# City of Santa Paula

*City Council*

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

CITY COUNCIL REGULAR MEETING OF THE
SANTA PAULA CITY COUNCIL

TUESDAY, OCTOBER 15, 2024

6:30 PM - City Council Regular Meeting

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

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

## CITY COUNCIL REGULAR MEETING

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

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

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

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

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

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

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

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

**REGULAR MATTERS - COUNCIL CHAMBERS**

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

2. **INVOCATION**

3. **FLAG SALUTE**

4. **ROLL CALL**

5. **CLOSED SESSION REPORT**

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

7. **PRESENTATIONS**

   7.A PEOPLE'S SELF-HELP (PEOPLE'S PLACE UPDATE)

   7.B ADA LAWSUIT PRESENTATION

   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 May 1st thru September 30th, 2024.

**Presented by:** Gregory Barnes, Parks & Recreation Director

## 8. CITY COUNCIL REPORTS

## 9. CITY MANAGER REPORTS

## 10. CONSENT CALENDAR

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

### 10.A APPROVAL OF MINUTES

- **City Council Special Meeting September 18, 2024**
- **City Council Regular Meeting September 18, 2024**
- **Joint City Council / Planning Commission Special Meeting September 30, 2024**
- **City Council Regular Meeting October 2, 2024**

**RECOMMENDATION:**

Staff recommends Council approve minutes.

### 10.B SEPTEMBER 2024 WARRANTS AND CERTIFICATIONS

**RECOMMENDATION:**

Staff recommends that the City Council:

1. Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for September 2024, starting check number 338420 and ending check number 338695.
2. Review and accept the "Certification of Salaries" for the pay period ending dates September 6th, 2024, through September 20th, 2024.

### 10.C AGREEMENT WITH THE SANTA PAULA CHAMBER OF COMMERCE

**RECOMMENDATION:**

Staff recommends City Council:

1. Authorize the City Manager to enter into a professional services agreement with the Chamber of Commerce for FY2024 - FY2025.

### 10.D PECK ROAD WATER MAIN REPAIR PROJECT CONTRACT CLOSEOUT AND REBID

**RECOMMENDATION:**

Staff recommends that the City Council:

1. Authorize Staff to re-advertise Peck Road Water Main Repair Project for bids after execution of a final close-out change order in the amount of $41,531.25 with J. Vega Engineering Inc.

**Prepared by: Bob Woodward, City Engineer**

10.E **SCHOOL RESOURCE OFFICER CONTRACT WITH SANTA PAULA UNIFIED SCHOOL DISTRICT**

**Prepared by: Police Chief Don Aguilar**

**RECOMMENDATION:**
Staff recommends that the City Council:

1. Authorize the City Manager to execute the School Resource Officer (SRO) MOU with the Santa Paula Unified School District (SPUSD).

10.F **2024 HOLIDAY PARADE REQUEST FOR FEE WAIVER**
**RECOMMENDATION:**
Staff recommends City Council:

1. Waive and sponsor up to 50% of the costs for City services for the 2024 Santa Paula Holiday Parade.

10.G **ALCOHOL ENFORCEMENT AGREEMENT FOR PROJECT 22-CUP-01, PARQUE 1055 RESTAURANT LOCATED AT 1055 E. MAIN ST.**
**RECOMMENDATION:**
Staff recommends that the City Council approve the Enforcement Agreement for Project No. 22-CUP-01, Parque 1055 Restaurant located at 1055 E. Main Street.

10.H **TRANSPORTATION DEVELOPMENT ACT, LOCAL TRANSPORTATION FUND, APPORTIONMENT FOR FISCAL YEAR 2024/2025**
**RECOMMENDATION:**
Staff recommends that the City Council:

Adopt Resolution No. 7544 authorizing the submittal of claims for allocation of FY 24/25 Transportation Development Act (TDA) funds.

## 11. ACTION ITEMS

11.A **CITY WAYFINDING PROJECT UPDATE AND RECOMMENDATION**
**RECOMMENDATION:**

Staff recommends that the City Council:

1. Receive an update on the citywide Wayfinding project developed by the

city consultant, Hunt Design, and approve the design option recommendations of the Wayfinding Committee as described in the staff report.

**Presented by**: James Mason, CEDD Director

11.B **AMERICAN RESCUE PLAN ACT (ARPA) UPDATE & FUNDING CONSIDERATIONS**

**RECOMMENDATION:**

Staff recommends City Council:

1. Receive an update from staff on completed ARPA programs, projects or purchases;

2. Review staff recommendations on ARPA items for reallocation of funds;

3. Adopt Resolution No. 7543 amending previous ARPA allocations and establishing additional priorities for the use of unused funds; and

4. Authorize the City Manager to move funds between ARPA line items going forward.

**Presented by:** Jonathan Royas, Deputy City Manager

11.C **FY 24/25 FIRST QUARTER FISCAL REVIEW**

**RECOMMENDATION:**

Staff recommends that the City Council:

1. Approve a budget allocation request of $75,000 in GL 803-5-9375-660 for repaving and maintenance of the parking lot.

**Presented by:** Finance Director Christy Ramirez

## 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

From: Greg Barnes, Parks and Recreation Director

Subject: PARKS & RECREATION DEPARTMENT ACTIVITY REPORT

Date: October 15, 2024

Agenda Item: 7.C

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## RECOMMENDATION:

Staff recommends that the City Council:

1. Receive and file the Parks & Recreation Department's Activity Report for the period of May 1st thru September 30th, 2024.

**Presented by:** Gregory Barnes, Parks & Recreation Director

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## BACKGROUND:

From May 1st-September 30th, 2024 the Parks & Recreation Department worked on and executed the following:

## RECREATION & COMMUNITY SERVICES

| Youth Classes | Number of Participants |
|---|---|
| Culinary Arts | 14 |
| Piano | 33 |
| Folklorico Dance | 37 |
| Archery Beginners | 43 |
| Archery Intermediate | 47 |
| Taekwondo | 124 |
| Gymnastics | 382 |

| Youth Sports | Number of Participants |
|---|---|
| Blacktop Basketball | 70 |
| T-Ball | 90 |
| Cheer Squad | 150 |
| Track & Field | 235 |

**Youth Center**
We are pleased to report that the Youth Center has undergone a successful revitalization of

its programming, aimed at serving the needs of local youth. Recent additions include game nights, arts and crafts, and decorating activities, with plans currently underway for a Halloween party to further engage participants. The center is equipped with a computer lab, a game room, and a wellness room dedicated to stress reduction. Furthermore, we are hosting workshops facilitated by Ventura College and CAL PAL, providing valuable educational and personal development opportunities.

In addition to these enhancements, snacks are provided to create a welcoming environment, and we are proud to note the emergence of a supportive community among the youth participants. We continue to explore collaborations with the Santa Paula Unified School District (SPUSD) to expand and enrich the services available at the center, ensuring it remains a vital resource for the young residents of our community.

Moreover, the Youth Center at Las Piedras Park offers middle and high school students a space to study, read, socialize with friends, and engage in various activities. The center was established to provide young individuals with a safe and productive environment to spend their time after school. The program is free and does not require pre-registration; however, youth must sign in upon arrival. This initiative ensures our young residents have access to both recreational and educational opportunities in a structured, supportive setting.

**Summer Camp 2024**
Summer Camp 2024, hosted in partnership with the Santa Paula Unified School District (SPUSD), ran from June 12 to July 12 across two sites—Barbara Webster and Glen City schools. The camp served over 550 students, offering a variety of 14+ daily programs and activities designed to engage and inspire. Career Week was a key highlight, with visits from the Santa Paula Police Department (SPPD), Ventura County Fire Department (VCFD), and Prancers Farm, providing students with hands-on learning about different careers.

Throughout the five weeks, students participated in educational and creative classes such as taekwondo, arts and crafts, dance, woodworking, and culinary arts. In addition, a range of sports activities, including soccer, basketball, football, cheer, dodgeball, and kickball, helped keep students active. The Star Nova program also introduced students to exciting fields like engineering, music, and photography. Overall, Summer Camp 2024 was a tremendous success, offering a well-rounded experience that supported both the educational and physical development of our youth, thanks to strong community partnerships.

**Youth Apprenticeship Readiness Accelerator (YARA)**
The inaugural cohort of the Youth Apprenticeship Readiness Accelerator (YARA) Program has successfully completed their training. Launched in July 2024 in partnership with California PAL, Santa Paula PAL, LiUNA, and the City of Santa Paula, the 5-week program provided participants with a wide range of vocational skills and certifications, setting them up for success in the trades. Participants earned key certifications including CPR and First Aid, OSHA 10, and Confined Space Awareness. They also gained hands-on experience in pouring and demoing concrete, as well as other construction-related skills.

Beyond technical training, participants received resume-building assistance from Goodwill Inc., and thanks to partnerships with Harbor Freight Fellows and Goodwill Inc., they walked away with essential tools, work boots, and a stipend to help them on their journey. This program is equipping Santa Paula’s next generation of residents with the skills and resources needed to start their own businesses or secure well-paying jobs in the trades. The cohort's

graduation was celebrated on September 21, 2024, marking a major milestone in preparing our local youth for the workforce. We look forward to expanding the YARA Program in 2025 to serve even more residents.

**City Corps**
City Corps Leader Trainees worked a total of 2,032.25 hours completing 313 projects across the city, some of these projects include:

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

| Adult Classes | Number of Participants |
|---|---|
| Archery | 42 |
| Yoga | 85 |

| Adult Sports | Number of Participants |
|---|---|
| Basketball Drop-In | 35 |
| Volleyball Drop-In | 85 |
| Pickle Ball Drop-In | 168 |

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

**Movie Nights**
The Movie Nights series successfully wrapped up on August 18 at Obregon Park, with a fantastic lineup of films that brought the community together for a series of enjoyable evenings. The screenings included Kung Fu Panda on June 14, A Million Miles Away on July 12, and Despicable Me on August 16. Each event was well-attended, drawing families and friends from across Santa Paula to share in the cinematic experience.

These gatherings not only provided entertainment but also fostered connections among residents, creating a sense of community spirit. A heartfelt thank you goes to the Optimist Club for their continued support; they generously served free popcorn to all attendees, enhancing the festive atmosphere of the events. The success of the Movie Nights series underscores our commitment to offering engaging, family-friendly activities that strengthen community bonds and promote togetherness in Santa Paula

**Fourth of July**
The City of Santa Paula hosted its first-ever Fourth of July Drone Show at Harding Park, successfully bringing the community together for a memorable celebration. Due to unforeseen circumstances, we were unable to hold our traditional fireworks show this year. In response, the Parks and Recreation Department, in collaboration with the Santa Paula Rotary Fireworks Committee, swiftly raised funds to sponsor a drone show.

The event featured family-friendly games, wagon train rides for children, and a variety of local vendors offering snacks and goodies. The drone show proved to be a stunning success,

providing a unique and exciting experience for residents.

While we recognize that the annual fireworks show has been a cherished tradition, we intend to revisit the possibility of offering either a fireworks or drone show in the future, based on community feedback. However, it is important to note that rising costs and a shortage of licensed pyrotechnic companies in California will necessitate careful evaluation of the feasibility of a fireworks show. The City remains committed to ensuring that future Fourth of July celebrations are safe, enjoyable, and reflective of the community's preferences.

**Santa Paula Proud Volunteer Program**
New volunteer software has been adopted and is in operation. We currently have 284 volunteers who assist with everything from delivering a warm meal to coaching. These 284 volunteers have logged over 418 hours during this time period. Equating to a value of $14,015.56 according to independentsector.org and givingcompass.org.

Staff hosted a Santa Paula Proud Volunteer Appreciation dinner in May to celebrate the hard work and accomplishments of our dedicated volunteers, many of whom are vital to our operations.

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

- *Enhanced Fitness* – Three times a week – Mondays, Wednesdays & Fridays at 12:15PM
- *Mat Yoga* – Once a week – Tuesdays at 9:30 AM
- *Chair Yoga* – Once a week – Tuesdays at 11:00 AM
- *Knitting Club* – Twice a week – Tuesdays & Thursdays at 10:00 AM
- *Creative Writing Club* – Once a week – Mondays at 2 PM
- *Zumba* – Once a week – Thursdays at 12:15 PM
- *Bone Builders* – Twice a week – Mondays & Wednesdays at 10:30 AM

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

- VCAAA Farm Tour
- Thousand Oaks Theater – Sound of Music
- Ventura County Fair – Senior Day
- VCAAA Farm – Intergenerational Farm Day
- Santa Paula Ag Museum & Santa Paula Art Museum

**Senior Nutrition Program**
From May 1st till September 30th of 2024 the Senior Nutrition Program served the following number of meals:

| | |
|---|---|
| Congregate Meals | 3,004 |
| Homebound Delivery Meals | 2,805 |
| Meals Served During This Period (May 1-September 30) | 5,809 |

| | |
|---|---|
| Meals Served FY to Date (July 1-September 30) | 1,988 |

**Nutrition Infrastructure Grant**
During Spring 2021, Meals on Wheels submitted an Advocacy Proposal to the Legislature, requesting $40 million to support the capacity and infrastructure improvement grants for senior nutrition programs. The HCBS NI funding is the result of that proposal.

On March 26th 2024, the Santa Paula Parks and Recreation Department submitted a Nutrition Infrastructure Grant Application to the Ventura County Human Services Agency requesting $110,377.19.

On September 11th, 2024, the Santa Paula Parks and Recreation Department was notified and awarded $110,377.19 for the purchase of equipment to enhance and strengthen our senior nutrition program.

In sustaining the operational integrity of the Santa Paula Senior Nutrition Program, a comprehensive array of critical infrastructure components were purchased, these include:

a. 12 Burner Stove
b. Delivery Van
c. Ovens
d. Ice Machine
e. Computer and Printer
f. Food Processor and Immersion Blender
g. Roller Serving Carts
h. Range with Griddle Top
i. Tray Sealer Machine

As our program site takes on more responsibility for meal preparation, investment in infrastructure becomes increasingly vital to operational success and cost-saving initiatives. These essential components underscore our dedication to excellence in service delivery and sustainability, equipping us with the tools to meet the evolving needs of Santa Paula's senior community with professionalism and foresight.

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

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

## PARKS & FACILITIES

During this time period our Parks & Facilities staff:

- **Community Center Infrastructure Repairs**: Repaired gas and water main line leaks, restoring full service to the entire facility.
- **Tree Pruning in Grid 1**: Completed the pruning of 521 trees to improve safety and enhance public spaces.
- **Playground Enhancements**: Placed new wood chips at Veterans Park, Boys and Girls Club, Obregon Park, Mills Park, and Teague Park to enhance safety and aesthetics.
- **Weed Abatement in Key Areas**: Carried out weed abatement at the WRF Facility, Coronado Tank, and Olive St. (City property), reducing fire hazards and maintaining city spaces.
- **Las Piedras Park Upgrades**: Installed new drains to prevent playground flooding, added keypad access on two restroom doors for soccer users, replaced swing sets, and resurfaced the playground for improved safety.
- **Renovations at Las Piedras and Teague Parks**: Completed seeding, aerating, fertilizing, grading, and replaced irrigation rotors to improve turf quality and overall park conditions.

| | |
|---|---|
| Work Orders Issued | 3,529 |
| Work Orders Completed | 3,534 |

| | |
|---|---|
| Graffiti Work Orders Issued | 400 |
| Graffiti Work Orders Completed | 399 |

**Tree Maintenance Report**

| | |
|---|---|
| Trees Planted | 0 |
| Trees Removed/ Fallen | 6 |
| Trees Pruned | 521 |

**Union Oil Building**

Staff continues to collaborate with the ad hoc committee to identify potential users for the Union Oil Building. Once this process is complete, we will return to the City Council with a comprehensive plan for the building's future use.

**Santa Paula Creek Sports Park**

The Limonera Lewis Group is actively addressing areas of concern in preparation for the formal transfer of the Santa Paula Creek Sports Park to the city. Turf repairs are progressing well, and our maintenance team is currently developing a comprehensive plan to staff and maintain the park. Once completed, this park will nearly double the city's current park acreage, marking a significant expansion of Santa Paula's recreational spaces.

**Barranca Park Master Plan**

Staff is working alongside a local landscape architect to create a Barranca Park Master Plan.

A conceptual design has been completed. Staff anticipates holding a number of community events over the next 6-8 months to garner input and additional ideas.

Staff has held two Barranca Park Master Plan meetings. Members of the community came together to meet with the Landscape Architect to share ideas and address areas of concerns.

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

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

We invite all residents to continue nurturing their passion for gardening and helping to grow the strong sense of community that has been established. Together, we can cultivate a brighter, greener future for Santa Paula.

**ADMINISTRATION**

- Continued to work with RWC (Project Management) on various CIP projects. These projects include:
    - City Hall Campus Security Fencing
    - Police Station Remodel
    - Teague Park Restrooms
    - Community Center Emergency Generator
    - Santa Paula Police Department Generator
- With the help of Human Resources, onboarded a new full-time employee:
    - Uriel Juarez, Facility Maintenance Worker I
- Alongside other city departments successfully completed due diligence and negotiations for the Union Oil Building and its contents.
- Welcomed Chris Ines-Solis, and Anna Varela as commissioners of the Parks and Recreation Commission
- Welcomed Veronica Giron-Stone, Ron Merson, and Judi Pirkle as members of the Senior Advisory Committee

**Facility Rentals**

| | |
|---|---|
| Cultural Arts Building | 1 |
| Community Center | 19 |
| Train Depot | 20 |

**Park Rentals & Reservations**

| | |
|---|---|
| Recreation Park | 11 |
| Mckevett Park | 63 |
| Teague Park | 88 |
| Mill Park | 99 |

| | |
|---|---|
| Las Piedras Park | 117 |
| George Harding Park | 630 |

**Permits, Banners & Other Transactions**

| | |
|---|---|
| Main Street Banner | 4 |
| Teague Park Banner | 4 |
| Film Permits | 4 |
| Special Event Permits | 16 |

**ANALYSIS:**

**STRATEGIC PLAN:**

**FISCAL IMPACTS:**

No fiscal impact.

**OPTIONS:**

N/A

**ATTACHMENTS:**

**CITY OF SANTA PAULA**
**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Julie Latshaw, City Clerk

Subject: APPROVAL OF MINUTES
- City Council Special Meeting September 18, 2024
- City Council Regular Meeting September 18, 2024
- Joint City Council / Planning Commission Special Meeting September 30, 2024
- City Council Regular Meeting October 2, 2024

Date: October 15, 2024

Agenda Item: 10.A

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## RECOMMENDATION:

Staff recommends Council approve minutes.

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## BACKGROUND:

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

## ANALYSIS:

None.

## STRATEGIC PLAN:

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

## FISCAL IMPACTS:

There are no fiscal impacts for this item.

## OPTIONS:

None.

**ATTACHMENTS:**

2024.09.18 City Council Special Minutes.pdf
2024.09.18 City Council Regular Minutes.pdf
2024.09.30 Joint City Council_Planning Commission Minutes.pdf
2024.10.02 City Council Regular Minutes.pdf

**CITY OF SANTA PAULA**
**City Council Special Meeting**
**September 18, 2024, 5:00 PM**
**MINUTES**

## SPECIAL MEETING - COUNCIL CHAMBERS

### 1) CALL TO ORDER

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

### 2) ROLL CALL

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

Members Absent: Leslie Cornejo

### 3) PUBLIC COMMENT

None.

### 4) CONSENT

4.A) VENTURA COUNTY AREA AGENCY ON AGING, NUTRITION INFRASTRUCTURE GRANT FOR FY 2024-2025

Recreation Supervisor Abel Duque presented this item answering questions from Council.

Motion: Approve a budget allocation of $110,377.19 in new revenue and matching expenditures from the Ventura County Area Agency on Aging (VCAAA), as noted in the Fiscal Impact section of the staff report; and waive formal bidding for the purchase of a new food delivery van not to exceed $59,590.00 and authorize the City Manager to purchase the van.
Moved by Jenny Crosswhite, seconded by Carlos Juarez

Vote: Motion carried 4-0
Yes: Pedro A Chavez, Jenny Crosswhite, Carlos Juarez, Andy Sobel

### 5) CLOSED SESSION

5.A) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code § 54956.9(d)(1) - Fred and Elaine Malzacher Revocable Trust v. The City of Santa Paula; Ventura County Superior Court Case No. 56-2021-00552735-CU-TT-VTA

5.B) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code § 54956.9(d)(1), Verdun et al. v. City of Santa Paula, et al., U.S. District Court, Central District, Western Division, Case No. 2:24-cv-06021 CAS (RAOx)

5.C) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Pursuant to Government Code § 54956.9(d)(4) – Initiation of litigation: Cases: 1

5.D) CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE § 54956.8 - Property: 1430 Santa Clara Street (91,590 square feet); Ventura County APN: 104-0-220-115; Agency Negotiator: James Mason, Community and Economic Development Director; Negotiating Parties: City of Santa Paula, CEMEX and Santa Paula Materials; Under Negotiation: Price and Terms of Lease

Council recessed to closed session.

## 6) CLOSED SESSION REPORT

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

## 7) ADJOURNMENT

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

ATTEST:

_____

Julie Latshaw, City Clerk

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

## REGULAR MATTERS - COUNCIL CHAMBERS

### 1) CALL TO ORDER

Vice Mayor Chavez called the meeting to order at 6:36 p.m.

### 2) INVOCATION

Rev. Seikai provided the Invocation.

### 3) FLAG SALUTE

City Manager Singer led the flag salute.

### 4) ROLL CALL

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

Members Absent: Leslie Cornejo

### 5) CLOSED SESSION REPORT

City Attorney Monica Castillo reported Council met in closed session with no reportable action taken on the following:
5.A) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code § 54956.9(d)(1) - Fred and Elaine Malzacher Revocable Trust v. The City of Santa Paula; Ventura County Superior Court Case No. 56-2021-00552735-CU-TT-VTA;
5.B) CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code § 54956.9(d)(1), Verdun et al. v. City of Santa Paula, et al., U.S. District Court, Central District, Western Division, Case No. 2:24-cv-06021 CAS (RAOx);
5.C) CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Pursuant to Government Code § 54956.9(d)(4) – Initiation of litigation: Cases: 1; and
5.D) CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE § 54956.8 - Property: 1430 Santa Clara Street

(91,590 square feet); Ventura County APN: 104-0-220-115; Agency Negotiator: James Mason, Community and Economic Development Director; Negotiating Parties: City of Santa Paula, CEMEX and Santa Paula Materials; Under Negotiation: Price and Terms of Lease.

## 6) PUBLIC COMMENT

Tim Eubanks was called to speak explaining he did not know if his email sent as public comment was sent to the council.

Jeanette Ortega was called to speak of the traumatic arrest of her son by the police.

Thomas Weisbecker was called to speak representing the Universalist Unitarian Church of Santa Paula (UCSP), asking this council to be mindful of the use of plastic bottles. UCSP would like to assistant the city and police department in matters of disability services. Would also like to see the use of the Union Oil Building dedicated space for the cultural history of Native Americans in the Santa Clara River Valley.

## 7) PRESENTATIONS

### 7.A) VENTURA COUNTY FIRE DEPARTMENT REPORT

Fire Chief Joe Williams presented the Ventura County Fire Department Report.

### 7.B) FINANCE DEPARTMENT REPORT

Finance Director Christy Ramirez presented the Finance Department Report.

## 8) CITY COUNCIL REPORTS

Councilmember Crosswhite:
Attended several Southern California Association of Government meetings; the Clean Power Alliance meeting, the Ventura County Transportation Commission meeting; the Local Agency Formation Commission meeting; and the Blanchard Library exhibit celebrating 100 years for the Santa Paula football team.

Councilmember Sobel:
Attended the Assemblymember Bennett climate change forum; Cruise Night; the Ventura College Foundation during the introduction of the new president; the Employee Appreciation Lunch; and the Local Agency formation Commission meeting.

Councilmember Juarez:
Attended the Senior Advisory Committee meeting; the Employee Appreciation Lunch; the Fundraiser for the Boys & Girls Club; and Cruise Night.

Vice Mayor Chavez:
Spoke of Albino Rivera Pineda, who passed away, and shared all of the involvement he partook in Santa Paula.

## 9) CITY MANAGER REPORTS

City Manager Singer:
Attended the Employee Appreciation Lunch; internal meetings with Spirit and the County on the funding and use of the triangle property; announced kickoff projects with MNS Consultants; and attended the Property Business Improvement District meeting.

Vice Mayor Chavez asked for the City Manager to report to Council, a follow-up on Ms. Ochoa, who reported out to council at a recent meeting.

## 10) CONSENT CALENDAR

10.A) APPROVAL OF MINUTES

City Council Special Meeting August 21, 2024
City Council Regular Meeting August 21, 2024
City Council Regular Meeting September 4, 2024

10.B) AUGUST 2024 WARRANTS AND CERTIFICATIONS

10.C) CONFLICT OF INTEREST CODE - BIENNIAL UPDATE

This item was approved as amended, adding consultant.

10.D) CALIFORNIA EMERGING TECHNOLOGY FUND GRANT BUDGET APPROPRIATION

10.E) SANTA MARIA INDUSTRIAL PARK - PUBLIC STORM DRAIN IMPROVEMENTS ACCEPTANCE AND GRADING SECURITY RELEASE

10.F) AXON BODY WORN CAMERA AND TASER FIVE-YEAR CONTRACT

Police Commander Starna answered questions from Council on the use of the equipment. Daniel Birt with Axon was available by zoom for questions.

Motion: Approve entering into the proposed Axon purchase contract for Axon Body Worn Camera and Taser offered through a cooperative purchasing program; and authorize the City Manager or his designee to execute the Axon purchase contract and any documents necessary to implement the agreement.
Moved by Carlos Juarez, seconded by Jenny Crosswhite

Vote: Motion carried 4-0
Yes: Pedro A Chavez, Jenny Crosswhite, Carlos Juarez, Andy Sobel

10.G) MESA TANKS REPLACEMENT PROJECT TEMPORARY CONSTRUCTION EASEMENT EXTENSION

Motion: Approve Consent Calendar items 10.A, 10.B, 10.E, 10.G and 10.C as amended, adding consultants.
Moved by Jenny Crosswhite, seconded by Carlos Juarez

Vote: Motion carried 4-0
Yes: Pedro A Chavez, Jenny Crosswhite, Carlos Juarez, Andy Sobel

## 11) ACTION ITEMS

11.A) WASTEWATER COLLECTION SYSTEM CHLORIDE SOURCE IDENTIFICATION STUDY FINAL REPORT

This item was presented by Public Works Director, Clete Saunier, Mike Nunley with MKN, and Betsy Elzufon with Larry Walker Associates.

Motion: Approve staff to develop proposed scope and costs associated with one or more of the recommended source control measures, which will be in addition to the previously authorized construction of the AWTF. Moved by Carlos Juarez, seconded by Jenny Crosswhite

Vote: Motion carried 4-0
Yes: Pedro A Chavez, Jenny Crosswhite, Carlos Juarez, Andy Sobel

## 12) ITEMS FOR FUTURE AGENDAS

12.A) FUTURE AGENDA ITEMS

City Manager Dan Singer report the Joint City Council and Planning Commission Special meeting on the development code is scheduled for September 30th, and the study session on October 2nd may need to be moved to the mid-October meeting. Also, a reminder that the October 15th meeting will be held on a Tuesday due to the League of California Cities Annual Conference that will be held October 16-18. As requested in a past meeting, the ADA Lawsuits will be added to a future date.

## 13) ADJOURNMENT

Vice Mayor Chavez adjourned the meeting at 8:35 p.m. in honor of Albino Rivera Pineda.

ATTEST:

_____
Julie Latshaw, City Clerk

**CITY OF SANTA PAULA**
**Joint City Council/Planning Commission Meeting**
**September 30, 2024, 6:00 PM**
**MINUTES**

## SPECIAL MEETING - COUNCIL CHAMBER

### 1) CALL TO ORDER

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

### 2) ROLL CALL

Members Present: Leslie Cornejo, Pedro A Chavez, Jenny Crosswhite, Carlos Juarez, Andy Sobel, Aaron Dunkel, Grace Kelly, Jason Herber, Austin Auger, and Noel Kiesewetter

### 3) PUBLIC COMMENT

None.

### 4) ORDER OF BUSINESS

4.A) SANTA PAULA DEVELOPMENT CODE UPDATE STUDY SESSION

City Council members and Planning Commissioners provided feedback to City Attorney and staff on Development Code amendments.

### 5) ADJOURNMENT

Mayor Cornejo adjourned the meeting at 7:30 p.m.

ATTEST:

_____
Julie Latshaw, City Clerk

**CITY OF SANTA PAULA**
**City Council Regular Meeting**
**October 2, 2024, 6:30 PM**
**MINUTES**

## REGULAR MATTERS - COUNCIL CHAMBERS

### 1) CALL TO ORDER

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

### 2) INVOCATION

None.

### 3) FLAG SALUTE

Councilmember Crosswhite led the flag salute.

### 4) ROLL CALL

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

### 5) PUBLIC COMMENT

Tim Eubanks was called to speak expressing he has not heard back from several City Councilmembers regarding emails sent.

### 6) PRESENTATIONS

6.A) VENTURA COLLEGE PRESENTATION

Representatives from the Ventura College presented a presentation on the programs at the College.

6.B) CHAMBER OF COMMERCE ANNUAL PRESENTATION

John Marquez presented the Chamber of Commerce Annual Presentation.

### 7) CITY COUNCIL REPORTS

Councilmember Crosswhite:
Attended the first cohort graduation for the apprentice program; the Business Roundtable; the Limoneira's Directors Field Day; and Mobility 21 transportation conference annual meeting.

Councilmember Juarez:
Attended the joint planning/council meeting, the Limoneira Director's Field Day, and the Citizen's Corp meeting.

Vice Mayor Chavez:
Attended the Parks and Recreation Commission meeting; and spoke about updates on the Sports Park on its delay on taking over of park before it is complete.
Announced that Santa Paula Beautiful is coming up on October 12, 2024, form 9:00 a.m. to 12:00 p.m.; and explained how he spoke to the executive director of Community Action of Ventura County he will be recognized for a program his taken part in on helping people in Santa Paula catch up on water bill using the water program, and recognized past fellow leaders Miguel Perez and Leslie Cornejo.

Councilmember Sobel:
Attended the Annual Association of Water Agency meeting; the California Coastal cleanup at Stekel Park; the YARA graduation; the Senior Master Plan for Aging meeting; the Fagan Barranca Master Plan Community meeting; the Union Oil Building Community meeting; the Joint Planning Commission meeting; and the Limoneira Director's Field Day.

Mayor Cornejo:
Attended the Union Oil Building meeting; the Joint Planning Commission meeting; and the Limoneira Director's Field Day.

## 8) CITY MANAGER REPORTS

City Manager Singer:
Attended the Annual International City Manager's Association Conference; the Business Roundtable; the Housing and Homeless sub-committee; and the Limoneira Director's Field Day.
Announced that the last cruise night of the season is coming up this Friday.

## 9) CONSENT CALENDAR

9.A) APPROVE A SECOND AMENDMENT OF A MEMORANDUM OF UNDERSTANDING (MOU) WITH SPUSD & A CONTRACT WITH ALL CITY MANAGEMENT SERVICES (ACMS) FOR CROSSING GUARD SERVICES

9.B) MEASURE R OVERSIGHT

9.C) DECLARATION OF MULTI-USE TRAIL EASEMENT AS EXEMPT SURPLUS LAND

Motion: Approve Consent Calendar.
Moved by Pedro A Chavez, seconded by Andy Sobel

Vote: Motion carried 5-0
Yes: Leslie Cornejo, Pedro A Chavez, Jenny Crosswhite, Carlos Juarez, Andy Sobel

## 10) ACTION ITEMS

10.A) AMEND RECORDS RETENTION SCHEDULE AUTHORIZING DESTRUCTION OF CERTAIN CITY RECORDS

Motion: Approve Resolution 7533 adopting the 2024 Records Retention Schedule and authorizing destruction of applicable records.
Moved by Carlos Juarez, seconded by Pedro A Chavez

Vote: Motion carried 5-0
Yes: Leslie Cornejo, Pedro A Chavez, Jenny Crosswhite, Carlos Juarez, Andy Sobel

City Clerk Julie Latshaw presented the amendment for records retention schedule. Diane Gladwell with Gladwell Governmental Services was present by Zoom.

## 11) ITEMS FOR FUTURE AGENDAS

11.A) FUTURE AGENDA ITEMS

City Manager Dan Singer reported on the scheduling of upcoming meetings.

## 12) ADJOURNMENT

Mayor Cornejo adjourned the meeting in memory of Dorcas Anne Hardison Kimball Thille at 8:35 p.m.

ATTEST:

_____
Julie Latshaw, City Clerk

**CITY OF SANTA PAULA**
**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Beatriz Jimenez, Assistant Finance Director

Subject: SEPTEMBER 2024 WARRANTS AND CERTIFICATIONS

Date: October 15, 2024

Agenda Item: 10.B

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**RECOMMENDATION:**

Staff recommends that the City Council:

1. Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for September 2024, starting check number 338420 and ending check number 338695.
2. Review and accept the "Certification of Salaries" for the pay period ending dates September 6th, 2024, through September 20th, 2024.

---

**BACKGROUND:**

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

Presented in the attached documents:

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

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

The "Check Report" depicts the following columns:

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

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

e) Bank Code Summary by payment type.

f) Fund Summary by fund the accounts payables utilized.

CERTIFICATION OF SALARIES

This is the certification (separation of duties between "preparer" and the "reviewer") of salaries and benefits (payroll checks) by fund. It lists salary (payroll) issued checks by beginning and ending check number, payroll ending dates September 6th, 2024, through September 20th, 2024.

**ANALYSIS:**

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

**STRATEGIC PLAN:**

None.

**FISCAL IMPACTS:**

None.

**OPTIONS:**

As an alternative to staff's recommendation, the City Council may:
1. Decline to receive and file September 2024 Certifications of Accounts Payable Checks and Certifications of Salaries.

**ATTACHMENTS:**

September 2024 AP and PY Certification.pdf

# EXHIBIT A:
# CERTIFICATION OF SALARIES

## CERTIFICATION OF SALARIES

**BEG. CHK #:** **148613**
**ENDING CHK #:** **148625**

**PAYROLL ENDING: 09/06/24**
**PAY DATE: 09/13/24**

| | | |
|---|---|---|
| 100 | GENERAL FUND | 341,951.94 |
| 104 | GENERAL FUND-MEASURE T | 67,797.47 |
| 206 | STORMWATER PROGRAM | 3,491.47 |
| 280 | STATE GAS TAX FUND | 18,937.33 |
| 405 | AAA-AREA AGCY ON AG | 1,347.05 |
| 504 | HARVEST CFD EA1 | 418.66 |
| 610 | SEWER ENTERPRISE FUND | 11,432.78 |
| 620 | WATER ENTERPRISE FUND | 67,933.75 |
| 702 | EQUIP. MAINT. FUND | 12,247.05 |
| | **$** | **525,557.50** |

CERTIFICATION
ALLOWED BY THE CITY COUNCIL

CITY OF SANTA PA INCORPORAT APRIL 22, 1902 VENTURA COUNTY, CA

Julie Latshaw 10/7/24
JULIE LATSHAW - CITY CLERK DATED

PREPARED BY:

Maria Renteria 10/7/24
MARIA RENTERIA - PAYROLL SPECIALIST DATED

10/7/24
BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR DATED

# Fund Summary

| Fund | Units | Amount |
|---|---|---|
| 100-GENERAL | 6,263.55 | 341,951.94 |
| 104-GENERAL FUND-MEASURE T | 1,455.11 | 67,797.47 |
| 206-STORMWATER PROGRAM | 60.95 | 3,491.47 |
| 280-STATE GAS TAX | 433.75 | 18,937.33 |
| 405-AAA (AREA AGCY ON AGING) | 51.90 | 1,347.05 |
| 504-HARVEST CFD EA1 | 18.00 | 418.66 |
| 610-SEWER | 223.00 | 11,432.78 |
| 620-WATER | 1,433.49 | 67,933.75 |
| 702-EQUIPMENT MAINTENANCE | 247.00 | 12,247.05 |
| **Grand Total:** | **10,186.75** | **525,557.50** |

## CERTIFICATION OF SALARIES

**BEG. CHK #:** **148626**
**ENDING CHK #:** **148637**

**PAYROLL ENDING: 09/20/24**
**PAY DATE: 09/27/24**

| | | |
|---|---|---|
| 100 | GENERAL FUND | 361,309.33 |
| 104 | GENERAL FUND-MEASURE T | 78,302.92 |
| 206 | STORMWATER PROGRAM | 3,490.44 |
| 280 | STATE GAS TAX FUND | 18,147.82 |
| 405 | AAA-AREA AGCY ON AG | 1,017.11 |
| 504 | HARVEST CFD EA1 | 418.66 |
| 610 | SEWER ENTERPRISE FUND | 11,380.78 |
| 620 | WATER ENTERPRISE FUND | 69,116.78 |
| 702 | EQUIP. MAINT. FUND | 13,125.30 |
| | | **$ 556,309.14** |

CERTIFICATION
ALLOWED BY THE CITY COUNCIL

Julie Latshaw 10/7/24
JULIE LATSHAW - CITY CLERK DATED

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

PREPARED BY:

Maria Renteria 10/7/24
MARIA RENTERIA - PAYROLL SPECIALIST DATED

10/7/24
BEATRIZ JIMENEZ - ASSISTANT FINANCE DIRECTOR DATED

# Fund Summary

| Fund | Units | Amount |
|---|---|---|
| 100-GENERAL | 8,897.33 | 361,309.33 |
| 104-GENERAL FUND-MEASURE T | 2,390.95 | 78,302.92 |
| 206-STORMWATER PROGRAM | 60.96 | 3,490.44 |
| 280-STATE GAS TAX | 420.26 | 18,147.82 |
| 405-AAA (AREA AGCY ON AGING) | 37.15 | 1,017.11 |
| 504-HARVEST CFD EA1 | 18.00 | 418.66 |
| 610-SEWER | 222.25 | 11,380.78 |
| 620-WATER | 1,441.91 | 69,116.78 |
| 702-EQUIPMENT MAINTENANCE | 260.00 | 13,125.30 |
| **Grand Total:** | **13,748.81** | **556,309.14** |

# EXHIBIT B:

# CERTIFICATION OF ACCOUNTS PAYABLES

## CERTIFICATION OF ACCOUNTS PAYABLE CHECKS

| | | | | | |
|---|---|---|---|---|---|
| CHECK NO.: | 338420 | THRU: | 338420 | DATED: | September 4, 2024 |
| CHECK NO.: | 338430 | THRU: | 338532 | DATED: | September 5, 2024 |
| CHECK NO.: | 338533 | THRU: | 338538 | DATED: | September 10, 2024 |
| CHECK NO.: | 338539 | THRU: | 338550 | DATED: | September 11, 2024 |
| CHECK NO.: | 338551 | THRU: | 338551 | DATED: | September 12, 2024 |
| CHECK NO.: | 338552 | THRU: | 338557 | DATED: | September 13, 2024 |
| CHECK NO.: | 338558 | THRU: | 338685 | DATED: | September 19, 2024 |
| CHECK NO.: | 338686 | THRU: | 338687 | DATED: | September 24, 2024 |
| CHECK NO.: | 338688 | THRU: | 338689 | DATED: | September 25, 2024 |
| CHECK NO.: | 338690 | THRU: | 338695 | DATED: | September 30, 2024 |
| DRAFT: | 992288 | THRU: | 992291 | DATED: | September 4, 2024 |
| DRAFT: | 992292 | THRU: | 992293 | DATED: | September 11, 2024 |
| DRAFT: | 992294 | THRU: | 992294 | DATED: | September 10, 2024 |
| DRAFT: | 992295 | THRU: | 992299 | DATED: | September 18, 2024 |
| DRAFT: | 992300 | THRU: | 992300 | DATED: | September 13, 2024 |
| VOIDED CHECK NO.: | 338602 | THRU: | 338602 | DATED: | September 19, 2024 |
| VOIDED CHECK NO.: | 337661 | THRU: | 337661 | DATED: | September 11, 2024 |
| VOIDED CHECK NO.: | 337705 | THRU: | 337705 | DATED: | September 17, 2024 |
| VOIDED CHECK NO.: | 338193 | THRU: | 338193 | DATED: | September 4, 2024 |
| VOIDED CHECK NO.: | 338341 | THRU: | 338341 | DATED: | September 17, 2024 |
| VOIDED CHECK NO.: | 338295 | THRU: | 338295 | DATED: | September 4, 2024 |
| VOIDED CHECK NO.: | 338664 | THRU: | 338664 | DATED: | September 19, 2024 |

COUNCIL MEETING DATE: October 16, 2024

AMOUNT OF CERTIFICATION: $ 3,379,693.13

DISTRIBUTION BY FUND

| | | |
|---|---|---|
| 100 | GENERAL FUND | $644,624.20 |
| 103 | CABLE TELEVISION FUND | $1,650.00 |
| 104 | PROF/CONTR SVCS-OTHER | $113,137.30 |
| 115 | RECREATION PROGRAM | $5,991.88 |
| 206 | STORMWATER PROGRAM | $12,138.91 |
| 225 | GENERAL GOVT FACILITIES | $18,630.00 |
| 280 | STATE GAS TAX | $45,709.64 |
| 283 | PROPOSITION 1B | $1,014,623.97 |
| 311 | SLESF-COPS (AB1913) | $27,500.00 |
| 312 | CA USED OIL BLOCK GRANT | $36.49 |
| 405 | AAA (AREA AGENCY ON AGING | $55,589.70 |
| 412 | AMERICAN RESCUE PLAN | $24,662.87 |
| 500 | HILLSBOROUGH OPEN SPACE MAINT | $55.00 |
| 504 | HARVEST CFD EA1 | $1,002.26 |
| 505 | PBID | $1,100.00 |
| 610 | SEWER ENTERPRISE | $143,428.41 |
| 620 | WATER ENTERPRISE | $1,002,468.85 |
| 702 | EQUIPMENT MAINTENANCE FUND | $26,769.58 |
| 800 | CASH DEPOSIT TRUST FUND | $233,823.87 |
| 803 | HARDING PARK TRUST | $8,013.80 |
| | TOTAL FUND DISTRIBUTION | $3,380,956.73 |

Variance of $1,263.60 due to voided checks. 6 voided in August.

PREPARED BY: _____
ANAIRY GONZALEZ
ACCOUNTING SPECIALIST

REVIEWED BY: _____ 10/7/24
BEATRIZ JIMENEZ
ASSISTANT FINANCE DIRECTOR

ALLOWED BY CITY COUNCIL

DATE: October 7, 2024

EXCEPT: _____

CITY CLERK: _____
JULIE LATSHAW, CITY CLERK

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



City of Santa Paula, CA

# Check Report

By Check Number

Date Range: 09/01/2024 - 09/30/2024

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| **Bank Code: AP-ACCOUNTS PAYABLE** | | | | | | |
| 016434 | DIAZ, ROBERTO | 09/11/2024 | Regular | 0.00 | -300.00 | 337661 |
| 016292 | PONDELLA, VIVIAN | 09/17/2024 | Regular | 0.00 | -208.00 | 337705 |
| 010079 | MADISON, CODY | 09/04/2024 | Regular | 0.00 | -259.00 | 338193 |
| 014348 | FERRIS, SABRINA ZAN | 09/04/2024 | Regular | 0.00 | -236.60 | 338295 |
| 016292 | PONDELLA, VIVIAN | 09/17/2024 | Regular | 0.00 | -260.00 | 338341 |
| 013292 | SANTA PAULA ANIMAL RESCUE CENTER (SPARC | 09/04/2024 | Regular | 0.00 | 12,500.00 | 338420 |
| 016128 | 4IMPRINT | 09/05/2024 | Regular | 0.00 | 2,472.32 | 338430 |
| 015403 | ABREGO, HORTENCIA | 09/05/2024 | Regular | 0.00 | 428.00 | 338431 |
| 015244 | ACCURATE FIRST AID SERVICES | 09/05/2024 | Regular | 0.00 | 116.96 | 338432 |
| 010055 | ACCUSOURCE INC | 09/05/2024 | Regular | 0.00 | 283.95 | 338433 |
| 010378 | ALBERTSON'S/SAFEWAY | 09/05/2024 | Regular | 0.00 | 863.50 | 338434 |
| 015448 | ALL CITY MANAGEMENT SERVICES, INC. | 09/05/2024 | Regular | 0.00 | 11,583.36 | 338435 |
| 015896 | ALONSO TOOLS, LLC | 09/05/2024 | Regular | 0.00 | 415.68 | 338436 |
| 015498 | AMAZON CAPITAL SERVICES | 09/05/2024 | Regular | 0.00 | 1,982.74 | 338437 |
| 011048 | ANDY'S PLACE PLUMBING | 09/05/2024 | Regular | 0.00 | 960.00 | 338438 |
| 016125 | ARANDA, MIKE | 09/05/2024 | Regular | 0.00 | 1,800.00 | 338439 |
| 011738 | AT&T CALNET 3 | 09/05/2024 | Regular | 0.00 | 515.32 | 338440 |
| 016062 | BANNER BANK | 09/05/2024 | Regular | 0.00 | 15,031.18 | 338441 |
| 015218 | BARAJAS, DAVID | 09/05/2024 | Regular | 0.00 | 355.00 | 338442 |
| 011253 | BAY ALARM COMPANY | 09/05/2024 | Regular | 0.00 | 660.00 | 338443 |
| 014870 | BOYD & ASSOCIATES | 09/05/2024 | Regular | 0.00 | 135.00 | 338444 |
| 011151 | C.O.R. PLUMBING SUPPLIES | 09/05/2024 | Regular | 0.00 | 21,835.00 | 338445 |
| 013878 | CALIFORNIA RURAL WATER ASSOCIATION | 09/05/2024 | Regular | 0.00 | 1,582.00 | 338446 |
| 012679 | CAL-STATE AUTO PARTS | 09/05/2024 | Regular | 0.00 | 416.54 | 338447 |
| 016120 | CANYON SPRINGS ENTERPRISES | 09/05/2024 | Regular | 0.00 | 285,592.39 | 338448 |
| 015874 | CHANDLER ASSET MANAGEMENT, INC. | 09/05/2024 | Regular | 0.00 | 2,553.11 | 338449 |
| 015999 | CHARTER COMMUNICATIONS HOLDING, LLC | 09/05/2024 | Regular | 0.00 | 1,710.28 | 338450 |
| 016516 | CITY MANAGEMENT ADVISORS LLC | 09/05/2024 | Regular | 0.00 | 17,666.67 | 338451 |
| 016255 | CITYGATE ASSOCIATES, LLC | 09/05/2024 | Regular | 0.00 | 10,324.25 | 338452 |
| 011137 | COPQUEST, INC. | 09/05/2024 | Regular | 0.00 | 1,057.80 | 338453 |
| 010418 | CORELOGIC SOLUTIONS, LLC | 09/05/2024 | Regular | 0.00 | 140.00 | 338454 |
| 011148 | COUNTY OF VENTURA | 09/05/2024 | Regular | 0.00 | 174.83 | 338455 |
| 011686 | CROWN DODGE | 09/05/2024 | Regular | 0.00 | 1,105.38 | 338456 |
| 012948 | DIAL SECURITY 2021 | 09/05/2024 | Regular | 0.00 | 44.40 | 338457 |
| 013975 | DODOS DESIGN - GARCIA, DAVID | 09/05/2024 | Regular | 0.00 | 3,485.27 | 338458 |
| 016156 | EFUEL LLC | 09/05/2024 | Regular | 0.00 | 7,798.35 | 338459 |
| 014930 | ENGINEER SUPPLY | 09/05/2024 | Regular | 0.00 | 81.94 | 338460 |
| 011777 | ENVIRONMENTAL SYSTEMS RESEARCH INSTITU | 09/05/2024 | Regular | 0.00 | 66.85 | 338461 |
| 014291 | FEDEX | 09/05/2024 | Regular | 0.00 | 114.07 | 338462 |
| 010404 | FENCE FACTORY SATICOY | 09/05/2024 | Regular | 0.00 | 76.38 | 338463 |
| 014348 | FERRIS, SABRINA ZAN | 09/05/2024 | Regular | 0.00 | 322.42 | 338464 |
| 014348 | FERRIS, SABRINA ZAN | 09/05/2024 | Regular | 0.00 | 236.60 | 338465 |
| 010440 | FGL ENVIRONMENTAL, INC | 09/05/2024 | Regular | 0.00 | 405.00 | 338466 |
| 010417 | FIREMASTER | 09/05/2024 | Regular | 0.00 | 250.66 | 338467 |
| 015835 | FLORES, ELIXEO | 09/05/2024 | Regular | 0.00 | 94.24 | 338468 |
| 012437 | FMP UNIFORM CO. | 09/05/2024 | Regular | 0.00 | 1,495.03 | 338469 |
| 010432 | FRANK'S PAINT & HARDWARE | 09/05/2024 | Regular | 0.00 | 859.93 | 338470 |
| 010441 | FRUIT GROWERS SUPPLY CO | 09/05/2024 | Regular | 0.00 | 370.00 | 338471 |
| 016449 | GAYTAN, CARLOS | 09/05/2024 | Regular | 0.00 | 573.64 | 338472 |
| 010481 | GRAINGER | 09/05/2024 | Regular | 0.00 | 110.38 | 338473 |
| 016536 | GRANT WRITING USA | 09/05/2024 | Regular | 0.00 | 495.00 | 338474 |
| 015153 | HINDERLITER DE LLAMAS & ASSOCIATES | 09/05/2024 | Regular | 0.00 | 1,450.79 | 338475 |
| 010537 | HOUSE SANITARY SUPPLY | 09/05/2024 | Regular | 0.00 | 3,268.84 | 338476 |
| 016254 | HUNT DESIGN ASSOCIATES, INC. | 09/05/2024 | Regular | 0.00 | 6,457.50 | 338477 |

