
015896	ALONSO TOOLS, LLC	06/25/2026	Regular	0.00	135.75	344629
016763	ALVAREZ, EDUARDO D	06/25/2026	Regular	0.00	1,120.00	344630
015498	AMAZON CAPITAL SERVICES	06/25/2026	Regular	0.00	10,117.47	344631
011532	ARREOLA, RAQUEL	06/25/2026	Regular	0.00	62.50	344632
011354	AT&T MOBILITY	06/25/2026	Regular	0.00	2,477.33	344633
016812	AT&T MOBILITY, LLC	06/25/2026	Regular	0.00	67.50	344634
012425	ATCO INTERNATIONAL	06/25/2026	Regular	0.00	277.55	344635
014494	AXON ENTERPRISES	06/25/2026	Regular	0.00	19,756.54	344636
015318	BADGER METER	06/25/2026	Regular	0.00	3,749.68	344637
016546	BARK AND BRANCH LANDSCAPING	06/25/2026	Regular	0.00	12,480.00	344638
011231	BARON INDUSTRIES	06/25/2026	Regular	0.00	329.49	344639
015284	BEE SPECIALIST	06/25/2026	Regular	0.00	525.00	344640
014680	BEST BEST & KRIEGER LLP	06/25/2026	Regular	0.00	7,085.40	344641
011102	BOOT BARN INC.	06/25/2026	Regular	0.00	271.34	344642
011094	BRAGG INVESTMENT COMPANY, INC.	06/25/2026	Regular	0.00	577.20	344643
016092	BULLOCK, TARA	06/25/2026	Regular	0.00	520.00	344644
011295	CALIFORNIA CITY MANAGEMENT FOUNDATION	06/25/2026	Regular	0.00	400.00	344645
011603	CALIFORNIA WOOD RECYCLING	06/25/2026	Regular	0.00	461.12	344646
016682	CALPORTLAND COMPANY	06/25/2026	Regular	0.00	1,374.47	344647
012679	CAL-STATE AUTO PARTS	06/25/2026	Regular	0.00	274.65	344648
011303	CDW GOVERNMENT INC	06/25/2026	Regular	0.00	626.00	344649
015874	CHANDLER ASSET MANAGEMENT, INC.	06/25/2026	Regular	0.00	2,737.98	344650
015999	CHARTER COMMUNICATIONS HOLDING, LLC	06/25/2026	Regular	0.00	106.31	344651
016167	COASTAL PRINTING	06/25/2026	Regular	0.00	362.64	344652
011137	COPQUEST, INC.	06/25/2026	Regular	0.00	1,193.58	344653
011149	COSTCO WHOLESALE	06/25/2026	Regular	0.00	269.18	344654
011148	COUNTY OF VENTURA	06/25/2026	Regular	0.00	185.48	344655
010932	COUNTY OF VENTURA IT SERVICES	06/25/2026	Regular	0.00	1,309.25	344656
011161	CRAGOE PEST SERVICES INC	06/25/2026	Regular	0.00	145.00	344657
014331	CULLIGAN WATER	06/25/2026	Regular	0.00	78.96	344658
011811	DE LAGE LANDEN	06/25/2026	Regular	0.00	296.61	344659
011210	DEPARTMENT OF JUSTICE	06/25/2026	Regular	0.00	32.00	344660
012948	DIAL SECURITY 2021	06/25/2026	Regular	0.00	44.40	344661
013975	DODOS DESIGN - GARCIA, DAVID	06/25/2026	Regular	0.00	2,174.95	344662
010091	DOOLEY ENTERPRISES	06/25/2026	Regular	0.00	8,035.93	344663
013360	ENGEO INCORPORATED	06/25/2026	Regular	0.00	4,419.77	344664
010385	ENVIRONMENTAL HEALTH DIVISION	06/25/2026	Regular	0.00	4,010.84	344665
016126	ENVISION VTA FD AUTO LLC	06/25/2026	Regular	0.00	342.19	344666
017005	EVERYTHING2GO.COM LLC	06/25/2026	Regular	0.00	5,271.31	344667
010395	FAMCON PIPE & SUPPLY, INC.	06/25/2026	Regular	0.00	4,133.15	344668
014291	FAMCON PIPE & SUPPLY, INC.	06/25/2026	Regular	0.00	78.38	344669
014348	FERRIS, SABRINA ZAN	06/25/2026	Regular	0.00	273.00	344670
010440	FGL ENVIRONMENTAL, INC	06/25/2026	Regular	0.00	3,395.00	344671
015835	FLORES, ELIXEO	06/25/2026	Regular	0.00	58.50	344672
012437	FMP UNIFORM CO.	06/25/2026	Regular	0.00	887.84	344673

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010432	FRANK'S PAINT & HARDWARE	06/25/2026	Regular	0.00	938.85	344674
014061	FRONTIER COMMUNICATIONS	06/25/2026	Regular	0.00	4,459.42	344675
010441	FRUIT GROWERS SUPPLY CO	06/25/2026	Regular	0.00	1,267.45	344676
010451	GARDEN MARKET	06/25/2026	Regular	0.00	579.50	344677
010797	GAS COMPANY, THE	06/25/2026	Regular	0.00	280.79	344678
016449	GAYTAN, CARLOS	06/25/2026	Regular	0.00	2,642.04	344679
016947	GBL INFRASTRUCTURE SOLUTIONS, INC.	06/25/2026	Regular	0.00	70,114.00	344680
015222	GOODSUITE	06/25/2026	Regular	0.00	24.85	344681
012800	GRANITE CONSTRUCTION COMPANY	06/25/2026	Regular	0.00	355.83	344682
014686	HASA, INC.	06/25/2026	Regular	0.00	1,145.25	344683
016127	HOMELAND LANGUAGE SERVICES LLC	06/25/2026	Regular	0.00	1,850.25	344684
015640	HUITT-ZOLLARS, INC.	06/25/2026	Regular	0.00	4,982.50	344685
013711	INDEPENDENT ORDER OF ODD FELLOWS	06/25/2026	Regular	0.00	3,060.48	344686
011546	INTEGRATED WASTE MANAGEMENT DIVISION	06/25/2026	Regular	0.00	1,167.50	344687
014719	INTERWEST CONSULTING GROUP	06/25/2026	Regular	0.00	216.00	344688
014735	JOHNSON CONTROLS SECURITY SOLUTIONS	06/25/2026	Regular	0.00	938.03	344689
012750	JORDANO'S INC. AND SUBSIDIARIES	06/25/2026	Regular	0.00	1,769.27	344690
015805	JUSTFOIA, INC.	06/25/2026	Regular	0.00	5,500.00	344691
010629	KIMBALL MIDWEST	06/25/2026	Regular	0.00	476.61	344692
016766	KT INDUSTRIES, INC.	06/25/2026	Regular	0.00	28,750.00	344693
010736	LEAGUE OF CALIFORNIA CITIES	06/25/2026	Regular	0.00	4,050.00	344694
015971	LEXISNEXIS COPLOGIC SOLUTIONS, INC	06/25/2026	Regular	0.00	2,036.92	344695
010017	LIEBERT CASSIDY WHITMORE	06/25/2026	Regular	0.00	880.00	344696
010061	LOWE'S	06/25/2026	Regular	0.00	1,653.21	344697
016090	LUCY PET PRODUCTS, LLC	06/25/2026	Regular	0.00	587.40	344698
015633	M6 CONSULTING, INC.	06/25/2026	Regular	0.00	41,625.00	344699
016927	MAERLY LLC	06/25/2026	Regular	0.00	3,410.00	344700
015442	MARIPOSA LANDSCAPES, INC.	06/25/2026	Regular	0.00	3,200.00	344701
012260	MELGAR, JOSE LUIS	06/25/2026	Regular	0.00	450.00	344702
013911	MICHAEL K. NUNLEY & ASSOCIATES, INC.	06/25/2026	Regular	0.00	47,752.75	344703
016589	MINERO, ALEJANDRO	06/25/2026	Regular	0.00	70.00	344704
014436	MINER'S ACE HARDWARE	06/25/2026	Regular	0.00	3,420.47	344705
	Void	06/25/2026	Regular	0.00	0.00	344706
012895	MNS ENGINEERS, INC.	06/25/2026	Regular	0.00	57,090.80	344707
011981	NBS	06/25/2026	Regular	0.00	1,500.00	344708
015436	NUTRIEN AG SOLUTIONS, INC.	06/25/2026	Regular	0.00	510.60	344709
010241	OILFIELD ELECTRIC & MOTOR	06/25/2026	Regular	0.00	610.00	344710
016065	OLMOS, JUAN	06/25/2026	Regular	0.00	1,500.00	344711
010246	ON DUTY UNIFORMS & EQUIPMENT	06/25/2026	Regular	0.00	324.30	344712
012691	O'REILLY AUTOMOTIVE STORES, INC.	06/25/2026	Regular	0.00	2,780.54	344713
014663	PHOENIX CIVIL ENGINEERING, INC.	06/25/2026	Regular	0.00	30,802.50	344714
014320	POLYDYNE, INC.	06/25/2026	Regular	0.00	25,747.65	344715
010289	PROUSYS, INC	06/25/2026	Regular	0.00	3,760.00	344716
016935	PYRO SPECTACULARS INC	06/25/2026	Regular	0.00	25,000.00	344717
010306	QUINN COMPANY	06/25/2026	Regular	0.00	365.47	344718
017085	RAMIREZ, AVA MARIE	06/25/2026	Regular	0.00	110.50	344719
014934	RAMIREZ, JOSHUA	06/25/2026	Regular	0.00	897.00	344720
017090	REYES, HILDA	06/25/2026	Regular	0.00	200.00	344721
014415	REYES, PEDRO R.	06/25/2026	Regular	0.00	405.00	344722
017086	RIVERA, RICHARD	06/25/2026	Regular	0.00	60.00	344723
010520	RP RENTALS	06/25/2026	Regular	0.00	213.03	344724
017082	RUBIO, DANIEL ALONSO	06/25/2026	Regular	0.00	480.00	344725
015917	SANTA PAULA MATERIALS, INC.	06/25/2026	Regular	0.00	750.00	344726
012477	SANTA PAULA ROTARY CLUB	06/25/2026	Regular	0.00	147.00	344727
013467	SATICOY UPHOLSTERY - ZUNIGA, RUTILIO	06/25/2026	Regular	0.00	1,200.00	344728
013909	SITEONE LANDSCAPE SUPPLY, LLC	06/25/2026	Regular	0.00	6,346.45	344729
010785	SMART & FINAL	06/25/2026	Regular	0.00	448.00	344730
010790	SOAP MAN	06/25/2026	Regular	0.00	174.69	344731
012665	SOLAR XPERTZ WINDOW TINTING	06/25/2026	Regular	0.00	100.00	344732
010795	SOUTHERN CALIFORNIA EDISON	06/25/2026	Regular	0.00	101,015.94	344733
011144	STAPLES, INC.	06/25/2026	Regular	0.00	479.25	344734

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010812	STATE CONTROLLER'S OFFICE	06/25/2026	Regular	0.00	2,983.86	344735
015285	SUPERIOR PRINTING & GRAPHICS	06/25/2026	Regular	0.00	137.61	344736
015728	THE COUNSELING TEAM INTERNATIONAL	06/25/2026	Regular	0.00	4,750.00	344737
011974	T-MOBILE USA INC.	06/25/2026	Regular	0.00	45.48	344738
012696	TORO ENTERPRISES, INC.	06/25/2026	Regular	0.00	154,788.33	344739
012070	TRAFFIC TECHNOLOGIES	06/25/2026	Regular	0.00	1,824.08	344740
010885	UNDERGROUND SERVICE ALERT OF SOUTHERN	06/25/2026	Regular	0.00	163.96	344741
010891	UNITED RENTALS (NORTHAMERICA), INC.	06/25/2026	Regular	0.00	39.32	344742
010903	USA BLUE BOOK	06/25/2026	Regular	0.00	5,496.96	344743
013637	VENTURA COUNCIL OF GOVERNMENTS	06/25/2026	Regular	0.00	4,042.00	344744
010920	VENTURA COUNTY AIR POLLUTION CONTROL C	06/25/2026	Regular	0.00	962.50	344745
011922	VENTURA COUNTY TRANSPORTATION COMMIS	06/25/2026	Regular	0.00	1.00	344746
015375	VENTURA LOCKSMITHS	06/25/2026	Regular	0.00	180.41	344747
010975	VENTURA REGIONAL SANITATION DISTRICT	06/25/2026	Regular	0.00	240,578.91	344748
010978	VULCAN MATERIALS COMPANY	06/25/2026	Regular	0.00	1,531.57	344749
015847	WHITE RABBIT MAGIC LLC	06/25/2026	Regular	0.00	3,500.00	344750
013843	YOUNG, DUNCAN JAMES	06/25/2026	Regular	0.00	2,691.00	344751
016027	YUNEX LLC	06/25/2026	Regular	0.00	6,928.47	344752
016411	ZAVALA, JOHN	06/25/2026	Regular	0.00	70.00	344753
016034	SPIRIT OF SANTA PAULA	06/29/2026	Regular	0.00	14,122.09	344754
015506	PAYMENTUS GROUP, INC.	06/17/2026	Bank Draft	0.00	13,315.45	992657

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	761	314	0.00	1,806,777.70
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	1	1	0.00	13,315.45
EFT's	0	0	0.00	0.00
	762	319	0.00	1,820,093.15

Check Report

Date Range: 06/01/2026 - 06/30/2026

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: PY-PAYROLL						
011688	CALIFORNIA STATE DISBURSEMENT UNIT	06/05/2026	Regular	0.00	982.60	344428
010553	ICMA RETIREMENT TRUST-457	06/05/2026	Regular	0.00	15,644.56	344429
010554	ICMA RETIREMENT TRUST-457 (PT)	06/05/2026	Regular	0.00	1,232.73	344430
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	06/05/2026	Regular	0.00	2,000.00	344431
010291	SEIU LOCAL 721	06/05/2026	Regular	0.00	718.10	344432
010898	UNITED WAY OF VENTURA COUNTY	06/05/2026	Regular	0.00	10.00	344433
011103	COLONIAL LIFE & ACCIDENT	06/10/2026	Regular	0.00	2,557.74	344434
016111	FIDELITY SECURITY LIFE INSURANCE COMPANY	06/10/2026	Regular	0.00	773.12	344435
010371	METLIFE SBC	06/10/2026	Regular	0.00	417.10	344436
014422	RELIANCE STANDARD LIFE INSURANCE	06/10/2026	Regular	0.00	5,062.16	344437
010331	RELIANCE STANDARD LIFE INSURANCE	06/10/2026	Regular	0.00	631.69	344438
010331	RELIANCE STANDARD LIFE INSURANCE	06/10/2026	Regular	0.00	5,962.70	344439
011688	CALIFORNIA STATE DISBURSEMENT UNIT	06/19/2026	Regular	0.00	982.60	344621
010553	ICMA RETIREMENT TRUST-457	06/19/2026	Regular	0.00	15,644.56	344622
010554	ICMA RETIREMENT TRUST-457 (PT)	06/19/2026	Regular	0.00	1,199.49	344623
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	06/19/2026	Regular	0.00	2,000.00	344624
010291	SEIU LOCAL 721	06/19/2026	Regular	0.00	718.10	344625
010898	UNITED WAY OF VENTURA COUNTY	06/19/2026	Regular	0.00	10.00	344626
013539	WAGE WORKS, INC.	06/03/2026	Bank Draft	0.00	260.21	992650
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	06/10/2026	Bank Draft	0.00	83,094.01	992651
010420	INTERNAL REVENUE SERVICE	06/10/2026	Bank Draft	0.00	62,595.10	992652
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	06/10/2026	Bank Draft	0.00	20,691.39	992653
014872	STATE OF CALIFORNIA EDD - SDI	06/10/2026	Bank Draft	0.00	2,162.61	992654
013539	WAGE WORKS, INC.	06/10/2026	Bank Draft	0.00	1,910.60	992655
011024	CALIFORNIA PUBLIC EMPLOYEE RETIREMENT S'	06/10/2026	Bank Draft	0.00	109,161.92	992656
013539	WAGE WORKS, INC.	06/17/2026	Bank Draft	0.00	1,097.24	992658
010420	INTERNAL REVENUE SERVICE	06/24/2026	Bank Draft	0.00	65,818.87	992659
011044	STATE OF CALIFORNIA - EDD EMPLOYMENT DE	06/24/2026	Bank Draft	0.00	21,240.48	992660
014872	STATE OF CALIFORNIA EDD - SDI	06/24/2026	Bank Draft	0.00	2,301.33	992661
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	06/24/2026	Bank Draft	0.00	82,612.81	992662

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	122	18	0.00	56,547.25
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	142	12	0.00	452,946.57
EFT's	0	0	0.00	0.00
	264	30	0.00	509,493.82

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	883	332	0.00	1,863,324.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	4	0.00	0.00
Bank Drafts	143	13	0.00	466,262.02
EFT's	0	0	0.00	0.00
	1026	349	0.00	2,329,586.97

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	6/2026	2,329,586.97
			2,329,586.97

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Julie Latshaw, City Clerk

Subject: DESIGNATION OF VOTING DELEGATE FOR THE LEAGUE OF CALIFORNIA CITIES ANNUAL CONFERENCE & EXPO - SEPTEMBER 23-25, 2026

Date: July 15, 2026

Agenda Item: 10.B

RECOMMENDATION:

Staff recommends that the City Council:

Nominate Mayor Juarez as Voting Delegate and Vice Mayor Crosswhite as Alternate Delegate to participate in the 2026 League of California Cities Annual Conference General Assembly.

Presented by: Julie Latshaw, City Clerk

BACKGROUND:

Every year, the League of California Cities convenes a member-driven General Assembly at the Cal Cities Annual Conference and Expo. The General Assembly is an important opportunity where city officials can directly participate in the development of Cal Cities policy. Each City is asked to designate a voting delegate and an alternate who plans to attend the 2026 League of California Cities Annual Conference. The voting delegate votes on behalf of the City on conference resolutions that will guide cities and the League in efforts to improve the quality, responsiveness and vitality of local government in California.

ANALYSIS:

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

Traditionally, the Mayor serves as the voting delegate when they are attending the conference, or an alternate is chosen by the Council in advance of the conference. This year, both Mayor Juarez and Vice Mayor Crosswhite have registered to attend the annual conference, therefore it is recommended the Council designate the Mayor as the City's delegate and Vice Mayor Crosswhite as the alternate for the September conference.

STRATEGIC PLAN:

This item is not a goal or objective in City Council's two-year Strategic Plan. However, nominating a delegate to speak on behalf of the City of Santa Paula meets the Council's mission to providing and continually creating a safe, sustainable, and innovative place to live, work and thrive.

FISCAL IMPACTS:

There are no fiscal impacts associated with this item.

OPTIONS:

Should the Mayor or Vice Mayor prefer not to participate, Council may select from among any of its members that plan to attend this year's conference. In the event no member of the City Council wishes to participate in the annual meeting, the City of Santa Paula will be without a vote on the items that may be of importance to the City of Santa Paula.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Monica Castillo, City Attorney

Subject: ACCEPTANCE OF QUITCLAIM DEED CONVEYING FIRE STATION 29
SIDEWALK TO CITY

Date: July 15, 2026

Agenda Item: 10.C

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7622 Accepting Real Property Designated APN 103-0-113-175 and Approving a Quitclaim Deed from the County of Ventura for Sidewalk Adjacent to Fire Station 29.

BACKGROUND:

Ventura County is nearing completion of the new Fire Station 29 location at 114 S. 10th Street - the site of the former Santa Paula Fire Station. As part of the project, the County reconstructed the sidewalk adjacent to the project along 10th Street.

The parcel on which the new station is built was previously owned by the City and was inclusive of the sidewalk along 10th Street. The County has offered to convey the improved sidewalk back to the City by quitclaim deed. A new sidewalk has been poured and brought to City standards. Adopting the attached Resolution (Attachment A) will result in acceptance of the property and approval of the quitclaim deed which are necessary to complete the transfer of ownership back to the City.

ANALYSIS:

The quitclaim deed conveys the sidewalk area from the County of Ventura to the City of Santa Paula. The deed reserves a non-exclusive easement for ingress and egress across the property to ensure the County's continued access to Fire Station 29.

Staff has reviewed the proposed conveyance and determined that acceptance of the property is in the best interest of the City. The acquisition will clarify ownership of the property adjacent to Fire Station 29 while preserving the County's access rights through the reserved easement.

STRATEGIC PLAN:

Accepting the improved sidewalk indirectly supports the following objective of the City's 2025-2027 Strategic Plan: Category A. Infrastructure, Transportation & Mobility, Objective 1. Streets, Sidewalks, & Storm Drains – Accelerate the City's funding and investments to improve infrastructure.

FISCAL IMPACTS:

There is no purchase price associated with this conveyance. Upon acceptance of the property, the City will assume ownership and responsibility for maintenance of the sidewalk.

