

City of Santa Paula

City Council

MAYOR JENNY CROSSWHITE
VICE MAYOR ANDY SOBEL
COUNCILMEMBER RICHARD ARAIZA
COUNCILMEMBER CARLOS JUAREZ
COUNCILMEMBER LESLIE CORNEJO



CITY COUNCIL REGULAR MEETING OF THE SANTA PAULA CITY COUNCIL

WEDNESDAY, JANUARY 19, 2022

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
JOHN C. COTTI, CITY ATTORNEY

Spare Copies of staff reports or other written documentation relating to each item of business referred to on this agenda are on file in the Office of the City Clerk and are available for public inspection. If you have any questions regarding any agenda item, contact the City Clerk at (805) 933-4208.

**** SOCIAL DISTANCING IN EFFECT ****

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 response to COVID-19 and in accordance with AB 361, this meeting will be held remotely via Zoom teleconference. Pursuant to AB 361, a local legislative body is authorized to hold public meetings via teleconferencing to promote social distancing. All votes taken during this teleconference meeting will be by roll call vote, and the vote will be publicly reported.

We urge residents who wish to participate in City Council meetings by utilizing any of the following options:

HOW TO VIEW THE MEETING: Watch from home live on local Channel 10, or view the live feed at <http://santapaulaca.igmp2.com/Citizens/default.aspx>. You may also attend the meeting through a computer or telephone.

BY COMPUTER Zoom Meeting Webinar ID: 827 9830 7260

PASSCODE: 371830

BY TELEPHONE: 1 408-638-0968

HOW TO PARTICIPATE DURING THE MEETING: Members of the public are encouraged to participate under PUBLIC COMMENTS for any item not appearing on the agenda that is within the subject-matter jurisdiction of the City Council, or on any item of interest on the Agenda. To facilitate effective and efficient remote meetings, people wishing to address the Council should submit, by 3:00 p.m., on the day of the Council meeting, an email to cityclerk@spcity.org, indicating what item you would like to speak. The Council will also permit public comment through the "raise hand" feature on Zoom. Public comments are limited to three minutes.

HOW TO PARTICIPATE BEFORE THE MEETING: Members of the public are encouraged to submit email correspondence on any agenda item by sending an email to cityclerk@spcity.org. All public correspondence received by 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.*

REGULAR MATTERS - VIRTUAL MEETING

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. APPROVE VIRTUAL MEETING

5.A FINDINGS TO HOLD VIRTUAL CITY COUNCIL, COMMISSION, COMMITTEE, BOARD AND OTHER CITY BODIES, MEETINGS PURSUANT TO AB 361

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7384 Authorizing Virtual City Council, Commission, Board, and other City Bodies Meetings Pursuant to AB 361.

Presented By: Julie Latshaw

6. PRESENTATIONS

6.A PARKS & RECREATION DEPARTMENT ACTIVITY REPORT RECOMMENDATION:

Staff recommends the City Council:

- Receive and file the Parks & Recreation Department's Activity Report for the period of July 1, 2021 to December 31, 2021.

Presented By: Greg Barnes

7. 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. The Mayor will call for "raised hands" to speak. 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.

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

RECOMMENDATION:

Staff Recommends Council approve the following Minutes.

1. City Council Regular Minutes - December 1, 2021
2. City Council Special Minutes - December 15, 2021
3. City Council Regular Minutes - December 15, 2021

10.B **DECEMBER 2021 WARRANTS AND CERTIFICATIONS**

RECOMMENDATION:

Staff recommends that the City Council:

Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for December 2021, starting check number 329536 and ending check number 329786.

Review and accept the "Certification of Salaries" for the pay period ending dates December 3rd, 2021 through December 17th, 2021.

Presented By: Christy Ramirez

10.C

VENTURA COUNTY TRANSPORTATION COMMISSION GRANT FUNDING FOR FY 2021-2022

RECOMMENDATION:

Staff recommends City Council

1. Authorize the Santa Paula Police Department's acceptance of \$119,000.00 in grant funding awarded by the Ventura County Transportation Commission for FY 2021-2022.
2. Allocate \$119,000 in revenues (100-4-4500-4279) and a matching amount in expenditures (100-5-4501-610).

Presented By: Travis Walker

10.D **RESOLUTION NO. 7385 ESTABLISHING THE RECREATION LEADER I/II/III CLASSIFICATION SERIES, AMENDING THE BUILDING INSPECTOR I/II JOB DESCRIPTION AND AMENDING THE ADOPTED 2021-2023 SALARY SCHEDULE**

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7385, establishing the Recreation Leader I/II/III classification series, amending the Building Inspector I/II, and amending the adopted 2021-2023 salary schedule.

Presented By: Lorena Alvarez

10.E **FLAG DISPLAY POLICY**

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 7388 enacting a Santa Paula Flag Display Policy.

Presented By: Dan Singer

11. ACTION ITEMS

11.A

PROFESSIONAL SERVICES AGREEMENT WITH CITYGATE ASSOCIATES LLC. FOR AN ORGANIZATIONAL EFFICIENCY ASSESSMENT OF DEVELOPMENT SERVICES PROCESS.

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to execute a Professional Services Agreement with Citygate Associates LLC until December 31, 2022 to conduct an organizational efficiency assessment of the City of Santa Paula development services processes in an amount not to exceed \$32,000; in a form approved by the City Attorney, and
2. Allocate a budget allocation for \$32,000 is needed for both donation revenues (100-4-7500-6157) and professional services expenditures (100-5-3001-209).

Presented By: James Mason

11.B **ADVANCED WATER TREATMENT FACILITY PROJECT FINANCIAL PROJECTIONS AND STATE REVOLVING FUND APPLICATION**

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve the Updated Wastewater Financial Projections and Advanced Water Treatment Facility Funding and authorize the City Manager to update the Clean Water State Revolving Fund loan application.
2. Adopt Reimbursement Resolution 7382 authorizing reimbursing expenditures and indicating a reasonably expected maximum principal amount of \$23 million for the AWTF project.

Presented By: Clete J Saunier

11.C **WAIVE FORMAL BIDDING AND ACCEPT CONTRACT WITH MARK43 INC. FOR COMPUTER AIDED DISPATCHING AND RECORDS MANAGEMENT SYSTEM.**

RECOMMENDATION:

Staff recommends the approval of a contract with Mark 43, Inc. in the amount of \$636,004 for the delivery of a Computer Aided Dispatching and Records Management System for the Santa Paula Police Department, as well as services required to integrate the solution.

Presented By: Travis Walker

11.D **2021-2023 CITY COUNCIL STRATEGIC PLAN PROGRESS REPORT**
RECOMMENDATION:

Staff recommends that the City Council:

1. Receive an update on the Council's Strategic Plan, and
2. Direct staff to take additional, related action that may be desirable.

Presented By: Jonathan Royas

11.E **ANALYSIS OF WASTEWATER SERVICE OPTIONS**
RECOMMENDATION:

Staff recommends that the City Council:

- (1) Receive and file the 2022 Updated Cost Benefit Analysis, and
- (2) Provide Staff with direction relative to wastewater operations.

Presenters:

Clete J. Saunier, Public Works Director
Christy Ramirez, Finance Director

Gerhardt Hubner, MKN & Associates
Michael Nunley, MKN & Associates

Presented By: Clete J Saunier

12. ITEMS FOR FUTURE AGENDAS

12.A FUTURE AGENDA ITEMS

RECOMMENDATION:

Staff recommends City Council Review Future Agenda Items.

Presented By: Dan Singer

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: Julie Latshaw, Administration

Subject: FINDINGS TO HOLD VIRTUAL CITY COUNCIL, COMMISSION,
COMMITTEE, BOARD AND OTHER CITY BODIES, MEETINGS
PURSUANT TO AB 361

Date: January 19, 2022

Agenda Item: 5.A

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7384 Authorizing Virtual City Council, Commission, Board, and other City Bodies Meetings Pursuant to AB 361.

Presented by: Julie Latshaw, City Clerk

BACKGROUND:

On March 17, 2020, Governor Gavin Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. As the City Council is well aware, this allowed City Council meetings to be conducted by Zoom with councilmembers and staff all joining from remote locations.

The suspension of certain provisions of the Brown Act was further extended by the Governor on June 11, 2021 by the issuance of Executive Order N-08-21 which continued to allow for complete virtual City Council (and other legislative body) meetings until September 30, 2021.

With the expiration of the Governor's Executive Order, the Governor signed into law Assembly Bill 361. Effective October 1, 2021, AB 361 allows local governments to continue to conduct remote virtual meetings so long as there is a state-proclaimed state of emergency and the legislative body makes mandatory findings.

On October 6, 2021, the Council unanimously voted to continue virtual City Council meetings under AB 361 by adopting Resolution No. 7369. In November, however, the Council returned to in-person meetings and allowed Resolution No. 7369 to lapse.

With the Omicron variant of Covid-19 spreading during and after the Holiday season, City staff recommends resuming remote virtual meetings. To do so, the City Council must make the findings and determinations under AB 361 to again allow the Council to meet virtually.

ANALYSIS:

AB 361 allows legislative bodies to meet virtually, provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees.

In order to continue to qualify for AB 361's waiver of in-person meeting requirements, the Council must find that (a) state or local officials continue to recommend measures to promote social distancing, or that (b) an in-person meeting would constitute an imminent risk to the safety of attendees.

Therefore, it is recommended Council adopt the attached Resolution No. 7384, which will be in effect for the next 30 days or until such time as the City Council adopts findings to extend the action in accordance with Government Code §54953(e)(3) to extend the time that the City Council and the City's constituent bodies may continue to teleconference without compliance with Government Code §54953(b)(3).

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

There is no fiscal impact associated with this item.

OPTIONS:

1. Approve staff recommendations; or
2. Without a majority vote of the City Council on Resolution No. 7384, the Council will have to adjourn to a properly noticed in-person meeting.

ATTACHMENTS:

[SB 361 - Reso 7384.docx](#)

RESOLUTION NO. 7384

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA, CALIFORNIA MAKING FINDINGS AND DETERMINATIONS UNDER AB 361 FOR THE CONTINUATION OF VIRTUAL MEETINGS

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

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

- A. The Ralph M. Brown Act (Gov. Code § 54950 et seq.) generally requires local agencies meeting via teleconference, including through other virtual or electronic means, to provide public access at each location in which members of the legislative body are teleconferencing;
- B. On September 16, 2021 the Governor signed AB 361 (in effect as of October 1, 2021 – Government Code Section 54953(e)), which allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2) the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees;
- C. The Governor issued a proclamation declaring a state of emergency on March 4, 2020 due to the COVID-19 pandemic, pursuant to section 8625 of the California Emergency Services Act, and this proclaimed state of emergency currently remains in effect;
- D. The City Council has considered the circumstances of the state of emergency and finds that the continuation of virtual meetings will allow for full participation by members of the public until social distancing recommendations are lifted;
- E. State or local officials continue to impose and recommend measures to promote social distancing and because of the ongoing threat of COVID-19, meeting in person would present imminent risks to the health and safety of attendees; and
- F. The City Council of the City of Santa Paula desires to continue to hold virtual meetings pursuant to AB 361 and Government Code section 54953(e).

SECTION 2: *Teleconference Meetings:* Consistent with the provisions of Government Code Section 54953(e), the City Council finds and determines that the City Council and all other legislative bodies of the City of Santa Paula created by the City Council shall continue to meet virtually in accordance with Government Code section 54953(e) and

without compliance with section 54953(b)(3) based upon the findings and determinations hereby made by the City Council.

SECTION 3: Effective Date. This Resolution shall take effect immediately upon its adoption and remain in effect for 30 days or until such time as the City Council adopts findings to extend the action in accordance with Government Code section 54953(e)(3) to extend the time during which the City Council and all other legislative bodies of the City of Santa Paula may continue to teleconference without compliance with Government Code §54953(b)(3).

SECTION 4: The City Clerk is directed to certify the adoption of this Resolution.

PASSED, AND ADOPTED, this 19th day of January, 2022.

Jenny Crosswhite, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

John C. Cotti, City Attorney

APPROVED AS TO CONTENT:

Daniel A. Singer, City Manager

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Greg Barnes, Parks and Recreation

Subject: PARKS & RECREATION DEPARTMENT ACTIVITY REPORT

Date: January 19, 2022

Agenda Item: 6.A

RECOMMENDATION:

Staff recommends the City Council:

- Receive and file the Parks & Recreation Department's Activity Report for the period of July 1, 2021 to December 31, 2021.

Presented by: Greg Barnes, Parks and Recreation Director

BACKGROUND:

For the months of July 2021 through December 2021, the Parks and Recreation Department staff worked on and executed the following:

RECREATION & COMMUNITY SERVICES

There were two sessions of summer camp (six weeks) offered to youth ages 5-12 during the months of June, July & August; 159 youth participated. Below is the breakdown per session.

- **Session 1: 75 participants**
- **Session 2: 84 participants**

In addition to summer camp, the department provided free programming via the Mobile Activity Center for youth ages 5-17. The program visited various parks from July 12th to August 6th and offered activities such as crafts, organized outdoor games, jolly jump Fridays and guest speakers. An average of 20-30 youth participated daily. The program visited the following parks:

- Obregon Park
- Ebell Park
- Teague Park
- Las Piedras Park

The department continued to provide space to the Ventura County Mobile Library. The Mobile Library offers services to our preschool age students and seniors at the Community Center;

they visit once per month.

The All Children Thrive Program (ACT) was awarded their grant in August. In partnership with Partnership for Safe Families of Ventura County, two program coordinators were hired, youth were recruited to participate and multiple meetings were held during the months of September, October and November. The meetings culminated in a presentation to City Council on December 13th with Council passing Resolution No. 7379, recognizing the Santa Paula ACT program and requesting they serve as an advisory group to Council and other City Commissions and Committees.

The following classes were offered: Preschool (18 participants), Tae Kwon Do (43 participants), Folklorico Dance (51 participants), and Gymnastics (60 participants).

The department hosted another Santa Paula Beautiful Day on October 9th. Projects included painting the skatepark fence, rehabbing the caretaker house at Harding Park, litter pickup / beautification on Main Street and adjacent parking lots, staining downtown benches and painting sign poles. 205 volunteers participated.

Hired two (2) City Corps Leader Trainees. Both are currently completing an average of 4-5 projects per week. Projects have included cleaning of Main Street, assisting with park closures in the evening, float decorating, and special event logistics.

The Social Services Coalition continues to meet monthly. They are now alternating in person and zoom meetings. The coalition now has 17 member organizations and created its own domain name that sends residents directly to their web page:

www.santapaulasocialservices.com

The department was very active during the holidays with special events, decorating various city facilities, and hosting Santa Claus as he toured the streets of Santa Paula.

- The department participated in the Christmas Parade: Mrs. Claus and elves road on the County Fire Truck while Santa debuted his new sleigh & float.
- Provided 85 gingerbread kits to families for the annual gingerbread decorating contest. The winning family was invited to participate in the first night of the Santa Tour and ride on the County Fire Truck.
- Come See Santa Pancake Breakfast had over 500 participants. Families enjoyed photos with Santa and then a pancake breakfast provided the Optimist Club. High school students from Future Farmers of America and SPARC volunteered at the event as well.
- Recreation staff assisted the facilities team in decorating various city facilities. Most notably installed a new wreath in front of the Police Station and created a light show at the Train Depot.
- Santa Tours took place on December 16th – 18th. The float stopped at various locations each night so that Santa and Mrs. Claus could visit with kids and families. The elves passed out candy canes as well. Staff reported that we had between 780-1840 people tracking the float each night on the float tracking app Glympse.

SENIOR SERVICES

Senior classes saw some growth, increasing offerings by four classes: Mat Yoga (14

participants), Chair Yoga (12 participants), Tai Chi (14 participants), Knitting Club (13 participants), and the Coffee Club (6 participants), Walking Club (3 participants), Wii Bowling (2 participants), Creative Writing (3 participants), Craft Class (2 participants), Zumba (8 Participants), and Enhanced Fitness (8 participants).

Staff continues to provide a monthly newsletter to seniors with various information including program updates, recipe of the month, social services information and updates from the Senior Advisory Committee.

The Senior Center reopened in August 2021. Since reopening staff served 988 seniors.

Special Events & Activities

Senior Services hosted a Mariachi Fundraiser on September 25th. The event hosted 130 attendees and raised over \$4,700 for senior programs and services.

Partnered with the Alzheimer's Association to host a Posada for the community. The event included dinner and information regarding Alzheimer's and tools for caretakers.

Chief Walker, Grey Law and the Burn Center attended a breakfast with seniors. They each spoke and provided valuable information on safety, legal assistance and burn prevention. 80 seniors attended the breakfast.

There were five themed senior luncheons. Each luncheon was free and included raffle prizes, vendor information booths, entertainment and a delicious lunch. An average of 120 seniors attended each event.

Senior Nutrition Program

During the months of July to December, the Senior Nutrition Program served 4,519 congregate meals and delivered 6,489 meals to homebound seniors. A total of 346 seniors were served during FY 20-21.

Total number of meals served since July 1st : **11,008**

PARKS & FACILITIES

During the past six months, staff responded to 2158 work orders. In addition, there were 415 work orders to address graffiti removal. The information below provides some highlights of the division's work:

Hired a full time Lead Parks & Abatement Specialist: Dionisio Gaona.

Hired a full time Maintenance Worker I: Marco Perez

Repaired water pump at Granite Ball.

Submitted an application to the Arbor Day Foundation for Tree City USA designation.

Received the CalFire Grant to address Eucalyptus Tree Fuel Removal. The grant will go

towards removal and pruning the Eucalyptus trees in Fagan Barranca Park and at Teague Park along Steckel Drive.

After an application process, a review conducted by Harding Park Advisory Committee and Parks & Recreation Commission members, and finally in person interviews conducted by staff, caretakers were selected for the Harding Park Caretaker's House: Ashley and Kalob Collins.

As of July 1st, all landscaping and tree maintenance was transitioned to Parks & Recreation.

Tree Maintenance:

- Trees trimmed/pruned – 37
- Trees removed – 2
- Trees receiving tree health care - 3
- Emergency tree call outs – 16

Morton Bay Fig Tree was inspected by an Arborist and received the following care: air spaded each root line, fertilized and mulched with nutrients. It is now receiving a special watering once per week and regularly being observed and monitored by an Arborist.

Mills Park Building repairs are underway. Work started in December and is expected to be completed by mid-February.

Replaced all parking lot lights at Harding Park with new bulbs; made repairs as needed.

Continued to work on rehab of Harding Park Caretaker House. All plumbing and electrical is now complete. In addition, completed framing and concrete work on the stem wall.

All HVAC systems received their regular maintenance and inspections.

Provided needed turf maintenance at Teague Park. This included thatching, aerating, top seeding, fertilizing and making all needed irrigation repairs.

Installed Christmas lights and decorations at various city facilities. Most notably the Train Depot.

Painted the metal iron decorative frame in front of the police station; also painted some interior walls.

Identified and repaired water leak at the Oil Museum; also repaired all outside lighting in the courtyard.

Replaced the roof on the 10th Street Water Reservoir building.

Worked with America in Bloom to improve and beautify Green Street Alley. This included pruning trees, repairing tree up lighting, planted new plants in pots, removed broken fountain (Public Works) and created a planter in the base of the fountain, and power washed the entire area.

Air spaded eight trees along Main Street, trimming invasive roots; had the grates inner diameter cut and put grates back in place. Repaired power outlets at a number of trees where

lights were not working properly.

COMMISSIONS & COMMITTEES

The Parks & Recreation Commission and the Senior Advisory Committee are meeting monthly. The Harding Park Advisory Board is meeting every other month.

The Parks & Recreation Commission welcomed a new commissioner: Mr. Jose Olarte. The Senior Advisory Committee also welcomed a new member: Mr. Gary Wellman.

The Youth Advisory Committee was dissolved per Resolution No. 7378.

Council passed Resolution No. 7379 recognizing the Santa Paula All Children Thrive Program; the resolution requested that the program participants act as an advisory group to Council and other City Commissions & Committees. The participants will begin meeting again in February and will have a minimum of one formal meeting per month.

FACILITY RENTALS

Community Center - 12
Cultural Arts Building - 0
Train Depot - 1

PARK RENTALS & RESERVATIONS

Teague Park: 176
Las Piedras Park: 128
McKevett Park: 26
Harding Park: 293
Recreation Park: 10

SPECIAL EVENT PERMITS

Staff issued fifteen (15) special event permits.

FILM PERMITS

Staff issued two (2) film permits.

OTHER PERMITS & TRANSACTIONS

The Parks & Recreation Department is responsible for processing other various permits, banner requests, etc...Below is the information for the last quarter:

- Jolly Jump Permits: 2
- Main Street Banners: 5
- Teague Park Banners: 3
- Channel 10 Ads: 1

UPCOMING PROGRAMS, EVENTS & PROJECTS

- Arbor Day / Santa Paula Beautiful March 12th

- Easter / Earth Day Event April 9th

ANALYSIS:

STRATEGIC PLAN:

FISCAL IMPACTS:

OPTIONS:

ATTACHMENTS:



**CITY OF SANTA PAULA
CITY HALL COUNCIL CHAMBERS
CITY COUNCIL – REGULAR MEETING
DECEMBER 1, 2021, 6:30 PM
MINUTES**

1. CALL TO ORDER

Mayor Juarez called the meeting to order at 6:33 p.m.

2. INVOCATION

Deacon Al Guilin provided the Invocation.

3. FLAG SALUTE

Vice Mayor Jenny Crosswhite led the flag salute.

4. ROLL CALL

Members Present: Councilmember Leslie Cornejo, Councilmember Andy Sobel, Councilmember Rick Araiza, Vice Mayor Jenny Crosswhite and Mayor Carlos Juarez.

5. PRESENTATIONS

5.A COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT REPORT

Community Development Director James Mason presented this item.

5.B CITY MANAGER'S DEPARTMENT QUARTERLY REPORT

City Manager Dan Singer presented this item.

6. PUBLIC COMMENT

None.

7. CITY COUNCIL REPORTS

Councilmember Cornejo:

Attended Property Business Improvement District meeting, SoCal Edison Advisory panel annual meeting, Christmas Parade.

Councilmember Sobel:

Attended Economic Development Executive meeting; Ventura County Transportation Commission, Christmas Parade, Social Justice Adhoc, announced Farmers Market is accepting WIC and CalFresh.

Councilmember Araiza:

Attended the Christmas Parade, Farmers Market, and meeting with the Fire Memorial Group.

Vice Mayor Crosswhite:

Attended Ventura Council of Governments, Christmas Parade, Social Justice Adhoc, and

Bob Gonzales tribute at the Police Memorial.

Mayor Juarez:

Attended the Christmas Parade, Farmers Market, and Bob Gonzales tribute at the Police Memorial.

8. CITY MANAGER REPORTS

City Manager Singer:

Participated in the Christmas Parade, and announced the Police have their toy drive to fill a patrol car.

9. CONSENT CALENDAR

Vice Mayor Crosswhite motioned, second by Councilmember Sobel to approve Consent Calendar. **Motion carried** by the following voice vote: AYES: Councilmember Cornejo, Councilmember Sobel, Councilmember Araiza, Vice Mayor Crosswhite, and Mayor Juarez. NOES: Vice Mayor Crosswhite on item 9.C. ABSTAIN: Mayor Juarez on item 9.C. ABSENT: None at time of vote.