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| 011723 | ICC VENTURA REGION CHAPTER | 09/05/2024 | Regular | 0.00 | 450.00 | 338478 |
| 010574 | INGLIS IMPORTS | 09/05/2024 | Regular | 0.00 | 211.50 | 338479 |
| 010580 | INTERFACE CHILDREN FAMILY SVCS | 09/05/2024 | Regular | 0.00 | 5,832.00 | 338480 |
| 013812 | KG ASSOCIATES, INC. | 09/05/2024 | Regular | 0.00 | 1,955.11 | 338481 |
| 015359 | LAGUNA, MARIA MEDINA | 09/05/2024 | Regular | 0.00 | 428.00 | 338482 |
| 014388 | LANE, NICK | 09/05/2024 | Regular | 0.00 | 155.40 | 338483 |
| 013544 | LARRY WALKER ASSOCIATES, INC. | 09/05/2024 | Regular | 0.00 | 13,699.75 | 338484 |
| 010017 | LIEBERT CASSIDY WHITMORE | 09/05/2024 | Regular | 0.00 | 213.00 | 338485 |
| 016090 | LUCY PET PRODUCTS, LLC | 09/05/2024 | Regular | 0.00 | 214.50 | 338486 |
| 010079 | MADISON, CODY | 09/05/2024 | Regular | 0.00 | 37.00 | 338487 |
| 016540 | MARIN CONSULTING ASSOCIATES, INC. | 09/05/2024 | Regular | 0.00 | 375.00 | 338488 |
| 016079 | MARIPOSA TREE MANAGEMENT, INC. | 09/05/2024 | Regular | 0.00 | 994.39 | 338489 |
| 014743 | MASON, JAMES | 09/05/2024 | Regular | 0.00 | 496.00 | 338490 |
| 015334 | MICHL, FRANK | 09/05/2024 | Regular | 0.00 | 155.40 | 338491 |
| 014436 | MINER'S ACE HARDWARE | 09/05/2024 | Regular | 0.00 | 2,166.52 | 338492 |
| 013911 | MKN ASSOCIATES INC | 09/05/2024 | Regular | 0.00 | 9,510.50 | 338493 |
| 016535 | MONTALVO, BRENDA | 09/05/2024 | Regular | 0.00 | 428.00 | 338494 |
| 016320 | MRC ROCK & SAND LLC | 09/05/2024 | Regular | 0.00 | 708.01 | 338495 |
| 016052 | NATURAL GREEN LANDSCAPE, INC. | 09/05/2024 | Regular | 0.00 | 400.00 | 338496 |
| 012691 | O'REILLY AUTOMOTIVE STORES, INC. | 09/05/2024 | Regular | 0.00 | 272.50 | 338497 |
| 014846 | P.S.I. | 09/05/2024 | Regular | 0.00 | 750.00 | 338498 |
| 016545 | PERMITFLOW | 09/05/2024 | Regular | 0.00 | 302.40 | 338499 |
| 014506 | POLICE RECORDS AND INFORMATION MANAGE | 09/05/2024 | Regular | 0.00 | 488.25 | 338500 |
| 014320 | POLYDYNE, INC. | 09/05/2024 | Regular | 0.00 | 25,511.98 | 338501 |
| 016292 | PONDELLA, VIVIAN | 09/05/2024 | Regular | 0.00 | 104.00 | 338502 |
| 010960 | PUBLIC WORKS AGENCY | 09/05/2024 | Regular | 0.00 | 342.04 | 338503 |
| 016129 | QUEST DIAGNOSTICS CLINIC LABORATORIES, IN | 09/05/2024 | Regular | 0.00 | 89.50 | 338504 |
| 010315 | RAMIREZ, HECTOR M | 09/05/2024 | Regular | 0.00 | 74.00 | 338505 |
| 014934 | RAMIREZ, JOSHUA | 09/05/2024 | Regular | 0.00 | 5,461.00 | 338506 |
| 016348 | RANGEL, DENISE | 09/05/2024 | Regular | 0.00 | 500.50 | 338507 |
| 014869 | READYREFRESH BY NESTLE | 09/05/2024 | Regular | 0.00 | 70.00 | 338508 |
| 010326 | RED WING SHOE STORE | 09/05/2024 | Regular | 0.00 | 243.70 | 338509 |
| 010520 | RP RENTALS | 09/05/2024 | Regular | 0.00 | 206.94 | 338510 |
| 011263 | SANTA PAULA SELF STORAGE | 09/05/2024 | Regular | 0.00 | 1,290.00 | 338511 |
| 044588 | SCHOUTEN, MICHAEL | 09/05/2024 | Regular | 0.00 | 42.34 | 338512 |
| 013909 | SITEONE LANDSCAPE SUPPLY, LLC | 09/05/2024 | Regular | 0.00 | 1,933.84 | 338513 |
| 010790 | SOAP MAN | 09/05/2024 | Regular | 0.00 | 305.65 | 338514 |
| 011524 | SOLID WASTE SOLUTIONS | 09/05/2024 | Regular | 0.00 | 5,489.25 | 338515 |
| 015819 | SOLIS, YVETTE | 09/05/2024 | Regular | 0.00 | 74.00 | 338516 |
| 010795 | SOUTHERN CALIFORNIA EDISON | 09/05/2024 | Regular | 0.00 | 50,206.28 | 338517 |
| 016094 | SOUTHERN CALIFORNIA PERMANENTE MEDICA | 09/05/2024 | Regular | 0.00 | 230.00 | 338518 |
| 015016 | SPL LANDSCAPE INC. | 09/05/2024 | Regular | 0.00 | 2,165.00 | 338519 |
| 015809 | STANDARD SITE RENTALS INC. | 09/05/2024 | Regular | 0.00 | 1,011.46 | 338520 |
| 011144 | STAPLES, INC. | 09/05/2024 | Regular | 0.00 | 923.85 | 338521 |
| 011871 | SUNBELT RENTALS, INC. | 09/05/2024 | Regular | 0.00 | 278.85 | 338522 |
| 012070 | TRAFFIC TECHNOLOGIES | 09/05/2024 | Regular | 0.00 | 4,971.42 | 338523 |
| 011891 | ULINE SHIPPING SUPPLIES | 09/05/2024 | Regular | 0.00 | 347.11 | 338524 |
| 010883 | U-RENT INC | 09/05/2024 | Regular | 0.00 | 308.76 | 338525 |
| 015818 | URM TECHNOLOGIES, INC. | 09/05/2024 | Regular | 0.00 | 175.01 | 338526 |
| 010903 | USA BLUE BOOK | 09/05/2024 | Regular | 0.00 | 1,167.88 | 338527 |
| 015439 | VALU GROUP ENTERPRISES, INC. | 09/05/2024 | Regular | 0.00 | 1,100.00 | 338528 |
| 015186 | VENTURA COUNTY AUTO SUPPLY, INC. | 09/05/2024 | Regular | 0.00 | 198.81 | 338529 |
| 016544 | VERSATERM PUBLIC SAFETY, INC | 09/05/2024 | Regular | 0.00 | 2,520.00 | 338530 |
| 015849 | VIRANI, SHAWN | 09/05/2024 | Regular | 0.00 | 74.00 | 338531 |
| 013843 | YOUNG, DUNCAN JAMES | 09/05/2024 | Regular | 0.00 | 1,977.14 | 338532 |
| 011464 | BUSINESS CARD | 09/11/2024 | Regular | 0.00 | 3,826.61 | 338539 |
| 011464 | BUSINESS CARD | 09/11/2024 | Regular | 0.00 | 1,695.02 | 338540 |
| 011464 | BUSINESS CARD | 09/11/2024 | Regular | 0.00 | 292.00 | 338541 |
| 011464 | BUSINESS CARD | 09/11/2024 | Regular | 0.00 | 1,825.72 | 338542 |
| 011464 | BUSINESS CARD | 09/11/2024 | Regular | 0.00 | 1,419.19 | 338543 |
| 011464 | BUSINESS CARD | 09/11/2024 | Regular | 0.00 | 461.63 | 338544 |

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| 011464 | BUSINESS CARD | 09/11/2024 | Regular | 0.00 | 1,890.43 | 338545 |
| 011464 | BUSINESS CARD | 09/11/2024 | Regular | 0.00 | 1,287.77 | 338546 |
| 011464 | BUSINESS CARD | 09/11/2024 | Regular | 0.00 | 129.90 | 338547 |
| 011464 | BUSINESS CARD | 09/11/2024 | Regular | 0.00 | 535.53 | 338548 |
| 015785 | FORD MOTOR CREDIT COMPANY LLC | 09/11/2024 | Regular | 0.00 | 33,744.23 | 338549 |
| 015721 | NHA ADVISORS | 09/11/2024 | Regular | 0.00 | 6,556.25 | 338550 |
| 016034 | SPIRIT OF SANTA PAULA | 09/12/2024 | Regular | 0.00 | 56,000.00 | 338551 |
| 015778 | ADVANCED TURF SOLUTIONS, INC. | 09/19/2024 | Regular | 0.00 | 3,107.63 | 338558 |
| 014085 | AGUINIGA, MAYRA | 09/19/2024 | Regular | 0.00 | 200.00 | 338559 |
| 015448 | ALL CITY MANAGEMENT SERVICES, INC. | 09/19/2024 | Regular | 0.00 | 14,391.92 | 338560 |
| 016423 | ALVAREZ, DAVID | 09/19/2024 | Regular | 0.00 | 144.00 | 338561 |
| 015498 | AMAZON CAPITAL SERVICES | 09/19/2024 | Regular | 0.00 | 3,714.96 | 338562 |
| 016125 | ARANDA, MIKE | 09/19/2024 | Regular | 0.00 | 1,800.00 | 338563 |
| 011532 | ARREOLA, RAQUEL | 09/19/2024 | Regular | 0.00 | 50.74 | 338564 |
| 011363 | ARROYO, ANNA | 09/19/2024 | Regular | 0.00 | 192.40 | 338565 |
| 011354 | AT&T MOBILITY | 09/19/2024 | Regular | 0.00 | 1,280.45 | 338566 |
| 015318 | BADGER METER | 09/19/2024 | Regular | 0.00 | 249,124.39 | 338567 |
| 016062 | BANNER BANK | 09/19/2024 | Regular | 0.00 | 53,180.79 | 338568 |
| 015877 | BERMUDEZ POLYGRAPH | 09/19/2024 | Regular | 0.00 | 600.00 | 338569 |
| 012620 | BSN SPORTS, LLC | 09/19/2024 | Regular | 0.00 | 993.41 | 338570 |
| 011237 | BTE COMMUNICATIONS, LLC | 09/19/2024 | Regular | 0.00 | 300.10 | 338571 |
| 011151 | C.O.R. PLUMBING SUPPLIES | 09/19/2024 | Regular | 0.00 | 2,685.00 | 338572 |
| 016548 | CALIFORNIA CHAPTER, AMERICAN PLANNING A | 09/19/2024 | Regular | 0.00 | 825.00 | 338573 |
| 011341 | CALIFORNIA JPIA | 09/19/2024 | Regular | 0.00 | 10,500.00 | 338574 |
| 011487 | CALIFORNIA SOCIETY OF MUNICIPAL FINANCE ( | 09/19/2024 | Regular | 0.00 | 80.00 | 338575 |
| 012679 | CAL-STATE AUTO PARTS | 09/19/2024 | Regular | 0.00 | 183.83 | 338576 |
| 016553 | CARMONA, SANDRA | 09/19/2024 | Regular | 0.00 | 55.00 | 338577 |
| 016195 | CARRILLO, ALEXIS | 09/19/2024 | Regular | 0.00 | 320.00 | 338578 |
| 016444 | CENDEJAS, ERIC | 09/19/2024 | Regular | 0.00 | 293.00 | 338579 |
| 015874 | CHANDLER ASSET MANAGEMENT, INC. | 09/19/2024 | Regular | 0.00 | 2,553.11 | 338580 |
| 016458 | CHANNEL ISLANDS REGIONAL GIS, INC. | 09/19/2024 | Regular | 0.00 | 4,490.00 | 338581 |
| 015999 | CHARTER COMMUNICATIONS HOLDING, LLC | 09/19/2024 | Regular | 0.00 | 2,653.58 | 338582 |
| 012802 | CLASSIC AUTO GLASS | 09/19/2024 | Regular | 0.00 | 398.17 | 338583 |
| 016556 | CORDOVA, JAZMINE | 09/19/2024 | Regular | 0.00 | 200.00 | 338584 |
| 014198 | CORTEZ, JUSTIN - USE VENDOR #016436 | 09/19/2024 | Regular | 0.00 | 144.00 | 338585 |
| 011149 | COSTCO WHOLESALE | 09/19/2024 | Regular | 0.00 | 340.70 | 338586 |
| 011148 | COUNTY OF VENTURA | 09/19/2024 | Regular | 0.00 | 174.83 | 338587 |
| 010932 | COUNTY OF VENTURA IT SERVICES | 09/19/2024 | Regular | 0.00 | 3,702.40 | 338588 |
| 011161 | CRAGOE PEST SERVICES INC | 09/19/2024 | Regular | 0.00 | 1,140.00 | 338589 |
| 012191 | DATAPROSE, LLC | 09/19/2024 | Regular | 0.00 | 5,388.66 | 338590 |
| 016217 | DAVID ATKIN CONSTRUCTION INC. | 09/19/2024 | Regular | 0.00 | 299.00 | 338591 |
| 016263 | DCH THOUSAND OAKS-F, INC | 09/19/2024 | Regular | 0.00 | 4,171.40 | 338592 |
| 011811 | DE LAGE LANDEN | 09/19/2024 | Regular | 0.00 | 1,242.59 | 338593 |
| 016550 | DELATORRE, BRENDEN | 09/19/2024 | Regular | 0.00 | 111.00 | 338594 |
| 011210 | DEPARTMENT OF JUSTICE | 09/19/2024 | Regular | 0.00 | 576.00 | 338595 |
| 012948 | DIAL SECURITY 2021 | 09/19/2024 | Regular | 0.00 | 44.40 | 338596 |
| 013724 | DIRECT TV | 09/19/2024 | Regular | 0.00 | 108.99 | 338597 |
| 016322 | DOCUSIGN, INC | 09/19/2024 | Regular | 0.00 | 2,749.98 | 338598 |
| 016156 | EFUEL LLC | 09/19/2024 | Regular | 0.00 | 8,041.25 | 338599 |
| 010847 | FARMERS IRRIGATION | 09/19/2024 | Regular | 0.00 | 3,459.01 | 338600 |
| 010440 | FGL ENVIRONMENTAL, INC | 09/19/2024 | Regular | 0.00 | 13,087.00 | 338601 |
| | **Void** | 09/19/2024 | Regular | 0.00 | 0.00 | 338602 |
| 016303 | FLOCK GROUP, INC. | 09/19/2024 | Regular | 0.00 | 27,500.00 | 338603 |
| 010424 | FOLSOM LAKE FORD | 09/19/2024 | Regular | 0.00 | 54,876.19 | 338604 |
| 010432 | FRANK'S PAINT & HARDWARE | 09/19/2024 | Regular | 0.00 | 170.40 | 338605 |
| 014061 | FRONTIER COMMUNICATIONS | 09/19/2024 | Regular | 0.00 | 2,849.67 | 338606 |
| 010441 | FRUIT GROWERS SUPPLY CO | 09/19/2024 | Regular | 0.00 | 380.49 | 338607 |
| 016559 | GARCIA, MELANIE | 09/19/2024 | Regular | 0.00 | 428.00 | 338608 |
| 010797 | GAS COMPANY, THE | 09/19/2024 | Regular | 0.00 | 103.82 | 338609 |
| 016449 | GAYTAN, CARLOS | 09/19/2024 | Regular | 0.00 | 1,995.71 | 338610 |
| 016519 | GLADWELL GOVERNMENTAL SERVICES, INC. | 09/19/2024 | Regular | 0.00 | 6,240.00 | 338611 |

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| 015222 | GOODSUITE | 09/19/2024 | Regular | 0.00 | 1,408.51 | 338612 |
| 012800 | GRANITE CONSTRUCTION COMPANY | 09/19/2024 | Regular | 0.00 | 1,362.45 | 338613 |
| 014686 | HASA, INC. | 09/19/2024 | Regular | 0.00 | 3,235.48 | 338614 |
| 013785 | HERNANDEZ, MARIA | 09/19/2024 | Regular | 0.00 | 200.00 | 338615 |
| 015075 | HERRERA, KATHERINE | 09/19/2024 | Regular | 0.00 | 222.20 | 338616 |
| 016127 | HOMELAND LANGUAGE SERVICES LLC | 09/19/2024 | Regular | 0.00 | 958.25 | 338617 |
| 010537 | HOUSE SANITARY SUPPLY | 09/19/2024 | Regular | 0.00 | 1,328.24 | 338618 |
| 012414 | HOWARD, DARIN | 09/19/2024 | Regular | 0.00 | 133.20 | 338619 |
| 013711 | INDEPENDENT ORDER OF ODD FELLOWS | 09/19/2024 | Regular | 0.00 | 2,701.22 | 338620 |
| 014988 | INFRASCALE INC. | 09/19/2024 | Regular | 0.00 | 1,590.91 | 338621 |
| 016420 | JOHNSON, WESTON | 09/19/2024 | Regular | 0.00 | 128.00 | 338622 |
| 010629 | KIMBALL MIDWEST | 09/19/2024 | Regular | 0.00 | 133.71 | 338623 |
| 015971 | LEXISNEXIS COPLOGIC SOLUTIONS, INC | 09/19/2024 | Regular | 0.00 | 1,920.00 | 338624 |
| 010017 | LIEBERT CASSIDY WHITMORE | 09/19/2024 | Regular | 0.00 | 9,709.50 | 338625 |
| 015386 | M & B SERVICES, INC. | 09/19/2024 | Regular | 0.00 | 2,020.60 | 338626 |
| 015633 | M6 CONSULTING, INC. | 09/19/2024 | Regular | 0.00 | 17,368.35 | 338627 |
| 015442 | MARIPOSA LANDSCAPES, INC. | 09/19/2024 | Regular | 0.00 | 5,160.58 | 338628 |
| 015989 | MERCHANT MCINTYRE & ASSOCIATES, LLC | 09/19/2024 | Regular | 0.00 | 6,500.00 | 338629 |
| 014436 | MINER'S ACE HARDWARE | 09/19/2024 | Regular | 0.00 | 1,246.18 | 338630 |
| 011223 | MUSCO SPORTS LIGHTING, LLC | 09/19/2024 | Regular | 0.00 | 475.00 | 338631 |
| 014375 | NORRIS, ROBERT | 09/19/2024 | Regular | 0.00 | 95.26 | 338632 |
| 015450 | NORTHERN DIGITAL, INC. | 09/19/2024 | Regular | 0.00 | 1,400.00 | 338633 |
| 010241 | OILFIELD ELECTRIC & MOTOR | 09/19/2024 | Regular | 0.00 | 1,997.50 | 338634 |
| 014204 | OLIVAS, MARGARETE | 09/19/2024 | Regular | 0.00 | 385.00 | 338635 |
| 016430 | ORDONEZ, CHRISTIAN | 09/19/2024 | Regular | 0.00 | 144.00 | 338636 |
| 012691 | O'REILLY AUTOMOTIVE STORES, INC. | 09/19/2024 | Regular | 0.00 | 1,980.69 | 338637 |
| 016305 | PEREZ, JOSE LUIS | 09/19/2024 | Regular | 0.00 | 492.00 | 338638 |
| 014663 | PHOENIX CIVIL ENGINEERING, INC. | 09/19/2024 | Regular | 0.00 | 138,983.47 | 338639 |
| 016292 | PONDELLA, VIVIAN | 09/19/2024 | Regular | 0.00 | 468.00 | 338640 |
| 010279 | POTTER, DANIEL | 09/19/2024 | Regular | 0.00 | 37.00 | 338641 |
| 010289 | PROUSYS, INC | 09/19/2024 | Regular | 0.00 | 11,125.00 | 338642 |
| 010315 | RAMIREZ, HECTOR M | 09/19/2024 | Regular | 0.00 | 37.00 | 338643 |
| 010326 | RED WING SHOE STORE | 09/19/2024 | Regular | 0.00 | 250.00 | 338644 |
| 016558 | REYES, IVAN | 09/19/2024 | Regular | 0.00 | 428.00 | 338645 |
| 010344 | RICO, ANDRES | 09/19/2024 | Regular | 0.00 | 22.20 | 338646 |
| 016188 | RICO, JALYNN | 09/19/2024 | Regular | 0.00 | 144.00 | 338647 |
| 010047 | ROBERT HALF | 09/19/2024 | Regular | 0.00 | 816.00 | 338648 |
| 016552 | RODRIGUEZ, MARIA CUCA | 09/19/2024 | Regular | 0.00 | 385.00 | 338649 |
| 015859 | ROGERS, ANDERSON, MALODY & SCOTT, LLP | 09/19/2024 | Regular | 0.00 | 9,000.00 | 338650 |
| 010520 | RP RENTALS | 09/19/2024 | Regular | 0.00 | 478.58 | 338651 |
| 010376 | SAFETY-KLEEN SYSTEMS, INC. | 09/19/2024 | Regular | 0.00 | 207.27 | 338652 |
| 014129 | SAM HILL & SONS, INC | 09/19/2024 | Regular | 0.00 | 5,121.98 | 338653 |
| 011203 | SAN LUIS BUTANE DISTRIBUTORS, A CORP. | 09/19/2024 | Regular | 0.00 | 27.38 | 338654 |
| 013292 | SANTA PAULA ANIMAL RESCUE CENTER (SPARC | 09/19/2024 | Regular | 0.00 | 12,500.00 | 338655 |
| 015917 | SANTA PAULA MATERIALS, INC. | 09/19/2024 | Regular | 0.00 | 324.70 | 338656 |
| 010711 | SANTA PAULA TIMES | 09/19/2024 | Regular | 0.00 | 545.32 | 338657 |
| 013467 | SATICOY UPHOLSTERY - ZUNIGA, RUTILIO | 09/19/2024 | Regular | 0.00 | 485.08 | 338658 |
| 016000 | SCHMIDT, KENNETH L. | 09/19/2024 | Regular | 0.00 | 45.56 | 338659 |
| 015368 | SINGER, DAN | 09/19/2024 | Regular | 0.00 | 311.00 | 338660 |
| 016555 | SIRBUT, ELFIE A. | 09/19/2024 | Regular | 0.00 | 110.00 | 338661 |
| 011524 | SOLID WASTE SOLUTIONS | 09/19/2024 | Regular | 0.00 | 3,059.20 | 338662 |
| 010795 | SOUTHERN CALIFORNIA EDISON | 09/19/2024 | Regular | 0.00 | 93,687.50 | 338663 |
| 016034 | SPIRIT OF SANTA PAULA | 09/19/2024 | Regular | 0.00 | 109,500.00 | 338664 |
| 016034 | SPIRIT OF SANTA PAULA | 09/19/2024 | Regular | 0.00 | -109,500.00 | 338664 |
| 015016 | SPL LANDSCAPE INC. | 09/19/2024 | Regular | 0.00 | 4,750.00 | 338665 |
| 015809 | STANDARD SITE RENTALS INC. | 09/19/2024 | Regular | 0.00 | 1,305.99 | 338666 |
| 011144 | STAPLES, INC. | 09/19/2024 | Regular | 0.00 | 961.41 | 338667 |
| 015001 | SYNAGRO-WWT, INC. | 09/19/2024 | Regular | 0.00 | 23,209.17 | 338668 |
| 015728 | THE COUNSELING TEAM INTERNATIONAL | 09/19/2024 | Regular | 0.00 | 2,200.00 | 338669 |
| 012696 | TORO ENTERPRISES, INC. | 09/19/2024 | Regular | 0.00 | 1,010,434.97 | 338670 |
| 010856 | TRACNET CORP | 09/19/2024 | Regular | 0.00 | 29,523.20 | 338671 |

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| 012070 | TRAFFIC TECHNOLOGIES | 09/19/2024 | Regular | 0.00 | 731.97 | 338672 |
| 015505 | TRIPEPI, SMITH AND ASSOCIATES, INC. | 09/19/2024 | Regular | 0.00 | 3,775.00 | 338673 |
| 010885 | UNDERGROUND SERVICE ALERT OF SOUTHERN | 09/19/2024 | Regular | 0.00 | 151.91 | 338674 |
| 013736 | V.C.T.C. | 09/19/2024 | Regular | 0.00 | 165.00 | 338675 |
| 016187 | VALDOVINOS MAGANA, JOSE ANGEL | 09/19/2024 | Regular | 0.00 | 144.00 | 338676 |
| 015186 | VENTURA COUNTY AUTO SUPPLY, INC. | 09/19/2024 | Regular | 0.00 | 1,668.47 | 338677 |
| 011539 | VERIZON WIRELESS | 09/19/2024 | Regular | 0.00 | 3,181.49 | 338678 |
| 016557 | VIDAL, MONIQUE | 09/19/2024 | Regular | 0.00 | 200.00 | 338679 |
| 013550 | WHITE CAP, L.P. | 09/19/2024 | Regular | 0.00 | 490.90 | 338680 |
| 015847 | WHITE RABBIT MAGIC LLC | 09/19/2024 | Regular | 0.00 | 1,650.00 | 338681 |
| 014968 | WILLDAN FINANCIAL SERVICES | 09/19/2024 | Regular | 0.00 | 2,925.00 | 338682 |
| 016554 | ZAMUDIO, EVA | 09/19/2024 | Regular | 0.00 | 330.00 | 338683 |
| 015373 | ZAPIEN, MAYRA | 09/19/2024 | Regular | 0.00 | 428.00 | 338684 |
| 016411 | ZAVALA, JOHN | 09/19/2024 | Regular | 0.00 | 111.00 | 338685 |
| 010828 | SWRCB ACCOUNTING OFFICE | 09/24/2024 | Regular | 0.00 | 112,443.81 | 338686 |
| 011010 | WILLDAN ENGINEERING | 09/24/2024 | Regular | 0.00 | 57,741.50 | 338687 |
| 016034 | SPIRIT OF SANTA PAULA | 09/25/2024 | Regular | 0.00 | 131,000.00 | 338688 |
| 016567 | KIRBY OLDSMOBILE INC. | 09/25/2024 | Regular | 0.00 | 54,607.16 | 338689 |

**Bank Code AP Summary**

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 553 | 248 | 0.00 | 3,071,789.36 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 7 | 0.00 | -110,763.60 |
| Bank Drafts | 0 | 0 | 0.00 | 0.00 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | **553** | **255** | **0.00** | **2,961,025.76** |

| Vendor Number | Vendor Name | Payment Date | Payment Type | Discount Amount | Payment Amount | Number |
|---|---|---|---|---|---|---|
| Bank Code: PY-PAYROLL | | | | | | |
| 010331 | RELIANCE STANDARD LIFE INSURANCE | 09/10/2024 | Regular | 0.00 | 5,224.62 | 338533 |
| 011103 | COLONIAL LIFE & ACCIDENT | 09/10/2024 | Regular | 0.00 | 2,070.17 | 338534 |
| 016111 | FIDELITY SECURITY LIFE INSURANCE COMPANY | 09/10/2024 | Regular | 0.00 | 692.60 | 338535 |
| 010371 | METLIFE SBC | 09/10/2024 | Regular | 0.00 | 304.16 | 338536 |
| 014422 | RELIANCE STANDARD LIFE INSURANCE | 09/10/2024 | Regular | 0.00 | 4,432.08 | 338537 |
| 010331 | RELIANCE STANDARD LIFE INSURANCE | 09/10/2024 | Regular | 0.00 | 557.23 | 338538 |
| 011688 | CALIFORNIA STATE DISBURSEMENT UNIT | 09/13/2024 | Regular | 0.00 | 1,090.48 | 338552 |
| 010553 | ICMA RETIREMENT TRUST-457 | 09/13/2024 | Regular | 0.00 | 17,490.35 | 338553 |
| 010554 | ICMA RETIREMENT TRUST-457 (PT) | 09/13/2024 | Regular | 0.00 | 1,219.08 | 338554 |
| 010708 | SANTA PAULA POLICE OFFICERS ASSOCIATION | 09/13/2024 | Regular | 0.00 | 1,020.00 | 338555 |
| 010291 | SEIU LOCAL 721 | 09/13/2024 | Regular | 0.00 | 469.10 | 338556 |
| 010898 | UNITED WAY OF VENTURA COUNTY | 09/13/2024 | Regular | 0.00 | 11.00 | 338557 |
| 011688 | CALIFORNIA STATE DISBURSEMENT UNIT | 09/30/2024 | Regular | 0.00 | 1,090.48 | 338690 |
| 010553 | ICMA RETIREMENT TRUST-457 | 09/30/2024 | Regular | 0.00 | 17,563.28 | 338691 |
| 010554 | ICMA RETIREMENT TRUST-457 (PT) | 09/30/2024 | Regular | 0.00 | 1,283.54 | 338692 |
| 010708 | SANTA PAULA POLICE OFFICERS ASSOCIATION | 09/30/2024 | Regular | 0.00 | 1,020.00 | 338693 |
| 010291 | SEIU LOCAL 721 | 09/30/2024 | Regular | 0.00 | 469.10 | 338694 |
| 010898 | UNITED WAY OF VENTURA COUNTY | 09/30/2024 | Regular | 0.00 | 11.00 | 338695 |
| 010420 | INTERNAL REVENUE SERVICE | 09/04/2024 | Bank Draft | 0.00 | 53,867.69 | 992288 |
| 011044 | STATE OF CALIFORNIA - EDD EMPLOYMENT DE' | 09/04/2024 | Bank Draft | 0.00 | 16,685.24 | 992289 |
| 014872 | STATE OF CALIFORNIA EDD - SDI | 09/04/2024 | Bank Draft | 0.00 | 1,410.54 | 992290 |
| 010292 | CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE | 09/04/2024 | Bank Draft | 0.00 | 70,689.83 | 992291 |
| 013539 | WAGE WORKS, INC. | 09/11/2024 | Bank Draft | 0.00 | 265.44 | 992293 |
| 011024 | CALIFORNIA PUBLIC EMPLOYEE RETIREMENT S' | 09/10/2024 | Bank Draft | 0.00 | 80,669.76 | 992294 |
| 010292 | CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE | 09/18/2024 | Bank Draft | 0.00 | 69,808.01 | 992295 |
| 013539 | WAGE WORKS, INC. | 09/18/2024 | Bank Draft | 0.00 | 64.43 | 992296 |
| 010420 | INTERNAL REVENUE SERVICE | 09/18/2024 | Bank Draft | 0.00 | 49,930.13 | 992297 |
| 011044 | STATE OF CALIFORNIA - EDD EMPLOYMENT DE' | 09/18/2024 | Bank Draft | 0.00 | 15,536.55 | 992298 |
| 014872 | STATE OF CALIFORNIA EDD - SDI | 09/18/2024 | Bank Draft | 0.00 | 1,501.50 | 992299 |
| 010292 | CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE | 09/13/2024 | Bank Draft | 0.00 | 2,100.00 | 992300 |
| 013539 | WAGE WORKS, INC. | 09/25/2024 | Bank Draft | 0.00 | 119.98 | 992305 |

**Bank Code PY Summary**

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 119 | 18 | 0.00 | 56,018.27 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 0 | 0.00 | 0.00 |
| Bank Drafts | 155 | 13 | 0.00 | 362,649.10 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | **274** | **31** | **0.00** | **418,667.37** |

# All Bank Codes Check Summary

| Payment Type | Payable Count | Payment Count | Discount | Payment |
|---|---|---|---|---|
| Regular Checks | 672 | 266 | 0.00 | 3,127,807.63 |
| Manual Checks | 0 | 0 | 0.00 | 0.00 |
| Voided Checks | 0 | 7 | 0.00 | -110,763.60 |
| Bank Drafts | 155 | 13 | 0.00 | 362,649.10 |
| EFT's | 0 | 0 | 0.00 | 0.00 |
| | **827** | **286** | **0.00** | **3,379,693.13** |

# Fund Summary

| Fund | Name | Period | Amount |
|---|---|---|---|
| 999 | POOLED CASH | 9/2024 | 3,379,693.13 |
| | | | **3,379,693.13** |

# Report Summary

## Fund Summary

| Fund | Payment Amount |
|---|---|
| 100 - GENERAL | 644,624.20 |
| 103 - CABLE TELEVISION | 1,650.00 |
| 104 - GENERAL FUND-MEASURE T | 113,137.30 |
| 115 - GENERAL RECREATION PRO | 5,991.88 |
| 206 - STORMWATER PROGRAM | 12,138.91 |
| 225 - GENERAL GOVT FACILITIES | 18,630.00 |
| 280 - STATE GAS TAX | 45,709.64 |
| 283 - ROAD MAINT & REHAB SB1 | 1,014,623.97 |
| 311 - SLESF- COPS (AB1913) | 27,500.00 |
| 312 - CA USED OIL BLOCK GRANT | 36.49 |
| 405 - AAA (AREA AGCY ON AGING) | 55,589.70 |
| 412 - AMERICAN RESCUE PLAN | 24,662.87 |
| 500 - HILLSBOROUGH OPEN SPACE | 55.00 |
| 504 - HARVEST CFD EA1 | 1,002.26 |
| 505 - PROPERTY BUSINESS IMPROVEMENT DISTRICT | 1,100.00 |
| 610 - SEWER | 143,428.41 |
| 620 - WATER | 1,002,468.85 |
| 702 - EQUIPMENT MAINTENANCE | 26,769.58 |
| 800 - MISC DEPOSITS | 233,823.87 |
| 803 - HARDING PARK TRUST | 8,013.80 |
| **Grand Total:** | **3,380,956.73** |

**CITY OF SANTA PAULA**
**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jonathan Royas, Deputy City Manager

Subject: AGREEMENT WITH THE SANTA PAULA CHAMBER OF COMMERCE

Date: October 15, 2024

Agenda Item: 10.C

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## RECOMMENDATION:

Staff recommends City Council:

1. Authorize the City Manager to enter into a professional services agreement with the Chamber of Commerce for FY2024 - FY2025.

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## BACKGROUND:

The relationship between the City of Santa Paula and the Chamber of Commerce remains an integral partnership in driving local economic growth, community engagement, and the vitality of the business sector. Over the past year, this collaboration has strengthened, particularly in support of the Property Business Improvement District (PBID) and various economic vitality efforts aligned with the City Council's Two-Year Strategic Plan.

On October 2, 2024, the Chamber presented its Annual Report detailing the key accomplishments from FY 2023-2024. Highlights from the report included:

- Arts, Culture, & Entertainment:
  The Chamber completed public art projects, including murals at the Community Center and Harding Park. Efforts to promote local art continue with mural restoration projects, QR code integration for historical buildings, and expanding the Geo Guide app.

- Economic Vitality:
  Business support initiatives included seven business roundtables, four training workshops, and grand openings of ten new businesses. Additionally, 16 businesses received $7,500 grants through the WEV Emprendimiento Program. The Chamber also supported several community campaigns, such as Small Business Saturday and the Holiday Parade, in collaboration with downtown businesses.

- Public Safety:
  The Chamber organized "Coffee with the Cops" and facilitated continued distribution of PPE resources in collaboration with local organizations.

- Connected & Healthy Community:
  Efforts included hosting a Candidates Forum, operating the Farmers Market, expanding the "Listen Up Santa Paula" podcast, which has produced over 123 episodes, supporting the Santa Paula Leadership Academy, and ribbon cutting events such as the Union Oil Building Dedication event and the Harvard Blvd. Ribbon Cutting Celebration.

**ANALYSIS:**

With these achievements in mind, the proposed renewal of the agreement for FY 2024-2025 will build upon the momentum established over the last year. The scope of work outlined in the agreement will continue to focus on enhancing economic development, business retention, and community outreach through ongoing collaboration with the City.

The Chamber will provide monthly reports to City staff and an annual State of the City report highlighting progress and key milestones.

Once executed, the Chamber will work with staff to execute the outlined scope of work and shall submit to the City Manager, or his/her designee, a monthly verbal or written report in addition to an annual State of the City report to the community on achieved milestones, projects or programs implemented.

**STRATEGIC PLAN:**

Approval of this item moves the City closer to completing several objectives contained within City Council's two-year Strategic Plan, Section B. Economic Development with the goal of enhancing the economic vitality of the community through measures targeted towards development and business retention and expansion and attraction, resulting in diverse housing options, increased revenue generation, job creation, and a business-friendly community.

**FISCAL IMPACTS:**

Funds for this professional services agreement have been budgeted for in the amount of $30,000 for FY24/25 under City Council GL 100-5-0501-323.

**OPTIONS:**

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

1. Direct staff to make further revisions to the Chamber's scope of work; or

2. Do not enter into an agreement with the Chamber of Commerce; or

3. Provide alternate direction to staff.

**ATTACHMENTS:**

EXHIBIT A - Chamber of Commerce Agreement 2024-2025.docx

**CITY OF SANTA PAULA**
**CONTRACTUAL SERVICES AGREEMENT**

## ARTICLE 1. PARTIES.

THIS CONTRACTUAL SERVICES AGREEMENT (hereinafter the "Agreement") is made this September 6, 2024, (the "Effective Date") by and between the City of Santa Paula (hereinafter the "City"), a municipal corporation, with its principal place of business at 970 Ventura Street, Santa Paula, California 93060, and the Santa Paula Chamber of Commerce (hereinafter the "Chamber"), a California nonprofit corporation, with its principal place of business at 200 N 10th Street, Santa Paula, California 93060. The City and the Chamber are sometimes hereinafter individually referred to as "Party" and hereinafter collectively referred to as the "Parties."

## ARTICLE 2. RECITALS.

**2.1** The Chamber desires to perform and assume responsibility and obligation for the provision of certain services ("Services"), as hereinafter described, on the terms and conditions set forth herein.

**2.2** The City desires to engage the Chamber to render such Services, as hereinafter described on the terms and conditions set forth herein. The City has determined that the provision of these Services will be of benefit to the City by fostering and reinforcing the City's positive image and furthering the City's goals of encouraging business development and strengthening communities.

## ARTICLE 3. ENGAGEMENT AND SERVICES OF THE CHAMBER.

**3.1 Engagement of the Chamber.** The City hereby engages the Chamber, and the Chamber promises and agrees to furnish to the City, subject to the terms and conditions set forth in this Agreement, all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the Services. The Services are more particularly described in Exhibit A attached hereto and incorporated herein by reference. The Chamber agrees to perform the Services in accordance with the terms and conditions of this Agreement, the exhibit attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules and regulations.

**3.2 Term and Termination.** The term of this Agreement shall be from July 1, 2024, to June 30, 2025, unless earlier terminated as provided herein. This Agreement may be terminated by either Party upon thirty (30) days written notice. Upon termination, the Chamber shall be compensated only for those Services which have been adequately rendered to City, and the Chamber shall be entitled to no further compensation. In the event of early termination of this Agreement, Chamber shall identify expenditures of the City's payment to Chamber since the most recent Quarterly Report (defined below) and remit any unused funds allocated for future events or expenditures. Unused funds shall refer to any remaining balance from the total funds allocated by City to Chamber for the purpose of organizing, hosting, and providing the Services as outlined in

Exhibit "A." The remittance of unused funds shall be paid to City within thirty (30) days of written notice of early termination. Chamber shall provide a detailed written explanation of the calculation and amount of the unused funds being remitted. This explanation shall be provided to City along with the corresponding remittance.

**ARTICLE 4. RESPONSIBILITIES OF THE CHAMBER.**

**4.1 Progress.** The Chamber shall work closely and cooperate fully with the City at all reasonable times. The Chamber shall report on the progress of the activities and projects planned in connection with this Agreement quarterly to the City Manager.

**4.2 Reporting.** The Chamber shall submit to the City Manager, or his/her designee, a written or oral report regarding the status and progress of the Services. The report shall demonstrate the Chamber's full compliance with the requirements of this Agreement including a summary of the activities performed and planned in connection with this Agreement, and quantifiable milestones and goals for each program planned and implemented in connection with this Agreement. The report shall be provided during the monthly Chamber meeting with the City Manager, or his/her designee. Once a year, during the Chamber State of the City, the Chamber will provide an annual report to the community on achieved milestones, projects or programs implemented.

**4.3 Accounting Records.** The Chamber shall maintain complete and accurate financial records, including but not limited to, receipts and disbursements, with respect to all costs and expenses incurred by the Chamber during the Term of this Agreement. All such records shall be clearly identifiable. The Chamber, upon the City's request, 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 at the City's request.

**4.4 The Chamber's Responsibilities for Costs and Expenses.** Except as otherwise expressly stated herein, the Chamber shall be responsible for all costs and expenses incurred relative to the Chamber, personnel of the Chamber and sub consultants of the Chamber in connection with the performance of the Services, including, without limitation, payment of salaries, fringe benefits, contributions, payroll taxes, withholding taxes and other taxes or levies, office overhead expense, travel expenses, telephone and other telecommunication expenses, and document reproduction expenses.

**4.5 Independent Contractor.** The Services shall be performed by the Chamber or under its supervision. The Chamber shall determine the means, methods and details of performing the Services subject to the requirements of this Agreement. The Chamber represents that it possesses the professional and technical personnel required to perform the Services. The City retains the Chamber on an independent contractor basis and not as an employee of the City. The personnel performing the Services on behalf of the Chamber shall at all times be under the Chamber's exclusive direction and control.

**4.6 The City's Representative.** The City hereby designates the City Manager to act as its representative for the performance of this Agreement ("City's Representative"). The City's

Representative shall have the power to act on behalf of the City for all purposes under this Agreement. The Chamber shall not accept direction or orders from any person other than the City's Representative or his or her designee.

**4.7 The Chamber's Representative.** The Chamber hereby designates its Executive Director, or his or her designee, to act as its representative for the performance of this Agreement ("Chamber's Representative"). The Chamber's Representative shall have full authority to represent and act on behalf of the Chamber for all purposes of this Agreement. The Chamber's Representative shall supervise and direct the Services, using his or 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.

**4.8 Personnel; Licenses.** The Chamber represents and warrants that it and all personnel engaged in performing Services are and shall be fully qualified, authorized, and permitted under state and local law to perform such Services. The Chamber represents and warrants that it and all personnel and sub consultants engaged in performing the Services have and keep all licenses, permits, qualifications, and approvals of whatever nature that are legally required to perform the Services under this Agreement.

**4.9 Conformance to Applicable Requirements.** All aspects of the provision of the Services by the Chamber shall conform to all applicable city, county, state, and federal laws, rules, and regulations in effect at the time the Services are provided.

**4.10. Insurance Coverage.** The Chamber agrees to maintain adequate insurance coverage throughout the term of this Agreement as determined by the City, including but not limited to general liability insurance, property insurance, and any other coverage required by the City and applicable California laws. The Chamber shall include the City as an additional insured party on any and all insurance policies procured or maintained in connection with this Agreement. The Chamber shall provide proof of insurance to the City upon request and shall promptly notify the City of any material changes to the coverage during the term of this Agreement.

**4.11. Indemnity.** The Chamber shall indemnify, defend, and hold harmless City, its officials, officers, employees, and agents from any claims, demands, causes of action, suits, actions, proceedings, costs, expenses, liabilities, judgements, awards, settlements, losses, damages or injuries of any kind, and expenses (including reasonable attorneys' fees) arising out of or, pertaining to, or resulting from the provision of Services, unless such claims arise from the City's negligence or willful misconduct. The Chamber's obligation to indemnify shall survive expiration or termination of this Agreement and shall not be restricted to insurance proceeds, if any, received by Chamber, the City, its officials, officers, employees, agents, or volunteers.

## ARTICLE 5. RESPONSIBILITIES OF THE CITY.

**5.1 Cooperation.** The City shall cooperate with the Chamber relative to the provisions of the Services. To the extent permitted by applicable law, the City shall provide criteria and information in its possession, or reasonably obtainable by it, as requested by the Chamber, and

shall make that information and related data available for the Chamber's use during the performance of this Agreement.

**ARTICLE 6. COMPENSATION.**

**6.1 Compensation.** In consideration of the Services performed by the Chamber for the City, the City shall pay to the Chamber compensation in the sum of **Thirty Thousand Dollars ($30,000)** for the Term of this Agreement. In no event shall compensation under this Agreement exceed the compensation set forth herein without the City's prior written approval.

The Parties may mutually agree that the City may provide to the Chamber materials, services, and equipment in partial or total satisfaction of any monetary compensation due to the Chamber hereunder. The value of such equipment, materials and services shall be as agreed upon between the Parties.

**6.2 Extra Services.** The Chamber shall not receive additional compensation for any extra service unless such extra service has been authorized in writing by the City prior to the commencement of the extra service.

**6.3 Reimbursements.** The Chamber shall not be reimbursed for any expenses unless authorized in writing by the City.

**6.4 Payment of Compensation.** The Chamber shall submit an invoice to the City on an annual basis. The City shall make payment to the Chamber within thirty (30) days following the receipt of the invoice.

**ARTICLE 7. GENERAL PROVISIONS.**

**7.1. 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:

**Chamber:** Santa Paula Chamber of Commerce
PO Box 1
Santa Paula, California 93061
Attn: Executive Director

**City:** City of Santa Paula
970 Ventura Street
Santa Paula, California 93060
Attn: City Clerk

**With copy to:** City of Santa Paula
970 Ventura Street
Santa Paula, California 93060

Attn: City Manager

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

**7.2 Confidentiality.** All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other Documents and Data either created by or provided to the Consultant in connection with the performance of this Agreement shall be held confidential by the Chamber. Such materials shall not, without the prior written consent of City, by used by the Chamber 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. Nothing furnished to the Chamber which is otherwise known to the Chamber or is generally known, or has become known, to the related industry shall be deemed confidential. The Chamber shall not use the City's name or insignia, photographs of any product of the Services, or any publicity pertaining to the Services in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of the City.

**7.3 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.

**7.4 Entire Agreement.** This Agreement contains the entire Agreement of the Parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings, or agreements. This Agreement may only be modified by a writing signed by both Parties.

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

**7.6 Time of Essence.** Time is of the essence for each provision of this Agreement.

**7.7 City's Right to Employ Other Consultants.** The City reserves right to employ other consultants in connection with the Services.

**7.8 Successors and Assigns.** This Agreement shall be binding on the successors and assigns of the Parties and shall not be assigned by the Chamber without the prior written consent of City.

**7.9 Assignment or Transfer.** The Chamber shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement, or any interest herein without the prior written consent of the City. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation, or transfer.

**7.10 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 workdays. All references to the Chamber include all personnel, employees, agents, and subcontractors of the Chamber, except as otherwise specified in this Agreement. All references to the City include its respective directors, 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.

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

**7.12 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.

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

**7.14 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.

**7.15 Equal Opportunity Employment.** The City represents that it is an equal opportunity employer, and it shall not discriminate against any subcontractor, 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. City shall also comply with all relevant provisions of the City's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

**7.16 Labor Certification.** By its signature hereunder, the 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 prior to commencing the performance of the Services.

**7.17 Authority to Enter Agreement.** The Chamber has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants the individuals who have signed this Agreement have the legal power, right, and authority to enter into this Agreement and bind each respective Party.

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

**7.19 Subcontracting**. The Chamber shall not subcontract any portion of the work required by this Agreement, except as expressly stated herein, without prior written approval of the City. Subcontracts, if any, shall contain a provision making them subject to all provisions stipulated in this Agreement. The Chamber may utilize vendors to complete the Services as reasonably necessary.

**[Signatures on following pages]**

Dated: _____

CITY OF SANTA PAULA
a Municipal corporation

By_____
Dan Singer, City Manager

Dated: _____

SANTA PAULA CHAMBER OF COMMERCE
a California nonprofit corporation

By _____
John Marquez, Executive Director

ATTEST:

_____
Julie Latshaw, City Clerk

APPROVED AS TO FORM:

_____
Monica Castillo, City Attorney

**EXHIBIT A**

**CITY OF SANTA PAULA**
**CONTRACTUAL SERVICES AGREEMENT**

Scope of Services

The Santa Paula Chamber of Commerce and the City of Santa Paula Contractual Services Agreement is a key component to the economic and community development of the City of Santa Paula and surrounding areas. The Chamber, through this partnership agreement, will act as a liaison between the city and the business community. The Chamber, through diverse business events and educational resources, will augment and support the various economic development and community enhancement programs implemented by the city. No portion of the City's payment under this Agreement will be used for political purposes, including but not limited to, advocating or opposing any local municipal election issue or candidate. The City's payment shall only be used for those services provided in this scope of services.

The scope of services includes, but is not limited to, five key components from the City of Santa Paula Two-Year Strategic Plan. The Santa Paula Chamber of Commerce will assist the city in implementing the following Strategic Plan Categories and Objectives or goals as outlined below. The activities that are bulleted under each City goal and objective will be the responsibility of the Chamber through this contract.

I. ARTS, CULTURE, & ENTERTAINMENT

II. ECONOMIC DEVELOPMENT

III. PUBLIC SAFETY & EMERGENCY PREPAREDNESS

IV. CONNECTED AND HEALTHY COMMUNITY

V. COMMUNITY VITALITY

**I – ARTS, CULTURE & ENTERTAINMENT**

**City Strategic Goal:**

***"Become a regional leader of the arts, culture, and entertainment that accurately represents our history and core values."***

**Objective #1 - Public Arts/Murals - Support public art and the mural program.**

- **Arte and Cultura Collaborative –** Partner with the Arte and Cultura Collaborative to develop and implement an outreach plan aimed at recruiting and supporting creative

professionals and organizations. This includes diversifying Chamber offerings to specifically target and engage members of the creative economy.

- **Public Murals and Outreach Program –** Collaborate with local community organizations to facilitate the production of one new mural per calendar year and develop a program to identify and document potential mural opportunities, including a comprehensive list of buildings and property owner information
- **Objective #3 - QR Codes - Pursue the integration of technology with QR codes for historical buildings/murals.**
- **QR Code Program –** Complete phase two of the QR Code Program over the next 10 months, which includes the installation of QR code signage at public historical murals managed by the Chamber. In collaboration with community partners, additional QR code signage will be placed on local public art and historical buildings. This phase builds on phase one, which included the development of a dedicated webpage on the city website, integration with the Chamber's Geo Guide community app, and inclusion on the Heritage Valley Tourism Bureau website. Additional information will be added as each component is completed.

## II - ECONOMIC DEVELOPMENT

**City Strategic Goal:**

***"Enhance the economic vitality of the community through measures targeted towards development and business retention and expansion and attraction, resulting in diverse housing options, increased revenue generation, job creation, and a business-friendly community."***

**Objective #2 - Business Communications - Create a positive business environment by increasing communications and partnerships with new and existing businesses.**

- **Networking Events –** Create, plan, promote and execute high-quality events that provide opportunities for businesses to network, connect, and find resources to grow their business. Key metrics to achieve include:
    - **1. 5-6 business roundtables per year.**
    - **2. 20-40 attendees on average per event.**
    - **3. Minimum 12 email blasts, newsletters, etc.**
    - **4. Quarterly mixers hosted by local businesses.**

- **Provide counseling/workshops/roundtables for new and existing businesses.**

    - **Business Technical Assistance –** The Chamber will create partnerships with business technical assistance resources including but not limited to SCORE, Economic Development Collaborative, Women's Economic Ventures, and the County of Ventura Economic Development department to bring classes, workshops, training, and capital resources to Santa Paula. The Chamber will

coordinate and provide logistics to make it easier for these organizations to provide services in the city.

- **State of the City Address –** Produce the City of Santa Paula annual State of the City Address. The city will be promoted as the Title sponsor of the event.

- **Film Liaison –** Serve as the City's official film liaison, responsible for the following:

    - Meet with production companies to explore filming opportunities within the city and provide detailed information on permitting requirements.

    - Upon permit submission, facilitate logistics between businesses, residents, and production companies to ensure smooth coordination and agreement on the filming process within city limits.

    - Act as the City's onsite representative during all filming and production activities, coordinating communication between City staff, businesses, and production teams.

    - Follow up with impacted businesses post-filming to gather feedback and report insights to City staff.

    - The Chamber will receive compensation from production companies for services rendered, as outlined in the city's film permit application.

**Objective #6 - Business Attraction - Prepare an economic base study to identify business sectors with greatest potential for expansion in Santa Paula and implement a business retention, marketing and recruitment program to attract those businesses. (General Plan Economic Development & Downtown 1.B)**

- **City Tours to Prospective Businesses -** Plan and organize city tours and meetings to support business attraction efforts, facilitating interactions between prospective businesses, prominent business owners, managers, and city staff.