OPTIONS:

As an alternative to Staff's recommendation, the City Council may:

1. Decline to adopt the Resolution accepting the property and approving the Quitclaim Deed. If the Resolution is not adopted, ownership of the property will remain with the County of Ventura.
2. Provide alternative direction to staff regarding the proposed conveyance and return the item for further consideration.

ATTACHMENTS:

[ATTACHMENT A - Reso Accepting FS29 Sidewalk.pdf](#)

ATTACHMENT A

Resolution No. 7622

Acceptance of FS 29 Sidewalk

RESOLUTION NO. 7622

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA ACCEPTING REAL PROPERTY DESIGNATED ASSESSOR'S PARCEL NUMBER (APN) 103-0-113-175 AND APPROVING A QUITCLAIM DEED FROM THE COUNTY OF VENTURA FOR REAL PROPERTY ADJACENT TO FIRE STATION 29

The City Council of the City of Santa Paula hereby resolves:

SECTION 1: Recitals.

- A. The County of Ventura ("County") is the owner of approximately 1,557 square feet of sidewalk adjacent to Santa Paula Fire Station 29 generally located at 114 S. 10th Street, Santa Paula, CA 93060 and designated APN 103-0-113-175 ("Property").
- B. The County has offered to convey the Property to the City of Santa Paula while reserving a non-exclusive easement for ingress and egress across the Property for the benefit of the fire station.
- C. The City Council now desires to accept the Property and approve the quitclaim deed finding it in the best interest of the City.

SECTION 2: The recitals set forth above are true and correct.

SECTION 3: CEQA Compliance. The City Council hereby finds and determines that the acceptance of the Property and approval of the quitclaim deed is not a "project" under the CEQA because the proposed action does not involve any commitment to a specific project which may result in a potentially significant physical impact on the environment, as contemplated by Title 14 California Code of Regulations § 15061(b)(3).

SECTION 4: Acceptance of Property. The quitclaim deed attached as Exhibit A conveying the Property, as described therein, is hereby accepted and approved. Pursuant to Government Code Section 27281, the City Manager is authorized to accept the Property and to take all steps needed to acquire the Property.

SECTION 5: Recordation upon Acceptance. Upon City Manager's execution of the Certificate of Acceptance, the City Council directs the City Clerk to cause recordation of the quitclaim deed, the Certificate of Acceptance, and any such other documents and instruments as may be necessary or convenient to accept the Property, with the Office of the Clerk-Recorder of the County of Ventura.

SECTION 6: The City Clerk shall attest and certify to the passage and adoption of this Resolution, which shall become effective immediately upon its approval.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Santa Paula
this 17th day of July 2026.

Carlos Juarez, Mayor

Attest:

Julie Latshaw, City Clerk

Approved as to form:

Monica Castillo, City Attorney

Approved as to content:

Dan Singer, City Manager

STATE OF CALIFORNIA COUNTY OF VENTURA CITY OF SANTA PAULA

I, _____, Julie Latshaw, CITY CLERK of the City of Santa Paula do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Santa Paula held on the ____ day of _____ 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Santa Paula, California this ____ day of _____ 2026.

Julie Latshaw, City Clerk

EXHIBIT A

QC Deed

[attached behind]

Recorded at the request of and
Return to:

Public Works Agency
County of Ventura
Attn: Real Estate Services
800 S. Victoria Avenue
Ventura, CA 93009-1640

A. P. # 103-0-113-175
Instrument # FS29 30,052.1a & .3E

No Fee Required
(Govt. Code Sec. 6103 & 27383),
(Rev. & Tax. Code Sec. 11922)

GRANT DEED
(Santa Paula Fire Station 29)

FOR VALUABLE CONSIDERATION, the receipt of which is hereby acknowledged,

COUNTY OF VENTURA ("Grantor")

does hereby remise, release, and forever quitclaim to

CITY OF SANTA PAULA, a California municipal corporation ("Grantee")

the following:

All right, title, and interest in and to the hereinafter described real property in the State of California, County of Ventura.

[See description in Exhibit "A" and depiction on Exhibit "B," attached hereto and made a part hereof by these references]

EXCEPTING AND RESERVING unto Grantor, its successors and assigns, a perpetual, non-exclusive easement for pedestrian and vehicular ingress and egress in, on, over, and across the entirety of the hereinafter described real property, for the benefit of Grantor's adjoining property used as a fire station.

Said easement shall run with the land and be binding upon Grantee and all subsequent owners, successors, and assigns. Grantee's acceptance of this Grant Deed constitutes acknowledgment of and agreement to the foregoing reservation.

GRANTOR

County of Ventura

Date: 6/9/26

Joan Araujo
Joan Araujo, Director
Central Services
Public Works Agency

Authorized Officer

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

ACKNOWLEDGMENT

STATE OF CALIFORNIA)
COUNTY OF VENTURA)

On June 09, 2026, before me, William Kaiser, Deputy County Clerk, personally appeared Joan Araujo, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



MICHELLE ASCENCION, County Clerk - Recorder
County of Ventura, California

By 
Deputy County Clerk

CERTIFICATE OF ACCEPTANCE OF DEED OR GRANT

This is to certify that the interest in real property conveyed by the deed or grant dated _____, 2026, from COUNTY OF VENTURA ("Grantor") to CITY OF SANTA PAULA, a California municipal corporation ("Grantee"), is hereby accepted by the undersigned officer on behalf of the City of Santa Paula, pursuant to authority conferred by _____, and the Grantee consents to recordation thereof by its duly authorized officer.

Dated: _____

Dan Singer, City Manager

Authorized Officer

EXHIBIT A
LEGAL DESCRIPTION

That portion of Block 65 in the City of Santa Paula, County of Ventura, State of California as shown on the map entitled "Town of Santa Paula, Blanchard and Bradley, Proprietors" recorded in the office of the County Recorder of said County in Book 1 Page 234-235 of Miscellaneous Records described as follows:

The easterly 10.00 feet of the parcel of land described as Estate 1 in the Grant Deed recorded November 6, 2018 in the office of said County Recorder as Instrument 20181106-00124764-0 of Official Records.

CONTAINING 1557 SQUARE FEET MORE OR LESS.

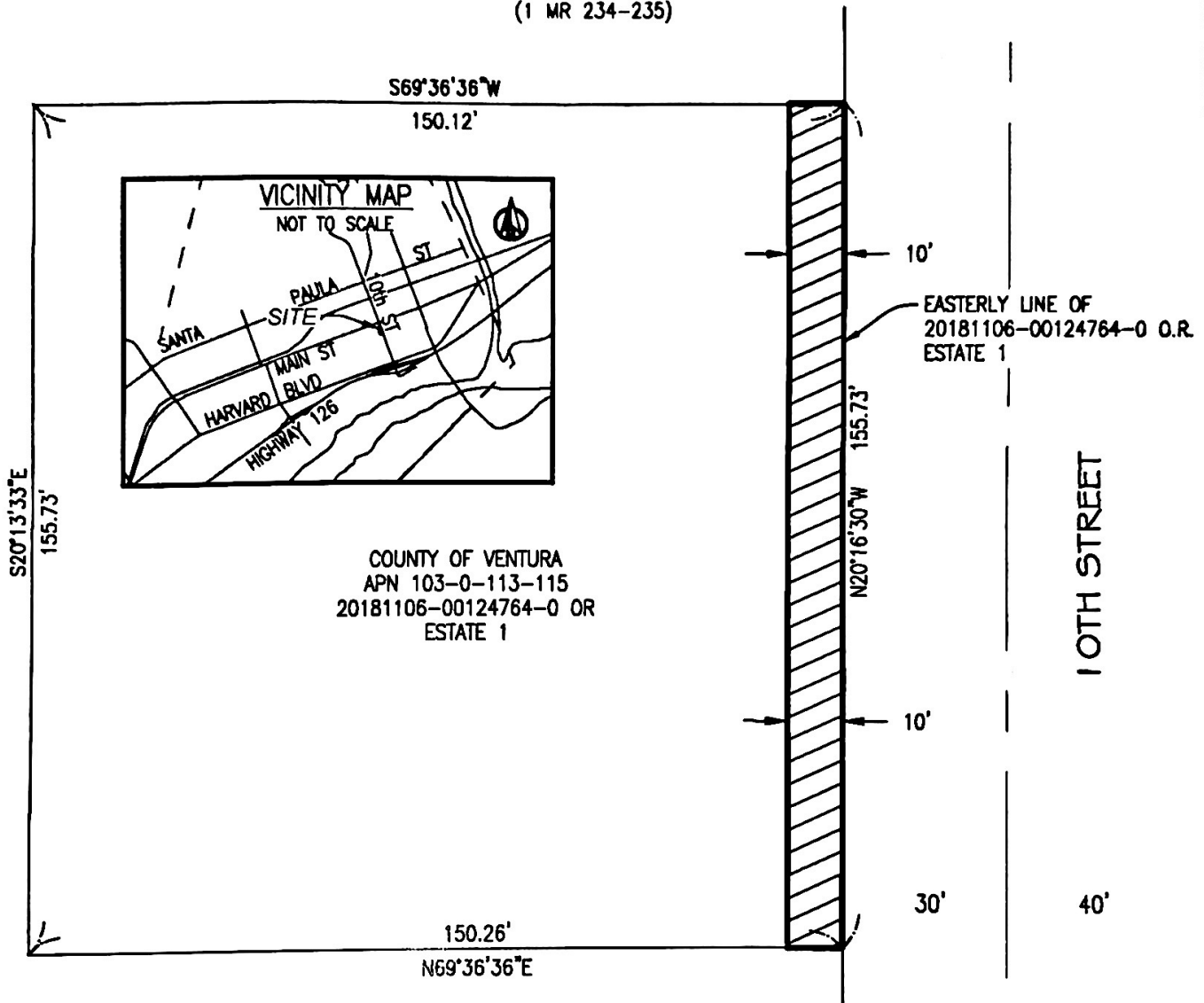


Joseph V. DeChellis, PLS 8613 4/29/2025 Date

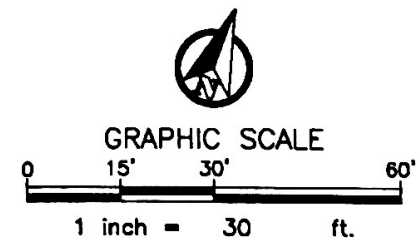


EXHIBIT B

PORTION OF BLOCK 65
 "TOWN OF SANTA PAULA, BLANCHARD
 AND BRADLEY, PROPRIETORS"
 (1 MR 234-235)



NOTE: BEARINGS AND DISTANCES
 SHOWN HEREON ARE PER
 20181106-00124764-0 OR

**LEGEND**

APN	ASSESSOR PARCEL NUMBER
MR	MISCELLANEOUS RECORDS
OR	OFFICIAL RECORDS

JOSEPH V. DeCHELLIS
 PLS 8613

4/29/2025

DATE



**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Monica Castillo, City Attorney

Subject: ACCEPTANCE OF GRANT DEEDS FOR OFFSITE TRAFFIC
IMPROVEMENTS AT 12TH STREET/SANTA PAULA STREET AND
HALLOCK DRIVE/SR-126 (HARVEST AT LIMONEIRA)

Date: July 15, 2026

Agenda Item: 10.D

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7623 accepting a grant deed from the Santa Paula Unified School District conveying approximately 136 square feet of real property located at the northwest corner of 12th Street and Santa Paula Street.
2. Adopt Resolution No. 7624 accepting a grant deed from Moller Santa Paula, LLC conveying approximately 46 square feet of real property located at the southwest corner of Hallock Drive and State Route 126.

BACKGROUND:

Limoneira Lewis Community Builders, LLC ("LLCB") is the master developer of the the planned community development known as the Harvest at Limoneira (hereafter, "Harvest").

Under the current Development Agreement, last amended by Amendment No. 4 recorded April 16, 2026, LLCB is required to complete certain off-site traffic improvements in connection with the Harvest, including:

- Installation of a traffic signal and reconfiguration of the intersection of 12th Street and Santa Paula Street; and
- Widening and reconfiguration of the intersection of Hallock Drive and State Route 126.

To facilitate these improvements, the City must acquire small portions of adjacent property that will become public right-of-way.

The first conveyance consists of approximately 136 square feet owned by the Santa Paula Unified School District ("SPUSD") adjacent to the northwest corner of 12th Street and Santa Paula Street (APN 101-0-171-015). This conveyance was approved by the SPUSD Board on November 12, 2025.

The second conveyance consists of approximately 46 square feet owned by Moller Santa

Paula, LLC adjacent to the southwest corner of Hallock Drive and State Route 126 (APN 107-0-046-015). Moller has agreed to convey the property to the City by grant deed to facilitate the roadway widening and dedication of the improved roadway as public right-of-way.

ANALYSIS:

Both grant deeds provide the City with the property interests necessary to complete public right-of-way acquisitions associated with the Harvest development.

The SPUSD property will facilitate construction of the required traffic signal and intersection improvements at 12th Street and Santa Paula Street.

The Moller property will facilitate the widening of Hallock Drive, improvements to the Hallock Drive/State Route 126 intersection, and dedication of the completed improvements as public right-of-way.

STRATEGIC PLAN:

This item furthers the following Strategic Plan 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:

No costs will be incurred from accepting property for right-of-way purposes other than future road maintenance which will be incorporated into future budgets.

OPTIONS:

As an alternative to Staff's recommendation, the City Council may:

1. Decline to approve the grant deeds. Doing so, however, would prevent LLCB's completion of traffic improvements and compliance with the Development Agreement.
2. Provide alternative direction to staff.

ATTACHMENTS:

[ATTACHMENT A - Reso Accepting 12th Street _ SP Street \(SPUSD\)](#)

[ATTACHMENT B - Reso Accepting SW Hallock _ SR126 \(Parcel 2\) \(Moller\)](#)

ATTACHMENT A

Resolution No. 7623

RESOLUTION NO. 7623

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA ACCEPTING A PORTION OF REAL PROPERTY DESIGNATED ASSESSOR'S PARCEL NUMBER (APN) 101-0-171-015 AND APPROVING A GRANT DEED FROM THE SANTA PAULA UNIFIED SCHOOL DISTRICT FOR SAID REAL PROPERTY LOCATED AT 12TH STREET AND SANTA PAULA STREET

The City Council of the City of Santa Paula hereby resolves:

SECTION 1: Recitals.

- A. The Santa Paula Unified School District (SPUSD) is the owner of approximately 136 square feet of real property adjacent to the northwest corner of the intersection of 12th Street and Santa Paula Street and designated 101-0-171-015.
- B. Limoneira Lewis Community Builders, LLC ("LLCB") is the master developer of the planned community development known as the Harvest at Limoneira (hereafter, "Harvest").
- C. Under the current Development Agreement, last amended by Amendment No. 4 recorded April 16, 2026, LLCB is required to install a traffic signal and reconfigure the intersection of 12th Street and Santa Paula Street.
- D. On November 12, 2025, the SPUSD Board approved the conveyance of the Property to the City.
- E. The City Council finds that accepting the grant deed conveying the Property to the City will facilitate the construction of the required traffic signal and intersection improvements and is therefore in the best interests of the City and the public.

SECTION 2: The recitals set forth above are true and correct.

SECTION 3: CEQA Compliance. The City Council hereby finds and determines that the acceptance of the Property and approval of the quitclaim deed is not a "project" under the CEQA because the proposed action does not involve any commitment to a specific project which may result in a potentially significant physical impact on the environment, as contemplated by Title 14 California Code of Regulations § 15061(b)(3).

SECTION 4: Acceptance of Property. The grant deed attached as Exhibit A conveying the Property, as described therein, is hereby accepted and approved. Pursuant to Government Code Section 27281, the City Manager is authorized to accept the Property and to take all steps needed to acquire the Property.

SECTION 5: Recordation upon Acceptance. Upon City Manager's execution of the Certificate of Acceptance, the City Council directs the City Clerk to cause recordation of the grant deed, the Certificate of Acceptance, and any such other documents and instruments as may be necessary or convenient to accept the Property, with the Office of the Clerk-Recorder of the County of Ventura.

SECTION 6: The City Clerk shall attest and certify to the passage and adoption of this Resolution, which shall become effective immediately upon its approval.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Santa Paula this 17th day of July 2026.

Carlos Juarez, Mayor

Attest:

Julie Latshaw, City Clerk

Approved as to form:

Monica Castillo, City Attorney

Approved as to content:

Dan Singer, City Manager

STATE OF CALIFORNIA COUNTY OF VENTURA CITY OF SANTA PAULA

I, _____, Julie Latshaw, CITY CLERK of the City of Santa Paula do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Santa Paula held on the ____ day of _____ 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Santa Paula, California this ____ day of _____ 2026.

Julie Latshaw, City Clerk

EXHIBIT A

Grant Deed

[attached behind]

RECORDING REQUESTED BY

CITY OF SANTA PAULA

WHEN RECORDED MAIL TO:

CITY CLERK
CITY OF SANTA PAULA
970 VENTURA STREET
SANTA PAULA, CA 93060

SPACE ABOVE THIS LINE FOR RECORDER'S USE

DOCUMENTARY TRANSFER TAX IS NOT APPLICABLE.
NO FEE PER GOVERNMENT CODE 6103

APN: 101-0-171-015

GRANT DEED
(Santa Paula Street/12th Street– School Site)

By this instrument dated _____ 2026, for valuable consideration, receipt of which is hereby acknowledged,

SANTA PAULA UNIFIED SCHOOL DISTRICT, a California public school district, as successor in interest to SANTA PAULA ELEMENTARY SCHOOL DISTRICT OF VENTURA COUNTY, CALIFORNIA and SANTA PAULA GRAMMAR SCHOOL DISTRICT OF VENTURA COUNTY, CALIFORNIA (“**Grantor**”), hereby GRANTS to the CITY OF SANTA PAULA, a California municipal corporation (“**Grantee**”), that certain real property located in the City of Santa Paula, County of Ventura, State of California, legally described in Exhibit “A” and shown in Exhibit “B”, hereby incorporated by this reference (“**Property**”).

This conveyance is made for public right-of-way and roadway purposes, including but not limited to streets, sidewalks, utilities, drainage, and all appurtenant public uses.

This instrument may be executed in one or more counterparts, all of which taken together shall be deemed one original. It is understood and agreed that until this document is fully executed and delivered by both Grantor and Grantee, there is not and shall not be an agreement of any kind between the parties upon which any commitment, undertaking or obligation can be based.

[Signatures follow on next page]

SIGNATURE PAGE TO
GRANT DEED
(Santa Paula Street/12th Street)

“Grantor”

SANTA PAULA UNIFIED SCHOOL DISTRICT

By: _____
Name: _____
Its: _____

“Grantee”

CITY OF SANTA PAULA,
a municipal corporation, of the State of California

By: _____

Name: Dan Singer

Its: City Manager

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of _____)

On _____ before me, _____
(insert name and title of the officer)

personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____ (Seal)

CERTIFICATE OF ACCEPTANCE

Pursuant to Government Code §27281, this is to certify that the interest in real property conveyed by the Grant Deed (Santa Paula Street/12th Street) dated _____, 2026, from the Santa Paula Unified School District (“**Grantor**”), to the City of Santa Paula, a municipal corporation, (“**City/Grantee**”), is hereby accepted by order of the undersigned on behalf of the City pursuant to the authority conferred by City Council Resolution No. 7623, and Grantee consents to the recordation thereof by its duly authorized officer.

DATED: _____, 2026

CITY OF SANTA PAULA

By: _____
Dan Singer, City Manager

ATTEST:

Julie Latshaw, City Clerk
(seal)

EXHIBIT "A"
(RIGHT OF WAY DEDICATION)
APN: 101-0-171-015

That portion of Block 32, Map of Town of Santa Paula in the City of Santa Paula, County of Ventura, State of California, per map recorded on June 16, 1875 in Book 1, Page 234 of Miscellaneous Records (Maps), and described in the Grant Deed to Santa Paula Elementary School District, recorded on March 28, 1942 in Book 656, Page 83 of Official Records, both in the Office of the County Recorder of said County, lying southeasterly of the following described line:

Beginning at southeasterly corner of said Block 32; thence along the southerly line of said Block 32, South 69°48'54" West, a distance of 17.00 feet to the **Point of Beginning**; thence,

1st North 26°34'34" East, a distance of 23.36 feet to the easterly line of said Block 32.

Contains: 136 Square Feet, more or less.

Above described Parcel of land is delineated on the attached Exhibit "B".