9.A APPROVAL OF MINUTES

RECOMMENDATION:

Staff recommends that City Council approve the following minutes:

1. City Council Regular Minutes - November 17, 2021

9.B APPROVE THE SECOND READING TO ADOPT ORDINANCE NO. 1313 UPDATING CHAPTER 50 TO SANTA PAULA MUNICIPAL CODE (SPMC) - INTEGRATED WASTE MANAGEMENT AND AN ADOPTION OF AN EXEMPTION FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

RECOMMENDATION:

Staff recommends that the City Council:

Approve second reading to adopt Ordinance No. 1313, updating Chapter 50 to Santa Paula Municipal Code - Integrated Waste

Management and determining the project is categorically exempt from CEQA

9.C SECOND READING OF ORDINANCE NO. 1310 APPROVING AN AMENDMENT TO THE EAST AREA 1 SPECIFIC PLAN

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Ordinance No. 1310 as submitted.

9.D QUARTERLY INVESTMENT REPORTS

RECOMMENDATION:

Staff recommends that the City Council receive and file the Quarterly Investment Reports for the Quarters Ending from March 31, 2020, to June 30, 2021.

9.E **PARKS & RECREATION NEW VEHICLE PURCHASE**

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to purchase one (1) new maintenance vehicle for the Parks & Recreation Department.

9.F **CALFIRE GRANT PROGRAM RESOLUTION & BUDGET APPROPRIATION**

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve Resolution No. 7374, approving the California Department of Forestry and Fire Protection (CAL FIRE) California Climate Investment Fire Prevention grant program.
 2. Approve a budget allocation of \$299,304.00 in new revenue and matching expenditures from the California Department of Forestry and Fire Protection (CAL FIRE) fund 319 (Miscellaneous State Grants), as noted in the Fiscal Impact section of this report.
-

9.G **LEASE AGREEMENT WITH STANDARD INDUSTRIES INC. FOR CITY PROPERTY AT 600 S. PALM AVENUE**

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve a one-year lease agreement with option to extend on a month-to-month basis, between the City and Standard Industries Inc. for 29,700 square feet of City-owned light industrial property at 600 S. Palm Avenue.

10. ACTION ITEMS

10.A **SELECTION OF MAYOR AND VICE MAYOR**

RECOMMENDATION:

Staff recommends that the City Council:

1. Review the information provided in this report and give direction to City Clerk to begin the Mayor selection process.

City Clerk, Julie Latshaw opened nominations for Mayor. Mayor Juarez nominated Vice Mayor Jenny Crosswhite. Seeing no other nominations, City Clerk Latshaw closed the nominations for Mayor. There was no debate on the nomination, therefore, City Clerk Latshaw called a voice vote: AYES: Mayor Juarez, Vice Mayor Crosswhite, Councilmember Araiza, Councilmember Sobel, and Councilmember Cornejo. By a unanimous vote, the City Council of the City of Santa Paula appoints Jenny Crosswhite as Mayor.

Mayor Crosswhite opened the nominations for Vice Mayor. Mayor Crosswhite nominated Councilmember Sobel as Vice Mayor. Seeing no other nominations, Mayor Crosswhite closed the nominations for Vice Mayor. There was no debate on the nomination, therefore, City Clerk Latshaw called a voice vote: AYES: Councilmember Juarez, Councilmember Araiza, Councilmember Sobel, Councilmember Cornejo, and Mayor Crosswhite. By a unanimous vote, the City Council of the City of Santa Paula appoints Andy Sobel as Vice Mayor.

Mayor Crosswhite called a recess at 7:30 p.m.
The meeting reconvened at 7:45 p.m.

10.B PUBLIC BENEFIT HOUSING PROGRAM ADMINISTRATION PROFESSIONAL SERVICES AGREEMENT

James Mason, Community & Economic Development Director presented this item. Alex Vega, Director of Lending Services provided information on the program.

Vice Mayor Sobel motioned, second by Councilmember Cornejo to Authorize the City Manager to execute a Professional Services Agreement for the administration of the Public Benefit Housing Program First Time Home Buyer Loan program with the Ventura County Community Development Corporation. **Motion carried** by the following voice vote: AYES: Councilmember Juarez, Councilmember Araiza, Councilmember Cornejo, Vice Mayor Sobel, and Mayor Crosswhite. NOES: None. ABSTAIN: None. ABSENT: None at time of vote.

10.C COUNTY BOARD OF SUPERVISOR DISTRICT BOUNDARIES REVIEW

Dan Singer, City Manager presented this item.

Council directed Staff to draft a letter with Council's consensus to have the recommended boundary include the 93060 zip code for residents and properties that sit North of Santa Paula, assuming it does not diminish any further the Latino currently at a minimum of 50.1, and share with the mayor for finalizing.

10.D ADOPTION OF 2022 COUNCIL MEETING CALENDAR

Dan Singer, City Manager presented this item.

Councilmember Cornejo motioned, second by Councilmember Juarez to approve the 2022 Meeting Calendar and include cancellation of the January 5, July 6, July 20, and September 7, 2022 meetings. **Motion carried** by the following voice vote: AYES: Councilmember Juarez, Councilmember Araiza, Councilmember Cornejo, Vice Mayor Sobel, and Mayor Crosswhite. NOES: None. ABSTAIN: None. ABSENT: None at time of vote.

11. ITEMS FOR FUTURE AGENDAS

11.A FUTURE AGENDA ITEMS

Dan Singer, City Manager announced RiNu might go into January 2022.

12. ADJOURNMENT

Mayor Crosswhite adjourned the meeting in memory of Bob Gonzalez at 8:50 p.m.

ATTEST:

Julie Latshaw
City Clerk



**CITY OF SANTA PAULA
CITY HALL COUNCIL CHAMBERS
CITY COUNCIL – SPECIAL MEETING
DECEMBER 15, 2021, 4:00 PM
MINUTES**

1. CALL TO ORDER

Mayor Crosswhite called the meeting to order at 4:00 p.m.

2. ROLL CALL

Members Present: Councilmember Leslie Cornejo, Councilmember Carlos Juarez, Councilmember Rick Araiza, Vice Mayor Andy Sobel and Mayor Jenny Crosswhite.

3. PUBLIC COMMENT

None.

4. ACTION ITEMS

**4.A PLANS AND SPECIFICATIONS FOR HARVARD BOULEVARD WATER
AND SEWER PIPELINE REPLACEMENT AND PAVING
REHABILITATION PROJECT**

Clete J. Saunier, Public Works Director presented this item.

Bob Woodward, Interim City Engineer, and Christy Ramirez, Finance Director provided information on the project. John Turner with Phoenix Civil Engineering, who handled all of the design, drawings and specifications for the project answered questions for Council.

Councilmember Araiza motioned, second by Councilmember Juarez to 1) Adopt Resolution No. 7380 approving the plans and specifications for the Harvard Boulevard Water and Sewer Pipeline Replacement and Paving Rehabilitation Project; 2) Provide Staff direction of \$3 million with 10 year; 3) Authorize Staff to advertise for project bids; and 4) Approve the budget adjustments from the November 3rd Council meeting related to the Harvard Boulevard Water and Sewer Mainline Replacement projects as noted in the fiscal impact section. **Motion carried** by the following voice vote: AYES: Councilmember Araiza, Councilmember Juarez, Councilmember Cornejo, Vice Mayor Sobel, and Mayor Crosswhite. NOES: None. ABSTAIN: None. ABSENT: None at time of vote.

5. ADJOURNMENT

Mayor Crosswhite adjourned the meeting at 4:40 p.m.

ATTEST:

Julie Latshaw
City Clerk



**CITY OF SANTA PAULA
CITY HALL COUNCIL CHAMBERS
CITY COUNCIL – REGULAR MEETING
DECEMBER 15, 2021, 6:30 PM
MINUTES**

1. CALL TO ORDER

Mayor Crosswhite called the meeting to order at 4:00 p.m.

2. INVOCATION

Deacon Al Guilin provided the Invocation.

3. FLAG SALUTE

Councilmember Araiza led the flag salute.

4. ROLL CALL

Members Present: Councilmember Leslie Cornejo, Councilmember Carlos Juarez, Councilmember Rick Araiza, Vice Mayor Andy Sobel and Mayor Jenny Crosswhite.

5. PRESENTATIONS

5.A VISITOR FROM THE NORTH POLE

Santa Claus and his elves came to spread joy to all attending the meeting, and handing out goodies.

5.B RECOGNITION GIRLS SOCCER SPFC EXTREME

Mayor Crosswhite presented Certificates to the Santa Paula FC Xtreme G2012 Girls Soccer winning the 2021 CSL Coast League Championship on December 11, 2021. Ariana Mendez, Kayleenah Villa, Isabella Noemi Gonzalez, Naiany Zuniga, Natalia Retana, Seaira Galvan, Salma Yeanez, Meah A. Torres, Alexa Hernandez, Fatima Del Socorro Garcia, along with Team Manager Maria Hernandez, Assistant Coach Armando Hernandez, and Head Coach Francisco Torres.

6. PUBLIC COMMENT

Richard Rudman was called to speak, announcing the Chamber Mixer at the Glen Tavern on December 16th, and the upcoming Farmers Market.

7. CITY COUNCIL REPORTS

Councilmember Cornejo:
Congratulated the parents of the girls soccer.

Councilmember Juarez:
Participated in the Senior Advisory meeting, Latino Townhall virtual awards and 25th Anniversary dinner, and Commissioner Committee event.

Councilmember Araiza:
Attended the Boys and Girls Club Safety Committee meeting.

Vice Mayor Sobel:

Participated in SoCal Association of Governments Economic conference, met with Jeff Mitchem, Ventura County Transportation Commission, Latino Townhall dinner and awards, Social Justice Ad Hoc, Emergency Citizen Corp, and All Children Thrive.

Mayor Crosswhite:

Ventura Regional Sanitation District, Latino Townhall awards and dinner, and Social Justice Ad Hoc Committee.

8. CITY MANAGER REPORTS

Attended the Latino Townhall dinner, Community Forum of Commissioners and Committees. Announced City Hall closure dates through the Holiday's, and provided information on the upcoming events during that time.

Clete Saunier, Public Works Director, explained that Council met in a special meeting regarding the Harvard Blvd project.

9. CONSENT CALENDAR

Staff pulled item 9D.

Vice Mayor Sobel motioned, second by Councilmember Juarez to approve Consent Calendar 9A through 9C. **Motion carried** by the following voice vote: AYES: Councilmember Araiza, Councilmember Juarez, Councilmember Cornejo, Vice Mayor Sobel, and Mayor Crosswhite. NOES: None. ABSTAIN: None. ABSENT: None at time of vote.

9.A NOVEMBER 2021 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 November 2021, starting check number 329268 and ending check number 329535.
2. Review and accept the "Certification of Salaries" for the pay period ending dates November 5th, 2021 through November 19th, 2021.

9.B NOTICE OF COMPLETION OF THE WATER RECYCLING FACILITY MEMBRANE REPLACEMENT PROJECT CIP NO. 9342

RECOMMENDATION:

Staff recommends that the City Council:

1. Accept the work performed by Koch Separation Solutions, Inc.
2. Authorize staff to file the Notice of Completion with the County Recorder.

9.C JHD CONSULTING, LLC CONTRACT EXTENSION FOR THE 2021 HOUSING ELEMENT UPDATE

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve the extension through December 31, 2022 of the Contract with JHD Consulting for planning services related to the development of the City's 2021 Housing Element; and
2. Authorize the City Manager to execute the Agreement for Contract Extension in a form approved by the City Attorney.

9.D **AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT
WITH WILLDAN ENGINEERING**

This item was pulled by Staff.

10. **ACTION ITEMS**

10.A **ADOPT RESOLUTION NO. 7378 DISSOLVING THE YOUTH ADVISORY
COMMITTEE AND RESOLUTION NO. 7379 RECOGNIZING THE ALL
CHILDREN THRIVE ADVISORY PROGRAM.**

Greg Barnes, Parks and Recreation Director presented this item. Natalie Rodriguez, ACT Youth Career Leader presented information on the Santa Paula ACT Youth Group, along with many of the youth members speaking of their experiences and duties.

Vice Mayor Sobel motioned, second by Councilmember Juarez to 1) Approve Resolution No. 7378 Dissolving the Youth Advisory Committee; 2) Approve Resolution No. 7379 Recognizing the Santa Paula All Children Thrive Program; and 3) Receive and File the Santa Paula All Children Thrive Presentation. **Motion carried** by the following voice vote: AYES: Councilmember Araiza, Councilmember Juarez, Councilmember Cornejo, Vice Mayor Sobel, and Mayor Crosswhite. NOES: None. ABSTAIN: None. ABSENT: None at time of vote.

Mayor Crosswhite recommended placing youth back on the Parks and Recreation Commission by bringing back for consideration, a resolution to fill youth commission positions.

10.B **AMERICAN RESCUE PLAN ACT (ARPA) FUNDS UPDATE**

Jonathan Royas, Management Analyst, presented this item.

Councilmember Juarez motioned, second by Councilmember Araiza to 1) Approve reallocation of the City's share of American Rescue Plan Act (ARPA) funds, including the establishment of micro-grants to local nonprofits; and 2) Approve Resolution No. 7381 amending the FY[^] 21/22 Operating and Capital Budget, establishing partial funding obligations associated with the City's share of American Rescue Plan Act (ARPA) tranche one funds. **Motion carried** by the following voice vote: AYES: Councilmember Araiza, Councilmember Juarez, Councilmember Cornejo, Vice Mayor Sobel, and Mayor Crosswhite. NOES: None. ABSTAIN: None. ABSENT: None at time of vote.

Mayor Crosswhite appointed Councilmember Juarez and Councilmember Cornejo to service as Ad Hoc Committee on the ARPA micro-grants.

10.C **WASTEWATER SERVICES STATUS REPORT - VENTURA REGIONAL
SANITATION DISTRICT**

Clete J. Saunier, Public Works Director, presented this item.

Council directed Staff to pursue more information on analysis cost of the collection, an update of the analysis completed approximately one year ago by MKN, along with what the terms would be with VRSD, and bring back for further discussion.

10.D **FLAG DISPLAY POLICY**

John Cotti, City Attorney, presented this item.

Councilmember Cornejo motioned, second by Councilmember Araiza to provide direction to staff to prepare a Flag Display Policy for USA, California, POW and City flags for City Councils consideration and approval at a future meeting. **Motion carried** by the following voice vote: AYES: Councilmember Araiza, Councilmember Juarez, Councilmember Cornejo, and Mayor Crosswhite. NOES: Vice Mayor Sobel. ABSTAIN: None. ABSENT: None at time of vote.

Meeting went into Recess at 8:35 p.m.

Meeting Reconvened at 8:45 p.m.

10.E **CONSIDER OPTING INTO SETTLEMENT AGREEMENTS WITH DISTRIBUTORS OF OPIOIDS: AMERISOURCE BERGEN, CARDINAL HEALTH, AND McKESSON, AND OPIOID MANUFACTURER JANSSEN (OWNED BY JOHNSON & JOHNSON)**

John Cotti, City Attorney, presented this item.

Vice Mayor Sobel motioned, second by Councilmember Araiza to 1) Opt into settlement agreement with opioid distributors, Amerisource Bergen, Cardinal Health, McKesson, whereby the County of Ventura will receive the City's designated share of settlement funds, and direct the City Manager to execute any documents necessary to implement the action; and 2) Opt into settlement agreement with opioid manufacturer, Janssen (owned by Johnson & Johnson), whereby the County of Ventura will receive the City's designated share of the settlement funds, and direct the City Manager to execute any documents necessary to implement the action. **Motion carried** by the following voice vote: AYES: Councilmember Araiza, Councilmember Juarez, Councilmember Cornejo, Vice Mayor Sobel, and Mayor Crosswhite. NOES: None. ABSTAIN: None. ABSENT: None at time of vote.

10.F **APPOINTMENTS TO THE MAYOR'S STANDING AND AD HOC COMMITTEES**

Dan Singer, City Manager, presented this item.

Councilmember Juarez motioned, second by Councilmember Araiza to ratify the following changes to the City Council Committees: Citizen's CORE Liaison, remove Sobel and add Juarez; Santa Paula Unified School District/City Council Joint Committee (2x2), remove Sobel and add Juarez, update Youth Advisory Committee to ACT Liaison to Design Committee; and add ARPA Micro-Grant Ad Hoc Committee, appointing Councilmember Juarez and Councilmember Cornejo. **Motion carried** by the following voice vote: AYES: Councilmember Araiza, Councilmember Juarez, Councilmember

Cornejo, Vice Mayor Sobel, and Mayor Crosswhite. NOES: None. ABSTAIN: None.
ABSENT: None at time of vote.

11. ITEMS FOR FUTURE AGENDAS

11.A FUTURE AGENDA ITEMS

12. CLOSED SESSION

None.

13. ADJOURNMENT

Mayor Crosswhite adjourned the meeting at 9:27 p.m.

ATTEST:

Julie Latshaw
City Clerk

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Christy Ramirez, Finance

Subject: DECEMBER 2021 WARRANTS AND CERTIFICATIONS

Date: January 19, 2022

Agenda Item: 10.B

RECOMMENDATION:

Staff recommends that the City Council:

Review and accept the "Certification of Accounts Payable" for the accounts payable payment cycles for December 2021, starting check number 329536 and ending check number 329786.

Review and accept the "Certification of Salaries" for the pay period ending dates December 3rd, 2021 through December 17th, 2021.

Presented by: Christy Ramirez, Finance Director

BACKGROUND:

This is the certification (separation of duties between the "preparer from the reviewer")

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 amounts and funds accounts payable came from.

The "Check Report" depicts the following columns:

- c. AP- ACCOUNTS PAYABLE for vendors (non-City staff) by the vendor number, vendor name, payment date, payment amount and check numbers (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 December 3rd, 2021 through December 17th, 2021.

ANALYSIS:

See the attachments for expense breakdown by respective fund.

STRATEGIC PLAN:

FISCAL IMPACTS:

None

OPTIONS:

1. Receive and file December 2021 Certifications of Accounts Payable Checks and Certifications of Salaries.

ATTACHMENTS:

[December 2021 Warrants and Certifications.pdf](#)

EXHIBIT A:
CERTIFICATION OF SALARIES

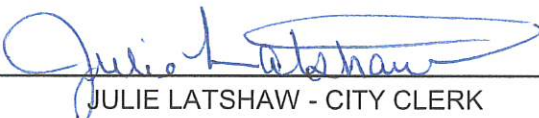
CERTIFICATION OF SALARIES

BEG. CHK #: 147548
ENDING CHK #: 147555

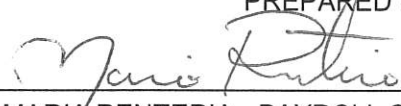
PAYROLL ENDING: 12/03/21
PAY DATE: 12/10/21

100	GENERAL FUND	\$	378,561.92
104	GENERAL FUND-MEASURE T	\$	80,466.54
115	GENERAL RECREATION PRO	\$	321.58
206	STORMWATER PROGRAM	\$	761.97
280	STATE GAS TAX FUND	\$	18,036.53
405	AAA-AREA AGCY ON AG	\$	3,126.35
610	SEWER ENTERPRISE FUND	\$	16,136.65
620	WATER ENTERPRISE FUND	\$	64,119.74
702	EQUIP. MAINT. FUND	\$	15,135.11
		\$	576,666.39

CERTIFICATION
ALLOWED BY THE CITY COUNCIL


JULIE LATSHAW - CITY CLERK DATED 1/5/2022



PREPARED BY:

MARIA RENTERIA - PAYROLL SPECIALIST DATED 1/4/22


CHRISTY RAMIREZ - FINANCE DIRECTOR DATED 1/4/2022

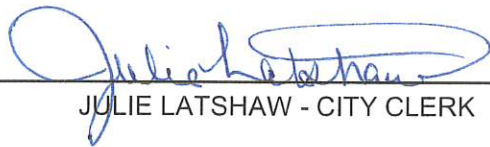
CERTIFICATION OF SALARIES

BEG. CHK #: 147556
ENDING CHK #: 147567

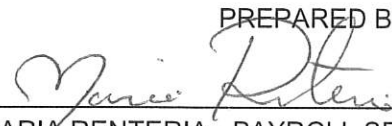
PAYROLL ENDING: 12/17/21
PAY DATE: 12/24/21

100	GENERAL FUND	\$	327,291.94
104	GENERAL FUND-MEASURE T	\$	70,549.97
115	GENERAL RECREATION PRO	\$	818.51
206	STORMWATER PROGRAM	\$	761.99
280	STATE GAS TAX FUND	\$	15,787.85
314	OFFICE OF TRAFFIC SAFETY		\$5,907.03
405	AAA-AREA AGCY ON AG	\$	4,735.75
450	HUD-CDBG	\$	90.43
610	SEWER ENTERPRISE FUND	\$	14,398.79
620	WATER ENTERPRISE FUND	\$	60,753.24
702	EQUIP. MAINT. FUND	\$	11,924.59
		\$	513,020.09

CERTIFICATION
ALLOWED BY THE CITY COUNCIL


JULIE LATSHAW - CITY CLERK 1/5/2022 DATED



PREPARED BY:

MARIA RENTERIA - PAYROLL SPECIALIST 1/4/22 DATED


CHRISTY RAMIREZ - FINANCE DIRECTOR 1/4/2022 DATED

EXHIBIT B:
CERTIFICATION OF ACCOUNTS
PAYABLES

CERTIFICATION OF ACCOUNTS PAYABLE CHECKS

CHECK NO.:	329536	THRU:	329633	DATED:	December 2, 2021
CHECK NO.:	329634	THRU:	329636	DATED:	December 3, 2021
CHECK NO.:	329637	THRU:	329639	DATED:	December 7, 2021
CHECK NO.:	329640	THRU:	329648	DATED:	December 9, 2021
CHECK NO.:	329653	THRU:	329774	DATED:	December 16, 2021
CHECK NO.:	329775	THRU:	329783	DATED:	December 22, 2021
CHECK NO.:	329784	THRU:	329786	DATED:	December 29, 2021
DRAFT:	991724	THRU:	991727	DATED:	December 1, 2021
DRAFT:	991728	THRU:	991728	DATED:	December 6, 2021
DRAFT:	991730	THRU:	991730	DATED:	December 1, 2021
DRAFT:	991731	THRU:	991733	DATED:	December 15, 2021
DRAFT:	991734	THRU:	991736	DATED:	December 29, 2021
DRAFT:	991737	THRU:	991737	DATED:	December 15, 2021
DRAFT:	991738	THRU:	991738	DATED:	December 8, 2021
DRAFT:	991739	THRU:	991739	DATED:	December 29, 2021
VOIDED CHECK NO.:	329574	THRU:	329574	DATED:	December 2, 2021
VOIDED CHECK NO.:	329599	THRU:	329599	DATED:	December 2, 2021
VOIDED CHECK NO.:	329692	THRU:	329693	DATED:	December 16, 2021
VOIDED CHECK NO.:	329696	THRU:	329696	DATED:	December 16, 2021
VOIDED CHECK NO.:	329720	THRU:	329720	DATED:	December 16, 2021