- **Business Connect Outreach –** Partner with the city to facilitate the "Business Connect Outreach" program, which will involve contacting and scheduling 2-4 businesses per month for visits and open discussions. This initiative aims to enhance communication between businesses, the city, and the Chamber, ultimately contributing to the improvement of economic vitality in the community. Participants will include business owners and staff, city council members, city leadership, and chamber representatives

- **Liaison with Business Owners -** Serve as a liaison between business owners and city officials as requested.

## III – PUBLIC SAFETY & EMERGENCY PREPAREDNESS

**City Strategic 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."***

**Objective #8 - Emergency Communications - Explore technology and increase subscribership with emergency communications to enhance disaster-preparedness efforts.**

- The Chamber will actively support marketing and outreach campaigns to encourage businesses to sign up for emergency notification communications, including local, county, state, and other emergency alert systems. This effort will include incorporating a sign-up link into new member communications, canvassing businesses to promote registrations, and providing bilingual outreach to ensure broader access to emergency communications.

- The Chamber, with the support of the Santa Paula Citizens Corps Council, will establish a Community Safety Resource Fair, bringing together local, state, and federal emergency preparedness partners to enhance community safety and awareness.

    - "Coffee with the Cops" - In partnership with the Santa Paula Police Department, the Chamber will provide quarterly "Coffee with the Cops" events in the community. This program aims to establish an open communication forum for the public to engage directly with the police department

## IV – CONNECTED AND HEALTHY COMMUNITY

**City Strategic Goal:**

***"Educate and engage residents and businesses about programs, initiatives and foster regional partnerships that create a safe and healthy community to live, work and thrive."***

**Objective #1: Community Education - Provide community education about City projects, processes, & permits.**

- Assist City staff in an ongoing program to utilize vacant space on Main Street to provide periodic town hall/remote city hall outreach and community engagement opportunities.

- Continue collaborating with City staff to produce a monthly "Santa Paula Connections" and "Did You Know" video campaign, featuring educational and informational videos that provide valuable insights and resources for businesses and residents. Additionally, work with City staff to produce video content beneficial to the community, including

event marketing, business promotion, business training videos, and other relevant topics

- Marketing for City Town Hall Events – Provide outreach support for city town hall events including marketing the event and follow up communications with the business community

**IV – COMMUNITY VITALITY**

**City Strategic Goal:**

***"Provide the residents of Santa Paula with sustainable resources and programs to make this a great place to live and grow."***

**Objective #2 – Internship / Staffing - Expand and enhance a Citywide Internship and Apprentice Program.**

- Collaborate with the city and other community organizations to plan and execute signature community events that enhance community vitality and engagement. These events will be designed to bring residents and businesses together, foster a sense of community pride, and contribute to the cultural and economic development of the area. The Chamber will work closely with partners to ensure these events are well-organized, widely promoted, and reflective of the community's unique character and needs.

**CITY OF SANTA PAULA**
**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Clete Saunier, Public Works Director

Subject: PECK ROAD WATER MAIN REPAIR PROJECT CONTRACT CLOSEOUT AND REBID

Date: October 15, 2024

Agenda Item: 10.D

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## RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize Staff to re-advertise Peck Road Water Main Repair Project for bids after execution of a final close-out change order in the amount of $41,531.25 with J. Vega Engineering Inc.

**Prepared by: Bob Woodward, City Engineer**

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## BACKGROUND:

In December of 2022, City staff investigated leakage observed on Peck Road north of its intersection with Harvard Boulevard. Following excavation of the water main, the source of the leakage was determined to be under the Peck Road Drain facility, which is owned and operated by the Ventura County Watershed Protection District (VCWPD). The replacement of the water main will require the introduction of a steel casing that will allow for installation of a new water main that can be removed and replaced in the future without damage to the VCWPD box culvert structure above. The casing installation entails a “jack and bore” operation that requires excavation of boring and receiving pits on either side of the drainage structure. The construction of the water main replacement, including the jack and bore installation, will require an encroachment permit from VCWPD, as well as a geotechnical investigation to assess the soils conditions in and around the drainage structure. This process is well understood from both the City and County perspective, as staff recently processed similar plans and approvals with VCWPD for the replacement of water and sewer mains under the Fagan Canyon Drain as part of the Harvard Boulevard Water and Sewer Main replacement project.

Considerations in the construction process include excavations for water main replacement, protection of the existing Peck Road Drain facility, maintaining existing water/sewer utility function, railroad coordination and traffic management. The adjacent railroad right of way is owned and administered by the Ventura County Transportation Commission (VCTC) and operated by Sierra Northern Railway, who recently assumed operational responsibility from

the previous operator, Fillmore and Western Railway. Construction of the water main repair will require coordination with VCTC and Sierra Northern relative to rail operations and impacts to rail signaling systems, as well as a right of entry agreements with both owner and operator. Expected construction complexities of the project include a confined right of way and limited available work area for jacking and receiving pits, maintaining utility function and adjacent rail operations, and managing arterial traffic on Peck Road during construction. The duration of construction is expected to be approximately 6 months to complete the water main replacement.

## ANALYSIS:

The project was advertised for bid in February 2023 following City Council approval of the project's PS&E, and bids were opened on Wednesday, March 29, 2023. On May 2, 2023 the Construction Contract for this project was awarded to J. Vega Engineering Inc. (Contractor) in the amount of $444,000.00. The contract was executed in December 2023 and the Contractor mobilized and began exploratory potholing in late January 2024.

During the mobilization and exploratory process, it became evident that the project was not advancing and on April 16, 2024 the Contractor and City came to a mutual agreement to cancel any further construction activities and close out the contract. The Final Close-Out Change Order in the amount of $41,531.25 includes only those items that are duly owed to the Contractor for work performed based on the parties' mutual agreement. With the execution of this Final Close-Out Change Order, the City will have satisfied its post-cancellation payment obligations to the Contractor and Contractor will not perform further construction work as of the contract cancellation date.

Staff is seeking authorization from Council to re-advertise for Project Bids.

## STRATEGIC PLAN:

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

Infrastructure, Transportation & Mobility

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

## FISCAL IMPACTS:

Funding for the project's final project close-out change order is included in the existing project budget (620-9108) as approved on May 2, 2023, see Table 1 below.

**Table 1:** Project Costs – Water Main Replacement

| 2021-2023 CIP Program | Fund | Cost |
|---|---|---|
| Peck Road Water Line Repair Project (Construction) | 620-9108 | $532,800.00 |
| Construction Management/Engineering | | $44,310.00 |

| | |
|---|---|
| VCTC/Railway Right of Entry/Inspection (Budgetary Estimate) | $25,000.00 |
| **Total =** | **$602,110.00** |

**OPTIONS:**

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

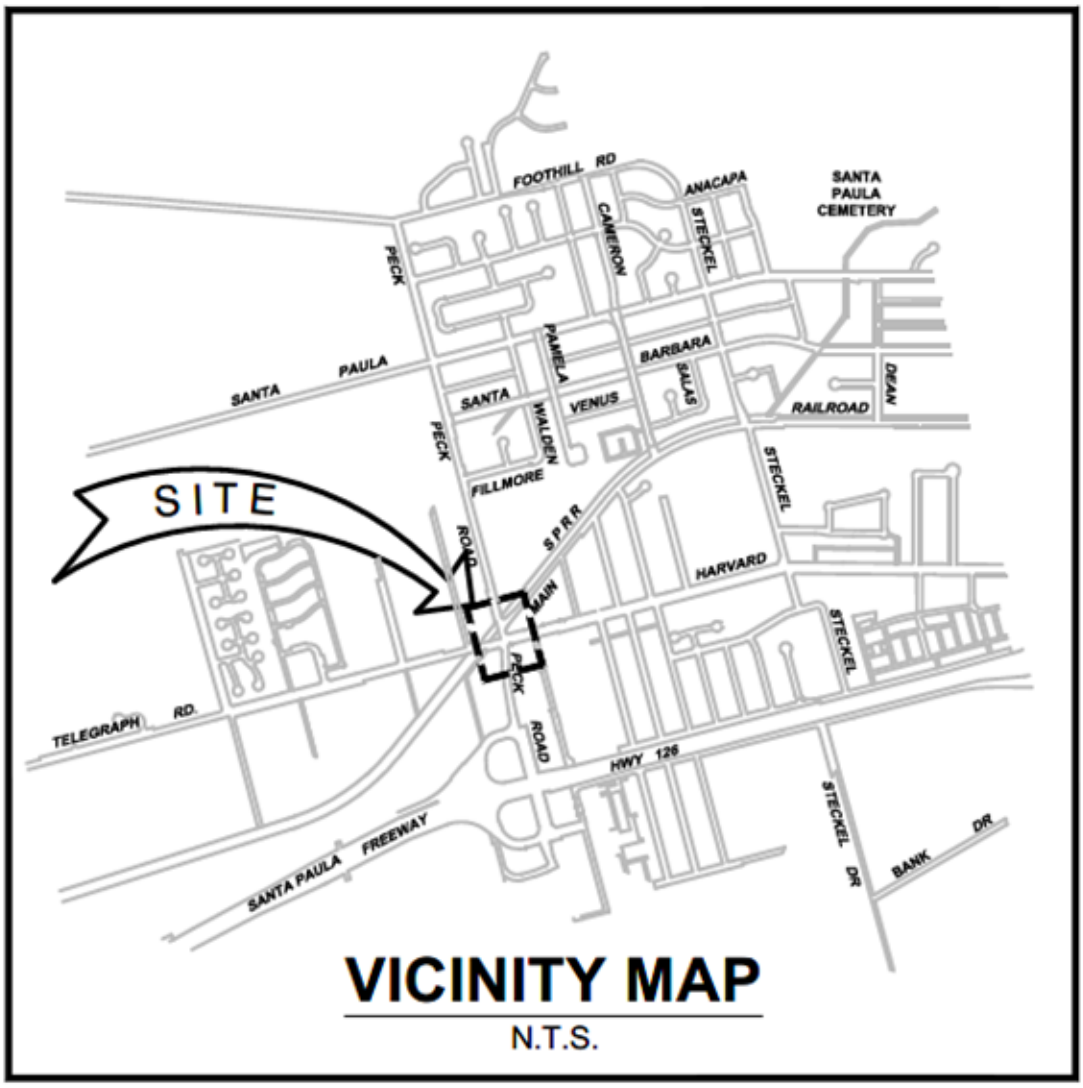
1. Do not approve Staff to re-advertise for Project bids, which will delay the repair of critical infrastructure.

**ATTACHMENTS:**

EXHIBIT A - Project Location Map.pdf
EXHIBIT B - Peck Road Water Main Repair Project - J Vega Change Order 1.pdf

# EXHIBIT A

Project Location Map




# VICINITY MAP

N.T.S.

# EXHIBIT B

## Final Project Close-Out Change Order

# City of Santa Paula
# Public Works Department

## CONTRACT CHANGE ORDER

PROJECT NAME: PECK ROAD WATERLINE REPLACEMENT

PROJECT MANAGER: Bob Woodward, PE CONTRACT NO. 23-03019

Acct. No. 620-5-9108-660

To: Juan Vega, J. Vega Engineering, Inc., Contractor

**You are hereby directed to make the following changes to the plans and specifications for this contract.**

**CONTRACT CHANGE ORDER NO. 1**

This modified design shall result in quantity adjustments to the following bid items:

| Bid Item | Description | Unit Price Bid | Bid Quantity | Modified Quantity | Increase (Decrease) in Cost |
|---|---|---|---|---|---|
| 1. | Mobilization, Demobilization, Bonds and Insurance | $34,000 | LS | (LS) | ($6,656.71) |
| 2. | Traffic Control and Postings | $22,000 | LS | (LS) | ($17,646.65) |
| 3. | Dewatering | $26,250 | LS | (LS) | ($26,250) |
| 4. | Abandonment of Existing Water Improvements | $20,000 | LS | (LS) | ($20,000) |
| 5. | 10 Inch Dia PVC Water Main, Valves, and Fittings | $1,650 | 60 LF | (60 LF) | ($89,265.39) |
| 6. | Boring and Jacking at Peck Road Drain Crossing | $1,750 | 70 LF | (70 LF) | ($122,500) |
| 7. | Connections to Existing Water Mains | $16,000 | 2 EA | (2 EA) | ($32,000) |
| 8. | Existing Fire Service Temporary Relocation | $36,000 | LS | (LS) | ($36,000) |
| 9. | Sewer Pipeline Temporary Bypass | $25,750 | LS | (LS) | ($25,750) |
| 10. | Settlement Monitoring of the VCWPD Concrete Box | $15,000 | LS | (LS) | ($15,000) |
| 11. | Pressure Testing, Disinfection, and Bacteriological Testing | $10,000 | LS | (LS) | ($10,000) |
| 12. | Contractor's Redline Drawings | $1,500 | LS | (LS) | ($1,500) |
| | | | | **TOTAL** | **($402,468.75)** |

| | | |
|---|---|---|
| ORIGINAL CONTRACT PRICE | $ | $444,000.00 |
| PREVIOUS CHANGE ORDERS | $ | $0 |
| CURRENT CONTRACT PRICE | $ | $444,000.00 |
| ESTIMATED LINE ITEM ADJUSTMENT | $ | ($402,468.75) ✓ |
| CHANGE ORDER NO. | | 1 |
| ESTIMATED NEW CONTRACT PRICE | $ | $41,531.25 ✓ |
| ADJUSTMENT OF WORKING DAYS | | 0 |

The undersigned contractor has given careful consideration to the change proposed, including its effect on the other Work already contracted for, and hereby agrees, if this order is approved, that it shall provide all equipment, furnish all materials, and perform all services necessary for the Work above specified, and shall accept as full payment for all costs related in any way thereto the prices shown above including without limitation, costs for changes in sequence of Work, direct or indirect delays, disruption, inefficiency, rescheduling, and extended overhead and/or impacts, cumulative or otherwise.

The Contractor further expressly acknowledges and agrees that the price for this Final Project Close-Out Change Order ("Change Order") is full and complete compensation/credits owed to the Owner for any and all; (1) overhead incurred as a result of the parties agreement to closeout the Project; (2) all equipment, materials, labor, field and home office overhead, indirect and direct consequential costs, mark-ups and profit necessary to complete the closeout of the work of the Project as agreed to by the parties. By executing this contract change order, the contractor accepts the terms and conditions stated herein as full and final settlement of any and all claims arising out of or related to the subject of this Change Order and the Project, and acknowledges that the compensation (time and cost) set forth herein comprises the total compensation due for the work and/or change defined in the Change Order, including all impact on any work performed prior to the date of this Change Order. Notwithstanding all of the above, the Contractor also acknowledges that the City shall remain entitled to withhold payments as required by applicable law and/or the contract, including, but not limited to stop payment notices, etc.

By signing this Change Order, the Contractor acknowledges and agrees that the stipulated compensation includes payment for all Work contained in the Change Order and/or the Project, and that the signing of this Change Order acknowledges full mutual accord and satisfaction for the change and that the stated time and/or cost constitute the total equitable adjustment owed the Contractor as a result of the change as needed to fully and finally close out the Project. The Contractor hereby releases and agrees to waive all rights, without exception or reservation of any kind whatsoever, to file any further claim or request for equitable adjustment of any type, for any reasonably foreseeable cause that shall arise out of, or as a result of, this Change Order, its impact on the remainder of the Work under the Contract, and/or any other Final Project Close Out issue:

RECOMMENDED BY:

Clete Saunier, Public Works Director — 9/5/24 — Date

ACCEPTED BY:

Contractor Name, Company Name — 8-29-24 — Date

APPROVED BY:

Christy Ramirez, Finance Director — 9/16/24 — Date

Dan Singer, City Manager — 9.18.24 — Date

## COST SUMMARY

| | | (1) Contractor | (2) Subcontractor(s) | (3) Total |
|---|---|---|---|---|
| ACTUAL COSTS | 1. Labor[1] | | | |
| | 2. Materials and Consumable Items[2] | | | |
| | 3. Rental Charges[3] | | | |
| | 4. Other Items[4] | | | |
| | 5. Total Actual Costs (sum of lines 1-4) | | | ($402,468.75) |
| BOND/INSURANCE MARKUP5 | 6. Insurance & Bonds (1% of line 5). | | | |
| CONTRACTOR MARKUP[5] | 7. Subcontractor (up to $5000) (10% of line 5; col.2) | | | |
| | 8. Subcontractor (more than $5000) (5% of line 5; col. 2) | | | |
| | 9. Contractor (20% of line 1; col. 2) | | | |
| | 10. Contractor (15% of line 2; col.1) | | | |
| | 17. Contractor (15% of line 3; col.1) | | | |
| | 18. Contractor (15% of line 4; col.1) | | | |
| | Contractor Fee (Sum of lines 12-16) | | | |
| TOTAL | Additional Cost (Sum of lines 10, 11 & 17; col.4) | | | ($402,468.75) |

1 Requires attached documentation re estimated number of hours and wages.
2 Requires attached documentation re proposed materials and unit costs.
3 Requires attached documentation re rental costs.
4 Requires attached documentation.
5 See § 3-3.2.3 of Special Provisions.

**City of Santa Paula**

**CHANGE ORDER REQUEST**

| | |
|---|---|
| Date: 8/29/2024 | Request No.: 1 |
| Date of Award: 5/2/2023 | Project Name: **PECK ROAD WATERLINE REPLACEMENT** |
| Contract No.: 23-03019 | Contractor Name: J. Vega Engineering, Inc. |
| Amount Requested (if any):† | Additional Time Requested (if any): |

Description of requested change:

**Contract Cancellation (Bid Items #1-12)**

Elimination of the bid items not completed by Contractor prior to contract cancellation.

**Cost savings is $402,468.75**

† Requires completion of Cost Summary sheet

Submitted by:

Contractor
Date: 8-29-2024

Received by:

Engineer
Date: 08/29/2024

Vulcan Materials Company and Subsidiaries

CALMAT CO.

SHIP TO:
PECK RD
SANTA PAULA
FOB SATICOY*
FOB SATICOY
OXNARD, CA 93036

SOLD TO:
J VEGA ENGINEERING INC
PO BOX 6910
OXNARD CA 93031-6910

# INVOICE

To ensure proper credit, please include remittance or list invoice numbers on your check remittance and send to:

Calmat Co dba Vulcan Materials Co
Lockbox 55572
Los Angeles, CA 90074-5572, US
Phone: 1-800-777-8752 or
help@vmcmail.com

| | |
|---|---|
| CUSTOMER NO: | [redacted] |
| INVOICE NO: | [redacted]030 |
| INVOICE DATE: | 03/06/2024 |
| INVOICE AMT: | 1,484.61 |
| ORDER: | 705081 |
| DUE DATE: | 04/15/2024 |

Invoices not paid according to our credit terms will be assessed a Finance Charge. Customer shall pay all cost of collection including but not limited to a reasonable attorney's fee for services rendered by suit or otherwise in collecting past due invoices.

| TAXES: | PERCENT: | AMOUNT: |
|---|---|---|
| CALIFORNIA | 6.00% | 83.06 |
| VENTURA | 1.25% | 17.30 |

| | |
|---|---|
| SALES TAX: | 100.36 |
| FEES: | |
| TOTAL PRODUCT: | 1,374.25 |
| TOTAL FREIGHT: | 0.00 |
| TOTAL OTHER: | 10.00 |

**Pay this AMOUNT: $1,484.61**

| TOTAL QUANTITY: | TOTAL LOADS: |
|---|---|
| 11.95 | 1.00 |

| SALES REP | PO NUMBER | REF | CONTRACT NO. | TAX EXEMPT ID. | TERMS |
|---|---|---|---|---|---|
| 11712 Rush Leavitt | PECK ROAD | | | | NET15THPROX - Payable in full by the 15th of each month following month of shipment |

| INVOICE # | INVOICE DATE | CUSTOMER NUMBER | LOCATION | LOCATION | ORDER | BILL OF LADING | FOB |
|---|---|---|---|---|---|---|---|
| [redacted]030 | 03/06/2024 | [redacted] | 4984-231 | SATICOY HMA | 705081 | | PICKUP |

TICKET DETAIL

| SHIP DATE | TICKET | VEHICLE | CLASS | PROD CODE | DESCRIPTION | PRODUCT UOM | PRODUCT QTY | PRODUCT PRICE | FREIGHT UOM | FREIGHT QTY | FREIGHT PRICE | ADDED CHARGES UOM | ADDED CHARGES QTY | ADDED CHARGES PRICE | AMOUNT |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 03/01/2024 | 16501624 | 4629 | STANDARD | 457301 | COLD MIX 3/8 SC8 | T | 11.95 | 115.00 | | | | | | | 1,374.25 |
| | | | STANDARD | ENVFEE | Environmental Fee -Agg & Asphalt | | | | | | | L | 1.00 | 10.00 | 10.00 |

**SAVE TIME AND SAVE A TREE WITH EMAIL INVOICE DELIVERY!**

Receive your invoice faster and help save the environment by enrolling in our email invoicing service. With email, invoices are sent in one easy to open file directly to your Inbox. To sign up, contact us at help@vmcmail.com or call us at 1-800-777-8752.




J. VEGA ENGINEERING, INC.
STATE CONTRACTOR LIC # A-885900
PO BOX 6910, OXNARD CA 93031
PHONE: (805-479-6563)

## HOURLY LABOR COST RATE
(2023-2024)

| CLASSIFICATION | LABORER GROUP | HOURLY RATE (Including all employee benefits) |
|---|---|---|
| PIPE LABORER | IV | $97.22 |
| LABORER | I | $94.17 |
| LABORER | II | $94.80 |
| LABORER APP. | 1 | $60.70 |
| LABORER APP. | 2 | $62.67 |
| LABORER APP. | 3 | $64.92 |
| OPERATOR | VIII | $121.16 |
| FOREMAN | | $124.00 |

## EQUIPMENT COST

| | | |
|---|---|---|
| CAT BACKHOE: | $80.00 | PER HOUR |
| TOOL TRUCK: | $55.00 | PER HOUR |
| DUMP TRUCK | $95.00 | PER HOUR |
| EXCAVATOR: | $104.00 | PER HOUR |
| SKID STEER/: COLD PLANNER | $97.00 | PER HOUR |
| JUMPING JACK: | $55.00 | PER HOUR |

## Certified Payroll Report

Contractor J. VEGA ENGINEERING, INC
PO BOX 6910
OXNARD, CA 93031

Project Peck Road Waterline Repair

Project/Contract # 9108
Payroll Number 1
For Week Ending 3/2/2024

| Employee Name | SSN | Work Classification | Pay Type | Hours Worked by Day Sun 25 | Mon 26 | Tue 27 | Wed 28 | Thu 29 | Fri 1 | Sat 2 | Timesheet Hours | Paid Hours | Pay Rate | Job Gross Pay | Fringe Rate | Check Number | Total Gross Pay | Social Security | Medi-care | Federal Tax | State Tax | Other | Total Deduct | Net Pay |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ALFONSO MIJARES<br>40001 GOLFERS DR<br>PALMDALE, CA 93551 | [illegible] 7935 | Operator Group VI | RT | | | | | | 8.00 | | 8.00 | 8.00 | 58.79 | 558.51 | 1.05 | 7459 | 2,622.19 | 162.57 | 38.03 | 225.00 | 183.85 | 28.84 | 638.29 | 1,983.90 |
| | | | OT | | | | | | 1.00 | | 1.00 | 1.00 | 88.19 | | | | | | | | | | | |
| ANTONIO J NAVARRETE<br>14650 STANFORD ST<br>MOORPARK, CA 93021 | [illegible]1740 | Laborer Group IV | RT | | | | | | 8.00 | | 8.00 | 8.00 | 49.03 | 539.34 | 0.82 | 7460 | 2,402.50 | 148.96 | 34.84 | 269.00 | 98.33 | 26.43 | 577.56 | 1,824.94 |
| | | | OT | | | | | | 2.00 | | 2.00 | 2.00 | 73.55 | | | | | | | | | | | |
| DAVID ABREGO<br>36902 SOLVAY ST<br>PALMDALE, CA 93552 | [illegible]3864 | Laborer Apprentice 3 | RT | | | | | | 8.00 | | 8.00 | 8.00 | 26.63 | 213.04 | 0.60 | 7461 | 932.06 | 57.79 | 13.52 | 37.00 | 13.83 | 10.26 | 132.40 | 799.66 |
| DAVID R DIAZ<br>724 W. MAIN ST<br>SANTA PAULA, CA 93060 | [illegible]3-1678 | Laborer Group IV | RT | | | | | | 8.00 | | 8.00 | 8.00 | 46.03 | 506.34 | 0.77 | 7462 | 2,255.50 | 139.85 | 32.71 | 340.00 | 149.38 | 24.81 | 686.75 | 1,568.75 |
| | | | OT | | | | | | 2.00 | | 2.00 | 2.00 | 69.05 | | | | | | | | | | | |
| JOSE VALDOVINOS<br>317 NORTH OJAI STREET APT D<br>SANTA PAULA, CA 93060 | [illegible]7-8354 | Laborer Apprentice 2 | RT | | | | | | 8.00 | | 8.00 | 8.00 | 24.41 | 195.28 | 0.54 | 7463 | 890.98 | 55.24 | 12.92 | 69.00 | 22.87 | 9.80 | 169.83 | 721.15 |
| JUAN C LOPEZ<br>2031 O'NEIL PL<br>OXNARD, CA 93033 | [illegible]3850 | Laborer Group IV | RT | | | | | | 8.00 | | 8.00 | 8.00 | 44.03 | 484.34 | 0.74 | 7464 | 2,157.50 | 133.77 | 31.28 | 0.00 | 46.16 | 23.73 | 234.94 | 1,922.56 |
| | | | OT | | | | | | 2.00 | | 2.00 | 2.00 | 66.05 | | | | | | | | | | | |
| JUAN L GARCIA<br>222 N 7TH STREET<br>SANTA PAULA, CA 93060 | [illegible]9859 | Laborer Group II | RT | | | | | | 8.00 | | 8.00 | 8.00 | 41.93 | 398.34 | 3.58 | 7465 | 398.34 | 24.70 | 5.78 | 0.00 | 0.20 | 4.38 | 35.06 | 363.28 |
| | | | OT | | | | | | 1.00 | | 1.00 | 1.00 | 62.90 | | | | | | | | | | | |
| JUAN VEGA<br>1800 BERKSHIRE ST<br>OXNARD, CA 93033 | [illegible]6190 | Operator Group VIII | RT | | | | | | 8.00 | | 8.00 | 8.00 | 65.00 | 715.00 | 1.22 | 7466 | 2,730.00 | 169.26 | 39.59 | 250.00 | 102.84 | 30.03 | 591.72 | 2,138.28 |
| | | | OT | | | | | | 2.00 | | 2.00 | 2.00 | 97.50 | | | | | | | | | | | |
| MICHAEL A. CARRILLO<br>116 S OLIVE ST<br>SANTA PAULA, CA 93060 | [illegible]2356 | Laborer Group I | RT | | | | | | 8.00 | | 8.00 | 8.00 | 41.38 | 331.04 | 0.74 | 7469 | 1,841.41 | 114.16 | 26.70 | 0.00 | 31.39 | 20.26 | 192.51 | 1,648.90 |
| RICHARD NAVARRO<br>560 FOOTHILL RD,<br>SANTA PAULA, CA 93060 | [illegible]9889 | Laborer Group IV | RT | | | | | | 8.00 | | 8.00 | 8.00 | 44.03 | 418.29 | 0.77 | 7470 | 2,025.40 | 125.57 | 29.37 | 51.00 | 52.67 | 22.28 | 280.89 | 1,744.51 |
| | | | OT | | | | | | 1.00 | | 1.00 | 1.00 | 66.05 | | | | | | | | | | | |
| ROQUE MAGANA<br>217 N 6TH ST<br>SANTA PAULA, CA 93060 | [illegible]4331 | Laborer Group II | RT | | | | | | 8.00 | | 8.00 | 8.00 | 43.93 | 483.24 | 0.89 | 7471 | 1,801.16 | 111.67 | 26.12 | 63.00 | 40.91 | 19.82 | 261.52 | 1,539.64 |
| | | | OT | | | | | | 2.00 | | 2.00 | 2.00 | 65.90 | | | | | | | | | | | |

# eCPR Online Confirmation

## Your payroll submission request has been processed.

Please review the results of your submission. Should you have any questions please contact the eCPR unit at publicworks@dir.ca.gov.

Contractor Name: J VEGA ENGINEERING, INC
Contractor Address: 5173 COLONY DRIVE CAMARILLO CA 93012
Awarding Body: CITY OF SANTA PAULA
Project ID: 501963
Contract With: J VEGA ENGINEERING, INC
Week Ending Date: 2024-03-02
Payroll Number: 1
Amendment Number: 0

11 employee payroll record(s) processed

Your Transaction ID is: 20177736

Print this Page

View your submission

Submit another set of payroll records

**Benner and Carpenter Inc**
506 E. Main Street
Santa Paula, CA 93060
805-525-3396

Vega, J. Engineering
P.O. Box 6910
Oxnard, CA 93031

Invoice number 15588
Date 02/23/2024

Project 23-103 PECK ROAD WATERLINE REPAIR, SANTA PAULA

Professional services billed through February 29, 2024

| Description | Contract Amount | Percent Complete | Total Billed | Remaining | Current Billed |
|---|---|---|---|---|---|
| **Construction Staking** | 4,580.00 | 50.00 | 2,290.00 | 2,290.00 | 2,290.00 |
| **Monitoring of VCWPD box- Initial reading** | 1,940.00 | 0.00 | 0.00 | 1,940.00 | 0.00 |
| Total | 6,520.00 | 35.12 | 2,290.00 | 4,230.00 | 2,290.00 |

Invoice total 2,290.00

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|---|---|---|---|---|---|---|---|
| 15588 | 02/23/2024 | 2,290.00 | 2,290.00 | | | | |
| | Total | 2,290.00 | 2,290.00 | 0.00 | 0.00 | 0.00 | 0.00 |

**Benner and Carpenter Inc**
506 E. Main Street
Santa Paula, CA 93060
805-525-3396

Vega, J. Engineering
P.O. Box 6910
Oxnard, CA 93031

Invoice number 15589
Date 02/23/2024

Project 23-103 PECK ROAD WATERLINE REPAIR, SANTA PAULA

Professional services billed through February 29, 2024

**Extra 1/29/24-2/12/24 Topo site and dip manholes, and plot shots**

Professional Fees

| | Hours | Rate | Billed Amount |
|---|---|---|---|
| Principal Surveyor | 1.00 | 215.00 | 215.00 |
| Two-Man Field Crew | 10.00 | 275.00 | 2,750.00 |
| Designer-Computer | 8.00 | 165.00 | 1,320.00 |
| Phase subtotal | | | 4,285.00 |

Invoice total 4,285.00

**Aging Summary**

| Invoice Number | Invoice Date | Outstanding | Current | Over 30 | Over 60 | Over 90 | Over 120 |
|---|---|---|---|---|---|---|---|
| 15589 | 02/23/2024 | 4,285.00 | 4,285.00 | | | | |
| | Total | 4,285.00 | 4,285.00 | 0.00 | 0.00 | 0.00 | 0.00 |

Toni Malloy Corporation, DBA

TRENCH SHORING

"Commitment To Safety & Service" Since 1978

TRENCH SHORING COMPANY
206 N. CENTRAL AVENUE
COMPTON, CA 90220

www.trenchsh... Moorpa...

Page 1 of ...

# SHIPMENT ORDER

NO. RDEL20204766

3/1/2024

| | | | |
|---|---|---|---|
| CUSTOMER NO. | 11713 | CONTRACT NO. | RC20160527 |
| CUSTOMER NAME | J. VEGA ENGINEERING INC | PO NO. | |
| ORDER BY | Juan Lopez | JOB NO. | PECK |
| ONSITE CONTACT | Juan | LOCATION | PECK |
| ONSITE PHONE NO. | 805-509-6601 | | Peck Rd & Harvard Blvd |
| SHIPMENT METHOD | WILLCALL | | SANTA PAULA, CA 93060 |

| QTY | EQUIPMENT | WEIGHT (EA) | QTY DELIVERED | OFFICE USE ONLY |
|---|---|---|---|---|
| 3 | 2112017027<br>TREN-SHORE 17-27 X 3.5'<br>*(MINIMUM RENTAL 1 WEEK, DAY 8.50, WEEK 34.00, 4-WEEK 102.00)* | 48 | | |
| 1 | 9999000001<br>TABULATED DATA / NO CHARGE | | 1 | |

*Listed weights are estimated and for internal purposes only.*
*If needed, please call to confirm exact weights for the products that you are using.*

ARRIVE SITE LEAVE SITE DRIVER INITIAL CUSTOMER INITIAL

RENCH SHORING COMPANY
206 N. CENTRAL AVENUE
COMPTON, CA 90220

CORPORATE OFFICE
310-327-0174
ar@trenchshoring.com
www.trenchshoring.com

# RENTAL INVOICE

NO. RI20384479
CONTRACT NO. RC20160527
SEQUENCE NO. 1
3/10/2024


MDQ2024 00001219 01

J. VEGA ENGINEERING INC
7090 LOS COYOTES PLACE
CAMARILLO, CA 93012

CUSTOMER NO. [redacted]
ON RENT DATE 03/01/24
PO NO.
JOB NO. PECK
JOBSITE PECK
Juan
Peck Rd & Harvard Blvd
SANTA PAULA, CA 93060
ORDERED BY Juan Lopez

| QTY | NO. | EQUIPMENT | FROM DATE | THRU DATE | AMOUNT |
|---|---|---|---|---|---|
| 3 | 2112017027 | TREN-SHORE 17-27 X 3.5'<br>*(MINIMUM RENTAL 1 WEEK, DAY 8.50, WEEK 34.00, 4-WEEK 102.00)* | 03/01/24 | 03/04/24 | 102.00 |
| 1 | 9999000001 | TABULATED DATA / NO CHARGE | - | - | 0.00 |
| 1 | 900000011 | CUSTOMER WILL CALL<br>Delivery Receipt RDEL20204766 3/1/24<br>signed by Juan Lopez<br>*(RATE 0.00)* | - | - | 0.00 |
| 1 | 902000011 | CUSTOMER RETURNED TO YARD<br>Returned Receipt RCOL20262210 3/5/24<br>signed by Juan Lopez<br>*(RATE 0.00)* | - | - | 0.00 |

EQUIPMENT REMAINING ON RENT AS OF - 3/4/2024

| QTY | NO. | EQUIPMENT |
|---|---|---|

NO ITEMS REMAINING ON RENT

5

| | |
|---|---|
| RENTAL | 102.00 |
| SALES | 0.00 |
| TAX | 0.00 |
| TOTAL | 102.00 |

PAYMENT DUE DATE IS 30 DAYS FROM INVOICE DATE VIA CHECK OR EFT
1 ½ % PER MONTH LATE FEE WILL BE CHARGED ON BALANCES NOT RECEIVED BY DUE DATE
CREDIT CARDS ACCEPTED-A PROCESSING FEE WILL APPLY. CALL FOR DETAILS



000000 01 0012 19 0001403 P

[illegible] CENTRAL AVENUE
COMPTON, CA 90220

CORPORATE OFFICE
310-327-0174
ar@trenchshoring.com
www.trenchshoring.com

# RENTAL INVOICE

NO. RI20393661
CONTRACT NO. RC20161086
SEQUENCE NO. 1
4/8/2024


"Commitment To Safety & Service" Since 1973

MDG2024 00000325 01

J. VEGA ENGINEERING INC
7090 LOS COYOTES PLACE
CAMARILLO, CA 93012

CUSTOMER NO. [redacted]
ON RENT DATE 03/04/24
PO NO.
JOB NO. SANTA PAULA WL
JOBSITE SANTA PAULA WL
Juan Vega
NPeck Rd & W Main St
SANTA PAULA, CA 93060
ORDERED BY Juan Vega

| QTY | NO. | EQUIPMENT | FROM DATE | THRU DATE | AMOUNT |
|---|---|---|---|---|---|
| 4 | 1103000610 | TRENCH TOP 6'X10' WELDED TREATED<br>*(MINIMUM RENTAL 5 DAY, DAY 6.63, WEEK 39.38, 4-WEEK 157.50)* | 03/05/24 | 04/01/24 | 630.00 |
| 1 | 900000009 | DELIVERY - NO CHARGE<br>Delivery Receipt RDEL20205426<br>moved from RC20159110<br>*(RATE 0.00)* | - | - | 0.00 |

EQUIPMENT REMAINING ON RENT AS OF - 4/1/2024

| QTY | NO. | EQUIPMENT |
|---|---|---|
| 4 | 1103000610 | TRENCH TOP 6'X10' WELDED TREATED |

| | |
|---|---|
| RENTAL | 630.00 |
| SALES | 0.00 |
| TAX | 0.00 |
| TOTAL | 630.00 |

PAYMENT DUE DATE IS 60 DAYS FROM INVOICE DATE VIA CHECK OR EFT
1 ¼ % PER MONTH LATE FEE WILL BE CHARGED ON BALANCES NOT RECEIVED BY DUE DATE
CREDIT CARDS ACCEPTED-A PROCESSING FEE WILL APPLY. CALL FOR DETAILS

206 N. CENTRAL AVENUE
COMPTON, CA 90220

CORPORATE OFFICE
310-327-0174
ar@trenchshoring.com
www.trenchshoring.com

# RENTAL INVOICE

NO. RI20401776
CONTRACT NO. RC20161086
SEQUENCE NO. 2
5/6/2024


TRENCH SHORING COMPANY
"Commitment To Safety & Service" Since 1973

MDG2024 00000008 01

J. VEGA ENGINEERING INC
7090 LOS COYOTES PLACE
CAMARILLO, CA 93012

CUSTOMER NO. [redacted]
ON RENT DATE 03/04/24
PO NO.
JOB NO. SANTA PAULA WL
JOBSITE SANTA PAULA WL
Juan Vega
NPeck Rd & W Main St
SANTA PAULA, CA 93060
ORDERED BY Juan Vega

| QTY | NO. | EQUIPMENT | FROM DATE | THRU DATE | AMOUNT |
|---|---|---|---|---|---|
| 4 | 1103000610 | TRENCH TOP 6'X10' WELDED TREATED | 04/02/24 | 04/29/24 | 630.00 |
| | | *(MINIMUM RENTAL 5 DAY, DAY 5.63, WEEK 39.38, 4-WEEK 157.50)* | | | |

EQUIPMENT REMAINING ON RENT AS OF - 4/29/2024

| QTY | NO. | EQUIPMENT |
|---|---|---|
| 4 | 1103000610 | TRENCH TOP 6'X10' WELDED TREATED |

| | |
|---|---|
| RENTAL | 630.00 |
| SALES | 0.00 |
| TAX | 0.00 |
| TOTAL | 630.00 |

PAYMENT DUE DATE IS 30 DAYS FROM INVOICE DATE VIA CHECK OR EFT
1 ½ % PER MONTH LATE FEE WILL BE CHARGED ON BALANCES NOT RECEIVED BY DUE DATE
CREDIT CARDS ACCEPTED-A PROCESSING FEE WILL APPLY. CALL FOR DETAILS

206 N. CENTRAL AVENUE
COMPTON, CA 90220

CORPORATE OFFICE
310-327-0174
ar@trenchshoring.com
www.trenchshoring.com

# RENTAL INVOICE

NO. RI20409206
CONTRACT NO. RC20161086
SEQUENCE NO. 3
5/31/2024


"Commitment To Safety & Service" Since 1978

CUSTOMER NO. [redacted]
ON RENT DATE 03/04/24
PO NO. [redacted]
JOB NO. SANTA PAULA WL
JOBSITE SANTA PAULA WL
Juan Vega
NPeck Rd & W Main St
SANTA PAULA, CA 93060
ORDERED BY Juan Vega

J. VEGA ENGINEERING INC
7090 LOS COYOTES PLACE
CAMARILLO, CA 93012

| QTY | NO. | EQUIPMENT | FROM DATE | THRU DATE | AMOUNT |
|---|---|---|---|---|---|
| 4 | 1103000610 | TRENCH TOP 6'X10' WELDED TREATED<br>*(MINIMUM RENTAL 5 DAY, DAY 5.63, WEEK 39.38, 4-WEEK 157.50)* | 04/30/24 | 05/27/24 | 630.00 |

EQUIPMENT REMAINING ON RENT AS OF - 5/27/2024

| QTY | NO. | EQUIPMENT |
|---|---|---|
| 4 | 1103000610 | TRENCH TOP 6'X10' WELDED TREATED |

| | |
|---|---|
| RENTAL | 630.00 |
| SALES | 0.00 |
| TAX | 0.00 |
| TOTAL | 630.00 |

PAYMENT DUE DATE IS 30 DAYS FROM INVOICE DATE VIA CHECK OR EFT
1 ½ % PER MONTH LATE FEE WILL BE CHARGED ON BALANCES NOT RECEIVED BY DUE DATE
CREDIT CARDS ACCEPTED-A PROCESSING FEE WILL APPLY. CALL FOR DETAILS

**TRENCH SHORING COMPANY**
206 N. CENTRAL AVENUE
COMPTON, CA 90220

CORPORATE OFFICE
310-327-0174
ar@trenchshoring.com
www.trenchshoring.com

# RENTAL INVOICE

NO. RI20418451
CONTRACT NO. RC20161086
SEQUENCE NO. 4
7/2/2024


"Commitment To Safety & Service" Since 1973

MDG2024 00001336 01

J. VEGA ENGINEERING INC
7090 LOS COYOTES PLACE
CAMARILLO, CA 93012

CUSTOMER NO. [redacted]
ON RENT DATE 03/04/24
PO NO.
JOB NO. SANTA PAULA WL
JOBSITE SANTA PAULA WL
Juan Vega
NPeck Rd & W Main St
SANTA PAULA, CA 93060
ORDERED BY Juan Vega

| QTY | NO. | EQUIPMENT | FROM DATE | THRU DATE | AMOUNT |
|---|---|---|---|---|---|
| 4 | 1103000610 | TRENCH TOP 6'X10' WELDED TREATED<br>*(MINIMUM RENTAL 5 DAY, DAY 6.63, WEEK 39.38, 4-WEEK 157.50)* | 05/28/24 | 06/24/24 | 630.00 |

EQUIPMENT REMAINING ON RENT AS OF - 6/24/2024

| QTY | NO. | EQUIPMENT |
|---|---|---|
| 4 | 1103000610 | TRENCH TOP 6'X10' WELDED TREATED |

| | |
|---|---|
| RENTAL | 630.00 |
| SALES | 0.00 |
| TAX | 0.00 |
| TOTAL | 630.00 |

PAYMENT DUE DATE IS 30 DAYS FROM INVOICE DATE VIA CHECK OR EFT
1 ½ % PER MONTH LATE FEE WILL BE CHARGED ON BALANCES NOT RECEIVED BY DUE DATE
CREDIT CARDS ACCEPTED-A PROCESSING FEE WILL APPLY. CALL FOR DETAILS

**TRENCH SHORING COMPANY**
206 N. CENTRAL AVENUE
COMPTON, CA 90220

CORPORATE OFFICE
310-327-0174
ar@trenchshoring.com
www.trenchshoring.com

# RENTAL INVOICE

NO. RI20425451
CONTRACT NO. RC20161086
SEQUENCE NO. 5
7/29/2024


Tom Malloy Corporation, DBA
TRENCH SHORING COMPANY
"Commitment To Safety & Service" Since 1973

MDG2024 00000457 01

J. VEGA ENGINEERING INC
7090 LOS COYOTES PLACE
CAMARILLO, CA 93012

CUSTOMER NO. [redacted]3
ON RENT DATE 03/04/24
PO NO.
JOB NO. SANTA PAULA WL
JOBSITE SANTA PAULA WL
Juan Vega
NPeck Rd & W Main St
SANTA PAULA, CA 93060
ORDERED BY Juan Vega

| QTY | NO. | EQUIPMENT | FROM DATE | THRU DATE | AMOUNT |
|---|---|---|---|---|---|
| 4 | 1103000610 | TRENCH TOP 6'X10' WELDED TREATED<br>*(MINIMUM RENTAL 5 DAY, DAY 5.63, WEEK 39.38, 4-WEEK 157.50)* | 06/25/24 | 07/22/24 | 630.00 |

EQUIPMENT REMAINING ON RENT AS OF - 7/22/2024

| QTY | NO. | EQUIPMENT |
|---|---|---|
| 4 | 1103000610 | TRENCH TOP 6'X10' WELDED TREATED |

| | |
|---|---|
| RENTAL | 630.00 |
| SALES | 0.00 |
| TAX | 0.00 |
| TOTAL | 630.00 |

PAYMENT DUE DATE IS 30 DAYS FROM INVOICE DATE VIA CHECK OR EFT
1 ½ % PER MONTH LATE FEE WILL BE CHARGED ON BALANCES NOT RECEIVED BY DUE DATE
CREDIT CARDS ACCEPTED-A PROCESSING FEE WILL APPLY. CALL FOR DETAILS

*TOTAL BARRICADE SERVICE, INC.*
*P O BOX 7114*
*OXNARD, CA 93031*

# Invoice

| Date | Invoice # |
|---|---|
| 12/11/2023 | 60600 |

**Bill To**

J.Vega Engineering Inc.
7090 Los Coyotes Place
Camarillo, CA 93012

**Job Location**

N. PECK ROAD AND W. MAIN STREET
SANTA PAULA

| R.C. No. | P.O. No./TD No. | Terms | Due Date | Account # | Job # | W.O. |
|---|---|---|---|---|---|---|
| 5621 | | Net 30 | 1/10/2024 | [redacted] | | |

| Item | Quantity | Description | Rate | Sale Date | Amount |
|---|---|---|---|---|---|
| Traffic Plan | 1 | TRAFFIC CONTROL PLAN: CITY OF SANTA PAULA<br>WATER LINE REPAIR PROJECT | 300.00 | 12/7/2023 | 300.00 |

There will be 2.89% processing fee for invoices paid with an AMERICAN EXPRESS credit card. VISA, MASTERCARD& DISCOVER will be a processing fee of 2% .

| | |
|---|---|
| **Sales Tax (9.25%)** | $0.00 |
| **Total** | $300.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $300.00 |

| Phone # | Fax # | DIR # |
|---|---|---|
| (805) 485-0345 | (805) 485-7411 | 1000007525 |

*TOTAL BARRICADE SERVICE, INC.*
*P O BOX 7114*
*OXNARD, CA 93031*

# Invoice

| Date | Invoice # |
|---|---|
| 2/2/2024 | 61056 |

| Bill To | Job Location |
|---|---|
| J.Vega Engineering Inc.<br>7090 Los Coyotes Place<br>Camarillo, CA 93012 | N. PECK ROAD AND W. MAIN STREET<br>SANTA PAULA |

| R.C. No. | P.O. No./TD No. | Terms | Due Date | Account # | Job # | W.O. |
|---|---|---|---|---|---|---|
| 5729 | | Net 30 | 3/3/2024 | [redacted] | | |

| Item | Quantity | Description | Rate | Sale Date | Amount |
|---|---|---|---|---|---|
| Traffic Plan | 3 | TRAFFIC CONTROL PLAN: SANTA PAULA | 200.00 | 2/1/2024 | 600.00 |

There will be 2.89% processing fee for invoices paid with an AMERICAN EXPRESS credit card. VISA, MASTERCARD& DISCOVER will be a processing fee of 2% .

| | |
|---|---|
| **Sales Tax (9.25%)** | $0.00 |
| **Total** | $600.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $600.00 |

| Phone # | Fax # | DIR # |
|---|---|---|
| (805) 485-0345 | (805) 485-7411 | 1000007525 |

# Invoice

*TOTAL BARRICADE SERVICE, INC.*
P O BOX 7114
OXNARD, CA 93031

| Date | Invoice # |
|---|---|
| 2/12/2024 | 61120 |

| Bill To | Job Location |
|---|---|
| J.Vega Engineering Inc.<br>7090 Los Coyotes Place<br>Camarillo, CA 93012 | PECK ROAD AND MAIN STREET<br>SANTA PAULA |

| R.C. No. | P.O. No./TD No. | Terms | Due Date | Account # | Job # | W.O. |
|---|---|---|---|---|---|---|
| 12499 | | Net 30 | 3/13/2024 | [redacted] | | |

| Item | Quantity | Description | Rent Date | Off Rent Date | Amount |
|---|---|---|---|---|---|
| Equipment Ren... | | Equipment Rental | 1/26/2024 | 01/30/2024 | 25.00 |
| Pre Notice Sign... | 1 | Pre Notice Sign on Barricade | | | |
| Delivery | | Delivery & Setup | | | 75.00 |

There will be 2.89% processing fee for invoices paid with an AMERICAN EXPRESS credit card. VISA, MASTERCARD& DISCOVER will be a processing fee of 2% .

| | |
|---|---|
| **Sales Tax (9.25%)** | $0.00 |
| **Total** | $100.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $100.00 |

| Phone # | Fax # | DIR# |
|---|---|---|
| (805) 485-0345 | (805) 485-7411 | 1000007525 |

# TOTAL BARRICADE SERVICE, INC.

P O BOX 7114
OXNARD, CA 93031

# Invoice

| Date | Invoice # |
|---|---|
| 3/5/2024 | 61297 |

| Bill To |
|---|
| J.Vega Engineering Inc.<br>7090 Los Coyotes Place<br>Camarillo, CA 93012 |

| Job Location |
|---|
| PECK ROAD AND MAIN STREET<br>SANTA PAULA |

| R.C. No. | P.O. No./TD No. | Terms | Due Date | Account # | Job # | W.O. |
|---|---|---|---|---|---|---|
| 47264 | | Net 30 | 4/4/2024 | [redacted] | | |

| Item | Quantity | Description | Rent Date | Off Rent Date | Amount |
|---|---|---|---|---|---|
| Equipment Ren... | | Equipment Rental | 2/29/2024 | 03/01/2024 | 705.00 |
| Message Board... | 2 | Message Board Solar<br>NB PECK WILL BE CLOSED<br>MARCH 1 8AM TO 330PM | | | |
| Double Base D... | 12 | Double Base Delineators | | | |
| Pre Notice Sign... | 3 | Pre Notice Sign on Barricade | | | |
| Delivery | | Delivery x2 | | | 160.00 |
| PickUp | | Pickup | | | 160.00 |

There will be 2.89% processing fee for invoices paid with an AMERICAN EXPRESS credit card. VISA, MASTERCARD& DISCOVER will be a processing fee of 2% .

| | |
|---|---|
| **Sales Tax (9.25%)** | $0.00 |
| **Total** | $1,025.00 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $1,025.00 |

| Phone # | Fax # | DIR# |
|---|---|---|
| (805) 485-0345 | (805) 485-7411 | 1000007525 |

# Invoice

*TOTAL BARRICADE SERVICE, INC.*
P O BOX 7114
OXNARD, CA 93031

| Date | Invoice # |
|---|---|
| 3/5/2024 | 61298 |

| Bill To | Job Location |
|---|---|
| J.Vega Engineering Inc.<br>7090 Los Coyotes Place<br>Camarillo, CA 93012 | PECK ROAD AND<br>MAIN STREET<br>SANTA PAULA |

| R.C. No. | P.O. No./TD No. | Terms | Due Date | Account # | Job # | W.O. |
|---|---|---|---|---|---|---|
| 47985 / 47986 | | Net 30 | 4/4/2024 | [redacted] | | |

| Item | Quantity | Description | Rent Date | Off Rent Date | Amount |
|---|---|---|---|---|---|
| Equipment Ren... | | Equipment Rental | 3/1/2024 | 03/01/2024 | 368.35 |
| Vinyl Sign | 8 | Vinyl Signs | | | |
| Quad Stand | 8 | Quad Stands | | | |
| Flag | 16 | Flags | | | |
| Barricade w/1 ... | 41 | Barricade w/1 Sign | | | |
| Type III Barric... | 5 | Type III Barricade w/1 Sign | | | |
| 28" Cone Sleeved | 75 | 28" Cones Sleeved | | | |
| Travel | | Travel | | | 150.00 |
| Labor | | Labor 9.50HRS | | | 1,910.00 |

There will be 2.89% processing fee for invoices paid with an AMERICAN EXPRESS credit card. VISA, MASTERCARD& DISCOVER will be a processing fee of 2% .

| | |
|---|---|
| **Sales Tax (9.25%)** | $0.00 |
| **Total** | $2,428.35 |
| **Payments/Credits** | $0.00 |
| **Balance Due** | $2,428.35 |

| Phone # | Fax # | DIR# |
|---|---|---|
| (805) 485-0345 | (805) 485-7411 | 1000007525 |

**CITY OF SANTA PAULA**
**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Donald Aguilar, Police Chief

Subject: SCHOOL RESOURCE OFFICER CONTRACT WITH SANTA PAULA UNIFIED SCHOOL DISTRICT

Prepared by: Police Chief Don Aguilar

Date: October 15, 2024

Agenda Item: 10.E

---

## RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to execute the School Resource Officer (SRO) MOU with the Santa Paula Unified School District (SPUSD).