Anthony Pesce
PLS 9798

10-28-2025

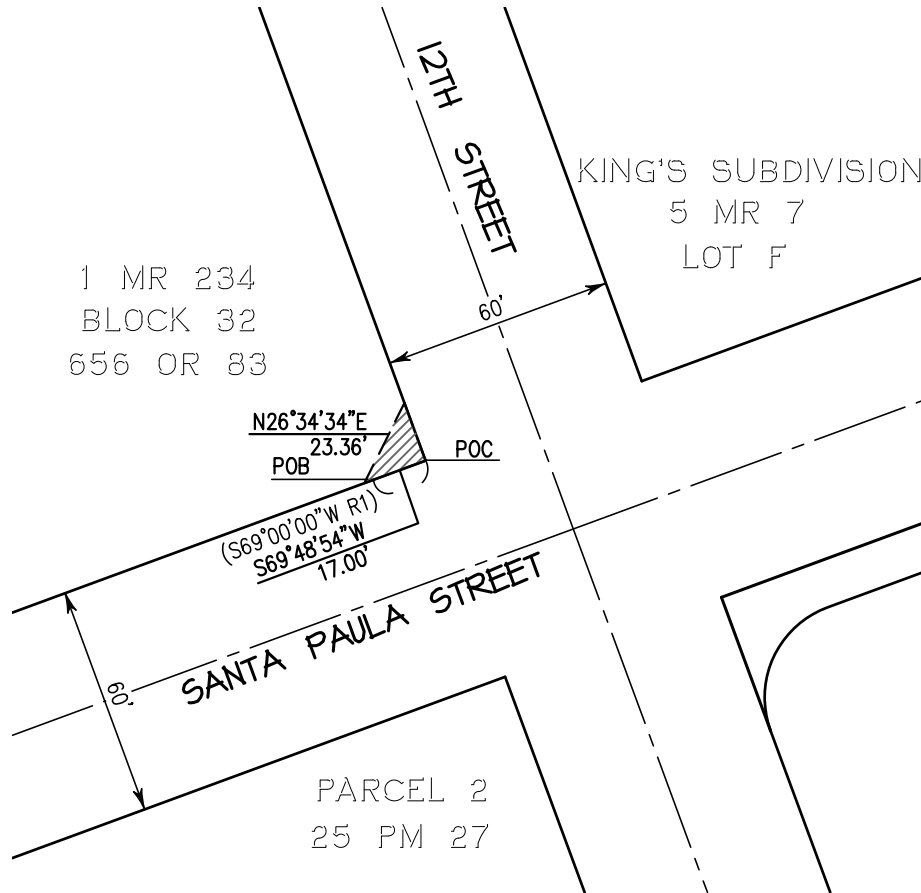
Date



EXHIBIT "B"

SHEET 1 OF 1

RIGHT OF WAY DEDICATION PORTION OF BOOK 656, PAGE 83 OF OFFICIAL RECORDS APN: 101-0-171-015

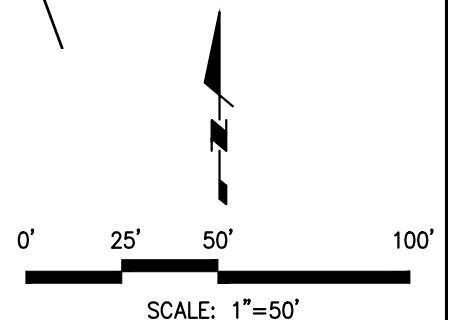


AREA

136 SQUARE FEET, MORE OR
LESS

LEGEND

OR OFFICIAL RECORDS
MR MISCELLANEOUS RECORDS
POB POINT OF BEGINNING
POC POINT OF COMMENCEMENT
PM PARCEL MAP
R1 25 PM 27



HATCHED AREA DENOTES LAND
DESCRIBED IN THE ATTACHED
EXHIBIT "A"

Anthony Pesce

ANTHONY PESCE
LS 9798

10-28-2025

DATE



ATTACHMENT B

Resolution No. 7624

RESOLUTION NO. 7624

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA ACCEPTING A PORTION OF REAL PROPERTY DESIGNATED ASSESSOR'S PARCEL NUMBER (APN) 107-0-046-015 AND APPROVING A GRANT DEED FROM THE MOLLER SANTA PAULA, LLC FOR SAID REAL PROPERTY AT HALLOCK DRIVE AND SR-126

The City Council of the City of Santa Paula hereby resolves:

SECTION 1: Recitals.

- A. Moller Santa Paula, LLC, a California limited liability company ("Moller") is the owner of approximately 46 square feet of real property adjacent to the southwest corner of the intersection of Hallock Drive and State Route 126 (SR-126) and designated APN 107-0-046-015 ("Property").
- B. Limoneira Lewis Community Builders, LLC ("LLCB") is the master developer of the planned community development known as the Harvest at Limoneira (hereafter, "Harvest").
- C. Under the current Development Agreement, last amended by Amendment No. 4 recorded April 16, 2026, LLCB is required to widen and reconfigure the intersection of Hallock Drive and SR-126.
- D. To facilitate the widening of Hallock Drive and the dedication of the improved roadway as public right-of-way, Moller has offered to convey the Property to the City of Santa Paula by grant deed.
- E. The City Council has determined that acceptance of the Property and approval of the grant deed are in the best interests of the City, as the conveyance will facilitate the required public roadway improvements and the acquisition of public right-of-way

SECTION 2: The recitals set forth above are true and correct.

SECTION 3: CEQA Compliance. The City Council hereby finds and determines that the acceptance of the Property and approval of the quitclaim deed is not a "project" under the CEQA because the proposed action does not involve any commitment to a specific project which may result in a potentially significant physical impact on the environment, as contemplated by Title 14 California Code of Regulations § 15061(b)(3).

SECTION 4: Acceptance of Property. The grant deed attached as Exhibit A conveying the Property, as described therein, is hereby accepted and approved. Pursuant to Government Code Section 27281, the City Manager is authorized to accept the Property and to take all steps needed to acquire the Property.

SECTION 5: Recordation upon Acceptance. Upon City Manager's execution of the Certificate of Acceptance, the City Council directs the City Clerk to cause recordation of the grant deed, the Certificate of Acceptance, and any such other documents and instruments as may be necessary or convenient to accept the Property, with the Office of the Clerk-Recorder of the County of Ventura.

SECTION 6: The City Clerk shall attest and certify to the passage and adoption of this Resolution, which shall become effective immediately upon its approval.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Santa Paula this 17th day of July 2026.

Carlos Juarez, Mayor

Attest:

Julie Latshaw, City Clerk

Approved as to form:

Monica Castillo, City Attorney

Approved as to content:

Dan Singer, City Manager

STATE OF CALIFORNIA COUNTY OF VENTURA CITY OF SANTA PAULA

I, _____, Julie Latshaw, CITY CLERK of the City of Santa Paula do hereby certify that the foregoing Resolution was adopted at a regular meeting of the City Council of the City of Santa Paula held on the ____ day of _____ 2026 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of Santa Paula, California this ____ day of _____ 2026.

Julie Latshaw, City Clerk

EXHIBIT A

Grant Deed

[attached behind]

RECORDING REQUESTED BY

Lawyers Title Company

AND WHEN RECORDED RETURN TO:

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

(Space Above For Recorder's Use)

The undersigned grantor(s) declare(s):

This conveyance is exempt from the payment of a documentary transfer tax pursuant to Revenue and Taxation Code Section 11922. *This document is being recorded for the benefit of City of Santa Paula and is exempt from the payment of recordation fee pursuant to Govt. Code Section 6103.*

GRANT DEED

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, **MOLLER SANTA PAULA, LLC**, a California limited liability company ("**Grantor**"), hereby grants to the **CITY OF SANTA PAULA**, a California municipal corporation ("**Grantee**"), that certain real property located in the City of Santa Paula, County of Ventura, State of California, described in the legal description attached hereto as **Exhibit "A"** and depicted on **Exhibit "B"**, incorporated herein by this reference ("**Property**"), together with all of Grantor's right, title, and interest in all buildings, improvements, fixtures, easements, tenements, hereditaments, and appurtenances of every kind or nature belonging thereto or relating to the Property.

Dated: _____, 2026

MOLLER SANTA PAULA, LLC,
a California limited liability company

By: _____
Name: John Moller
Its: Manager

EXHIBIT "A"
Legal Description

APN 107-0-046-015 PARCEL 2 FEE

That portion of the land described in the Grant Deed recorded April 01, 2021 as Document No. 20210401-00068149 of Official Records, in the office of the County Recorder of Ventura County, in the City of Santa Paula, County of Ventura, State of California, lying within the East one-half (1/2) of the Southeast one-quarter (1/4) of the Northeast of the one-quarter (1/4) of Section 11, Township 3 North, Range 21 West, San Bernardino Meridian, together with that portion of the Northwest one-quarter (1/4) of Section 12, Township 3 North, Range 21 West, San Bernardino Meridian, more particularly described as follows:

Commencing at the centerline intersection of the State Route 126 and Hallock Drive (40.00 feet half-width), as shown on the Record of Survey, filed in Book 62 of Records of Survey, pages 45 through 53, inclusive, in the office of the County Recorder of said County;

Thence along the centerline of said Hallock Drive South 32°16'36" East 102.10 feet;

Thence leaving said centerline South 57°43'24" West 40.00 feet to a point on the southwesterly line of said Hallock Drive;

Thence along said southwesterly line South 32°16'36" East 15.27 feet to the southeasterly line of the land as described in the Grant Deed recorded October 03, 2022 as Document No. 2022000097865 of official records, in the office of the County Recorder of said County;

Thence along said southeasterly line South 35°46'13" West 2.17 feet to the **True Point of Beginning**;

Thence leaving said southeasterly line South 32°07'22" East 18.82 feet to the beginning of a non-tangent curve, concave southwesterly, having a radius of 45.70 feet, a radial line to said beginning bears North 48°50'57" East;

Thence northwesterly along said non-tangent curve, through a central angle of 22°00'32", an arc length of 17.56 feet to said southeasterly line;

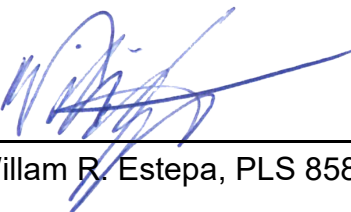
Thence along said southeasterly line North 35°46'13" East 6.45 feet to the **True Point of Beginning**.

Containing 46 square feet (0.001 Acres) more or less.

See **Exhibit "B"** attached hereto and made a part hereof.

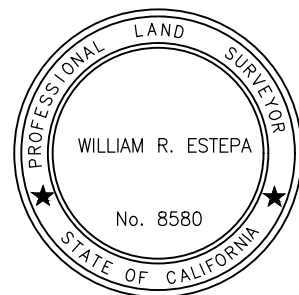
The bearings and distances for this survey are based upon the North American Datum of 1983 (NAD83) of the California Coordinate System of 1983 (CCS83), Zone V, 1991.35 Epoch. Distances are grid. Divide by 0.99993595 to obtain ground distances.

This real property description has been prepared by me, or under my direction, in conformance with the Professional Land Surveyors Act (Business & Professional Code §8700).



William R. Estepa, PLS 8580

04/01/2026
Date



P.O.C.
C/L INTERSECTION OF STATE
RTE. 126 AND HALLOCK
DRIVE PER R.S. 62/45-53

SEE DETAIL ON
SHEET 2

STATE ROUTE 126

R.S. 62/45-53

PARCEL 2
AREA= 46 SQ. FT.
(0.001 ACRES)

NW 1/4 OF
SECTION 12
T.3N., R.21W., S.B.M.

GRANT DEED
DOC. NO. 20210401-00068149, O.R.

0' 25' 50'
SCALE: 1"=50'

R/W

EAST HALLOCK DRIVE

SOUTHWESTERLY LINE
OF HALLOCK DRIVE
PER RS 62/45-53

HALLOCK DRIVE

S57°43'24"W 40.00'

S32°16'36"E 15.27'

S32°16'36"E 102.10'

T.P.O.B.

LEGEND



LIMITS OF PARCEL
CENTERLINE

PARCEL LINE

RIGHT OF WAY LINE

RETRACEMENT LINE

SECTION LINE

P.O.C. POINT OF COMMENCEMENT
T.P.O.B. TRUE POINT OF BEGINNING
R/W RIGHT OF WAY
(RAD) RADIAL

THIS PLAT WAS PREPARED
UNDER MY DIRECTION

William R. Estepa
WILLIAM R. ESTEPA, PLS 8580

04/01/2026

DATE

APN: 107-0-046-015

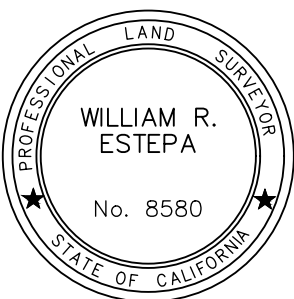
SHEET 1 OF 2

SCALE 1" = 50'

EXHIBIT "B"
PARCEL 2 FEE

PSOMAS
1650 SPRUCE ST., SUITE 400
RIVERSIDE, CA 92507
(951) 787-8421 www.psomas.com

DRAFTED MNS
CHECKED TRG
DATE APRIL 1, 2026
JOB
NUMBER 1LEW010200





DETAIL
N.T.S.

P.O.C.
C/L INTERSECTION OF STATE
RTE. 126 AND HALLOCK DRIVE
PER R.S. 62/45-53

C/L STATE ROUTE 126

S32°16'36"E
102.10'

R/W

GRANT DEED
DOC. NO. 2022000097865, O.R.

S57°43'24"W
40.00'

SOUTHEASTERLY LINE OF
LAND PER GRANT DEED
DOC. NO. 2022000097865 O.R.

S35°46'13"W
2.17'

T.P.O.B.

N35°46'13"E
6.45'

PARCEL 2

AREA= 46 SQ. FT.
(0.001 ACRES)

40.00'

SOUTHWESTERLY LINE
OF HALLOCK DRIVE
PER RS 62/45-53

C/L HALLOCK DRIVE

GRANT DEED
DOC. NO. 20210401-00068149, O.R.

NW 1/4 OF SECTION 12
T.3N., R.21W., S.B.M.

R.S. 62/45-53

N48°50'57"E (RAD.)

R=45.70' Δ=22.00'32" L=17.56'

S32°07'22"E 18.82'

LEGEND



LIMITS OF PARCEL

CENTERLINE

PARCEL LINE

RIGHT OF WAY LINE

RETRACEMENT LINE

SECTION LINE

P.O.C. POINT OF COMMENCEMENT
T.P.O.B. TRUE POINT OF BEGINNING
R/W RIGHT OF WAY
(RAD) RADIAL

APN: 107-0-046-015

SHEET 2 OF 2

SCALE N.T.S.

EXHIBIT "B"
PARCEL 2 FEE

PSOMAS
1650 SPRUCE ST., SUITE 400
RIVERSIDE, CA 92507
(951) 787-8421 www.psomas.com

DRAFTED MNS
CHECKED TRG
DATE APRIL 1, 2026
JOB
NUMBER 1LEW010200

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of _____)

On _____, 2026 before me, _____, a Notary Public, personally appeared _____, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument, the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

[SEAL]

CERTIFICATE OF ACCEPTANCE

Pursuant to Government Code §27281, this is to certify that the interest in real property conveyed by grant deed dated _____, from Moller Santa Paula, LLC, a California limited liability company (“Grantor”) to the City of Santa Paula, a municipal corporation, (“City/Grantee”), is hereby accepted by order of the undersigned on behalf of the City pursuant to the authority conferred by City Council Resolution No. 7624 adopted July 15, 2026, and City consents to the recordation thereof by its duly authorized officer.

DATED: _____

CITY OF SANTA PAULA

By: _____
Dan Singer, City Manager

ATTEST:

Julie Latshaw, City Clerk
(seal)

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: James Mason, Community & Economic Development Director

Subject: SECOND AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT
WITH BKF ENGINEERS INC

Date: July 15, 2026

Agenda Item: 10.E

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to execute a second amendment to the professional services agreement between the City of Santa Paula and MNS Engineers, Inc., a wholly owned subsidiary of BKF Engineers, Inc., dba BKF for on-call planning and engineering consulting services in an amount not to exceed \$360,000 per fiscal year; and
2. Authorize the City Manager to execute any documents necessary to implement the agreement; and
3. Take such additional, related action as may be deemed appropriate.

BACKGROUND:

The Planning Department continues to experience a high volume of development activity and a workload that exceeds existing staffing capacity. To maintain timely project review and responsive customer service, the City has utilized contract planning consultants to supplement staff resources.

Since 2014, the City has retained contract planning consultants to assist with review and processing of the East Area 1 (Harvest at Limoneira) Specific Plan and related development applications. Beginning in 2025, these consulting services were provided by MNS Engineers, Inc.

In March 2026, MNS Engineers merged with BKF Engineers, Inc. As a result of the merger, BKF Engineers has assumed responsibility for providing the professional planning and engineering consulting services previously performed by MNS. The proposed Professional Services Agreement (Attachment A), which has been reviewed and approved as to form by the City Attorney, will allow BKF Engineers to continue providing specialized planning support to the City, including assistance with the East Area 1 development and other private development projects requiring consultant review.

ANALYSIS:

Development activity within the City continues at a level that requires supplemental professional planning services beyond existing staff capacity. Contract planning services provide the flexibility to respond to fluctuations in application volume while maintaining project review timelines and customer service standards.

The proposed agreement with BKF Engineers will provide continuity of service following the MNS merger and will allow the City to continue utilizing staff who possess institutional knowledge of the East Area 1 project and other ongoing development applications. Services may include project management, entitlement review, environmental review, coordination with applicants and agencies, public meeting support, engineering review, and other planning-related professional services on an as-needed basis.

Staff recommends entering into a second contract amendment for a three-year agreement with BKF Engineers with a compensation limit not to exceed \$360,000 per fiscal year. Consultant services will be authorized on an as-needed basis and monitored by the Community and Economic Development Department.

STRATEGIC PLAN:

This action supports the City's Strategic Plan under Operational Excellence by providing efficient, cost-effective public services while maintaining high levels of customer service.

Goal: Provide excellent service to the community in a cost-effective manner through an engaged workforce focused on continuous improvement and outstanding customer service.

Objective 1: Streamline application and permitting processes for businesses by utilizing contract professional services to supplement staff resources, reduce processing times, and improve one-stop development review services.

FISCAL IMPACTS:

The proposed Professional Services Agreement with BKF Engineers provides for compensation in an amount not to exceed \$360,000 per fiscal year. The compensation is in alignment with the cost of services tracked at the Harvest development for the last two years.

Consultant costs associated with private development projects will be funded through applicant-paid deposits. Work will be authorized only after adequate project deposits have been received. A substantial portion of the consultant's work is anticipated to support the East Area 1 (Harvest at Limoneira) development and other private development applications for which the applicants are responsible for reimbursing the City's consultant costs. Accordingly, the agreement is not anticipated to have a significant impact on the General Fund.

OPTIONS:

As an alternative to Staff's recommendation, the City Council may:

1. Decline to approve the proposed Professional Services Agreement; or
2. Provide alternative direction to Staff.

ATTACHMENTS:

ATTACHMENT A

PROFESSIONAL SERVICES AGREEMENT

**SECOND AMENDMENT
TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF SANTA PAULA AND
MNS ENGINEERS, INC., A WHOLLY OWNED SUBSIDIARY OF BKF ENGINEERS,
INC., dba BKF**

THIS SECOND AMENDMENT (“Amendment”) is made and entered into this 30th day of June, 2026, by and between the CITY OF SANTA PAULA, a municipal corporation organized under the laws of the State of California (“City”), and MNS Engineers, Inc., a California corporation, a wholly owned subsidiary of BKF Engineers, Inc. a California corporation, doing business as BKF (“Consultant”). City and Consultant are sometimes individually referred to herein as a “Party” and collectively as the “Parties.”

1. RECITALS.

This Amendment is made with reference to the following facts and objectives:

- A.** On November 1, 2023, City and MNS Engineers, Inc. entered into a Professional Services Agreement (“Agreement”) for development project planning and environmental consulting services for the East Area 1 Specific Plan Project / Harvest at Limoneira and other applicant-funded projects.
- B.** The Agreement provided for an original term from July 1, 2023 through June 30, 2026 and an original compensation limit not to exceed One Hundred Twenty-Five Thousand Dollars (\$125,000) per fiscal year.
- C.** On or around March 31, 2026, MNS merged with BKF Engineers, Inc., becoming a wholly owned subsidiary of BKF Engineers, Inc., and now does business as “BKF.”
- D.** The Agreement expired by its terms on June 30, 2026. City and Consultant desire to reinstate the Agreement effective July 1, 2026 in order to preserve continuity of services and avoid any gap in authorized performance.
- E.** City and Consultant now mutually desire by this Amendment to extend the term of the Agreement retroactively from the Agreement’s expiration date through June 30, 2029, update the scope of services, update the compensation schedule, and establish a compensation limit not to exceed Three Hundred Sixty Thousand Dollars (\$360,000) per fiscal year for Fiscal Years 2026/27, 2027/28, and 2028/29.

2. AMENDMENT. In consideration of the foregoing and pursuant to Sections 3.1.2 and 3.7.14 of the Agreement, the Agreement is amended as follows:

A. Consultant Name. All references in the Agreement to “MNS Engineers, Inc.” or “Consultant” shall mean “MNS Engineers, Inc., a wholly owned subsidiary of BKF Engineers, Inc., doing business as BKF”.

B. Reinstatement and Term. Subsection 3.1.2, entitled “Term”, of Section 3, entitled “Scope of Services and Term” is hereby amended to read as follows:

“3.1.2 Term. The term of this Agreement shall be from July 1, 2023 through June 30, 2029, unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement and shall meet any other established schedules and deadlines. The Parties may, by mutual written consent, extend the term of this Agreement if necessary to complete the Services.”