COUNCIL MEETING DATE: January 19, 2022

AMOUNT OF CERTIFICATION: \$ 1,483,321.68

DISTRIBUTION BY FUND

100 GENERAL FUND	\$499,981.29
104 PROF/CONTR SVCS-OTHER	\$125,622.98
115 RECREATION PROGRAM	\$5,682.15
201 MOBILE HOME RENT REVIEW	\$1,786.00
205 NPDES STORMWATER QUALITY	\$2,956.10
206 STORMWATER PROGRAM	\$9,035.65
280 STATE GAS TAX	\$36,096.94
281 LOCAL TRANSPORTATION TAX/LTF/TDA	\$1,890.51
282 LOCAL TRANSPORTATION-ART 3	\$2,436.50
283 PROPOSITION 1B	\$8,619.06
311 SLESF-COPS (AB1913)	\$841.70
312 CA USED OIL BLOCK GRANT	\$132.30
314 OFFICE OF TRAFFIC SAFETY	\$3,224.19
319 NEW EQUIPMENT	\$722.00
401 FEDERAL STP	\$13,741.00
405 AAA (AREA AGENCY ON AGING	\$4,709.31
412 AMERICAN RESCUE PLAN	\$3,762.14
450 HUD - CDBG	\$803.11
500 HILLSBOROUGH OPEN SPACE MAINT	\$355.00
600 REFUSE ENTERPRISE	\$1,697.25
610 SEWER ENTERPRISE	\$430,499.00
620 WATER ENTERPRISE	\$231,795.63
702 EQUIPMENT MAINTENANCE FUND	\$25,917.85
800 CASH DEPOSIT TRUST FUND	\$62,240.26
803 HARDING PARK TRUST	\$8,773.76
TOTAL FUND DISTRIBUTION	

\$1,483,321.68

PREPARED BY: Wendy Morris
WENDY MORRIS
ACCOUNTING TECHNICIAN

REVIEWED BY: Christy Ramirez
CHRISTY RAMIREZ
FINANCE DIRECTOR

ALLOWED BY CITY COUNCIL

DATE: January 19, 2022

EXCEPT: _____

CITY CLERK: Julie Latshaw
JULIE LATSHAW, CITY CLERK





City of Santa Paula, CA

Check Report

By Check Number

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-ACCOUNTS PAYABLE						
010055	ACCUSOURCE INC	12/02/2021	Regular	0.00	99.00	329536
#101189	Invoice	12/02/2021	PACKAGE PRICE FILE #884987	0.00	99.00	
010378	ALBERTSON'S/SAFEWAY	12/02/2021	Regular	0.00	720.16	329537
10/28/21 - 11/22	Invoice	12/02/2021	VARIOUS GROCERY PURCHASES	0.00	720.16	
015448	ALL CITY MANAGEMENT SERVICES, INC.	12/02/2021	Regular	0.00	4,050.60	329538
72929	Invoice	12/02/2021	SCHOOL CROSSING GUARD SERVICES	0.00	4,050.60	
015807	ALLIANCE SOURCE TESTING LLC	12/02/2021	Regular	0.00	565.00	329539
201310	Invoice	12/02/2021	AST PROPOSAL NO.2021-2100-SR1	0.00	565.00	
015498	AMAZON CAPITAL SERVICES	12/02/2021	Regular	0.00	613.99	329540
13MV-J347-3YQ6	Invoice	12/02/2021	DURACELL PROCELL PC 1500 ALKALINE	0.00	26.93	
19FC-H9Q1-P3G9	Invoice	12/02/2021	ADULT HOLIDAY ELF COSTUME CHRISTMA	0.00	242.28	
1C4Y-K3HY-NMG	Credit Memo	12/02/2021	MONSTER PROLINK MONSTER CLASSIC IN	0.00	-48.70	
1HTT-KQP9-HMYJ	Invoice	12/02/2021	DURACELL PC1300 1.5V D12 PROCELL ALK	0.00	18.27	
1J6H-HX4K-PFT6	Invoice	12/02/2021	KINGSTON DIGITAL DATATRAVELER SE9 32	0.00	120.80	
1L7L-6CR4-9WVJ	Invoice	12/02/2021	2PK 12 VOLT AMP F2 SEALED LEAD ACID A	0.00	129.46	
1P3D-RGNN-D9Q	Invoice	12/02/2021	DREAM PAIRS WOMENS BOOTS	0.00	57.36	
1VPD-W9FJ-K9CN	Invoice	12/02/2021	SAUNDERS 21017 RECYCLED ALUMINUM	0.00	67.59	
011048	ANDY'S PLACE PLUMBING	12/02/2021	Regular	0.00	121.23	329541
9839-1122	Invoice	12/02/2021	2" COPPER I PIPE, SODER SM., FLUX, SODE	0.00	121.23	
011080	ARAMARK UNIFORM SERVICES INC	12/02/2021	Regular	0.00	195.71	329542
502000240722	Invoice	12/02/2021	970 VENTURA ST - MATS	0.00	53.94	
502000323911	Invoice	12/02/2021	182 S PALM AVE. - MATS	0.00	28.38	
502000323940	Invoice	12/02/2021	970 VENTURA ST - MATS	0.00	56.63	
502000329227	Invoice	12/02/2021	182 S PALM AVE. - MATS	0.00	28.38	
502000334375	Invoice	12/02/2021	182 S PALM AVE. - MATS	0.00	28.38	
014461	ASHMORE, LINDA	12/02/2021	Regular	0.00	328.00	329543
11/15.17-19/21	Invoice	12/02/2021	HDM COOK & DRIVER	0.00	328.00	
011738	AT&T CALNET 3	12/02/2021	Regular	0.00	506.04	329544
000017363182	Invoice	12/02/2021	10/20/21 - 11/19/21 SERVICES	0.00	506.04	
012677	AUTOZONE	12/02/2021	Regular	0.00	11.04	329545
5716030843	Invoice	12/02/2021	#453 - ENGINE THERMOSTAT	0.00	11.04	
014494	AXON ENTERPRISES	12/02/2021	Regular	0.00	10,608.50	329546
INUS028867	Invoice	12/02/2021	TASERS- YEAR 4 OF 5	0.00	10,608.50	
011374	B & R SUPPLY, INC	12/02/2021	Regular	0.00	49.86	329547
1900966519	Invoice	12/02/2021	WRENCH BASIN 1019 TELESCOPING	0.00	49.86	
015318	BADGER METER	12/02/2021	Regular	0.00	13,405.68	329548
1472295	Invoice	12/02/2021	Quotation#3266060	0.00	13,405.68	
011253	BAY ALARM COMPANY	12/02/2021	Regular	0.00	207.93	329549
19135534	Invoice	12/02/2021	532 W MAIN ST. - 12/1/21 - 3/1/22	0.00	207.93	
015740	BMC WEST, LLC	12/02/2021	Regular	0.00	436.11	329550
69893401-00	Invoice	12/02/2021	DOUG FIR 6X6X8, 6X6X12	0.00	436.11	
011464	BUSINESS CARD	12/02/2021	Regular	0.00	16,145.03	329551

Check Report

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2021 NOVEMBER	Invoice	12/02/2021	CREDIT CARD CHARGE	0.00	16,145.03	
012170	CALIFORNIA ELECTRIC SUPPLY-VENTURA	12/02/2021	Regular	0.00	562.78	329552
8997-1019057	Invoice	12/02/2021	54W CORN 250W MH (10251)	0.00	468.98	
8997-1019134	Invoice	12/02/2021	54W CORN 250W MH (10251)	0.00	93.80	
012679	CAL-STATE AUTO PARTS	12/02/2021	Regular	0.00	834.01	329553
638432	Invoice	12/02/2021	#274 -STARTER MOTOR ASY	0.00	177.03	
638981	Invoice	12/02/2021	#426 - BATTERY ASM.	0.00	117.92	
638982	Invoice	12/02/2021	#466 - BATTERY ASM.	0.00	117.92	
639030	Invoice	12/02/2021	#453 - COOLANT, ENGINE DEXCOOL	0.00	421.14	
015593	CANNON CORPORATION	12/02/2021	Regular	0.00	8,250.00	329554
78035	Invoice	12/02/2021	PSA FOR SCADA PROGRAMMING & MAIN	0.00	4,600.00	
78036	Invoice	12/02/2021	PSA FOR SCADA PROGRAMMING & MAIN	0.00	3,650.00	
013843	CARTWHEEL A GO GO	12/02/2021	Regular	0.00	946.40	329555
2021 NOVEMBER	Invoice	12/02/2021	GYMNASTICS INSTRUCTOR	0.00	946.40	
011336	CDCE INC.	12/02/2021	Regular	0.00	1,300.00	329556
134702.36	Invoice	12/02/2021	LEASE#134702	0.00	460.00	
135962-26	Invoice	12/02/2021	LEASE#135962	0.00	175.00	
135963-26	Invoice	12/02/2021	LEASE#135963	0.00	175.00	
136887-19	Invoice	12/02/2021	LEASE#136887	0.00	200.00	
138445-07	Invoice	12/02/2021	FY 21/22 LEASE#138445	0.00	290.00	
011073	CLARK II CORPORATION, J. E.	12/02/2021	Regular	0.00	7,782.79	329557
CFSI-23972	Invoice	12/02/2021	11/15/21 - 11/29/21 FUEL CHARGES	0.00	7,782.79	
014038	COASTAL BYPRODUCTS	12/02/2021	Regular	0.00	610.00	329558
321713	Invoice	12/02/2021	GREASE TRAP SERVICED - SR CENTER	0.00	610.00	
011149	COSTCO 420	12/02/2021	Regular	0.00	175.12	329559
REQ#11694	Invoice	11/30/2021	MISC ITEMS FOR COUNCIL MAYOR TURN	0.00	175.12	
015615	COUNTY OF VENTURA - CEO	12/02/2021	Regular	0.00	787.82	329560
VC00017964-ADO	Invoice	12/02/2021	REPORT PERIOD 07/09/21 - 10/01/21	0.00	787.82	
011161	CRAGOE PEST SERVICES INC	12/02/2021	Regular	0.00	440.00	329561
179759	Invoice	12/02/2021	EBELL PARK, 7TH & MAIN - BURROWING	0.00	35.00	
179760	Invoice	12/02/2021	LAS PIEDRAS PARK, BURROWING SERVICE	0.00	40.00	
179762	Invoice	12/02/2021	MILL PARK, BURROWING SERVICES	0.00	40.00	
179763	Invoice	12/02/2021	OBREGON PARK, BURROWING SERVICES	0.00	35.00	
179764	Invoice	12/02/2021	RECREATION PARK, BURROWING SERVICE	0.00	35.00	
179765	Invoice	12/02/2021	SP CITY HALL COMPLEX - BURROWING SE	0.00	45.00	
179766	Invoice	12/02/2021	TEAGUE PARK - BURROWING SERVICES	0.00	45.00	
179767	Invoice	12/02/2021	VETERAN'S PARK, 970 E. VENTURA ST.	0.00	40.00	
181047, 182482	Invoice	12/02/2021	HARDING PARK, BURROWING RODENT SE	0.00	80.00	
181048, 182483	Invoice	12/02/2021	SP COMM. CNT, BURROWING SERVICES	0.00	45.00	
011164	CRANE PRINTING	12/02/2021	Regular	0.00	291.19	329562
23181	Invoice	12/02/2021	PERMIT AND RECEIPT 35001-35500 B&S	0.00	291.19	
014331	CULLIGAN WATER	12/02/2021	Regular	0.00	34.91	329563
1831974	Invoice	12/02/2021	11/01-30/2021 water services	0.00	34.91	
011811	DE LAGE LANDEN	12/02/2021	Regular	0.00	942.00	329564
74509940	Invoice	12/02/2021	530 W MAIN ST. 12/1-31/21	0.00	188.40	
74509956	Invoice	12/02/2021	866 E MAIN ST. 12/1-31/2021	0.00	188.40	
74509963	Invoice	12/02/2021	214 S 10TH ST 12/1-31/21	0.00	188.40	
74509972	Invoice	12/02/2021	970 E VENTURA ST. 12/1-31/21	0.00	188.40	
74509991	Invoice	12/02/2021	970 E VENTURA ST. 12/1-31/21	0.00	188.40	
015797	DEBRA L. REILLY, A PROFESSIONAL LAW CORPC	12/02/2021	Regular	0.00	3,230.00	329565

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
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1225	Invoice	12/02/2021	SERVICES 8/16,31, 9/10, 10/1,18, 11/16/2	0.00	3,230.00	
011210	DEPARTMENT OF JUSTICE	12/02/2021	Regular	0.00	32.00	329566
544775	Invoice	12/02/2021	FINGERPRINT APPS	0.00	32.00	
013975	DODOS DESIGN	12/02/2021	Regular	0.00	277.12	329567
5597	Invoice	12/02/2021	4X8 NOTICE OF PUBLIC HEARING,DEVELO	0.00	277.12	
010385	ENVIRONMENTAL HEALTH DIVISION	12/02/2021	Regular	0.00	909.18	329568
INQ216518	Invoice	12/02/2021	903 CORPORATION ST. - FA0006110, AR00	0.00	909.18	
015840	ENVIRONMENTAL RESOURCE ASSOCIATION, IN	12/02/2021	Regular	0.00	226.77	329569
987804	Invoice	12/02/2021	Quote#00108258	0.00	226.77	
010395	FAMCON PIPE & SUPPLY, INC.	12/02/2021	Regular	0.00	595.24	329570
S100067017.001	Invoice	12/02/2021	HEX BUSHING DOMESTIC, SADDLE, ADAP	0.00	595.24	
014348	FERRIS, SABRINA ZAN	12/02/2021	Regular	0.00	497.25	329571
2021 NOVEMBER	Invoice	12/02/2021	YOGA INSTRUCTOR PMNT-MAT, CHAIR	0.00	497.25	
010440	FGL ENVIRONMENTAL, INC	12/02/2021	Regular	0.00	567.00	329572
115550A	Invoice	12/02/2021	COLIFORM - COLILERT -P/A	0.00	240.00	
115669A	Invoice	12/02/2021	LTB SERIES 15 TUBE	0.00	29.00	
115754A	Invoice	12/02/2021	LTB SERIES 15 TUBE	0.00	29.00	
115839A	Invoice	12/02/2021	LTB SERIES 15 TUBE	0.00	29.00	
115891A	Invoice	12/02/2021	COLIFORM - COLILERT -P/A	0.00	240.00	
010432	FRANK'S PAINT & HARDWARE	12/02/2021	Regular	0.00	2,243.28	329573
359105	Invoice	12/02/2021	SPEEDHIDE EXT FLAT, FEE, REGENCY PAIN	0.00	142.63	
359128	Invoice	12/02/2021	NUTS & BOLTS A PACKAGE, WOOD STAKE	0.00	6.01	
359137	Invoice	12/02/2021	EXTERIOR SEMI GLOSS ACRYLIC GAL, BEST	0.00	144.84	
359140	Invoice	12/02/2021	WOOD STAKE	0.00	3.23	
359231	Invoice	12/02/2021	3/4X1/2 #2 BRASS BUSH	0.00	10.59	
359251	Invoice	12/02/2021	PORTLAND CEMENT 94 LB	0.00	90.87	
359255	Invoice	12/02/2021	1LB BUFFALO NEW BLEACHED KNIT R, 10"	0.00	8.28	
359264	Invoice	12/02/2021	TRIMACO KNIT COTTON SPRAY SOCK 9	0.00	6.46	
359269	Invoice	12/02/2021	5 GAL TRIMACO MESH PLAIN TOP STR, 6"	0.00	97.85	
359274	Invoice	12/02/2021	DEVFLEX SEMI GLOSS ACRYLIC GAL, SKATE	0.00	718.24	
359275	Credit Memo	12/02/2021	DEVFLEX SEMI GLOSS ACRYLIC GAL RETUR	0.00	-718.24	
359282	Invoice	12/02/2021	DEVGLEX SEMI GLOSS ACRYLIC, FEE, SKAT	0.00	646.41	
359283	Invoice	12/02/2021	ELECTRICAL, 1147W-BOX TRPL GRD TAP	0.00	15.20	
359297	Invoice	12/02/2021	WONDER TONE EGGSHELL ENAMEL QT, B	0.00	17.38	
359301	Invoice	12/02/2021	BUCKET HYDE 5 PK RAZOR BLADES, ALLW	0.00	4.73	
359311	Invoice	12/02/2021	5638-5 PHOTOCCELL 300/2000W	0.00	24.49	
359313	Invoice	12/02/2021	5189-5 LAMPHOLDER COVER GRAY	0.00	4.97	
359367	Invoice	12/02/2021	KEYS, KEYS ID	0.00	13.41	
359378	Invoice	12/02/2021	MANOR HALL INT ACR EGGSHELL GAL, FE	0.00	184.98	
359385	Invoice	12/02/2021	PLUMBING HOSE	0.00	1.59	
359387	Invoice	12/02/2021	2 1/2 LB RAGS	0.00	8.65	
359411	Invoice	12/02/2021	10"X31" CARDBOARD PAINT SPRAY SH, 9"	0.00	25.17	
359415	Invoice	12/02/2021	4X15 CANVAS RUNNER	0.00	43.19	
359435	Invoice	12/02/2021	1337 GRADE STAKE 1X2X36, 3LB ENGINEE	0.00	46.53	
359481	Invoice	12/02/2021	NAILS & SCREWS	0.00	19.44	
359482	Invoice	12/02/2021	DEVFLEX HP SAFETY RED, FEE	0.00	91.56	
359496	Invoice	12/02/2021	CABLE TIE, BLK TIE CABLES	0.00	70.73	
359499	Invoice	12/02/2021	4402RN-BOX ORANGE HD ADAPTOR	0.00	23.34	
359500	Invoice	12/02/2021	QT SUNNYSIDE ODL5 MIN SPIRITS	0.00	9.73	
359616	Invoice	12/02/2021	97 MARGIN TROWEL5X2, CONCR FINISH T	0.00	133.09	
359623	Invoice	12/02/2021	765014 WD 6.5X3/8X14 MR COMBO, PRO	0.00	36.09	
359637	Invoice	12/02/2021	9" PRO DIMPLED PLASTIC TRAY LINE, HAR	0.00	19.87	
359644	Invoice	12/02/2021	DEVFLEX HP SEMI GLOSS BLACK GAL,9" P	0.00	92.26	
359693	Invoice	12/02/2021	GORILLA MOUNTING TAPE H-DUTY 30#,P	0.00	59.17	

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359696	Invoice	12/02/2021	3" SHURLINE TRIM ROLLER & TRAY O, 4" P	0.00	46.45	
359701	Invoice	12/02/2021	OTHER PAINT, METALLIE PAINT	0.00	48.66	
359715	Invoice	12/02/2021	913M DRYWALL TAPING KNIFE 12X3	0.00	19.46	
359740	Invoice	12/02/2021	SAWZALL BLD12"18TPI	0.00	25.97	
	Void	12/02/2021	Regular	0.00		
010441	FRUIT GROWERS SUPPLY CO	12/02/2021	Regular	0.00		329574
92264663	Invoice	12/02/2021	LID TRASH CAN BRUTE GRAY	0.00	13.98	329575
92266046	Invoice	12/02/2021	GLOVE CTD LATEX BLU C/P 10GA SHELL M	0.00	7.54	
92267831	Invoice	12/02/2021	ADAPTER PVC MALE 3.00"	0.00	6.70	
015666	GOVINVEST INC.	12/02/2021	Regular	0.00	7,000.00	329576
2021-3295	Invoice	12/02/2021	PENSION MODULE - ANNUAL LICENSING F	0.00	7,000.00	
012800	GRANITE CONSTRUCTION COMPANY	12/02/2021	Regular	0.00	208.51	329577
2131225	Invoice	12/02/2021	1/2"FINEPG64-10	0.00	124.11	
2133739	Invoice	12/02/2021	3583 - 3/8"FINEPG64-10	0.00	84.40	
014369	GSI WATER SOLUTIONS, INC.	12/02/2021	Regular	0.00	12,499.64	329578
00694.003 - 26	Invoice	12/02/2021	FY 21-22 GROUND WATER MONITORING	0.00	12,499.64	
013917	H & R ROOFING SUPPLY	12/02/2021	Regular	0.00	1,165.98	329579
198121	Invoice	12/02/2021	LANDMARK SOLARIS RESAWN SHAKE, LIO	0.00	1,165.98	
014686	HASA, INC.	12/02/2021	Regular	0.00	2,265.87	329580
788601	Invoice	12/02/2021	MULTI - CHLOR	0.00	1,458.94	
788602	Invoice	12/02/2021	MULTI-CHLOR	0.00	806.93	
014826	HERNANDEZ, LIZ	12/02/2021	Regular	0.00	136.50	329581
2021 NOVEMBER	Invoice	12/02/2021	FOLKLORICO INSTRUCTOR	0.00	136.50	
015153	HINDERLITER DE LLAMAS & ASSOCIATES	12/02/2021	Regular	0.00	7,191.17	329582
SIN012807	Invoice	12/02/2021	Q2/2021	0.00	7,191.17	
015040	HONOR STORAGE	12/02/2021	Regular	0.00	60.00	329583
#23377	Invoice	12/02/2021	FY 21/22 STORAGE-ADMIN/CITY CLERK	0.00	60.00	
010537	HOUSE SANITARY SUPPLY	12/02/2021	Regular	0.00	571.30	329584
256090	Invoice	12/02/2021	LR FUTURA 40X48 25MIC MAG CS	0.00	259.26	
256247	Invoice	12/02/2021	GLV NITRILE BLACK XL, DAWN	0.00	312.04	
014475	HUBER TECHNOLOGY	12/02/2021	Regular	0.00	573.81	329585
CD10021993	Invoice	12/02/2021	OFFER: 71009737/V2	0.00	573.81	
010574	INGLIS IMPORTS	12/02/2021	Regular	0.00	102.00	329586
IPHB004249	Invoice	12/02/2021	BOARDING 9/27-30/21	0.00	102.00	
015888	INTERWORLD HIGHWAY LLC	12/02/2021	Regular	0.00	756.92	329587
#2127752	Invoice	12/02/2021	EBEAM EDGE+WIRELESS	0.00	756.92	
012750	JORDANO'S	12/02/2021	Regular	0.00	373.50	329588
6511520	Invoice	12/02/2021	CONTAINER FOIL 3 COMP OBLONG W/LID	0.00	373.50	
014388	LANE, NICK	12/02/2021	Regular	0.00	60.00	329589
2021 REIMB. T2 C	Invoice	12/02/2021	CERTIFICATION RENEWAL REIMBURSEME	0.00	60.00	
010017	LIEBERT CASSIDY WHITMORE	12/02/2021	Regular	0.00	1,454.50	329590
1993-403-1-f2c1	Invoice	12/02/2021	UNDERSTANDING COVID-19 VACCINATIO	0.00	100.00	
206391	Invoice	12/02/2021	SA560-00047	0.00	1,354.50	
010061	LOWE'S	12/02/2021	Regular	0.00	2,471.25	329591
901217 -HWUW	Invoice	12/02/2021	KOB 5-CT 1/4-IN IND CONN, 50FT 14/3 PR	0.00	191.36	
902118 -HWUWV	Invoice	12/02/2021	2-4-8 TC #2 KD FIR STUD, AC FIR EXTERIO	0.00	590.81	
902541 -HXQRKA	Invoice	12/02/2021	PALLET CHAR, QUIKRETE 60LB, JACKSON	0.00	307.56	
902836 -HXVTTS	Invoice	12/02/2021	GE ES 150-CT LED NET WW, HI-VIS ORGDA	0.00	348.94	