---

## BACKGROUND:

The Santa Paula Unified School District (SPUSD) has reached out to the City of Santa Paula to facilitate a SRO agreement for an officer at Isbell Middle School and Santa Paula High School. In this partnership, the SPUSD is funding the services of the Resource Officers based on the days they are committed to the District.

For several years, the City of Santa Paula and the SPUSD have agreed for two police officers to act as SRO's on school campuses. In this capacity, the SRO's are generally responsible for law enforcement, safety, and discipline on school district properties including Santa Paula High School, Isbell Middle School, Renaissance High School and the six (6) elementary schools as needed. In past agreements, it has been established that providing Santa Paula Police Department SRO's have provided useful and practical services that has helped reduce the demands for regular law enforcement services within the City, and it has also decreased response times for calls on school campuses. It has also been noted that the presence of SRO's provides enhanced safety and a valuable resource to students and school staff.

In this capacity, SRO's work with school administrators in providing prevention programs on focused areas of need, establishing guidance on reducing bullying at schools, and implement emergency and crisis planning in the form of drills, tabletop exercises, and handling other law enforcement related matters. In their regular duties, SRO's meet with school administrators; make themselves visible on campuses; build relationships with school staff, students, parents and parent groups; conduct site visits for the various schools within the District; perform home

visits as needed; and provide information to the District regarding threat assessment of students.

**ANALYSIS:**

In order to move forward with the partnership, the Santa Paula Unified School District has produced an MOU (Exhibit A) with the Santa Paula Police Department for the 2024 school year. The MOU is good for one school year, including summer school.

The program will fund two SRO's. One SRO will be assigned to Isbell Middle School and one SRO will be assigned to Santa Paula High School during the regular school year. For summer school, one SRO will be assigned.

This is part of an ongoing arrangement which has transpired with annual agreements over the course of the several years.

**STRATEGIC PLAN:**

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

**FISCAL IMPACTS:**

The estimated revenue from the agreement with the school district is $215,000 for the two positions at 180 days, plus 25 summer school days. This amount may change depending on the officers assigned to the SRO duty.

The reimbursement amount is a significant decrease from the budgeted revenues of $298,608, as these positions were previously held by more tenured officers at higher step increases and with higher costs related to unfunded accrued liabilities. Staff will return at the first quarter fiscal review with a proposed budget decrease for the SRO reimbursement revenues.

**OPTIONS:**

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

1. Do not approve the agreement for School Resource Officers between the Santa Paula Police Department and the Santa Paula Unified School District.
2. Provide staff with further direction.

**ATTACHMENTS:**

SRO Contract with SPUSD 2024.pdf

**AGREEMENT FOR SCHOOL RESOURCE OFFICER BETWEEN**

**THE CITY OF SANTA PAULA AND**

**THE SANTA PAULA UNIFIED SCHOOL DISTRICT**

This AGREEMENT FOR SCHOOL RESOURCES OFFICER ("Agreement") is entered into this ____ day of ___, 2024, by and between the CITY OF SANTA PAULA ("CITY"), a municipal corporation and general law city and the SANTA PAULA UNIFIED SCHOOL DISTRICT ("DISTRICT"), a public school district organized pursuant to provisions of the California Education Code. CITY and DISTRICT may be referred to in this Agreement individually as a "Party" or collectively as "Parties."

l. RECITALS. This Agreement is entered into with reference to the following facts and objectives:

A. The CITY and DISTRICT agree to collaborate by co-locating police officers to act as School Resources Officers (SROs) with responsibility for law enforcement, safety, and discipline on DISTRICT's properties, among other services.

B. CITY has been providing SRO services to DISTRICT since August 7, 2024, the start of the 2024-2025 Academic School Year.

C. CITY believes that providing SRO services helps reduce the overall demands for law enforcement within CITY's jurisdiction and also decreases response times for calls to DISTRICT's properties.

D. DISTRICT finds that the presence of SROs increases security and provides DISTRICT's students with a valuable resource.

E. Both Parties therefore believe it is in the public interest to enter into this Agreement to protect the public health, safety, and welfare and agree to the terms set forth herein.

2. CITY'S RESPONSIBILITIES.

A. During the period specified in Subsection F, below, CITY agrees to assign two (2) police officers as SROs for DISTRICT during the school year, and one (1) SRO during Summer School. The SROs will be primarily responsible for law enforcement activities on DISTRICT's property, but will remain CITY's employee and subject to the command structure of CITY's police department.

B. CITY will ensure that the SROs are properly equipped in accordance with CITY's police department regulations.

C. CITY will be responsible for administering (but not the costs of) the SROs' compensation.

D. CITY agrees that the SROs assigned to DISTRICT will be able to perform the following additional functions:

i. Able to work with DISTRICT's students and personnel including, without limitation, DISTRICT's private security;

ii. Able to make presentations regarding law enforcement to various interested groups including, without limitation, students, faculty, parents, community business owners, and DISTRICT's administrators;

iii. Become familiar with DISTRICT's classroom teaching methods and management strategies;

iv. Participate in counseling "at risk" students and their parents in cooperation with DISTRICT's counselors;

v. Participate as an active member of the District's School Attendance Review Board, and Expulsion Hearings, as requested.

vi. Work with school administrators, counselors and teachers in the implementation of violence prevention programs, drug/tobacco abuse/use prevention programs, activities designed to reduce bullying at school, emergency and crisis planning and other educational and law enforcement related matters.

vii. Meet regularly with school administrators to plan regular activities and schedules.

viii. Be visible on campuses, building working relationships with school staff, students, parents, and parent groups.

ix. On an as needed basis, conduct site visits at various schools within the district.

x. Perform home visits as needed.

xi. Provide information to the District regarding threat assessment of students.

E. The CITY will make the SROs available during school hours ordinarily between 7:30 a.m. and 3:30 p.m. or 8:00 a.m. to 4:00 p.m. In addition, DISTRICT may request the SRO's presence on occasion during the evening in the event of evening programs.

F. During those times that DISTRICT does not have school in session (example: Winter and Summer breaks), CITY may assign the SROs to perform other police work that may, or may not, be associated with DISTRICT activities.

G. The City or its police department may reassign SROs as necessary to ensure public safety or other circumstances deemed necessary, such as court appearances, staff shortage, emergency circumstances.

H. The services of the SROs will begin in August 2024 at the start of the 2024-2025 School Year, and be provided on days school is in session through September 2025 including during the Summer School session when one SRO will be assigned.

I. Unless specified otherwise in this Agreement, the CITY's Chief of Police shall have the primary administrative responsibility under this Agreement for the CITY. The Chief of Police or his/her designee shall consult with the DISTRICT Superintendent, or his or her designee, on matters that pertain to this Agreement.

Any complaint or allegations of misconduct involving or against the Officer arising out of the performance of this Agreement shall be reported directly to the Chief of Police and shall be handled in accordance with the CITY's internal policies, procedures, and practices.

3. DISTRICT'S RESPONSIBILITIES.

A. CITY COMPENSATION.

i. *Regular School Year*. DISTRICT will pay the fully burdened costs of the two (2) SROs for the regular School Year based on the days they are committed to the District. The billing will be based on the fully burdened cost of the employee to the City, divided by 246 work days (260 paid days, less 14 holidays) to calculate an average daily rate. The daily rate will then be multiplied by 180 school days, the days the officers will be present at the school, and 25 days (estimate) for summer school.

Fully Burdened Cost / 246 days = Average Daily Rate

Average Daily Rate x 180 academic days = School District Annual amount

Annual Amount / 8 months = Monthly Billed amount (8 months used due to billing beginning after the contract is signed through end of year, November through June).

The estimated Fiscal Year cost for two positions is approximately $215,000. The amount is subject to change based on the Officer filling the position.

ii. *Summer School*. The District is responsible for the cost of one SRO for 20-25 days of Summer School. The amount is subject to change based on the Officer filling the position.

iii. Any extra hours requested by the District to cover Special Events, falling outside of the SRO's normal work day, shall be billed at the fully burdened rate per the City's master fee schedule. The current fully burdened rate is a flat $124 per hour.

iv. CITY will invoice the DISTRICT by the 15th day of each month for the SROs' services for the previous month. The District will pay the invoice within thirty days (30) of the receipt.

v. In the event of any question or dispute on the amount, DISTRICT will notify the CITY within fifteen (15) days, and CITY will respond within fifteen (15) days of the receipt of the inquiry to the DISTRICT per the contact information in section 14, below.

B. DISTRICT will provide each SRO with an appropriate working space and supplies to perform the SRO's duties at Santa Paula High School and Isbell Middle School sites.

C. DISTRICT agrees to modify the weekly schedule of the SROs as needed to ensure that no overtime expenditures are associated with this position. DISTRICT will notify the SROs at least three (3) days in advance if any schedule modifications are needed for a special program or event. A City police department commander and the District must approve any overtime relating to the SRO's duties that are within the scope of the SRO position.

4. PRIVACY RIGHTS. This Agreement anticipates that CITY may have access to records concerning minors whose records are protected from disclosure by various provisions of California law (including, without limitation, Welfare & Institutions Code § 827). Accordingly, CITY agrees that it will use its best efforts to secure all student records and prevent their disclosure to the extent provided by applicable law.

5. CONFIDENTIALITY. DISTRICT understands and agrees that CITY cannot share information gathered in furtherance of criminal investigations; crime reports; and other, similar matters. Applicable law requires that such information be kept confidential.

6. PUBLIC RECORDS ACT. The Parties acknowledge that they are public entities subject to the Public Records Act (Government Code §§ 7920-7931) and that this

Agreement, and documents ancillary to this Agreement, must generally be disclosed upon request. However, the Parties agree that student records are specifically excluded from disclosure under Government Code §§ 7927.7, 7927.705, 7930.195, and 7930.2. Accordingly, the Parties agree that such records will not be released except as otherwise provided by law.

7. TERM. The term of this Agreement will be from the start of the Regular School Year through the end of Summer School according to the DISTRICT's 2024-2025 School Year Calendar, unless terminated earlier pursuant to Section 8 of this Agreement.

8. TERMINATION. Except as otherwise provided, the Parties may terminate this Agreement at any time with or without cause. DISTRICT will pay CITY on a pro-rated basis for all services rendered and all necessarily incurred costs performed in good faith in accordance with the terms of this Agreement that were not previously reimbursed up to the date of termination. CITY will provide all necessary documentation of services rendered to the District under this Agreement including but not limited to: time sheets for SROs, logs or service records for educational or tobacco enforcement activities, and any documents needed as verification of service.

9. OWNERSHIP OF DOCUMENTS. All documents, data, studies, and reports prepared by DISTRICT relating to this Agreement are DISTRICT'S property. DISTRICT will provide copies of said documents and materials to the CITY as requested, but will retain all original materials.

10. INDEMNIFICATION.

A. To the fullest extent permitted by law, DISTRICT hereby agrees to and shall indemnify, defend, and hold CITY, its elective and appointive boards, officers, agents, volunteers, and employees harmless for any and all claims, actions, losses, liability or damages or claims for damages for personal injury, including death, as well as from claims from breach of confidentiality or property damage, which may arise from DISTRICT'S negligent or intentional acts, errors or omissions under this Agreement, except where such indemnification is prohibited by law.

B. To the fullest extent permitted by law, CITY hereby agrees to and shall indemnify, defend, and hold DISTRICT, its elective and appointive boards, officers, agents, volunteers, and employees harmless for any and all claims, actions, losses, liability or damages or claims for damages for personal injury, including death, as well as from claims from breach of confidentiality or property damage, which may arise from CITY'S negligent or intentional acts, errors or omissions under this Agreement, except where such indemnification is prohibited by law.

C. It is expressly understood and agreed that the foregoing provisions will survive termination of this Agreement.

11. INSURANCE. The Parties shall each maintain adequate insurance coverage for the activities contemplated herein for the duration of this Agreement. Each Party may utilize a program of self-insurance to meet the insurance requirements of this Agreement.

12. ASSIGNABILITY. DISTRICT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

13. AUDIT OF RECORDS. Both the CITY and DISTRICT will maintain full and accurate records with respect to all services and matters covered under this Agreement. Both will have access at all reasonable times to such records, and the right to examine and audit the same and to make transcript therefrom, and to inspect all program data, documents, proceedings and activities. Both the CITY and DISTRICT will retain such financial and program service records for at least three (3) years after termination or final payment under this Agreement.

14. NOTICES. All communications to either Party by the other Party will be deemed made when received by such party at its respective name and address as follows:

| If to DISTRICT: | If to CITY: |
|---|---|
| Superintendent | City Manager |
| Santa Paula Unified School District | City of Santa Paula |
| 201 South Steckel Drive | P.O. Box 569 |
| Santa Paula, CA 93060 | Santa Paula, CA 93061-0569 |

Any such written communications by mail will be conclusively deemed to have been received by the addressee two days after deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph.

15. INTERPRETATION; VENUE. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Ventura County.

16. ENTIRE AGREEMENT. This Agreement constitutes the entire understanding between the Parties with respect to the matters set forth above and supersedes all prior or contemporaneous understanding or agreements between the Parties with respect to the subject matter, whether oral or written.

17. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

18. SEVERABILITY. If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect.

19. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment. CITY's city manager, or designee, may execute any such amendment on behalf of CITY.

20. RELATIONSHIP OF PARTIES. Nothing contained in this Agreement shall be construed as creating a joint venture, partnership, or any other similar arrangement between the Parties . No Party to this Agreement shall be deemed to be a representative, an agent, or an employee of the other Party.

21. NO THIRD-PARTY BENEFICIARIES. This Agreement and the performance of the Parties' obligations hereunder are for the sole and exclusive benefit of the PARTIES. No person or entity who or which is not a signatory to this Agreement shall be deemed to be benefited or intended to be benefited by any provision hereof, and no such person or entity shall acquire any rights or causes of action against either PARTY hereunder as a result of a Party's performance or non-performance of its responsibilities under this Agreement.

22. ACCEPTANCE OF FACSIMILE SIGNATURES. The Parties agree that this Agreement, agreements ancillary to this Agreement, and related documents to be entered into in connection with this Agreement will be considered signed when the signature of a party is delivered by facsimile transmission. Such facsimile signature will be treated in all respects as having the same effect as an original signature.

23. COUNTERPARTS. This Agreement may be executed in counterparts, each of which so executed WILL irrespective of the date of its execution of delivery be deemed an original, and all such counterparts together constitute one and the same instrument.

24. CITY COUNCIL APPROVAL. This Agreement is subject to and conditioned upon approval and ratification by the Santa Paula City Council. This Agreement is not binding upon the City until executed by the appropriate City official(s) acting in their authorized capacity.

25. SCHOOL DISTRICT GOVERNING BOARD APPROVAL. This Agreement is subject to and conditioned upon approval and ratification by the Governing Board of Trustees of the Santa Paula Unified School District. This Agreement is not binding upon the DISTRICT until executed by the appropriate DISTRICT official, acting in the authorized capacity.

26. TIME IS OF ESSENCE. Time is of the essence for each and every provision of this Agreement.

27. STATEMENT OF EXPERIENCE. By executing this Agreement, DISTRICT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. DISTRICT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that DISTRICT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public CITY.

IN WITNESS WHEREOF the Parties hereto have executed this contract the day and year first hereinabove written.

CITY OF SANTA PAULA

_____
Dan Singer, City Manager

SANTA PAULA UNIFIED SCHOOL DISTRICT

_____
SUPERINTENDENT

ATTEST:

_____
Julie Latshaw, City Clerk

APPROVED AS TO FORM:

_____
Monica Castillo, City Attorney

| Summary report:<br>Litera Compare for Word 11.6.0.100 Document comparison done on 10/9/2024 6:32:08 PM | |
|---|---|
| **Style name:** Default Style | |
| **Intelligent Table Comparison:** Active | |
| **Original DMS:** iw://bbklaw-mobility.imanage.work/IMANAGE/42789178/2 | |
| **Modified DMS:** iw://bbklaw-mobility.imanage.work/IMANAGE/42789178/3 | |
| **Changes:** | |
| Add | 7 |
| ~~Delete~~ | 2 |
| ~~Move From~~ | 0 |
| Move To | 0 |
| Table Insert | 0 |
| ~~Table Delete~~ | 0 |
| Table moves to | 0 |
| ~~Table moves from~~ | 0 |
| Embedded Graphics (Visio, ChemDraw, Images etc.) | 0 |
| Embedded Excel | 0 |
| Format changes | 0 |
| **Total Changes:** | 9 |

**CITY OF SANTA PAULA**
**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jonathan Royas, Deputy City Manager

Subject: 2024 HOLIDAY PARADE REQUEST FOR FEE WAIVER

Date: October 15, 2024

Agenda Item: 10.F

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## RECOMMENDATION:

Staff recommends City Council:

1. Waive and sponsor up to 50% of the costs for City services for the 2024 Santa Paula Holiday Parade.

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## BACKGROUND:

Over the past several years, Council has approved waiving 50% of in-kind services for the Santa Paula Holiday Parade to cover the costs associated with street closures and reopenings, as well as law enforcement presence support. Last year, Council approved a similar request to sponsor up to 50% of the costs for City services for the 2023 Santa Paula Holiday Parade.

The Santa Paula Chamber of Commerce, a non-profit organization who sponsors the annual Holiday Parade, has submitted a request (Exhibit A) for the City to waive service fees for the upcoming 74th Annual Santa Paula Holiday Parade event this November.

Municipal Code §115.007(D) authorizes the City Council to waive fees for non-profit groups that are holding events requiring City services and resources. Fee waivers are functionally equivalent to City sponsorship of such events.

## ANALYSIS:

In October 2024, the Santa Paula Chamber of Commerce submitted a request for the City to consider waiving up to 50% of city fees related to the event. In past years, the Holiday Parade has been a long-time family tradition which kicks off the holiday season in our community. Last year's parade, which took place in the evening, brought hundreds of people to the downtown making a positive sales impact for several of our downtown businesses. Additionally, the parade attracts people from all over the region to our downtown Santa Paula businesses and restaurants.

Upon receipt of the application, staff circulated it to the applicable City departments in order to obtain estimated costs for City services. Below are the estimated costs for 2024, based on the

actual costs of the parade in 2023 which were $12,108, not including the cost of the application fee and encroachment permit.

- $346 Application/Special Event Permit Fee
- $245 Encroachment Permit Fee
- $3,660 Public Works estimated costs
- $9,300 Police Services estimated costs

Total estimated costs for City Services: $12,960

In hopes of City support, the Santa Paula Chamber of Commerce is kindly requesting the City of Santa Paula sponsor the event by providing in-kind services/sponsorship of the event up to 50% of total costs. It should be noted that the Chamber of Commerce has already paid the costs of the application fee ($346) and the encroachment permit fee ($245).

Should Council approve the in-kind sponsorship request, the estimated remaining costs for which the Chamber of Commerce would be responsible for would be $6,480 (excluding application and permit fees).

**STRATEGIC PLAN:**

Approval of this item supports City Council's two-year Strategic Plan, Section A. Arts, Culture and Entertainment, with a goal of becoming a regional leader of the arts, culture, and entertainment that accurately represents our history and core values.

**FISCAL IMPACTS:**

The event sponsors are requesting the partnership with the City of Santa Paula to help absorb the costs of street closures and reopening and law enforcement services. The estimated value of the in-kind donations would be approximately $6,480 in unrecognized revenue to the City.

**OPTIONS:**

As alternatives to Staff's suggested action, City Council may:

1. Support the event as a sponsor for a specific amount of in-kind services for the 2024 event as opposed to a percentage of costs.

2. Provide alternate direction to staff.

**ATTACHMENTS:**

Ex A - 2024 Holiday Parade Sponsorship Request.pdf
Ex B - SPECIAL EVENT PERMIT APPLICATION - Holiday Parade.pdf

# EXHIBIT A -
# 2024 HOLIDAY
# PARADE SPONSORSHIP
# WAIVER REQUEST

**Subject:** Request for Sponsorship of the 74th Annual Santa Paula Holiday Parade

Dear City Council Members,

The 74th Annual Santa Paula Holiday Parade is scheduled for Saturday, November 30th, 2024, and the Santa Paula Chamber of Commerce is excited to host this year's evening parade. This long-standing family tradition marks the beginning of the holiday season in our community. The theme for this year's parade is "A Santa Paula Classic Christmas."

In addition to the parade, the Chamber has partnered with downtown business owners to feature a Small Business Saturday shopping event during the day, followed by the Holiday Parade at night. Attached is a copy of the draft flyer for the event.

Last year's parade drew thousands of visitors to the downtown district, creating a tremendous economic impact for many of our local businesses. We anticipate that this full day of events will bring an even larger positive impact to Santa Paula this year.

As with any event of this size, there are associated costs (city fees, staging, audio, lighting, materials, staffing, etc.). While we will work to offset these costs through donations and sponsorships, we plan to keep the event free for participants and will accept donations in lieu of an entry fee.

We kindly request that the council consider sponsoring the parade by waiving 50% of the fees for city services, as was done in previous years.

Thank you for your support in making this cherished community event possible.

Warm regards,
John Marquez
Executive Director
Santa Paula Chamber of Commerce
(805) 297-5071
jmarquez@santapaulachamber.com

A SANTA PAULA

# Classic Christmas

## Holiday Parade

30 | NOVEMBER | 2024
6:30PM | MAIN ST.

## Small Business Saturday

30 | NOVEMBER | 2024
ALL DAY | MAIN ST.



SANTA PAULA

SHOP SMALL

# EXHIBIT B - HOLIDAY PARADE AP-PLICATION

# SPECIAL EVENT PERMIT APPLICATION

Please return completed application to the Parks and Recreation Department, 530 West Main Street, Santa Paula, CA 93060 (805) 773-7034. Santa Paula is a city that is proud to host many events each year. It is our goal to enhance the vitality, quality of life, and economic prosperity of Santa Paula through the support of special events.

## PERMITS REQUIRED

Special Event Permits are required for any person, group, or organization that wants to conduct, manage, aid, or solicit attendance for an event on city property that has 50 or more attendees; or any event that requires the use of City services.

Applications must be received no less than 60 calendar days before the first day of the event and no sooner than 2 years before the first day of the event. Applications received less than 60 calendar days before the event are subject to a $87 late filing fee. Annual events must reapply for each recurring event. Special Event Permits may be denied during holidays and peak season.

Incomplete applications will not be reviewed by the Special Event Committee. Any incomplete applications will be returned to event organizers.

Special Event Permit Applications and supporting documentation along with application fee can be submitted to the Parks and Recreation Department, 530 West Main Street, Santa Paula, CA 93060, Monday-Friday 8am-5pm, via email to events@spcity.org.

A staff member from the Parks and Recreation Department will contact your event coordinator to schedule an appointment with our Special Events Committee (SEC). During this appointment, you will have an opportunity to present and discuss the details of your event.

## SPECIAL EVENT APPLICATION, INSURANCE & FEES

Please keep in mind that there may be additional information you will be required to submit to receive a permit; review the list below for examples. It is important to provide all required information and documentation in a timely and complete manner throughout the permit review process. There is a $217 penalty fee if all documents are not received 30 days prior to your event.

- Park/Facility Application and Fees (if applicable)
- Alcohol Beverage Control (ABC) License (if applicable)
- Copy of Security Guard Contract (if applicable)
- Vendor List (if applicable)
- Business Licenses and insurance for event coordinators and vendors

All Special Events must have Insurance Coverage naming the City of Santa Paula as additionally insured, and supply an additional endorsement certificate with the following wording: The City of Santa Paula, and its employees, officers and agents, are added as additional insured.

The Special Event Permit Non-Refundable Application Fee partially offsets the cost of reviewing your permit application and coordinating the event review process.

In addition to the permit application fee, you may be assessed other City permit fees, department rates and fees, cost and fees associated with personnel or resources provided to your event by a City department, program or division, as well as fines that may be assessed by the City for the cost to repair and/or restore any public property damaged by an event. The current Schedule of Fees is included with this Planning Guide and Application.

**APPLICATION PREPARATION CHECKLIST:**

**All applicants must include the following:**
• Event Name
• Event Date
• Signed Application / Hold Harmless Agreement
• Non-Refundable Application Fee
• Insurance and Endorsement Certificate for Event and all Vendors in the amount of $2 million

**If you will be using city facilities, you must include the following:**
• Fees for Reserved Parking
• Park/Hall Rental Application • Park/Hall Fees

**If you will be serving alcohol:**
• Alcoholic Beverage Control License
• Santa Paula PD Alcohol Use Application
• Security Guard Contract

**If you will need road /parking lot closures / special circumstances:**
• Traffic Safety Plan and/or Fire Safety Plan
• Map/Layout of Event

**If you will have vendors at your event:**
• Vendor List
• Insurance and endorsement for all Vendors
• Ventura County Health Permit for Food Vendors
• Vendor’s must have Santa Business Business Licenses
• Signed Fire Regulations Form
• Map layout of event

**If you are a non-profit:**
• Proof of Non-Profit Status

## SPECIAL EVENT APPLICATION

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

Name of Event: 74th Annual Santa Paula Holiday Parade

Location: Downtown Main Street (Between 10th and 7th Streets)

Date / Days: 11-30-24 Estimated Number of Participants: 3-5K

Starting time of event: 6:30pm Set-up time of event: 4:00pm

Ending time of event: 8:00pm Take-down time of event: 9:00pm

Organization / Sponsor: Santa Paula Chamber of Commerce

Contact Person(s): John Marquez - Executive Director Santa Paula Chamber of Commerce

Address: PO Box 1 City: Santa Paula State: CA Zip: 93061

Telephone: Cell: 805-297-5071 Email: jmarquez@santapaulachamber.com

Event Description, please include event flyer if available:

Parade route will run West to East on Main Street from 7th to Mill St, then North on Mill St. to Santa Barbara St. where parade ends.

Parade Lineup will be on Santa Barbara St. from 10th to 7th, then South on 7th to Main Street where parade begins. Additional side streets may be closed for additional entries

yet to be determined. Davis Street from Main to the North Alley will need to be closed prior to the closures for parade entry staging and main parade route.

A Stage with audio and lighting will be on Davis Street.

Is this event for a non-profit? yes Or for-profit?

Name or non-profit organization or business: Santa Paula Chamber of Commerce

Please include a copy of your 501(c) determination letter from the IRS for non-profit status.

Number of other events by the organizer 8

Is this an annual or One-time event? Annual

Does this event fall on a holiday? No

# City of Santa Paula
# Special Events Vendor Business Tax Information and Application

Every person or company who does business in the City of Santa Paula is required to purchase an annual business license. This includes vendors who may do business only on selected days. The minimum license tax, which covers sales of up to $25,000 annually, is $20. The business license tax is in addition to the business license application fee of $30, and SB1186 $4 Fee. One license is good for the twelve months beginning October 1st and ending September 30 of each year, and covers all events in which the vendor may participate during that year. If application is made for business to be conducted after April 1 of any year, the prorated tax is $10, covering events between April 1 and September 30. Special event vendor fees are due for each event. Each license will carry a statement that the vendor is required, and by accepting the license agrees, to properly report his/her sales within the City of Santa Paula to the State Board of Equalization. This application is for use by vendors with no permanent place of business in the City of Santa Paula.

NAME OF APPLICANT_____ TITLE _____

BUSINESS NAME _____ PHONE# _____

ADDRESS_____

_____ _____ ZIP _____

SALES TAX RESALE NUMBER _____TYPE OF BUSINESS _____

Number and date of previous Santa Paula business license:

Number _____ Date issued _____

Date of expected first sale in Santa Paula this year_____

| | | |
|---|---|---|
| $30.00 Process Fee plus $20 | For sales between Oct 1st and Sept 30th. | $4.00 (SB1186) $54.00 Total |
| $30.00 Process Fee plus $10 | For sales between April 1st and Sept 30th. | $4.00 (SB1186) $44.00 Total |
| $30.00 Process Fee plus $10 | One-Time Event Only | $4.00 (SB1186) $44.00 Total |

I declare under penalty of perjury that this statement has been examined by me and to the best of my knowledge and belief, is a true, correct and complete statement.

_____ _____

Signature of applicant Date Signed

Please send completed form and payment to: Finance Department, 970 Ventura Street Santa Paula, CA, CA. 93061. Please allow two weeks for processing and mailing of this form.

## Facilities: Check all that apply

☐ Community Center
☐ Ebell Park
☐ Las Piedras Park
☐ Harding Park
☐ Veteran's Park
☒ Streets
☐ Parking Lot
☐ Other _____

## City Services Requested: Check all that apply

☒ Police
☒ Public Works
☐ Fire/First Aid
☒ Traffic Control
☐ Electricity
☐ Portable Restrooms
☐ Dumpsters
☐ Banners
☐ Other _____

## Additional Event Requests: Check all that apply

☐ Vendors
☐ Food Vendors
☐ Alcohol for sale
☐ Alcohol no-charge
☐ Security Guards
☐ Amplified Sound
☐ Tents/Pop-Ups
☐ Other _____

**PROVISIONS** - This application is made according to the rules set forth in Santa Paula Municipal Code Section 12.16, regarding Special Event Permits. In this application, the phrase "Special Event Code" shall be used to refer to these Code requirements.

An application for a Special Event Permit is deemed completed when the applicant has provided all of the information required herein including any additional information requested, such as payment(s), insurance and endorsement certificates, park/hall application and fees, copy of ABC license, copy of security guard contract, insurance certificates, business licenses from vendors and any other documents required by the City. Application must be approved by City Manager.

**1. Santa Paula Municipal Code Section 12.16.** By submitting this application, the applicant understands that the City shall review the application under the procedures set forth in the Special Event Code. If the City approves the application, the CVB will issue a Special Event Permit.

**2. Application Fee.** Application must be submitted to the Parks and Recreation Department within 60 working days prior to the date of the event along with the application fee of:

$346.00 for a Major Event (>50 people) /+$245.00 (if encroachment permit is required)

$173.00 for a Minor Event (<50-people)/$183

and required insurance. Applications will not be processed or reviewed until application fee has been paid in full. All fees, schedules and permits are subject to change without notice. Late applications may be accepted on a case-by-case basis and are subject to a $53 fee. Acceptance of late applications depend on there being time to process and review the application. Make check payable to: "City of Santa Paula".

**3. Insurance Requirements.** All events must request a Certificate of Liability Insurance policy naming the City of Santa Paula as additionally insured and an additional Endorsement Certificate with following wording: The City of Santa Paula, and its employees, officers, agents and volunteers, are added as additional insured. Coverage must be at minimum: Each Occurrence: $1M, Damage to Premises: $100k, Med Exp: $10k, Personal Injury: $1M, General Aggregate: $2M.

**4. Applicants Financial Responsibility.** By submitting this application, the applicant understands that he/she will be financially responsible for any City fees or costs that may be imposed for the event.

**5. Designee of Organization.** If the application is submitted on behalf of an organization, written documentation giving authority to the applicant to sign this application on behalf of the organization by the head of the organization must be supplied.

**6. Sales/Vendors.** If selling of any sorts will be conducted, all vendors must provide and pay for a Special Events Vendor Business Tax License, and insurance certificate if vendor(s) is/are not covered by event organization. All booths and activities will be monitored by the City of Santa Paula and upon request vendor must provide proof of this license.

**7. Use of Private Property.** If private property is to be used for the event, applicant must provide written authorization of the property to be used, with dates and time from beginning to end.

**8. Display of Special Event Permit.** A copy of the special event permit shall be displayed in the special event venue and shall be presented upon demand of any City official. Organizers may not advertise or market their event until final approval of permit.

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

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

## HOLD HARMLESS AGREEMENT

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

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

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

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

John Marquez _____ _____ _____

Applicant Name | Applicant Signature | Date

_____ _____

SEC Chairperson | Date

_____ _____

City Manager | Date

_____ Approve Event _____ Deny Event

SEC Comments:

_____

_____
_____

Stipulations for issuing permit:

_____
_____
_____

Reason for denial:

_____
_____
_____

**SPECIAL EVENT SCHEDULE OF FEES: EFFECTIVE DATE: 2022**

Event Name: 74th Annual Santa Paula Holiday Parade Date(s) of Event: 11-30-24

| SPECIAL EVENT COSTS | CHARGE RATE | NUMBER OF HOURS | ESTIMATED TOTAL | ACTUAL HOURS | ACTUAL TOTALS |
|---|---|---|---|---|---|
| | | | | | |
| **APPLICATION FEES** | **ONE-TIME FEE** | | | | |
| Application Fee Major Event | 346.00 | | | | |
| Application Fee Minor Event | 130.00 | | | | |
| Encroachment Permit | 245.00 | | | | |
| Late Application Fee (less than 60-days) | 87.00 | | | | |
| Late Application Fee (less than 30-days) | 217.00 | | | | |
| **STAFF COSTS** | **PER HOUR** | | | | |
| Public Works: Maintenance Worker,<br>Parks & Recreation:<br>Facility Maintenance Worker<br>Park Monitor<br>Facility Attendant<br>Police Officer<br>Planning Department | 130.00<br><br>130.00<br>45.00<br>45.00<br>124.00<br>129.00 | | | | |
| **OTHER FEES** | **PER HOUR** | | | | |
| Trash Pick up | | | | | |
| Facility Fees (from facility rental agreement) | | | | | |
| Special Event Business License | | | | | |
| Vendor Permit | 22.00 | | | | |
| Building & Safety Inspection | 109.00 | | | | |
| Generator/Electrical Permit | 208.00 | | | | |
| Other | | | | | |
| **Event Grand Total** | | | | | |
| Deposit Collected | | | | | |
| Amount Due to City | | | | | |

X Request to Waive ***City Fees*** _____Approved _____Denied

_____ Request to Waive ***Application Fee*** _____Approved _____Denied

_____ _____

Authorization Date

## STREET CLOSURE EVENT

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

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

Name of Event: 74th Annual Santa Paula Holiday Parade Date: 11-30-24

List the names of streets to be closed and include map of closures:
Downtown Main Street (Between 10th and 7th Streets)
7th St. (Santa Barbara to Main St)-Soft Closure See attached Map for closure times
Santa Barbara St. (10th-7th)
Mill St. (Main St.to Santa Barbara St.)
Davis St. (Main Street to the North Alley).

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

☒ Electrical Generators ☐ Vendors and Booths ☒ Mobile Stage

☐ Sound Systems ☐ Comfort Stations ☐ First Aid Station ☒ Portable Restrooms

☐ Electrical Power Sources ☐ Food Booths ☐ Entertainment ☐ Bounce House

☐ Alcohol to be sold

☐ Alcohol to be distributed ☐ Extra parking ☐ Grey Water

Date of the event: 11-30-24 Estimated number of participants: 3-5K

Starting time of event: 6:30pm Set-up time of event: 4:00pm (See map for times)

Ending time of event: 8:00pm Take-down time of event: 9:00pm

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

Will the event require City personnel, service or equipment? If so, there may be an additional fee assessed per SPMC 4.40.070:
No additional Personanel needed other than requested services for street closures and police

Are there any unusual activities associated with this event that should be brought to the attention of the City of Santa Paula to evaluate this application?
No

A SANTA PAULA

# Classic Christmas

## Holiday Parade

30 | NOVEMBER | 2024
6:30PM | MAIN ST.

## Small Business Saturday

30 | NOVEMBER | 2024
ALL DAY | MAIN ST.



SANTA PAULA

SHOP SMALL

Holiday Parade 2024

Parade Route Information.

**Parade Route:** Corner of 7th and Main St. East to Mill St. North on Mill to Santa Barbara St. Parade ends at the Gazebo.

**Stage/Judging:** Stage will be located on the corner of Davis and Main St.

**Road Closure:** Close Parade route to traffic at 4:30pm. Davis Street Closure from 2:00pm-9:00pm

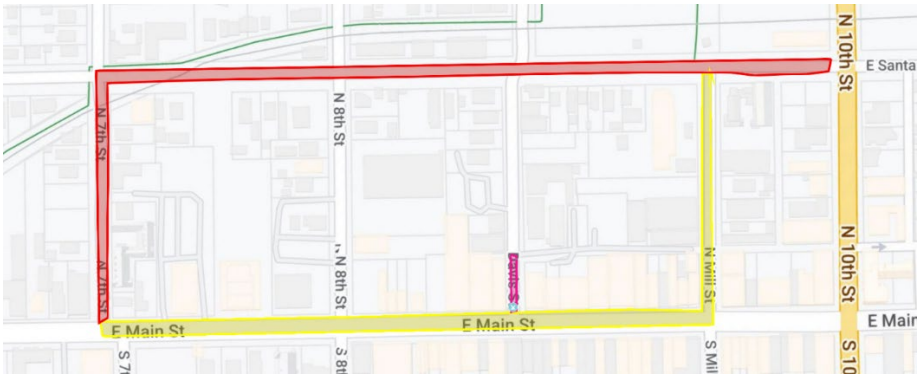
**Reopen Road:** 8:00pm. Except Davis Street which may require additional time (9:00pm). Street may open sooner, if possible.

**No Parking Signs**: Starting at 4:30pm to 9:00pm. Posted on both sides of parade route. This will give PD 2 hours to help clear traffic for parade. Signs to go up Wednesday November 27th.

Davis Street signs will start from 2:00pm-9:00pm.

**Notifications**: Residents and Businesses will be notified 7 days prior of closure by letter, newspaper, and social media.

Parade Route in Yellow(Below)






# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 2/29/2024

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

| | |
|---|---|
| **PRODUCER**<br>Arthur J. Gallagher Risk Management Services, LLC<br>2850 Golf Road<br>Rolling Meadows IL 60008 | **CONTACT NAME:** Client Service Team<br>**PHONE (A/C, No, Ext):** 833-391-6524 **FAX (A/C, No):**<br>**E-MAIL ADDRESS:** Select_Certificates@ajg.com |
| **INSURED** SANTPAU-03<br>Santa Paula Chamber of Commerce<br>PO Box 1<br>Santa Paula CA 93061 | **INSURER(S) AFFORDING COVERAGE** / **NAIC #**<br>**INSURER A :** United States Liability Insurance Company / 25895<br>**INSURER B :** State Compensation Insurance Fund of CA / 35076<br>**INSURER C :**<br>**INSURER D :**<br>**INSURER E :**<br>**INSURER F :** |

**COVERAGES** **CERTIFICATE NUMBER:** 1717730239 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|---|---|---|---|---|---|---|---|---|
| A | X **COMMERCIAL GENERAL LIABILITY**<br>CLAIMS-MADE X OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br>X POLICY PRO-JECT LOC<br>OTHER: | | | NBP1553890H | 2/25/2024 | 2/25/2025 | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG<br> | $ 1,000,000<br>$ 100,000<br>$ 5,000<br>$<br>$ 2,000,000<br>$<br>$ |
| A | **AUTOMOBILE LIABILITY**<br>ANY AUTO<br>OWNED AUTOS ONLY / SCHEDULED AUTOS<br>X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY | | | NBP1553890H | 2/25/2024 | 2/25/2025 | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)<br> | $ Included<br>$<br>$<br>$<br>$ |
| | **UMBRELLA LIAB** OCCUR<br>**EXCESS LIAB** CLAIMS-MADE<br>DED RETENTION $ | | | | | | EACH OCCURRENCE<br>AGGREGATE<br> | $<br>$<br>$ |
| B | **WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N<br>ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)**<br>If yes, describe under DESCRIPTION OF OPERATIONS below | N / A | | 9105943-23 | 7/9/2023 | 7/9/2024 | X PER STATUTE / OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT | <br>$ 1,000,000<br>$ 1,000,000<br>$ 1,000,000 |
| A | Directors & Officers<br>Employment Practices Liability<br>Employee Dishonesty | | | NBP1553890H | 2/25/2024 | 2/25/2025 | Limit / Aggregate<br>Limit /Retention<br>Limit /Retention | $1M/$1M<br>$1M/$5,000<br>$100,000/$500 |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

NBP1553890H: Data Breach - Eff: 2/25/24 - Exp: 2/25/25 - Limit: $50,000

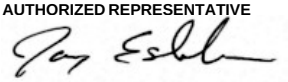
**CERTIFICATE HOLDER**

City of Santa Paula
970 Ventura Street
Santa Paula CA 93060
USA

**CANCELLATION**

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**



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**CITY OF SANTA PAULA**
**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: James Mason, Community & Economic Development Director

Subject: ALCOHOL ENFORCEMENT AGREEMENT FOR PROJECT 22-CUP-01, PARQUE 1055 RESTAURANT LOCATED AT 1055 E. MAIN ST.

Date: October 15, 2024

Agenda Item: 10.G

---

## RECOMMENDATION:

Staff recommends that the City Council approve the Enforcement Agreement for Project No. 22-CUP-01, Parque 1055 Restaurant located at 1055 E. Main Street.

---

## BACKGROUND:

Per SPMC Chapter 16.58 *Alcoholic Beverage Sales*, a Conditional Use Permit (CUP) is required for alcohol sales.

On April 26, 2022 the Santa Paula Planning Commission unanimously approved Resolution No. 3835 for Project No. 22-CUP-01 (Attachment B), granting Mr. Robert Dawson (Applicant) a CUP to authorize a new California Alcoholic Beverage Control (ABC) Type 47 license for what will be Parque 1055 Restaurant located at 1055 E. Main Street. Type 47 licenses authorize the sale of beer, wine, and spirits for on-site consumption at facilities maintained as "bona fide" eating establishments.

The CUP requires the Applicant to enter into an alcohol Enforcement Agreement with the City to facilitate the control of the sale of alcohol, inclusive of beer and wine (including hard cider) at this site before selling alcohol on the subject property. However, it was recently discovered that Applicant and City did not enter into an Enforcement Agreement approved by City Council after the CUP was granted. As the restaurant is now nearly complete, the Enforcement Agreement is being brought to the City Council for consideration.

## ANALYSIS:

Per SPMC Chapter 16.58 Alcoholic Beverage Sales, a Conditional Use Permit and Enforcement Agreement are required for alcohol sales, as it is in the best interest of the citizens of the City of Santa Paula (the City) to monitor and control the sale of alcoholic beverages within the City. Enforcement Agreements have been successfully used by other California communities as a means to better monitor and enforce compliance with special conditions concerning alcohol sales.

SPMC Chapter 16.58 - *Alcoholic Beverage Sales, 16.58.010(I) Development Standards and*

*Use Conditions*:

*The property owner/operator/applicant and the City must enter into an enforcement agreement to facilitate the control of the sale of alcohol, inclusive of spirits, distilled liquor, beer and wine at this site before selling alcohol on the subject property. This agreement will be subject to review and approval of the City Council. The agreement must also obligate any heirs, assigns, and other future owners/operators of the establishment, or must be replaced by a new similar agreement.*

The Enforcement Agreement, as reviewed by the City Attorney, is provided as Attachment A.

**STRATEGIC PLAN:**

Assisting business with achieving operational goals addresses City Council Strategic Goal for Economic Development: Enhancing the economic vitality of the community through measures targeted towards development and business retention and expansion and attraction, resulting in diverse housing options, increased revenue generation, job creation, and a business-friendly community.

**FISCAL IMPACTS:**

There is a potential loss of business and sales tax revenue if the Enforcement Agreement is not approved, as an Enforcement Agreement is required to sell alcohol for on-site consumption.

**OPTIONS:**

The following alternatives are available to the City Council:

1. Approve the Enforcement Agreement.
2. Make changes to Enforcement Agreement.
3. Direct staff or the applicant to obtain further information or to make any requested revisions to the Enforcement Agreement.
4. Deny the Enforcement Agreement. A denial would prohibit the sale of alcoholic beverages at the subject location.

**ATTACHMENTS:**

A - Enforcement Agreement - Parque 1055.docx
B - Planning Commission Resolution No. 3835 inc. Ex. A COAs (Signed).pdf
C - Site Photos and Information.pdf

# ATTACHMENT A

ENFORCEMENT AGREEMENT

# ENFORCEMENT AGREEMENT

**Between**
**The City of Santa Paula (the City)**
**and (the Applicant)**
**Robert Dawson**
**for Project No. 22-CUP-01**
**1055 E. Main St., Santa Paula, CA 93060**
**for**
**California ABC Type 47 license #636079**

This agreement is entered into by the undersigned on October 15, 2024, at Ventura County, California as a consequence of the following facts:

A. It is in the best interest of the citizens of the City of Santa Paula (the City) to monitor and control the sale of alcoholic beverages within the City;

B. Enforcement Agreements have been successfully used in Santa Paula and by other California communities as a means to better monitor and enforce compliance with special conditions concerning alcohol sales;

C. Per SPMC Chapter 16.58 - *Alcoholic Beverage Sales*, 16.58.010(I) *Development Standards and Use Conditions*:
*"The property owner/operator/applicant and the City must enter into an enforcement agreement to facilitate the control of the sale of alcohol, inclusive of spirits, distilled liquor, beer and wine at this site before selling alcohol on the subject property. This agreement will be subject to review and approval of the City Council. The agreement must also obligate any heirs, assigns, and other future owners/operators of the establishment, or must be replaced by a new similar agreement."*

D. On April 26, 2022 the Santa Paula Planning Commission unanimously approved Resolution No. 3835 for Project No. 22-CUP-01 "Parque 1055", located at 1055 E. Main St., for a CUP to authorize the sale of alcohol under a new California ABC Type 47 license. A Type 47 liquor license authorizes the sale of alcohol, wine, and distilled spirits to be consumed on the licensed premises. Additionally, the license allows for the sale of beer and wine to be consumed off the licensed premises.

E. The Applicant and proprietor, Robert Dawson, obtained a Type 47 license (#636079) for property located at 1055 E. Main St., Assessor's Parcel Nos. 101-0-211-105 and 101-0-211-1015 as permitted conditionally under 22-CUP-01 "Parque 1055";

F. The Conditional Use Permit (CUP) granted to the Applicant on April 26, 2022 by the Santa Paula Planning Commission per Resolution No. 3835 is predicated upon execution of an Enforcement Agreement between the Applicant and the City prior to the sale of alcohol on the premises;

G. In late September 2024, it was discovered that Applicant and City did not enter into an Enforcement Agreement approved by the City Council after the CUP was granted.

NOW THEREFORE, the parties agree to the following:

## I) TERM

The term of this Agreement begins October 15, 2024 effective upon the approval of the Santa Paula City Council.

## II) PUBLIC DOCUMENT

This Agreement is a public document. A copy of this Agreement must be kept at all times on the premises, and must be made available for review immediately upon request by law enforcement personnel and members of the public. Failure by the Applicant or employees of the Applicant to produce a copy of this Agreement when asked to do so by a law enforcement officer shall be deemed a violation of the Agreement.

## III) CONDITIONS

Failure to comply with any of the conditions set forth below is a breach of this agreement and a violation of the CUP. Each failure by the Applicant to comply with any one condition listed below must be considered an individual and separate breach of this Agreement.

a) The Applicant and all licensees, sub-lessees, must adhere to the Conditional Use Permit (CUP) granted to the Applicant under Santa Paula Planning Commission Resolution No. 3835 (attached).

b) The Applicant and all licensees, sub-lessees, must have a current, valid Alcohol Beverage Control license in order to serve alcoholic beverages.

c) The Applicant and all licensees, sub-lessees, and their employees or agents who engage in the sale of on-site alcoholic beverages to the public must complete a course in *Responsible Beverage Service (RBS)* or equivalent such as *Licensee Education on Alcohol and Drugs (LEAD), Learn2Serve (program may be done online)* and in-restaurant training within thirty (30) days of the granting of a license and/or date of employment.

d) There must be no advertising of alcoholic beverages, or promoting or indicating the availability of alcoholic beverages, visible outside of the establishment, including

advertising directed to the exterior from the interior. The foregoing must not be deemed to preclude interior advertising not directed to the exterior, but which is incidentally visible outside the establishment. This condition is subject to revision by the City in order to comply with any future code revisions regarding signage.

e) Sale and consumption of alcoholic beverages shall be governed by the California Department of Alcoholic Beverage Control license type, per California Business and Professions Code, *Article 3. Rights and Obligations of Licensees* § 23355 - 23405.4 as it relates to on-sale and off-sale alcoholic beverages, and, any other requirements per CA ABC.

f) The applicant must develop an acknowledgement agreement that stipulates that all employees, lessees and caterers (eg. sales clerks, food servers and bartenders) have read all policies and will comply. Said agreement must be signed. A similar statement must be placed in the renter's contract (if applicable).

g) A copy of these conditions must be maintained on the premises and made available upon the demand of any peace officer.

## IV) BREACH OF THIS AGREEMENT

A breach of any condition listed in Section II (Conditions) above is a breach of this Agreement and a violation of the Applicants' Conditional Use Permit (CUP), which may result in the amendment of revocation of the CUP. This Agreement shall be immediately terminated upon revocation of the Applicant's CUP.

## V) ENFORCEMENT

For each breach of the Agreement, the Applicant must pay a fine of five hundred dollars ($500^{.00}$). Each breach constitutes substantial and sufficient evidence for the Planning Commission to amend or revoke the Applicants' Conditional Use Permit.

In addition, the Police Department may stop the sale of alcohol for noncompliance with conditions or problems arising from the consumption of alcohol or entertainment.

## VI) ENFORCEMENT COSTS

Enforcement costs incurred by the City caused by noncompliance with the Agreement by the Applicant, and including but not limited to citations for violations, issuance and collection of fines or other penalties, and related administrative paperwork and bookkeeping, are fully recoverable by the City from the Applicant based upon a schedule of fully allocated hourly rates.