C. Scope of Services. The scope of services attached to this Amendment as Exhibit “A-2” is hereby added to and, to the extent inconsistent, supersedes the scope of services attached as Exhibit “A” to the Agreement. For all Services performed on or after July 1, 2026, the scope of services set forth in Exhibit “A-2” shall apply.

D. Compensation. Subsection 3.2.1, entitled “Compensation,” is amended in its entirety to read as follows:

“3.2.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit “B-2” attached to this Amendment and incorporated herein by reference. For Fiscal Years 2026/27, 2027/28, and 2028/29, Consultant’s total compensation shall not exceed Three Hundred Sixty Thousand Dollars (\$360,000) per fiscal year without written approval of the City Council or City Manager, as applicable. Extra Work may be authorized as described in this Agreement, and, if authorized in writing by City, will be compensated at the rates and in the manner set forth in this Agreement. Consultant shall not perform, and City shall have no obligation to pay for, any Services or Extra Work unless authorized in writing by City.”

E. Revised Compensation Schedule. Exhibit “B-2,” attached to this Amendment and incorporated herein by reference, replaces and supersedes the compensation schedule attached as Exhibit “B” to the Agreement. For all Services performed on or after July 1, 2026, the compensation schedule set forth in Exhibit “B-2” shall apply.

F. Applicant-Funded Work. Consultant acknowledges that a substantial portion of the Services is anticipated to be funded by applicant-paid deposits for private development projects. City may authorize Services on an as-needed basis and may condition authorization of work on the receipt and availability of sufficient project deposits. Nothing in this Amendment obligates City to authorize work in excess of available funding or applicant deposits.

3. COUNTERPARTS. This Amendment may be executed in any number of counterparts, each of which will be an original, but all of which together constitutes one instrument executed on the same date.

4. LIMITED AMENDMENT. Except as modified by this Amendment, all other terms and conditions of the Agreement remain in full force and effect. In the event of a conflict between this Amendment and the Agreement, the provisions of this Amendment shall control. From and after the effective date of this Amendment, whenever the term “Agreement” appears in the Agreement, it shall mean the Agreement as amended by this Amendment.

5. AUTHORITY. Each Party warrants that the individuals who have signed this Amendment have the legal power, right, and authority to make this Amendment and bind each respective Party.

This Amendment is executed on and shall become effective as of the first date written above.

[SIGNATURES ON FOLLOWING PAGE]

**SIGNATURE PAGE TO FIRST AMENDMENT AND REINSTATEMENT
TO PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF SANTA PAULA AND BKF ENGINEERS, INC.**

IN WITNESS WHEREOF, each of the Parties has caused this Amendment to be executed as of the date first written above.

CITY OF SANTA PAULA

By: _____

Dan Singer

City Manager

ATTEST:

By: _____

Julie Latshaw

City Clerk

APPROVED AS TO FORM:

By: _____

Monica Castillo

City Attorney

BKF ENGINEERS, INC.,

a California corporation

By: _____

Its: _____

Printed Name: _____

By: _____

Its: _____

Printed Name: _____

Taxpayer ID No.: _____

EXHIBIT A-2

Scope of Services

[attached behind]

SCOPE OF SERVICES

BKF Engineers, Inc (BKF) will serve as an extension of City staff and will assist the City with coordinating and managing the processing of amendments and project related entitlements for the East Area 1 Specific Plan Project. The planning services and technical assistance to be provided include the following tasks:

- Conduct site visits and communicate directly with the applicant regarding the specific requirements and/or information necessary to process applications for the requested land use entitlements.
- Review and determine completeness of the applications received.
- Prepare a work program for Specific Plan amendments/revisions.
- Review draft Specific Plan revisions/amendments for consistency with Government Code Section 65451 and City requirements.
- Review other project-related development plans and entitlements for compliance with the City's development policies and standards contained in the General Plan and Zoning Ordinance, respectively.
- Coordinate the City's interdepartmental review of proposed projects.
- Meet with the applicant(s) to discuss the project and any suggested design changes, as necessary.
- Coordinate the preparation and processing of the appropriate California Environmental Quality Act document for any Specific Plan amendments/revisions and other requested land use entitlements with the consultant responsible for preparing the document.
- Peer review any CEQA documents prepared by other consultants and bring in appropriate technical expertise to do so as necessary.
- Prepare staff report(s), including conditions of approval and recommendations for consideration and action by the Planning Commission and City Council.
- Prepare Planning Commission and City Council resolutions and ordinances related to the Specific Plan amendments/revisions and other requested land use entitlements and CEQA document certification.
- Prepare and coordinate the posting, publication and mailing of all required public notices.
- Coordinate the distribution of project-related documents to outside agencies,

as required.

- Schedule and assist in conducting public workshops, as deemed necessary.
- Schedule and assist in conducting public hearings before the Planning Commission and City Council.
- Coordinate the preparation and filing of all required notices with the State Clearinghouse and/or County Clerk, as applicable; and
- Perform other tasks required for the management of the project as assigned by the Planning Director.

These services will be managed by BKF Agency Staffing Lead Ms. Trayci Nelson, or other BKF staff under her supervision as deemed appropriate. As necessary and appropriate, Ms. Nelson will work remotely or use City facilities and equipment in the City of Santa Paula Planning Department.

EXHIBIT B-2

Revised Compensation Schedule

[attached behind]



2023 STANDARD SCHEDULE OF FEES

PROJECT/PROGRAM MANAGEMENT

Principal-In-Charge.....	\$325
Senior Project/Program Manager	310
Project/Program Manager	260
Assistant Project/Program Manager	245
Senior Project Coordinator	185
Project Coordinator	155

ENGINEERING

Principal Engineer	\$290
Lead Engineer.....	255
Supervising Engineer	245
Senior Project Engineer	225
Project Engineer	200
Associate Engineer	180
Assistant Engineer	165

SURVEYING

Principal Surveyor	\$265
Lead Surveyor.....	255
Supervising Surveyor	220
Senior Project Surveyor	200
Project Surveyor	175
Associate Project Surveyor	165
Assistant Project Surveyor	150
Party Chief (PW).....	180
Chainperson (PW)	150
One-Person Survey Crew (PW).....	215

TECHNICAL SUPPORT

CADD Manager.....	\$200
Supervising Technician	170
Senior Technician.....	160
Engineering Technician.....	125

CONSTRUCTION MANAGEMENT

Principal Construction Manager.....	\$315
Senior Construction Manager	275
Senior Resident Engineer	250
Resident Engineer	240
Structure Representative.....	235
Construction Manager	220
Assistant Resident Engineer	200
Sr. Construction Inspector (PW)	175
Construction Inspector (PW)	168
Office Administrator	130

PLANNING

Planning Director	\$225
City Planner/Planning Manager.....	210
Principal Planner.....	195
Senior Planner	180
Associate Planner	150
Assistant Planner.....	130
Planning Technician	110

ADMINISTRATIVE SUPPORT

Senior Management Analyst	\$185
Management Analyst	155
IT Technician.....	140
Graphics/Visualization Specialist.....	150
Administrative Assistant	100

GOVERNMENT SERVICES

City Engineer	\$250
Deputy City Engineer.....	225
Assistant City Engineer	215
Plan Check Engineer	190
Permit Engineer	185
City Inspector	185
Senior City Inspector (PW)	195
City Inspector (PW).....	185
Principal Stormwater Specialist	180
Senior Stormwater Specialist.....	170
Stormwater Specialist.....	160
Stormwater Technician	140
Building Official	220
Senior Building Inspector.....	235
Building Inspector.....	165
Senior Grant Writer	180
Grant Writer	170
Associate Grant Writer.....	150
Assistant Grant Writer	130

DIRECT EXPENSES

Use of outside consultants as well as copies, blueprints, survey stakes, monuments, computer plots, telephone, travel (out of area) and all similar charges directly connected with the work will be charged at cost plus fifteen percent (15%). Mileage will be charged at the current federal mileage reimbursement rate.

PREVAILING WAGE RATES

Rates shown with Prevailing Wage "(PW)" annotation are used for field work on projects subject to federal or state prevailing wage law and are subject to increases per DIR.

ANNUAL ESCALATION

Standard fee rates provided for each classification are subject to 3.5% annual escalation or the most recent US Bureau of Labor Statistics Consumer Price Index, whichever is higher.

OVERTIME

Overtime for non-exempt employees will be charged at 1.5 x hourly rate; overtime for exempt employees and other classification will be charged at 1 x hourly rate.

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Dale Goodman, Public Works Director

Subject: SANTA PAULA WATER RECYCLING FACILITY MEMBRANE
BIOREACTOR CONTROLS UPGRADE

Date: July 15, 2026

Agenda Item: 10.F

RECOMMENDATION:

Staff recommends that the City Council:

1. Waive bidding requirements pursuant to SPMC 41.10 and authorize the City Manager to execute the proposed contract with Kovalus Separation Solutions, LLC (KSS) for the Santa Paula Water Recycling Facility (SPWRF) Membrane Bioreactor (MBR) PLC, HMI, and Remote I/O Controls Upgrade in the amount of \$88,868.32 for hardware, programming, and factory testing, in a form approved by the City Attorney.
2. Authorize the City Manager to approve up to an additional \$20,000 for technical services associated with installation support, startup, and commissioning, if required.

BACKGROUND:

The Santa Paula Water Recycling Facility (SPWRF) has been in continuous operation since 2010 and is designed to treat wastewater flows up to 4.2 million gallons per day (MGD) with a peak operating capacity of 7.0 MGD. The facility is operated and maintained by the Ventura Regional Sanitation District (VRSD).

The Membrane Bioreactor (MBR) system is a critical treatment component at the WRF. The existing MBR control system utilizes communication modules and hardware that are no longer manufactured or supported. Due to this, replacement components are not readily available in the event of failure. The current configuration includes a single controller (PLC) and interface (HMI) with no redundancy. While some manual operations are possible, they are limited and still rely on the HMI system.

Failure of the PLC or HMI would significantly impair plant operations and could result in treatment interruptions, membrane damage, and risk permit compliance. The SPWRF has approximately 24 hours of equalization storage capacity, meaning a prolonged controls failure could lead to significant operational complications, treatment failures, and possible permit violations.

ANALYSIS:

Kovalus Separation Solutions (formerly Koch Membrane Systems) is the original equipment manufacturer (OEM) of the MBR system at SPWRF. The proposed upgrade will modernize the control architecture, replace obsolete hardware, update the PLC and HMI programming to current communication standards, and provide factory bench testing prior to shipment. PLC tag names will remain consistent to maintain continuity with existing SCADA integration. KSS will provide onsite technical support during switchover to minimize plant downtime.

Specifically, the proposed upgrade includes replacement of the obsolete ControlLogix 1756-L61 processor, upgrade to a 1756-L81E ControlLogix 5580 controller, replacement of the PanelView Plus 1500 HMI with a new 19-inch PanelView Plus 7 interface, new remote I/O adapters and modules for all six (6) membrane trains, updated programming, factory bench testing, and spare components.

This procurement qualifies as a sole source purchase for the following reasons:

- KSS is the OEM of the MBR system and retains proprietary knowledge of the system programming, configuration, and operational logic.
- The existing PLC code originated with the manufacturer. Modification by third parties introduces operational risk and potential incompatibility with membrane process controls.
- Competitive bidding would not provide a meaningful advantage because alternate vendors would still rely on proprietary system knowledge or require significant reverse engineering, increasing cost and risk.
- Hardware changes must be properly integrated and bench tested to prevent membrane damage and ensure regulatory compliance.
- Utilizing the OEM minimizes risk of programming errors, extended downtime, and treatment interruptions.

Given the critical nature of the MBR system to plant operations, the risk associated with using a non-OEM integrator outweighs any potential competitive pricing benefit. Proactively completing this upgrade reduces the risk of emergency controls failure, unplanned downtime, potential membrane damage, and permit compliance violations, which could result in significantly higher emergency repair costs. Staff has determined that a competitive market does not exist for this specialized upgrade and that sole sourcing to KSS is in the best interest of the City.

STRATEGIC PLAN:

Infrastructure, Transportation & Mobility

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

This contract will facilitate the continued operation of wastewater collections and treatment for City residents and businesses.

FISCAL IMPACTS:

This contract will be funded from the Sewer Enterprise Fund's Operations and Maintenance budget; GL Account 610-5-5063-228. There is sufficient budget within the WRF mechanical equipment repair/replacement depreciation line item, which was a new budget line item request for the planned repair and replacement of WRF mechanical equipment. The cost for

hardware, programming, and factory testing is \$88,868.32, inclusive of sales tax.

Onsite technical services required during system switchover are estimated at approximately \$17,000, to be billed on a time-and-materials basis in accordance with KSS's standard service rates. Travel expenses and freight are not included in the proposal amount and will be invoiced separately.

The total anticipated project cost is estimated to be between \$105,000 and \$110,000. This includes \$88,868.32 for hardware, programming, and factory testing based on the proposal from KSS (Exhibit A), as well as an additional allowance of up to \$20,000 for estimated onsite services, freight, and travel associated with installation support, startup, and commissioning, if required. Installation of the equipment is anticipated to be performed by plant operations staff, which will minimize overall project costs. No significant additional costs beyond staff labor are expected for installation.

OPTIONS:

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

1. Do not authorize the sole-source procurement. This action would delay implementation of the controls upgrade while bid documents are prepared, advertised, and evaluated. Due to the proprietary nature of the existing MBR control system, competitive bidding may not yield meaningful competition and could increase integration risks. Delaying the upgrade increases operational risk and may expose the City to potential treatment interruptions and permit compliance issues in the event of a controls failure.
2. Take no action. The plant would continue operating under the existing control system. However, given the age of the PLC and HMI hardware and the limited availability of replacement components, a failure could result in extended downtime, emergency procurement at a higher cost than the proposed upgrade, potential membrane damage, and increased risk of permit non-compliance.

ATTACHMENTS:

[Exhibit A - Professional Services Agreement - Kovalus Separation Solutions, LLC](#)

EXHIBIT A

**Professional Services Agreement Between The City of Santa
Paula and Kovalus Separation Solutions, LLC.**

**CITY OF SANTA PAULA
PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF SANTA PAULA
AND KOVALUS SEPARATION SOLUTIONS, LLC.**

1. PARTIES AND DATE.

This Agreement is made and entered into this 15th day of July, 2026, by and between the City of Santa Paula, a municipal corporation organized under the laws of the State of California with its principal place of business at 970 Ventura Street, Santa Paula, CA 93060, County of Ventura, State of California ("City") and Kovalus Separation Solutions, LLC, a Massachusetts Corporation with its principal place of business at 850 Main Street, Wilmington, MA 01887 ("Consultant"). City and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain professional services required by the City on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing controls system upgrade services to public clients, is licensed in the State of California, and is familiar with the plans of City.

2.2 Project.

City desires to engage Consultant to render such professional services for the Water Recycling Facility Membrane Bioreactor Controls Upgrade project ("Project") as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the City all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional controls system upgrade consulting services necessary for the Project ("Services"). The Services are more particularly described in Exhibit "A" attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

3.1.2 Term. The term of this Agreement shall be from July 15, 2026 to June 30, 2027, unless earlier terminated as provided herein. The City shall have the unilateral option, at its sole discretion, to renew this Agreement automatically for no more than one additional one-year term. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

3.2 Compensation.

3.2.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "A" attached hereto and incorporated herein by reference. The total compensation shall not exceed One Hundred Eight Thousand Eight Hundred Sixty-Eight dollars and Thirty-Two cents (\$108,868.32) without written approval of the City Council or City Manager, as applicable. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.2.2 Payment of Compensation. Consultant shall submit to City a monthly invoice which indicates work completed and hours of Services rendered by Consultant. The invoice shall describe the amount of Services provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the invoice. City shall, within 30 days of receiving such invoice, review the invoice and pay all non-disputed and approved charges. If the City disputes any of Consultant's fees, the City shall give written notice to Consultant within thirty (30) days of receipt of an invoice of any disputed fees set forth therein. Payment shall not constitute acceptance of any Services completed by Consultant. The making of final payment shall not constitute a waiver of any claims by the City for any reason whatsoever.

3.2.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by City and included in Exhibit "C" of this Agreement.

3.2.4 Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by City to be necessary for the proper completion of the Project, but which the Parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without written authorization from the City.

3.3 Responsibilities of Consultant.

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

3.3.2 Schedule of Services. Consultant shall perform the Services in a prompt and timely manner and in accordance with the Schedule of Services set forth in Exhibit "B" attached hereto and incorporated herein by reference. Consultant represents that it has the

professional and technical personnel required to perform the Services expeditiously. Upon request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.3.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of City.

3.3.4 Substitution of Key Personnel. Consultant has represented to City that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of City. In the event that City and Consultant cannot agree as to the substitution of key personnel, City shall be entitled to terminate this Agreement for cause. The key personnel for performance of this Agreement are as follows: Dale Goodman, Public Works Director.

3.3.5 City's Representative. The City hereby designates Dale Goodman, Public Works Director, or his/her designee, to act as its representative in all matters pertaining to the administration and performance of this Agreement ("City's Representative"). City's Representative shall have the power to act on behalf of the City for review and approval of all products submitted by Consultant but not the authority to enlarge the Scope of Services or change the total compensation due to Consultant under this Agreement. The City Manager shall be authorized to act on City's behalf and to execute all necessary documents which enlarge the Scope of Services or change the Consultant's total compensation subject to the provisions contained in this Agreement. Consultant shall not accept direction or orders from any person other than the City Manager, City's Representative or his/her designee.

3.3.6 Consultant's Representative. Consultant hereby designates Joe Tinto, Director of Business Development, or his/her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his/her best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.3.7 Coordination of Services. Consultant agrees to work closely with City staff in the performance of Services and shall be available to City's staff, consultants and other staff at all reasonable times.

3.3.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Consultant shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply

with the standard of care provided for herein. Any employee of the Consultant or its subconsultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.3.9 Period of Performance.

3.3.9.1 Consultant shall perform and complete all Services under this Agreement within the term set forth in Section 3.1.2 above ("Performance Time"). Consultant shall also perform the Services in strict accordance with any completion schedule or Project milestones described in Exhibits "A" or "B" attached hereto, or which may be separately agreed upon in writing by the City and Consultant ("Performance Milestones"). Consultant agrees that if the Services are not completed within the aforementioned Performance Time and/or pursuant to any such Performance Milestones developed pursuant to provisions of this Agreement, it is understood, acknowledged and agreed that the City will suffer damage.

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

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

3.3.10 Laws and Regulations; Employee/Labor Certification.

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

3.3.10.2 Employment Eligibility; Consultant. Consultant certifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time and shall require all subconsultants and sub-subconsultants to comply with the same. Consultant certifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement.

3.3.10.3 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.3.10.4 Air Quality. To the extent applicable, Consultant must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the South Coast Air Quality Management District (SCAQMD) and/or California Air Resources Board (CARB). Consultant shall indemnify City against any fines or penalties imposed by SCAQMD, CARB, or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Consultant, its subconsultants, or others for whom Consultant is responsible under its indemnity obligations provided for in this Agreement.

3.3.10.5 Water Quality Management and Compliance. Consultant shall keep itself and all subcontractors, staff, and employees fully informed of and in compliance with all local, state and federal laws, rules and regulations that may impact, or be implicated by the performance of the Services including, without limitation, all applicable provisions of the City's ordinances regulating water quality and storm water; the Federal Water Pollution Control Act (33 U.S.C. § 1251, *et seq.*); the California Porter-Cologne Water Quality Control Act (Water Code § 13000 *et seq.*); and any and all regulations, policies, or permits issued pursuant to any such authority. Consultant must additionally comply with the lawful requirements of the City, and any other municipality, drainage district, or other local agency with jurisdiction over the location where the Services are to be conducted, regulating water quality and storm water discharges. City may seek damages from Consultant for delay in completing the Services caused by Consultant's failure to comply with the laws, regulations and policies described in this Section, or any other relevant water quality law, regulation, or policy.

3.3.10.6 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed.

3.3.11 Insurance.

3.3.11.1 Time for Compliance. Consultant shall not commence work under this Agreement until it has provided evidence satisfactory to the City that it has secured all

insurance required under this section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the City that the subconsultant has secured all insurance required under this section. Failure to provide and maintain all required insurance shall be grounds for the City to terminate this Agreement for cause.

3.3.11.2 Types of Insurance Required. As a condition precedent to the effectiveness of this Agreement for work to be performed hereunder, and without limiting the indemnity provisions of the Agreement, the Consultant, in partial performance of its obligations under such Agreement, shall procure and maintain in full force and effect during the term of the Agreement the following policies of insurance. If the existing policies do not meet the insurance requirements set forth herein, Consultant agrees to amend, supplement or endorse the policies to do so.

(A) Commercial General Liability: Commercial General Liability Insurance which affords coverage at least as broad as Insurance Services Office "occurrence" form CG 00 01, or the exact equivalent, with limits of not less than \$1,000,000 per occurrence and no less than \$2,000,000 in the general aggregate. Defense costs shall be paid in addition to the limits. The policy shall contain no endorsements or provisions (1) limiting coverage for contractual liability; (2) excluding coverage for claims or suits by one insured against another (cross-liability); (3) products/completed operations liability; or (4) containing any other exclusion(s) contrary to the terms or purposes of this Agreement.