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902859 -HVIZGX	Invoice	12/02/2021	HM 1/2INX12IN HDG ANC BOL, 5/8 IN BO	0.00	82.63	
902860 -HVIZGY	Invoice	12/02/2021	3M INDOOR SAFETY EYEWEAR, BOSCH DI	0.00	110.43	
961248 -HWUWV	Invoice	12/02/2021	5 GAL BUCKET, JOIST HNGR, BTR GREEN D	0.00	222.82	
987515 -HXFZZE	Invoice	12/02/2021	100 CT LED C9 REEL	0.00	616.70	
015386	M & B SERVICES, INC.	12/02/2021	Regular	0.00	1,456.67	329592
17615	Invoice	12/02/2021	530 W MAIN ST. SP REPLACED 30 GAL WA	0.00	1,456.67	
015633	M6 CONSULTING, INC.	12/02/2021	Regular	0.00	3,934.80	329593
1872	Invoice	12/02/2021	TASK ORDER#7	0.00	3,934.80	
015327	MAGANA, MAYRELY	12/02/2021	Regular	0.00	592.00	329594
11/15-17, 22-24/	Invoice	12/02/2021	HDM COOK & DRIVER	0.00	592.00	
010129	MASAHISA, OTAGIRI	12/02/2021	Regular	0.00	598.70	329595
51119	Invoice	12/02/2021	HONDA A/C FILTER, RECOIL LABOR, OIL C	0.00	59.02	
51144	Invoice	12/02/2021	MS150-CLEAN ADJUST, GAS CAP, PRIMME	0.00	130.28	
51145	Invoice	12/02/2021	B-20 CUT OFF SAW BLADE	0.00	200.26	
51166	Invoice	12/02/2021	COVER STIHL W/CUT	0.00	14.87	
51192	Invoice	12/02/2021	SAFETY GLASSES, WRENCH, GLOVES	0.00	42.76	
51218	Invoice	12/02/2021	DIGITAL TACH/HOUR METER HONDA	0.00	151.51	
015602	MATA, IVAN	12/02/2021	Regular	0.00	13,840.00	329596
1163	Invoice	12/02/2021	FY 21/22 JANITORIAL SVCS	0.00	6,920.00	
1188	Invoice	12/02/2021	FY 21/22 JANITORIAL SVCS	0.00	6,920.00	
015676	METRO BUILDERS & ENGINEERS GROUP, LTD.	12/02/2021	Regular	0.00	113,928.75	329597
#547-7	Invoice	12/02/2021	BIOLOGICAL ODOR CONTROL SYSTEM PR	0.00	113,928.75	
014436	MINER'S ACE HARDWARE	12/02/2021	Regular	0.00	1,650.78	329598
22803	Invoice	12/02/2021	HAMMER FRAME 24OZ MILLED, DUCT TA	0.00	41.11	
22842	Invoice	12/02/2021	LOBBY BROOM W/DUST PAN, OUTDR ANT	0.00	41.11	
22880	Invoice	12/02/2021	4" PLASTIC MINI ROLLER TRAY, ACETONE	0.00	39.99	
22898	Invoice	12/02/2021	GOOF OFF REMOVR VOC16OZ	0.00	8.65	
22899	Invoice	12/02/2021	HANDLE FILE LONG FERRUL#1, 5/32" CHA	0.00	20.54	
22900	Invoice	12/02/2021	WORK LT PORTBL LED M18, LED HEADLA	0.00	227.29	
22910	Invoice	12/02/2021	BULB LED A21 DL .283W, ROUND COVER	0.00	30.48	
22956	Invoice	12/02/2021	PLSTC BUCKET 5G WHT ACE	0.00	7.57	
22963	Invoice	12/02/2021	BIT DRILL PERCUS 1/2X12	0.00	19.47	
22966	Invoice	12/02/2021	BIT DRILL PERCUS, BLOW OFF DUSTER, BI	0.00	18.39	
22979	Invoice	12/02/2021	3/4 CDX PLY. 2X4X8 DF	0.00	264.24	
22985	Invoice	12/02/2021	FILE HANDLE WOOD TYPE B, STRAP RIGID	0.00	63.43	
22991	Invoice	12/02/2021	STAPLE 1/2" NM WIRE 100P, CUP HOOK	0.00	31.07	
22992	Invoice	12/02/2021	BIT DRILL PERCUSN 3/16X6, FASTENERS	0.00	9.73	
22993	Invoice	12/02/2021	TACK CUT ALUM 6X1/2".5 OZ	0.00	2.15	
22994	Invoice	12/02/2021	SCREWDRIVER SET 10PC, PLIER 10" VISE G	0.00	42.20	
22997	Invoice	12/02/2021	EYE BOLT W/NUT, BLOW OFF DUSTER, TIE	0.00	60.12	
23000	Invoice	12/02/2021	2X4X8 DF, 3/4 CDX PLY	0.00	109.19	
23008	Invoice	12/02/2021	SAW BLADE 9" 10T RECIP, FASTENERS	0.00	16.01	
23013	Invoice	12/02/2021	COARSE WIRE WHEEL, FINE CRIMP WHEE	0.00	22.70	
23020	Credit Memo	12/02/2021	TACK CUT ALUM, BLOW OFF DUSTER, FAS	0.00	-24.42	
23030	Invoice	12/02/2021	5/16"X2-3/4"SQ WIRE LOCK,3/8" X2-3/4"	0.00	11.45	
23050	Invoice	12/02/2021	SCRAPR RAZORSBLADES ACE	0.00	6.48	
23054	Invoice	12/02/2021	SAND DISC 5" 80G 50PK	0.00	23.80	
23055	Invoice	12/02/2021	SHEET 3X P80 3PK	0.00	16.21	
23061	Invoice	12/02/2021	SPRAYPAINT SATN BLK 12OZ, DROPCLOTH	0.00	39.99	
23082	Invoice	12/02/2021	STAPLE 1/2" NM WIRE 100P	0.00	19.45	
23086	Invoice	12/02/2021	1/4 ACX PLY	0.00	60.08	
23087	Invoice	12/02/2021	GRINDER M18 FUEL 18V, VOLT TSTR NO-C	0.00	262.14	
23092	Invoice	12/02/2021	CABLETIE W.MNT 8"50#BLK, XL-HWH SMS	0.00	125.61	
23095	Invoice	12/02/2021	C+K EXT P&p SG MTB 1QT, ECO FEE FOR P	0.00	34.55	

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Void		12/02/2021 Regular	0.00	0.00	329599
012895	MNS ENGINEERS, INC.	12/02/2021	Regular	0.00	15,485.00	329600
78946	Invoice	12/02/2021	MESA TANK STUDY & REPLACEMENT	0.00	15,485.00	
010218	NEW IMAGE AUTO BODY	12/02/2021	Regular	0.00	2,198.03	329601
3234	Invoice	12/01/2021	#285 - REPAIR DOOR	0.00	1,446.16	
3237	Invoice	12/02/2021	#433 - REMOVE/REPLACE WHEEL OPENIN	0.00	751.87	
011708	NEWEGG BUSINESS INC.	12/02/2021	Regular	0.00	944.23	329602
1303533419	Invoice	12/02/2021	HOFFMAN A24R2410HCR NEMA 3R	0.00	515.56	
1303545062	Invoice	12/02/2021	UBIQUITI NETWORKS AF-5G23-S45-US 23	0.00	428.67	
013872	NICKS POOL AND SPA SERVICE	12/02/2021	Regular	0.00	290.53	329603
21131101	Invoice	12/02/2021	2021 NOVEMBER - GRANIT BALL SRVS	0.00	290.53	
010543	O'CONNOR PEST CONTROL	12/02/2021	Regular	0.00	50.00	329604
20479298	Invoice	12/02/2021	735 E SANTA BARBARA ST.OLD FIRE STATI	0.00	50.00	
010237	OFFICE DEPOT	12/02/2021	Regular	0.00	661.60	329605
204768205001	Invoice	12/02/2021	CALCULATOR, PRINTING, DIVIDERS, TOC A	0.00	131.88	
204768205002	Invoice	12/02/2021	STAPLES, B8, ARCH CR	0.00	5.00	
205009313001	Invoice	12/02/2021	NOTE,OD 3"X3" 18/PK ASTD, STAPLER DES	0.00	27.61	
205009320001	Invoice	12/02/2021	CVR,PSBD,11X8.5,CLTH EXRE	0.00	20.13	
205854830001	Invoice	12/02/2021	OFFICE SUPPLIES FOR PLANNING	0.00	476.98	
208620112001	Credit Memo	12/02/2021	CALCULATOR PRINTING EL26	0.00	-117.52	
208625587001	Invoice	12/02/2021	CALCULATOR, PRINTING EL26	0.00	117.52	
012691	O'REILLY AUTOMOTIVE STORES, INC.	12/02/2021	Regular	0.00	284.76	329606
3129-327081	Invoice	12/02/2021	#285-OIL PRES SW	0.00	33.35	
3129-327091	Invoice	12/02/2021	#285 - SOCKET	0.00	14.06	
3129-327283	Invoice	12/02/2021	THERMOSTAT, THERMO GASKT, COOL TE	0.00	43.67	
3129-327284	Invoice	12/02/2021	#285 - QT MYSTERY OIL	0.00	18.38	
3129-327330 11/	Invoice	12/02/2021	IGNITION COIL	0.00	72.55	
3129-327346	Invoice	12/02/2021	#453 - SPARK PLUG	0.00	38.93	
3129-327578	Invoice	12/02/2021	#121 - LEAK PUMP	0.00	54.30	
3129-327680	Invoice	12/02/2021	#453 - OIL FILTER	0.00	9.52	
015443	PASSPORT LABS, INC.	12/02/2021	Regular	0.00	1,241.96	329607
INV-1025825	Invoice	12/02/2021	PROCESSING FEE, HANDHELDS, TICKET W	0.00	1,241.96	
015878	PATRICK ALLAN TELEPHONE	12/02/2021	Regular	0.00	795.00	329608
3657	Invoice	12/02/2021	INSTALL TEMP NEC SL 1100 TELEPHONE S	0.00	795.00	
014663	PHOENIX CIVIL ENGINEERING, INC.	12/02/2021	Regular	0.00	3,237.50	329609
21008	Invoice	12/02/2021	TASK ORDER #1	0.00	3,237.50	
010283	PREMO, CATHERINE I	12/02/2021	Regular	0.00	1,235.00	329610
10/19/21 - 11/19	Invoice	12/02/2021	PRESCHOOL - SESSION 2	0.00	1,235.00	
015765	RAMIREZ, ARMANDO A.	12/02/2021	Regular	0.00	3,059.00	329611
7762	Invoice	12/02/2021	SPPD COMMAND TRAILER	0.00	3,059.00	
014934	RAMIREZ, JOSHUA	12/02/2021	Regular	0.00	1,137.55	329612
2021 NOVEMBER	Invoice	12/02/2021	TAE KWON DO INSTRUCTOR	0.00	1,137.55	
010326	RED WING SHOE STORE	12/02/2021	Regular	0.00	225.00	329613
131-2-80563	Invoice	12/02/2021	MAX BOND	0.00	225.00	
010520	RP RENTALS	12/02/2021	Regular	0.00	59.13	329614
5590	Invoice	12/02/2021	CONCRETE VIBRATOR 5/8 HP	0.00	59.13	
014880	SE&J FABRICATIONS, INC.	12/02/2021	Regular	0.00	1,125.00	329615
1169	Invoice	12/02/2021	MODIFY STREET CRATES	0.00	625.00	
1170	Invoice	12/02/2021	MODIFY STREET CRATES	0.00	500.00	

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
014458	SHAH, KRIS	12/02/2021	Regular	0.00	1,333.80	329616
2021 NOVEMBER	Invoice	12/02/2021	10/19/21 - 12/3/21 PRESCHOOL INSTRU	0.00	1,333.80	
010333	SIEMENS MOBILITY	12/02/2021	Regular	0.00	2,936.35	329617
5610278814	Invoice	12/02/2021	MWO#42	0.00	1,368.60	
5620035989	Invoice	12/02/2021	MWO#42	0.00	1,567.75	
015368	SINGER, DAN	12/02/2021	Regular	0.00	25.38	329618
REQ#11693	Invoice	12/02/2021	REIMBURSEMENT FOR CITY COUNCIL EVE	0.00	25.38	
010785	SMART & FINAL	12/02/2021	Regular	0.00	441.64	329619
7403	Invoice	12/02/2021	GROCERIES FOR SR LUNCHEON	0.00	413.67	
7502	Invoice	12/02/2021	SOUFFLE CUPS	0.00	27.97	
010795	SOUTHERN CALIFORNIA EDISON	12/02/2021	Regular	0.00	28,390.11	329620
10/19/21 - 11/23	Invoice	12/02/2021	UTILITY CHARGES	0.00	1,548.83	
2021 OCT - NOV	Invoice	12/02/2021	UTILITY CHARGES	0.00	26,841.28	
015809	STANDARD SITE RENTALS INC.	12/02/2021	Regular	0.00	358.83	329621
1485	Invoice	12/02/2021	ADA UNIT PORTABLE RESTROOM RENTAL	0.00	358.83	
011144	STAPLES ADVANTAGE	12/02/2021	Regular	0.00	691.92	329622
3484313328	Invoice	12/02/2021	SPLS 11X17 COPY CS	0.00	114.72	
3484889676	Invoice	12/02/2021	SPLS 11X17 COPY CS	0.00	57.36	
3485556667	Credit Memo	12/02/2021	PICKUP/NO RESHIP/CREDIT SPLS	0.00	-57.36	
3490177697	Invoice	12/02/2021	AC5350W DIGITAL PURIFIER 28IN	0.00	335.55	
3490990547	Invoice	12/02/2021	SPLS 3TAB FASTNR LGL MAN, RUBBERBAN	0.00	149.86	
3492515734	Invoice	12/02/2021	GRNFR FOIL CERT 8.5X11 GOLD 15, STPLS	0.00	91.79	
015001	SYNAGRO-WWT, INC.	12/02/2021	Regular	0.00	15,153.97	329623
25478	Invoice	12/02/2021	BIOSOLIDS TO SKIC	0.00	15,153.97	
015728	THE COUNSELING TEAM INTERNATIONAL	12/02/2021	Regular	0.00	2,975.00	329624
80585	Invoice	12/02/2021	PSYCHOLOGICAL ASSESSMENTS	0.00	975.00	
80676	Invoice	12/02/2021	EMPLOYEE SUPPORT SERVICES 10/1-31/2	0.00	2,000.00	
010776	TIME WARNER CABLE	12/02/2021	Regular	0.00	257.55	329625
0095804111021	Invoice	12/02/2021	11/10/21 - 12/9/21 214 S 10TH ST	0.00	252.22	
0304065111521	Invoice	12/02/2021	11/15/21-12/14/21 970 E VENTURA ST	0.00	5.33	
015603	TRAFFIC MANAGEMENT, INC.	12/02/2021	Regular	0.00	2,436.50	329626
797197	Invoice	12/02/2021	K-RAIL PLASTIC WATER FILLED	0.00	15.00	
801249	Invoice	12/02/2021	CLOSED RENTAL: TMI JOB 255986	0.00	2,421.50	
012070	TRAFFIC TECHNOLOGIES	12/02/2021	Regular	0.00	2,372.92	329627
39370	Invoice	12/02/2021	40 DECALS ENG 11X2.75	0.00	284.05	
39371	Invoice	12/02/2021	PAPER 12"X18" NO PARKING SIGN	0.00	214.13	
39375	Invoice	12/02/2021	ROLL UP REFLECTIVE SIGN 48" PREPARE T	0.00	1,492.36	
39385	Invoice	12/02/2021	40 DECALS 11X2.75, 20 DECALS 5X2.75	0.00	382.38	
015505	TRIPEPI, SMITH AND ASSOCIATES, INC.	12/02/2021	Regular	0.00	3,300.00	329628
7110	Invoice	12/02/2021	FY 21/22 SERVICES	0.00	3,300.00	
015818	URM TECHNOLOGIES, INC.	12/02/2021	Regular	0.00	79.23	329629
70411	Invoice	12/02/2021	64 GALLON TOTE, FUEL SURCHARGE	0.00	79.23	
012801	VENTURA COUNTY	12/02/2021	Regular	0.00	370.00	329630
323170	Invoice	12/02/2021	PE21-0828 15081 TELEGRAPH RD	0.00	370.00	
015375	VENTURA LOCKSMITHS	12/02/2021	Regular	0.00	1,775.14	329631
1105220	Invoice	12/02/2021	REKEY SERVICES AT OIL MUSEUM	0.00	934.79	
D 1118213	Invoice	12/02/2021	make key by impression for file cabinet	0.00	230.00	
LM 91121-1	Invoice	12/02/2021	CAR KEY W/CHIP, FALCON KEY, MAIL BOX	0.00	610.35	
010952	VENTURA TROPHY COMPANY	12/02/2021	Regular	0.00	1,007.47	329632

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
66069	Invoice	12/02/2021	TILE PLAQUES	0.00	888.94	
66183	Invoice	12/02/2021	9x12 piano gavel plaque	0.00	118.53	
013539	WAGE WORKS, INC.	12/02/2021	Regular	0.00	109.20	329633
INV3198911	Invoice	12/02/2021	FY 21/22 FEES	0.00	109.20	
010047	ACCOUNTEMPS	12/16/2021	Regular	0.00	3,356.91	329653
58860349	Invoice	12/16/2021	L. ROMERO - WK ENDING 11/12/21	0.00	124.48	
58868317	Invoice	12/16/2021	L.ROMERO-WEEK ENDING 11/19/21	0.00	1,271.87	
58936317	Invoice	12/16/2021	L. ROMERO - WEEK ENDED 11/26/21	0.00	840.24	
58957971	Invoice	12/16/2021	L. ROMERO WK ENDING 12/3/21	0.00	1,120.32	
015807	ALLIANCE SOURCE TESTING LLC	12/16/2021	Regular	0.00	565.00	329654
201508	Invoice	12/16/2021	AST PROPOSAL NO.2021-2100-SR1	0.00	565.00	
015498	AMAZON CAPITAL SERVICES	12/16/2021	Regular	0.00	2,740.61	329655
1DYD-QRVX-94M	Credit Memo	12/16/2021	KINGSTON DIGITAL DATA TRAVELER SE9 3	0.00	-120.80	
1FYG-F6HQ-4LRR	Invoice	12/16/2021	PREMIUM QUALITY SURVEILLANCE ACOU	0.00	63.76	
1FYG-F6HQ-LCPC	Invoice	12/16/2021	ULTRA HD MEGA STORAGE CABINET - STA	0.00	991.58	
1TPV-GHM9-9XR	Invoice	12/16/2021	NI-MH NI-CS LI-ION BATTERY CHARGING	0.00	1,806.07	
010722	AMERICAN WATERWORKS ASSOC	12/16/2021	Regular	0.00	2,271.00	329656
22/23 MEMBERS	Invoice	12/16/2021	ORDER #7001971730, MEMBER #002459	0.00	2,271.00	
015883	ANACAPA HEATING & AIR INC.	12/16/2021	Regular	0.00	1,689.11	329657
21314	Invoice	12/16/2021	PREVENTATIVE MAINTENANCE	0.00	1,689.11	
015044	ARACO ENTERPRISES LLC DBA ATHENS ENVIRO	12/16/2021	Regular	0.00	11,439.00	329658
11361156	Invoice	12/16/2021	FY 21/22 STREET SWEEPING	0.00	11,439.00	
011080	ARAMARK UNIFORM SERVICES INC	12/16/2021	Regular	0.00	338.42	329659
502000240803	Invoice	12/16/2021	903 CORPORATION ST - MATS	0.00	53.76	
502000323989	Invoice	12/16/2021	903 CORPORATION ST. - MATS	0.00	58.01	
502000329275	Invoice	12/16/2021	970 VENTURA ST - MATS	0.00	56.63	
502000334392	Invoice	12/16/2021	970 VENTURA ST - MATS	0.00	56.63	
502000339568	Invoice	12/16/2021	182 S PALM AVE. - MATS	0.00	28.38	
502000339599	Invoice	12/16/2021	970 VENTURA ST - MATS	0.00	56.63	
502000344893	Invoice	12/16/2021	182 S. PALM AVE - MATS	0.00	28.38	
011531	ARC DOCUMENT SOLUTIONS, LLC	12/16/2021	Regular	0.00	196.11	329660
11083143	Invoice	12/16/2021	132 N 13TH STREET SITE / ST IMPROVEME	0.00	196.11	
012425	ATCO INTERNATIONAL	12/16/2021	Regular	0.00	138.56	329661
10584419	Invoice	12/16/2021	SHOP SUPPLY-CHAMPION FLYING INSECT	0.00	138.56	
011571	AUDITOR-CONTROLLER	12/16/2021	Regular	0.00	1,087.50	329662
NOVEMBER 2021	Invoice	12/16/2021	COSP PARKING TICKET REVENUE DISTRIB	0.00	1,087.50	
012677	AUTOZONE	12/16/2021	Regular	0.00	514.98	329663
5176050217	Invoice	12/16/2021	#217-14FT 1.5K TACTICAL	0.00	39.83	
5716036761	Invoice	12/16/2021	#285 - COOLANT TEMP SENSO, MOLDED	0.00	43.03	
5716036846	Invoice	12/16/2021	#285 - VALVE COVER GA	0.00	17.49	
5716040871	Invoice	12/16/2021	#286 - DURALAST BMR	0.00	40.10	
5716046110	Invoice	12/16/2021	#460 - HEAD GASKET, HEAD BOLT	0.00	368.34	
5716051461	Invoice	12/16/2021	#460 - WATER PUMP GASKET	0.00	6.19	
011374	B & R SUPPLY, INC	12/16/2021	Regular	0.00	99.71	329664
1900966882	Invoice	12/16/2021	WRENCH, BASIN TLESCOPING	0.00	99.71	
015318	BADGER METER	12/16/2021	Regular	0.00	39,484.70	329665
1473234	Invoice	12/16/2021	QUOTATION NO. 3265886	0.00	8,378.55	
1473235	Invoice	12/16/2021	QUOTE#3266051	0.00	10,054.26	
1476092	Invoice	12/16/2021	QUOTE#3287897	0.00	19,999.64	
80085793	Invoice	12/16/2021	BEACON MBL HOSTING SERV NOVEMBER	0.00	1,052.25	