## VII) APPEALS

Any violation or breach by the Applicant of the Agreement may be appealed in writing to the Planning Commission. The appeal must be filed in the office of the Community and Economic Development Department within ten (10) calendar days of the notice of the violation(s) being sent. Failure to file a timely written appeal constitutes a waiver of any

right of appeal. The appeal fee to the Planning Commission is required and is the responsibility of the appellant. The appeal fee is per the approved Fee Schedule in effect at the time of appeal filing.

## VIII) AMENDMENTS

No amendment, modification, or supplement to this Agreement shall be binding on any of the parties unless it is in writing and signed by authorized representatives of the parties in interest at the time of the modification.

## IX) BINDING EFFECT

Each and all of the provisions hereof must be binding on and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors, and permitted assigns.

## X) FORCE MAJEURE

No party will be liable for any failure to perform its obligations in connection with any action described in this Agreement, if such failure results from any act of God, riot, war, civil unrest, flood, earthquake, or other cause beyond such party's reasonable control (including any mechanical, electronic, or communications failure, but excluding failure caused by a party's financial condition or negligence).

## XI) WAIVER OF BREACH

No waiver of any provision or consent to any action will constitute a waiver of any other provision or consent to any other action, whether or not similar. No waiver or consent shall constitute a continuing waiver or consent or commit a party to provide a waiver in the future except to the extent specifically set forth in writing. Any waiver given by a party shall be null and void if the party requesting such waiver has not provided a full and complete disclosure of all material facts relevant to the waiver requested.

## XII) ENTIRE AGREEMENT

This Agreement and all Exhibits hereto, as well as agreements and other documents referred to in this Agreement constitute the entire agreement between the parties with regard to the subject matter hereof and thereof. This Agreement supersedes all previous agreements between or among the parties. There are no agreements, representations, or warranties between or among the parties other than those set forth in this Agreement or the documents and agreements referred to in this Agreement.

## XIII) SEVERABILITY

If any term or provision of this Agreement is determined to be illegal, unenforceable, or invalid in whole or in part for any reason, such illegal, unenforceable, or invalid provisions or part thereof will be stricken from this Agreement, and such provision will not affect the legality, enforceability, or validity of the remainder of this Agreement. If any provision or part thereof of this Agreement is stricken in accordance with the provisions of this section, then this stricken provision will be replaced, to the extent possible, with a legal,

enforceable, and valid provision that is as similar in tenor to the stricken provision as is legally possible.

## XIV) GOVERNING LAW

This Agreement will be governed by and construed under the laws of the State of California, irrespective of such state's choice of law principles.

## XV) CONSTRUCTION

The terms of this Agreement have been negotiated by the parties hereto and the language used in this Agreement shall be deemed to be the language chosen by the parties hereto to express their mutual intent. This Agreement shall be construed without regard to any presumption or rule requiring construction against the party causing such instrument or any portion thereof to be drafted, or in favor of the party receiving a particular benefit under this Agreement. No rule or strict construction will be applied against any person.

## XVI) TRUTHFULNESS

The recitals set forth at the beginning of this Agreement of any matters or facts shall be conclusive proof of the truthfulness thereof and the terms and conditions set forth in the recitals, if any, will be deemed a part of the Agreement.

## XVII) REPRESENTATION BY COUNSEL

Each party has been represented by or has consulted with counsel in the negotiation and execution of this Agreement. This Agreement was executed voluntarily without any duress or undue influence on the part of or on behalf of the parties hereto. The parties acknowledge that they have read and understood this Agreement and its legal effect. Each party acknowledges that it has had a reasonable opportunity to obtain independent legal counsel for advice and representation in connection with this Agreement. Each party further acknowledges that it is not relying on and it is not for the purposes of the negotiation, execution, and delivery of this Agreement, a client of the legal counsel employed by any of the other parties to this Agreement.

## XVIII) CITY AUTHORIZATION

The parties acknowledge that the signatures of City representatives will be authorized only upon City Council approval of this Agreement.

## XIX) COUNTERPARTS

This Agreement may be executed in two or more counterparts, each of which must be deemed an original, but all of which together will constitute one and the same instrument. This Agreement will not be effective until the execution and delivery between each of the parties of at least one set of counterparts. The parties authorize each other to detach and combine original signatures pages and consolidate them into a single identical original. Any one of such completely executed counterparts will be sufficient proof of this Agreement.

[SIGNATURES ON NEXT PAGE]

# SIGNATURE PAGE TO
# ENFORCEMENT AGREEMENT

ABC Type 47 License #636079

_____
Robert Dawson
*Owner/Applicant*
Parque 1055

Date: _____

**CITY OF SANTA PAULA:**

_____

Dan Singer
*City Manager*

**APPROVED AS TO FORM:**

_____

Monica Castillo
*City Attorney*

# ATTACHMENT B

PLANNING COMMISSION RESOLUTION NO. 3835
&
EX. A – CONDITIONS OF APPROVAL

# RESOLUTION NO. 3835

## A RESOLUTION OF THE SANTA PAULA PLANNING COMMISSION APPROVING CONDITIONAL USE PERMIT NO. 2022-CUP-01 TO ALLOW THE SALE OF ALCOHOL AT A NEW BUSINESS LOCATED AT 1055 MAIN STREET IN COMPLIANCE WITH THE CALIFORNIA DEPARTMENT OF ALCOHOL AND BEVERAGE CONTROL TYPE 47 LICENSE PROVISIONS

The Planning Commission of the City of Santa Paula does resolve as follows:

**SECTION 1:** The Planning Commission finds and declares that:

A. On February 24, 2022, Robert Dawson ("Applicant") filed an application for Project No. 2022-CUP-01, a Conditional Use Permit to allow the sale of alcohol in compliance with the California Department of Alcohol and Beverage Control Type 47 license provisions at an existing building at 1055 Main Street (APNs: 101-0-211-115, 101-0-211-105). Additional parking for the business would be sited at 113 N. Ojai St. (APN: 101-0-211-105).

B. The General Plan (2040) land use designation for the property is Central Business and the zoning is CBD (Central Business District), with no overlay zones;

C. The Project was reviewed by City's Planning Division for, in part, consistency with the General Plan and conformity with the Santa Paula Municipal Code;

D. The City Planning Division reviewed the project's environmental impacts under the California Environmental Quality Act (Public Resources Code §§ 21000, et seq., "CEQA"), the regulations promulgated there under (14 Cal. Code of Regulations §§15000, et seq., the "CEQA Guidelines"), and the City's Environmental Guidelines ("Santa Paula Guidelines"; CEQA, CEQA Guidelines and Santa Paula Guidelines collectively referred to as "CEQA Regulations");

E. The Planning Division completed its review and scheduled a public hearing regarding the application before this Commission for April 26, 2022;

F. On April 26, 2022, the Commission opened a public hearing to receive public testimony and other evidence regarding the application including without limitation, information provided to the Commission by the Applicant;

G. The Commission considered the information provided by City staff, public testimony, and the Applicant's representative. This Resolution, and its findings, are made based upon the evidence presented to the Commission at its April 26, 2022 hearing including, without limitation, the staff report submitted by the Planning Division.

**SECTION 2:** *Factual Findings and Conclusions*. Pursuant to the SPMC Chapter 16 Development Code, the Planning Commission finds that the following facts exist:

A. The subject property comprises two lots totaling 15,400 sf. at 1055 E. Main Street (APNs: 101-0-211-115, 101-0-211-105) with parking at a third ~7,000 sf lot at 113 N. Ojai St. (APN: 101-0-211-125). The surrounding area has been developed for decades and in continuous use as predominantly commercial.

B. The site supports an existing building built in 1929 to the property lines. The alcohol license and requested conditional use permit apply to this facility only.

C. The proposed business would be a new business in Santa Paula offering beer, wine, and distilled spirits for on-site retail sales. It would provide an indoor food service for both off- and on-site consumption, an enclosed outdoor courtyard, a kitchen and restroom facilities.

D. The facility would operate under a California Department of Alcohol and Beverage Control Type 47 on sale license.

E. The project is in an area where all public services and facilities are available to allow for maximum development permissible in the General Plan.

F. The Project would be required to comply with all applicable development standards and be constructed in accordance with contemporary building codes and City policies.

G. The proposed uses, and business operations and activities are consistent with the uses allowed on the property and are not anticipated to result in any significant level of damage or nuisance from noise, glare, smoke, odors, fumes, dust, or vibration. Additionally, the potential for hazards to persons or property from explosion, contamination or fire would be considered to be of relatively low risk. The Ventura County Fire Protection District will review the Project for fire safety purposes and determine how fire risks will be mitigated with the addition of required building improvements (such as fire sprinklers and mechanical ventilation).

H. Adherence with the recommended Conditions of Approval, included herein, will ensure that the proposed Project will avoid health and safety risks to persons and/or property in the Project vicinity.

**SECTION 3:** *General Plan and Zoning*. The proposed project conforms to the City's General Plan and Title 16 of the SPMC as follows:

A. The Santa Paula General Plan (2040) land use designation for the property is Commercial. The zoning district is CBD (Central Business) which is consistent with the corresponding General Plan land use designation. The subject property is not within any overlay zones.

B. Pursuant to the General Plan (2040), the purpose of the Central Business land use category is to provide a pedestrian-scale commercial district with an emphasis on small-scale businesses intended to serve the local community and tourists. The character of the CBD zone is intended to be that which promotes the historic identity of the past through the creation of an identifiable downtown and an emphasis on architectural style. The CBD zone will support a mix of complementary retail, service, office, civic, cultural, and residential uses. Commercial use such as that proposed are encouraged to concentrate in the Downtown Plan District.

C. The proposed business would operate under a California Department of Alcohol and Beverage Control Type 47 on sale license which authorizes the sale of beer, wine and distilled spirits for consumption on the licensed premises. The operator(s) must operate and maintain the licensed premises as a bona fide eating place, must maintain suitable kitchen facilities, and must make actual and substantial sales of meals for consumption on the premises. Minors are allowed on the premises.

D. Pursuant to SPMC § 16.15.020 Land Use and Permit Requirements, Table 15-1, *Permitted and Conditional Uses - Commercial Zones*, the proposed project is considered a "Restaurant" which is permitted by-right. However, per SPMC § 16.58.010(A) *Development Standards and Use Conditions*, "All new sales of alcohol, with the exception of temporary sales as specified in § 16.58.030 of this chapter, must obtain a Conditional Use Permit." Thus, the proposed business must obtain a Conditional Use Permit.

E. Pursuant to SPMC § 16.58.010(B) *Development Standards and Use Conditions*, a new alcohol sales use may only be established in a location such that the proposed use will not contribute to undue concentration of such uses in an area where additional such uses would be undesirable, with consideration to be given to the area's function and character, problems of crime and loitering, traffic problems and capacity.

The Project site is located in Census Tract 6 of the California Department of Alcoholic Beverage Control's (ABC) license grid for the City of Santa Paula. According to Department of Alcohol and Beverage Control, as of August 2021, Census Tract 6 allowed 7 on sale licenses and 20 existed. Therefore, according to BPC §23958.4, ABC Census Tract 6 contains and "undue concentration" of on sale licenses. Though there is an undue concentration of on sale licenses, ABC may still approve the application if the proposal is desirable considering public convenience and necessity at this particular location.

The proposed used is not undesirable, and will instead deter crime and loitering, despite the undue concentration of alcohol sales for on-site consumption in the area for the following reasons:

i. **Area Function and Character**. The proposed interior and site alterations and improvements will enhance area function and character by revitalizing an under-utilized site with human-scale accommodations (spill-out activity into courtyard and

patio areas). Additionally, the proposed project would promote exterior building activity similar to that occurring at site such as Anna's Cider or The Draft to the east end of the Central Business District where it is currently lacking.

ii. **Desirability of Use**. The proposed use will compatibly augment retail choice in the neighborhood by extending the hours of operation for sales of convenience items – food accompanied by wine and beer sales. The proposal would diversify consumer choice and enhance economic development in a manner reinforcing land use compatibility within the Downtown Plan District.

iii. **Traffic and Capacity**. The proposed use does not trigger additional parking requirements pursuant to SPMC Chapter 16.46 Off Street Parking. However, the applicant proposes improvements to existing underutilized and poorly-maintained surface parking areas in order to enhance the supply of convenient and safe parking in the downtown area.

iv. **Crime and Loitering**. Presently, the vacant building is an attractive nuisance for homeless individuals seek shelter and loitering, in general. Increased on-site human activity, lighting and other security provisions will undoubtedly enhance Crime Prevention Through Environmental Design through such measures as increased natural surveillance, natural access control, territorial reinforcement and maintenance.

F. In accordance with SPMC § 16.58.010(C), the proposed use is not located within 300 feet of a school.

G. In accordance with SPMC § 16.58.010(D), the proposed use will not adversely affect adjacent or nearby properties. As conditioned, the proposed sale of beer and wine for consumption on-site (as opposed to off-site) is not anticipated to adversely affect nearby properties and is compatible with surrounding uses.

H. In accordance with SPMC § 16.58.010(E), as a condition of approval, the property will provide adequate trash and recycling receptacles.

I. In accordance with SPMC § 16.58.010(F), the proposed use will not disrupt resident's sleep. There are not existing residential uses in the vicinity of the subject property.

J. In accordance with SPMC § 16.58.010(G), as a condition of approval, no signs advertising alcoholic beverages visible from the exterior of the business is permitted.

K. In accordance with SPMC § 16.58.010(H), as a condition of approval, the windows will be kept free of signs and other obstructions to allow for visual inspection from the outside.

L. In accordance with SPMC § 16.58.010(I), the property owner/applicant will be required to enter into an Enforcement Agreement with the City as a condition of approval. Under Subdivision (I), for any use providing alcoholic beverage sales for either on-site or off-site consumption, the property owner/operator/applicant and the City must enter into an Enforcement Agreement to facilitate the control of the sale of alcohol, inclusive

of spirits, distilled liquor, beer and wine at this site before selling alcohol on the subject property. This agreement will be subject to review and approval of the City Council. The agreement must also obligate any heirs, assigns, and other future owners/operators of the establishment, or must be replaced by a new similar agreement.

**SECTION 4:** *Conditional Use Permit*. Pursuant to SPMC §16.218.040, the Planning Commission makes the following findings:

1. *The proposed use at the particular location is necessary or desirable to provide a service or facilities that will contribute to the general convenience or welfare of the neighborhood or the community;*

   Consistent. The proposed business with spill-out into the courtyard area would activate a currently vacant building and sidewalk within the Downtown Plan District in an area where pedestrian activity and entertainment options are lacking. Generally, a convenience oriented food service facility and attraction would augment the City's downtown core, thereby diversifying business activity and sustaining commercial vitality within the City of Santa Paula. Overall, the services and employment generated by such a business would contribute to the general convenience or welfare of the neighborhood or the community.

2. *The characteristics of the proposed use are not unreasonably incompatible with the types of use permitted in the surrounding areas;*

   Consistent. Though currently underutilized, the site has been occupied for decades with retail uses. The proposed use would continue this general land use character and intensity by generating comparable type, quantity or duration of human activity on the site and vicinity. The proposed new business would deliver pedestrian-oriented activity characteristic of the Downtown Plan District to an under-utilized developed lot within the City's oldest commercial corridor. As proposed, the site would host a variety of daytime and evening activity consistent with the surrounding mixed land uses.

3. *The proposed use is consistent with the objectives, policies, general land uses, and programs of the Santa Paula General Plan; and*

   Consistent. The proposed new use, site improvements, and development conditions are compliant with the relevant sections of the governing General Plan (2040), and, the Santa Paula Municipal Code, where applicable. As proposed, the project complies, or is legally nonconforming, with the applicable development policies and provisions including land use, setbacks, aesthetics, height, noise, and health and safety. The characteristics of the proposal are neither unreasonably incompatible with the types of uses permitted at the project site nor the surrounding Downtown Plan District zoned area. The proposed use is consistent with the objectives, policies, general land uses, particularly the following:

- Land Use Element, Community Character and Urban Form: LU1
- Land Use Element, Balanced Land Use & Economic Opportunity: LU3
- Land Use Element, Downtown Revitalization: LU5
- Circulation Element, Encourage Pedestrian Activity: CM 3.2.

4. *The proposed use will not, under the circumstances of the particular case be detrimental to the health, safety, or general welfare of persons residing or working in the vicinity or injurious to property or improvements in the vicinity.*

   Consistent. The proposed use will not be detrimental to the health, safety, or general welfare, because as proposed and conditioned, the project will comply with all current Planning, Building & Safety, Public Works, Fire, Police and Development Code requirements.

**SECTION 5:** *Environmental Assessment*. The proposed Project is Categorically Exempt from the requirements of CEQA, pursuant to the Santa Paula Guidelines and CEQA Guidelines, §15301, (Class 1, Existing Facilities) since the Project involves interior tenant improvements on an existing building consisting of the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public or private structures, facilities, mechanical equipment, or topographical features, involving negligible or no expansion of use.

**SECTION 6:** *Approval.* Subject to the conditions listed on the attached Exhibit "A," which are incorporated into this Resolution by reference, the Planning Commission grants a Conditional Use Permit for Project No. 2022-CUP-01.

**SECTION 7:** This Resolution will remain effective until superseded by a subsequent resolution.

**SECTION 8:** The Commission Secretary is directed to mail a copy of this Resolution to the Applicant and to any other person(s) requesting a copy.

**SECTION 9:** The action of the Planning Commission may be appealed to the City Council within ten (10) calendar days of said action. The appeal fee to the City Council is $5,000. All appeals must be in writing and filed with the City Clerk within this time period. Failure to file a timely written appeal constitutes a waiver of any right of appeal.

PASSED AND ADOPTED this 26th day of April 2022.

Jason Herber
Chair
City of Santa Paula Planning Commission

ATTEST:

James Mason
Secretary
City of Santa Paula Planning Commission

APPROVED AS TO FORM:

Monica Castillo
Assistant City Attorney
City of Santa Paula

# EXHIBIT A

## RESOLUTION 3835 CONDITIONS OF APPROVAL

# RESOLUTION NO. 3835
# CONDITIONS OF APPROVAL

Project No. 22-CUP-01
1055 E Main Street
(APNs: 101-0-211-115, 101-0-211-105, 101-0-211-125)

In addition to all applicable provisions of the Santa Paula Municipal Code ("SPMC"), The applicant agrees for themselves, heirs and assigns that they will comply with the following provisions as Conditions for the City of Santa Paula's Approval of Project No. 22-CUP-01 ("Project Conditions").

## GENERAL CONDITIONS

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

2. Compliance. The Property Owner/Applicant must comply with all applicable ordinances, codes, regulations, policies, and conditions (including those herein) and pay all applicable fees and assessments to the City.

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

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

5. Assignment. The permit is granted for the subject Property only and is not transferable.

## PAYMENT OF CHARGES, FEES, AND DEPOSITS

6. Mitigation Fees #1 – Public Works Water & Sewer Fees. *Before issuance of grading permits, or building permits (as applicable)*, the owner/applicant must pay the total estimated Public Works Water & Sewer Capital Facilities Fees in accordance with SPMC Chapter 160: *Development Impact Fees*. The Building & Safety Division will compute the fees as part of the Grading Permit/ Building Permit process.

7. Mitigation Fees #2 – all other Fees. *Before issuance of building permits*, the owner/applicant must pay the total estimated mitigation fees in accordance with SPMC Chapter 160: *Development Impact Fees.* The Building & Safety Division will compute the fees as part of the Building Permit process.

   The phrase "all other Fees" excludes the Public Works Water & Sewer Capital Facilities Fees as referenced in CoA *Mitigation Fees #1 – Public Works Water & Sewer Fees.*

8. City Fees & Charges. *Before the final inspection and/or occupancy*, all Department's/Division's (Building & Safety, Planning, Public Works, and Legal) Project Review & Plan Check fees and charges must be paid in full.

9. Fees – Inspection Services. *Before the final inspection and/or occupancy*, all fees for Inspection Services shall be paid in full.

**FINANCE**

10. Point of Sale. Concurrent with obtaining a City business license, all the businesses affiliated or located at the subject property must register the City of Santa Paula as the point-of-sale for every sales transaction associated with this permit and all sales taxes collected for such sales must be registered as having been collected in the City. Every year, biannually (at the end of June and December) a summary sales report (in paper and electronic form) must be generated listing all sales transactions, tax amounts, and affiliated tax rates, to be submitted to the Finance Department. Failure to submit the reports on-time will result in a suspension of the business license(s).

11. Resale Permit. Concurrent with obtaining a City business license, the owner(s) all businesses affiliated or located at the subject property will submit a certified copy of the most current and valid State Board of Equalization Resale Permit for registration with the Finance Department on an annual basis.

**BUILDING AND SAFETY**

12. Building Codes. The project must comply with all applicable International, Administrative, and California codes as adopted by the City, including without limitation Fire, Building, Plumbing, Mechanical, Electrical, Energy, Green; and Accessibility codes.

13. Conformity. Plans submitted for building permits must conform to all the Conditions of Approval as approved by the Planning Commission.

14. CoAs on Plans. *Before the issuance of building permits*, plans submitted to the Building & Safety Division for building permits must have the Conditions of Approval printed directly onto the building plans and the Project number, "2022-CUP-01," in the title blocks of the blueprints for this Project.

**FIRE (VCFPD)**

15. Related Permits. Project must comply with all applicable Santa Paula Municipal and California Fire Code requirements. Obtain any required Ventura County Fire Protection District permits.
*Ref. California Fire Code Sec. 105.1.1*

16. Addressing. The building shall be addressed with Ventura County Fire Protection District approved numbers a minimum of 10" inches (commercial and industrial buildings) in height, 5" inches in width, and minimum letter stroke of 1" inch, plainly visible and legible from the street or road fronting the property, said numbers shall contrast with their background and not be located on doors or other surfaces where they will be obstructed from view. On commercial buildings, which are serviced by an alley, the address shall also be posted over the rear door. If the building is located in a remote area with no street lighting or insufficient background lighting to illuminate the address, then the address shall be illuminated for nighttime recognition. The address location and style shall be shown on the elevation drawings.
*Ref. California Fire Code 505.1. / VCFPD Standard 14.4.1, Chapter 6*

17. Fire Extinguishers. Install portable fire extinguishers per NFPA #10. The extinguishers shall be a minimum size of 2:A.10-BC and located inside the building, one near each required exits and at specified travel distances per NFPA. Additional fire extinguishers, larger sizes or different locations may be required by the Santa Paula Fire Prevention Bureau due to the findings of onsite inspections.
*Ref. California Fire Code Sec. 906.1*

18. Smoke Detectors. A monitored smoke detection system, approved by the State Fire Marshal, shall be installed and properly maintained; said devices shall be hard wired into the buildings electrical system and be provided with a battery back-up.
*Ref. California Building Code Sec. 907*

19. Exit Signs. All required exits shall be identified with exit signs.
*Ref. California Fire Code Sec. 1011.1*

20. Emergency Exit Signs. All required Exit ways and aisles shall be equipped with Exit way emergency lighting, providing emergency power during power failures.
*Ref. California Fire Code Sec. 1011.6.3*

21. Meter Protection. Aboveground gas meters, regulators and piping exposed to vehicular damage due to proximity to alleys, driveways or parking areas shall be protected in an approved manner.
*Ref. California Fire Code Sec. 603.9*

22. Water Supply. Adequate water supply must be established prior to any permitted use or occupancy of the main building(s).

23. Dumpster Siting. Dumpsters shall not be stored in buildings or placed within 5-feet of combustible walls, openings or combustible roof eave lines.
*Ref. California Fire Code Sec. 304.3.3*

**PLANNING**

24. Appearances. The applicant must comply with the following:

    a. Provide adequate trash and recycling containers to reduce litter;

    b. No signs advertising any kind of alcoholic beverage, which will be easily visible from the exterior of the business; and

    c. Windows must be kept free of signs and other obstructions to allow visual inspection from the outside.

25. CA ABC License Required. *Before the on-site production and sale of alcohol may commence*, the Applicants must obtain California Department of Alcoholic Beverage Control alcohol license Type 47 (on sale) for the subject location at 1055 E Main St.

26. CA ABC License Status. *Within 7 calendar days of CA ABC status change*, the Applicant must notify the Planning Director in writing of any change in the status of its CA ABC license, including any change in the type of license and/or permittee.

27. Enforcement Agreement. The Property Owner/Applicant and the City must enter into an Enforcement Agreement to facilitate the control of the sale of alcohol, inclusive of beer and wine (including hard cider) at this site before selling alcohol on the subject property. This agreement will be subject to review and approval of the City Council. The Agreement must also obligate any heirs, assigns, and other future owners/operators of the establishment, or must be replaced by a new agreement.

28. Signatory. *Before submitting plans to the Building and Safety Division for Plan Check*, the Applicant must sign the Conditions of Approval and return the wet signature to the Planning Division.

29. Future Compliance. *Prior to issuance of any site development permit related to this planning entitlement*, the Applicant must demonstrate compliance with all applicable provisions of Title XVI: Development Code of the Santa Paula Municipal Code.

30. Substantial Conformance. At the determination of the Community Development Director or designee, all future documentation submitted to the City under authority granted by this planning entitlement must substantially conform with the approved drawings and technical material submitted and approved conditionally herein.

31. Haz Mat. *Before the final inspection and/or occupancy*, the Applicant shall receive final approval from the Ventura County Certified Unified Program Agency (CUPA) / Hazardous Materials Program for all on-site business activities and operations.

    http://www.vcrma.org/envhealth/cupa/index.html

32. Air Quality. *Before the final inspection and/or occupancy*, the Applicant shall receive final approval of an Occupancy Permit from the Ventura County Air Pollution Control District (VCAPCD) for all on-site business activities and operations, per CGC 65850.2(c) and AB3205.

    http://www.vcapcd.org/occup_prmt.htm

**PUBLIC WORKS**

33. Related Permits. The Property Owner/Applicant must obtain all applicable Public Works permits, such as Encroachment Permits for work in the Public Right-of-Way.

**BEFORE FINAL INSPECTION**

34. Damage Replacement. *Before the final inspection and/or occupancy*, the Applicant must remove and replace any part of existing public improvements damaged during construction of this development.

35. Ventura County Environmental Health. *Before the final inspection and/or occupancy*, the business must receive approval by the Ventura County Environmental Health Division.

**SPECIAL CONDITION**

36. Indemnification. The Applicant agrees to indemnify and hold the City harmless from and against any claim, action, damages, costs (including, without limitation, attorney's fees), injuries, or liability, arising from the City's approval of Project No. 2022-CUP-01. Should the City be named in any suit, or should any claim be brought against it by suit or otherwise, whether the same be groundless or not, arising out of the City approval of Project No. 2022-CUP-01, the Applicant agrees to defend the City (at the City's request and with counsel satisfactory to the City) and will indemnify the City for any judgment rendered against it or any sums paid out in settlement or otherwise. For purposes of this section "the City" includes the City of Santa Paula's elected officials, appointed officials, officers, and employees.

By signing this document, the Applicants certify that each has read, understood, and agrees to the project conditions listed in this document.

Robert Dawson
*Applicant*

6/1/2021
Date

# ATTACHMENT C

SITE PHOTOS & INFORMATION

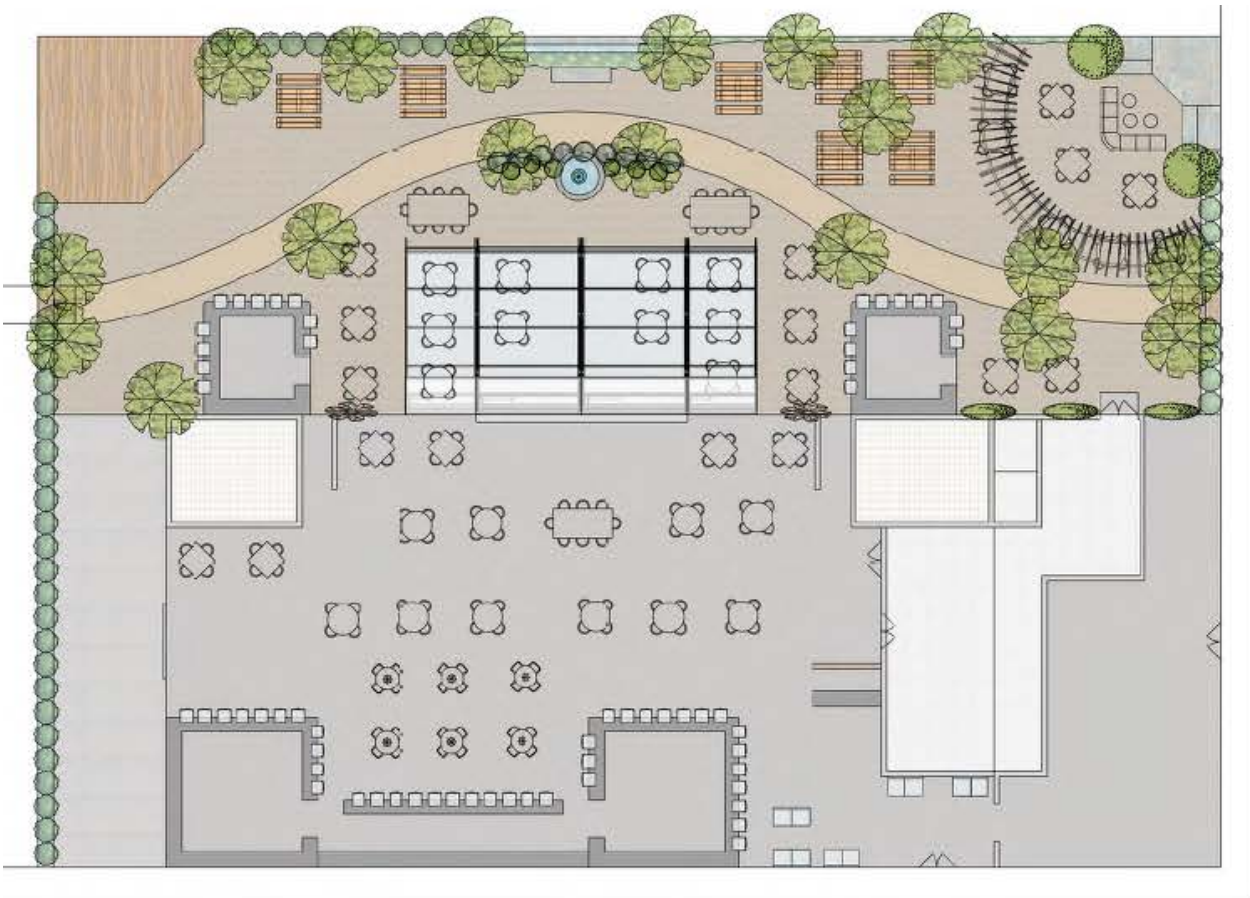



SITE LOCATION – 1055 E. MAIN ST.
(PRE-CONSTRUCTION)





EXTERIOR – STRUCTURE + ADJACENT LOT
(PRE-CONSTRUCTION)



PROPOSED FLOOR PLAN
(REFERENCE ONLY)

**CITY OF SANTA PAULA**
**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Christy Ramirez, Finance Director

Subject: TRANSPORTATION DEVELOPMENT ACT, LOCAL TRANSPORTATION FUND, APPORTIONMENT FOR FISCAL YEAR 2024/2025

Date: October 15, 2024

Agenda Item: 10.H

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## RECOMMENDATION:

Staff recommends that the City Council:

Adopt Resolution No. 7544 authorizing the submittal of claims for allocation of FY 24/25 Transportation Development Act (TDA) funds.

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## BACKGROUND:

Each year the City must file a claim with Ventura County Transportation Commission for our share of Transportation Development Act (TDA) local transportation funds. This year the City's apportionment is $1,523,370. The attached resolution authorizes the City Manager or designee to file the necessary claims for these funds and also allocate the funds into two categories. Of the $1,523,370, $886,940.04 is allocated to pay Valley Express Transit for the public transportation system, including the Dial-A-Ride system, from TDA Article 8(c) revenue; and the balance of TDA funds ($636,429.96) is TDA Article 8(a) revenue to the City and is used for local streets and roads. The 2024/25 Budget had estimated TDA article 8(a) revenue in the amount of $1,103,000 compared to the $636,429.96 allocated. Staff will return on November 6 with necessary budget adjustments to address this shortfall, however it is anticipated that there is sufficient funding in prior year allocations to continue with all planned street work.

## ANALYSIS:

The Heritage Valley Transit cost for fiscal year 2024/25 is $899,453 less the prior year carryover of $12,512.96 for a total expense of $886,940.04. This amount is transferred directly from the County to the Ventura County Transportation Commission, as the operators of Valley Express. This is noted on the claim submissions Form A, line 19-22. No additional changes are needed at this time.

The two-year budget adopted in June utilized estimated figures for both revenues and expenses related to the Local Transportation Funds, based on the initial draft budget from the County. The final figures provided above include an increase cost of Valley Express by $372,143.97, which has resulted in a approximately parallel decrease in revenue projection to

what was budgeted for FY 24/25. As noted, staff will return to Council with a budget amendment request to address both the decreased revenues as well as matching expense allocation.

Prior year funding allocated to street repair expenses in the Gas Tax fund came in under expectations. Any remaining budget will be carried over under the authorization provided by Council to the City Manager via its budget resolution.

**STRATEGIC PLAN:**

While this item is not a direct goal or objective in City Council's two-year strategic plan, the submission of this claim is necessary to maintain funding from the Transportation Development Act Local Transportation Fund.

**FISCAL IMPACTS:**

No fiscal impacts are related to the passage of this resolution. Staff will return at a later time to request a budget allocation recognizing decreased revenue and expense allocation.

**OPTIONS:**

As alternatives to staff's recommendation, the City Council may
1. Reject the recommendation; and/or
2. Provide additional direction to staff.

**ATTACHMENTS:**

TDA Claim Forms FY 24-25.pdf
Resolution TDA 24-25.docx

# Transportation Development Act
# Form A - Claim Form

| Line | | |
|---|---|---|
| 1 | Fiscal Year | 2024/2025 |
| 2 | Claimant | City of Santa Paula |
| 3 | Address | 970 E Ventura St. |
| | | Santa Paula, CA 93060 |
| 4 | Name of Contact Person | Christy Ramirez |
| 5 | Title of Contact Person | Finance Director |
| 6 | Telephone Number of Contact Person | 805-933-4211 ext. 204 |
| 7 | Email Address of Contact Person | cramirez@spcity.org |

The above named claimant hereby applies for allocations of Transportation Development Act funds for the above fiscal year for the purposes and amounts specified below:

| | Purpose | Claimed |
|---|---|---|
| | **Local Transportation Fund** | |
| 8 | Article 3, Pedestrian and Bicycles (PUC § 99234) | $ - |
| 9 | Article 4, Transit | $ - |
| 10 | Article 4.5, Community Transit (PUC §99233.7 & § 99275) | $ - |
| 11 | Article 8(a), Streets & Roads/Pedestrians & Bicycles (PUC § 99400(a)) | $ 636,429.96 |
| 12 | Article 8(b), Passenger Rail (PUC § 99400(b)) | $ - |
| 13 | Article 8(c), Transit (PUC § 99400(c)) | $ 886,940.04 |
| 14 | Article 8(d), Transit Admin. and Planning (PUC § 99400(d)) | $ - |
| 15 | Article 8(e), Transit Capital (PUC § 99400(e)) | $ - |
| 16 | Article 8(f), Commuter Vanpool (PUC § 99400(f)) | $ - |
| 17 | Article 8, Other | $ - |
| 18 | Total LTF Claimed | **$ 1,523,370.00** |
| 19 | Less funds released to | VCTC for Valley Express |
| 20 | for Article | 8c |
| 21 | for purpose of | Valley Express |
| 22 | in the amount of | $ 886,940.04 |
| 23 | Amount of LTF to be sent to Claimant *(Line 17 minus Line 21)* | **$ 636,429.96** |

| | Purpose | Claimed |
|---|---|---|
| | **State Transit Assistance** | |
| 24 | STA Transportation and Rail | $ - |
| 25 | SGR State of Good Repair | $ - |
| 26 | Total STA & SGR Claimed | **$ -** |

Claimant acknowledges that payment by the County Auditor-Controller of an allocation made by the Ventura County Transportation Commission (VCTC) is subject to such monies being on hand and available for distribution and to the provision that such monies are used only in accordance with the terms of the allocation instruction issued by the VCTC. Claimant also certifies that the information on the claim forms are true and accurate to the best of their knowledge and that the claimant is eligible for the funds claimed and will use them for eligible expenditures per the TDA regulations. If the STA and SGR funds claimed are based on the estimates provided by the State of California, the funds paid to the local agency will be the actual amount received and may vary from the amounts claimed.

The following individual is hereby authorized to execute for and on behalf of the named entity, and to take any action necessary for the purpose of obtaining Local Transportation Funds and/or State Transit Assistant funds.

| | | |
|---|---|---|
| 27 | Authorizing Signature | C. Ramirez |
| 28 | Name of Authorizing Agent | **Christy Ramirez** |
| 29 | Title of Authorizing Agent | **Finance Director** |
| 30 | Date | **10/10/2024** |

(Updated 07/07/20)

# Transportation Development Act
## Form A - Claim Form

| Line | | |
|---|---|---|
| 1 | Fiscal Year | 2024/2025 |
| 2 | Claimant | City of Santa Paula |
| 3 | Address | 970 E Ventura St. |
| | | Santa Paula, CA 93060 |
| 4 | Name of Contact Person | Christy Ramirez |
| 5 | Title of Contact Person | Finance Director |
| 6 | Telephone Number of Contact Person | 805-933-4211 ext. 204 |
| 7 | Email Address of Contact Person | cramirez@spcity.org |

The above named claimant hereby applies for allocations of Transportation Development Act funds for the above fiscal year for the purposes and amounts specified below:

| | Purpose | | Claimed |
|---|---|---|---|
| | **Local Transportation Fund** | | |
| 8 | Article 3, Pedestrian and Bicycles (PUC § 99234) | $ | 5,399.00 |
| 9 | Article 4, Transit | $ | - |
| 10 | Article 4.5, Community Transit (PUC §99233.7 & § 99275) | $ | - |
| 11 | Article 8(a), Streets & Roads/Pedestrians & Bicycles (PUC § 99400(a)) | $ | 636,429.96 |
| 12 | Article 8(b), Passenger Rail (PUC § 99400(b)) | $ | - |
| 13 | Article 8(c), Transit (PUC § 99400(c)) | $ | 886,940.04 |
| 14 | Article 8(d), Transit Admin. and Planning (PUC § 99400(d)) | $ | - |
| 15 | Article 8(e), Transit Capital (PUC § 99400(e)) | $ | - |
| 16 | Article 8(f), Commuter Vanpool (PUC § 99400(f)) | $ | - |
| 17 | Article 8, Other | $ | - |
| 18 | Total LTF Claimed | **$** | **1,528,769.00** |
| 19 | Less funds released to | | VCTC for Valley Express |
| 20 | for Article | | 8c |
| 21 | for purpose of | | Valley Express |
| 22 | in the amount of | $ | 886,940.04 |
| 23 | Amount of LTF to be sent to Claimant *(Line 17 minus Line 21)* | **$** | **641,828.96** |

| | Purpose | | Claimed |
|---|---|---|---|
| | **State Transit Assistance** | | |
| 24 | STA Transportation and Rail | $ | - |
| 25 | SGR State of Good Repair | $ | - |
| 26 | Total STA & SGR Claimed | **$** | **-** |

Claimant acknowledges that payment by the County Auditor-Controller of an allocation made by the Ventura County Transportation Commission (VCTC) is subject to such monies being on hand and available for distribution and to the provision that such monies are used only in accordance with the terms of the allocation instruction issued by the VCTC. Claimant also certifies that the information on the claim forms are true and accurate to the best of their knowledge and that the claimant is eligible for the funds claimed and will use them for eligible expenditures per the TDA regulations. If the STA and SGR funds claimed are based on the estimates provided by the State of California, the funds paid to the local agency will be the actual amount received and may vary from the amounts claimed.

The following individual is hereby authorized to execute for and on behalf of the named entity, and to take any action necessary for the purpose of obtaining Local Transportation Funds and/or State Transit Assistant funds.

| | | |
|---|---|---|
| 27 | Authorizing Signature | C. Ramirez |
| 28 | Name of Authorizing Agent | **Christy Ramirez** |
| 29 | Title of Authorizing Agent | **Finance Director** |
| 30 | Date | **10/10/2024** |

(Updated 07/07/20)

# Transportation Development Act
## Form B1 - Financial Reporting Form LTF Article 3

| Line | | | |
|---|---|---|---|
| 1 | Fiscal Year | 2024/2025 | |
| 2 | Claimant | City of Santa Paula | |

| | | Operating Budget Comparison | |
|---|---|---|---|
| | | Prior FY | Claim FY |
| 3 | Fiscal Year | 2023/2024 | 2024/2025 |
| 4 | Beginning LTF Article 3 Fund Balance (use audited amount if available) | $ 1,499,482.38 | $ 1,516,894.69 |
| | **Estimated Revenues :** | | |
| 5 | Federal grants (provide detail in notes) | | |
| 6 | LTF Article 3, Pedestrians and Bicycle | $ 5,638.00 | $ 5,399.00 |
| 7 | LTF Unearned/Deferred Revenues | $ - | |
| 8 | State grants (provide detail in notes) | | |
| 9 | Local (specify)_____ | | |
| 10 | Other (specify)_____ | | |
| 11 | Interest | $ 13,041.11 | $ - |
| 12 | **Total Estimated Revenues and Fund Balances** | **$ 1,518,161.49** | **$ 1,522,293.69** |
| | **Estimated Expenses:** | | |
| 13 | Construction | | $ 1,507,857.41 |
| 14 | Maintenance | $ 1,266.80 | $ 14,436.28 |
| 15 | Planning | | |
| 16 | Other (provide detail in notes) | | |
| 17 | **Total Estimated Expenses** | **$ 1,266.80** | **$ 1,522,293.69** |
| 18 | **Surplus/Deficit End of Year** | **$ 1,516,894.69** | **$ -** |

19 **Notes and Explanations: (as applicable)**

* Line 4
* Line 5
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* Line 10

No budget was included in FY 24/25 as it was originally expected the Crosstown project would be completed by that time. Staff will return to Council on 11/6/24 to

* Line 11 adjust the budget.
* Line 13
* Line 14
* Line 15
* Line 16

(Updated 07/07/20)

# Transportation Development Act
## Form B2.1 - Financial Reporting Form LTF Article 4

| Line | | 2024/2025 |
|---|---|---|
| 1 | Fiscal Year | |
| 2 | Claimant | City of Santa Paula |

| | | Operating Budget Comparison | | Capital Budget Comparison | |
|---|---|---|---|---|---|
| | | Prior FY | Claim FY | Prior FY | Claim FY |
| 3 | Fiscal Year | 2023/2024 | 2024/2025 | 2023/2024 | 2024/2025 |
| 4 | Beginning LTF Fund Balance (use audited amount if available) | | $ - | $ - | $ - |
| | **Estimated Revenues :** | | | | |
| 5 | Federal grants (provide detail in notes) | | | | |
| | **Local Transportation Funds by Article** | | | | |
| 6 | LTF Article 4, Transit (PUC § 99260(a)) | | | | |
| 7 | LTF Article 4, Planning (PUC § 99292) | | | | |
| 8 | LTF Article 4, Elderly and Disabled (PUC § 99260.7) | | | | |
| 9 | LTF Article 4, Railroad Corporation (PUC § 99260.5(a)) | | | | |
| 10 | LTF Article 4, Other (specify article/PUC §)_____ | | | | |
| 11 | LTF Unearned/Deferred Revenues (specify article) _____ | | | | |
| 12 | Fare Revenue Funds | | | | |
| 13 | Local (specify in notes) | | | | |
| 14 | Other (specify in notes) | | | | |
| 15 | Interest | | | | |
| 16 | **Total Estimated Revenues and Fund Balances** | $ - | $ - | $ - | $ - |
| | **Estimated Expenses:** | | | | |
| 17 | Eligible Operating Costs | | | | |
| 18 | Transit Operating assigned to other (specify agency in notes) | | | | |
| 19 | Transit Capital TDA (specify projects in notes) | | | | |
| 20 | Transit Capital assigned to other (specify agency in notes) | | | | |
| 21 | Other (provide detail & cite code section in notes) | | | | |
| 22 | **Total Estimated Expenses** | $ - | $ - | $ - | $ - |
| 23 | **Surplus/Deficit End of Year** | $ - | $ - | $ - | $ - |

**If the operating budget has increased in excess of 15% above the preceeding year, or there is a substantial increase or decrease in the scope of operations or capital budget provision, please provide a statement identifying and substantiating the reason or need for the change (CCR 6632).**
**If not needed, please initial** _____ **Otherwise, please provide statement below.**

**24 Notes and Explanations: (as applicable)**

* Line 4
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* Line 19
* Line 20
* Line 21

(Updated 07/07/20)

# Transportation Development Act
## Form B2.2 - Financial Reporting Form LTF Article 4.5

| Line | | | |
|---|---|---|---|
| 1 | Fiscal Year | 2024/2025 | |
| 2 | Claimant | ity of Santa Paula | |

| | | Operating Budget Comparison | | Capital Budget Comparison | |
|---|---|---|---|---|---|
| | | Prior FY | Claim FY | Prior FY | Claim FY |
| 3 | Fiscal Year | 2023/2024 | 2024/2025 | 2023/2024 | 2024/2025 |
| 4 | Beginning LTF Fund Balance (use audited amount if available) | | $ - | $ - | $ - |
| | **Estimated Revenues :** | | | | |
| 5 | Federal grants (provide detail in notes) | | | | |
| | **Local Transportation Funds by Article** | | | | |
| 6 | LTF Article 4.5, Community Transit (PUC §99233.7 & 99275) | | | | |
| 7 | LTF Unearned/Deferred Revenues (specify article) _____ | | | | |
| 8 | Fare Revenue Funds | | | | |
| 9 | Local (specify in notes) | | | | |
| 10 | Other (specify in notes) | | | | |
| 11 | Interest | | | | |
| 12 | **Total Estimated Revenues and Fund Balances** | $ - | $ - | $ - | $ - |
| | **Estimated Expenses:** | | | | |
| 13 | Eligible Operating Costs | | | | |
| 14 | Transit Operating assigned to other (specify agency in notes) | | | | |
| 15 | Transit Capital TDA (specify projects in notes) | | | | |
| 16 | Transit Capital assigned to other (specify agency in notes) | | | | |
| 17 | Other (provide detail & cite code section in notes) | | | | |
| 18 | **Total Estimated Expenses** | $ - | $ - | $ - | $ - |
| 19 | **Surplus/Deficit End of Year** | $ - | $ - | $ - | $ - |

**If the operating budget has increased in excess of 15% above the preceeding year, or there is a substantial increase or decrease in the scope of operations or capital budget provision, please provide a statement identifying and substantiating the reason or need for the change (CCR 6632).**
**If not needed, please initial** _____ **Otherwise, please provide statement below.**

**20 Notes and Explanations: (as applicable)**

* Line 4
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* Line 16
* Line 17

(Updated 07/07/20)

# Transportation Development Act
## Form B3.1 - Financial Reporting Form LTF Article 8a

| Line | | | |
|---|---|---|---|
| 1 | Fiscal Year | 2024/2025 | |
| 2 | Claimant | City of Santa Paula | |
| | | Budget Comparison | |
| | | Prior FY | Claim FY |
| 3 | Fiscal Year | 2023/2024 | 2024/2025 |
| 4 | Beginning LTF Article 8a Fund Balance (use audited amount if available) | $ 1,144,984.11 | $ 1,776,634.99 |
| | **Estimated Revenues :** | | |
| 5 | Federal grants (provide detail in notes) | | |
| 6 | LTF Article 8(a), Streets and Roads (PUC §99400(a)) | $ 1,063,429.93 | $ 636,429.96 |
| 7 | LTF Article 8(a), Pedestrians and Bicycles (PUC §99400(a)) | | |
| 8 | LTF Unearned/Deferred Revenues | | |
| 9 | State grants (provide detail in notes) | | |
| 10 | Local (specify)_____ | | |
| 11 | Other (specify)_____ | | |
| 12 | Interest | $ 9,942.04 | |
| 13 | **Total Estimated Revenues and Fund Balances** | **$ 2,218,356.08** | **$ 2,413,064.95** |
| | **Estimated Expenses:** | | |
| 14 | Streets and Roads | $ 441,721.09 | $ 2,413,064.95 |
| 15 | Bicycles and Pedestrians | | |
| 16 | Other (provide detail in notes) | | |
| 17 | **Total Estimated Expenses** | **$ 441,721.09** | **$ 2,413,064.95** |
| 18 | **Surplus/Deficit End of Year** | **$ 1,776,634.99** | **$ -** |

**19 Notes and Explanations: (as applicable)**

2182514.03

* Line 4
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(Update (Updated 07/07/20)

# Transportation Development Act
## Form B3.2 - Financial Reporting Form LTF Article 8(b) to 8(f)

| Line | | | | | | | |
|---|---|---|---|---|---|---|---|
| 1 | Fiscal Year | 2024/2025 | | | | | |
| 2 | Claimant | ity of Santa Paula | | | | | |
| | | Operating Budget Comparison | | | Capital Budget Comparison | | |
| | | Prior FY | Claim FY | | Prior FY | Claim FY | |
| 3 | Fiscal Year | 2023/2024 | 2024/2025 | | 2023/2024 | 2024/2025 | |
| 4 | Beginning LTF Fund Balance (use audited amount if available) | | $ - | | $ - | $ - | |
| | **Estimated Revenues :** | | | | | | |
| 5 | Federal grants (provide detail in notes) | | | | | | |
| | **Local Transportation Funds by Article** | | | | | | |
| 6 | Article 8(b), Passenger Rail (PUC § 99400(b)) | | | | | | |
| 7 | Article 8(c), Transit (PUC § 99400(c)) | $ 514,796.07 | $ 886,940.04 | | | | |
| 8 | Article 8(d), Transit Admin. and Planning (PUC § 99400(d)) | | | | | | |
| 9 | Article 8(e), Transit Capital (PUC § 99400(e)) | | | | | | |
| 10 | Article 8(f), Commuter Vanpool (PUC § 99400(f)) | | | | | | |
| 11 | LTF Article 8 Other (specify) _____ | | | | | | |
| 12 | LTF Unearned/Deferred Revenues (specify article) _____ | | | | | | |
| 13 | Fare Revenue Funds | | | | | | |
| 14 | Local (specify in notes) | | | | | | |
| 15 | Other (specify in notes) | | | | | | |
| 16 | Interest | | | | | | |
| 17 | **Total Estimated Revenues and Fund Balances** | **$ 514,796.07** | **$ 886,940.04** | | **$ -** | **$ -** | |
| | **Estimated Expenses:** | | | | | | |
| 18 | Eligible Operating Costs | | | | | | |
| 19 | Transit Operating assigned to other (specify agency in notes) | $ 514,796.07 | $ 886,940.04 | | | | |
| 20 | Transit Capital TDA (specify projects in notes) | | | | | | |
| 21 | Transit Capital assigned to other (specify agency in notes) | | | | | | |
| 22 | Other (provide detail & cite code section in notes) | | | | | | |
| 23 | **Total Estimated Expenses** | **$ 514,796.07** | **$ 886,940.04** | | **$ -** | **$ -** | |
| 24 | **Surplus/Deficit End of Year** | **$ -** | **$ -** | | **$ -** | **$ -** | |