(B) Automobile Liability Insurance: Automobile Liability Insurance with coverage at least as broad as Insurance Services Office Form CA 00 01 covering "Any Auto" (Symbol 1), or the exact equivalent, covering bodily injury and property damage for all activities with limits of not less than \$1,000,000 combined limit for each occurrence.

(C) Workers' Compensation: Workers' Compensation Insurance, as required by the State of California and Employer's Liability Insurance with a limit of not less than \$1,000,000 per accident for bodily injury and disease.

(D) Professional Liability (Errors & Omissions): Professional Liability insurance or Errors & Omissions insurance appropriate to Consultant's profession with limits of not less than \$1,000,000. Covered professional services shall specifically include all work to be performed under the Agreement and delete any exclusions that may potentially affect the work to be performed (for example, any exclusions relating to lead, asbestos, pollution, testing, underground storage tanks, laboratory analysis, soil work, etc.). If coverage is written on a claims-made basis, the retroactive date shall precede the effective date of the initial Agreement and continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least five (5) years from termination or expiration of this Agreement.

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

(A) Commercial General Liability: (1) Additional Insured: The City, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other

exclusions contrary to the terms or purposes of this Agreement. For all policies of Commercial General Liability insurance, Consultant shall provide endorsements in the form of ISO CG 20 10 10 01 and 20 37 10 01 (or endorsements providing the exact same coverage) to effectuate this requirement. (2) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

(B) Automobile Liability. (1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

(C) Professional Liability (Errors & Omissions): 1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium. (2) Contractual Liability Exclusion Deleted: This insurance shall include contractual liability applicable to this Agreement. The policy must "pay on behalf of" the insured and include a provision establishing the insurer's duty to defend.

(D) Workers' Compensation: (1) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium. (2) Waiver of Subrogation: A waiver of subrogation stating that the insurer waives all rights of subrogation against the City, its officials, officers, employees, agents, and volunteers.

3.3.11.4 Primary and Non-Contributing Insurance. All policies of Commercial General Liability and Automobile Liability insurance shall be primary and any other insurance, deductible, or self-insurance maintained by the City, its officials, officers, employees, agents, or volunteers shall not contribute with this primary insurance. Policies shall contain or be endorsed to contain such provisions.

3.3.11.5 Waiver of Subrogation. All required insurance coverages, except for the professional liability coverage, shall contain or be endorsed to waiver of subrogation in favor of the City, its officials, officers, employees, agents, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

3.3.11.6 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be approved in writing by the City and shall protect the City, its officials, officers, employees, agents, and volunteers in the same manner and to the same extent as they would have been protected had the policy or policies not contained a deductible or self-insured retention.

3.3.11.7 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates on forms approved by the City, together with all endorsements affecting each policy. Required insurance policies shall

not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15 days) prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

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

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

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

3.3.11.11 Additional Insurance Provisions

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

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

(C) The City may require the Consultant to provide complete copies of all insurance policies in effect for the duration of the Project.

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

(E) The limits set forth herein shall apply separately to each insured against whom claims are made or suits are brought, except with respect to the limits of

liability. Further the limits set forth herein shall not be construed to relieve the Consultant from liability in excess of such coverage, nor shall it limit the Consultant's indemnification obligations to the City and shall not preclude the City from taking such other actions available to the City under other provisions of the Agreement or law.

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

3.3.11.12 Insurance for Subconsultants. Consultant shall include all subconsultants engaged in any work for Consultant relating to this Agreement as additional insureds under the Consultant's policies, or the Consultant shall be responsible for causing subconsultants to purchase the appropriate insurance in compliance with the terms of these Insurance Requirements, including adding the City, its officials, officers, employees, agents, and volunteers as additional insureds to the subconsultant's policies. All policies of Commercial General Liability insurance provided by Consultant's subconsultants performing work relating to this Agreement shall be endorsed to name the City, its officials, officers, employees, agents and volunteers as additional insureds using endorsement form ISO CG 20 38 04 13 or an endorsement providing equivalent coverage. Consultant shall not allow any subconsultant to commence work on any subcontract relating to this Agreement until it has received satisfactory evidence of subconsultant's compliance with all insurance requirements under this Agreement, to the extent applicable. The Consultant shall provide satisfactory evidence of compliance with this section upon request of the City.

3.4 Labor Code Requirements.

3.4.1 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. City shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. It is the intent of the parties to effectuate the requirements of sections 1771, 1774, 1775, 1776, 1777.5, 1813, and 1815 of the Labor Code within this Agreement, and Consultant shall therefore comply with such Labor Code sections to the fullest extent required by law. Consultant shall defend, indemnify and hold the City, its officials, officers, employees, agents, and volunteers free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

3.4.2 Registration/DIR Compliance. If the Services are being performed on a public works project of over \$25,000 when the project is for construction, alteration, demolition, installation, or repair work, or a public works project of over \$15,000 when the project is for maintenance work, in addition to the foregoing, then pursuant to Labor Code sections 1725.5 and 1771.1, the Consultant and all subconsultants must be registered with the Department of Industrial Relations ("DIR"). Consultant shall maintain registration for the duration of the Project

and require the same of any subconsultants.

3.4.3 Compliance Monitoring. This Project may also be subject to compliance monitoring and enforcement by the DIR. It shall be Consultant's sole responsibility to comply with all applicable registration and labor compliance requirements, including the submission of payroll records directly to the DIR. Any stop orders issued by the DIR against Consultant or any subconsultant that affect Consultant's performance of services, including any delay, shall be Consultant's sole responsibility. Any delay arising out of or resulting from such stop orders shall be considered Consultant caused delay and shall not be compensable by the City. Consultant shall defend, indemnify and hold the City, its officials, officers, employees and agents free and harmless from any claim or liability arising out of stop orders issued by the DIR against Consultant or any subconsultant.

3.4.4 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.5 Termination of Agreement.

3.5.1.1 Grounds for Termination. City may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those Services which have been adequately rendered to City, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause. The rights and remedies of the City provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law, equity or under this Agreement.

3.5.1.2 Effect of Termination. If this Agreement is terminated as provided herein, City may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

3.5.1.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, City may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.6 Indemnification.

3.6.1 To the fullest extent permitted by law, Consultant shall defend (with counsel of City's choosing), indemnify and hold the City, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project

or this Agreement, including without limitation the payment of all damages, expert witness fees and attorney's fees and other related costs and expenses except such loss or damage caused by the sole negligence or willful misconduct of the City. Consultant's obligation to indemnify shall survive expiration or termination of this Agreement and shall not be restricted to insurance proceeds, if any, received by Consultant, the City, its officials, officers, employees, agents, or volunteers.

3.6.2 If Consultant's obligation to defend, indemnify, and/or hold harmless arises out of Consultant's performance as a "design professional" (as that term is defined under Civil Code section 2782.8), then, and only to the extent required by Civil Code section 2782.8, which is fully incorporated herein, Consultant's indemnification obligation shall be limited to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, and, upon Consultant obtaining a final adjudication by a court of competent jurisdiction, Consultant's liability for such claim, including the cost to defend, shall not exceed the Consultant's proportionate percentage of fault.

3.7 General Provisions.

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

3.7.2 Independent Contractors and Subcontracting.

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

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

3.7.3 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the

respective parties may provide in writing for this purpose:

Consultant: Kovalus Separation Solutions, LLC.
850 Main Street
Wilmington, MA 01887-3388
ATTN: Joe Tinto, Director of Business Development

City: City of Santa Paula
970 Ventura Street
Santa Paula, CA 93060
ATTN: Dale Goodman, Public Works Director

Such notice shall be in writing and shall be considered given either: (i) when delivered in person to the recipient named above; (ii) on the date of delivery shown on the return receipt, after deposit in the United States mail in a sealed envelope as either registered or certified mail with return receipt requested, and postage and postal charges prepaid, and addressed to the recipient named above; (iii) by overnight courier, on the first (1st) business day after being delivered to a recognized overnight courier; or (iv) on the date and time of delivery shown in the records of the transmitting party after transmission by facsimile machine or email to the recipient named above.

3.7.4 Ownership of Materials and Confidentiality.

3.7.4.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). All Documents & Data shall be and remain the property of City, and shall not be used in whole or in substantial part by Consultant on other projects without the City's express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, Consultant shall provide to City reproducible copies of all Documents & Data, in a form and amount required by City. City reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by City at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the Consultant is entitled under the termination provisions of this Agreement, Consultant shall provide all Documents & Data to City upon payment of the undisputed amount. Consultant shall have no right to retain or fail to provide to City any such documents pending resolution of the dispute. In addition, Consultant shall retain copies of all Documents & Data on file for a minimum of fifteen (15) years following completion of the Project, and shall make copies available to City upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, Consultant shall make a reasonable effort to notify City and provide City with the opportunity to obtain the documents.

3.7.4.2 Subconsultants. Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design

professionals other than Consultant or its subconsultants, or those provided to Consultant by the City.

3.7.4.3 Right to Use. City shall not be limited in any way in its use or reuse of the Documents and Data or any part of them at any time for purposes of this Project or another project, provided that any such use not within the purposes intended by this Agreement or on a project other than this Project without employing the services of Consultant shall be at City's sole risk. If City uses or reuses the Documents & Data on any project other than this Project, it shall remove the Consultant's seal from the Documents & Data and indemnify and hold harmless Consultant and its officers, directors, agents and employees from claims arising out of the negligent use or re-use of the Documents & Data on such other project. Consultant shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the City upon completion, suspension, abandonment or termination. Consultant shall not be responsible or liable for any revisions to the Documents & Data made by any party other than Consultant, a party for whom the Consultant is legally responsible or liable, or anyone approved by the Consultant.

3.7.4.4 Indemnification. Consultant shall defend, indemnify and hold the City, its directors, officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by City of the Documents & Data, including any method, process, product, or concept specified or depicted.

3.7.4.5 Confidentiality. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents & Data either created by or provided to Consultant in connection with the performance of this Agreement shall be held confidential by Consultant. Such materials shall not, without the prior written consent of City, be used by Consultant for any purposes other than the performance of the Services. Nor shall such materials be disclosed to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant which is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use City's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of City.

3.7.4.6 Confidential Information. The City shall refrain from releasing Consultant's proprietary information ("Proprietary Information") unless the City's legal counsel determines that the release of the Proprietary Information is required by the California Public Records Act or other applicable state or federal law, or order of a court of competent jurisdiction, in which case the City shall notify Consultant of its intention to release Proprietary Information. Consultant shall have five (5) working days after receipt of the release notice to give City written notice of Consultant's objection to the City's release of Proprietary Information. Consultant shall indemnify, defend and hold harmless the City, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information. City shall not release the Proprietary Information after receipt of an objection notice unless either: (1) Consultant fails to fully indemnify, defend (with City's choice of legal counsel), and hold City harmless from any legal

action brought to compel such release; and/or (2) a final and non-appealable order by a court of competent jurisdiction requires that City release such information.

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

3.7.6 Vendor Proposal; Entire Agreement. The Vendor's Proposal, attached as Exhibit A, is incorporated into this Agreement solely to identify the services to be performed and the applicable compensation. All other terms and conditions contained in the Proposal, including but not limited to any standard terms and conditions of sale, limitations of liability, warranty disclaimers, payment terms, cancellation provisions, governing law provisions, dispute resolution provisions, or other commercial terms, are expressly rejected and shall be of no force or effect. This Agreement constitutes the entire agreement between the parties with respect to those matters and supersedes all prior negotiations, understandings or agreements.

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

3.7.8 Governing Law. This Agreement shall be governed by the laws of the State of California. Venue shall be in Ventura County. In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Consultant must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the City. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Consultant. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Consultant shall be barred from bringing and maintaining a valid lawsuit against the City.

3.7.9 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.7.10 City's Right to Employ Other Consultants. City reserves right to employ other consultants in connection with this Project.

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

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

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

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

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

3.7.16 No Third-Party Beneficiaries. There are no intended third party beneficiaries of any right or obligation assumed by the Parties.

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

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

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

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

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

[SIGNATURES ON NEXT PAGE]

**SIGNATURE PAGE TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF SANTA PAULA AND
KOVALUS SEPARATION SOLUTIONS, LLC.**

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

CITY OF SANTA PAULA

KOVALUS SEPARATION SOLUTIONS, LLC.

Approved By:

[If Corporation, TWO SIGNATURES,
President OR Vice President AND Secretary
OR Treasurer REQUIRED]

Dan Singer,
City Manager

Approved as to Form:

By: _____

Its: _____

Monica Castillo,
City Attorney

Printed Name: _____

Attested By:

By: _____

Its: _____

Julie Latshaw,
City Clerk

Printed Name: _____

EXHIBIT "A"
SCOPE OF SERVICES & COMPENSATION

(BB&K 2017)

Exhibit "D"-1

65283.00007\41133458.1

CONTROLS UPGRADE

Ref: Santa Paula Controls Upgrade

CITY OF SANTA PAULA

PO Box 569

Santa Paula, CA 93061

c/o: Todd Thayer, Ventura Regional Sanitation District

KOVALUS SEPARATION SOLUTIONS™, LLC

Joe Tinto | Director of Business Development

M +1 978-604-7213

joe.tinto@kss-sep.com

FIRM PROPOSAL

25-1011-0

November 20, 2025



KOVALUS FIRM PROPOSAL

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Proprietary Notice

All information supplied herewith, including without limitation technical or financial data, know how, formulae, processes, designs, photographs, drawings, specifications, software programs and samples and any other material bearing or incorporating any information relating to **KOVALUS SEPARATION SOLUTIONS™, LLC (“Kovalus” or “KSS”)** products or systems is proprietary information belonging to Kovalus. Such information shall not be copied, reproduced, used or disclosed, (in whole or in part) without the prior written consent of Kovalus for any purpose other than that for which it has been supplied.

For related patent and trademark information, visit: www.kovalus.com/Legal



INTRODUCTION

We are pleased to provide you with the following proposal for goods and services for the Santa Paula Water Recycling Facility (SPWRF) controls upgrade project. We welcome the opportunity to discuss technical or commercial aspects of this proposal and Kovalus' ability to support this project.

SUMMARY

The City of Santa Paula has requested a controls system upgrade for the MBR membrane system at the SPWRF. This includes new system control hardware and programming. Hardware will be procured, programmed, and tested by Kovalus prior to ship. Installation of new components including cabling, and any plant modifications is by Buyer. Kovalus will provide onsite support during switchover.

SCOPE OF SUPPLY

KOVALUS SCOPE OF SUPPLY

This offer includes the Goods and Services listed below.

Components

Table 1: Kovalus scope of supply

Item	Description	Qty	Specifications
1	Main Panel PLC/HMI	lot	The following main panel components, by Allen Bradley are included: - PLC including the following: - PLC CPU, 1756-L81E ControlLogix 5580 controller - PLC Ethernet, 1756-L81E ControlLogix 5580 Ethernet card - Ethernet switch, Stratix 2000 , 5 port unmanaged switch - PLC power supply, ControlLogix AC power supply (for testing purposes, then for use as spare) - Electrical schematic package - HMI, 19" screen, 2711P-T15C22D8S PanelView Plus 7 graphic
2	Train Remote I/O	lot	5094 version; remote I/O adapters and modules for each of the six (6) trains
3	Programming	lot	Utilizing the existing code, new components provided by Kovalus will be pre-programmed in the factory. The existing program will be adjusted to accept new communication standards. However, functioning will remain the same. This includes PLC tag names which will remain the same for continuity with existing SCADA tags. For the HMI, output will be scaled from the existing 15" screen to the 19" screen size. New programming to handle any resolution differences is not included.
4	Factory bench testing	lot	The new PLC code will be bench tested prior to ship by a Kovalus Controls Specialist. We estimate testing to take up to five (5) days. During testing a qualified representative of the Buyer is encouraged and welcome to witness this test. Kovalus will provide the Buyer with two (2)



Item	Description	Qty	Specifications
			weeks advance notice of the approximate test dates. Time and travel expenses of Buyer's representative are the responsibility of the Buyer.
5	Spare parts	lot	Spare parts package for the 5094 Flex I/O

Note that any hardware changes to the existing enclosures will void any UL approval stickers. Kovalus will include a Bill of Material for components provided.

Technical Field Service

For this project, Kovalus will provide up to three (3) days of onsite technical service consultation support from both a Kovalus Controls Specialist and a Kovalus Field Service representative during the switchover.

Technical Field Service is not included in the offer price but will be billed separately on a time and materials (T&M) basis at Kovalus Standard rates for technical service (attached).

If an item is not specifically mentioned in the Kovalus scope of supply, it is not included.

BUYER'S SCOPE OF SUPPLY

The Buyer must furnish all other materials and labor for complete installation, start-up, operation, and maintenance of the Goods provided by Kovalus, and the existing MBR system. This includes, but is not limited to, the following:

Prior to Factory Bench Test

The Buyer must provide Kovalus with IP addresses and gateway address (if needed) prior to bench testing to streamline installation.

Preliminary Site Work

The following will be completed in parallel with existing system until switchover occurs.

- Running new Ethernet cables, switches etc, to the trains
- Set up for quick installation of Remote I/O (adapters and modules and communication equipment)

During Switchover

The following is to be completed during switchover from existing to upgraded controls.

- Panel cut out and installation of Newly Programmed PLC/HMI
- Switchover of I/O signals

Other

The Buyer is responsible for diverting/storage of water while trains are taken off-line during the switchover.



COMMERCIAL PROPOSAL

FIRM PRICING

Goods, programming, and factory testing.....	\$81,344.00
Sales tax (9.25%)	\$7,524.32
Total offer price.....	\$88,868.32

Freight and onsite technical services are not included in the offer price. Shipping and handling will be prepaid by Kovalus and invoiced separately.

Onsite technical services will be billed separately on a T&M basis. The estimated price for one (1) Kovalus Field Service Representative and one (1) Kovalus Controls Specialist for three (3) full days onsite and travel time is \$17,000.00 (taxes and travel expenses excluded).

This proposal is valid for thirty (30) days from proposal date.

PAYMENT TERMS

Goods, Programming, and Factory Testing

1. 50% of the order price due net 30 days from receipt and acceptance of a signed Agreement
2. 50% of the order price due upon completion of factory bench testing. This payment and all prior payments are due prior to equipment shipment

Onsite Technical Services

Onsite technical services are not included in the offer price but will be billed separately on a T&M basis with payment due net 30 days from date of invoice.

Freight

Shipping and handling will be prepaid by Kovalus and invoiced separately with payment due net 30 days from date of invoice.

All orders are subject to credit approval prior to acceptance. Payments must be made via a financial institution that is not subject to the sanction laws of the United States, the European Union, or other applicable jurisdictions.

SHIPPING TERMS

“DDP – Santa Paula Water Recycling Facility, Santa Paula, CA”, per Incoterms 2020.

Shipping Address:

Santa Paula Water Recycling Facility
926 Calpipe Road
Santa Paula, CA 93060



DELIVERY LEAD TIME

The estimated lead time to deliver this equipment is 10-12 weeks from receipt and acceptance of signed Agreement. A more accurate shipping schedule will be provided at the time of order acceptance.

**Note: Lead times are subject to change due to the current and/or potential disruptions in the global freight market that can include, among other issues, delays, backlogs, and empty container shortages.*

TERMS AND CONDITIONS OF SALE

This proposal is based on Kovalus Standard Terms and Conditions of Sale (Ver 10/23) except where modified by this proposal.

KOVALUS CONTACT PERSON

Joe Tinto, Director of Business Development
M +1 978-604-7213
joe.tinto@kss-sep.com

MISCELLANEOUS COMMERCIAL TERMS

Prices

All prices are stated and must be paid in U.S. dollars only. Changes made at the request of the Buyer to the scope of supply or project delays that result in an interruption of manufacturing may require a price or delivery adjustment. Changes in either will be conveyed to the Buyer within a reasonable time after receipt of request.

Change in Law

The purchase price will be equitably adjusted to reflect additional costs incurred by Kovalus resulting from (i) changes in applicable laws, standards and regulations after the date of the applicable Order is placed which affect the goods or services and (ii) changes required to comply with regulatory or industrial requirements in the location where the goods and services will be supplied. Reasonable adjustments will be made to the delivery date and any performance evaluation criteria as may be appropriate to comply with the foregoing.

Force Majeure

Force Majeure means any circumstances beyond the reasonable control of either party, including an act of God (such as, but not limited to unusually severe weather conditions, earthquakes, drought, tidal waves and floods), disease, epidemic, quarantine, fire, explosion, plant shutdown, strikes or other labor disputes (unless solely restricted to employees of seller), acts of terrorism or war, hostilities, act of foreign enemies, riots or other civil disturbances or voluntary or involuntary compliance with any law, order regulation, sanction, embargo, recommendation or request of any governmental authority, inability to obtain materials necessary for manufacture of the Goods, total or partial failure of any of seller's usual means of transportation of the Goods or any other events or circumstances not within the control of the party affected, whether similar or dissimilar to any of the foregoing. Neither party will have any liability, other than for the payment of monies owing, to the extent that the performance any of their contractual obligations are delayed, hindered or prevented arising out of or in connection with events of Force Majeure.