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015821	BARRISTER PROFESSIONAL SERVICES, LLC.	12/16/2021	Regular	0.00	13,371.26	329666
21-03-0020-001	Invoice	12/16/2021	PROFESSIONAL SERVICES	0.00	3,006.17	
21-03-0020-002	Invoice	12/16/2021	PROFESSIONAL SERVICES	0.00	6,387.09	
21-03-0020-004	Invoice	12/16/2021	PROFESSIONAL SERVICES	0.00	3,978.00	
014680	BEST BEST & KRIEGER LLP	12/16/2021	Regular	0.00	16,334.40	329667
2021 NOVEMBER	Invoice	12/16/2021	PROFESSIONAL SERVICES	0.00	16,334.40	
015680	BRAY SALES, INC.	12/16/2021	Regular	0.00	3,442.04	329668
220/90013787	Invoice	12/16/2021	Q002 70-2.0-536-70-0000, S70 536 2.0	0.00	3,429.68	
220/90013831	Invoice	12/16/2021	NITZ CS BRACKET - 190-001	0.00	12.36	
012620	BSN SPORTS, LLC	12/16/2021	Regular	0.00	124.66	329669
914675382	Invoice	12/16/2021	WEIGHTED END ZONE PYLON	0.00	124.66	
011237	BTE COMMUNICATIONS, LLC	12/16/2021	Regular	0.00	189.99	329670
211205300101	Invoice	12/16/2021	BASE RATE W/ALLOWANCE 11/1-30/21	0.00	189.99	
015799	CALIFORNIA CONSULTING, INC.	12/16/2021	Regular	0.00	3,500.00	329671
4914	Invoice	12/16/2021	GRANT WRITING SERVICES - MONTHLY RE	0.00	3,500.00	
012679	CAL-STATE AUTO PARTS	12/16/2021	Regular	0.00	1,077.58	329672
634758	Invoice	12/16/2021	#289 - SWITHC ASY	0.00	118.14	
641182	Invoice	12/16/2021	#286 - MODULE, ELEK THROT ACTR CONT	0.00	194.49	
641540	Invoice	12/16/2021	#285 - LIFTER, VLV	0.00	404.19	
649866	Invoice	12/16/2021	#452-HUB AND DISC ASY, ROTOR ASY, PAD	0.00	360.76	
011089	CAROLLO ENGINEERS	12/16/2021	Regular	0.00	10,820.10	329673
FB16840	Invoice	12/16/2021	PSA FOR ASSET MANAGEMENT FEASIBILIT	0.00	10,820.10	
011290	CARQUEST AUTO PARTS	12/16/2021	Regular	0.00	252.50	329674
7294-698485	Invoice	12/16/2021	#293-POWER STEERING PUMP	0.00	105.05	
7294-698966	Invoice	12/16/2021	#293-RADIATOR	0.00	147.45	
011133	CONSTRUCTION & RIGGING SUPPLY	12/16/2021	Regular	0.00	222.13	329675
109651	Invoice	12/16/2021	PARKER MALE PIPE RIGID, THREAD	0.00	28.13	
109652	Invoice	12/16/2021	AIR HOSE SAFETY CABLE, HOSE TO TOOL S	0.00	44.07	
109683	Invoice	12/16/2021	WINCH LINE CABLE PER SAMPLE	0.00	149.93	
010418	CORELOGIC SOLUTIONS, LLC	12/16/2021	Regular	0.00	140.00	329676
82110193	Invoice	12/16/2021	MONTH OF NOVEMBER 2021	0.00	140.00	
011149	COSTCO 420	12/16/2021	Regular	0.00	526.57	329677
11695	Invoice	12/16/2021	FORKS, MARTINELLIS, COOKIES	0.00	56.62	
11696	Invoice	12/16/2021	REFRESHMENTS FOR HOLIDAY APPRECIAT	0.00	167.82	
11698	Invoice	12/16/2021	SANDWICH PLATTER, COOKIES - WORKSH	0.00	262.14	
12/10/21	Invoice	12/16/2021	SHRIMP PLATT	0.00	39.99	
011148	COUNTY OF VENTURA	12/16/2021	Regular	0.00	164.24	329678
R108 DEC-21	Invoice	12/16/2021	RENT FOR SO. MTN EAST, ROAD ACCESS F	0.00	164.24	
010932	COUNTY OF VENTURA IT SERVICES	12/16/2021	Regular	0.00	1,660.80	329679
INV0220448 pt1	Invoice	12/16/2021	RADIO COMMUNICATIONS ISF ACCOUNT	0.00	821.34	
INV0220455	Invoice	12/16/2021	GIS ACCOUNT #2203	0.00	839.46	
011161	CRAGOE PEST SERVICES INC	12/16/2021	Regular	0.00	495.00	329680
182527	Invoice	12/16/2021	EBELL PARK, 7TH & MAIN, BURROWING R	0.00	35.00	
182528	Invoice	12/16/2021	LAS PIEDRAS PARK, N 13TH ST. BURROWI	0.00	40.00	
182529	Invoice	12/16/2021	MANOR RIDGE SLOPES, BURROWING RO	0.00	55.00	
182530	Invoice	12/16/2021	MILL PARK, BURROWING RODENTS	0.00	40.00	
182531	Invoice	12/16/2021	OBREGON PARK, BURROWING RODENTS	0.00	35.00	
182532	Invoice	12/16/2021	RECREATION PARK, HARVARD BLVD.	0.00	35.00	
182533	Invoice	12/16/2021	SP CITY HALL COMPLEX - BURROWING RO	0.00	45.00	
182534	Invoice	12/16/2021	TEAGUE PARK, HARVARD BLVD. BURROWI	0.00	45.00	

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182535	Invoice	12/16/2021	VETERAN'S PARK, 970 E VENTURA ST	0.00	40.00	
184107	Invoice	12/16/2021	HARDING PARK, BURROWING RODENTS	0.00	80.00	
184108, 185470	Invoice	12/16/2021	SP COMMUNITY CTR MAIN ST. BURROWI	0.00	45.00	
011164	CRANE PRINTING	12/16/2021	Regular	0.00	373.46	329681
23198	Invoice	12/16/2021	DAILY EQUIPMENT CHECK BOOKS-FLEET	0.00	373.46	
014331	CULLIGAN WATER	12/16/2021	Regular	0.00	42.91	329682
1833130	Invoice	12/16/2021	POU COOLER 12/TO12/31/21	0.00	42.91	
012191	DATAPROSE, LLC	12/16/2021	Regular	0.00	4,294.32	329683
DP2104353	Invoice	12/16/2021	BILL PERIOD 11/1/21 - 11/30/21	0.00	4,294.32	
012948	DIAL SECURITY	12/16/2021	Regular	0.00	44.40	329684
414093	Invoice	12/16/2021	RECURRING SERVICES -265 1/2 QUAIL CO	0.00	44.40	
013975	DODOS DESIGN	12/16/2021	Regular	0.00	4,096.31	329685
4945	Invoice	12/16/2021	4x4 Site Posting 1102 E. Main	0.00	156.00	
5531	Invoice	12/16/2021	HALLOWEEN BANNER - PRINTING STICKE	0.00	54.13	
5538	Invoice	12/16/2021	STREET DIVISION - PRINT SILK SCREENING	0.00	2,754.96	
5582	Invoice	12/16/2021	PARKS & REC - PRINT SILK SCREENING	0.00	1,012.14	
5681	Invoice	12/16/2021	ULISES V. - PRINT SILK SCREENING	0.00	119.08	
015760	EMERSON, DANIEL	12/16/2021	Regular	0.00	80.00	329686
2021 D2 RENEWA	Invoice	12/15/2021	REIMBURSEMENT FOR D2 RENEWAL	0.00	80.00	
010385	ENVIRONMENTAL HEALTH DIVISION	12/16/2021	Regular	0.00	438.69	329687
INO220554	Invoice	12/16/2021	DETENTION FACILITY - HOLDING (INSPECT	0.00	438.69	
010395	FAMCON PIPE & SUPPLY, INC.	12/16/2021	Regular	0.00	5,557.70	329688
S100064844.001	Invoice	12/16/2021	BALL AMS U-BRANCH ASSY	0.00	707.85	
S100068203.001	Invoice	12/16/2021	TAIL PIECE, METER, COUPLING, ADAPTER,	0.00	952.38	
S100068205.002	Invoice	12/16/2021	VALVE BALL FIP, METER FLANGE, BRONZE	0.00	610.25	
S100068210.001	Invoice	12/16/2021	BALVE, BALL FIP, ANG STP BALL TYPE CTS	0.00	934.15	
S100068211.001	Invoice	12/16/2021	PROBE, STAINLESS STEEL 4'	0.00	712.14	
S100068253.001	Invoice	12/16/2021	PIPE TYPE K SOFT CU	0.00	353.93	
S100068751.001	Invoice	12/16/2021	FORD ULTRA FLEX WIDE, PIPE, 8" DR14	0.00	1,287.00	
010847	FARMERS IRRIGATION	12/16/2021	Regular	0.00	2,996.32	329689
17280	Invoice	12/16/2021	RENT FOR DECEMBER 2021	0.00	2,996.32	
010404	FENCE FACTORY SATICOY	12/16/2021	Regular	0.00	46.44	329690
435487	Invoice	12/16/2021	JUMBO RAIL, LUMBER TAX	0.00	46.44	
010440	FGL ENVIRONMENTAL, INC	12/16/2021	Regular	0.00	7,352.00	329691
111909A	Invoice	12/16/2021	COLIFORM - LTB SERIES 35 TUBE	0.00	3,076.00	
113101A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
113320A	Invoice	12/16/2021	LTB SERIES 15 TUBE, ENTEROLERT,	0.00	183.00	
113513A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
113523A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
113606A	Invoice	12/16/2021	LTB SERIES 15 TUBE, ENTEROLERT	0.00	183.00	
113656A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
113733A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
113763A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
113824A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
113839A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
113840A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
113856A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
113971A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114015A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114099A	Invoice	12/16/2021	LTB SERIES 15 TUBE, ENTEROLERT	0.00	183.00	
114207A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114277A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
114286A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114350A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114436A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114537A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	183.00	
114631A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114665A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114666A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114677A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114758A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114895A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114898A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
114972A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	183.00	
115085A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115133A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115134A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115148A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115226A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115299A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115382A	Invoice	12/16/2021	METALS TOTAL SAR	0.00	90.00	
115384A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	621.00	
115388A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	28.00	
115462A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115477A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115478A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115486A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115889A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115915A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115917A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
115922A	Invoice	12/16/2021	WET CHEMISTRY NO3-N	0.00	30.00	
116078A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116094A	Invoice	12/16/2021	COLIFORM - QUANTI TRAY 100, METALS, T	0.00	457.00	
116161A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116187A	Invoice	12/16/2021	FIELD TEST FILED CL TOTAL	0.00	28.00	
116250A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116276A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116277A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116286A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116366A	Invoice	12/16/2021	COLIFORM - COLILERT - P/A	0.00	240.00	
116455A	Invoice	12/16/2021	METALS, TOTAL SAR, WET CHEMISTRY CO	0.00	90.00	
116457A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116564A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116660A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116693A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116708A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116756A	Invoice	12/16/2021	COLIFORM - COLILERT P/A	0.00	240.00	
116758A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116918A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116919A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116920A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
116921A	Invoice	12/16/2021	LTB SERIES 15 TUBE	0.00	29.00	
Void		12/16/2021	Regular	0.00	0.00	329692
Void		12/16/2021	Regular	0.00	0.00	329693
012437	FMP UNIFORM CO.	12/16/2021	Regular	0.00	1,051.85	329694
15157	Invoice	12/16/2021	C.CERVANTES-SHIRTS, PANTS, BELTS, TIE,H	0.00	329.42	
15158	Invoice	12/16/2021	LOCEDUEDA-SHIRT,JACKET,PANTS, SHIRT,	0.00	515.01	
15159	Invoice	12/16/2021	E.MEDINA-PANTS,HEM,SHIRT,HEM	0.00	207.42	
010432	FRANK'S PAINT & HARDWARE	12/16/2021	Regular	0.00	1,100.84	329695
358718	Invoice	12/16/2021	KEYS	0.00	4.32	

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
359536	Invoice	12/16/2021	STRAP HINGES 5IN ZN PLT	0.00	10.81	
359538	Invoice	12/16/2021	PS-50 1/2IN INSULATED STAPLE, 30YD BLA	0.00	16.17	
359567	Invoice	12/16/2021	5689 TIE WIRE 300 FT #16	0.00	17.58	
359571	Invoice	12/16/2021	GRN STOPRUST, PRIMER SPRAY, PRIMER E	0.00	95.23	
359583	Invoice	12/16/2021	#88, #104 STANDARD SS CLAMPS, GROUN	0.00	31.41	
359584	Invoice	12/16/2021	06132 33+ 3/4"X66' ELEC TAPE	0.00	20.91	
359591	Invoice	12/16/2021	SEAL GRIP GRIPPER PRIMER GAL, PURP M	0.00	48.37	
359738	Invoice	12/16/2021	NUTS & BOLTS, DRL BIT SDS	0.00	29.52	
359744	Invoice	12/16/2021	7920 11* CABLE TIES 1000PK	0.00	54.11	
359776	Invoice	12/16/2021	EXT CORD 16/3 8FT ORANGE	0.00	48.66	
359791	Invoice	12/16/2021	EXT CORD 16/3 40FT GREEN YARD, TIE WI	0.00	43.81	
359803	Invoice	12/16/2021	8" LINEMAN PLIER	0.00	34.62	
359817	Invoice	12/16/2021	1-1/2", 1", 1/2" PRO WH NAT BRIST	0.00	5.78	
359828	Invoice	12/16/2021	6X11" PLASTIC PAN 73500, 2"	0.00	21.74	
359867	Invoice	12/16/2021	CEILING HOOK #12 1-11/16 ZN PLT	0.00	5.61	
359881	Invoice	12/16/2021	6-1/2" PRO SOLTNS POLYSTR 3/8", LOW V	0.00	41.39	
359911	Invoice	12/16/2021	FLUOR LAMP T8 32W 48" 2 PK	0.00	9.20	
359927	Invoice	12/16/2021	PURDY 6 IN 1 PAINTERS TOOL, W-BOLT W	0.00	26.84	
359936	Invoice	12/16/2021	3/4 L.K. FEMALE NO KINK, GALV NIPPLE, E	0.00	44.07	
359949	Invoice	12/16/2021	PAINTR PLAST9X400X.0035, KEYS DND	0.00	24.55	
359956	Invoice	12/16/2021	E92MP-8 AAA ALKALINE BATTERY, MN 15	0.00	23.78	
359973	Invoice	12/16/2021	17OZ IND CHOICE INV MKG W/B FLR	0.00	7.03	
359995	Invoice	12/16/2021	EXT CORD 16/3 80FT GREEN YARD	0.00	43.29	
359997	Invoice	12/16/2021	PLASTIC PUTTY KNIFE, EPOXY STICK, SAND	0.00	19.54	
360006	Invoice	12/16/2021	EXT CORD 14/3 25FT BLUE/YELLOW	0.00	149.27	
360013	Invoice	12/16/2021	RUBBER SHEET	0.00	2.48	
360018	Invoice	12/16/2021	NUTS & BOLTS, KEYS, RUBBER SHEET	0.00	5.22	
360019	Invoice	12/16/2021	EXT CORD 14/3 25FT BLUE/YELLOW	0.00	24.89	
360081	Invoice	12/16/2021	PRO SHED RESTNT VCR, PRO SOLTNS MINI	0.00	68.01	
360129	Invoice	12/16/2021	PZ SPEEDHIDE EXT S/G GAL, LATEX FLAT	0.00	92.48	
360138	Invoice	12/16/2021	NUTS & BOLTS S,K, R PACKAGE	0.00	25.51	
360143	Invoice	12/16/2021	FORNEY MERCH.	0.00	4.64	
	Void	12/16/2021	Regular	0.00	0.00	329696
014061	FRONTIER COMMUNICATIONS	12/16/2021	Regular	0.00	2,223.22	329697
11/28/21 - 12/27	Invoice	12/16/2021	MONTHLY PHONE CHARGES	0.00	2,223.22	
010441	FRUIT GROWERS SUPPLY CO	12/16/2021	Regular	0.00	922.60	329698
92269236	Invoice	12/16/2021	PICKER TRASH REACHER TOOL, CORD BU	0.00	48.67	
92269423	Invoice	12/16/2021	KEY 1.00 QUICK COUPLER VALVE, BENT N	0.00	85.26	
92269915	Invoice	12/16/2021	TEE PVC RDG SXT 2.00", COUPLER PVC SLI	0.00	65.20	
92271378	Invoice	12/16/2021	DUNLOP THIGH WADER STEEL TOE SZ 12	0.00	87.79	
92271399	Invoice	12/16/2021	FLAG STAKE 4" X 5" BLUE	0.00	23.82	
92272034	Invoice	12/16/2021	TARP POLY GREY/WHITE, LOPPER CORON	0.00	523.31	
92272114	Credit Memo	12/16/2021	TARP POLY GREY WHITE	0.00	-82.25	
92272363	Invoice	12/16/2021	TARP POLY GREY/WHITE UV	0.00	170.80	
010797	GAS COMPANY, THE	12/16/2021	Regular	0.00	1,411.48	329699
11/2/21 - 12/7/2	Invoice	12/16/2021	MONTHLY UTILITY CHARGES	0.00	1,411.48	
014639	GOLD COAST ENVIRONMENTAL	12/16/2021	Regular	0.00	1,102.72	329700
13031	Invoice	12/16/2021	QUOTE#3465	0.00	1,102.72	
015222	GOODSUITE	12/16/2021	Regular	0.00	1,810.89	329701
INV137893	Invoice	12/16/2021	STAPLES FOR SHARP MX FN22 FINISHER	0.00	166.61	
INV137984	Invoice	12/16/2021	10/18/21 - 11/17/21	0.00	1,644.28	
013199	H & H AUTO PARTS WHOLESALE	12/16/2021	Regular	0.00	1,499.72	329702
1IN0464362	Invoice	12/16/2021	TAPPET HYDRAULIC, SOLENOID MULTIPLE	0.00	1,043.96	
1IN0465606	Invoice	12/16/2021	MOP 53022115AH,53022372AA	0.00	318.70	
1IN0465631	Invoice	12/16/2021	#460-HOLDER MAGNETIC RING	0.00	20.18	
1IN0465904	Invoice	12/16/2021	#447 - LUNETTE TOW RING LOCK	0.00	58.44	

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
1IN0466122	Invoice	12/16/2021	#230 - LUNETTE TOW RING LOCK	0.00	58.44	
014427	HARRINGTON INDUSTRIAL PLASTICS	12/16/2021	Regular	0.00	1,255.30	329703
013C1173	Invoice	12/16/2021	Quotation#01347220	0.00	1,255.30	
013785	HERNANDEZ, MARIA	12/16/2021	Regular	0.00	200.00	329704
REFUND FOR 10/	Invoice	12/16/2021	REFUND FOR EVENT ON 10/23/21	0.00	200.00	
010537	HOUSE SANITARY SUPPLY	12/16/2021	Regular	0.00	1,037.57	329705
258901	Invoice	12/16/2021	TT STANDARD 2PLY PRECIOUS, RL TWL PL	0.00	866.69	
258991	Invoice	12/16/2021	WASTE CAN SLIM 'MO'	0.00	170.88	
010551	ICMA INTERNATIONAL CIT/COUNTY MANAGEN	12/16/2021	Regular	0.00	1,400.00	329706
2022 RENEWAL	Invoice	12/16/2021	JAN - DEC 2022 #204652 - DAN SINGER	0.00	1,400.00	
013711	INDEPENDENT ORDER OF ODD FELLOWS	12/16/2021	Regular	0.00	300.00	329707
12/9/2021	Invoice	12/16/2021	HALL RENTAL FOR CITY EVENT ON 12/9/2	0.00	300.00	
014988	INFRASCALE INC.	12/16/2021	Regular	0.00	1,506.40	329708
INV00702860	Invoice	12/16/2021	SERVICE PERIOD 11/30/21-12/30/21	0.00	1,506.40	
010595	J & H ENGINEERING GENERAL CONTRACTOR, IN	12/16/2021	Regular	0.00	75,702.56	329709
#3790	Invoice	12/16/2021	PECK/FAULKNER RD PAVEMENT REHAB PR	0.00	22,360.06	
#3808	Invoice	12/16/2021	MAINTENANCE WORK ORDER #8	0.00	5,000.00	
#3809	Invoice	12/16/2021	MAINTENANCE WORK ORDER #9	0.00	48,342.50	
010629	KIMBALL MIDWEST	12/16/2021	Regular	0.00	214.59	329710
9312749	Invoice	12/16/2021	SHOP SUPPLY-MINI AND HEAVY HOSE CLA	0.00	50.35	
9353544	Invoice	12/16/2021	HEX NUT, ULTRA PROMAX, ORANGE,GRAP	0.00	164.24	
014388	LANE, NICK	12/16/2021	Regular	0.00	50.13	329711
DEC 2021 CLASS	Invoice	12/16/2021	REIMBURSEMENT FOR CLASS A RENEWAL	0.00	50.13	
011807	LIVESCAN EXPRESS, INC.	12/16/2021	Regular	0.00	220.00	329712
5425	Invoice	12/16/2021	VEGA, JOAQUIN	0.00	22.00	
5453	Invoice	12/16/2021	CADENA, ALEX	0.00	22.00	
5487	Invoice	12/16/2021	RODRIGUEZ,VALDOVINOS,PARRA,MUNOZ	0.00	176.00	
010061	LOWE'S	12/16/2021	Regular	0.00	1,057.18	329713
902132 -HYMXM	Invoice	12/16/2021	SS BO 35-CT G14 DIA WW, SS HL 24-IN M	0.00	342.83	
960393	Invoice	12/16/2021	75FT, 40 FT GREEN OUTDOOR	0.00	494.67	
960545 -HZKXEL	Invoice	12/16/2021	GE LFL 32W T8A 4FT 6.5K 2	0.00	51.07	
960547 -HZKXEM	Invoice	12/16/2021	DW HP 4-1/2"X 1/4" 2, SS HL RED GREEN	0.00	168.61	
015633	M6 CONSULTING, INC.	12/16/2021	Regular	0.00	21,342.43	329714
1729	Invoice	12/16/2021	TASK ORDER#8	0.00	17,686.96	
1886	Invoice	12/16/2021	TASK ORDER#7	0.00	3,655.47	
013591	MADLAND TOYOTA - LIFT	12/16/2021	Regular	0.00	145.27	329715
34738275	Invoice	12/16/2021	#299-CLAMP ASSY, PAPER, HOLDER ASSY,	0.00	145.27	
015894	MAGANA, ERICA	12/16/2021	Regular	0.00	428.00	329716
REFUND 11/27/2	Invoice	12/16/2021	FULL DEPOSIT REFUND FOR EVENT 11/27	0.00	428.00	
015442	MARIPOSA LANDSCAPES, INC.	12/16/2021	Regular	0.00	4,959.00	329717
95672	Invoice	12/16/2021	FY 21/22 HARDING PARK LANDSCAPING S	0.00	4,589.00	
95828	Invoice	12/16/2021	REPAIRED BROKEN MAINLINE AT MUSEU	0.00	370.00	
013997	MICHAEL BAKER INTERNATIONAL	12/16/2021	Regular	0.00	21,404.50	329718
1133017	Invoice	12/16/2021	SERVICES THROUGH OCT 31, 2021	0.00	21,404.50	
014436	MINER'S ACE HARDWARE	12/16/2021	Regular	0.00	1,462.14	329719
22955	Invoice	12/16/2021	PPX PLUS EXCHANGE	0.00	23.80	
23028	Invoice	12/16/2021	BLADE JIG SET 10PC, ACE UTILITY GLOVES	0.00	28.12	
23033	Invoice	12/16/2021	TIE WIRE BLK, TPE, GORILLA SILVER TAPE,	0.00	60.76	