**If the operating budget has increased in excess of 15% above the preceeding year, or there is a substantial increase or decrease in the scope of operations or capital budget provision, please provide a statement identifying and substantiating the reason or need for the change (CCR 6632).**
**If not needed, please initial _____ Otherwise, please provide statement below.**

**25 Notes and Explanations: (as applicable)**

* Line 4
* Line 5
* Line 6
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* Line 10
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* Line 14
* Line 15
* Line 16
* Line 18
* Line 1 Valley Expess costs have increased
* Line 20
* Line 21
* Line 22

(Updated 07/07/20)

# Transportation Development Act
## Form B4 - Financial Reporting Form STA

| Line | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | Fiscal Year | 2024/2025 | | | | | | |
| 2 | Claimant | City of Santa Paula | | | | | | |
| | | Operating Budget Comparison | | | | Capital Budget Comparison | | |
| | | Prior FY | | Claim FY | | Prior FY | | Claim FY |
| 3 | Fiscal Year | 2023/2024 | | 2024/2025 | | 2023/2024 | | 2024/2025 |
| 4 | Beginning STA Fund Balance (use audited amount if available) | $ | - | $ | - | $ | - | $ - |
| | **Estimated Revenues :** | | | | | | | |
| 5 | Federal grants (provide detail in notes) | | | | | | | |
| | **State Transit Assistance (request/estimate)*** | | | | | | | |
| 6 | STA Operation (CCR 6730(a)) | | | | | | | |
| 7 | STA Capital (CCR 6730(b)) | | | | | | | |
| 8 | STA Rail Service (CCR 6730(c)) | | | | | | | |
| 9 | STA General Public (CCR 6731(b)) | | | | | | | |
| 10 | STA Elderly & Disabled (CCR 6731(b)) | | | | | | | |
| 11 | STA Specialized Services (CCR 6731(c)) | | | | | | | |
| 12 | STA PUC § 99314 Unearned/Deferred Revenues (at agency) | | | | | | | |
| 13 | State - Other than TDA (provide detail in notes) | | | | | | | |
| 14 | Fare Revenue Funds | | | | | | | |
| 15 | Local (specify in notes) | | | | | | | |
| 16 | Other (provide detail & cite code section in notes) | | | | | | | |
| 17 | Interest | | | | | | | |
| 18 | **Total Estimated Revenues and Fund Balances** | $ | - | $ | - | $ | - | $ - |
| | **Estimated Expenses:** | | | | | | | |
| 19 | Eligible Operating Costs | | | | | | | |
| 20 | Transit Operating assigned to other (specify agency in notes) | | | | | | | |
| 21 | Capital TDA (specify projects in notes) | | | | | | | |
| 22 | Capital assigned to other (specify agency in notes) | | | | | | | |
| 23 | Other (provide detail & cite code section in notes) | | | | | | | |
| 24 | **Total Estimated Expenses** | $ | - | $ | - | $ | - | $ - |
| 25 | **Surplus/Deficit End of Year** | $ | - | $ | - | $ | - | $ - |

*** If the STA funds claimed are based on the estimates provided by the State of California, the funds paid to the local agency will be the actual amount received and may vary from the amounts claimed.**

**If the operating budget has increased in excess of 15% above the preceeding year, or there is a substantial increase or decrease in the scope of operations or capital budget provision, please provide a statement identifying and substantiating the reason or need for the change (CCR 6632). If not needed, please initial _____ Otherwise, please provide statement below.**

**26 Notes and Explanations: (as applicable)**

* Line 4
* Line 5
* Line 6
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* Line 10
* Line 11
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* Line 13
* Line 14
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* Line 16
* Line 17
* Line 19
* Line 20
* Line 21
* Line 22
* Line 23

(Updated 07/07/20)

# Transportation Development Act
# Form B5 - Financial Reporting Form SGR

| Line | | | |
|---|---|---|---|
| 1 | Fiscal Year | 2024/2025 | |
| 2 | Claimant | City of Santa Paula | |
| | | Capital Budget Comparison | |
| | | Prior FY | Claim FY |
| 3 | Fiscal Year | 2023/2024 | 2024/2025 |
| 4 | Beginning SGR Fund Balance (use audited amount if available) | $ - | $ - |
| | **Estimated Revenues :** | | |
| 5 | Federal grants (provide detail in notes) | | |
| | **State Transit Assistance (request/estimate)*** | | |
| 6 | State of Good Repair | | $ - |
| 7 | State of Good Repair Unearned/Deferred Revenues (at agency) | | |
| 8 | State - Other than TDA (provide detail in notes) | | |
| 9 | Local (specify in notes) | | |
| 10 | Other (specify in notes) | | |
| 11 | Interest | | |
| 12 | **Total Estimated Revenues and Fund Balances** | $ - | $ - |
| | **Estimated Expenses:** | | |
| 13 | Eligible Capital Costs (specify projects in notes) | | |
| 14 | Other (provide detail in notes) | | |
| 15 | **Total Estimated Expenses** | $ - | $ - |
| 16 | **Surplus/Deficit End of Year** | $ - | $ - |

| 17 | **Name(s) of SGR project for the above request:** | | **Funding Year** | **Amount** |
|---|---|---|---|---|
| | | Project A | 2021/2022 | |
| | | Project B | 2022/2023 | |
| | | Project C | 2023/2024 | |
| 18 | **Total SGR amount request** | | | $ - |

*** If the SGR funds claimed are based on the estimates provided by the State of California, the funds paid to the local agency will be the actual amount received and may vary from the amounts claimed.**

19 **Notes and Explanations: (as applicable)**

* Line 4
* Line 5
* Line 6
* Line 7
* Line 8
* Line 9
* Line 10
* Line 11
* Line 13
* Line 14

(Updated 07/07/20)

# Transportation Development Act
# Form C - Assurances

| Line | | |
|---|---|---|
| 1 | **Fiscal Year** | **2024/2025** |
| 2 | **Claimant** | **City of Santa Paula** |
| 3 | **Article** | **8a & 8c** |

Claimant Assurances: (Initial Each Section Below OR N/A if not applicable to the claim)

| | Initial | | Assurance |
|---|---|---|---|
| 4 | CW | C1 | **180-Day Certified Fiscal Audit:**<br>*If VCTC does NOT have a TDA audit performed on behalf of the claimant*, the claimant certifies that it has submitted a satisfactory, independent fiscal audit, with required certification statement, to VCTC and to the State Controller pursuant to PUC § 99245 & CCR § 6664, for the prior year (project year minus two). Claimant assures that this audit requirement will be completed for the current fiscal year (project year minus one).<br>***Applies to All Claims: Article 3, 4, 4.5, 8(a), 8(c), STA and SGR*** |
| 5 | CW | C2 | **Timely and Reviewed Fiscal Audits:**<br>Claimant staff will make every effort to provide information to the auditors in a timely manner so that the audits can be completed before the 180 day requirement. Audits will be reviewed by claimant/agency staff and are the responsibility of the agency.<br>***Applies to All Claims: Article 3, 4, 4.5, 8(a), 8(c), STA and SGR*** |
| 6 | CW | C3 | **State Controller Annual Report**<br>Claimant certifies that it has submitted a State Controller's report in conformance with the uniform system of accounts and reports, to VCTC and to the State Controller, pursuant to PUC § 99243, § 99245, CCR § 6637 and/or § 6665 as applicable, for the prior year (project year minus two). Claimant assures that this report will be completed for the current fiscal year (project year minus one) in a timely manner.<br>***Applies to All Claims: Article 3, 4, 4.5, 8(a), 8(c), STA and SGR*** |
| 7 | CW | C4 | **Passed-through TDA Funds Retain TDA Requirements:**<br>Claimant certifies that any TDA funds received from another agency will remain classified as TDA even when passed-through from another agency. These funds will be classified as TDA in the financial records and reported accordingly. These funds will retain TDA requirements.<br>***Applies to All Claims: Article 3, 4, 4.5, 8(a), 8(c), STA and SGR*** |
| 8 | CW | C5 | **Interest Accrual:**<br>Claimant will accurately account for TDA revenues and expenses and accrue interest accordingly. Interest will be spent on allowable expenses.<br>***Applies to All Claims: Article 3, 4, 4.5, 8(a), 8(c), STA and SGR*** |
| 9 | CW | C6 | **Unmet Transit Needs:**<br><br>Claimant certifies that all reasonable transit needs are satisfied and is eligible to receive Article 8(a) local streets and roads.<br>***Applies to 8(a) (Streets and Roads)*** |
| 10 | CW | C7 | **Revenue Ratios:**<br>Claimant is responsible for preparing the revenue ratio calculation(s) and certifies that it intends to maintain for the project year a ratio of fare revenues to operating costs of at least (a) 20 percent if the claimant is serving an urbanized area, (b) 10 percent if the claimant is serving a non-urbanized area, or (c) as determined by VCTC pursuant to CCR § 6633.2(c) and PUC § 99268. If the required ratio is not met, the "non-compliance with required revenue ratios" outlined in the TDA regulations will be implemented.<br>***Applies to 4, 4.5, 8 (transit), STA*** |

Pact Sets Rates:
City of Fillmore,
City of Santa Paula,
County of Ventura

# Transportation Development Act
## Form C - Assurances

| Line | | |
|---|---|---|
| 1 | **Fiscal Year** | **2024/2025** |
| 2 | **Claimant** | **City of Santa Paula** |
| 3 | **Article** | **8a & 8c** |

Claimant Assurances: (Initial Each Section Below OR N/A if not applicable to the claim)

| | Initial | | Assurance |
|---|---|---|---|
| 11 | | C8 | **Revenue Ratios for Exclusive Services to Seniors and Disabled:**<br>Pact Sets Rates:<br>City of Fillmore,<br>City of Santa Paula,<br>County of Ventura<br><br>*Claimant filing a claim pursuant to PUC 99268.5* certifies that, for the purpose of that claim, it provides services using vehicles for the exclusive use of elderly and handicapped persons.<br>***Applies to 4, 4.5, 8 (transit), STA*** |
| 12 | | C9 | **50-Percent Allocation and Alternative Method Limitation:**<br>The expenditure of the funds received by an operator, city or county may in no year exceed 50 percent of the amount required to meet operating, maintenance, and capital and debt service requirements of the system after deduction therefrom of approved federal grants estimated to be received. Alternatively, the operator may by allocated additional funds that could not be allocated to it because of those requirements, if it maintains, for the fiscal year, a ratio of fare revenues to operating costs as defined by § 99247 (see PUC § 99268.1, § 99268.2 and § 99405 and CCR § 6633.1).<br>***Applies to 4, 4.5, 8 (transit), STA*** |
| 13 | | C10 | **Retirement System or Private Pension Plan:**<br><br>*Claimant filing a claim pursuant to PUC § 99260* certifies that (a) the current cost of its retirement system is fully funded with respect to the officers and employees of its public transportation system (PUC § 99271(a)); or (b) the operator is implementing a plan approved by VCTC which will fully fund the retirement system for such officers and employees within 40 years (PUC § 99271(a)); or (c) the operator has a private pension plan which sets aside and invests, on a current basis, funds sufficient to provide for the payment of future pension benefits and which is fully compliant with the requirements stated in PUC § 99272 and § 99273.<br>City Employee's only<br>***Applies to 4, 4.5, 8 (transit)*** |
| 14 | | C11 | **Use of Federal Funds:**<br><br>Claimant certifies that it is making full use of federal funds available under the FTA Act in accordance with PUC § 99286.7,CCR § 6754(a)(3) and/or § 6634 as applicable.<br>***Applies to 4, 4.5, 8 (transit), STA*** |
| 15 | | C12 | **Staffing:**<br>Claimant certifies that it is in compliance with PUC § 99264 that it does not routinely staff, with two or more persons, a vehicle for public transportation purposes designed to be operated by one person.<br>***Applies to 4, 4.5, 8 (transit)*** |
| 16 | | C13 | **Reduced Fares:**<br>*Claimant certifies that if it offers reduced fares to seniors,* the same reduced rate is offered to disabled persons and disabled veterans (PUC § 99155). Claimant further assures that it will honor the federal Medicare identification card or a card issued pursuant to § 22511.55 of the Vehicle Code as sufficient identification to receive reduced fares.<br>***Applies to 4, 4.5, 8 (transit)*** |
| 17 | | C14 | **CHP Certification:**<br>Claimant certifies that, it has on file a California Highway Patrol Certification having been conducted in the last 13 months indicating their compliance with § 1808.1 of the Vehicle Code.<br>Contractor<br>***Applies to 4, 4.5, 8 (transit), STA*** |

# Transportation Development Act
# Form C - Assurances

| Line | | |
|---|---|---|
| 1 | **Fiscal Year** | **2024/2025** |
| 2 | **Claimant** | **City of Santa Paula** |
| 3 | **Article** | **8a & 8c** |

Claimant Assurances: (Initial Each Section Below OR N/A if not applicable to the claim)

| Initial | | Assurance |
|---|---|---|
| 18 | C15 | **Accessible Vehicles:** Claimant certifies that it is in compliance with PUC § 99155.5 regarding dial-a-ride and paratransit services being accessible to handicapped persons, and that the service be provided to persons without regard to vehicle ownership and place of residence. ***Applies to 4, 4.5, 8 (transit)*** |
| 19 | C16 | **Budget Increase of 15% or more** Claimant certifies that the transit operator's operating budget has not increased more than 15% over the preceding year, and does not include a substantial increase or decrease in the scope of operations or capital budget provisions for major new fixed facilities. **If the budget does include such changes, documentation is attached** that identifies and substantiates the reason or need for the changes (PUC § 99266, § 99268 and CCR § 6633.1 and § 6632). ***Applies to 4, 4.5, 8 (transit)*** |
| 20 | C17 | **Part-Time Employees** Claimant certifies that in accordance with PUC § 99243 and it is not precluded from employing part-time drivers or contracting with common carriers of persons operating under a franchise or license. Claimant further certifies that no person who was a full-time employee on June 28, 1979, shall have his or her employment terminated or his or her regular hours of employment, excluding overtime, reduced as a result of it employing part-time drivers or contracting with such common carriers. ***Applies to STA (transit)*** |
| 21 | C18 | **Operator's Qualifying Criteria** Claimant certifies that it meets and will maintain the efficiency standards pursuant to PUC § 99314.6 when claiming State Transit Assistance funds for transit operations. ***Applies to STA (transit)*** |

The undersigned herby certifies that the above statements are true and correct.

| | | |
|---|---|---|
| 22 | **Authorizing Signature:** | C. Ramirez |
| 23 | **Print Name and Title:** | Christy Ramirez |
| 24 | **Date:** | 10-01-2024 |

(updated June 2019)

# Transportation Development Act
## Form D - Capital Projects and Reserves

Line

1 **Fiscal Year** **2024/2025**

2 **Claimant** **City of Santa Paula**

G:\TDA & Street Reports\Annual LTF report\2025\[TDA Claim forms - FY24-25.xlsx]Form D - Capital

| 3 Project Name | Source of Funding Type | Total Estimated Cost | Estimated Expended Funds to Date | Estimated Expended Funds this Fiscal Year | Estimated Remaining Funds Reserved | Expected Completion Date | Description of Project and Use of Funds |
|---|---|---|---|---|---|---|---|
| 9285 Slurry Seal | Art 8A | $ 616,829.80 | | $ 616,829.80 | $ - | 6/30/2025 | Pavement maintenance and preservation coating applications in conjunction with the annual pavement management program |
| 9294 Sidewalk Rep | Art 8A | $ 513,273.00 | | $ 513,273.00 | $ - | 6/30/2025 | Sidewalk grinding and replacement in conjunction with the annual repair program, which in this fiscal year will include the maintenance, modification and repair of disabled access ramps identified by the ADA Self Evaluation by DAC Consultants |
| 9297 Lighted Cross | Art 8A | $ 724,098.65 | | $ 724,098.65 | $ - | 6/30/2025 | Existing flashing crosswalks to be removed and Rectangular Rapid Flashing Beacons (RRFBs) installed at 6 locations (3 on Main Street as a re-formulation of the former CIP for this purpose) and 3 on Highway 150 to improve crosswalk visibility and pedestrian safetySelf Evaluation by DAC Consultants |
| 502x Streets and R | Art 8A | $ 512,730.50 | | $ 512,730.50 | $ - | 6/30/2025 | Ongoing Program - Street Repair expenses |
| 200x Administratior | Art 8A | $ 46,134.00 | | $ 46,134.00 | $ - | 6/30/2025 | Overhead and purchasing expenses posted here (previously as streets) |
| | | | | | $ - | | |
| | | | | | $ - | | |
| | | | | | $ - | | |
| | | | | | $ - | | |
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| | | | | | $ - | | |
| | | | | | $ - | | |
| | | | | | $ - | | |
| 4 **Total** | | **$ 2,413,065.95** | **$ -** | **$ 2,413,065.95** | **$ -** | | |

(updated June 2019)

# Transportation Development Act
## Form F - Checklist

| Form Number | Document Name | Article 3 Bike/Ped | Article 4 Transit | Article 4.5 Community Transit | Article 8(a) Streets & Roads | Article 8(b)-8(f) Transit | STA | State of Good Repair |
|---|---|---|---|---|---|---|---|---|
| A | Claim Form | X | X | X | X | X | X | X |
| | | | | | | | | |
| B | Financial Reporting Form | | | | | | | |
| B1 | Financial Reporting, Bike/Ped (Art.3) | X | | | | | | |
| B2.1 | Financial Reporting, Transit (Art. 4) | | X | | | | | |
| B2.2 | Financial Reporting, Transit (Art. 4.5) | | | X | | | | |
| B3.1 | Financial Reporting, Street & Road (Art. 8a) | | | | X | | | |
| B3.2 | Financial Reporting, Transit (Art. 8(b)-8(f)) | | | | | X | | |
| B4 | Financial Reporting, Transit (STA) | | | | | | X | |
| B5 | Financial Reporting, Transit (SGR) | | | | | | | X |
| | | | | | | | | |
| C | Assurances | | | | | | | |
| C1 | 180-Day Certified Fiscal Audit | X | X | X | X | X | X | X |
| C2 | Timely, Reviewed Fiscal Audits | X | X | X | X | X | X | X |
| C3 | State Controller Annual Report | X | X | X | X | X | X | X |
| C4 | Passed-through TDA Funds | X | X | X | X | X | X | X |
| C5 | Interest Accrual | X | X | X | X | X | X | X |
| C6 | Unmet Transit Needs | | | | X | | | |
| C7 | Revenue Ratios | | X | X | | X | X | |
| C8 | Revenue Ratios Exclusive Service | | X | X | | X | X | |
| C9 | 50-Percent Allocation Limit | | X | X | | X | X | |
| C10 | Retirement System | | X | X | | X | | |
| C11 | Use of Federal Funds | | X | X | | X | X | |
| C12 | Staffing | | X | X | | X | | |
| C13 | Reduced Fares | | X | X | | X | | |
| C14 | CHP Certification | | X | X | | X | X | |
| C15 | Accessible Vehicles | | X | X | | X | | |
| C16 | Budget Increase | | X | X | | X | | |
| C17 | Part-Time Employees | | | | | | X | |
| C18 | Operator's Qualifying Criteria | | | | | | X | |
| | | | | | | | | |
| D | Capital Projects and Reserves | | X | X | X | X | X | X |
| F | TDA Checklist | X | X | X | X | X | X | X |
| E | Local Agency Resolution | X | X | X | X | X | X | X |
| E1 | Agenda item for Resolution | X | X | X | X | X | X | X |
| | | | | | | | | |
| G | Authorized Agent Form (State) | | | | | | | X |
| H | Certification and Assurances (St) | | | | | | | X |
| I | Board Resolution (State) | | | | | | | X |
| J | Project List | | | | | | | X |

Signature: _____

Date: 10-9-2024

**Submitted by:**

**Name:** Christy Ramirez
**Title:** Finance Director
**Phone:** 805-933-4211 ext. 204
**Email:** cramirez@spcity.org

(updated 06/18/20)

**RESOLUTION NO. 7544**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA, CALIFORNIA, AUTHORIZING THE FILING OF A CLAIM WITH THE VENTURA COUNTY TRANSPORTATION COMMISSION FOR ALLOCATION OF TRANSPORTATION DEVELOPMENT ACT FUNDS FOR FISCAL YEAR 2024/25**

SECTION 1: The City Council for the City of Santa Paula does resolve as follows:

A. The Transportation Development Act (TDA), as amended (Public Utilities Code Section 99200 et seq.), provides for the allocation of funds from the Local Transportation Fund (LTF) and the State Transit Assistance Fund for use by eligible claimants for various transportation and transit purposes as allowed by TDA; and,

B. Pursuant to the provisions of the TDA, as amended, and pursuant to the applicable rules and regulations hereunder (California Code of Regulations Sections 6600 et seq.), a prospective claimant wishing to receive an allocation from the Local Transportation Fund and the State Transit Assistance fund shall file its claim with the Ventura County Transportation Commission.

SECTION 2: The City Manager, or designee, is authorized to execute and file an appropriate claim pursuant to the applicable rules and regulations promulgated hereunder, together with all necessary supporting documents, with VCTC for an allocation of TDA funds in FY 2024/25.

SECTION 4: The authorized claim for Article 8(a) for local street and road purposes (PUC 99400(a)) is in the amount of $636,429.96.

SECTION 5: The authorized claim for Article 8(c) for local street and road purposes (PUC 99400(c)) is in the amount of $886,940.04.

SECTION 6: That a copy of this resolution be transmitted to the Ventura County Transportation Commission in conjunction with the filing of the claim.

SECTION 7: The City Clerk will certify to the passage and adoption of this Resolution; will enter the same in the book of original Resolutions of said City; will make a minute of the passage and adoption thereof in the record of proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

PASSED, AND ADOPTED, this 15th day of October, 2024.

_____
Leslie Cornejo, Mayor

ATTEST:

_____
Julie Latshaw, City Clerk

*Approved as to form:*

_____
Monica Castillo, City Attorney

*Approved as to content:*

_____
Dan Singer, City Manager

**RESOLUTION NO. 7544**

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PASSED, AND ADOPTED, this 15th day of October, 2024.

_____
Leslie Cornejo, Mayor

ATTEST:

_____
Julie Latshaw, City Clerk

*Approved as to form:*

_____
Monica Castillo, City Attorney

*Approved as to content:*

_____
Dan Singer, City Manager

**CITY OF SANTA PAULA**
**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: James Mason, Community & Economic Development Director

Subject: CITY WAYFINDING PROJECT UPDATE AND RECOMMENDATION

Date: October 15, 2024

Agenda Item: 11.A

---

## RECOMMENDATION:

Staff recommends that the City Council:

1. Receive an update on the citywide Wayfinding project developed by the city consultant, Hunt Design, and approve the design option recommendations of the Wayfinding Committee as described in the staff report.

**Presented by**: James Mason, CEDD Director

---

## BACKGROUND:

In September 2022, staff initiated a Request for Proposal (RFP) process to identify a design consultant to assist the city in developing a Wayfinding program. Four firms with experience in Wayfinding programs in California were identified. In March 2023, the City formed a Wayfinding Committee to select a qualified design firm for the development and implementation of a comprehensive Wayfinding solution. The Wayfinding Committee includes representatives from the Senior Commission, Parks and Recreation Commission, Design Assistance Committee, Planning Commission, City Council, Chamber of Commerce, and the Property Business Improvement District (PBID).

In June 2023, the Wayfinding Committee interviewed the RFP respondents and selected Hunt Design as the preferred consultant to develop the city's Wayfinding program. After discussions with Hunt Design, the review committee unanimously recommended that the City Council choose the Craftsman style as the preferred design option. They also suggested that the Iconography style be considered for integration into the Craftsman designs for identifying key city points of interest, such as the Airport, Historic Districts, Museum District, Downtown, and Parks. The committee believed that the Craftsman and Iconography designs best reflected the character and style of Santa Paula while offering a cost-effective and easily readable option.

At this time, the City Council is asked to affirm or revise the Committee's recommendations so that planning for the new signage program can begin.

## ANALYSIS:

At the April 17, 2024, City Council meeting, staff presented the recommendations from the

Wayfinding Committee. The City Council affirmed that Hunt Design's incorporation of Craftsman and Iconography styles best reflected the character and style of Santa Paula, providing a more cost-effective and easily readable design option.

Additionally, staff requested that Hunt define signage typologies that would best utilize existing infrastructure (such as banners and entry monuments) to enhance cost-effectiveness during implementation. Hunt Design has since provided an updated design package, which has been reviewed by the Property Business Improvement District, the Business Round-table, and the Wayfinding Committee, all of whom expressed enthusiastic support.

An overview of the recommended sign placements, color palette, design elements, and sign typologies is included in Attachment A.

The designs also include recommendations for the colors and graphics to be used on downtown trash receptacles. These receptacles have been funded through American Rescue Plan Act (ARPA) funds, which must be allocated before the end of 2024. The order for the trash receptacles is contingent upon the approval of the Wayfinding Designs.

**STRATEGIC PLAN:**

The initiation of a comprehensive Wayfinding program for the city will result in improvements that address the following strategic goals and objectives.

**B. Economic Development**

**Goal:** Enhance the economic vitality of the community through measures targeted towards development and business retention and expansion and attraction, resulting in diverse housing options, increased revenue generation, job creation, and a business-friendly community.

**Objective 2**. Downtown beautification – Effectuate visual and physical improvements to the historic downtown corridor, to include public amenities, improved signage, façade improvements, and safety measures.

**Metrics**. Develop a schedule for completion of suggested improvements, based on priority, and present periodic updates to the Property Business Improvement District (PBID) and City Council. Schedule, milestones, projects (number of facades improved, number of Wayfinding signs installed, etc.)

**Objective 10** . Create a welcoming environment to attract "drive-by" or "pass-through" traffic by identifying or building out key locations, access points and traffic circle islands where murals, landscaping, Wayfinding signage or decorative fencing can be utilized.

**Metrics**. Specific locations for improvements and related costs within the 2021-22 fiscal year.

**F. Community Vitality**

**Goal:** Provide the residents of Santa Paula with sustainable resources and programs to make this a great place to live and grow.

**Objective 4** . Improve Wayfinding signage throughout the City and SR126 to help guide visitors in a friendly and informative way.

**Metrics**. By Spring 2022 have a comprehensive Wayfinding program defined with critical locations installed. The full program will expand as budget allows.

**FISCAL IMPACTS:**

The Hunt Design contract for the Wayfinding Design and assistance with procurements of signage is funded in GL# 100-5-3002-209 in the FY 23/25 two year budget.

Additional funding in the amount of $28,821.08 for the initial implementation of the Wayfinding signage (downtown beautification) in the downtown area has been funded from ARPA funds (412-5-3002-209). Broader implementation of the program, which will include entry monuments, citywide signage, and key points of interest will be subject to staff recommendations, and City Council approval for future additions to the City's Capital Improvement Budget allocations.

**OPTIONS:**

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

1. Choose an alternative design; or
2. Choose not to move forward with a design option at this time, however, this may delay a significant strategy for improving the economic development and mobility within the city and jeopardize ARPA funds for recommended trash receptacles.

**ATTACHMENTS:**

2024_0827_SP Concept_RV1-1.pdf

CITY OF SANTA PAULA

# DOWNTOWN MASTER PLAN FOR SIGNAGE & WAYFINDING

## UPDATED CONCEPT DESIGN

*August 27, 2024*



Hunt
43 E Colorado Blvd #200
Pasadena, CA 91105
HUNT DESIGN

LEGEND

- Highway 126
- Primary Roads
- Secondary Roads/Alleys
- Future/Optional Connections
- Existing Mounuments
- City-Owned Parking

Legend

SANTA BARBARA STREET

MAIN STREET

HARVARD BOULEVARD

7TH STREET

S 10TH STREET

12TH STREET

CALIFORNIA 126

Google Earth

800 ft

Hunt
43 E Colorado Blvd #200
Pasadena, CA 91105

HUNT DESIGN

| PROJECT | CLIENT | DATE | SHEET TITLE | SHEET # |
|---|---|---|---|---|
| Downtown Master Plan for Wayfinding and Signage | City of Santa Paula | Aug 27, 2024 | Updated Concept Design | 2.0 |




Hunt
43 E Colorado Blvd #200
Pasadena, CA 91105

HUNT DESIGN

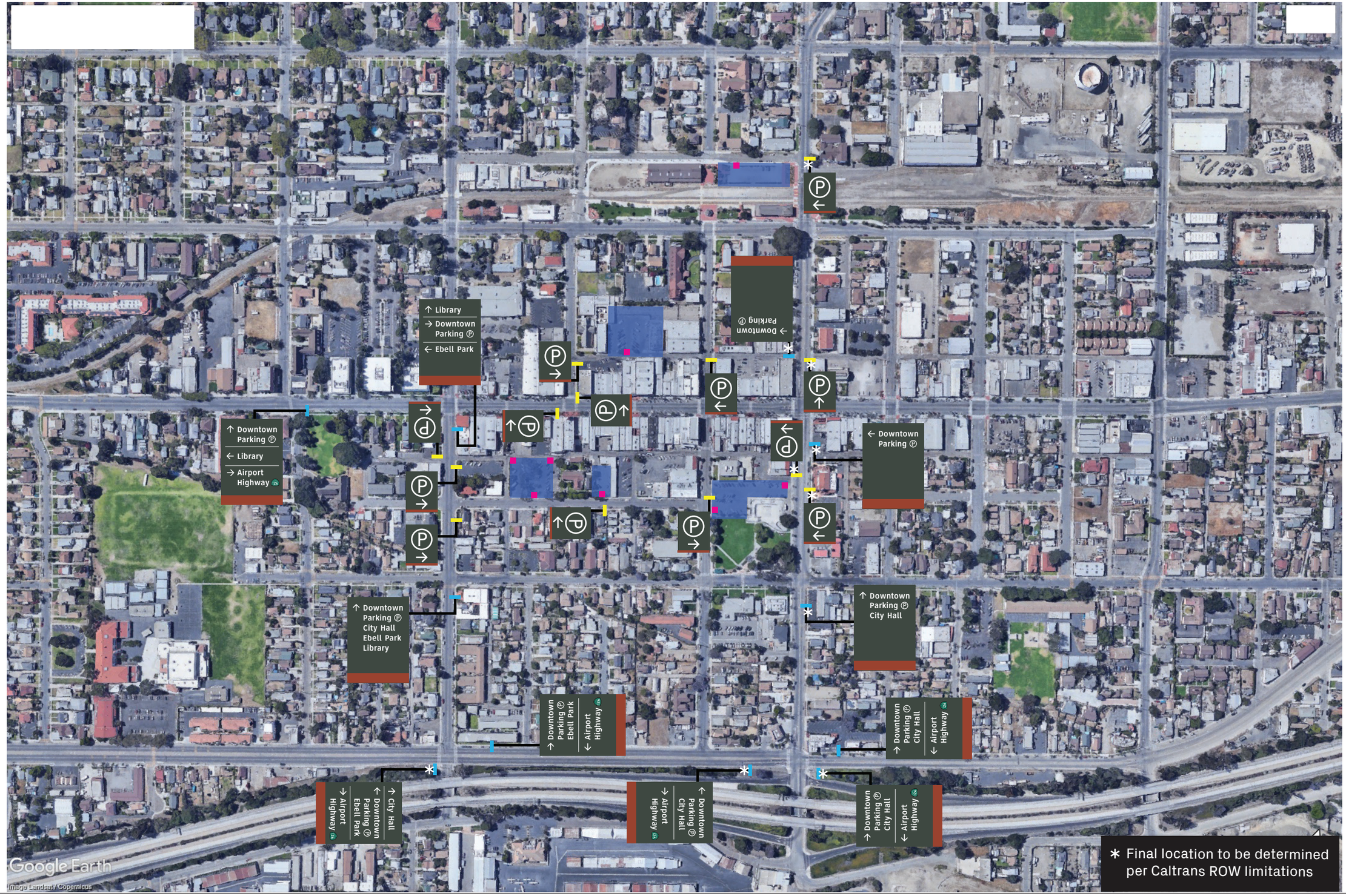
| PROJECT | CLIENT | DATE | SHEET TITLE | SHEET # |
|---|---|---|---|---|
| Downtown Master Plan for Wayfinding and Signage | City of Santa Paula | Aug 27, 2024 | Updated Concept Design | 3.0 |




Hunt
43 E Colorado Blvd #200
Pasadena, CA 91105

HUNT DESIGN

| PROJECT | CLIENT | DATE | SHEET TITLE | SHEET # |
|---|---|---|---|---|
| Downtown Master Plan for Wayfinding and Signage | City of Santa Paula | Aug 27, 2024 | Updated Concept Design | 4.0 |




Hunt
43 E Colorado Blvd #200
Pasadena, CA 91105

HUNT DESIGN

| PROJECT | CLIENT | DATE | SHEET TITLE | SHEET # |
|---|---|---|---|---|
| Downtown Master Plan for Wayfinding and Signage | City of Santa Paula | Aug 27, 2024 | Updated Concept Design | 5.0 |

# Destinations List

Typically 12 - 15 characters per line

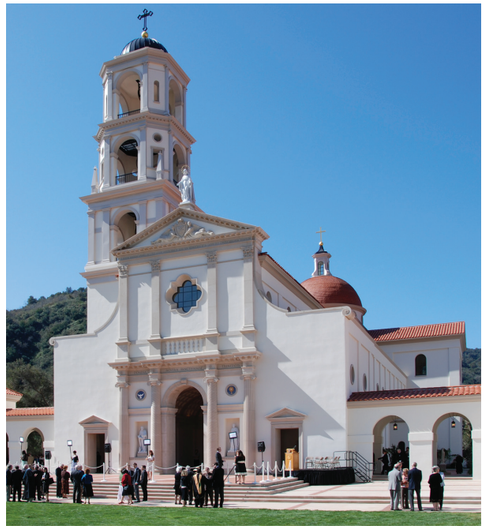
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| CIVIC | | | | | | | | | | | | | | | | | | | | | | | | | |
| City Hall | C | I | T | Y | | H | A | L | L | | | | | | | | | | | | | | | | |
| Library | L | I | B | R | A | R | Y | | | | | | | | | | | | | | | | | | |
| Post Office | P | O | S | T | | O | F | F | I | C | E | | | | | | | | | | | | | | |
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| PARKS | | | | | | | | | | | | | | | | | | | | | | | | | |
| Veterans Memorial Park | V | E | T | E | R | A | N | S | | M | E | M | O | R | I | A | L | | P | A | R | K | | | |
| Ebell Park | E | B | E | L | L | | P | A | R | K | | | | | | | | | | | | | | | |
| Harvest at Limoneira Regional Sports Park | S | P | O | R | T | S | | P | A | R | K | | | | | | | | | | | | | | |
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| ATTRACTIONS | | | | | | | | | | | | | | | | | | | | | | | | | |
| Downtown | D | O | W | N | T | O | W | N | | | | | | | | | | | | | | | | | |
| Historic Downtown | H | I | S | T | O | R | I | C | | D | O | W | N | T | O | W | N | | | | | | | | |
| Art Museum | A | R | T | | M | U | S | E | U | M | | | | | | | | | | | | | | | |
| Agriculture Museum | A | G | R | I | C | U | L | T | U | R | E | | M | U | S | E | U | M | | | | | | | |
| Aviation Museum | A | V | I | A | T | I | O | N | | M | U | S | E | U | M | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
| TRANSPORTATION | | | | | | | | | | | | | | | | | | | | | | | | | |
| Railroad Depot | R | A | I | L | R | O | A | D | | D | E | P | O | T | | | | | | | | | | | |
| Airport | A | I | R | P | O | R | T | | | | | | | | | | | | | | | | | | |
| Public Parking | P | U | B | L | I | C | | P | A | R | K | I | N | G | | | | | | | | | | | |
| Highway 126 | H | I | G | H | W | A | Y | | 1 | 2 | 6 | | | | | | | | | | | | | | |
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## Santa Paula Brand

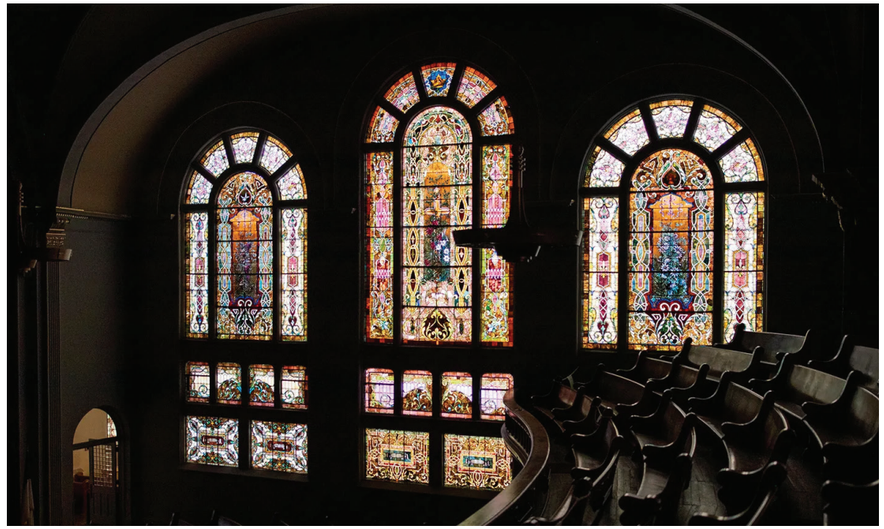





# Santa Paula Iconography






















## Typography

SANTA PAULA

Cocotte Regular

ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz

SANTA PAULA

Centra No2

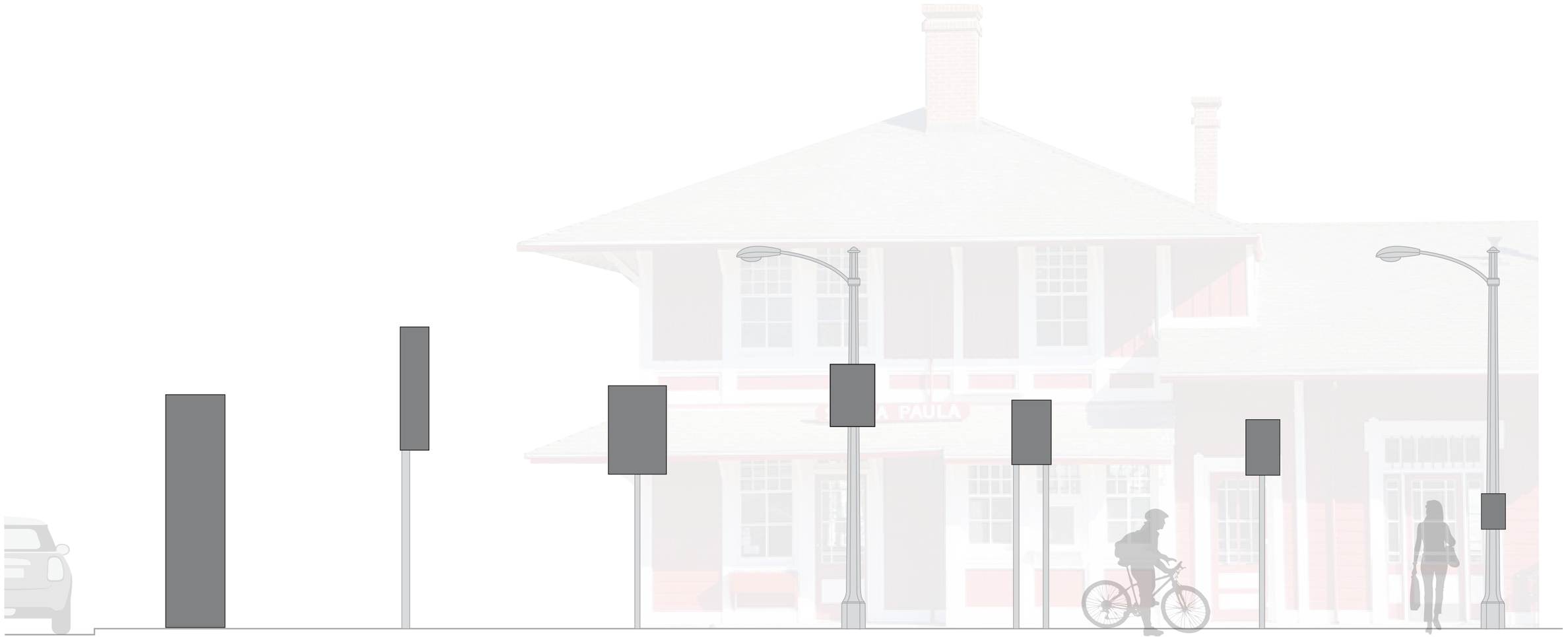
ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz

**SANTA PAULA**

**Clearview Highway**

**ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz**

# Sign Type Menu



**Free-Standing Gateway**
Free-standing monuments at selected district or neighborhood entrances

**Post-Mounted Gateway**
Signs at selected district or neighborhood entrances

**Vehicular Directional Sign**
Signs directing drivers to destinations

**Parking Directional Sign**
Signs directing drivers to public parking

**Parking Identification Sign**
Signs identifying public parking.

**Pedestrian Directional Sign**
Signs directing walkers to destinations.

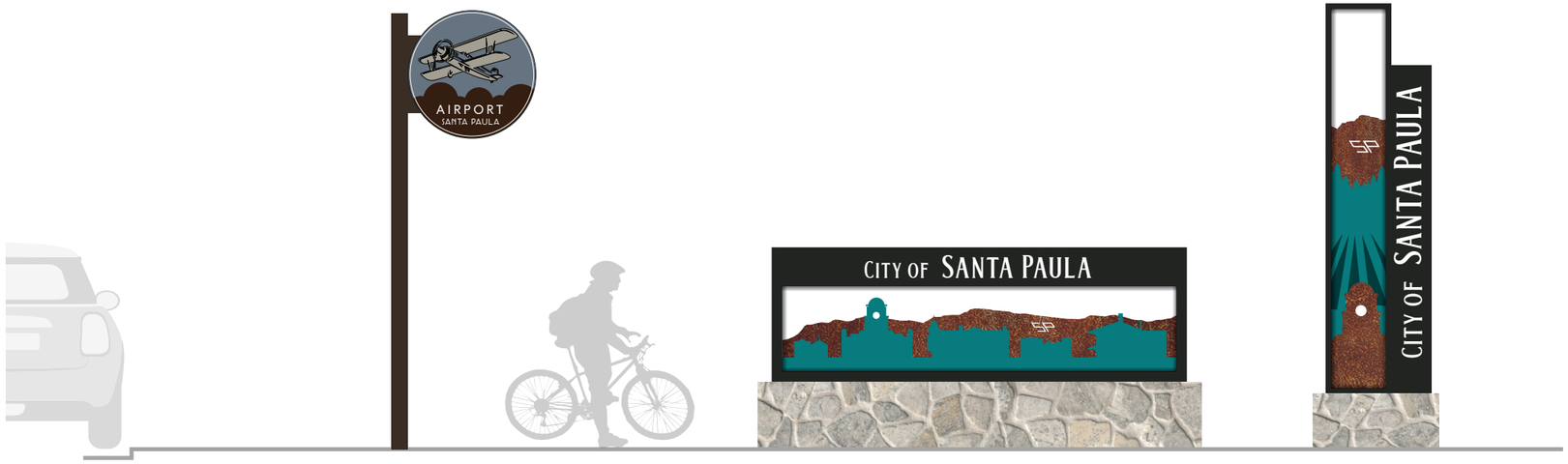
**Secondary Maps**
Secondary map display of local destinations

# Council Preferred Design Concepts












# Updated Concept Design




**Vertical Gateway**
Signs at selected district or neighborhood entrances

**Post-Mounted Gateway**
Signs at selected district or neighborhood entrances

**Vehicular Directional Sign**
Signs directing drivers to destinations

**Parking Directional Sign**
Signs directing drivers to public parking

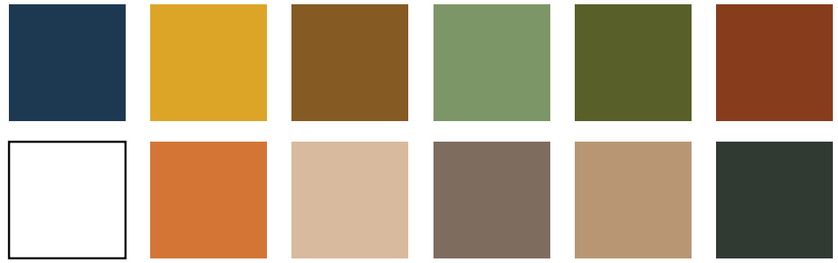
Hunt
43 E Colorado Blvd #200
Pasadena, CA 91105

HUNT DESIGN

| PROJECT | CLIENT | DATE | SHEET TITLE | SHEET # |
|---|---|---|---|---|
| Downtown Master Plan for Wayfinding and Signage | City of Santa Paula | Aug 27, 2024 | Updated Concept Design | 12.0 |

# Craftsman Illustrations





COLOR PALETTE






REFERENCE

# Craftsman Tile Motif

LEMON



CLOSE-UP

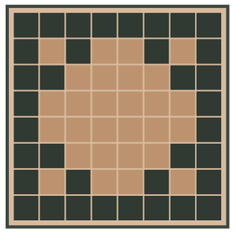


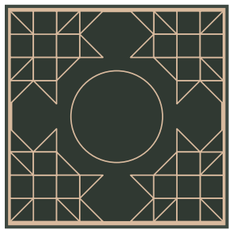
LEAF PATTERN





GEOMETRIC PATTERN





AVOCADO

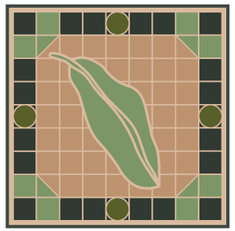


CLOSE-UP

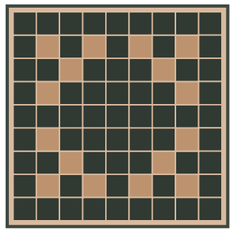


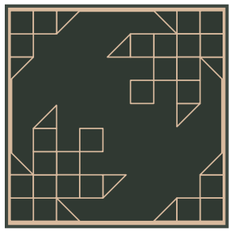
LEAF PATTERN





GEOMETRIC PATTERN





ORANGE



CLOSE-UP

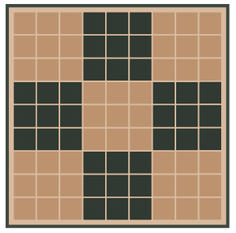


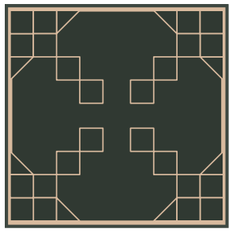
LEAF PATTERN





GEOMETRIC PATTERN





FRUITS



FIELDS



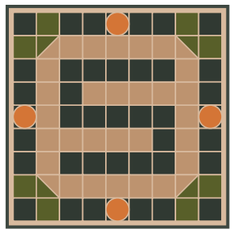
CLOCK TOWER

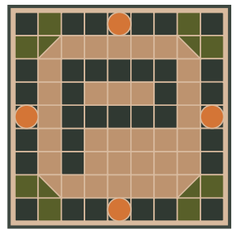


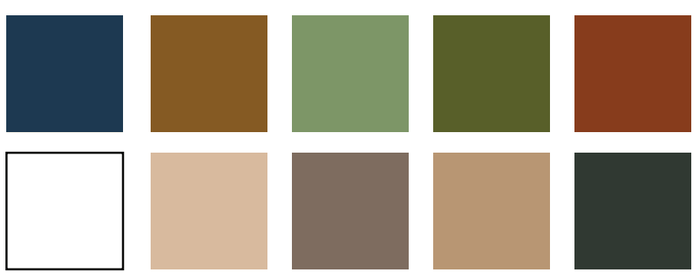
TRAIN



LETTERS







COLOR PALETTE













REFERENCE







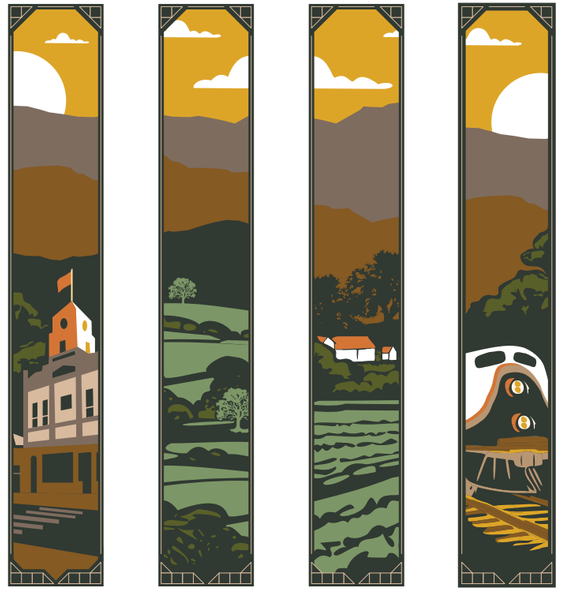
# Vertical Gateway & Banners







*Context photos for design reference only. Does not represent proposed sign location



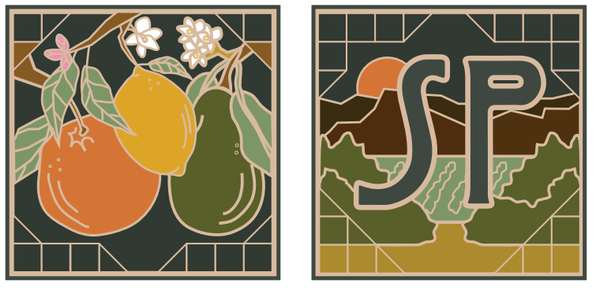
# Post-Mounted Gateway







*Context photos for design reference only. Does not represent proposed sign location



*Tile Detail

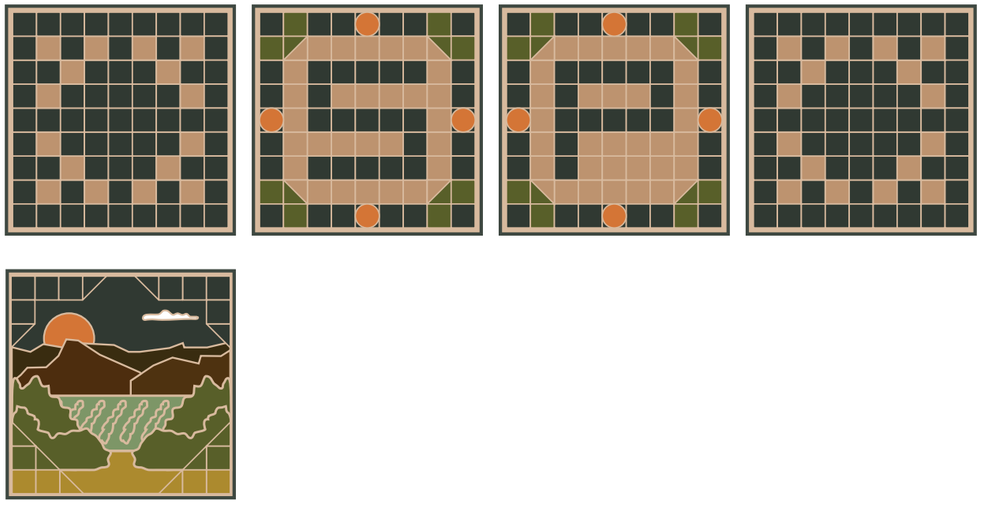
# Vehicular Directional




Front Back




*Context photos for design reference only. Does not represent proposed sign location



*Tile Details

# Parking Signage




Front Back






*Context photos for design reference only. Does not represent proposed sign location



*Tile Details

# Potential Tile Design Applications












Hunt
43 E Colorado Blvd #200
Pasadena, CA 91105

HUNT DESIGN

PROJECT
Downtown Master Plan for Wayfinding and Signage

CLIENT
City of Santa Paula

DATE
Aug 27, 2024

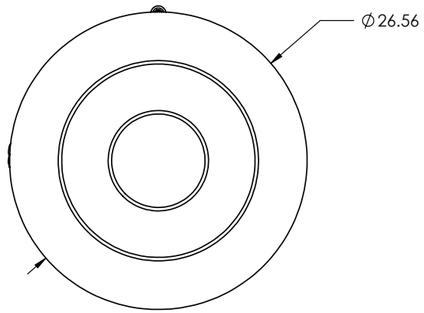
SHEET TITLE
Updated Concept Design

SHEET #
**20.0**

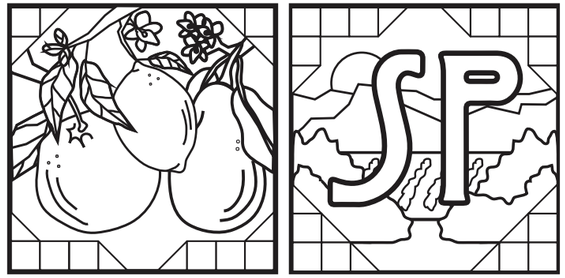
# Banner Applications



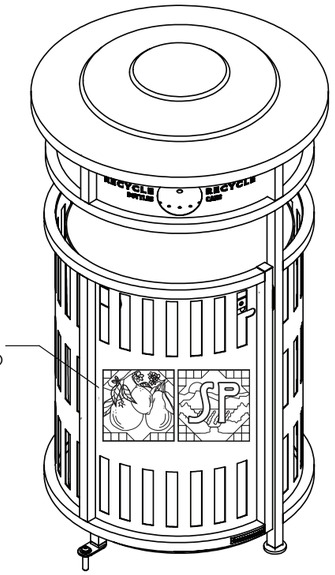


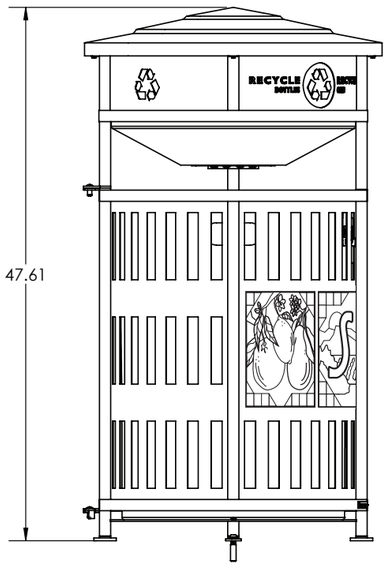

**TOP VIEW**



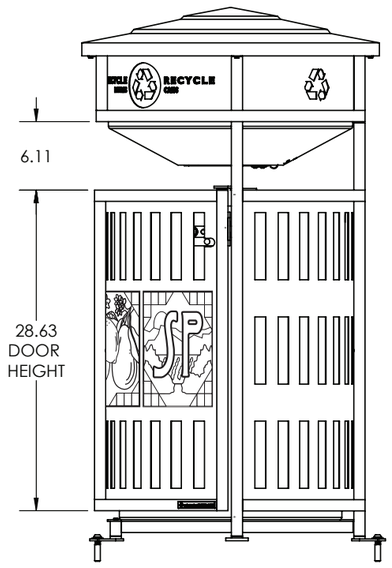
LOGO
(ENLARGED VIEW)



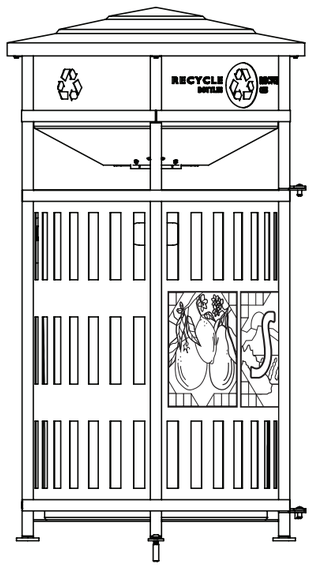

**ISO VIEW**




**FRONT VIEW**




**SIDE VIEW**



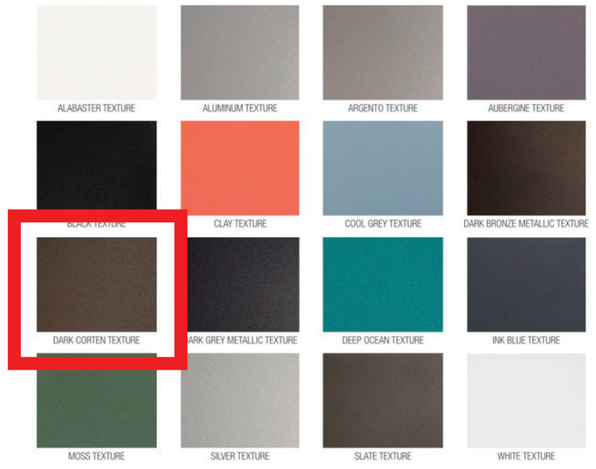
**REAR VIEW**

**POWDERCOAT CHART**

PRODUCT DATA

All Forms+Surfaces powdercoat colors have been formulated to be ultra-durable for improved long-term wear and resistance to weathering. Our powdercoat colors are also anti-graffiti, allowing marks from paint, permanent markers, and dirt to be easily removed. All standard powdercoat finishes are no-VOC.