If and to the extent that a party is delayed, hindered or prevented by an event of Force Majeure, then the affected party shall be entitled to extension of time in which to perform its obligations which takes into account the duration of the Force Majeure event and any reasonable period required to recover from its impact.



Cancellation

Buyer recognizes that Kovalus designs and manufactures custom engineered systems and that each is made to order to meet our client's unique requirements. In the event that the Buyer chooses to cancel this order, for any reason, it must be in the form of written notice to Kovalus. In the event of such cancellation, the Buyer agrees to pay Kovalus for all invoices prepared in accordance with the payment terms stated herein, up to the time of order cancellation, along with those costs which arose out of or resulted from the cancellation, plus a cancellation fee of 25% of the order price. Materials received, work in progress, goods manufactured and results and products of the work performed, in part or whole, prior to the time of cancellation, shall be retained by and shall be the property of Kovalus. When calculating the cancellation related payments, payments made by the Buyer to Kovalus prior to cancellation shall be taken into account.

Late Payments

The lesser of either a 2.5% per month interest charge or the maximum rate allowable by law will be added to any overdue amount.

General Limits on Kovalus Liability

THIS ORDER IS EXPRESSLY LIMITED TO THE STANDARD TERMS AND CONDITIONS ATTACHED HEREIN AND MADE A PART OF THIS OFFER BY REFERENCE. KOVALUS MAKES NO OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE WARRANTY OF MERCHANTABILITY AND FITNESS FOR PURPOSE.

Agreement

This proposal, including the attachments hereto, constitutes the entire agreement between Buyer and Kovalus and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified or cancelled by a duly executed written instrument signed by both Buyer and Kovalus.

Proposal Acceptance

IN WITNESS WHEREOF, the duly authorized representatives of both Buyer and Kovalus have signed this Agreement.

CITY OF SANTA PAULA ("Buyer")	
<i>Signature</i>	_____
<i>Printed Name</i>	_____
<i>Title</i>	_____
<i>Date</i>	_____

KOVALUS SEPARATION SOLUTIONS™, LLC ("Kovalus" or "KSS")	
<i>Signature</i>	_____
<i>Printed Name</i>	_____
<i>Title</i>	_____
<i>Date</i>	_____

ATTACHMENTS

The following attachments are added to this proposal:

1. Kovalus Standard Terms and Conditions of Sale
2. Kovalus Standard Rates for Technical Services

STANDARD TERMS AND CONDITIONS OF SALE



KOVALUS SEPARATION SOLUTIONS™, LLC ("KSS") provides the following Standard Terms and Conditions of Sale ("Terms and Conditions"), which apply to all quotations and sales made by KSS. All purchases by customer, owner, or its agent ("Purchaser") are expressly limited and conditioned upon acceptance of the following Terms and Conditions, and no provision, printed or otherwise, contained in any order, acceptance, confirmation, or acknowledgement which is inconsistent with, different from, or in addition to these Terms and Conditions is accepted by KSS unless specifically agreed to in writing by KSS. Acceptance of Purchaser's order by KSS is subject to verification of Purchaser's creditworthiness.

1. TIME LIMIT. All quotations are valid for a period of sixty (60) days, unless otherwise specified.

2. SHIPMENT. Pricing and shipping terms shall be ex-works the manufacturing facility. If the Purchaser has not issued inspection or shipping instructions by the time the Goods are ready for shipment, KSS may select any reasonable method of shipment, without liability by reason of its selection. Shipments made on Purchaser's behalf shall be insured at Purchaser's expense. If KSS is required to arrange for shipment of the Goods or any parts thereof, Purchaser shall reimburse KSS for all freight, insurance and other shipping related costs and Purchaser will pay KSS a handling fee for each such shipment. Shipment of Goods held by reason of Purchaser's request or inability to receive Goods will be at the risk and expense of Purchaser. Claims for shortages in shipment shall be deemed waived unless made in writing to KSS within ten (10) days from date of invoice.

3. PAYMENT TERMS. Payments will be made in accordance with the specified payment schedule. All payments are due net thirty (30) days from date of invoice, unless otherwise specified. Purchaser's failure to make payment when due will be a material breach of the order and these Terms and Conditions. KSS, at its sole option and without incurring any liability, may suspend its performance until such time as the overdue payment is made or KSS receives assurances, adequate in KSS' opinion, that the payment will be promptly made. In the event of such suspension of performance by KSS, there will be an equitable adjustment made to the delivery schedule and order price reflecting the duration and cost resulting from such suspension. Purchaser may only suspend the order upon KSS' written consent. In the event of such Purchaser suspension, the delivery time will be changed, taking into account the suspension, and Purchaser will promptly pay KSS for all costs and related overhead costs resulting from such suspension. KSS will equitably re-price the goods and services if the cumulative suspension exceeds ninety (90) days. If in the judgment of KSS, Purchaser's financial position does not justify the terms of payment specified, KSS may require full or partial payment prior to shipment of the goods. Purchaser agrees to furnish KSS with the required credit information. Payments for all export shipments will be in accordance with the specified payment schedule included herein by way of an Irrevocable Letter of Credit, established in favor of KSS, drawn on and confirmed by a prime U.S.A. bank that is approved by KSS. This Letter of Credit is to be established at the time of award of an order. All costs associated with the Letter of Credit will be for the Purchaser's account.

4. TAXES. Federal, state, or local indirect taxes, including but not limited to sales and/or use taxes, VAT taxes, GST taxes, transfer taxes or any similar tax are not included in the prices set forth herein.

5. WARRANTY. KSS warrants only that all goods manufactured by KSS, except membranes, shall be free from defects in material and workmanship; provided, however, that this warranty shall be limited to goods found to be defective within a period of one (1) year from initial use or fifteen (15) months from the date of shipment, whichever expires first, except as may otherwise be provided ("Warranty Period"). MEMBRANES ARE SOLD AS IS. This warranty does not cover Purchaser furnished/specified equipment and/or Purchaser furnished materials. Resale products shall carry only the warranty offered by the original manufacturer and no warranty by KSS.

The sole and exclusive remedy of the Purchaser for any liability of KSS of any kind, including (a) warranty, express or implied whether contained in the terms and conditions hereof, or in any terms additional or supplemental hereto, (b) contract, (c) negligence, (d) tort, or (e) otherwise, is limited to the repair or replacement, FOB point of manufacture, by KSS of those goods which an examination by KSS reveals to be defective during the Warranty Period, or at KSS' option to refund to Purchaser the money paid to KSS for such goods. Purchaser and KSS may mutually agree to acceptance of the goods to be designated "as is" with an agreed upon reduction in price. KSS will have no obligation to remedy defects unless, within the Warranty Period, Purchaser gives KSS written notice of its claim and returns the defective goods after receipt of shipping instructions from KSS to return such goods. Purchaser will ship the goods to KSS, freight prepaid, and KSS will return the goods to Purchaser, freight collect. All goods returned for repair or replacement pursuant to this section are to be packaged in accordance with the instructions received.

In no event shall KSS incur any obligation to repair or replace goods which are determined by KSS to be defective due to customer misuse, or due to use not in accordance with specified operating conditions, and operating and maintenance instructions. KSS retains the option to witness the operation of the goods to verify operating conditions. KSS shall not incur any obligation hereunder with respect to goods which are repaired or modified in any way by the Purchaser without KSS prior written approval. Installation by the Purchaser during regular intervals of normal maintenance of parts supplied by KSS shall not constitute such modification.

EXCEPT FOR THE EXPRESS WARRANTY STATED HEREIN, KSS DISCLAIMS ALL WARRANTIES WITH RESPECT TO THE GOODS, INCLUDING ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE.

6. CONFIDENTIAL INFORMATION. The information, drawings, plans, and specifications being furnished by KSS have been developed at KSS' expense and shall not be used or disclosed by Purchaser for any purpose other than to install, operate, and maintain the goods supplied hereunder.

7. DELIVERIES. The delivery date(s) quoted are based on KSS' best estimate of a realistic time when delivery to the carrier will be made, and are subject to confirmation at time of acceptance of any resulting order. KSS reserves the right to make either early shipment or partial shipments and invoice Purchaser accordingly.

8. EXCUSABLE DELAYS. KSS shall not be liable for loss, damages, detention, or delays resulting from causes beyond its reasonable control or caused by but not limited to strikes,

restrictions of the United States Government or other governments having jurisdiction, delays in transportation, inability to obtain necessary labor, materials, or manufacturing facilities, or any other cause reasonably beyond its control, whether similar or dissimilar to those listed.

9. PATENTS. The Purchaser will indemnify and hold KSS harmless against any expense or loss or other damage resulting from infringement of patents or trademarks arising from KSS compliance with any designs, specifications, or instructions of the Purchaser. In addition, all license fees and royalties are the exclusive responsibility and liability of Purchaser.

10. TITLE AND RISK OF LOSS OR DAMAGE. Title, risk of loss and/or damage will pass to the Purchaser upon shipment of the goods.

11. INSTALLATION/SERVICE. Installation of goods furnished hereunder will be by the Purchaser, unless otherwise agreed to in writing.

Field service will be provided on a per diem basis upon written authorization by the Purchaser and will be at the rates in effect at the time such services are provided, unless otherwise agreed in writing. Field service at the job site to diagnose equipment problems will be provided on a per diem basis at the then-current rates.

12. CANCELLATION. Cancellation of any order must be by written notice to KSS and will be subject to cancellation charges, which will include all expenses incurred by KSS and a reasonable profit on the sale.

13. RESTOCKING FEE. If Purchaser orders the wrong material, it may NOT be returned to KSS unless the following conditions have been met:

- KSS has authorized the return of the material, and has issued a Return Material Authorization Number;
- the material is unused and undamaged;
- the material consists of standard KSS membranes, U-bends, or gauges;
- the material is returned with all freight costs paid for by Purchaser; and
- Purchaser pays a restocking fee of twenty percent (20%) of the original purchase price.

NOTE: KSS will not authorize or accept the return of any system or cleaning chemicals under any circumstances.

14. LAWS, CODES, AND STANDARDS. Except as expressly stated herein, the price and schedule included herein are based on United States laws, codes, and standards in effect as of the date of this order. Should such laws, codes, and standards change and increase or decrease the cost of performing the work or impact the schedule, KSS will advise Purchaser of such change. Purchaser and KSS will mutually agree to any modification of the order resulting from such change.

15. CONSEQUENTIAL DAMAGES; LIMITATION OF LIABILITY. KSS WILL NOT BE LIABLE FOR ANY LOST PROFITS, INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES OF ANY KIND, WHETHER ARISING UNDER WARRANTY, CONTRACT, NEGLIGENCE, STRICT LIABILITY, INDEMNIFICATION, OR ANY OTHER CAUSE OR COMBINATION OF CAUSES WHATSOEVER. THIS LIMITATION WILL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY LIMITED REMEDY. In no case will KSS' liability exceed the amount paid to KSS by the Purchaser for the specific goods giving rise to such liability. Purchaser agrees to indemnify and hold KSS harmless from and against all liabilities, claims, and demands of third parties of any kind relating to the goods and their use arising after shipment of the goods.

16. MODIFICATION. No change, modification, or waiver to any terms or scope of the order will be binding and valid unless it is accepted in writing and signed by an authorized representative of KSS.

17. ASSIGNMENT. This order may not be transferred or assigned by operation of law or otherwise, without the prior express written consent of KSS. Any transfer or assignment of any rights, duties, or obligations hereunder without such consent shall be void. Provided, however, that KSS will not be prohibited from subcontracting all or a part of its obligations under this order.

18. EXPORT SALES. No provision of this agreement will be construed to require KSS to export or deliver any technical information, data, and/or equipment if such export or delivery is then prohibited or restricted by any law or regulation of the U.S. Government. Purchaser will comply with all applicable export and reexport control laws and regulations, including without limitation, the Export Administration Regulations (15 C.F.R. Parts 730, et seq.) maintained by the U.S. Department of Commerce and the Office of Foreign Assets Control Regulations (31 C.F.R. Chapter V) of the U.S. Treasury Department. Specifically, Purchaser will not, directly or indirectly, sell, export, reexport, transfer, provide, divert, loan, lease, consign, or otherwise dispose of goods, services, software, source code, or technology received in connection with this order to any person, entity, or destination prohibited by the laws or regulations of the United States, without obtaining prior authorization from the competent government authorities as required by those laws and regulations. Notwithstanding any other provision of this order, Purchaser will not be required to take or refrain from taking any action penalized under the laws of the United States or any applicable foreign jurisdiction, including without limitation, the antiboycott laws administered by the U.S. Commerce and Treasury Departments.

19. INSURANCE. Upon the request by Purchaser, KSS will provide a Certificate of Insurance evidencing the following types of insurance:

<i>Workers Compensation</i>	Statutory	
<i>Employer Liability</i>	\$1,000,000.00	
<i>Comprehensive General Liability</i>	\$1,000,000.00	\$1,000,000.00
	Combined Single Limit for BI & PD	aggregate
<i>Comprehensive Auto Liability and Physical Damage</i>	\$1,000,000.00	\$1,000,000.00
	Combined Single Limit for BI & PD	aggregate

20. GOVERNING LAW. All matters involving the validity, interpretation, and application of these Standard Terms and Conditions of Sale will be controlled by the laws of the Commonwealth of Massachusetts, United States of America. The parties disclaim any applicability of the U.N. Convention on the International Sale of Goods to the order.

21. HEADINGS. The headings used throughout are for convenience only and will be disregarded for the purpose of construing and enforcing this agreement.

Field service is available for new system start-ups, in-house training of personnel, troubleshooting, and preventative maintenance by factory trained, English speaking, field service personnel. Field service personnel have extensive training in the mechanical, electrical and control requirements necessary to operate and maintain **KOVALUS SEPARATION SOLUTIONS™, LLC (“Kovalus” or “KSS”)** designed membrane systems.

Process Technology support is also available to assist customers with process enhancement, system integration and the identification of potential areas for cost savings and/or product quality improvements. Process Technology personnel are thoroughly trained in the unit operations of membrane separations and Kovalus’ proprietary Combined Technologies. The Process Technology group at Kovalus has access to the latest process innovations and techniques and draws upon Kovalus’ Global Corporate experience in all markets and process applications.

LABOR CHARGES

For all hours worked (including travel time to and from the job site) by Kovalus employees, the following rates apply:

Labor Hours Description	Field Service Representative	Process Technology Engineer	Controls Engineer
Regular working hours	\$1,500 / day	\$1,700 / day	\$1,900 / day
Overtime hours	\$250 / h	\$275 / h	\$275 / h

Notes:

1. Regular working hours are defined as 8 hours per day, Monday through Friday.
2. Overtime hours are defined as hours in excess of 8 hours per day, in excess of 40 hours per week, hours on Saturdays Sundays, or hours on Kovalus company holidays.
3. The minimum charge for service is equal to the applicable daily rate, for the type of service contracted, plus all travel and living expenses.

Field service support via phone or modem is available M-F 8:00 AM to 4:30 PM EST free of charge for the first two hours per incident and then at a rate of \$187.50 per hour billable in 30-minute segments after that. With a minimum charge of \$93.75 applied for any assistance over two hours.

EXPENSE CHARGES

All traveling and living expenses incurred by Kovalus’ employees are invoiced on a portal-to-portal basis, at the actual cost incurred, plus a 10% handling fee. If a personal automobile is used in lieu of public transportation, personal car allowance will be charged at the Kovalus prevailing employee reimbursable rate, which is currently \$0.67 per mile. International air travel is by business class. Traveling time and expenses begin from the closer of Kovalus employee’s office or last point of assignment.

REPLACEMENT PARTS

All replacement parts and/or additional equipment installed will be billed at the current price in effect at time of purchase.

PURCHASE ORDERS

All requests for service, replacement parts or equipment installed must be confirmed by purchase order. Field Service or Process Technology charges will be billed monthly and are due net 30 days from date of invoice. A 1% per month interest charge will be added to any overdue amount.

SPECIAL SITE REQUIREMENTS

Insurance requirements, safety regulations, security clearances, work permits and other special site requirements, such as visitor’s agreements and confidentiality agreements, must be submitted for review at least five business days prior to commencement of any on-site service in order to determine if Kovalus can comply with the requirements and if additional charges are required due to site specific conditions. It is the customer’s responsibility to inform Kovalus of all site regulations, at the time an order is placed. All work is performed by non-union labor.

LIMITS OF KOVALUS’ LIABILITY

KOVALUS SHALL NOT IN ANY CASE WHATSOEVER BE LIABLE FOR ANY LOST PROFITS, SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND. IN NO CASE SHALL KOVALUS’ LIABILITY EXCEED THE PRICE PAID TO KOVALUS FOR THE SPECIFIC SERVICE GIVING RISE TO SUCH LIABILITY.

All prices are in US Dollars and are subject to change without notice. All sales orders for field service are subject to Kovalus Standard Terms and Conditions of Sale which are available on our website at www.kovalus.com/Legal.

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Lorena Alvarez, Human Resources Administrator

Subject: RESOLUTION NO. 7625, AMENDING THE JOB DESCRIPTION OF THE SENIOR POLICE OFFICER AND POLICE SERGEANT POSITIONS

Date: July 15, 2026

Agenda Item: 10.G

RECOMMENDATION:

It is recommended that the City Council:

1. Approve Resolution No. 7625, Amending the Senior Police Officer and Police Sergeant job descriptions.

BACKGROUND:

The Human Resources office has a classification plan that consists of a listing of approved positions, a salary schedule for each position, and job descriptions that detail the responsibilities and requirements of each position. All three elements are administered by Human Resources, the Personnel Officer (City Manager) and approved by the City Council. Part of the duties of the Personnel Officer is to occasionally recommend changes in the City's classification plan for Council consideration.

ANALYSIS:

The Chief of Police and Human Resources have recently completed a review of the job description for the Senior Police Officer and Sergeant position and noticed inconsistencies between the physical requirements of both positions.

Prior to beginning the promotional recruitment for Senior Police Officer and Police Sergeant, staff is recommending that the City Council amend the physical requirements of the Senior Police Officer to be consistent with the physical requirements of other Police classifications and make changes to the minimum experience requirements. Changes to the physical requirements include decreasing the full-unassisted ambulatory capability of bending, stooping, and lifting of objects from 150 lbs to 100 lbs, and adding the vision standards. For the minimum experience requirement we are broadening the language to allow for previous law enforcement experience in another agency to apply in lieu of one year of police officer experience with the Santa Paula Police Department.

Additionally, Staff is recommending that Hepatitis B immunization requirements be eliminated from both job descriptions. In California, agencies are not allowed to require the Hepatitis B

vaccine as a strict, mandatory condition of employment. However, as an employer, the City must offer the Hepatitis B vaccination to sworn officers and allow for declination, a practice that the City currently follows.

The City has met and conferred with Santa Paula Police Officer's Association (SPPOA) to discuss the recommended job description amendments and the SPPOA is in agreement with the proposed changes. The amended job description is hereby included as Exhibit "A" and Exhibit "B".

STRATEGIC PLAN:

This action supports the City's Strategic Plan Goal under Operational Excellence.

FISCAL IMPACTS:

There is no fiscal impact associated with the changes being proposed to the job descriptions as the associated salary ranges would stay the same.

OPTIONS:

The City Council is not obligated to make these changes. Failing to alter the job descriptions will continue inconsistencies among Police Officer job descriptions, but will not prevent the City from hiring for these positions.

ATTACHMENTS:

[RESOLUTION_No.7625.docx](#)

[Exhibit A to Resolution No. 7625.pdf](#)

[Exhibit B to Resolution No. 7625.pdf](#)

RESOLUTION NO. 7625

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA APPROVING AMENDMENTS TO THE SENIOR POLICE OFFICER AND POLICE SERGEANT JOB DESCRIPTIONS

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

SECTION 1: A review and analysis of the current Senior Police Officer and Police Sergeant job description has been completed.

SECTION 2: A determination was made that there are inconsistencies in the physical requirements in the Senior Police Officer and Police Sergeant job descriptions.

SECTION 3: The Senior Police Officer and Police Sergeant job descriptions include a requirement for Hepatitis B immunization that is inconsistent with California law that needs to be removed.

SECTION 4: The minimum experience requirement for the Senior Police Officer will be amended to allow for previous law enforcement experience in another agency to apply in lieu of one year of police officer experience with the Santa Paula Police Department.

SECTION 5: The City Council hereby approves amendments to the job descriptions of Senior Police Officer (Job Class Code 01-405) and Police Sergeant (Job Class Code 01-406) as follows:

a. The job description for the position of Senior Police Officer is hereby amended as shown in Exhibit “A” to this Resolution.

b. The job description for the position of Police Sergeant is hereby amended as shown in Exhibit “B” to this Resolution.

SECTION 6: This Resolution will become effective immediately upon adoption and will remain effective unless repealed or superseded.