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23110	Invoice	12/16/2021	ALL N 1 CLIP PLUS COMM	0.00	10.81	
23112	Invoice	12/16/2021	DECORATING POLE 16'	0.00	25.97	
23125	Invoice	12/16/2021	PAINT .5PT GLOX BLACK R-0, PAINT 20Z S	0.00	10.80	
23126	Invoice	12/16/2021	HOOK S STEEL OPEN, ELETCL TPE, PLSTC B	0.00	26.75	
23130	Invoice	12/16/2021	25' 16/3 SJTW ORG EXT CORD, EXT CORD	0.00	81.98	
23132	Invoice	12/16/2021	C+K EXT P&P SG MTB 1QT, ECO FEE FOR P	0.00	20.94	
23140	Invoice	12/16/2021	RAKE FLEX TINE 19" W WOOD	0.00	18.39	
23143	Invoice	12/16/2021	PWR STRIP 6 OUTLET GRN, STPLE 3/8	0.00	34.14	
23149	Invoice	12/16/2021	TOILET PLUNGER 4"	0.00	10.81	
23160	Invoice	12/16/2021	HOOKS MINI CLEAR 6PK, CORD EXTN 16/2	0.00	33.50	
23161	Invoice	12/16/2021	WIRE KURV STIPPER/CUTTER, ELECT TAPE	0.00	281.97	
23169	Invoice	12/16/2021	KEEP OUT SIGN BLK, HOOK OPEN, EYE SC	0.00	110.07	
23170	Invoice	12/16/2021	STRAIGHT JW PLIER SET 2P, SCREWDRIVE	0.00	43.28	
23173	Invoice	12/16/2021	FILM POLY CLR4MIL 3X50', TAPE .94X60 3	0.00	30.29	
23180	Invoice	12/16/2021	RECIP BLD 14/18TPI 4" 5p,CARBIDE RECIP	0.00	50.85	
23200	Invoice	12/16/2021	PVC PIPE CEMNT WD BL 8OZ, PIPE PVC D	0.00	10.38	
23201	Invoice	12/16/2021	MANUAL STAPLER T50X	0.00	28.13	
23205	Invoice	12/16/2021	FATMAX TAPE MEASURE 25', CUT OFF WH	0.00	57.31	
23209	Invoice	12/16/2021	KEYS, KEYDRAFTER #24 R RUBBERHD	0.00	56.15	
23210	Invoice	12/16/2021	STAPLE 1/2" T-50 1250PK	0.00	5.40	
23211	Invoice	12/16/2021	VARIOUS FASTENERS, BEARING PLATE HD	0.00	7.33	
23214	Invoice	12/16/2021	BEARING PLATE HDG BP 1/2, FASTENERS	0.00	6.80	
23216	Invoice	12/16/2021	CABLETIE 11"75#BLK 100PK	0.00	16.23	
23252	Invoice	12/16/2021	MENS HYDRAHYDE GLOVE XL	0.00	24.89	
23253	Invoice	12/16/2021	CHAIN PROOF 3/8", MAG 2"COMBO 1-1/	0.00	60.54	
23256	Invoice	12/16/2021	TAPE BARCDE CAUTION1000'	0.00	21.63	
23257	Invoice	12/16/2021	ALK BATTERY AAA 24PK RAY, FUSION ALK	0.00	32.44	
23273	Credit Memo	12/16/2021	FASTERNERS, CREDIT RETURN	0.00	-1.71	
701213	Invoice	12/16/2021	BRUSH W/METAL SCRAPER	0.00	31.39	
701214	Invoice	12/16/2021	FLANGE FLOOR 1" GALV, 1/2 CDX PLY, ADA	0.00	202.00	
Void						
013911	MKN ASSOCIATES INC	12/16/2021	Regular	0.00	0.00	329720
9921	Invoice	12/16/2021	Regular	0.00	33,936.88	329721
9934	Invoice	12/16/2021	3 Year PSA for Water,waste water, recycle	0.00	25,927.34	
	Invoice	12/16/2021	PSA- AWIA SUPPORT	0.00	8,009.54	
012034	MOON JUMPS	12/16/2021	Regular	0.00	108.25	329722
#106	Invoice	12/16/2021	RENTAL OF TABLES & CHAIRS FOR HOLIDAY	0.00	108.25	
015890	MUSEUM OF VENTURA COUNTY	12/16/2021	Regular	0.00	300.00	329723
12/8/21 RENT M	Invoice	12/16/2021	RENTAL OF AG MUSEUM FOR HOLIDAY LU	0.00	300.00	
011981	NBS	12/16/2021	Regular	0.00	3,000.00	329724
1221000100	Invoice	12/16/2021	SERVICES THROUGH 11/30/21	0.00	3,000.00	
010543	O'CONNOR PEST CONTROL	12/16/2021	Regular	0.00	546.00	329725
20480294	Invoice	12/16/2021	530 WEST MAIN, GEN PESTS	0.00	51.00	
20480413	Invoice	12/16/2021	214 S TENTH ST - GEN PESTS	0.00	45.00	
20480415	Invoice	12/16/2021	970 E. VENTURA ST. - GEN PESTS	0.00	45.00	
20480417	Invoice	12/16/2021	431 NORTH 13TH ST., LP, GEN PESTS	0.00	45.00	
20480418	Invoice	12/16/2021	200 S TENTH ST - GEN PESTS	0.00	45.00	
20481072	Invoice	12/16/2021	214 S 10TH ST - MICE , RATS	0.00	20.00	
20481138	Invoice	12/16/2021	866 E MAIN ST - GENERAL PESTS	0.00	35.00	
20481333	Invoice	12/16/2021	903 CORPORATE ST, MICE, RATS	0.00	50.00	
20481357	Invoice	12/16/2021	735 E SANTA PAULA ST	0.00	50.00	
20481487	Invoice	12/16/2021	TRAIN DEPOT STATION, MICE RATS	0.00	50.00	
20481946	Invoice	12/16/2021	970 E VTA ST., DETECTIVE TRAILER, MICE	0.00	60.00	
20482103	Invoice	12/16/2021	530 WEST MAIN ST - MICE, RATS	0.00	50.00	
012691	O'REILLY AUTOMOTIVE STORES, INC.	12/16/2021	Regular	0.00	483.32	329726
3129-324730	Invoice	12/16/2021	#289 - FLASHER	0.00	15.19	
3129-324805	Invoice	12/16/2021	#289-STABIL LINK, BUSHING	0.00	79.95	

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Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
3129-327587	Credit Memo	12/16/2021	#453 - THERMOSTAT	0.00	-13.95	
3129-328950	Invoice	12/16/2021	#285-MANIFOLD SET	0.00	38.66	
3129-329544	Invoice	12/16/2021	#285 - PCV ELBOW	0.00	7.23	
3129-330875	Invoice	12/16/2021	#247 - QTSTOPLEAK	0.00	38.93	
3129-332161	Invoice	12/16/2021	#132-32 OZ BRAKE FLD	0.00	25.50	
3129-332213	Invoice	12/16/2021	#247-HYD FILTER	0.00	7.11	
3129-332656	Invoice	12/16/2021	#460 - RADIO CAPR	0.00	27.13	
3129-332696	Invoice	12/16/2021	#465-COP BOOT, SPARK PLUG	0.00	75.80	
3129-332756	Invoice	12/16/2021	#465-MANIFOLD SET	0.00	13.38	
3129-333344	Invoice	12/16/2021	#247 - ELECTRIC F/P	0.00	168.39	
3129-333496	Invoice	12/16/2021	CHARGED IN ERROR - 5QT, 1QT MOTOROI	0.00	122.33	
3129-333871	Credit Memo	12/16/2021	MOTOROIL, FILTER, GALMOTORTRT	0.00	-122.33	
012844	PARKHOUSE TIRE, INC.	12/16/2021	Regular	0.00	1,187.60	329727
4020158966	Invoice	12/16/2021	#264 - 225/70R19.5 G BST R238 N	0.00	593.80	
4020158968	Invoice	12/16/2021	#291-225/70R19.5 G BST R238 N	0.00	593.80	
015443	PASSPORT LABS, INC.	12/16/2021	Regular	0.00	1,364.25	329728
INV-1026592	Invoice	12/16/2021	MONTHLY DATA CHARGE FOR HANDHELD	0.00	1,364.25	
015335	PAVEMENT COATING CO.	12/16/2021	Regular	0.00	265.93	329729
CCusl000852	Invoice	12/16/2021	SS-1H 15.00 GL	0.00	176.97	
CCusl000863	Invoice	12/16/2021	SS-1H, 16.59 GL	0.00	88.96	
014320	POLYDYNE, INC.	12/16/2021	Regular	0.00	28,861.19	329730
1592677	Invoice	12/16/2021	CLARIFLOC WE-1742 POLYMER IN 2300 LB	0.00	7,215.30	
1595343	Invoice	12/16/2021	CLARIFLOC WE-1742 POLYMER IN 2300 LB	0.00	14,430.59	
1595344	Invoice	12/16/2021	CLARIFLOC WE 1742	0.00	7,215.30	
015218	POWERED BY D - BARAJAS, DAVID	12/16/2021	Regular	0.00	875.00	329731
1268	Invoice	12/16/2021	INSTALLATION OF 30 AMP 110V OUTLET F	0.00	480.00	
1269	Invoice	12/16/2021	INSTALLATION OF GFCI OUTLET AND EXTE	0.00	395.00	
015889	PSYCHOLOGICAL CONSULTING ASSOCIATES, IN	12/16/2021	Regular	0.00	1,600.00	329732
525362	Invoice	12/16/2021	FITNESS FOR DUTY - SPDD 4 HRS \$400.00	0.00	1,600.00	
015891	RAIGOZA, DAVID	12/16/2021	Regular	0.00	2,758.20	329733
2021 HOLIDAY LU	Invoice	12/16/2021	120 HOLIDAY BUFFET BANQUET/SERVICES	0.00	2,758.20	
010326	RED WING SHOE STORE	12/16/2021	Regular	0.00	887.28	329734
131-1-224216	Invoice	12/16/2021	P. PARRISH - SAFETY BOOTS	0.00	218.78	
131-2-81131	Invoice	12/16/2021	J. SCOTT - SAFETY BOOTS	0.00	225.00	
131-2-81132	Invoice	12/16/2021	A. DIAZ-SAFETY BOOTS	0.00	225.00	
131-2-81801	Invoice	12/16/2021	U.VALENZUELA - SAFETY BOOTS	0.00	218.50	
010376	SAFETY-KLEEN SYSTEMS, INC.	12/16/2021	Regular	0.00	1,168.46	329735
87655227	Invoice	12/16/2021	GASTEC AQUEOUS PW SAMPLE TUBE, PA	0.00	300.53	
87661136	Invoice	12/16/2021	BULK LUBE	0.00	867.93	
015895	SAN BERNARDINO COMMUNITY COLLEGE DIST	12/16/2021	Regular	0.00	1,700.00	329736
R. MANN - JAN 2	Invoice	12/15/2021	REGISTRATION FEE FOR ACADEMY CLASS	0.00	1,700.00	
015895	SAN BERNARDINO COMMUNITY COLLEGE DIST	12/16/2021	Regular	0.00	1,700.00	329737
M.ESCALANTE-JA	Invoice	12/16/2021	REGISTRATION FEE FOR ACADEMY CLASS	0.00	1,700.00	
015895	SAN BERNARDINO COMMUNITY COLLEGE DIST	12/16/2021	Regular	0.00	1,700.00	329738
B.STRONGE - JAN	Invoice	12/16/2021	REGISTRATION FEE FOR ACADEMY CLASS	0.00	1,700.00	
012332	SANTA PAULA SUPER STORE	12/16/2021	Regular	0.00	79.16	329739
11/24/21 10 05A	Invoice	12/16/2021	NAIL & HAIR SUPPLIES	0.00	79.16	
010711	SANTA PAULA TIMES	12/16/2021	Regular	0.00	2,155.80	329740
NOV 2021 ADS	Invoice	12/16/2021	TRANS # 623977,625032,626159,626158	0.00	598.50	
OCT 2021 ADS	Invoice	12/16/2021	TRNS#618040,619619,620654-656,62175	0.00	1,557.30	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
011640	SATCOM GLOBAL, INC.	12/16/2021	Regular	0.00	142.20	329741
AS12210061	Invoice	12/16/2021	ISATPHONE PRO 898709920416827485	0.00	56.70	
AS12210852	Invoice	12/16/2021	IRIDIUM SIM CARD 881621451053,88162	0.00	85.50	
013467	SATICOY UPHOLSTERY	12/16/2021	Regular	0.00	461.97	329742
00710	Invoice	12/16/2021	#286 - CHUX, REPAIR FRONT SEATS	0.00	461.97	
012556	SEAVIEW OVERHEAD DOORS	12/16/2021	Regular	0.00	1,980.00	329743
#3259	Invoice	12/16/2021	FUNISH & INSTALL CURTAIN DOOR-LITTLE	0.00	1,980.00	
013928	SERVPRO	12/16/2021	Regular	0.00	920.58	329744
4478	Invoice	12/16/2021	HAZARDOUS CLEANING SERVICES	0.00	920.58	
010333	SIEMENS MOBILITY	12/16/2021	Regular	0.00	9,025.00	329745
5610279073	Invoice	12/16/2021	MWO#42	0.00	7,350.00	
5610279105	Invoice	12/16/2021	MWO#42	0.00	1,675.00	
015016	SIERRA PACIFIC LANDSCAPE	12/16/2021	Regular	0.00	3,485.00	329746
15650	Invoice	12/16/2021	YARD MAINTENANCE - VARIOUS LOCATIO	0.00	3,485.00	
015368	SINGER, DAN	12/16/2021	Regular	0.00	673.13	329747
TRVL REIMB 10/3	Invoice	12/16/2021	2021 ICMA ANNUAL CONFERENCE, PORTL	0.00	673.13	
013909	SITEONE LANDSCAPE SUPPLY, LLC	12/16/2021	Regular	0.00	1,670.26	329748
114163367-002	Invoice	12/16/2021	ARBORJET NUTRIROOT 2-2-3 + MICROS /K	0.00	989.84	
114521402-001	Invoice	12/16/2021	HUNTER 1-40 ADJUSTABLE STAINLESS STE	0.00	652.94	
114521491-001	Invoice	12/16/2021	MEGA BOMB MATTE BLACK FROM SMOK	0.00	27.48	
010785	SMART & FINAL	12/16/2021	Regular	0.00	332.54	329749
35903	Invoice	12/16/2021	GROCERIES	0.00	332.54	
015896	SNAP-ON	12/16/2021	Regular	0.00	178.40	329750
1117211806	Invoice	12/16/2021	3LB MAG 5LB POWERCAP MAG, CLAMP P	0.00	178.40	
010790	SOAP MAN	12/16/2021	Regular	0.00	132.39	329751
M184108	Invoice	12/16/2021	50CT BOXES AB BLACK 3 LAYER FACE MAS	0.00	132.39	
011524	SOLID WASTE SOLUTIONS	12/16/2021	Regular	0.00	2,263.00	329752
171	Invoice	12/16/2021	FY 21/22 SOLID WASTE & PROJECT MGMT	0.00	2,263.00	
010795	SOUTHERN CALIFORNIA EDISON	12/16/2021	Regular	0.00	72,946.02	329753
11/1/21 - 11/30/	Invoice	12/15/2021	MONTHLY UTILITY CHARGES	0.00	70.08	
2021 OCT - NOV	Invoice	12/15/2021	MONTHLY UTILITY CHARGES	0.00	72,875.94	
015809	STANDARD SITE RENTALS INC.	12/16/2021	Regular	0.00	358.83	329754
1569	Invoice	12/16/2021	ADA UNIT PORTABLE RESTROOM RENTAL	0.00	358.83	
011144	STAPLES ADVANTAGE	12/16/2021	Regular	0.00	1,037.80	329755
3491972080	Invoice	12/16/2021	8.5X11 COPY PAPER CS IP	0.00	123.60	
3492951859	Invoice	12/16/2021	BIC VELOCITY RT BP BOLD BLU 12, PUNCH	0.00	444.85	
3494273180	Invoice	12/16/2021	BOX STOR ALL LETTER WHT, POST IT FLAG	0.00	469.35	
010814	STATE READY MIX	12/16/2021	Regular	0.00	533.62	329756
614157	Invoice	12/16/2021	2500 3/8 SHORTLOAD	0.00	533.62	
015728	THE COUNSELING TEAM INTERNATIONAL	12/16/2021	Regular	0.00	2,000.00	329757
80860	Invoice	12/16/2021	EMPLOYEE SUPPORT SERVICES ENDING 1	0.00	2,000.00	
013851	TIERZERO	12/16/2021	Regular	0.00	1,618.81	329758
361538	Invoice	12/16/2021	SERVICE PERIOD - JANUARY 2022	0.00	1,618.81	
010776	TIME WARNER CABLE	12/16/2021	Regular	0.00	1,522.67	329759
0093783120121	Invoice	12/16/2021	970 E VENTURA 12/1/21 - 12/31/21	0.00	123.67	
0460685112721	Invoice	12/16/2021	11/27/21 - 12/26/21 970 E VENTURA ST.	0.00	1,399.00	
012070	TRAFFIC TECHNOLOGIES	12/16/2021	Regular	0.00	465.41	329760

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Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
39069	Invoice	12/16/2021	3 RED 1 GALLON RED	0.00	144.21	
39471	Invoice	12/16/2021	300 PAPER 12"X18" NO PARKING SIGN	0.00	321.20	
012681	TREBRON COMPANY, INC.	12/16/2021	Regular	0.00	4,133.00	329761
44775	Invoice	12/16/2021	THIRD AND FINAL PAYMENT	0.00	4,133.00	
010885	UNDERGROUND SERVICE ALERT OF SOUTHERN	12/16/2021	Regular	0.00	185.82	329762
1120210190	Invoice	12/16/2021	CSP90 NEW TICKET CHARGES, MAINTENA	0.00	137.05	
dsb20205864	Invoice	12/16/2021	CA STATE FEE FOR REGULATORY COSTS	0.00	48.77	
013736	V.C.T.C.	12/16/2021	Regular	0.00	120.00	329763
2021 NOVEMBER	Invoice	12/16/2021	2021 NOVEMBER BUS SALES	0.00	120.00	
012801	VENTURA COUNTY	12/16/2021	Regular	0.00	1,110.00	329764
323170, 324785	Invoice	12/16/2021	PE21-0828 15081 TELEGRAPH, PE21-0939	0.00	1,110.00	
015186	VENTURA COUNTY AUTO SUPPLY, INC.	12/16/2021	Regular	0.00	353.12	329765
921048	Invoice	12/16/2021	#463 - PADSET FORD SHO POL, ROTOR FO	0.00	353.12	
010939	VENTURA COUNTY STAR	12/16/2021	Regular	0.00	1,175.75	329766
0004050184	Invoice	12/16/2021	7/29/21 - 8/12/21 #0004842975	0.00	1,175.75	
015375	VENTURA LOCKSMITHS	12/16/2021	Regular	0.00	4,537.16	329767
1022213	Invoice	12/16/2021	MASTER REKEY SINGLE CYLINDER LOCK	0.00	4,537.16	
014375	VENTURA SIGNS	12/16/2021	Regular	0.00	451.48	329768
49179	Invoice	12/16/2021	CERAMIC CIRCLE ORNAMENTS, GIFT BAG	0.00	451.48	
011258	VIC'S PLUMBING SUPPLY, INC.	12/16/2021	Regular	0.00	49.46	329769
875385	Invoice	12/16/2021	JB-105B CHROME PLATED 1.5 EZ TRAP 17	0.00	49.46	
010975	VRSD	12/16/2021	Regular	0.00	113,588.29	329770
234200, 201, 202E	Invoice	12/16/2021	WASTEWATER COLLECTIONS FY21/22	0.00	32,555.45	
234302, 302E, 303	Invoice	12/16/2021	FY 21/22 WRF O&M SERVICES	0.00	81,032.84	
013539	WAGE WORKS, INC.	12/16/2021	Regular	0.00	101.40	329771
INV1421528	Invoice	12/16/2021	HEALTHCARE - BENEFIT PERIOD MAY 2019	0.00	101.40	
014380	WATERWISEPRO TRAINING LLC	12/16/2021	Regular	0.00	5,850.00	329772
12/7/2021	Invoice	12/16/2021	WATER DEPT. COURSES	0.00	5,850.00	
011010	WILLDAN FINANCIAL SERVICES	12/16/2021	Regular	0.00	33,078.25	329773
00416830	Invoice	12/16/2021	110333.00.1000.001 - HARVEST @ LIMON	0.00	33,078.25	
011010	WILLDAN FINANCIAL SERVICES	12/16/2021	Regular	0.00	2,400.00	329774
010-49183	Invoice	12/16/2021	FY19/20 ANNUAL CONTINUING DISCLOSU	0.00	1,500.00	
010-49624	Invoice	12/16/2021	CDIAC - ANNUAL REPORT PREPARATION/E	0.00	900.00	
013711	INDEPENDENT ORDER OF ODD FELLOWS	12/29/2021	Regular	0.00	2,622.54	329784
INV0011790	Invoice	12/29/2021	JANUARY 2022 RENT	0.00	2,622.54	
013292	SANTA PAULA ANIMAL RESCUE CENTER (SPARC	12/29/2021	Regular	0.00	12,500.00	329785
INV0011791	Invoice	12/29/2021	JANUARY 2022	0.00	12,500.00	
010920	VENTURA CO. AIR POLLUTION CONTROL DISTR	12/29/2021	Regular	0.00	30,000.00	329786

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
<u>INV0011792</u>	Invoice	12/29/2021	FIFTH PAYMENT DUE 01/14/2022	0.00	30,000.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	629	217	0.00	1,032,618.95
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	629	223	0.00	1,032,618.95