STANDARD TEXTURES




UPDATED ON:XXXXXX

Hunt
43 E Colorado Blvd #200
Pasadena, CA 91105

HUNT DESIGN

PROJECT
Downtown Master Plan for Wayfinding and Signage

CLIENT
City of Santa Paula

DATE
Aug 27, 2024

SHEET TITLE
Updated Concept Design

SHEET #
**22.0**

# Updated Concept Design




**Vertical Gateway**
Signs at selected district or neighborhood entrances

**Post-Mounted Gateway**
Signs at selected district or neighborhood entrances

**Vehicular Directional Sign**
Signs directing drivers to destinations

**Parking Directional Sign**
Signs directing drivers to public parking

**CITY OF SANTA PAULA**
**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jonathan Royas, Deputy City Manager

Subject: AMERICAN RESCUE PLAN ACT (ARPA) UPDATE & FUNDING CONSIDERATIONS

Date: October 15, 2024

Agenda Item: 11.B

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**RECOMMENDATION:**

Staff recommends City Council:

1. Receive an update from staff on completed ARPA programs, projects or purchases;

2. Review staff recommendations on ARPA items for reallocation of funds;

3. Adopt Resolution No. 7543 amending previous ARPA allocations and establishing additional priorities for the use of unused funds; and

4. Authorize the City Manager to move funds between ARPA line items going forward.

**Presented by:** Jonathan Royas, Deputy City Manager

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**BACKGROUND:**

Like many municipalities across the country, Santa Paula has had a unique and unprecedented opportunity since 2021, to utilize Federal stimulus funds known as the American Rescue Plan Act (ARPA). As a part of the $1.9 trillion package passed by the U.S. Congress and Senate and signed by the President, some $65.1 billion were allocated to local jurisdictions, of which Santa Paula received a total of approximately $7.1 million dollars.

As a non-entitlement city with a population under 50,000, funds were disbursed to the City through the State and unlike FEMA funds, the City was not required to seek reimbursement.

Over the course of the past two years, Council has held numerous public meetings to review multiple requests as well as robust lists of projects, programs and partnerships to guide Council's discussion on proposed uses of ARPA funds.

**Eligible Uses of ARPA Funds**

Throughout this unprecedented process, the Department of Treasury released several

guidance documents including the Final Rule, establishing clear guidelines on eligible uses for ARPA funds. The most notable guideline is that ARPA funds could be used to pay for government services. Government services generally include any service traditionally provided by a government, including construction of roads and other infrastructure, provision of public safety and other services, and health and educational services. Funds spent under government services are subject to streamlined reporting and compliance requirements. In essence, this new allowance provided the City with much more flexibility and latitude than originally anticipated.

**ANALYSIS:**

In compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and the Final Rule regulated by the U.S. Department of the Treasury, recipients must obligate all funds by December 31, 2024 and expend funds by December 31, 2026. With some exceptions, the Treasury defines "obligate" as an order placed for property, services or an entry into contracts, subawards, and similar transactions that require payment.

Currently, Exhibit A, attached to this report, outlines all Council approved ARPA budget allocations and actuals totaling the entire $7,130,228 dollar distribution to the City.

To provide Council an update related to the looming "obligation" deadline, the table below provides additional clarity on the amount of ARPA funds spent, amount of funds encumbered ("obligated"), and the total amount of funds not spent ("obligated") and available as of August 2024.

| ARPA Funds Spent | ARPA Funds Encumbered | ARPA Funds Not Spent/Obligated |
|---|---|---|
| $3,434,299 | $1,124,969 | $2,565,961 |

**Items Where ARPA Allocations Have Been Exhausted or Fully Encumbered ("Obligated")**

| | |
|---|---|
| Special Event Sponsorship Program | $ 20,000 |
| Districting Efforts | $ 5,000 |
| Clean Power Alliance Study | $ 10,000 |
| Internship Program | $ 10,000 |
| American Bloom | $ 40,000 |
| YARA Program | $ 100,000 |
| City Corps Start-up Equipment | $ 14,889 |
| LED Portable Lighting System | $ 15,000 |
| User Fee / DIF Fee Study | $ 84,285 |
| Downtown enhancements and beautification efforts | $ 125,000 |
| Navigational Signage | $ 50,000 |
| Community Non Profits | $ 250,000 |
| Farmer’s Market | $ 10,000 |
| Employee Enhancements | $ 157,319 |
| MESA Tanks Replacement | $ 1,500,000 |

| | | |
|---|---|---|
| Lew Edwards Group | $ | 115,550 |
| Pilot Program for Interpretation Services | $ | 8,362 |
| Grant Writing/Lobbying Efforts | $ | 84,000 |
| Police Department CAD System | $ | 173,000 |
| SPPD Remodel/Remediation Work | $ | 150,000 |
| Boys & Girls Club Building | $ | 100,000 |

It should be noted, in the Total Available column at the bottom of Exhibit A, Council will notice nine line items in the negative (red color coded) which are currently overspent. Journal entry adjustments for those line items will need to be made by the respective departments to correct the overages, however, for accounting purposes and this report, those overages have been taken into account in the Total Available funds of $2,565,961.

**Items with Funds Recommended for Reallocation**

The following projects, programs or purchases have either been completed under budget, no longer require the amount of funding originally budgeted for, or staff feels funding would be better suited to meet the needs of other citywide efforts:

*City Council Event Support - $4,000*

Current Allocation: $20,000 - Parks & Recreation Special Event Sponsorship Program is intended for the purpose of supporting local festivals, parades and special events. Thus far, the program helped cover numerous events such as the Labor Day parade, Holiday parade and Cruise Nights over the past two years. Based on historical usage and remaining funds of $9,534.05, staff is comfortable releasing $4,000 to support other citywide efforts.

*WRF Equipment - $20,000*

Current Allocation: $90,000 - Funding was used to purchase replacement equipment at the water recycling facility after the transition between service providers. There are $33,925.82 in remaining funds with $2,375.80 encumbered. At this time, staff is comfortable in releasing $20,000 for reallocation.

*Local Road Safety Plan (LRSP) - $20,000*

Current Allocation: $20,000 - Funds were originally set aside as a match for a grant opportunity which never materialized. As the City is now the recipient of a Safe Streets For All (SS4A) grant which has different matching requirements in excess of $20,000, staff is comfortable in releasing $20,000 for reallocation.

*Customer Service Enhancements - $17,489*

Current Allocation: $17,489 - Funds were set aside to assist with customer service enhancements, enhanced payment options and the transition to new utility bills. This effort has not materialized and could be funded through the enterprise fund. As such, staff is comfortable in releasing $17,489 for reallocation.

*Green Infrastructure - $20,000*

Current Allocation: $20,000 - Funding was set aside to make investments in “green” infrastructure, charging stations, etc. Based on several factors, including project timing, staff bandwidth, future inclusion in Clean Power Alliance (CPA)'s green grant programs, and our current EV efforts in partnership with the County, staff is recommending releasing $20,000 in funds to support other citywide efforts.

*Train Depot Remodel - $70,000*

Current Allocation: $70,000 - Funds were set aside to help with facility repairs to the Train Depot which could include 2nd story improvements, structural repairs, and deck repairs. At this time, those efforts have not come to fruition and allowing staff the flexibility to repurpose the funds towards general citywide facility improvements, as opposed to strictly for the depot, would assist staff in addressing citywide facility improvements of which the train depot would still be included as a priority.

*Leadership Academy - $2815.74*

Current Allocation: $7,000 - Funds were set aside to assist in the successful completion of Santa Paula's first Leadership Academy. As the first cohort has graduated and the program came in under budget, the remaining funds are no longer necessary.

*Union Oil Building Event - $1116.57*

Current Allocation: $6,750 - Funds were set aside to assist with the Union Oil Building dedication and City 125th Anniversary Event. As the event has concluded under budget, the remaining funds are no longer necessary.

Multi Department Skip Loader - $149.52
Parks Soccer Goal - $0.19
Small Business Outreach - $0.15
Archer Anti-Vehicle Barriers - $0.14
Electric Landscaping Equipment - $0.13

Total ARPA Funds Recommended for Reallocation: $155,571.40

**ARPA Projects / Programs / Purchase Spending Requests for Council Consideration**

As a result of the analysis provided above, **$155,571.40** in ARPA funds could be available for reprogramming. As such, the list below, provided in no particular order, was compiled based on several factors including, but not limited to:

- Council’s two-year Strategic Plan;
- Items not fully funded or accounted for in the current two-year fiscal budget; and
- Department Director's input to think creatively about how Santa Paula can address various deficiencies and desired projects.

It should be noted, the projects and programs suggested below are not meant to preempt any ideas Councilmembers may wish to bring to the table. In fact, several items below were ideas Council fully supported in previous Council meetings or through Council's adopted Strategic

Plan, however, they were either never funded or not fully funded due to other project priorities.

*Safe Streets For All (SS4A) Grant - $55,000*

The City is the recipient of a Safe Streets For All (SS4A) grant which has a matching requirement of $70,000. With $55,000 put towards this effort, staff will attribute the remaining $15,000 to soft costs (staff time, consultant time, etc.) to meet our match requirement.

*Citywide Facility Improvements - $75,000*

As mentioned earlier, staff would like to repurpose the funding that was set aside for the Train Deport remodel and repurpose the funds towards general citywide facility improvements. This would assist staff in addressing citywide facility improvements of which the train depot would still be included.

*FICO Parcel Costs - $5,575*

Farmer's Irrigation Co. (FICO) owns a piece of property next to the Fagan Park Barranca and is in discussions with the City to donate the parcel. Funds would be used to conduct due diligence, etc. related to anticipated parcel transfer to the City.

*DSW/Emergency Services Equipment - $16,000*

Our Emergency Services Coordinator and Parks & Recreation Director have identified opportunities to replace several outdated Automated External Defibrillator (AED) units throughout several city facilities, along with acquiring Stop the Bleed units and Disaster Service Worker safety vests for all employees.

*Public Information / Marketing - $3,996.40*

The Public Information Office does not have a dedicated budget for placing ads, producing marketing materials, etc. With the inaugural kickoff later this month of a City Newsletter, staff will use funds to place ads in the Santa Paula Times and send utility bill stuffer inserts to all households in Santa Paula to encourage residents to signup to receive the City Newsletter.

*Economic Development*

There is $76,828.98 in funds available for Economic Development. Funds were originally intended to support various Economic Development and community engagement opportunities to bolster the Santa Paula economy such as downtown enhancement studies, increased communications with local businesses, funds for a new community Welcome Kit, business roundtable meetings, in person business counseling sessions, ribbon cutting ceremonies, advertising costs for Farmers Markets, community events, etc. As staff has exhausted almost all of the funding for downtown beautification with the purchase of trash receptacles, staff is recommending expanding the use of these funds to also support wayfinding efforts which could include new downtown banners and aesthetic enhancements. There would be no change in funding sought at this time.

Total ARPA Funds Recommended for Reallocation: $155,571.40

**ARPA "Obligation" Deadline & Funds Not Yet Spent**

As noted earlier in this report, recipients must obligate all ARPA funds by December 31, 2024 and expend funds by December 31, 2026.

The Harvard Blvd. Water & Sewer Improvement Project allocation of $1,498,706.56, while shown to be available on the report, will be spent before the deadline as some close out accounting related to the project is completed and will be brought to Council in November. However, due to the fact that staff has identified $1,067,254 in funds (not including the Harvard Blvd. allocation) that have not been encumbered, obligated, or spent, despite the deadline less than 90 days away, staff is recommending to swap $1,067,254 in ARPA funds with one large project which Council has approved Measure T funding for: the Santa Paula Police Department Remodel. In doing so, staff will essentially obligate the $1,067,254 into this project before the deadline, thereby allowing the ARPA programs, projects or spending requests, which Council has previously approved, to still move forward after the December 31, 2024, deadline.

The table below provides the details of the recommended adjustment.

| Fund Source | General Ledger | Description | Increase | Decrease |
|---|---|---|---|---|
| Measure T | 104-5-9329-660 | SPPD Remodel | | $1,067,254 |
| ARPA | 412-5-XXXX-XXX | SPPD Remodel | $1,067,254 | |

As this swap will essentially exhaust the remaining ARPA funding which Council has discussed at length over the course of the past three years, staff is recommending to Council moving forward to allow the City Manager to move funds between ARPA line items in order to create greater efficiency as opposed to requiring staff to come back every time adjustments need to be made between previously approved projects, programs, and recommended expenditures. This request is similar to the authority already granted the City Manager for adjustments related to budget approved line items. Should adjustments be made, updates will be provided on the City's ARPA webpage.

**STRATEGIC PLAN:**

Funding support for the projects and programs presented above will assist in moving several of Council's Strategic Goals forward.

**FISCAL IMPACTS:**

The allocation requests in attached Resolution No. 7543 include revenues and expenses recommended by staff. Other than administrative staff time, there are no direct fiscal impacts to the City.

**OPTIONS:**

City Council has the following options available:

1. Direct staff to return at a later time with recommendations on ARPA spending; however, this will put on hold several programs and projects which require funding to move forward;

2. Reject staff's recommendations; or

3. Provide other direction as desired.

**ATTACHMENTS:**

Exhibit A - ARPA Expenditures.pdf
Resolution No. 7543 - Amending City's Operrating Budget & CIP FY24-25.pdf

| Account # | Description | Total Budget | 20/21 Spent | 21/22 Spent | 22/23 Spent | 23/24 Spent | 24/25 Spent | Encumbrance | Total Available |
|---|---|---|---|---|---|---|---|---|---|
| 412-5-9324-660 | Harvard Blvd Water and Sewer Improvement Project | $ 1,500,000 | | | | | 1,293.44 | | $ 1,498,706.56 |
| 412-5-9382-660 | Harvard/Peck Traffic Construction | $ 253,010 | | | | | | | $ 253,010.00 |
| 412-5-5028-209 | Citywide FEMA Floodplain Re-Study | $ 150,000 | | 8,422.50 | | | | 777.50 | $ 140,800.00 |
| 412-5-9323-660 | B&G Club Kitchen Remodel/Storm Imporvements | $ 140,000 | | | | | 622.50 | | $ 139,377.50 |
| 412-5-9382-290 | Harvard/Peck Traffic Design & Study | $ 300,000 | | | | | | 197,388.00 | $ 102,612.00 |
| 412-5-9330-660 | Community Center Upgrades | $ 100,000 | | | | | | | $ 100,000.00 |
| 412-5-9373-660 | City Bldg Lighting Retrofit | $ 74,000 | | | | | | | $ 74,000.00 |
| 412-5-9370-660 | Train Depot Remodel | $ 70,000 | | | | | | | $ 70,000.00 |
| 412-5-0511-209 | Façade Improvement Program | $ 50,000 | | | | | | | $ 50,000.00 |
| 412-5-4501-610 | Police Department CAD System | $ 45,000 | | | | | | | $ 45,000.00 |
| 412-5-3002-209 | Economic Development | $ 50,000 | | 975.45 | 2,139.41 | 56.16 | 8,300.00 | | $ 38,528.98 |
| 412-5-9352-660 | WRF Equipment | $ 90,000 | | | 46,662.75 | 7,035.63 | | | $ 36,301.62 |
| 412-5-4502-610 | Surveillance Cameras | $ 35,000 | | | | | | | $ 35,000.00 |
| 412-5-3002-209 | Economic Dev & DT Enhancement | $ 30,000 | | | | | | | $ 30,000.00 |
| 412-5-3002-209 | Downtown Beautification | $ 50,000 | | 13,465.50 | | | | 7,713.42 | $ 28,821.08 |
| 412-5-1502-209 | Reduced/Waived Recreation Fees | $ 25,000 | | | | | | | $ 25,000.00 |
| 412-5-5022-209 | Bike Master Plan / Bike Assessment Study | $ 25,000 | | | | | | | $ 25,000.00 |
| 412-5-9369-660 | City Bikeway Project | $ 25,000 | | | | | | | $ 25,000.00 |
| 412-5-3002-209 | EnerGov Consultant | $ 20,000 | | | | | | | $ 20,000.00 |
| 412-5-5011-209 | “Green” investment in vehicles, charging stations, etc | $ 20,000 | | | | | | | $ 20,000.00 |
| 412-5-9372-660 | Local Road Safety Plan (LRSP) | $ 20,000 | | | | | | | $ 20,000.00 |
| 412-5-2002-120 | Customer Service Enhancements | $ 17,489 | | | | | | | $ 17,489.00 |
| 412-5-4501-610 | Radio Upgrades and Key Mgmt. System | $ 65,495 | | 48,407.24 | | | | | $ 17,087.76 |
| 412-5-9365-660 | Eucalyptus Tree Removal & Tree Replacement | $ 200,000 | | 49,950.00 | 100,300.00 | 10,646.45 | 708.01 | 23,645.54 | $ 14,750.00 |
| 412-5-1501-209 | Senior Master Plan | $ 15,000 | | | | 300.00 | | | $ 14,700.00 |
| 412-5-0501-323 | City Council Event Support | $ 20,000 | | | | 6,465.95 | | | $ 13,534.05 |
| 412-5-3002-209 | Heritage Valley Tourism | $ 20,000 | | 10,000.00 | | | | | $ 10,000.00 |
| 412-5-1501-610 | Mobile Activity Center | $ 77,000 | 3,120.91 | 23,147.18 | 40,064.52 | 1,500.00 | | | $ 9,167.39 |
| 412-5-3002-199 | Homeless Encampment and/or Assistance | $ 10,000 | | | | 2,150.00 | | | $ 7,850.00 |
| 412-5-5011-209 | Public Relations | $ 115,000 | | 49,346.75 | 58,381.75 | | | | $ 7,271.50 |
| 412-5-5022-225 | Banner Program | $ 17,500 | | 8,655.53 | 994.92 | 1,376.40 | | | $ 6,473.15 |
| 412-5-1501-123 | Parks Comm Ctr /Sr Ctr | $ 14,000 | | 330.57 | 1,760.31 | 5,165.96 | 1,994.00 | | $ 4,749.16 |
| 412-5-9364-660 | Fleet Shop Insulation and Heating | $ 33,000 | | 18,000.00 | | 10,262.17 | | | $ 4,737.83 |
| 412-5-0501-129 | Leadership Academy | $ 7,000 | | | | 4,080.76 | 103.50 | | $ 2,815.74 |
| 412-5-0501-241 | Community Educational Materials | $ 19,699 | | | | 13,891.28 | 3,737.40 | | $ 2,070.32 |
| 412-5-0501-150 | Union Oil Building Event | $ 6,750 | | | | 5,233.43 | | | $ 1,516.57 |
| 412-5-0501-207 | CRM Software | $ 750 | | | | | | | $ 750.00 |
| 412-5-1532-610 | Parks Field Rentals | $ 20,000 | | | 6,152.98 | 7,080.97 | 3,107.63 | 3,274.36 | $ 384.06 |
| 412-5-5022-610 | Multi Department Skip Loader | $ 100,000 | | | 99,850.48 | | | | $ 149.52 |
| 412-5-1532-610 | Parks Soccer Goal | $ 11,105 | | 1,891.71 | 9,213.10 | | | | $ 0.19 |
| 412-5-7501-199 | Small Business Outreach | $ 10,000 | | | | 9,999.85 | | | $ 0.15 |
| 412-5-4502-610 | Archer Anti-Vehicle Barriers | $ 159,785 | | 159,784.86 | | | | | $ 0.14 |
| 412-5-1532-610 | Electric Landscaping Equipment | $ 49,215 | | | 49,214.87 | | | | $ 0.13 |
| 412-5-0504-203 | Districting Efforts | $ 5,000 | | | | | | | $ - |
| 412-5-0511-209 | Lobbying | $ - | | | | | | | $ - |
| 412-5-0511-209 | Clean Power Alliance Study | $ 10,000 | | | 10,000.00 | | | | $ - |
| 412-5-0512-227 | Internship Program | $ 10,000 | | | | 10,000.00 | | | $ - |
| 412-5-1501-209 | American Bloom | $ 40,000 | | 20,000.00 | 20,000.00 | | | | $ - |
| 412-5-1502-209 | YARA Program | $ 100,000 | | | | 25,000.00 | | 75,000.00 | $ - |

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| 412-5-1502-610 | City Corps Start-up Equipment | $ | **14,889** | | | 14,889.35 | | | | $ - |
| 412-5-1502-610 | LED Portable Lighting System | $ | **15,000** | | | | 15,000.00 | | | $ - |
| 412-5-1502-610 | Youth Facilities | $ | - | | | | | | | $ - |
| 412-5-2002-209 | User Fee / DIF Fee Study | $ | **84,285** | | | 1,675.00 | 5,490.00 | 1,997.00 | 75,123.00 | $ - |
| 412-5-3002-199 | Downtown enhancements and beautification efforts | $ | **125,000** | | | | | | 125,000.00 | $ - |
| 412-5-3002-209 | Navigational Signage | $ | **50,000** | | | | 17,307.50 | 6,457.50 | 26,235.00 | $ - |
| 412-5-5011-227 | Temp Personnel | $ | - | | | | | | | $ - |
| 412-5-7501-199 | Community Non Profits | $ | **250,000** | | 15,000.00 | 235,000.00 | | | | $ - |
| 412-5-7501-199 | Farmer's Market | $ | **10,000** | | | 10,000.00 | | | | $ - |
| 412-5-7501-758 | Transfer to Mobile Fund | $ | - | | | | | | | $ - |
| 412-5-9285-660 | Street Improvement Funding (PMP) | $ | - | | | | | | | $ - |
| 412-5-9376-295 | ADA Self Evaluation Transition Plan | $ | **47,025** | | | 14,525.00 | 22,500.00 | 10,000.00 | | $ - |
| 412-5-0501-323 | Special Event Sponsorship Program | $ | **20,000** | | | 14,046.45 | 5,953.55 | | | $ (0.00) |
| 412-5-7501-199 | Employee Enhancements | $ | **157,319** | | 157,319.18 | | | | | $ (0.18) |
| 412-5-9299-660 | MESA Tanks Replacement | $ | **1,500,000** | | | 354,224.46 | 761,610.63 | 116,842.83 | 267,441.06 | $ (118.98) |
| 412-5-0501-209 | Lew Edwards Group | $ | **115,550** | | | | 83,723.97 | 13,000.00 | 19,500.00 | $ (673.97) |
| 412-5-3002-209 | Code Compliance | $ | - | | | | 1,500.00 | | | $ (1,500.00) |
| 412-5-0511-209 | Grant Writing/Lobbying Efforts | $ | **84,000** | | 47,211.51 | 42,000.00 | | | | $ (5,211.51) |
| 412-5-0511-209 | Pilot Program for Interpretation Services | $ | **8,362** | | | 4,948.93 | 8,354.03 | 1,537.26 | | $ (6,478.22) |
| 412-5-4501-610 | Police Department CAD System | $ | **173,000** | | | 92,873.00 | 39,436.50 | | 53,436.50 | $ (12,746.00) |
| 412-5-9329-660 | SPPD Remodel/Remediation Work | $ | **150,000** | | | | | | 250,000.00 | $ (100,000.00) |
| 412-5-1501-660 | Boys & Girls Club Building | $ | **100,000** | | | 309,013.55 | 10,516.88 | | 434.39 | $ (219,964.82) |
| | | | **7,130,228** | **3,121** | **631,908** | **1,537,931** | **1,091,638** | **169,701** | **1,124,969** | **2,565,961** |

**RESOLUTION NO. 7543**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA, CALIFORNIA, AMENDING THE CITY'S OPERATING AND CIP BUDGET FOR FISCAL YEAR 2024/25.**

SECTION 1: The City Council for the City of Santa Paula does resolve as follows:

A. The City Council adopted the Operating Budget and Capital Improvement program for Fiscal Year 2024/25 on June 21, 2023.

B. The Council discussed various ways to allocate the ARPA funds in various study sessions over the past nineteen months.

C. Previous budget allocations of ARPA funds for Fiscal Years 2020/21 and 2021/22 were approved by Council via Resolution Nos. 7467, 7342, 7347, 7351, 7352, 7366, 7381, 7416, 7418, 7479, 7499, 7501, 7503, and 7514.

SECTION 2: The City Manager has proposed a budget adjustment as described in the Council report dated October 15, 2024 for Fiscal Year 2024/25 based on direction provided by the City Council.

SECTION 3: The City Council has reviewed the proposed budget for use of a portion of the ARPA funds and does hereby find the recommendation to be necessary and in the City's best interest.

SECTION 4: The City of Santa Paula's operating and CIP Budget for Fiscal Year 2024/25 is hereby amended as follows:

| GENERAL LEDGER | USE OF FUNDS DESCRIPTION | INCREASE | DECREASE |
|---|---|---|---|
| **412-5-0501-323** | City Council Event Support | | $4,000 |
| **412-5-9352-660** | WRF Equipment | | $20,000 |
| **412-5-9372-660** | Local Road Safety Plan (LRSP) | | $20,000 |
| **412-5-2002-120** | Customer Service Enhancements | | $17,489 |
| **412-5-9370-660** | Train Depot Remodel | | $70,000 |
| **412-5-5011-209** | Green Infrastructure | | $20,000 |
| **412-5-0501-129** | Leadership Academy | | $2,815.74 |
| **412-5-0501-150** | Union Oil Building Event | | $1,116.57 |
| **412-5-5022-610** | Multi Department Skip Loader | | $149.52 |
| **412-5-1532-610** | Parks Soccer Goal | | $0.19 |
| **412-5-7501-199** | Small Business Outreach | | $0.15 |
| **412-5-4502-610** | Archer Anti-Vehicle Barriers | | $0.14 |

| | | | |
|---|---|---|---|
| **412-5-1532-610** | Electric Landscaping Equipment | | $0.13 |
| **412-XXXX-XXX** | Safe Streets For All (SS4A) Grant | $55,000 | |
| **412-XXXX-XXX** | Citywide Facility Improvements | $75,000 | |
| **412-XXXX-XXX** | FICO Parcel Costs | $5,575 | |
| **412-XXXX-XXX** | DSW/Emergency Services Equipment | $16,000 | |
| **412-5-0511-209** | Public Information / Marketing | $3,996.40 | |
| **104-5-9329-660** | SPPD Remodel | | $1,067,254 |
| **412-5-XXXX-XXX** | SPPD Remodel | $1,067,254 | |

SECTION 6: The City Clerk will certify to the passage and adoption of this Resolution; will enter the same in the book of original Resolutions of said City; will make a minute of the passage and adoption thereof in the record of proceedings of the City Council of said City, in the minutes of the meeting at which the same is passed and adopted.

PASSED, AND ADOPTED, this 15th day of October, 2024.

_____
Leslie Cornejo, Mayor

ATTEST:

_____
Julie Latshaw, City Clerk

*Approved as to form:*

_____
Monica Castillo, City Attorney

*Approved as to content:*

_____
Dan Singer, City Manager

**CITY OF SANTA PAULA**
**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Christy Ramirez, Finance Director

Subject: FY 24/25 FIRST QUARTER FISCAL REVIEW

Date: October 15, 2024

Agenda Item: 11.C

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## RECOMMENDATION:

Staff recommends that the City Council:

1. Approve a budget allocation request of $75,000 in GL 803-5-9375-660 for repaving and maintenance of the parking lot.

**Presented by:** Finance Director Christy Ramirez

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## BACKGROUND:

The purpose of this report is to review the First Quarter Fiscal Review is to provide a status update on the City's revenue and expenditure activity as it relates to the FY 2024/25 Operating Budget, which was originally adopted on June 21, 2023. This report provides an overview of the revenue and expenditure activity in the General Fund, as well as the City's Special Funds.

The first section of this report is a summary of the financial activity for the City's most significant fund, the General Fund, as of September 30, 2024. The report may also included discussion on other miscellaneous funds and the Capital Improvement Program (CIP) budget. In analyzing the attached report, the following information should be taken into consideration:

- Revenues and expenditures are recorded during the period received or paid. It is only at the end of the fiscal year that accrual entries are made to associate the revenues and expenditures to the corresponding period.
- The receipt of revenues varies according to the source of funding, so the September totals may not represent three months of revenues in many categories. For example, "Traditional" Property Tax payments are normally received as follows: 56% in December,41% in April, and 3% in June.
- Expenditures for salaries and some operating costs may be disbursed evenly on a month-to-month basis, however, there are some expenditure line items whereby funds are released or encumbered at the start of the new fiscal year. In addition, expenditures for Liability Insurance, Workers Compensation and Debt Service are made on a quarterly, semi-annual or annual basis.

## ANALYSIS:

**GENERAL FUNDS**

The General Fund is the general operating fund of the City and accounts for activities and services traditionally associated with general municipal services. When discussing the General Fund in this report, included is the sub funds such as Measure T and Recreation Program funds. Overall, based on year-to-date activity analysis and comparison to prior year actuals in the First Quarter of FY 2024/25, revenues and expenditures for the General Fund are tracking lower than expected due to decreased revenue streams in development activity and sales tax, as well as lower than anticipated salary costs related to staff vacancies and new hire savings (compared to budgeted figures). Details regarding revenue and expenditure performances are further outlined in this report.

| All General Funds | Budget | Actuals | Actuals % of Budget |
|---|---|---|---|
| Charges for Service | 3,172,790 | 473,518 | 14.9% |
| Licenses & Permits | 2,577,625 | 442,461 | 17.2% |
| Fines & Penalties | 102,000 | 12,402 | 12.2% |
| Other Revenue | 25,500 | 5,386 | 21.1% |
| Intergovernmental Revenues | 486,565 | 100,015 | 20.6% |
| Property Related | 4,939,110 | - | 0.0% |
| Sales Tax | 7,972,364 | 586,048 | 7.4% |
| Other Taxes | 428,500 | 26,697 | 6.2% |
| TOT | 140,000 | 5,889 | 4.2% |
| Business License | 144,500 | 6,039 | 4.2% |
| Real Property Transfer Tax | 144,000 | 14,769 | 10.3% |
| Franchise Fee | 1,110,880 | - | 0.0% |
| Investments & Rents | 162,365 | - | 0.0% |
| Transfers | 2,243,204 | - | 0.0% |
| **TOTALS** | **$ 23,220,903** | **$ 1,646,527** | **7.1%** |

**Licenses and Permits** revenue categories are generally on track to reach target levels. Permits budgeted for FY 24/25 primarily consist of development activity, with the largest component of the category consisting of building permits budgeted at $1.9m. To date $322,680 has been received.

**Charges for Services** are also seeing the delayed activity from the prior fiscal year arriving. Three charge types have exceeded their original budget of $20,423 with actuals of $145,468. Once the prior year budget adjustment occurs for the delayed revenue, this will be more in line with expectations.

**Other Revenues** encompasses all other revenues not otherwise mentioned. This category is trending on target.

The **Intergovernmental Revenue** category, which includes the Prop 172 sales tax (sales tax for public safety activities), is expected to meet our projections.

The **Property Tax** category is composed of two payment types - the “Traditional” Property Tax, which are received in large part during the months of December and April, and the Property Tax in Lieu of Motor Vehicle License Fees (MVLF) which is received in two payments during January and May. While neither of those payments have been received, staff expects

trends to meet and exceed the budgeted allocations.
The annual **Sales Tax** budgeted figure of $7.97m is comprised of twelve (12) monthly payments for the traditional Sales Tax line item, as well as an equal amount of payments for the Measure T 1% Sales Tax. As sales tax is posted two months in arrears, only one payment has been posted this fiscal year. City sales tax consultants have communicated an anticipated modest shortfall in expected revenues compared to the budget. Staff will return once additional information is available to provide accurate adjustment recommendations.

**Other Taxes** consists of three subcategories including Transient Occupancy Tax (TOT), Business License, and Real Property Transfer Tax. TOT actual revenues are trending on target in comparison with prior year totals.

The City collects **Franchise Fees** from five main service provider sources (Cable, Electric, Gas, Pipeline, Solid Waste). Each provider of these services has a different payment schedule. Electric and Gas providers make annual payments in April. The Cable provider is on a quarterly payment plan, while Pipeline franchise fees are collected twice a year. This category also includes the Commercial Refuse Hauler, or Trash Hauler Franchise Fees. The deadline for the first quarter payments only recently passed, and as such no revenue has been received. Staff will continue to monitor additional franchise payments to determine any further adjustments.

**Investments & Income** Staff is not recommending any changes to this group as revenues are expected to be in line with projections. While interest rates have decreased, staff believes revenues were previously budgeted conservatively to offset the decrease.

**Overhead/Transfers In** are revenues provided by other funds to offset costs in the General Fund. These charges are done via journal entry and trued up at the end of the year. No changes are recommended for this category at this time.

**General Fund Expenditure Analysis**: The General Fund expenditures budget is currently at $23.1 million and reflects the budget originally adopted by Council (not including carryovers). All departments continue to be below the expected target of their overall allocated budgets as of September 30, 2024 primarily due to ongoing staffing vacancies throughout the City. Staff will continue to monitor expenses and return to council if any adjustments are needed in the near future.

Attached for your review is the Purchase Order Activity Report, which has been provided on a quarterly basis to improve transparency, along with a detailed check register, to communicate to the public Council items not brought before the City Council for approval. Otherwise, there are no budget adjustments recommended at this time.

**CAPITAL IMPROVEMENT PROGRAM AND OTHER FUNDS:**
On a budget basis, the various grant type funds are balanced with revenues matching expenditures. However, on an actual basis, funds are reimbursed after they are expended. The reimbursement requests for grant expenditures are submitted in a timely manner either on a monthly or quarterly basis by the staff responsible for the project reimbursements. Any negative balances are the result of timing of revenues. Revenue projections are reviewed on a quarterly basis and recommended adjustments are made when necessary.

The Harding Park fund had a starting fund balance of $224,318.03 at year end. Staff would

like to request a $75,000 allocation in GL 803-5-9375-660 for repaving and maintenance of the parking lot.

**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 requested budget allocation of $75,000 will utilize existing fund balance from the Harding Park Fund.

Staff will continue to monitor trends and return in early 2025, or sooner if needed, to address any budgetary needs.

**OPTIONS:**

1.The Council may give staff guidance on budget allocations.