PASSED AND ADOPTED this 15th day of July, 2026.

Carlos Juarez, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

Monica Castillo, City Attorney

Daniel Singer, City Manager

EXHIBIT “A”

Job Class: Santa Paula Police Officers Association

Job Code:405

FLSA Status: Non-Exempt

CITY OF SANTA PAULA

SENIOR POLICE OFFICER

DEFINITION: Performs all essential functions of the position of Police Officer. In addition, the Senior Police Officer can act as a police supervisor until relieved; act as Watch Commander; provides support duties to the Watch Commander including, but not limited to evaluation of employee performance, providing field supervision at incidents of unspecified duration and severity, participate in the disciplinary process,

The Senior Officer may also be assigned to perform the functions of a Police Detective that may include responding to crime or accident scenes to collect physical evidence and conduct in-depth inquiries; establish and maintain fingerprint and photographic files; performs investigations of violations of Federal, State and local laws; reviews files and general police bulletins; makes arrests and questions suspects; appears in court to present evidence; participates in activities and meetings designed to improve community/police relations. Participates in the coordination of activities of the Police Department with County District Attorney's office, including filing of cases; assists in the coordinating of investigation activities with other police agencies. Conducts crime scene searches and documentation to include, but not limited to, photographing of persons, scenes, and other objects as required; takes prints; establishing and maintaining fingerprint and photographic files; takes photographs; identify and recover key evidence of a forensic nature conducting analysis and/or providing the evidence to qualified examiners. Accurately documents all actions taken and maintains records and reports using an appropriate case management system.

ESSENTIAL DUTIES AND RESPONSABILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Responds to emergencies as directed by radio or telephone, requiring auditory capability to hear voice conversation; must operate a vehicle. Makes arrests, requiring full-unassisted ambulatory capability including bending, stooping, lifting objects up to 100 pounds, walking, running, jumping, climbing, and lying prone. Requires hand and finger dexterity for firing a weapon and searching suspects; administers first aid. This position is expected to submit written reports regarding public complaints, requiring operation of a computer keyboard. Acts as Watch Commander in absence of the Patrol Sergeant. Collects and preserves evidence; prepares reports of cases handled and

Job Class: Santa Paula Police Officers Association

Job Code:405

FLSA Status: Non-Exempt

actions taken, requiring finger and hand dexterity for operation of computer keyboard; interrogates victims, witnesses, and prisoners, requiring clear oral communication; responds to scene of crime or accident to gather physical evidence and conduct in-depth investigations and inquiries.

Vision Standards: 20/70 uncorrected, 20/30 corrected with some flexibility.

MINIMUM QUALIFICATIONS:

Education Minimum of 21 years. High School graduate or possession of G.E.D. 30 P.O.S.T. training points or 30 college units which equal 30 P.O.S.T. training points,

Experience: Three years of experience as a police officer with the Santa Paula Police Department, or two years as police officer with the Santa Paula Police Department and at least two years of experience as a peace officer with another law enforcement agency.

Knowledge, Skills, and Abilities: Knowledge of modern police methods, procedures and records, knowledge of criminal law with particular reference to apprehension, arrest and custody of persons committing misdemeanors and felonies; knowledge of rules of evidence; knowledge of federal, state and county law enforcement agencies and their relationship to City police work.

Ability to supervise the work of others; ability to analyze situations quickly and effectively; ability to interpret and apply laws and departmental rules and regulations; ability to write clear, concise and comprehensive reports; ability to establish and maintain effective relationships with others.

LICENSE: Possession of current P.O.S.T Supervisory Certificate and Class C California driver's license.

Revised: 02/15/23

CITY OF SANTA PAULA

SENIOR POLICE OFFICER

DEFINITION: Performs all essential functions of the position of Police Officer. In addition, the Senior Police Officer can act as a police supervisor until relieved; act as Watch Commander; provides support duties to the Watch Commander including, but not limited to evaluation of employee performance, providing field supervision at incidents of unspecified duration and severity, participate in the disciplinary process,

The Senior Officer may also be assigned to perform the functions of a Police Detective that may include responding to crime or accident scenes to collect physical evidence and conduct in-depth inquiries; establish and maintain fingerprint and photographic files; performs investigations of violations of Federal, State and local laws; reviews files and general police bulletins; makes arrests and questions suspects; appears in court to present evidence; participates in activities and meetings designed to improve community/police relations. Participates in the coordination of activities of the Police Department with County District Attorney's office, including filing of cases; assists in the coordinating of investigation activities with other police agencies. Conducts crime scene searches and documentation to include, but not limited to, photographing of persons, scenes, and other objects as required; takes prints; establishing and maintaining fingerprint and photographic files; takes photographs; identify and recover key evidence of a forensic nature conducting analysis and/or providing the evidence to qualified examiners. Accurately documents all actions taken and maintains records and reports using an appropriate case management system.

ESSENTIAL DUTIES AND RESPONSABILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Responds to emergencies as directed by radio or telephone, requiring auditory capability to hear voice conversation; must operate a vehicle. Makes arrests, requiring full-unassisted ambulatory capability including bending, stooping, lifting objects up to 450-100 pounds, walking, running, jumping, climbing, and lying prone. Requires hand and finger dexterity for firing a weapon and searching suspects; administers first aid. This position is expected to submit written reports regarding public complaints, requiring operation of a computer keyboard. Acts as Watch Commander in absence of the Patrol Sergeant. Collects and preserves evidence; prepares reports of cases handled and

Job Class: Santa Paula Police Officers Association

Job Code:405

FLSA Status: Non-Exempt

actions taken, requiring finger and hand dexterity for operation of computer keyboard; interrogates victims, witnesses, and prisoners, requiring clear oral communication; responds to scene of crime or accident to gather physical evidence and conduct in-depth investigations and inquiries._

Vision Standards: 20/70 uncorrected, 20/30 corrected with some flexibility.

MINIMUM QUALIFICATIONS:

Education and Experience:—Minimum of 21 years. High School graduate or possession of G.E.D. 30 P.O.S.T. training points or 30 college units which equal 30 P.O.S.T. training points, ~~and two years of experience as a police officer with the City of Santa Paula. Must be immunized against hepatitis B virus.~~

Experience: Three years of experience as a police officer with the Santa Paula Police Department, or two years as police officer with the Santa Paula Police Department and at least two years of experience as a peace officer with another law enforcement agency.

Knowledge, Skills, and Abilities: Knowledge of modern police methods, procedures and records, knowledge of criminal law with particular reference to apprehension, arrest and custody of persons committing misdemeanors and felonies; knowledge of rules of evidence; knowledge of federal, state and county law enforcement agencies and their relationship to City police work.

Ability to supervise the work of others; ability to analyze situations quickly and effectively; ability to interpret and apply laws and departmental rules and regulations; ability to write clear, concise and comprehensive reports; ability to establish and maintain effective relationships with others.

LICENSE: Possession of current P.O.S.T Supervisory Certificate and Class C California driver's license.

Revised: 02/15/23

EXHIBIT “B”

Job Class: Santa Paula Police Officers Association
Job Code:406
FLSA Status: Non-Exempt

CITY OF SANTA PAULA

POLICE SERGEANT

DEFINITION: Under direction, responsible for supervising police officers engaged in law enforcement activities on an assigned shift or supervising the Detective and other investigation functions; personally participates in various phases of the work, such as conducting investigations of crimes and citizen complaints; and performs other supervisory related work as required.

EXAMPLES OF DUTIES: All duties of a Police Officer. In addition, serves as Watch Commander on an assigned shift; conducts squad briefings at beginning of the shift; calls attention to and makes notations of important matters and incidents requiring investigations and/or follow-up by individual officers; reviews bulletins and reports; summons individual patrol units from the field for relief; receives information and oral reports on progress, actions taken, and/or results and disposition of assigned incidents; checks and reviews work of officers in their assigned districts; supervises the Detective and Investigation functions; assists in the recruitment, training, supervision and evaluation of performance of subordinate employees; plans and enforces safety programs and policies; investigates complaints and reports; evaluates and makes proper disposition of cases according to law; and supervises or participates in community activities pertaining to the prevention and control of crime. As Watch Commander assumes custody and care for the City jail and prisoners, including their feeding and care; collects and preserves evidence in keeping with departmental policy; appears in court to verify records and present evidence as required. Performs other related duties such as: instructing subordinates in law enforcement matters, fingerprinting, and photographing prisoners and others, preparing correspondence and reports on special cases; and making special criminal investigations and reports. Keeps command officers informed of all conditions or events, usual or unusual, through oral or written communication. Patrols an assigned area to prevent crime and maintain law and order; investigates unusual conditions, traffic accidents and complaints; controls and directs traffic; prepares investigation reports; answers inquiries from the public; serves criminal and civil papers; issues citations and gives verbal warnings; prepares evidence and appears in court to testify; fingerprints, photographs, books, transports and supervises prisoners; participates in training courses and programs. Performs investigations of violations of federal, state and local laws; collects and preserves evidence; reviews files and police bulletins; prepares reports of cases, handled and actions taken; interrogates victims, witnesses and prisoners; participates in activities designed to improve community-police relations. Responds to crime or accident scenes to gather physical evidence; establishes and maintains fingerprint and photographic files; furnishes photographs to other agencies; establishes procedures for security care of jail prisoners and jail maintenance; assures that the health

Job Class: Santa Paula Police Officers Association

Job Code:406

FLSA Status: Non-Exempt

requirements of state and other authorities for the jail are met; prepares written reports. In addition, assists in the control of crime, in the apprehension of suspects and known criminals and in writing related reports; supervises assigned officers and assists them in performing duties, including taking photographs of accidents, making on-the-spot measurement, sketches, and obtaining statements of witnesses and other evidence; interrogates and prepares statements from complainants, witnesses, and suspects. Coordinates work with other City Departments and divisions; assists with preparation and control of annual budgets for unit.

ESSENTIAL DUTIES AND RESPONSABILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Vision Standards: 20/70 uncorrected, 20/30 corrected with some flexibility. Physical Standards: Good health and emotional stability, sufficient strength to perform occasional strenuous work under adverse conditions; body weight in proportion to height as determined by examining physician. Requires full unassisted ambulatory activity including bending, stooping, lifting up to 100 pounds, walking on uneven surfaces, running, climbing, lying prone, and driving. Requires upper body strength and hand and finger dexterity for operation of weapons and searching suspects. Requires hand and finger dexterity for operation of a computer keyboard. Requires full, clear auditory and oral communications capabilities. Work may be performed indoors, outdoors and in vehicles in all types of weather.

MINIMUM QUALIFICATIONS:

Education & Experience: Minimum of 21 years. High School graduate or possession of G.E.D. Experience: Three years of experience as a Police Officer and at least three years experience with the City of Santa Paula. An Associate's Degree or Bachelor's Degree is desired, but not required.

Knowledge and Abilities: Knowledge of modern police methods and procedures, including patrol, crime prevention, traffic control, scientific investigation, and identification techniques; knowledge of criminal law with particular reference to apprehension, arrest, and custody of persons committing misdemeanors or felonies, including rules of evidence pertaining to search and seizure and preservation and presentation of evidence; knowledge of federal, state and county law enforcement agencies and their relationship to City police work. Knowledge of the policies, operations, and procedures.

Ability to organize and supervise the work of subordinates; ability to interpret and apply laws and departmental rules and regulations; ability to write clear, concise and comprehensive reports; ability to maintain excellent physical condition and to establish and maintain effective working relationships with the general public, City staff and others.

Job Class: Santa Paula Police Officers Association

Job Code:406

FLSA Status: Non-Exempt

LICENSE: Possession of or ability to obtain valid California Class C driver's license.
Possession of an Intermediate P.O.S.T. Certificate

Job Class: Santa Paula Police Officers Association
Job Code:406
FLSA Status: Non-Exempt

CITY OF SANTA PAULA

POLICE SERGEANT

DEFINITION: Under direction, responsible for supervising police officers engaged in law enforcement activities on an assigned shift or supervising the Detective and other investigation functions; personally participates in various phases of the work, such as conducting investigations of crimes and citizen complaints; and performs other supervisory related work as required.

EXAMPLES OF DUTIES: All duties of a Police Officer. In addition, serves as Watch Commander on an assigned shift; conducts squad briefings at beginning of the shift; calls attention to and makes notations of important matters and incidents requiring investigations and/or follow-up by individual officers; reviews bulletins and reports; summons individual patrol units from the field for relief; receives information and oral reports on progress, actions taken, and/or results and disposition of assigned incidents; checks and reviews work of officers in their assigned districts; supervises the Detective and Investigation functions; assists in the recruitment, training, supervision and evaluation of performance of subordinate employees; plans and enforces safety programs and policies; investigates complaints and reports; evaluates and makes proper disposition of cases according to law; and supervises or participates in community activities pertaining to the prevention and control of crime. As Watch Commander assumes custody and care for the City jail and prisoners, including their feeding and care; collects and preserves evidence in keeping with departmental policy; appears in court to verify records and present evidence as required. Performs other related duties such as: instructing subordinates in law enforcement matters, fingerprinting, and photographing prisoners and others, preparing correspondence and reports on special cases; and making special criminal investigations and reports. Keeps command officers informed of all conditions or events, usual or unusual, through oral or written communication. Patrols an assigned area to prevent crime and maintain law and order; investigates unusual conditions, traffic accidents and complaints; controls and directs traffic; prepares investigation reports; answers inquiries from the public; serves criminal and civil papers; issues citations and gives verbal warnings; prepares evidence and appears in court to testify; fingerprints, photographs, books, transports and supervises prisoners; participates in training courses and programs. Performs investigations of violations of federal, state and local laws; collects and preserves evidence; reviews files and police bulletins; prepares reports of cases handled and actions taken; interrogates victims, witnesses and prisoners; participates in activities designed to improve community-police relations. Responds to crime or accident scenes to gather physical evidence; establishes and maintains fingerprint and photographic files; furnishes photographs to other agencies; establishes procedures for security care of jail prisoners and jail maintenance; assures that the health

Job Class: Santa Paula Police Officers Association

Job Code:406

FLSA Status: Non-Exempt

requirements of state and other authorities for the jail are met; prepares written reports. In addition, assists in the control of crime, in the apprehension of suspects and known criminals and in writing related reports; supervises assigned officers and assists them in performing duties, including taking photographs of accidents, making on-the-spot measurement, sketches, and obtaining statements of witnesses and other evidence; interrogates and prepares statements from complainants, witnesses, and suspects. Coordinates work with other City Departments and divisions; assists with preparation and control of annual budgets for unit.

ESSENTIAL DUTIES AND RESPONSABILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Vision Standards: 20/70 uncorrected, 20/30 corrected with some flexibility. Physical Standards: Good health and emotional stability, sufficient strength to perform occasional strenuous work under adverse conditions; body weight in proportion to height as determined by examining physician. Requires full unassisted ambulatory activity including bending, stooping, lifting up to 100 pounds, walking on uneven surfaces, running, climbing, lying prone, and driving. Requires upper body strength and hand and finger dexterity for operation of weapons and searching suspects. Requires hand and finger dexterity for operation of a computer keyboard. Requires full, clear auditory and oral communications capabilities. Work may be performed indoors, outdoors and in vehicles in all types of weather.

MINIMUM QUALIFICATIONS:

Education & Experience: Minimum of 21 years. High School graduate or possession of G.E.D. Experience: Three years of experience as a Police Officer and at least three years experience with the City of Santa Paula. An Associate's Degree or Bachelor's Degree is desired, but not required. ~~Must be immunized against hepatitis B virus.~~

Knowledge and Abilities: Knowledge of modern police methods and procedures, including patrol, crime prevention, traffic control, scientific investigation, and identification techniques; knowledge of criminal law with particular reference to apprehension, arrest, and custody of persons committing misdemeanors or felonies, including rules of evidence pertaining to search and seizure and preservation and presentation of evidence; knowledge of federal, state and county law enforcement agencies and their relationship to City police work. Knowledge of the policies, operations, and procedures.

Ability to organize and supervise the work of subordinates; ability to interpret and apply laws and departmental rules and regulations; ability to write clear, concise and comprehensive reports; ability to maintain excellent physical condition and to establish and maintain effective working relationships with the general public, City staff and others.

Job Class: Santa Paula Police Officers Association

Job Code:406

FLSA Status: Non-Exempt

LICENSE: Possession of or ability to obtain valid California Class C driver's license.
Possession of an Intermediate P.O.S.T. Certificate

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Dale Goodman, Public Works Director

Subject: WATER RECYCLING FACILITY PHASE 1 BLOWER REPLACEMENT
PROJECT NOTICE OF COMPLETION

Date: July 15, 2026

Agenda Item: 10.H

RECOMMENDATION:

Staff recommends that the City Council:

1. Accept the work performed by Mehta Mechanical Company, Inc.
2. Authorize Staff to file the Notice of Completion with the County Recorder.

BACKGROUND:

On June 4, 2025, the City Council approved the award of a public works contract to Mehta Mechanical Company, Inc. for the Water Recycling Facility (WRF) Phase 1 Blower Replacement Project. Staff issued the Notice of Award on July 1, 2025 and authorized the Notice to Proceed on August 1, 2025.

The Water Recycling Facility relies on multiple blower systems necessary for wastewater treatment operations, including aeration, membrane bioreactor (MBR), and digester processes. Due to the age and condition of the existing blower equipment, the City identified the need to replace the aging units to maintain reliable facility operations.

The WRF Phase 1 Blower Replacement Project was established as the first phase of a larger effort to replace the facility's aging blower equipment. Phase 1 improvements included replacement of two membrane blowers and associated mechanical, electrical, and control system improvements.

ANALYSIS:

Items of work completed under this contract included the removal and replacement of existing blower equipment, installation of new blower systems, and associated mechanical, electrical, and SCADA/PLC programming improvements necessary for integration with the Water Recycling Facility operations.

MKN & Associates (now operating as Ardurra) completed inspection of the project and confirmed that construction was completed in accordance with the approved plans and specifications. All work identified under the contract has been completed.

As the previously identified scope is complete, Staff recommends accepting the completed work and filing the Notice of Completion with the County Recorder.

The City is maintaining the retention amount for the project to ensure all subcontractors and suppliers receive final compensation for their services. Release of the full retention amount to MMC, Inc. will occur 35 days after Council's formal acceptance of the work and the recording of the Notice of Completion, provided no subcontractor or supplier claims are filed within that timeframe.

Filing the Notice of Completion establishes the beginning of the warranty period and provides notice of completion pursuant to California Civil Code requirements. The warranty period requires the Contractor to guarantee the work performed under the contract and address any defects in workmanship or materials identified during the warranty period.

STRATEGIC PLAN:

The Project supports the currently adopted Strategic Plan in achieving the following:
Infrastructure, Transportation & Mobility
Goal: Maintain and develop the City’s infrastructure to be safe, sustainable, innovative and cost-efficient.

FISCAL IMPACTS:

The project was completed within the approved budget. Construction contract amount and retention balance are summarized in Table 1 below.

Table 1: Project Construction Costs

Project	Construction Contract Amount	Retention Amount
WRF Phase 1 Blower Replacement Project	\$705,473.49	\$29,473.67

OPTIONS:

The Council has the following available alternative option:

1. Do not accept the work performed by Mehta Mechanical Company, Inc. and direct Staff not to file the Notice of Completion. This action would delay project closeout and may result in additional administrative and management costs.

ATTACHMENTS:

[Exhibit A - Notice of Completion - Water Recycling Facility Phase 1 Blower Replacement Project](#)

EXHIBIT A

Notice of Completion – Water Recycling Facility Phase 1 Blower Replacement Project

**Recording Requested by
and When Recorded Mail To:**

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

NO FEE GOV'T CODE 27383

NOTICE OF COMPLETION OF CONSTRUCTION PROJECT

Project Name: Water Recycling Facility (WRF) Phase 1 Blower Replacement Project

CIP Project No.: 9383

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

1. The undersigned is an officer of the owner of the interest stated below in the property hereinafter described.
2. The full name of the owner is: **City of Santa Paula**
3. The full address of the owner is: **City Hall, 970 Ventura Street, Santa Paula, CA 93060**
4. The nature of the interest of the owner is: In Fee
5. A work of improvement on the property hereinafter described was field reviewed by the Engineer on May 6, 2026. The work done was: Water Recycling Facility (WRF) Phase 1 Blower Replacement Project
6. On July 15, 2026, the City of Santa Paula accepted the work of this contract as being complete and directed the recording of this Notice of Completion in the Office of the County Recorder.
7. The name of the Contractor for such work of improvement was: Mehta Mechanical Company, Inc.
8. The properties on which said work of improvement was completed is within the City of Santa Paula, County of Ventura, State of California.
9. The address of said property is: 926 Calpipe Road, Santa Paula, CA 93060

Dated: _____

Dale Goodman
Public Works Director
City of Santa Paula

VERIFICATION

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

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

Executed on _____, 2026 at Santa Paula, California.