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Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PY-PAYROLL						
010331	RELiance STANDARD LIFE INSURANCE	12/03/2021	Regular	0.00	843.12	329634
ADJ/RELiance LG	Invoice	11/26/2021	ADJ/RELiance LG DEC 2021	0.00	148.16	
INV0011357	Invoice	11/12/2021	POLICY: VG178907	0.00	252.74	
INV0011410	Invoice	11/12/2021	POLICY: VG178907	0.00	94.74	
INV0011477	Invoice	11/26/2021	POLICY: VG178907	0.00	94.74	
INV0011533	Invoice	11/26/2021	POLICY: VG178907	0.00	252.74	
011103	COLONIAL LIFE & ACCIDENT	12/03/2021	Regular	0.00	2,674.17	329635
ADJ/COLONIAL D	Credit Memo	11/26/2021	ADJ/COLONIAL DEC 2021 COV	0.00	-0.07	
INV0011340	Invoice	11/12/2021	Colonial Life Ins.	0.00	100.69	
INV0011341	Invoice	11/12/2021	Colonial Life Insurance	0.00	306.39	
INV0011393	Invoice	11/12/2021	Colonial Life Ins.	0.00	454.29	
INV0011394	Invoice	11/12/2021	Colonial Life Insurance	0.00	340.37	
INV0011460	Invoice	11/26/2021	Colonial Life Ins.	0.00	289.39	
INV0011461	Invoice	11/26/2021	Colonial Life Insurance	0.00	391.37	
INV0011516	Invoice	11/26/2021	Colonial Life Ins.	0.00	242.95	
INV0011517	Invoice	11/26/2021	Colonial Life Insurance	0.00	548.79	
010371	METLIFE SBC	12/03/2021	Regular	0.00	341.60	329636
INV0011347	Invoice	11/12/2021	GROUP ID #97127420	0.00	34.16	
INV0011402	Invoice	11/12/2021	GROUP ID #97127420	0.00	136.64	
INV0011469	Invoice	11/26/2021	GROUP ID #97127420	0.00	136.64	
INV0011523	Invoice	11/26/2021	GROUP ID #97127420	0.00	34.16	
012912	MEDICAL EYE SERVICES	12/07/2021	Regular	0.00	787.81	329637
ADJ/MES VISION	Credit Memo	11/26/2021	ADJ/MES VISION DEC COV 2021	0.00	-7.21	
ADJ/MES VISION	Invoice	11/26/2021	ADJ/MES VISION RETIREES DEC COV	0.00	63.16	
INV0011358	Invoice	11/12/2021	MEC	0.00	14.66	
INV0011359	Invoice	11/12/2021	MED	0.00	7.48	
INV0011363	Invoice	11/12/2021	PFE	0.00	29.12	
INV0011364	Invoice	11/12/2021	PFF	0.00	85.76	
INV0011411	Invoice	11/12/2021	MEC	0.00	21.99	
INV0011412	Invoice	11/12/2021	MED	0.00	22.44	
INV0011416	Invoice	11/12/2021	PFE	0.00	70.72	
INV0011417	Invoice	11/12/2021	PFF	0.00	128.64	
INV0011478	Invoice	11/26/2021	MEC	0.00	21.99	
INV0011479	Invoice	11/26/2021	MED	0.00	22.44	
INV0011483	Invoice	11/26/2021	PFE	0.00	62.40	
INV0011484	Invoice	11/26/2021	PFF	0.00	107.20	
INV0011534	Invoice	11/26/2021	MEC	0.00	14.66	
INV0011535	Invoice	11/26/2021	MED	0.00	7.48	
INV0011539	Invoice	11/26/2021	PFE	0.00	29.12	
INV0011540	Invoice	11/26/2021	PFF	0.00	85.76	
010331	RELiance STANDARD LIFE INSURANCE	12/07/2021	Regular	0.00	3,553.39	329638
ADJ RELiance AD	Invoice	11/26/2021	ADJ RELiance AD&D, GL,LD DEC COV 202	0.00	55.21	
INV0011336	Invoice	11/12/2021	AD&D	0.00	4.88	
INV0011354	Invoice	11/12/2021	GROUP LIFE GL164671	0.00	19.41	
INV0011355	Invoice	11/12/2021	POLICY: VAR203005 LTD	0.00	25.00	
INV0011356	Invoice	11/12/2021	LTD111646	0.00	707.05	
INV0011388	Invoice	11/12/2021	AD&D	0.00	6.72	
INV0011405	Invoice	11/12/2021	GROUP LIFE GL164671	0.00	26.79	
INV0011408	Invoice	11/12/2021	POLICY: VAR203005 LTD	0.00	7.50	
INV0011409	Invoice	11/12/2021	LTD111646	0.00	977.31	
INV0011447	Invoice	11/15/2021	AD&D	0.00	0.04	
INV0011449	Invoice	11/15/2021	GROUP LIFE GL164671	0.00	0.14	
INV0011450	Invoice	11/15/2021	LTD111646	0.00	5.11	
INV0011455	Invoice	11/26/2021	AD&D	0.00	6.90	
INV0011472	Invoice	11/26/2021	GROUP LIFE GL164671	0.00	27.55	
INV0011475	Invoice	11/26/2021	POLICY: VAR203005 LTD	0.00	7.50	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0011476	Invoice	11/26/2021	LTD111646	0.00	941.37	
INV0011512	Invoice	11/26/2021	AD&D	0.00	5.24	
INV0011530	Invoice	11/26/2021	GROUP LIFE GL164671	0.00	20.95	
INV0011531	Invoice	11/26/2021	POLICY: VAR203005 LTD	0.00	25.00	
INV0011532	Invoice	11/26/2021	LTD111646	0.00	683.72	
014422	RELiance STANDARD LIFE INSURANCE	12/07/2021	Regular	0.00	5,203.16	329639
ADJ/RELiance DE	Invoice	11/26/2021	ADJ/RELiance DENTAL DEC 2021 COV	0.00	727.12	
ADJ/RELiance DE	Credit Memo	11/26/2021	ADJ/RELiance DENTAL DEC COV 2021	0.00	-0.20	
ADJ/RELiance DE	Invoice	11/26/2021	ADJ/RELiance DENTAL DEC COV 2021	0.00	83.90	
INV0011342	Invoice	11/12/2021	D1F - RELiance DENTAL	0.00	800.25	
INV0011343	Invoice	11/12/2021	D1S - RELiance DENTAL	0.00	96.96	
INV0011344	Invoice	11/12/2021	D2F RELiance DENTAL	0.00	85.80	
INV0011345	Invoice	11/12/2021	D2S RELiance DENTAL	0.00	49.56	
INV0011396	Invoice	11/12/2021	D1F - RELiance DENTAL	0.00	800.25	
INV0011397	Invoice	11/12/2021	D1S - RELiance DENTAL	0.00	290.88	
INV0011398	Invoice	11/12/2021	D2F RELiance DENTAL	0.00	128.70	
INV0011399	Invoice	11/12/2021	D2S RELiance DENTAL	0.00	16.52	
INV0011463	Invoice	11/26/2021	D1F - RELiance DENTAL	0.00	654.75	
INV0011464	Invoice	11/26/2021	D1S - RELiance DENTAL	0.00	290.88	
INV0011465	Invoice	11/26/2021	D2F RELiance DENTAL	0.00	128.70	
INV0011466	Invoice	11/26/2021	D2S RELiance DENTAL	0.00	16.52	
INV0011518	Invoice	11/26/2021	D1F - RELiance DENTAL	0.00	800.25	
INV0011519	Invoice	11/26/2021	D1S - RELiance DENTAL	0.00	96.96	
INV0011520	Invoice	11/26/2021	D2F RELiance DENTAL	0.00	85.80	
INV0011521	Invoice	11/26/2021	D2S RELiance DENTAL	0.00	49.56	
011688	CALIFORNIA STATE DISBURSEMENT UNIT	12/09/2021	Regular	0.00	1,051.82	329640
INV0011581	Invoice	12/10/2021	G49 - CASE#200000000989522	0.00	368.76	
INV0011582	Invoice	12/10/2021	G69 - CASE #200000001704703	0.00	125.07	
INV0011583	Invoice	12/10/2021	G83 200000002140068	0.00	259.38	
INV0011584	Invoice	12/10/2021	G86 200000002241170	0.00	174.92	
INV0011635	Invoice	12/10/2021	G82 200000000935917	0.00	60.00	
INV0011636	Invoice	12/10/2021	G84 200000002177637	0.00	63.69	
010553	ICMA RETIREMENT TRUST-457	12/09/2021	Regular	0.00	8,548.00	329641
INV0011577	Invoice	12/10/2021	DCI	0.00	2,547.00	
INV0011633	Invoice	12/10/2021	DCI	0.00	3,276.00	
INV0011638	Invoice	12/10/2021	DCI	0.00	2,500.00	
INV0011639	Invoice	12/10/2021	DCI	0.00	225.00	
010554	ICMA RETIREMENT TRUST-457 (PT)	12/09/2021	Regular	0.00	667.14	329642
INV0011601	Invoice	12/10/2021	PTR - PART TIME RETIREMENT	0.00	67.61	
INV0011655	Invoice	12/10/2021	PTR - PART TIME RETIREMENT	0.00	599.53	
011691	JENNIFER REYES-MACIAS	12/09/2021	Regular	0.00	300.00	329643
INV0011579	Invoice	12/10/2021	G15 - #D323100	0.00	300.00	
010515	MASS MUTUAL	12/09/2021	Regular	0.00	600.00	329644
INV0011632	Invoice	12/10/2021	DCH - GROUP #020024	0.00	600.00	
011191	ORTIZ, CLARA	12/09/2021	Regular	0.00	250.62	329645
INV0011580	Invoice	12/10/2021	G2 - CASE #D316066	0.00	250.62	
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	12/09/2021	Regular	0.00	2,040.00	329646
INV0011567	Invoice	12/10/2021	AP-ASSOCIATION DUES	0.00	2,040.00	
010291	SEIU LOCAL 721	12/09/2021	Regular	0.00	598.72	329647
INV0011620	Invoice	12/10/2021	SEIU 998	0.00	86.25	
INV0011621	Invoice	12/10/2021	SEIU 998 - VOTING MEMBERS	0.00	469.00	
INV0011627	Invoice	12/10/2021	COMMITTEE ON POLITICAL EDUC.	0.00	43.47	
010898	UNITED WAY OF VENTURA COUNTY	12/09/2021	Regular	0.00	13.00	329648

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0011615	Invoice	12/10/2021	UW - UNITED WAY	0.00	4.00	
INV0011671	Invoice	12/10/2021	UW - UNITED WAY	0.00	9.00	
011688	CALIFORNIA STATE DISBURSEMENT UNIT	12/22/2021	Regular	0.00	683.06	329775
INV0011693	Invoice	12/24/2021	G82 200000000935917	0.00	60.00	
INV0011694	Invoice	12/24/2021	G84 200000002177637	0.00	63.69	
INV0011751	Invoice	12/24/2021	G69 - CASE #200000001704703	0.00	125.07	
INV0011752	Invoice	12/24/2021	G83 200000002140068	0.00	259.38	
INV0011753	Invoice	12/24/2021	G86 200000002241170	0.00	174.92	
010553	ICMA RETIREMENT TRUST-457	12/22/2021	Regular	0.00	9,268.00	329776
INV0011691	Invoice	12/24/2021	DCI	0.00	3,921.00	
INV0011696	Invoice	12/24/2021	DCI	0.00	2,500.00	
INV0011697	Invoice	12/24/2021	DCI	0.00	225.00	
INV0011747	Invoice	12/24/2021	DCI	0.00	2,622.00	
010554	ICMA RETIREMENT TRUST-457 (PT)	12/22/2021	Regular	0.00	786.15	329777
INV0011713	Invoice	12/24/2021	PTR - PART TIME RETIREMENT	0.00	711.10	
INV0011770	Invoice	12/24/2021	PTR - PART TIME RETIREMENT	0.00	75.05	
011691	JENNIFER REYES-MACIAS	12/22/2021	Regular	0.00	300.00	329778
INV0011749	Invoice	12/24/2021	G15 - #D323100	0.00	300.00	
010515	MASS MUTUAL	12/22/2021	Regular	0.00	600.00	329779
INV0011690	Invoice	12/24/2021	DCH - GROUP #020024	0.00	600.00	
011191	ORTIZ, CLARA	12/22/2021	Regular	0.00	250.62	329780
INV0011750	Invoice	12/24/2021	G2 - CASE #D316066	0.00	250.62	
010708	SANTA PAULA POLICE OFFICERS ASSOCIATION	12/22/2021	Regular	0.00	2,040.00	329781
INV0011737	Invoice	12/24/2021	AP-ASSOCIATION DUES	0.00	2,040.00	
010291	SEIU LOCAL 721	12/22/2021	Regular	0.00	625.47	329782
INV0011678	Invoice	12/24/2021	SEIU 998	0.00	86.25	
INV0011679	Invoice	12/24/2021	SEIU 998 - VOTING MEMBERS	0.00	485.75	
INV0011685	Invoice	12/24/2021	COMMITTEE ON POLITICAL EDUC.	0.00	53.47	
010898	UNITED WAY OF VENTURA COUNTY	12/22/2021	Regular	0.00	13.00	329783
INV0011731	Invoice	12/24/2021	UW - UNITED WAY	0.00	9.00	
INV0011786	Invoice	12/24/2021	UW - UNITED WAY	0.00	4.00	
010420	INTERNAL REVENUE SERVICE	12/01/2021	Bank Draft	0.00	52,778.31	991724
CM0000214	Credit Memo	11/17/2021	FEDERAL TAX	0.00	-89.90	
CM0000216	Credit Memo	11/17/2021	MEDICARE	0.00	-11.84	
CM0000218	Credit Memo	11/24/2021	FEDERAL TAX	0.00	-6.01	
INV0011509	Invoice	11/26/2021	FEDERAL TAX	0.00	21,068.29	
INV0011511	Invoice	11/26/2021	MEDICARE	0.00	6,850.00	
INV0011563	Invoice	11/26/2021	FEDERAL TAX	0.00	20,117.71	
INV0011564	Invoice	11/26/2021	MEDICARE	0.00	4,850.06	
011044	STATE OF CALIFORNIA - EDD	12/01/2021	Bank Draft	0.00	17,284.71	991725
CM0000213	Credit Memo	11/17/2021	STATE TAX	0.00	-36.47	
CM0000217	Credit Memo	11/24/2021	STATE TAX	0.00	-2.56	
INV0011508	Invoice	11/26/2021	STATE TAX	0.00	8,157.94	
INV0011562	Invoice	11/26/2021	STATE TAX	0.00	9,165.80	
014872	STATE OF CALIFORNIA EDD - SDI	12/01/2021	Bank Draft	0.00	1,750.48	991726
CM0000215	Credit Memo	11/17/2021	SDI	0.00	-4.91	
INV0011510	Invoice	11/26/2021	SDI	0.00	1,755.39	
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	12/01/2021	Bank Draft	0.00	63,160.83	991727
ADJ/CALPERS RET	Invoice	11/26/2021	ADJ/CALPERS RETIREMENT PR#22 11.26.2	0.00	4.37	
INV0011451	Invoice	11/15/2021	R63	0.00	67.63	
INV0011452	Invoice	11/15/2021	R63	0.00	76.04	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0011453	Invoice	11/15/2021	SB	0.00	0.93	
INV0011492	Invoice	11/26/2021	R24	0.00	1,040.82	
INV0011493	Invoice	11/26/2021	R24	0.00	1,617.72	
INV0011494	Invoice	11/26/2021	R27	0.00	1,070.21	
INV0011495	Invoice	11/26/2021	R27ER	0.00	1,663.41	
INV0011496	Invoice	11/26/2021	R54	0.00	162.00	
INV0011497	Invoice	11/26/2021	R54	0.00	247.05	
INV0011498	Invoice	11/26/2021	R58	0.00	2,223.27	
INV0011499	Invoice	11/26/2021	R58	0.00	3,390.48	
INV0011500	Invoice	11/26/2021	R62	0.00	7,850.81	
INV0011501	Invoice	11/26/2021	R62	0.00	8,827.78	
INV0011502	Invoice	11/26/2021	R72	0.00	792.48	
INV0011503	Invoice	11/26/2021	R72	0.00	800.40	
INV0011504	Invoice	11/26/2021	RP7	0.00	54.55	
INV0011505	Invoice	11/26/2021	RP7	0.00	84.79	
INV0011506	Invoice	11/26/2021	SB	0.00	66.03	
INV0011548	Invoice	11/26/2021	R21	0.00	169.42	
INV0011549	Invoice	11/26/2021	R21	0.00	263.33	
INV0011550	Invoice	11/26/2021	R30	0.00	3,351.08	
INV0011551	Invoice	11/26/2021	R30	0.00	8,370.27	
INV0011552	Invoice	11/26/2021	R52	0.00	238.37	
INV0011553	Invoice	11/26/2021	RMD	0.00	363.52	
INV0011554	Invoice	11/26/2021	R59	0.00	964.48	
INV0011555	Invoice	11/26/2021	R59	0.00	2,409.04	
INV0011556	Invoice	11/26/2021	R63	0.00	444.09	
INV0011557	Invoice	11/26/2021	R63	0.00	499.35	
INV0011558	Invoice	11/26/2021	R72	0.00	7,967.91	
INV0011559	Invoice	11/26/2021	R72	0.00	8,047.58	
INV0011560	Invoice	11/26/2021	SB	0.00	31.62	
011024	CALIFORNIA PUBLIC EMPLOYEE RETIREMENT S	12/06/2021	Bank Draft	0.00	56,981.81	991728
ADJ/CALPERS HE	Invoice	11/26/2021	ADJ/CALPERS HEALTH DEC COV 2021	0.00	164.69	
ADJ/CALPERS RET	Invoice	11/26/2021	ADJ/CALPERS RETIREE HRAH TH DEC COV 2	0.00	3,289.00	
CM0000210	Credit Memo	11/12/2021	PERS SELECT PPO - SINGLE	0.00	-442.96	
INV0011338	Invoice	11/12/2021	ANTHEM SELECT FAMILY	0.00	1,707.93	
INV0011339	Invoice	11/12/2021	ANTHEM SELECT SINGLE	0.00	674.70	
INV0011360	Invoice	11/12/2021	EMPLOYER #0251 DBL	0.00	938.96	
INV0011361	Invoice	11/12/2021	EMPLOYER #0251 FAMILY	0.00	1,220.65	
INV0011362	Invoice	11/12/2021	EMPLOYER #0251 DBL	0.00	783.19	
INV0011365	Invoice	11/12/2021	EMPLOYER #0251	0.00	669.77	
INV0011366	Invoice	11/12/2021	EMPLOYER #0251	0.00	2,612.19	
INV0011367	Invoice	11/12/2021	EMPLOYER #0251	0.00	1,339.56	
INV0011368	Invoice	11/12/2021	PERS SELECT PPO - COUPLE	0.00	1,907.68	
INV0011369	Invoice	11/12/2021	PERS SELECT PPO - FAMILY	0.00	2,457.92	
INV0011391	Invoice	11/12/2021	ANTHEM SELECT DOUBLE	0.00	674.69	
INV0011392	Invoice	11/12/2021	ANTHEM SELECT SINGLE	0.00	337.35	
INV0011413	Invoice	11/12/2021	EMPLOYER #0251 FAMILY	0.00	1,220.65	
INV0011414	Invoice	11/12/2021	EMPLOYER #0251 SINGLE	0.00	469.48	
INV0011415	Invoice	11/12/2021	EMPLOYER #0251 DBL	0.00	783.19	
INV0011418	Invoice	11/12/2021	EMPLOYER #0251	0.00	669.77	
INV0011419	Invoice	11/12/2021	EMPLOYER #0251	0.00	1,741.40	
INV0011420	Invoice	11/12/2021	EMPLOYER #0251	0.00	1,339.56	
INV0011421	Invoice	11/12/2021	PERS SELECT PPO - COUPLE	0.00	953.84	
INV0011422	Invoice	11/12/2021	PERS SELECT PPO - FAMILY	0.00	1,860.00	
INV0011423	Invoice	11/12/2021	PERS SELECT PPO - SINGLE	0.00	2,384.60	
INV0011458	Invoice	11/26/2021	ANTHEM SELECT DOUBLE	0.00	674.69	
INV0011459	Invoice	11/26/2021	ANTHEM SELECT SINGLE	0.00	337.35	
INV0011480	Invoice	11/26/2021	EMPLOYER #0251 FAMILY	0.00	1,220.65	
INV0011481	Invoice	11/26/2021	EMPLOYER #0251 SINGLE	0.00	469.48	
INV0011482	Invoice	11/26/2021	EMPLOYER #0251 DBL	0.00	783.19	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0011485	Invoice	11/26/2021	EMPLOYER #0251	0.00	669.77	
INV0011486	Invoice	11/26/2021	EMPLOYER #0251	0.00	1,741.40	
INV0011487	Invoice	11/26/2021	EMPLOYER #0251	0.00	1,339.56	
INV0011488	Invoice	11/26/2021	PERS SELECT PPO - COUPLE	0.00	953.84	
INV0011489	Invoice	11/26/2021	PERS SELECT PPO - FAMILY	0.00	1,860.00	
INV0011490	Invoice	11/26/2021	PERS SELECT PPO - SINGLE	0.00	2,384.60	
INV0011514	Invoice	11/26/2021	ANTHEM SELECT FAMILY	0.00	1,707.93	
INV0011515	Invoice	11/26/2021	ANTHEM SELECT SINGLE	0.00	674.70	
INV0011536	Invoice	11/26/2021	EMPLOYER #0251 DBL	0.00	938.96	
INV0011537	Invoice	11/26/2021	EMPLOYER #0251 FAMILY	0.00	1,220.65	
INV0011538	Invoice	11/26/2021	EMPLOYER #0251 DBL	0.00	783.19	
INV0011541	Invoice	11/26/2021	EMPLOYER #0251	0.00	669.77	
INV0011542	Invoice	11/26/2021	EMPLOYER #0251	0.00	2,612.19	
INV0011543	Invoice	11/26/2021	EMPLOYER #0251	0.00	1,339.56	
INV0011544	Invoice	11/26/2021	PERS SELECT PPO - COUPLE	0.00	1,907.68	
INV0011545	Invoice	11/26/2021	PERS SELECT PPO - FAMILY	0.00	2,457.92	
INV0011546	Invoice	11/26/2021	PERS SELECT PPO - SINGLE	0.00	476.92	
013539	WAGE WORKS, INC.	12/01/2021	Bank Draft	0.00	178.36	991730
INV3214787	Invoice	12/01/2021	INV3214787	0.00	178.36	
010420	INTERNAL REVENUE SERVICE	12/15/2021	Bank Draft	0.00	63,083.23	991731
INV0011565	Invoice	12/02/2021	MEDICARE	0.00	1.44	
INV0011617	Invoice	12/10/2021	FEDERAL TAX	0.00	25,536.10	
INV0011618	Invoice	12/10/2021	MEDICARE	0.00	5,989.24	
INV0011673	Invoice	12/10/2021	FEDERAL TAX	0.00	23,861.38	
INV0011675	Invoice	12/10/2021	MEDICARE	0.00	7,695.07	
011044	STATE OF CALIFORNIA - EDD	12/15/2021	Bank Draft	0.00	19,918.27	991732
INV0011616	Invoice	12/10/2021	STATE TAX	0.00	10,628.10	
INV0011672	Invoice	12/10/2021	STATE TAX	0.00	9,290.17	
014872	STATE OF CALIFORNIA EDD - SDI	12/15/2021	Bank Draft	0.00	1,914.31	991733
INV0011674	Invoice	12/10/2021	SDI	0.00	1,914.31	
010420	INTERNAL REVENUE SERVICE	12/29/2021	Bank Draft	0.00	51,810.60	991734
INV0011733	Invoice	12/24/2021	FEDERAL TAX	0.00	19,734.81	
INV0011735	Invoice	12/24/2021	MEDICARE	0.00	6,653.78	
INV0011788	Invoice	12/24/2021	FEDERAL TAX	0.00	20,057.55	
INV0011789	Invoice	12/24/2021	MEDICARE	0.00	5,364.46	
011044	STATE OF CALIFORNIA - EDD	12/29/2021	Bank Draft	0.00	16,184.84	991735
INV0011732	Invoice	12/24/2021	STATE TAX	0.00	7,657.10	
INV0011787	Invoice	12/24/2021	STATE TAX	0.00	8,527.74	
014872	STATE OF CALIFORNIA EDD - SDI	12/29/2021	Bank Draft	0.00	1,626.11	991736
INV0011734	Invoice	12/24/2021	SDI	0.00	1,626.11	
013539	WAGE WORKS, INC.	12/15/2021	Bank Draft	0.00	153.71	991737
INV3241533	Invoice	12/15/2021	INV3241533	0.00	153.71	
013539	WAGE WORKS, INC.	12/08/2021	Bank Draft	0.00	34.38	991738
INV3226570	Invoice	12/08/2021	INV3226570	0.00	34.38	
010292	CALIF. PUBLIC EMPLOYEES' RETIREMENT SYSTE	12/29/2021	Bank Draft	0.00	61,803.93	991739
10000001660426	Invoice	12/01/2021	100000016604268 Admin Fee - Retired A	0.00	200.00	
10000001663458	Invoice	01/01/2022	100000016634581 Admin Fee - Retired A	0.00	200.00	
ADJ/CALPERS RET	Credit Memo	12/24/2021	ADJ/CALPERS RETIREMENT PR#24 12.24.2	0.00	-0.45	
INV0011714	Invoice	12/24/2021	R24	0.00	1,040.82	
INV0011715	Invoice	12/24/2021	R24	0.00	1,617.73	
INV0011716	Invoice	12/24/2021	R27	0.00	1,070.21	
INV0011717	Invoice	12/24/2021	R27ER	0.00	1,663.41	
INV0011718	Invoice	12/24/2021	R54	0.00	162.00	