**ATTACHMENTS:**

Purchase Order Activity Report.pdf

# Purchase Order Activity Report
## Purchase Order Summary

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 014663 | | **Vendor Name:** PHOENIX CIVIL ENGINEERING, INC. | | |
| **Purchase Order:** 19-01292-R5 | | | | |
| 7/1/2024 | Issued | | 33,485.49 | 33485.49 |
| 10/2/2024 | Voided - Change | | (33,485.49) | 0.00 |
| **Vendor Number:** 011089 | | **Vendor Name:** CAROLLO ENGINEERS | | |
| **Purchase Order:** 19-01339-R5 | | | | |
| 7/1/2024 | Issued | | 47,633.83 | 47633.83 |
| **Vendor Number:** 014369 | | **Vendor Name:** GSI WATER SOLUTIONS, INC. | | |
| **Purchase Order:** 19-01464-R5 | | | | |
| 7/1/2024 | Issued | | 7,440.57 | 7440.57 |
| **Vendor Number:** 014663 | | **Vendor Name:** PHOENIX CIVIL ENGINEERING, INC. | | |
| **Purchase Order:** 19-01687-R4 | | | | |
| 7/1/2024 | Issued | | 1,759.23 | 1759.23 |
| **Vendor Number:** 015438 | | **Vendor Name:** ENCOMPASS CONSULTANT GROUP | | |
| **Purchase Order:** 19-01827-R4 | | | | |
| 7/1/2024 | Issued | | 2,835.00 | 2835.00 |
| **Vendor Number:** 015640 | | **Vendor Name:** HUITT-ZOLLARS, INC. | | |
| **Purchase Order:** 19-01832-R4 | | | | |
| 7/1/2024 | Issued | | 8,637.62 | 8637.62 |
| **Vendor Number:** 014663 | | **Vendor Name:** PHOENIX CIVIL ENGINEERING, INC. | | |
| **Purchase Order:** 19-01834-R4 | | | | |
| 7/1/2024 | Issued | | 18.75 | 18.75 |
| **Vendor Number:** 014663 | | **Vendor Name:** PHOENIX CIVIL ENGINEERING, INC. | | |
| **Purchase Order:** 19-01835-R4 | | | | |
| 7/1/2024 | Issued | | 7,213.75 | 7213.75 |
| **Vendor Number:** 015636 | | **Vendor Name:** S.L LEONARD & ASSOCIATES, INC. | | |
| **Purchase Order:** 19-01850-R4 | | | | |
| 7/1/2024 | Issued | | 4,518.75 | 4518.75 |
| **Vendor Number:** 015636 | | **Vendor Name:** S.L LEONARD & ASSOCIATES, INC. | | |
| **Purchase Order:** 19-01851-R4 | | | | |
| 7/1/2024 | Issued | | 5,310.55 | 5310.55 |
| **Vendor Number:** 015636 | | **Vendor Name:** S.L LEONARD & ASSOCIATES, INC. | | |
| **Purchase Order:** 19-01852-R4 | | | | |
| 7/1/2024 | Issued | | 6,390.55 | 6390.55 |
| **Vendor Number:** 015633 | | **Vendor Name:** M6 CONSULTING, INC. | | |
| **Purchase Order:** 19-01874-R4 | | | | |
| 7/1/2024 | Issued | | 899.50 | 899.50 |
| **Vendor Number:** 015633 | | **Vendor Name:** M6 CONSULTING, INC. | | |
| **Purchase Order:** 19-01887-R4 | | | | |
| 7/1/2024 | Issued | | 8,925.04 | 8925.04 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 010602 | | **Vendor Name:** JENSEN DESIGN & SURVEY INC | | |
| **Purchase Order:** 19-01896-R4 | | | | |
| 7/1/2024 | Issued | | 39,230.25 | 39230.25 |
| **Vendor Number:** 015632 | | **Vendor Name:** EARTH SYSTEMS PACIFIC | | |
| **Purchase Order:** 19-01918-R4 | | | | |
| 7/1/2024 | Issued | | 6,913.48 | 6913.48 |
| **Vendor Number:** 015633 | | **Vendor Name:** M6 CONSULTING, INC. | | |
| **Purchase Order:** 19-01987-R4 | | | | |
| 7/1/2024 | Issued | | 16,537.50 | 16537.50 |
| **Vendor Number:** 012961 | | **Vendor Name:** VISTA FORD | | |
| **Purchase Order:** 21-10058-R3 | | | | |
| 7/1/2024 | Issued | | 28,978.72 | 28978.72 |
| **Vendor Number:** 015633 | | **Vendor Name:** M6 CONSULTING, INC. | | |
| **Purchase Order:** 21-10110-R3 | | | | |
| 7/1/2024 | Issued | | 777.50 | 777.50 |
| **Vendor Number:** 010241 | | **Vendor Name:** OILFIELD ELECTRIC & MOTOR | | |
| **Purchase Order:** 21-10139-R3 | | | | |
| 7/1/2024 | Issued | | 75,500.00 | 75500.00 |
| **Vendor Number:** 010241 | | **Vendor Name:** OILFIELD ELECTRIC & MOTOR | | |
| **Purchase Order:** 21-10140-R3 | | | | |
| 7/1/2024 | Issued | | 72,150.00 | 72150.00 |
| **Vendor Number:** 015640 | | **Vendor Name:** HUITT-ZOLLARS, INC. | | |
| **Purchase Order:** 21-10176-R3 | | | | |
| 7/1/2024 | Issued | | 23,150.12 | 23150.12 |
| **Vendor Number:** 015438 | | **Vendor Name:** ENCOMPASS CONSULTANT GROUP | | |
| **Purchase Order:** 21-10186-R3 | | | | |
| 7/1/2024 | Issued | | 322.50 | 322.50 |
| **Vendor Number:** 015438 | | **Vendor Name:** ENCOMPASS CONSULTANT GROUP | | |
| **Purchase Order:** 21-10189-R3 | | | | |
| 7/1/2024 | Issued | | 5,983.44 | 5983.44 |
| **Vendor Number:** 015438 | | **Vendor Name:** ENCOMPASS CONSULTANT GROUP | | |
| **Purchase Order:** 21-10190-R3 | | | | |
| 7/1/2024 | Issued | | 5,645.20 | 5645.20 |
| **Vendor Number:** 011089 | | **Vendor Name:** CAROLLO ENGINEERS | | |
| **Purchase Order:** 21-10194-R3 | | | | |
| 7/1/2024 | Issued | | 53,744.99 | 53744.99 |
| **Vendor Number:** 015640 | | **Vendor Name:** HUITT-ZOLLARS, INC. | | |
| **Purchase Order:** 21-10216-R3 | | | | |
| 7/1/2024 | Issued | | 26,410.99 | 26410.99 |
| **Vendor Number:** 014663 | | **Vendor Name:** PHOENIX CIVIL ENGINEERING, INC. | | |
| **Purchase Order:** 22-02651-R3 | | | | |
| 7/1/2024 | Issued | | 3,710.00 | 3710.00 |
| **Vendor Number:** 015438 | | **Vendor Name:** ENCOMPASS CONSULTANT GROUP | | |
| **Purchase Order:** 22-02702-R2 | | | | |
| 7/1/2024 | Issued | | 2,000.00 | 2000.00 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 016079 | | **Vendor Name:** MARIPOSA TREE MANAGEMENT, INC. | | |
| **Purchase Order:** 22-02715-R2 | | | | |
| 7/1/2024 | Issued | | 16,753.65 | 16753.65 |
| **Vendor Number:** 016096 | | **Vendor Name:** GERALD GARCIA | | |
| **Purchase Order:** 22-02731-R2 | | | | |
| 7/1/2024 | Issued | | 3,000.00 | 3000.00 |
| **Vendor Number:** 013911 | | **Vendor Name:** MKN ASSOCIATES INC | | |
| **Purchase Order:** 22-02761-R2 | | | | |
| 7/1/2024 | Issued | | 350,245.86 | 350245.86 |
| 10/3/2024 | Invoiced | 001050000434 22-0276 | (12,855.25) | 337390.61 |
| 10/3/2024 | Invoiced | 001050000474 22-0276 | (23,916.25) | 313474.36 |
| **Vendor Number:** 015399 | | **Vendor Name:** ROBERT WILLIAM COMPANY, LLC | | |
| **Purchase Order:** 22-02781-R2 | | | | |
| 7/1/2024 | Issued | | 54,385.67 | 54385.67 |
| **Vendor Number:** 012895 | | **Vendor Name:** MNS ENGINEERS, INC. | | |
| **Purchase Order:** 22-02782-R2 | | | | |
| 7/1/2024 | Issued | | 8,668.74 | 8668.74 |
| 10/3/2024 | Invoiced | 87316 | (470.00) | 8198.74 |
| **Vendor Number:** 014663 | | **Vendor Name:** PHOENIX CIVIL ENGINEERING, INC. | | |
| **Purchase Order:** 22-02783-R2 | | | | |
| 7/1/2024 | Issued | | 116,509.99 | 116509.99 |
| 9/19/2024 | Invoiced | 23014 | (28,782.07) | 87727.92 |
| **Vendor Number:** 016062 | | **Vendor Name:** BANNER BANK | | |
| **Purchase Order:** 22-02818-R2 | | | | |
| 7/1/2024 | Issued | | 35,524.72 | 35524.72 |
| 9/5/2024 | Invoiced | 18 | (15,031.18) | 20493.54 |
| 10/3/2024 | Invoiced | 19 | (7,286.11) | 13207.43 |
| **Vendor Number:** 014663 | | **Vendor Name:** PHOENIX CIVIL ENGINEERING, INC. | | |
| **Purchase Order:** 22-02832-R2 | | | | |
| 7/1/2024 | Issued | | 59.76 | 59.76 |
| **Vendor Number:** 015438 | | **Vendor Name:** ENCOMPASS CONSULTANT GROUP | | |
| **Purchase Order:** 22-02845-R2 | | | | |
| 7/1/2024 | Issued | | 3,978.75 | 3978.75 |
| **Vendor Number:** 015886 | | **Vendor Name:** JTEC CORPORATION | | |
| **Purchase Order:** 22-02861-R2 | | | | |
| 7/1/2024 | Issued | | 14,000.00 | 14000.00 |
| **Vendor Number:** 015886 | | **Vendor Name:** JTEC CORPORATION | | |
| **Purchase Order:** 22-02862-R2 | | | | |
| 7/1/2024 | Issued | | 49,000.00 | 49000.00 |
| **Vendor Number:** 013815 | | **Vendor Name:** PATRIOT ENVIRONMENTAL SERVICES | | |
| **Purchase Order:** 22-02874-R2 | | | | |
| 7/1/2024 | Issued | | 49,500.00 | 49500.00 |
| 10/3/2024 | Invoiced | INV402209028R | (49,500.00) | 0.00 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 013544 | | **Vendor Name:** LARRY WALKER ASSOCIATES, INC. | | |
| **Purchase Order:** 23-02932-R1 | | | | |
| 7/1/2024 | Issued | | 13,737.00 | 13737.00 |
| 9/5/2024 | Invoiced | 00506.12-22 REV | (13,699.75) | 37.25 |
| **Vendor Number:** 013911 | | **Vendor Name:** MKN ASSOCIATES INC | | |
| **Purchase Order:** 23-02939-R1 | | | | |
| 7/1/2024 | Issued | | 942,709.44 | 942709.44 |
| 9/23/2024 | Changed | | (74,789.30) | 867920.14 |
| **Vendor Number:** 016254 | | **Vendor Name:** HUNT DESIGN ASSOCIATES, INC. | | |
| **Purchase Order:** 23-02941-R1 | | | | |
| 7/1/2024 | Issued | | 40,615.00 | 40615.00 |
| 9/5/2024 | Invoiced | 206967 | (6,457.50) | 34157.50 |
| **Vendor Number:** 010975 | | **Vendor Name:** VENTURA REGIONAL SANITATION DISTRICT | | |
| **Purchase Order:** 23-02945-R1 | | | | |
| 7/1/2024 | Issued | | 25,196.04 | 25196.04 |
| 10/3/2024 | Invoiced | 234700-8/31/24 | (453.16) | 24742.88 |
| 10/3/2024 | Invoiced | 234700-7/31/24 | (3,688.96) | 21053.92 |
| **Vendor Number:** 016276 | | **Vendor Name:** YSI, INC | | |
| **Purchase Order:** 23-02951-R1 | | | | |
| 7/1/2024 | Issued | | 1,000.00 | 1000.00 |
| **Vendor Number:** 014320 | | **Vendor Name:** POLYDYNE, INC. | | |
| **Purchase Order:** 23-02959-R1 | | | | |
| 7/1/2024 | Issued | | 68,028.17 | 68028.17 |
| 9/5/2024 | Invoiced | 1852808 | (25,511.98) | 42516.19 |
| 10/1/2024 | Changed | | 221,100.00 | 263616.19 |
| 10/3/2024 | Invoiced | 1866206 | (25,511.98) | 238104.21 |
| **Vendor Number:** 016255 | | **Vendor Name:** CITYGATE ASSOCIATES, LLC | | |
| **Purchase Order:** 23-02967-R1 | | | | |
| 7/1/2024 | Issued | | 32,776.33 | 32776.33 |
| 9/5/2024 | Invoiced | 31615 | (1,581.59) | 31194.74 |
| 9/5/2024 | Invoiced | 31595 | (8,742.66) | 22452.08 |
| **Vendor Number:** 011303 | | **Vendor Name:** CDW GOVERNMENT INC | | |
| **Purchase Order:** 23-02983-R1 | | | | |
| 7/1/2024 | Issued | | 16,448.86 | 16448.86 |
| **Vendor Number:** 015001 | | **Vendor Name:** SYNAGRO-WWT, INC. | | |
| **Purchase Order:** 23-02991-R1 | | | | |
| 7/1/2024 | Issued | | 41,655.28 | 41655.28 |
| 9/19/2024 | Invoiced | 50125 | (23,209.17) | 18446.11 |
| **Vendor Number:** 014968 | | **Vendor Name:** WILLDAN FINANCIAL SERVICES | | |
| **Purchase Order:** 23-02994-R1 | | | | |
| 7/1/2024 | Issued | | 7,595.74 | 7595.74 |
| 9/19/2024 | Invoiced | 010-59333 | (271.00) | 7324.74 |
| 9/19/2024 | Invoiced | 010-59620 | (657.00) | 6667.74 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 015450 | | **Vendor Name:** NORTHERN DIGITAL, INC. | | |
| **Purchase Order:** 23-02997-R1 | | | | |
| 7/1/2024 | Issued | | 44,802.50 | 44802.50 |
| 9/19/2024 | Invoiced | 057910 | (1,400.00) | 43402.50 |
| **Vendor Number:** 016320 | | **Vendor Name:** MRC ROCK & SAND LLC | | |
| **Purchase Order:** 23-02999-R1 | | | | |
| 7/1/2024 | Issued | | 24,353.55 | 24353.55 |
| 9/5/2024 | Invoiced | D-083 | (708.01) | 23645.54 |
| **Vendor Number:** 016145 | | **Vendor Name:** MARK43, INC. | | |
| **Purchase Order:** 23-03006-R1 | | | | |
| 7/1/2024 | Issued | | 53,436.50 | 53436.50 |
| **Vendor Number:** 014369 | | **Vendor Name:** GSI WATER SOLUTIONS, INC. | | |
| **Purchase Order:** 23-03011-R1 | | | | |
| 7/1/2024 | Issued | | 21,746.00 | 21746.00 |
| **Vendor Number:** 012119 | | **Vendor Name:** J. VEGA ENGINEERING, INC. | | |
| **Purchase Order:** 23-03019-R1 | | | | |
| 7/1/2024 | Issued | | 532,800.00 | 532800.00 |
| 9/19/2024 | Changed | | (482,962.50) | 49837.50 |
| **Vendor Number:** 014968 | | **Vendor Name:** WILLDAN FINANCIAL SERVICES | | |
| **Purchase Order:** 23-03023-R1 | | | | |
| 7/1/2024 | Issued | | 77,120.00 | 77120.00 |
| 9/19/2024 | Invoiced | 010-59629 | (1,997.00) | 75123.00 |
| **Vendor Number:** 016357 | | **Vendor Name:** AUTONOMY TECHNOLOGY, INC. | | |
| **Purchase Order:** 23-03025-R1 | | | | |
| 7/1/2024 | Issued | | 2,686.37 | 2686.37 |
| **Vendor Number:** 016378 | | **Vendor Name:** THE LEW EDWARDS GROUP | | |
| **Purchase Order:** 23-03037-R1 | | | | |
| 7/1/2024 | Issued | | 32,500.00 | 32500.00 |
| 10/3/2024 | Invoiced | 11.12 | (13,000.00) | 19500.00 |
| **Vendor Number:** 014663 | | **Vendor Name:** PHOENIX CIVIL ENGINEERING, INC. | | |
| **Purchase Order:** 23-03041-R1 | | | | |
| 7/1/2024 | Issued | | 127,302.35 | 127302.35 |
| 9/19/2024 | Invoiced | 23013 | (18,636.45) | 108665.90 |
| 9/25/2024 | Changed | | 123,257.50 | 231923.40 |
| 10/3/2024 | Invoiced | 24074 | (2,175.00) | 229748.40 |
| 10/8/2024 | Changed | | (908.65) | 228839.75 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 012696 | | **Vendor Name:** TORO ENTERPRISES, INC. | | |
| **Purchase Order:** 24-02701-R1 | | | | |
| 7/1/2024 | Issued | | 3,930,357.73 | 3930357.73 |
| 9/19/2024 | Invoiced | 17993 | (1,010,434.97) | 2919922.76 |
| 9/23/2024 | Changed | | 1,108,908.77 | 4028831.53 |
| 9/23/2024 | Changed | | 1.93 | 4028833.46 |
| 9/26/2024 | Changed | | (1,108,910.70) | 2919922.76 |
| 10/2/2024 | Changed | | 1,053,465.16 | 3973387.92 |
| 10/3/2024 | Changed | | (1,053,465.16) | 2919922.76 |
| 10/9/2024 | Invoiced | 18074 | (1,613,544.19) | 1306378.57 |
| **Vendor Number:** 016062 | | **Vendor Name:** BANNER BANK | | |
| **Purchase Order:** 24-02780-R1 | | | | |
| 7/1/2024 | Issued | | 206,861.25 | 206861.25 |
| 9/19/2024 | Invoiced | 17993-RET | (53,180.79) | 153680.46 |
| 10/2/2024 | Changed | | 55,445.53 | 209125.99 |
| 10/3/2024 | Changed | | (55,445.53) | 153680.46 |
| 10/9/2024 | Invoiced | 18074-RET | (84,923.38) | 68757.08 |
| **Vendor Number:** 015859 | | **Vendor Name:** ROGERS, ANDERSON, MALODY & SCOTT, LLP | | |
| **Purchase Order:** 24-03048-R1 | | | | |
| 7/1/2024 | Issued | | 1,070.00 | 1070.00 |
| 7/1/2024 | Changed | | 8,030.00 | 9100.00 |
| 9/19/2024 | Invoiced | 75788 | (9,000.00) | 100.00 |
| **Vendor Number:** 010395 | | **Vendor Name:** FAMCON PIPE & SUPPLY, INC. | | |
| **Purchase Order:** 24-03054-R1 | | | | |
| 7/1/2024 | Issued | | 1,765.34 | 1765.34 |
| **Vendor Number:** 014854 | | **Vendor Name:** AERZEN USA CORPORATION | | |
| **Purchase Order:** 24-03060-R1 | | | | |
| 7/1/2024 | Issued | | 46,500.00 | 46500.00 |
| **Vendor Number:** 015747 | | **Vendor Name:** HACH COMPANY | | |
| **Purchase Order:** 24-03080-R1 | | | | |
| 7/1/2024 | Issued | | 401.50 | 401.50 |
| **Vendor Number:** 016458 | | **Vendor Name:** CHANNEL ISLANDS REGIONAL GIS, INC. | | |
| **Purchase Order:** 24-03085-R1 | | | | |
| 7/1/2024 | Issued | | 4,490.00 | 4490.00 |
| 9/19/2024 | Invoiced | 4724 | (4,490.00) | 0.00 |
| **Vendor Number:** 015318 | | **Vendor Name:** BADGER METER | | |
| **Purchase Order:** 24-03086-R1 | | | | |
| 7/1/2024 | Issued | | 250,611.75 | 250611.75 |
| 9/19/2024 | Invoiced | 1861664 | (4,219.59) | 246392.16 |
| 9/19/2024 | Invoiced | 1681029 | (30,739.75) | 215652.41 |
| 9/19/2024 | Invoiced | 1680287 | (214,165.05) | 1487.36 |
| **Vendor Number:** 015925 | | **Vendor Name:** CS-ASSOCIATED MUNICIPAL CORP. | | |
| **Purchase Order:** 24-03092-R1 | | | | |
| 7/1/2024 | Issued | | 15,016.33 | 15016.33 |
| 10/3/2024 | Invoiced | 19738 | (15,022.13) | -5.80 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 016132 | | **Vendor Name:** DXP ENTERPRISES, INC. | | |
| **Purchase Order:** 24-03094-R1 | | | | |
| 7/1/2024 | Issued | | 21,127.96 | 21127.96 |
| 10/3/2024 | Invoiced | 54551787 | (21,145.91) | -17.95 |
| **Vendor Number:** 016120 | | **Vendor Name:** CANYON SPRINGS ENTERPRISES | | |
| **Purchase Order:** 24-03096-R1 | | | | |
| 7/1/2024 | Issued | | 1,252,604.20 | 1252604.20 |
| 9/5/2024 | Invoiced | 18 | (285,592.39) | 967011.81 |
| 9/16/2024 | Changed | | (60,000.00) | 907011.81 |
| 10/3/2024 | Invoiced | 19 | (138,436.14) | 768575.67 |
| **Vendor Number:** 016132 | | **Vendor Name:** DXP ENTERPRISES, INC. | | |
| **Purchase Order:** 24-03100-R1 | | | | |
| 7/1/2024 | Issued | | 20,078.81 | 20078.81 |
| 10/3/2024 | Invoiced | 54544360 | (20,078.81) | 0.00 |
| **Vendor Number:** 016353 | | **Vendor Name:** PLAYCORE WISCONSIN INC. | | |
| **Purchase Order:** 24-03109-R1 | | | | |
| 7/1/2024 | Issued | | 7,583.00 | 7583.00 |
| **Vendor Number:** 016345 | | **Vendor Name:** UNION MATERIALS TESTING, INC. | | |
| **Purchase Order:** 24-03114-R1 | | | | |
| 7/1/2024 | Issued | | 20,842.00 | 20842.00 |
| **Vendor Number:** 016496 | | **Vendor Name:** ROSS-CAMPBELL, INC. | | |
| **Purchase Order:** 24-03116-R1 | | | | |
| 7/1/2024 | Issued | | 5,000.00 | 5000.00 |
| **Vendor Number:** 016441 | | **Vendor Name:** EMC GENERAL CONSTRUCTION, INC. | | |
| **Purchase Order:** 24-03117-R1 | | | | |
| 7/1/2024 | Issued | | 4,800.00 | 4800.00 |
| **Vendor Number:** 010595 | | **Vendor Name:** J & H ENGINEERING GENERAL CONTRACTOR, INC | | |
| **Purchase Order:** 24-03120-R1 | | | | |
| 7/1/2024 | Issued | | 30,300.00 | 30300.00 |
| 9/18/2024 | Changed | | 99,477.80 | 129777.80 |
| 9/23/2024 | Changed | | 8,350.00 | 138127.80 |
| **Vendor Number:** 013911 | | **Vendor Name:** MKN ASSOCIATES INC | | |
| **Purchase Order:** 24-03124-R1 | | | | |
| 7/1/2024 | Issued | | 19,117.00 | 19117.00 |
| 7/1/2024 | Changed | | 47,943.00 | 67060.00 |
| 9/5/2024 | Invoiced | 001050000333 | (9,510.50) | 57549.50 |
| 10/3/2024 | Invoiced | 001050000457 | (5,253.50) | 52296.00 |
| **Vendor Number:** 016517 | | **Vendor Name:** MIDWEST INDUSTRIAL SALES | | |
| **Purchase Order:** 24-03130-R1 | | | | |
| 7/1/2024 | Issued | | 11,623.00 | 11623.00 |
| **Vendor Number:** 010017 | | **Vendor Name:** LIEBERT CASSIDY WHITMORE | | |
| **Purchase Order:** 24-03142-R1 | | | | |
| 7/1/2024 | Issued | | 2,227.50 | 2227.50 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 016339 | **Vendor Name:** CALIFORNIA POLICE ACTIVITIES LEAGUE | | | |
| **Purchase Order:** 24-1003-2024-R1 | | | | |
| 7/1/2024 | Issued | | 75,000.00 | 75000.00 |
| **Vendor Number:** 016465 | **Vendor Name:** ZUMA CONSTRUCTION GROUP, INC. | | | |
| **Purchase Order:** 24-1006-2024-R1 | | | | |
| 7/1/2024 | Issued | | 675,000.00 | 675000.00 |
| **Vendor Number:** 016509 | **Vendor Name:** QUALITY FENCE CO., INC. | | | |
| **Purchase Order:** 24-1007-2024-R1 | | | | |
| 7/1/2024 | Issued | | 239,721.00 | 239721.00 |
| **Vendor Number:** 011981 | **Vendor Name:** NBS | | | |
| **Purchase Order:** 24-1009-2024-R1 | | | | |
| 7/1/2024 | Issued | | 51,597.50 | 51597.50 |
| **Vendor Number:** 013360 | **Vendor Name:** ENGEO INCORPORATED | | | |
| **Purchase Order:** 24-1014-2023-R1 | | | | |
| 7/1/2024 | Issued | | 4,852.46 | 4852.46 |
| 7/1/2024 | Changed | | (1,658.75) | 3193.71 |
| **Vendor Number:** 010595 | **Vendor Name:** J & H ENGINEERING GENERAL CONTRACTOR, INC | | | |
| **Purchase Order:** 24-1014-2024-R1 | | | | |
| 7/1/2024 | Issued | | 147,600.00 | 147600.00 |
| 9/23/2024 | Changed | | (832.23) | 146767.77 |
| 10/3/2024 | Invoiced | NO. 1 | (107,340.50) | 39427.27 |
| **Vendor Number:** 014663 | **Vendor Name:** PHOENIX CIVIL ENGINEERING, INC. | | | |
| **Purchase Order:** 24-10179-R1 | | | | |
| 7/1/2024 | Issued | | 165,111.28 | 165111.28 |
| 9/19/2024 | Invoiced | 23008 | (75,218.20) | 89893.08 |
| 9/19/2024 | Invoiced | 22976-C | (16,346.75) | 73546.33 |
| **Vendor Number:** 016402 | **Vendor Name:** AQUAPULSE CHEMICALS LLC | | | |
| **Purchase Order:** 24-1018-2024-R1 | | | | |
| 7/1/2024 | Issued | | 8,400.00 | 8400.00 |
| **Vendor Number:** 013544 | **Vendor Name:** LARRY WALKER ASSOCIATES, INC. | | | |
| **Purchase Order:** 25-02723 | | | | |
| 9/19/2024 | Issued | | 74,000.00 | 74000.00 |
| 10/3/2024 | Invoiced | 00506.13-1 | (5,272.50) | 68727.50 |
| **Vendor Number:** 010975 | **Vendor Name:** VENTURA REGIONAL SANITATION DISTRICT | | | |
| **Purchase Order:** 25-02926 | | | | |
| 9/24/2024 | Issued | | 765,968.31 | 765968.31 |
| **Vendor Number:** 010975 | **Vendor Name:** VENTURA REGIONAL SANITATION DISTRICT | | | |
| **Purchase Order:** 25-02928 | | | | |
| 9/24/2024 | Issued | | 1,340,717.27 | 1340717.27 |
| **Vendor Number:** 014369 | **Vendor Name:** GSI WATER SOLUTIONS, INC. | | | |
| **Purchase Order:** 25-02931 | | | | |
| 9/18/2024 | Issued | | 173,877.00 | 173877.00 |
| 10/3/2024 | Invoiced | 00694.010-24 | (20,824.83) | 153052.17 |
| 10/3/2024 | Invoiced | 00694.010-23 | (17,122.78) | 135929.39 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 013911 | | **Vendor Name:** MKN ASSOCIATES INC | | |
| **Purchase Order:** 25-02939 | | | | |
| 9/19/2024 | Issued | | 447,140.00 | 447140.00 |
| 10/3/2024 | Invoiced | 001050000434 25-0293 | (25,329.50) | 421810.50 |
| 10/3/2024 | Invoiced | 001050000474 25-0293 | (21,823.40) | 399987.10 |
| **Vendor Number:** 015633 | | **Vendor Name:** M6 CONSULTING, INC. | | |
| **Purchase Order:** 25-03003 | | | | |
| 10/1/2024 | Issued | | 249,675.00 | 249675.00 |
| **Vendor Number:** 011161 | | **Vendor Name:** CRAGOE PEST SERVICES INC | | |
| **Purchase Order:** 25-03088 | | | | |
| 9/18/2024 | Issued | | 13,680.00 | 13680.00 |
| 9/19/2024 | Invoiced | 172-00270522 | (40.00) | 13640.00 |
| 9/19/2024 | Invoiced | 172-00269743 | (40.00) | 13600.00 |
| 9/19/2024 | Invoiced | 172-00269166 | (40.00) | 13560.00 |
| 9/19/2024 | Invoiced | 172-00269165 | (35.00) | 13525.00 |
| 9/19/2024 | Invoiced | 172-00269164 | (40.00) | 13485.00 |
| 9/19/2024 | Invoiced | 172-00268503 | (35.00) | 13450.00 |
| 9/19/2024 | Invoiced | 172-00273221 | (40.00) | 13410.00 |
| 9/19/2024 | Invoiced | 172-00271799 | (40.00) | 13370.00 |
| 9/19/2024 | Invoiced | 172-00273599 | (30.00) | 13340.00 |
| 9/19/2024 | Invoiced | 172-00273598 | (50.00) | 13290.00 |
| 9/19/2024 | Invoiced | 172-00270959 | (70.00) | 13220.00 |
| 9/19/2024 | Invoiced | 172-00270687 | (30.00) | 13190.00 |
| 9/19/2024 | Invoiced | 172-00273600 | (25.00) | 13165.00 |
| 9/19/2024 | Invoiced | 172-00270523 | (55.00) | 13110.00 |
| 9/19/2024 | Invoiced | 172-00273768 | (20.00) | 13090.00 |
| 9/19/2024 | Invoiced | 172-00273596 | (60.00) | 13030.00 |
| 9/19/2024 | Invoiced | 172-00273595 | (40.00) | 12990.00 |
| 9/19/2024 | Invoiced | 172-00273482 | (40.00) | 12950.00 |
| 9/19/2024 | Invoiced | 172-00273764 | (60.00) | 12890.00 |
| 9/19/2024 | Invoiced | 172-00273605 | (50.00) | 12840.00 |
| 9/19/2024 | Invoiced | 172-00273604 | (20.00) | 12820.00 |
| 9/19/2024 | Invoiced | 172-00273603 | (15.00) | 12805.00 |
| 9/19/2024 | Invoiced | 172-00273602 | (30.00) | 12775.00 |
| 9/19/2024 | Invoiced | 172-00273601 | (30.00) | 12745.00 |
| 9/19/2024 | Invoiced | 172-00273483 | (30.00) | 12715.00 |
| 9/19/2024 | Invoiced | 172-00273767 | (20.00) | 12695.00 |
| 9/19/2024 | Invoiced | 172-00273766 | (40.00) | 12655.00 |
| 9/19/2024 | Invoiced | 172-00273763 | (40.00) | 12615.00 |
| 9/19/2024 | Invoiced | 172-00273597 | (45.00) | 12570.00 |
| 9/19/2024 | Invoiced | 172-00273765 | (30.00) | 12540.00 |
| **Vendor Number:** 015666 | | **Vendor Name:** GOVINVEST INC. | | |
| **Purchase Order:** 25-03131 | | | | |
| 7/8/2024 | Issued | | 7,000.00 | 7000.00 |
| 7/11/2024 | Invoiced | #2024-5378 | (7,000.00) | 0.00 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 013711 | | **Vendor Name:** INDEPENDENT ORDER OF ODD FELLOWS | | |
| **Purchase Order:** 25-03132 | | | | |
| 7/8/2024 | Issued | | 30,199.65 | 30199.65 |
| 7/25/2024 | Invoiced | AUGUST 2024 | (2,701.22) | 27498.43 |
| 8/22/2024 | Invoiced | SEPTEMBER 2024 | (2,701.22) | 24797.21 |
| 9/19/2024 | Invoiced | OCTOBER 2024 | (2,701.22) | 22095.99 |
| **Vendor Number:** 015874 | | **Vendor Name:** CHANDLER ASSET MANAGEMENT, INC. | | |
| **Purchase Order:** 25-03133 | | | | |
| 7/8/2024 | Issued | | 30,000.00 | 30000.00 |
| 9/5/2024 | Invoiced | 2407SANTAPAU | (2,553.11) | 27446.89 |
| 9/19/2024 | Invoiced | 2408SANTAPAU | (2,553.11) | 24893.78 |
| **Vendor Number:** 016516 | | **Vendor Name:** CITY MANAGEMENT ADVISORS LLC | | |
| **Purchase Order:** 25-03137 | | | | |
| 7/9/2024 | Issued | | 26,500.00 | 26500.00 |
| 8/22/2024 | Invoiced | 7/23/24 | (8,833.33) | 17666.67 |
| 9/5/2024 | Invoiced | 1 | (8,833.33) | 8833.34 |
| 9/5/2024 | Invoiced | 3 | (8,833.34) | 0.00 |
| **Vendor Number:** 015805 | | **Vendor Name:** JUSTFOIA, INC. | | |
| **Purchase Order:** 25-03138 | | | | |
| 7/9/2024 | Issued | | 5,500.00 | 5500.00 |
| 7/25/2024 | Invoiced | RN18289 | (5,500.00) | 0.00 |
| **Vendor Number:** 011582 | | **Vendor Name:** ECS IMAGING INC | | |
| **Purchase Order:** 25-03143 | | | | |
| 7/24/2024 | Issued | | 7,567.00 | 7567.00 |
| 7/25/2024 | Invoiced | 18842 | (7,567.00) | 0.00 |
| **Vendor Number:** 010653 | | **Vendor Name:** LAFCO | | |
| **Purchase Order:** 25-03144 | | | | |
| 7/24/2024 | Issued | | 11,567.00 | 11567.00 |
| 7/25/2024 | Invoiced | 7/1/24 - 6/30/25 | (11,567.00) | 0.00 |
| **Vendor Number:** 011389 | | **Vendor Name:** TYLER TECHNOLOGIES, INC | | |
| **Purchase Order:** 25-03145 | | | | |
| 7/25/2024 | Issued | | 11,967.39 | 11967.39 |
| 7/25/2024 | Invoiced | 025-468616 | (11,967.39) | 0.00 |
| **Vendor Number:** 016301 | | **Vendor Name:** LSY ENTERPRISE INC | | |
| **Purchase Order:** 25-03147 | | | | |
| 7/30/2024 | Issued | | 5,860.00 | 5860.00 |
| 10/3/2024 | Invoiced | SP 3003 | (5,846.26) | 13.74 |
| **Vendor Number:** 010602 | | **Vendor Name:** JENSEN DESIGN & SURVEY INC | | |
| **Purchase Order:** 25-03148 | | | | |
| 7/30/2024 | Issued | | 42,221.00 | 42221.00 |
| 8/30/2024 | Invoiced | 66670 | (675.00) | 41546.00 |
| 8/30/2024 | Invoiced | 66645 | (14,343.75) | 27202.25 |
| 10/3/2024 | Invoiced | 66854 | (525.00) | 26677.25 |
| 10/3/2024 | Invoiced | 67061 | (4,983.75) | 21693.50 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 016518 | | **Vendor Name:** NAJIB, FAROOQ | | |
| **Purchase Order:** 25-03149 | | | | |
| 7/30/2024 | Issued | | 13,968.00 | 13968.00 |
| 8/8/2024 | Invoiced | 12200 | (4,608.00) | 9360.00 |
| 10/8/2024 | Changed | | 4,608.00 | 13968.00 |
| **Vendor Number:** 016526 | | **Vendor Name:** FORMS & SURFACES, INC. | | |
| **Purchase Order:** 25-03151 | | | | |
| 8/6/2024 | Issued | | 132,713.42 | 132713.42 |
| **Vendor Number:** 010404 | | **Vendor Name:** FENCE FACTORY SATICOY | | |
| **Purchase Order:** 25-03152 | | | | |
| 8/6/2024 | Issued | | 74,715.00 | 74715.00 |
| 10/3/2024 | Invoiced | 455128 | (74,715.00) | 0.00 |
| **Vendor Number:** 010050 | | **Vendor Name:** LOPREST WATER TREATMENT CO | | |
| **Purchase Order:** 25-03153 | | | | |
| 8/6/2024 | Issued | | 7,680.00 | 7680.00 |
| **Vendor Number:** 011151 | | **Vendor Name:** C.O.R. PLUMBING SUPPLIES | | |
| **Purchase Order:** 25-03154 | | | | |
| 8/6/2024 | Issued | | 23,860.00 | 23860.00 |
| 9/5/2024 | Invoiced | 2024-249 | (21,835.00) | 2025.00 |
| **Vendor Number:** 014053 | | **Vendor Name:** AMERICA IN BLOOM SANTA PAULA | | |
| **Purchase Order:** 25-03155 | | | | |
| 8/7/2024 | Issued | | 20,000.00 | 20000.00 |
| 8/8/2024 | Invoiced | 330 | (20,000.00) | 0.00 |
| **Vendor Number:** 013539 | | **Vendor Name:** WAGE WORKS, INC. | | |
| **Purchase Order:** 25-03156 | | | | |
| 8/7/2024 | Issued | | 1,200.00 | 1200.00 |
| 8/8/2024 | Invoiced | INV6794221 | (100.00) | 1100.00 |
| 10/3/2024 | Invoiced | INV6898105 | (100.00) | 1000.00 |
| **Vendor Number:** 010424 | | **Vendor Name:** FOLSOM LAKE FORD | | |
| **Purchase Order:** 25-03157 | | | | |
| 8/7/2024 | Issued | | 54,876.19 | 54876.19 |
| 9/19/2024 | Invoiced | FL3006 | (54,876.19) | 0.00 |
| **Vendor Number:** 015236 | | **Vendor Name:** CIVIC PLUS / PATTI CORPORATION | | |
| **Purchase Order:** 25-03159 | | | | |
| 8/8/2024 | Issued | | 5,785.81 | 5785.81 |
| 8/8/2024 | Invoiced | 296918 | (5,785.81) | 0.00 |
| **Vendor Number:** 011436 | | **Vendor Name:** TRAVIS AGRICULTURAL CONSTRUCTION INC | | |
| **Purchase Order:** 25-03160 | | | | |
| 8/12/2024 | Issued | | 11,750.00 | 11750.00 |
| **Vendor Number:** 015218 | | **Vendor Name:** BARAJAS, DAVID | | |
| **Purchase Order:** 25-03161 | | | | |
| 8/20/2024 | Issued | | 5,000.00 | 5000.00 |
| 8/22/2024 | Invoiced | 1490 | (5,000.00) | 0.00 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 011389 | | **Vendor Name:** TYLER TECHNOLOGIES, INC | | |
| **Purchase Order:** 25-03162 | | | | |
| 8/15/2024 | Issued | | 15,046.02 | 15046.02 |
| 8/22/2024 | Invoiced | 025-472862 | (15,046.02) | 0.00 |
| **Vendor Number:** 015778 | | **Vendor Name:** ADVANCED TURF SOLUTIONS, INC. | | |
| **Purchase Order:** 25-03163 | | | | |
| 8/15/2024 | Issued | | 3,204.78 | 3204.78 |
| 9/19/2024 | Invoiced | SO1211031 | (3,107.63) | 97.15 |
| **Vendor Number:** 013039 | | **Vendor Name:** GRANICUS, INC. | | |
| **Purchase Order:** 25-03164 | | | | |
| 8/19/2024 | Issued | | 28,013.64 | 28013.64 |
| 8/22/2024 | Invoiced | 188420 | (28,013.64) | 0.00 |
| **Vendor Number:** 016532 | | **Vendor Name:** GREAT WESTERN INSTALLATIONS, INC | | |
| **Purchase Order:** 25-03165 | | | | |
| 8/19/2024 | Issued | | 15,000.00 | 15000.00 |
| **Vendor Number:** 014968 | | **Vendor Name:** WILLDAN FINANCIAL SERVICES | | |
| **Purchase Order:** 25-03166 | | | | |
| 8/20/2024 | Issued | | 8,120.49 | 8120.49 |
| 8/22/2024 | Invoiced | 010-59055 | (8,120.49) | 0.00 |
| **Vendor Number:** 016518 | | **Vendor Name:** NAJIB, FAROOQ | | |
| **Purchase Order:** 25-03168 | | | | |
| 8/20/2024 | Issued | | 19,584.00 | 19584.00 |
| 8/22/2024 | Invoiced | AUGUST 2024 | (19,584.00) | 0.00 |
| **Vendor Number:** 016267 | | **Vendor Name:** GARCIA, JOHN | | |
| **Purchase Order:** 25-03170 | | | | |
| 8/21/2024 | Issued | | 5,850.00 | 5850.00 |
| 8/22/2024 | Invoiced | 189A | (1,350.00) | 4500.00 |
| 8/22/2024 | Invoiced | 189 | (2,700.00) | 1800.00 |
| 8/22/2024 | Invoiced | 190 | (1,800.00) | 0.00 |
| **Vendor Number:** 010385 | | **Vendor Name:** ENVIRONMENTAL HEALTH DIVISION | | |
| **Purchase Order:** 25-03171 | | | | |
| 8/21/2024 | Issued | | 15,501.40 | 15501.40 |
| 8/22/2024 | Invoiced | IN0254183 | (15,501.40) | 0.00 |
| **Vendor Number:** 011336 | | **Vendor Name:** CDCE INC. | | |
| **Purchase Order:** 25-03175 | | | | |
| 8/27/2024 | Issued | | 900.00 | 900.00 |
| 10/3/2024 | Invoiced | 139414-33 | (180.00) | 720.00 |
| **Vendor Number:** 014129 | | **Vendor Name:** SAM HILL & SONS, INC | | |
| **Purchase Order:** 25-03176 | | | | |
| 8/28/2024 | Issued | | 43,399.04 | 43399.04 |
| 9/19/2024 | Invoiced | 4979 | (5,121.98) | 38277.06 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 014934 | | **Vendor Name:** RAMIREZ, JOSHUA | | |
| **Purchase Order:** 25-03179 | | | | |
| 8/29/2024 | Issued | | 4,480.00 | 4480.00 |
| 9/5/2024 | Invoiced | 30A | (2,610.00) | 1870.00 |
| 9/5/2024 | Invoiced | 31A | (1,870.00) | 0.00 |
| **Vendor Number:** 011603 | | **Vendor Name:** CALIFORNIA WOOD RECYCLING | | |
| **Purchase Order:** 25-03182 | | | | |
| 9/3/2024 | Issued | | 19,376.30 | 19376.30 |
| **Vendor Number:** 010580 | | **Vendor Name:** INTERFACE CHILDREN FAMILY SVCS | | |
| **Purchase Order:** 25-03183 | | | | |
| 9/3/2024 | Issued | | 5,832.00 | 5832.00 |
| 9/5/2024 | Invoiced | 6864 | (5,832.00) | 0.00 |
| **Vendor Number:** 013292 | | **Vendor Name:** SANTA PAULA ANIMAL RESCUE CENTER (SPARC) | | |
| **Purchase Order:** 25-03184 | | | | |
| 9/4/2024 | Issued | | 12,500.00 | 12500.00 |
| 9/4/2024 | Invoiced | SEPT. 2024 | (12,500.00) | 0.00 |
| **Vendor Number:** 015153 | | **Vendor Name:** HINDERLITER DE LLAMAS & ASSOCIATES | | |
| **Purchase Order:** 25-03185 | | | | |
| 9/4/2024 | Issued | | 4,500.00 | 4500.00 |
| 9/5/2024 | Invoiced | SIN042490 | (1,150.79) | 3349.21 |
| 9/5/2024 | Invoiced | SIN042558 | (300.00) | 3049.21 |
| **Vendor Number:** 015318 | | **Vendor Name:** BADGER METER | | |
| **Purchase Order:** 25-03187 | | | | |
| 9/5/2024 | Issued | | 278,073.68 | 278073.68 |
| **Vendor Number:** 015318 | | **Vendor Name:** BADGER METER | | |
| **Purchase Order:** 25-03188 | | | | |
| 9/5/2024 | Issued | | 6,948.03 | 6948.03 |
| **Vendor Number:** 010856 | | **Vendor Name:** TRACNET CORP | | |
| **Purchase Order:** 25-03189 | | | | |
| 9/10/2024 | Issued | | 29,523.20 | 29523.20 |
| 9/19/2024 | Invoiced | 10075 | (29,523.20) | 0.00 |
| **Vendor Number:** 015785 | | **Vendor Name:** FORD MOTOR CREDIT COMPANY LLC | | |
| **Purchase Order:** 25-03190 | | | | |
| 9/11/2024 | Issued | | 33,744.23 | 33744.23 |
| 9/11/2024 | Invoiced | 1778239 | (33,744.23) | 0.00 |
| **Vendor Number:** 016034 | | **Vendor Name:** SPIRIT OF SANTA PAULA | | |
| **Purchase Order:** 25-03191 | | | | |
| 9/12/2024 | Issued | | 56,000.00 | 56000.00 |
| 9/12/2024 | Changed | | 0.00 | 56000.00 |
| 9/12/2024 | Invoiced | Q3 9/12/24 | (56,000.00) | 0.00 |
| **Vendor Number:** 016519 | | **Vendor Name:** GLADWELL GOVERNMENTAL SERVICES, INC. | | |
| **Purchase Order:** 25-03192 | | | | |
| 9/12/2024 | Issued | | 6,240.00 | 6240.00 |
| 9/19/2024 | Invoiced | 5508 | (6,240.00) | 0.00 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 016303 | | **Vendor Name:** FLOCK GROUP, INC. | | |
| **Purchase Order:** 25-03195 | | | | |
| 9/13/2024 | Issued | | 27,500.00 | 27500.00 |
| 9/19/2024 | Invoiced | INV-37602 | (27,500.00) | 0.00 |
| **Vendor Number:** 016324 | | **Vendor Name:** GENERAL TECHNOLOGIES AND SOLUTIONS (GTS) | | |
| **Purchase Order:** 25-03198 | | | | |
| 9/13/2024 | Issued | | 197,388.00 | 197388.00 |
| **Vendor Number:** 016547 | | **Vendor Name:** ATLANTIC ULTRAVIOLET CORPORATION | | |
| **Purchase Order:** 25-03199 | | | | |
| 9/16/2024 | Issued | | 21,093.28 | 21093.28 |
| **Vendor Number:** 010017 | | **Vendor Name:** LIEBERT CASSIDY WHITMORE | | |
| **Purchase Order:** 25-03200 | | | | |
| 9/16/2024 | Issued | | 7,277.50 | 7277.50 |
| 9/19/2024 | Invoiced | 276531 | (7,277.50) | 0.00 |
| **Vendor Number:** 013292 | | **Vendor Name:** SANTA PAULA ANIMAL RESCUE CENTER (SPARC) | | |
| **Purchase Order:** 25-03201 | | | | |
| 9/16/2024 | Issued | | 12,500.00 | 12500.00 |
| 9/19/2024 | Invoiced | OCT. 2024 | (12,500.00) | 0.00 |
| **Vendor Number:** 012371 | | **Vendor Name:** GEO PLASTICS | | |
| **Purchase Order:** 25-03202 | | | | |
| 9/16/2024 | Issued | | 2,939.13 | 2939.13 |
| 10/3/2024 | Invoiced | 78817 | (2,939.13) | 0.00 |
| **Vendor Number:** 011341 | | **Vendor Name:** CALIFORNIA JPIA | | |
| **Purchase Order:** 25-03204 | | | | |
| 9/17/2024 | Issued | | 10,500.00 | 10500.00 |
| 9/19/2024 | Invoiced | ADA-189 | (10,500.00) | 0.00 |
| **Vendor Number:** 015778 | | **Vendor Name:** ADVANCED TURF SOLUTIONS, INC. | | |
| **Purchase Order:** 25-03205 | | | | |
| 9/17/2024 | Issued | | 2,960.65 | 2960.65 |
| **Vendor Number:** 016034 | | **Vendor Name:** SPIRIT OF SANTA PAULA | | |
| **Purchase Order:** 25-03207 | | | | |
| 9/19/2024 | Issued | | 109,500.00 | 109500.00 |
| 9/19/2024 | Invoiced | Q3 9/18/24 | (109,500.00) | 0.00 |
| **Vendor Number:** 011010 | | **Vendor Name:** WILLDAN ENGINEERING | | |
| **Purchase Order:** 25-03208 | | | | |
| 9/24/2024 | Issued | | 18,630.00 | 18630.00 |
| 9/24/2024 | Invoiced | 00419587B | (1,173.00) | 17457.00 |
| 9/24/2024 | Invoiced | 00419838B | (138.00) | 17319.00 |
| 9/24/2024 | Invoiced | 00419964B | (138.00) | 17181.00 |
| 9/24/2024 | Invoiced | 00420085D | (2,346.00) | 14835.00 |
| 9/24/2024 | Invoiced | 00420085B | (5,520.00) | 9315.00 |
| 9/24/2024 | Invoiced | 00420206B | (5,865.00) | 3450.00 |
| 9/24/2024 | Invoiced | 00420357B | (3,450.00) | 0.00 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 016034 | | **Vendor Name:** SPIRIT OF SANTA PAULA | | |
| **Purchase Order:** 25-03209 | | | | |
| 9/25/2024 | Issued | | 131,000.00 | 131000.00 |
| 9/25/2024 | Invoiced | Q3 & Q4 PAYMENTS | (131,000.00) | 0.00 |
| **Vendor Number:** 016567 | | **Vendor Name:** KIRBY OLDSMOBILE INC. | | |
| **Purchase Order:** 25-03210 | | | | |
| 9/25/2024 | Issued | | 54,607.16 | 54607.16 |
| 9/25/2024 | Invoiced | 23995 | (54,607.16) | 0.00 |
| **Vendor Number:** 011609 | | **Vendor Name:** TRI COUNTY RESTAURANT SUPPLY | | |
| **Purchase Order:** 25-03211 | | | | |
| 9/26/2024 | Issued | | 947.22 | 947.22 |
| 10/3/2024 | Invoiced | S117590 | (947.22) | 0.00 |
| **Vendor Number:** 011609 | | **Vendor Name:** TRI COUNTY RESTAURANT SUPPLY | | |
| **Purchase Order:** 25-03212 | | | | |
| 9/26/2024 | Issued | | 2,235.04 | 2235.04 |
| 10/3/2024 | Invoiced | S117588 | (2,235.04) | 0.00 |
| **Vendor Number:** 011609 | | **Vendor Name:** TRI COUNTY RESTAURANT SUPPLY | | |
| **Purchase Order:** 25-03213 | | | | |
| 9/27/2024 | Issued | | 4,452.97 | 4452.97 |
| 10/3/2024 | Invoiced | S117589 | (4,452.97) | 0.00 |
| **Vendor Number:** 011609 | | **Vendor Name:** TRI COUNTY RESTAURANT SUPPLY | | |
| **Purchase Order:** 25-03214 | | | | |
| 9/27/2024 | Issued | | 8,073.29 | 8073.29 |
| 10/3/2024 | Invoiced | S117591 | (8,073.29) | 0.00 |
| **Vendor Number:** 011609 | | **Vendor Name:** TRI COUNTY RESTAURANT SUPPLY | | |
| **Purchase Order:** 25-03215 | | | | |
| 9/27/2024 | Issued | | 11,983.28 | 11983.28 |
| 10/3/2024 | Invoiced | S117572 | (11,983.28) | 0.00 |
| **Vendor Number:** 011609 | | **Vendor Name:** TRI COUNTY RESTAURANT SUPPLY | | |
| **Purchase Order:** 25-03216 | | | | |
| 9/27/2024 | Issued | | 13,065.78 | 13065.78 |
| 10/3/2024 | Invoiced | S117586 | (13,065.78) | 0.00 |
| **Vendor Number:** 010017 | | **Vendor Name:** LIEBERT CASSIDY WHITMORE | | |
| **Purchase Order:** 25-03217 | | | | |
| 9/27/2024 | Issued | | 5,070.00 | 5070.00 |
| 10/3/2024 | Invoiced | 2024/2025 | (5,070.00) | 0.00 |
| **Vendor Number:** 015399 | | **Vendor Name:** ROBERT WILLIAM COMPANY, LLC | | |
| **Purchase Order:** 25-03218 | | | | |
| 10/2/2024 | Issued | | 11,356.25 | 11356.25 |
| 10/3/2024 | Invoiced | 7627 | (622.50) | 10733.75 |
| 10/3/2024 | Invoiced | 7626 | (3,536.25) | 7197.50 |
| 10/3/2024 | Invoiced | 7630 | (6,248.75) | 948.75 |
| 10/3/2024 | Invoiced | 7625 | (862.50) | 86.25 |
| 10/3/2024 | Invoiced | 7628 | (86.25) | 0.00 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 015972 | | **Vendor Name:** FOUR STAR INVESTIGATIONS, LLC | | |
| **Purchase Order:** 25-03219 | | | | |
| 10/2/2024 | Issued | | 11,011.98 | 11011.98 |
| 10/3/2024 | Invoiced | 7/24/24 | (11,011.98) | 0.00 |
| **Vendor Number:** 016034 | | **Vendor Name:** SPIRIT OF SANTA PAULA | | |
| **Purchase Order:** 25-03220 | | | | |
| 10/2/2024 | Issued | | 216,000.00 | 216000.00 |
| 10/3/2024 | Invoiced | Q1 FY 24/25 | (216,000.00) | 0.00 |
| **Vendor Number:** 016518 | | **Vendor Name:** NAJIB, FAROOQ | | |
| **Purchase Order:** 25-03221 | | | | |
| 10/3/2024 | Issued | | 9,900.00 | 9900.00 |
| **Vendor Number:** 016125 | | **Vendor Name:** ARANDA, MIKE | | |
| **Purchase Order:** 25-1004-2023 | | | | |
| 8/22/2024 | Issued | | 12,540.00 | 12540.00 |
| 8/22/2024 | Invoiced | 0000042 | (1,800.00) | 10740.00 |
| 8/22/2024 | Invoiced | 0000043 | (1,800.00) | 8940.00 |
| 8/22/2024 | Invoiced | 0000044 | (1,800.00) | 7140.00 |
| 9/5/2024 | Invoiced | 000045 | (1,800.00) | 5340.00 |
| 9/19/2024 | Invoiced | 0000046 | (1,800.00) | 3540.00 |
| **Vendor Number:** 015442 | | **Vendor Name:** MARIPOSA LANDSCAPES, INC. | | |
| **Purchase Order:** 25-1007-2023 | | | | |
| 9/17/2024 | Issued | | 62,546.24 | 62546.24 |
| 9/19/2024 | Invoiced | 109605 | (5,160.58) | 57385.66 |
| **Vendor Number:** 010289 | | **Vendor Name:** PROUSYS, INC | | |
| **Purchase Order:** 25-1010-2023 | | | | |
| 9/5/2024 | Issued | | 34,862.50 | 34862.50 |
| 9/19/2024 | Invoiced | 1002 | (11,125.00) | 23737.50 |
| **Vendor Number:** 010289 | | **Vendor Name:** PROUSYS, INC | | |
| **Purchase Order:** 25-1010-2023-2 | | | | |
| 9/25/2024 | Issued | | 24,737.50 | 24737.50 |
| **Vendor Number:** 016027 | | **Vendor Name:** YUNEX LLC | | |
| **Purchase Order:** 25-1012-2023 | | | | |
| 9/23/2024 | Issued | | 60,635.00 | 60635.00 |
| 10/3/2024 | Invoiced | 90002629 | (1,479.96) | 59155.04 |
| 10/3/2024 | Invoiced | 5610002898 | (2,212.20) | 56942.84 |
| 10/3/2024 | Invoiced | 90002853 | (1,479.96) | 55462.88 |
| 10/3/2024 | Invoiced | 5610003098 | (6,218.97) | 49243.91 |
| **Vendor Number:** 010527 | | **Vendor Name:** HDL COREN & CONE | | |
| **Purchase Order:** 25-1019-2024 | | | | |
| 7/8/2024 | Issued | | 12,800.00 | 12800.00 |
| 8/8/2024 | Invoiced | SIN041391 | (3,200.00) | 9600.00 |

| Date | Activity Type | Payable ID | Activity Amount | Balance |
|---|---|---|---|---|
| **Vendor Number:** 011524 | | **Vendor Name:** SOLID WASTE SOLUTIONS | | |
| **Purchase Order:** 25-1020-2024 | | | | |
| 7/10/2024 | Issued | | 31,700.00 | 31700.00 |
| 9/5/2024 | Invoiced | 201 | (5,489.25) | 26210.75 |
| 9/19/2024 | Invoiced | 202 | (3,059.20) | 23151.55 |
| **Vendor Number:** 015989 | | **Vendor Name:** MERCHANT MCINTYRE & ASSOCIATES, LLC | | |
| **Purchase Order:** 25-1024-2024 | | | | |
| 8/13/2024 | Issued | | 78,000.00 | 78000.00 |
| 8/22/2024 | Invoiced | 109-2024-008 | (6,500.00) | 71500.00 |
| 8/22/2024 | Invoiced | 109-2024-007 | (6,500.00) | 65000.00 |
| 9/19/2024 | Invoiced | 109-2024-009 | (6,500.00) | 58500.00 |
| **Vendor Number:** 016407 | | **Vendor Name:** FOSTER & FOSTER CONSULTING ACTUARIES, INC. | | |
| **Purchase Order:** 25-1025-2024 | | | | |
| 7/22/2024 | Issued | | 10,450.00 | 10450.00 |
| **Vendor Number:** 015505 | | **Vendor Name:** TRIPEPI, SMITH AND ASSOCIATES, INC. | | |
| **Purchase Order:** 25-1026-2024 | | | | |
| 9/11/2024 | Issued | | 25,000.00 | 25000.00 |
| 9/19/2024 | Invoiced | 12732 | (1,575.00) | 23425.00 |
| 9/19/2024 | Invoiced | 12934 | (1,575.00) | 21850.00 |
| 9/19/2024 | Invoiced | 13040 | (625.00) | 21225.00 |
| 10/3/2024 | Invoiced | 13143 | (1,575.00) | 19650.00 |
| **Vendor Number:** 012895 | | **Vendor Name:** MNS ENGINEERS, INC. | | |
| **Purchase Order:** 25-1034-2024 | | | | |
| 9/27/2024 | Issued | | 841,756.00 | 841756.00 |
| **Vendor Number:** 012895 | | **Vendor Name:** MNS ENGINEERS, INC. | | |
| **Purchase Order:** 25-1035-2024 | | | | |
| 9/27/2024 | Issued | | 348,880.00 | 348880.00 |
| 9/27/2024 | Changed | | 0.00 | 348880.00 |
| **Vendor Number:** 012895 | | **Vendor Name:** MNS ENGINEERS, INC. | | |
| **Purchase Order:** 25-1036-2024 | | | | |
| 9/27/2024 | Issued | | 280,585.00 | 280585.00 |
| **Vendor Number:** 013360 | | **Vendor Name:** ENGEO INCORPORATED | | |
| **Purchase Order:** 25-1037-2024 | | | | |
| 9/13/2024 | Issued | | 39,969.00 | 39969.00 |
| 10/3/2024 | Invoiced | 294321 | (1,725.75) | 38243.25 |
| **Vendor Number:** 016565 | | **Vendor Name:** J.L. PLANK, INCORPORATED | | |
| **Purchase Order:** 25-1038-2024 | | | | |
| 9/25/2024 | Issued | | 803,803.00 | 803803.00 |
| **Vendor Number:** 010595 | | **Vendor Name:** J & H ENGINEERING GENERAL CONTRACTOR, INC | | |
| **Purchase Order:** 25-1040-2024 | | | | |
| 10/3/2024 | Issued | | 1,771,400.75 | 1771400.75 |

**CITY OF SANTA PAULA**
**MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dan Singer, City Manager

Subject: FUTURE AGENDA ITEMS

Date: October 15, 2024

Agenda Item: 12.A

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## RECOMMENDATION:

Staff recommends City Council review future agenda items.

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## 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:

10.15.24 Future Agenda Items.pdf

# Santa Paula City Council Tentative Agenda Schedule

| | | |
|---|---|---|
| | **Study Session<br>November 6, 2024, 4:00pm** | |
| CDD | Discuss Animal Control and Shelter Services | |
| | **Regular Meeting<br>November 6, 6:30pm** | |
| PW | Recycling Awards Presentation by Athens Services | |
| PD | Police Department Report | |
| CDD | Community Development Department Report | |
| PW | Emergency Funding Reimbursement Plan | |
| Finance | 2023 City Audit | |
| Admin | Well 6 Acceptance – Harvest at Limoneira | |
| | **Regular Meeting<br>November 20, 6:30pm** | |
| Admin | City Manager Department Report | |
| CDD | People's Self Help Funding Request | |
| CDD | Central Business District Live Entertainment Ord 1339 | |
| | **STUDY SESSION TOPICS** | |
| Admin | No Smoking Ordinance | |
| Finance | Development Impact Fees (DIF) Overview | |
| Legal | Municipal Code Update – Joint Meeting with Planning Commission | |
| | **FUTURE AGENDA ITEMS** | |
| Finance | Update on Utility Bills | |
| PW | Plans & Specifications for 8th Street Streetlight Repair Project | |
| CDD | ADU Ordinance | |
| CDD | Cultural Arts Presentation | Nov |
| Legal | Fire MOU Amendment | |
| CDD | Homeless Encampment Opportunities Workshop | |
| P&R | Union Oil Building Use Agreement | Nov/Dec |

Updated 10/10/2024