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Christy Ramirez, Finance Director

Subject: FY 25/27 MID CYCLE BUDGET

Date: July 15, 2026

Agenda Item: 11.A

RECOMMENDATION:

Staff recommends the City Council:

1. Adopt Resolution 7626 Amending the FY 2026/27 Budget and Adopting the FY 2026/27 GANN Limit.
2. Adopt the Amended Position Control List as proposed.

Presented by: Christy Ramirez, Finance Director

BACKGROUND:

The City adopted a Two-Year Budget Plan for FY 2025/26 and FY 2026/27 on June 30, 2025, and is now approaching its second year of the budget. The two-year budget is revisited after the first year to allow staff and the City Council to make revisions to the budget which reflect the evolving needs of the City while maintaining alignment with the Council's Strategic Plan and priorities in the departmental work programs. The second-year process is known as the Mid-Cycle Budget Review.

ANALYSIS:

On May 15, 2026 the City Council received a report addressing the FY 2025/26 Third Quarter Financial Review, which provided an overview of 25-26 fiscal year trends in revenues and expenditure activity through March 31, 2026, along with a request for the adoption of a balanced budget policy. While no significant changes in trends have occurred since that meeting six weeks ago, staff plans to return to Council in September for the fiscal year-end review of FY 2025/26 with any necessary final adjustments for the first of two fiscal years in the current two year budget.

This report deals with anticipated changes for the second fiscal year of the two year adopted budget. Following are recommended changes or anticipated fluctuations in revenues and expenses for the upcoming fiscal year. While a resolution for budget adjustments is not typically done, the attached resolution includes the GANN Limit Appropriation, which requires a resolution for adoption.

REVENUE

- Property Tax - Staff anticipates an increase in property tax revenue due to additional home sales and increased home prices however set numbers have not yet been provided. Any increases will be used to offset potential decreases in sales tax that may occur due to changes in the economy.
- Sales Tax - No changes are being recommended at this time, however staff remains cautious due to the increased fuel costs impact on the economy. Additional information will be made available later this month when staff meets with City consultants, HDL, to get a more thorough review of sales tax revenue projections.
- Property Tax in Lieu of Motor Vehicle License Fees is expected to increase above the budgeted amount as actual revenues have traditionally exceeded estimates. However, as there is no set trend for these increases, with variances ranging from 2% to 11% of prior year budgets, a modest budget was adopted. Staff will return to Council in December when the FY 26-27 estimates are provided by the County if any changes to projections are needed.
- Development related activity is expected to hit targeted figures, with delays in certain projects being offset by acceleration of others.

EXPENDITURES

The following requests are being made to reflect changes needed or desired as we enter the second year of the two-year budget cycle. Department Directors are encouraged to utilize existing adopted budgets or, when needed, to modify departmental budgets without increasing costs greatly. For those projects not concluded last fiscal year, the carrying over of budgets will be authorized by the City Manager.

Non Personnel

- A recommendation to allocate \$30,000 for the recruitment of a new City Manager is suggested, to assist in the upcoming recruitment in light of the current City Manager's 2027 departure.
- An increase of \$415,879 in insurance expenses was also recently communicated to staff by our insurance authority, the CJPIA. This increase will run across funds and departments, as noted. Property and Miscellaneous insurance has come in at \$433,178 compared to the \$494,029 budgeted. Liability insurance will be \$1,943,279, as opposed to the \$1,514,174 budgeted, while Workers Comp totals of \$1,004,121 is slightly more than the \$956,496 budgeted. The FY 26/27 had a surplus in revenues that did not exceed expenditures as a precaution for any development delays. That surplus will fund this insurance increase for the current year.
- The Council previously supported an increase of \$100,000 per year for FY 25/26 through FY 28/29 for the Catch Basin Excluders, for a total of \$400,000. Staff is asking for the budget adjustment to recognize the second \$100,000 allocation in FY 26/27. This amount is funded from the Stormwater Program Fund Balance.
- \$18,000 is requested for an increase in the annual costs of bodyworn cameras and taser models.
- An increase in revenues and expenses related to mailing for the Prop 218 notices of Solid Waste Collections Rate Increases is needed in the amount of \$13,852.

Personnel

- A reclassification of an Accountant position to that of a Management Analyst is requested to address the work needs of the Department and City, which have evolved over the past budget cycle. Whereas the expectations for the Accountant position are focused on financial transactions, the Department is faced with broader initiatives such as state mandates, grants, research, and greater communication with residents, businesses, and utility customers. While the total cost of the change at Step 5 is \$18,009, only \$13,852 will be needed in FY 26/27, which will come from salary savings from the vacant Accountant position. Ongoing costs have been offset with a savings to the General Fund of \$25,856 stemming from the partial change in funding, to assist with Utility Billing, to the Accounting Specialist position previously approved in FY 24/25.
- A change from budgeted part-time help for the City Clerk to the hire of a temporary position of a part-time Administrative Assistant is requested. This change is net neutral and the number of hours allowed for the \$24,000 already budgeted is 884 hours or .43 Full Time Equivalent positions which will be reflected in the amended Position Control List.
- Parks & Recreation has benefited from the addition of an Administrative Analyst - a generalist who has taken on numerous initiatives, helped with programming and outreach, completed and monitored grants and budget appropriations, and overseen projects such as the Senior Master Plan. Recently, however, it has become evident that the position has been working at a classification level which more closely resembles that of a Management Analyst. A reclassification request was made last year as part of the budget process, but was not supported. That request is now before the City Council as the needs of the Department have grown significantly. While the total cost of the change at Step 5 is \$27,973, only \$19,666 will be needed in FY 26/27.
- A request to continue funding the part-time field maintenance help at the Sports Park from the Community Facilities District Fund is hereby submitted by staff. The amount needed of \$16,416 will come from existing fund balance in the CFD Fund.
- With the remarkable success of the ACC Americorp Fellow program, the Parks & Recreation Department has requested having a full-time Fellow. This will be a net neutral cost as the Fellow will be funded from savings in the City Manager's Fellowship budget and other Parks & Recreation salary costs.
- A change to position control list for all four City Personnel updates (not the Fellows) is necessary to reflect the updated Full Time Equivalent Positions.

Also included in the resolution is the update to the City's GANN Limits as required by law.

STRATEGIC PLAN:

This item is not a goal or objective in City Council's two-year Strategic Plan, however it is important to communicate the City's fiscal status to the Council and the public to maintain operational excellence.

FISCAL IMPACTS:

The net fiscal impact to the General Fund will be \$416,156.21 utilizing excess surplus in FY 26/27. The net fiscal impact of \$100,000 and \$16,416 to the Stormwater Fund and Community Facilities District Fund, respectively, will utilize existing Fund Balance of each fund. An increase of \$67,387.31 to account for the other funds portions of the insurance and workers compensation increase can be found in the attached resolution.

Below is a listing of the amounts that make up the net fiscal impacts mentioned above. Items that have a zero net fiscal impact due to budget adjustments that will be done at the City Manager level (as explained in each bullet point of the analysis section) have not been listed as they have a net zero fiscal impact.

FUND	DESCRIPTION	INCREASE
100 - General Fund	City Manager Recruitment	\$ 30,000.00
100 - General Fund	Insurance and Workers Comp	\$ 348,490.21
100 - General Fund	Axon & Taser Annual Increase	\$ 18,000.00
100 - General Fund	Management Analyst Reclass - Parks & Recreation	\$ 19,666.00
206 - Stormwater Fund	Catch Basin Excluders	\$ 100,000.00
504 - CFD Fund	Park & Abatement Specialist	\$ 16,416.00
XXX - Other Funds	Insurance and Workers Comp	\$ 67,387.31

OPTIONS:

ATTACHMENTS:

[FY 26-27 GANN Limit.pdf](#)

[Budget_Resolution_7626-_FY_Budget_Adopt.pdf](#)

[7B. Position Control List FY25-27 Revised 7.15.26.pdf](#)

Fiscal Year 26/27 Appropriations Limit

Per Capita COL Change	$\frac{4.95+100}{100}$	=	1.0495
4.95			
Pct			
Growth in population	$\frac{0.75+100}{100}$	=	1.0075
0.75			
Pct			
	1.0495×1.0075	=	1.05737125
	Population	=	31,511
	Growth	=	0.00%
	Prior Year limit	=	\$ 32,637,646
	Per Capita COL	=	1.0495000
	1.0495×1.0075	=	1.05737125
	$\$32,637,646 \times 1.0574$	=	<u>\$ 34,510,108</u>

Take the higher of either the City or County % Change

RESOLUTION NO. 7626

A RESOLUTION AMENDING FY 2026/27 FINAL OPERATING AND CAPITAL IMPROVEMENT BUDGET AND ADOPTING THE FY 2026/27 GANN APPROPRIATIONS LIMIT.

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

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

- A. The City Council approved the Operating Budget and Capital Improvement Plan ("CIP") for fiscal years 2025/26 and 2026/27 in June 2025 (the "FY 25/27 Budget");
- B. All procedural requirements for adopting the City's 25/27 Budget were fulfilled and the City Council was fully informed regarding the City's then-current finances, projected revenue, and financial obligations;
- C. Changes in anticipated revenues and/or expenditures of the City of Santa Paula necessitate an adjustment of the appropriations for the fiscal year 2026/2027 budget and the CIP budget. Therefore, City Manager proposes the budget adjustments as described herein.
- D. The Planning Commission determined in June 2025 that the projects included in the CIP are consistent with the City's General Plan; and
- E. It is in the public interest for the City Council to amend the FY 25/27 Budget and CIP as proposed by the City Manager.

SECTION 2: ADOPTION. The FY 25/27 Budget adjustments in this Resolution are approved and adopted subject only to the authorizations set forth below. Such approval and adoption includes, without limitation, the Position Control Listing of Authorized Positions, Classification and Compensation Plans, which may recognize new classifications and remove unused classifications.

SECTION 3: APPROPRIATIONS LIMIT.

- A. Article XIII B of the California Constitution requires the City to set its Appropriations Limit on an annual basis.
- B. The City's Appropriations Limit may be adjusted annually based upon inflation and population growth. The City Council may choose the method of calculating adjustments to the City's Appropriations Limit on an annual basis. For inflation, pursuant to Article XIII B, § 8(e)(2), adjustments to the Appropriations Limit may be calculated using either the percentage change in per capita personal income from

the preceding year or the percentage change in the local assessment roll from the preceding year because of local nonresidential new construction. For population growth, pursuant to Government Code § 7901(b), the City may either use the percentage growth either in its jurisdiction or from the surrounding county.

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

D. The City Council sets the Appropriations Limit for fiscal year 2026/27 at \$34,510,108.

SECTION 4: MID CYCLE BUDGET AMENDMENTS. The City Manager, or designee, is authorized to implement the following budget amendments for the FY 26/27 Budget as follows:

ACCOUNT		INCREASE	DECREASE
100-5-15XX-XXX	Management Analyst Salaries and Benefits	\$ 19,666.00	
100-5-0502-227	City Clerk Part Time Help		\$24,000.00
100-5-0502-XXX	Administrative Assistant Salaries and Benefits	\$ 24,000.00	
504-5-1532-XXX	PT Parks and Abatement Specialist Salaries and Benefits	\$ 16,416.00	
100-5-15XX-XXX	Americorp Fellow - Parks and Recreation	\$ 20,000.00	
100-5-1501-XXX	Facility Attendant Salary and Benefits		\$10,000.00
100-5-0511-227	Fellows Program – Admin		\$10,000.00
100-5-0512-205	City Manager Recruitment Services	\$ 30,000.00	
100-5-4502-610	Axon body worn cameras and tasers annual cost increase	\$ 18,000.00	
206-4-5000-5063	Mailing Costs Prop 218	\$ 13,852.00	
206-5-5011-209	Reimbursement for Prop 218 Mailing	\$ 13,852.00	
100-5-0513-261	Insurance Liability	\$ 314,210.53	
100-5-0513-262	Insurance – Property Vehicle Bldgs Misc	\$ 1,498.60	
206-5-5026-262	Insurance – Property Vehicle Bldgs Misc	\$ 210.01	
610-5-5061-261	Insurance Liability	\$ 61,522.74	
610-5-5063-263	Insurance – Property Vehicle Bldgs Misc		\$70,758.60
620-5-5071-261	Insurance Liability	\$ 61,522.74	
620-5-5071-262	Insurance – Property Vehicle Bldgs Misc	\$ 35.89	
620-5-5072-262	Insurance – Property Vehicle Bldgs Misc	\$ 12.10	
100-5-XXXX-043	Workers Compensation – Multiple Depts	\$ 22,430.95	
104-5-XXXX-043	Workers Compensation – Multiple Depts	\$ 8,845.39	
108-5-XXXX-043	Workers Compensation – Multiple Depts	\$ 1,504.74	
206-5-XXXX-043	Workers Compensation – Multiple Depts	\$ 59.15	
280-5-XXXX-043	Workers Compensation – Multiple Depts	\$ 2,595.81	

405-5-XXXX-043	Workers Compensation – Multiple Depts	\$ 90.97
610-5-XXXX-043	Workers Compensation – Multiple Depts	\$ 652.01
620-5-XXXX-043	Workers Compensation – Multiple Depts	\$ 9,795.06
702-5-XXXX-043	Workers Compensation – Multiple Depts	\$ 1,649.43
206-5-5026-610	Catch Basin Excluders	\$ 100,000.00

**Increase – Credits (CR) Revenue and Debits (DR) Expense*

**Decrease – Debits (DR) Revenue and Credits (CR) Expense*

SECTION 5: REAPPROPRIATION. The City Manager, or designee, is authorized to reappropriate any unused appropriations for capital projects, special projects, and grant programs at the close of Fiscal Year 2025/26 for the Operating and CIP Budget.

SECTION 6: FUND OPERATING RESERVES. The City Manager, or designee, may appropriate any remaining revenues at the close of Fiscal Year 2025/26 into the applicable fund operating reserve on June 30, 2026.

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

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

SECTION 8: CONTRACTING AUTHORITY.

- A. The City Manager, or designee, is authorized to bid and award contracts for the equipment, supplies, and services approved in the Budget.
- B. The City Manager is authorized to execute all contracts awarded for equipment, supplies, and services approved in the Budget in accordance with the Santa Paula Municipal Code ("SPMC").
- C. Notwithstanding any dollar limitation set forth in the SPMC, the City Manager is authorized to execute contracts for purchasing equipment and supplies that are individually identified in the Budget regardless of total cost. The City Manager may, but is not required to, seek additional City Council approval for transactions made pursuant to this Section 8.

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

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

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

PASSED, AND ADOPTED, this 15th day of July, 2026.

Carlos Juarez, Mayor

ATTEST:

Julie Latshaw, City Clerk

Approved as to form:

Monica Castillo, City Attorney

Approved as to content:

Daniel A. Singer, City Manager

Summary of Funded Positions - Full Time Equivalents

Position	FY25-26 Adopted	FY26-27 Adopted	FY26-27 Proposed	Position	FY25-26 Adopted	FY26-27 Adopted	FY26-27 Proposed
CITY MANAGER				POLICE			
City Manager	1	1	1	Police Chief	1	1	1
Admin Secretary/City Clerk	1	1	1	Police Commander	2	2	2
Deputy City Manager	1	1	1	Police Sergeant	3	4	4
Executive Assistant	1	1	1	Senior Police Officer	7	7	7
Administrative Assistant***	-	-	0.43	Police Officer	16	16	16
Human Resources Administrator	1	1	1	Public Safety Dispatch Supervisor	1	1	1
Human Resource Analyst	1	1	1	Public Safety Dispatch Clerk	5	5	5
HR Technician	-	1	1	Sr. Records Supervisor	1	1	1
Chief Technology Officer	1	1	1	Community Services Officer	3	3	3
IT Analyst	1	1	1	Community Services Officer*	-	-	-
Department Total	8.00	9.00	9.43	Evidence & Property Technician	1	1	1
Parks and Recreation				Records Technician	2	2	2
Parks and Recreation Director	1	1	1	Animal Services Coordinator	1	1	1
Recreation Supervisor	1	1	1	Emergency Services Coordinator	1	1	1
Administrative Assistant	1	1	1	Police Cadet*	0.96	0.96	0.96
Parks and Facilities Supervisor	1	1	1	Police Reserves	-	-	-
Facility Maintenance Leadworker	1	1	1	Executive Assistant	1	1	1
Facility Maintenance Worker I	3	3	3	Administrative Analyst	1	1	1
Facility Maintenance Worker II	1	1	1	Department Total	46.96	47.96	47.96
Lead Park and Abatement Specialist	1	1	1	PUBLIC WORKS			
Recreation Program Coordinator	3	3	3	Public Works Director	1	1	1
Administrative Analyst I	-	-	-	Assistant Public Works Director	1	1	1
Administrative Analyst II	1	1	-	Management Analyst	1	1	1
Management Analyst	-	-	1	Senior Administrative Analyst	1	1	1
Custodian	2	2	2	Administrative Analyst I	1	1	1
Nutrition Coordinator*	0.70	0.70	0.70	Administrative Analyst II	1	1	1
Facility Attendant*	2.16	2.16	1.99	Associate Engineer	1	1	1
Park Abatement Specialist*	2.31	2.31	2.31	Permit Technician	1	1	1
Recreation Leader**	4.72	4.72	4.72	Water Operations Superintendent	1	1	1
City Corp Trainee***	3.38	3.38	3.38	Street Maintenance Supervisor	1	1	1
Department Total	29.27	29.27	29.09	Maintenance Worker I	1	1	1
FINANCE				Maintenance Worker II	3	4	4
Finance Director	1	1	1	Fleet Supervisor	1	1	1
Assistant Finance Director	1	1	1	Mechanic II	2	2	2
Accountant	2	2	1	Water System Operator II	8	8	8
Management Analyst	-	-	1	Water System Operator III	3	4	4
Payroll Specialist	1	1	1	Water System Operator IV	2	2	2
Accounting Specialist	3	3	3	Department Total	30	32	32
Customer Service Representative	2	2	2	Non-Departmental			
Department Total	10	10	10	Intern***	0.24	0.42	0.42
COMMUNITY AND ECONOMIC DEVELOPMENT				FULL TIME EQUIVALENT POSITIONS			
Community & Economic Dev Director	1	1	1	136.47	140.65	140.90	
Planning & Economic Dev Manager	1	1	1	<i>* Part Time</i>			
Chief Building Official	1	1	1	<i>** Seasonal (Rec Leaders include seasonal and year round)</i>			
Code Enforcement Inspector	1	1	1	<i>*** Limited Term, (intern equivalent of \$24,000 full cost)</i>			
Assistant Planner/GIS Analyst	1	1	1	ELECTED/APPOINTED OFFICIALS			
Associate Planner	1	1	1	Mayor & Councilmembers	5	5	5
Community Development Technician	1	1	1	Planning Commissioners	5	5	5
Permit Technician	1	1	1				
Building Inspector I	1	1	1				
Community Development Specialist	1	1	1				
Administrative Analyst I	1	1	1				

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council Regular

From: Dan Singer, City Manager

Subject: FUTURE AGENDA ITEMS

Date: July 15, 2026

Agenda Item: 12.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:

[08.19.2026_Future_Agenda_Items_lm.pdf](#)



Santa Paula City Council Tentative Agenda Schedule

	Special Meeting Wednesday, August 19th – 4:30 pm	
CDD	Study Session – City Growth Overview	
	Regular Meeting August 19th – 6:30 pm	
Admin	Girls Softball Championship Recognition	
Admin	Ventura County Food Share Presentation	
Admin	Strategic Plan – 1-Year Update	
PD	Police Department Report	
PD	Grand Jury Response on Fireworks	
CDD	Redtail Housing Proposal	
PW	Water/Sewer Rates Discussion	
HR	Water Department Reorganization Proposal	
Admin	Future Agenda Items	
	Special Meeting Tuesday, August 25th – 6:00 pm	
Admin	Workshop – Mobile Home Rent Review Ordinance	
	STUDY SESSION TOPICS	
Finance	Development Impact Fees (DIF)*	3 rd Qtr.
Admin	Municipal Code Update – Joint with Planning Commission	
Admin	No Smoking Ordinance	3 rd Qtr.
CDD	Use of Triangle Property on Housing	4 th Qtr.
P&R	Park Host Program	4 th Qtr.
PD & Legal	Electric Bike/Scooter Ordinance Options	3 rd Qtr.
	FUTURE AGENDA ITEMS	
CDD	Central Business District Live Entertainment Ord 1339	3 rd Qtr.
Legal	Fire MOU Amendment for Station 26	TBD
Admin	Code Amendment Introduce Ordinance – Ongoing	
CDD	Downtown Vacancies Ordinance *	3 rd Qtr.
CDD	Downtown Parking Inventory Update *	3 rd Qtr.
PW	Water & Sewer Rate Study	3 rd Qtr.
CDD	Gateway Shopping Center CUP	3 rd Qtr.
CDD	Remnant Parcel Annexation *	3 rd Qtr.
PW	Plans and Specifications for Peck/Calpipe Street Improvement	3 rd Qtr.
PW	Approve final design of bike trail extension, Telegraph Rd., and Roundabout	3 rd Qtr.
Legal	Nitric Oxide Restrictions Discussion	3 rd Qtr.

Activities associated with the Council's Strategic Plan*