Check Report

Date Range: 12/01/2021 - 12/31/2021

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0011719	Invoice	12/24/2021	R54	0.00	247.05	
INV0011720	Invoice	12/24/2021	R58	0.00	2,223.27	
INV0011721	Invoice	12/24/2021	R58	0.00	3,390.48	
INV0011722	Invoice	12/24/2021	R62	0.00	6,490.74	
INV0011723	Invoice	12/24/2021	R62	0.00	7,298.45	
INV0011724	Invoice	12/24/2021	R72	0.00	792.48	
INV0011725	Invoice	12/24/2021	R72	0.00	800.40	
INV0011726	Invoice	12/24/2021	RP7	0.00	68.94	
INV0011727	Invoice	12/24/2021	RP7	0.00	107.15	
INV0011728	Invoice	12/24/2021	SB	0.00	64.17	
INV0011729	Invoice	12/24/2021	SCP	0.00	152.76	
INV0011730	Invoice	12/24/2021	SCP	0.00	102.40	
INV0011771	Invoice	12/24/2021	R21	0.00	169.58	
INV0011772	Invoice	12/24/2021	R21	0.00	263.57	
INV0011773	Invoice	12/24/2021	R30	0.00	3,351.08	
INV0011774	Invoice	12/24/2021	R30	0.00	8,370.27	
INV0011775	Invoice	12/24/2021	R52	0.00	238.55	
INV0011776	Invoice	12/24/2021	RMD	0.00	363.79	
INV0011777	Invoice	12/24/2021	R59	0.00	964.48	
INV0011778	Invoice	12/24/2021	R59	0.00	2,409.04	
INV0011779	Invoice	12/24/2021	R62	0.00	428.01	
INV0011780	Invoice	12/24/2021	R62	0.00	481.26	
INV0011781	Invoice	12/24/2021	R63	0.00	443.02	
INV0011782	Invoice	12/24/2021	R63	0.00	498.16	
INV0011783	Invoice	12/24/2021	R72	0.00	8,008.31	
INV0011784	Invoice	12/24/2021	R72	0.00	8,088.39	
INV0011785	Invoice	12/24/2021	SB	0.00	34.41	

Bank Code PY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	116	24	0.00	42,038.85
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	144	15	0.00	408,663.88
EFT's	0	0	0.00	0.00
	260	39	0.00	450,702.73

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	745	241	0.00	1,074,657.80
Manual Checks	0	0	0.00	0.00
Voided Checks	0	6	0.00	0.00
Bank Drafts	144	15	0.00	408,663.88
EFT's	0	0	0.00	0.00
	889	262	0.00	1,483,321.68

Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	12/2021	1,483,321.68
			1,483,321.68

Report Summary

Fund Summary

Fund	Payment Amount
100 - GENERAL	499,981.29
104 - GENERAL FUND-MEASURE T	125,622.98
115 - GENERAL RECREATION PRO	5,682.15
201 - MOBILE HOME RENT REVIEW	1,786.00
205 - NPDES STORMWATER QUALITY	2,956.10
206 - STORMWATER PROGRAM	9,035.65
280 - STATE GAS TAX	36,096.94
281 - LOCAL TRANSPORTATION TDA	1,890.51
282 - LOCAL TRANS TDA ART 3	2,436.50
283 - ROAD MAINT & REHAB SB1	8,619.06
311 - SLESF- COPS (AB1913)	841.70
312 - CA USED OIL BLOCK GRANT	132.30
314 - OFF OF TRAFFIC SFTY(OTS)	3,224.19
319 - MISC STATE GRANTS	722.00
401 - FEDERAL STP	13,741.00
405 - AAA (AREA AGCY ON AGING)	4,709.31
412 - AMERICAN RESCUE PLAN	3,762.14
450 - HUD- CDBG	803.11
500 - HILLSBOROUGH OPEN SPACE	355.00
600 - REFUSE RESERVE	1,697.25
610 - SEWER	430,499.00
620 - WATER	231,795.63
702 - EQUIPMENT MAINTENANCE	25,917.85
800 - MISC DEPOSITS	62,240.26
803 - HARDING PARK TRUST	8,773.76
Grand Total:	1,483,321.68

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Travis Walker, Police

Subject: **VENTURA COUNTY TRANSPORTATION COMMISSION GRANT
FUNDING FOR FY 2021-2022**

Date: January 19, 2022

Agenda Item: 10.C

RECOMMENDATION:

Staff recommends City Council

1. Authorize the Santa Paula Police Department's acceptance of \$119,000.00 in grant funding awarded by the Ventura County Transportation Commission for FY 2021-2022.
2. Allocate \$119,000 in revenues (100-4-4500-4279) and a matching amount in expenditures (100-5-4501-610).

Presented by: Travis Walker, Chief of Police

BACKGROUND:

The Ventura County Transportation Commission awards grant funding to local Law Enforcement agencies within Ventura County based on their needs to combat traffic-related collisions within the region.

ANALYSIS:

On September 30th, 2021, the Santa Paula Police Department sought grant funding through the Service Authorities for Freeway Emergencies (SAFE) Incident Responder Grant Program. The grant is facilitated through the Ventura County Transportation Commission to help address specific equipment needs associated with traffic-related investigations associated with the State Highway systems within our city limits. Funding for this Grant is generated from a \$1 vehicle registration fee on all vehicles registered in Ventura County.

On November 5, 2021, the police department was awarded \$119,000.00 for the purchase of equipment to help enhance staff's efficiency and increase their safety while conducting traffic investigations.

The monies allocated from this Grant will be used to purchase the following equipment:

Incident Response Ford Truck
Faro Laser 3D Scene Scanner
Three "Rubberneck" Crime Scene Barriers

STRATEGIC PLAN:

Not Identified in Strategic Plan

FISCAL IMPACTS:

Acceptance of funding from the Ventura County Transportation Commission will result in revenue to the Police Department of \$119,000.00 which will be used as described in the grant agreement. An allocation \$119,000 in revenues (100-4-4500-4279) and an matching amount in expenditures (100-5-4501-610) is required. This allocation will be included in the General Fund as the funding source is the County, and not State or Federal monies.

OPTIONS:

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Lorena Alvarez, Human Resources

Subject: RESOLUTION NO. 7385 ESTABLISHING THE RECREATION LEADER I/II/III CLASSIFICATION SERIES, AMENDING THE BUILDING INSPECTOR I/II JOB DESCRIPTION AND AMENDING THE ADOPTED 2021-2023 SALARY SCHEDULE

Date: January 19, 2022

Agenda Item: 10.D

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt Resolution No. 7385, establishing the Recreation Leader I/II/III classification series, amending the Building Inspector I/II, and amending the adopted 2021-2023 salary schedule.

Presented by: Lorena Alvarez, Human Resources Manager

BACKGROUND:

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

ANALYSIS:

Parks and Recreation Department

After review of the current needs of the Parks and Recreation department relative to youth and senior recreation programs, staff is recommending that the part-time Recreation Leader classification be converted from a single job classification title to a series of three represented classes (Recreation Leader I, Recreation Leader II, and Recreation Leader III), hereby attached as Exhibit "A".

Under the new job description, the Recreation Leader I position will be classified as a part-time seasonal flat rate position, whereas the Recreation Leader II and III will be classified as year-round positions eligible for annual merit step increases. All three represented classes within

the Recreation Leader classification series would perform a variety of duties in support of the City's recreational programs in accordance with the minimum qualifications and level of experience specified for each of the three represented classes within the series. With this action, staff is recommending that the part-time Recreation Coordinator classification be eliminated from the City's position control list and that the incumbents of the position be reclassified as Recreation Leaders III. Incumbents currently classified as Recreation Leader will be reclassified to a Recreation Leader I or II depending on their level of experience as it relates to the new Recreation Leader I/II/III classification series.

Community and Economic Development Department

Based on the needs of the Community and Economic Development department as it relates to the Building Inspector classification, staff is recommending adjusting the responsibilities and duties of the position, along with the certification requirements to more accurately reflect the emerging demands of the position. The City has met and conferred with SEIU, Local 721 to discuss the recommended job description amendments and SEIU is in agreement with the proposed changes. The amended job description is hereby included as Exhibit "B".

In addition, the Community Development department has two Building Inspector I positions currently funded in the approved FY 21-23 budget. One of the incumbents of the position has obtained additional certifications relating to the position that makes him eligible to advance from a Building Inspector I to a Building Inspector II under the new proposed job description.

Staff is recommending that the City Council take the appropriate steps tonight to un-fund a Building Inspector I position and fund a Building Inspector II position in the FY 21-23 budget.

STRATEGIC PLAN:

None.

FISCAL IMPACTS:

The Building Inspector position change will equate to an ongoing increase of approximately \$14,845 at top stop. It is anticipated that the FY 21/22 budget would be impacted by \$6,536, which can be funded through savings from existing staff vacancies in the Community and Economic Development Department. The proposed changes involving the positions in the Parks and Recreation Department are within the adopted FY 21-23 budget allocations previously approved by Council.

PERSONNEL IMPACTS:

Changes in personnel and positions are authorized by the City Council through the approval of a Position Control List and Salary Schedule that is hereby included as Exhibit "C" of Resolution No. 7385.

Council previously approved a City Corps Leader Trainee position during the meeting of May 19, 2021. Exhibit "C" of Resolution No. 7385 also includes a corrected salary range for the City Corps Leader Trainee position taking it from a position that is eligible for step increases to a flat rate minimum wage position.

OPTIONS:

1. Adopt Resolution No. 7385
2. Provide additional direction to Staff.

ATTACHMENTS:

[Resolution No. 7385.docx](#)

[Exhibit A.docx](#)

[Exhibit B.docx](#)

[Exhibit C.pdf](#)

RESOLUTION NO. 7385

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA ESTABLISHING THE RECREATION LEADER I/II/III SERIES CLASSIFICATION, AMENDING THE BUILDING INSPECTOR I/II JOB DESCRIPTION AND AMENDING THE ADOPTED 2021-2023 SALARY SCHEDULE

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

SECTION 1: The City Council approves the creation of the Recreation Leader I/II/III classification series (Job Class Code 801, 802 & 822), attached as Exhibit "A".

SECTION 2: The City Council amends the Building Inspector I/II job description (Job Class Code 823 & 826), attached as Exhibit "B".

SECTION 3: The City Council eliminates the part-time Recreation Coordinator classification (Job Class Code 802) from the position control list.

SECTION 4: The City Council authorizes the un-funding of one Building Inspector I position and funds one Building Inspector II position in the adopted FY 2021-2023 budget.

SECTION 5: The City Council authorizes the Finance Director to amend the Position Control List Full-Time Equivalent (FTE) for part-time positions staying within the adopted FY 2021-2023 budget.

SECTION 6: The City Council amends the 2021-2023 Salary Schedule, attached as Exhibit "C" to this Resolution to reflect the changes stated above.

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

PASSED AND ADOPTED this 19th day of January, 2022.

Jenny Crosswhite, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

John C. Cotti, City Attorney

Dan Singer, City Manager

CITY OF SANTA PAULA, CALIFORNIA

RECREATION LEADER I/II/III

DEFINITION:

Under general supervision incumbents perform a variety of recreational activities for youth, adults and seniors. Performs related duties as required.

Recreation Leaders are typically used for the following programs: Summer Camp, Youth Center, Senior Center, Sport Programs, and Special Events.

The **Recreation Leader I** is the first level in a three level Recreation Leader series. This is an entry level, part-time seasonal position (usually assigned to summer camp & youth sports programs) that does not require previous recreation experience. Employees in this class perform related duties according to established procedures.

The **Recreation Leader II** is a mid-level, part-time, year-round position.

The **Recreation Leader III** is a part-time, year-round position. This position requires an ability to perform a full range of duties as assigned, working independently and exercising judgment, initiative, and providing customer service. The Recreational Leader III is responsible for overseeing the day-to-day operations of part-time or seasonal staff assigned to recreation programs and activities, and providing site leadership.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

Recreation Leader I:

- Maintains a sincere interest in providing each child with a positive summer camp experience.
- Assists with the planning, organizing, implementing, leading and monitoring of summer camp activities
- Prepares and participates in recreational activities, such as indoor/outdoor games, sports, arts and crafts, special events and other related activities.
- Assists in keeping the camp site neat and clean and all equipment and supplies in good order.

- Supervises and accounts for assigned participants at the summer camp location; ensures sign-in and our procedures are followed.
- Chaperones participants on day excursions.
- Serves as a coach, sports official or gym/field monitor during youth and/or adult sports.
- Assist with gym/field prep and set up for youth and/or adult sports.
- Renders first aid in the event of injury.

Recreation Leader II: In addition to performing the duties of a Recreation Leader I, the Recreation Leader II will:

- Assists in organizing, promoting, directing and staffing variety of recreation programs and activities for multiple age groups, and special events.
- Engage youth in activities such as homework support, in-house sports and creative arts.
- Performs a variety of clerical and administrative support functions for assigned program area as needed.
- Opens and/or close Youth Center; follow Youth Center guidelines and procedures.
- Reports to supervisor orally and in writing; completes assigned paperwork, such as attendance reports and /or incident reports.
- Delivers meals to homebound seniors.
- Serve as an instructor for a recreation class for youth and/or adults.
- Assists in training other recreation personnel.

Recreation Leader III: In addition to performing the duties of a Recreation Leader II, the Recreation Leader III will:

- Supervises and oversees recreation programs, events, youth sports leagues and operations at City facilities/parks and offsite locations as it relates to recreation activities.
- Assists in planning, organizing, promoting, and execution of recreation programs and activities for multiple age groups, and special events.
- Provides workshop instruction and in-service training for subordinate staff.
- Assists customers with registering for programs and activities.
- Monitor participants and spectators at City sponsored events to ensure safety and orderly conduct and ensure City policies, procedures, rules and regulations are enforced.
- May be responsible for purchasing and conducting inventories of supplies.
- Chaperones participants on day excursions.
- Renders first aid in the event of injury.

- Performs a variety of clerical and administrative support functions for assigned program area as needed.

EDUCATION, EXPERIENCE AND QUALIFICATIONS:

Recreation Leader I

Completion of Sophomore year in High School, must be a minimum of 16 years old at the time of application. Any related experience. A typical way to acquire experience is to have actively participated in sports programs, music or art classes, or similar activities.

Recreation Leader II:

High School diploma or equivalent. One year of experience. A typical way to acquire experience is to have actively participated in sports programs, leadership, music or arts classes, or similar activities, and have some experience supervising children, communicating with parents and the general public.

Recreation Leader III:

High School diploma or equivalent. Two years of paid recreation program related experience.

Knowledge and Abilities:

Knowledge of: Objectives, methods and techniques of recreation and leisure activities for youth and adults; City policies and procedures; applicable safety precautions and procedures; customer service techniques.

Ability to: Plan, organize and conduct a variety of recreational activities; work a variety schedule that may include days, evenings, weekends and holidays; communicate clearly and concisely, both orally and in writing; establish and maintain and foster positive working relationships with those contacted in the course of work; manage stressful situations with tact and diplomacy; Bilingual ability (English/Spanish) highly desirable, as well as job related experience in a culturally diverse community.

Licenses and Certificates: Possession of a valid First Aid Certificate and Cardiopulmonary Resuscitation (CPR) Certificate is required within 30 days of appointment. May be required to possess and maintain a valid California Driver's License depending on assignment.

Physical and Environmental Demands

Work in an indoor environment with prolonged sitting and in an outdoor environment including prolonged standing, walking, kneeling, crouching, squatting, stooping and bending; work on slippery and uneven surfaces; ability to lift and carry up to 25 pounds; exposure to the sun; have mobility, acute vision, acute hearing and dexterity levels

Job Class: Part-Time
Job Code: 01-801, 802 & 822

appropriate to the duties performed.

Revised

CITY OF SANTA PAULA, CALIFORNIA

BUILDING INSPECTOR I/II

DEFINITION:

Under direction performs non-complex inspection of commercial and residential structures at various stages of construction, alteration and repair; and enforces a variety of building and zoning codes, ordinances, and regulations. Also may perform various office functions including receiving, processing and coordinating permit applications and plans in accordance with municipal and applicable building codes.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth to address business needs and changing business practices.

Building Inspector I: This is the entry-level position in the Building Inspector series.

Building Inspector II: This is the journey level position in the Building Inspector series.

Discusses conformance problems with contractors and forepersons and assists them by indicating needed changes and possible modifications to bring the construction into conformity; schedules inspections to be made; maintains records of inspections made and actions taken; prepares unresolved cases for court proceedings; conducts zoning and general land use and code enforcement inspection work as assigned. Office duties may include coordinating permit applications with various City departments including Engineering, Planning, and the Ventura County Fire Protection District; calculating required fees and issuing permits; reviewing and performing routine plan checks for non-complex commercial and residential projects; conferring with builders, engineers, contractors, architects and the public concerning building codes and permit requirements; and performing related duties as assigned.

Essential Job Functions: Makes routine field inspections of non-complex commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of City, county, state and federal agencies, which requires unassisted ambulatory activity including bending, stooping, walking on uneven surfaces, squatting, lifting objects up to 50 pounds, and climbing. Prepares written and oral reports and correspondence, and receives and processes various building and construction permit applications, plans and specifications. Vision correctable to read small print; clear oral communication, and hearing ability to

Job Class: SEIU, Local 721 (Non-Exempt)

Job Code: 01-323 & 01-326

understand verbal instructions; maintains a variety of record and files; answers questions, receives complaints and performs special investigations as required.

MINIMUM QUALIFICATIONS:

Building Inspector I:

Education and Experience: Minimum of graduation from a community college with a degree in construction technology, building technology or a related field, or graduation from high school and two years of experience in building construction or related field inspection work.

Building Inspector II :

Education and Experience: Same as Building Inspector I, with one year's experience in building code enforcement work in a government agency equivalent to a Building Inspector I.

Knowledge of: Accepted safety standards and methods of building construction, building related codes and ordinances enforceable by the City, specifically the model codes; principles and techniques of building inspection work.

Ability to: Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices; ability to learn to perform entry level inspection skills in a variety of specialty trade areas and to perform competent and efficient work as an inspector; ability to learn to enforce a variety of zoning, general land use and related City codes; ability to read and interpret building plans, specifications and building codes; ability to advise on standard construction methods and requirements; ability to make mathematical computations rapidly and accurately; ability to enforce necessary regulations with firmness and tact; ability to maintain cooperative working relationships with builders, contractors, City staff and the general public. Bilingual ability (English/Spanish) highly desirable, as well as job related experience in a culturally diverse community.

License and Certifications:

Building Inspector I: Possession of or ability to obtain a valid California driver's license. Possession of or ability to obtain within one (1) year of employment a Building Inspector Certificate from an approved organization.

Building Inspector II: Possession of or ability to obtain a valid California driver's license. Possession of Building Inspector Certificate and additional certificates for the following: ICC certification in two or more programs such as Residential Building Inspector, Commercial Building Inspector and Building Plans Examiner from an approved organization.

ADVANCEMENT:

Building Inspector I: Advancement from Building Inspector I to Building Inspector II shall be based upon the performance, experience and ability of the individual, including meeting the minimum qualifications of the Building Inspector II position, at such time as the Community and Economic Development Director recommends advancement for approval by the City Manager.

Building Inspector II: Advancement from Building Inspector II to Senior Building Inspector shall be based upon the performance experience and ability of the individual, including meeting the minimum qualifications of Senior Building Inspector, at such time as the Community and Economic Development Director recommends advancement for approval by the City Manager.

Physical and Environmental Demands

Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities; required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform

similar body movements; lift and/or move up to 50 pounds, occasionally lift and/or move up to 50 pounds. Incumbent must have the ability to work outdoors in inclement weather; work around slippery or uneven surfaces; exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; Incumbent may be exposed to fumes, dust and air contaminants.

FY 2021/22 SALARY SCHEDULE

	Position	Hourly 1	Hourly 2	Hourly 3	Hourly 4	Hourly 5	BARGAINING UNIT
100	CITY MANAGER	95.63					Contract
102	HUMAN RESOURCES MANAGER	47.18	49.54	52.02	54.62	57.35	Executive Management
103	PARKS & RECREATION DIRECTOR	54.19	56.90	59.75	62.74	65.88	Executive Management
106	PLANNING DIRECTOR	58.62	61.55	64.63	67.86	71.25	Executive Management
107	FINANCE DIRECTOR/CITY TREASURER	55.85	58.56	61.40	64.38	67.51	Executive Management
108	PUB WORKS DIR/CITY ENGINE	64.15	67.36	70.73	74.27	77.98	Executive Management
109	POLICE CHIEF	65.82	69.11	72.57	76.20	80.01	Executive Management
110	ASSISTANT CITY MANAGER	64.52	67.75	71.14	74.70	78.44	Executive Management
111	IT MANAGER	47.18	49.54	52.02	54.62	57.35	Executive Management
202	ASSISTANT FINANCE DIRECTOR	42.82	44.96	47.21	49.57	52.05	Mid-Management
205	POLICE COMMANDER	54.86	57.60	60.48	63.50	66.68	Mid-Management
207	ASSISTANT PUB WORKS DIRECTOR	52.29	54.90	57.65	60.53	63.56	Mid-Management
208	CHIEF BUILDING OFFICIAL	40.29	42.30	44.42	46.64	48.97	Mid-Management
209	ASSISTANT POLICE CHIEF	59.70	62.69	65.82	69.11	72.57	Mid-Management
213	PLANNING COMMISSIONER (PER MEETING)	25.00					Appointed
214	PLANNING MANAGER	44.94	47.19	49.55	52.03	54.63	Mid-Management
215	WATER OPERATIONS SUPERINTENDENT	48.81	51.25	53.81	56.50	59.33	Mid-Management
258	PLANNER, ASSISTANT/GIS ANALYST	29.55	31.03	32.58	34.21	35.92	Supervisory & Professional
259	ENGINEERING TECH. SR.	30.29	31.80	33.39	35.06	36.81	Supervisory & Professional
263	PLANNER, ASSOCIATE	33.48	35.15	36.91	38.76	40.70	Supervisory & Professional
265	MANAGEMENT ANALYST	35.18	36.94	38.79	40.73	42.77	Supervisory & Professional
268	ACCOUNTANT	30.93	32.48	34.10	35.81	37.60	Supervisory & Professional
272	WATER SUPERVISOR	33.41	35.08	36.83	38.67	40.60	Supervisory & Professional
273	PURCHASING AGENT	35.18	36.94	38.79	40.73	42.77	Supervisory & Professional
274	SR. RECORDS SUPERVISOR	22.20	23.31	24.48	25.70	26.99	Supervisory & Professional
275	ADMINISTRATIVE ANALYST I	22.20	23.31	24.48	25.70	26.99	Supervisory & Professional
276	RECREATION SUPERVISOR	29.04	30.49	32.01	33.61	35.29	Supervisory & Professional
277	PARKS & FACILITIES SUPERVISOR	29.04	30.49	32.01	33.61	35.29	Supervisory & Professional
278	FLEET SUPERVISOR	29.04	30.49	32.01	33.61	35.29	Supervisory & Professional
279	STREETS MAINTENANCE SUPERVISOR	29.04	30.49	32.01	33.61	35.29	Supervisory & Professional
280	ADMINISTRATIVE ANALYST II	27.76	29.15	30.61	32.14	33.75	Supervisory & Professional
281	ASSOCIATE ENGINEER	39.48	41.45	43.52	45.70	47.99	Supervisory & Professional
282	EMERGENCY SERVICES COORDINATOR	30.93	32.48	34.10	35.81	37.60	Supervisory & Professional
283	CITY CLERK	26.89	28.15	29.47	30.86	32.32	Supervisory & Professional
301	CUSTODIAN	18.00	18.90	19.85	20.84	21.88	SEIU
302	CUST SERVICES REP	18.00	18.90	19.85	20.84	21.88	SEIU
304	WATER DISTRIBUTION OPERATOR I	22.27	23.38	24.55	25.78	27.07	SEIU
309	ADMINISTRATIVE ASSISTANT	18.62	19.55	20.53	21.56	22.64	SEIU
311	ANIMAL SERVICES COORDINAT	19.46	20.43	21.45	22.52	23.65	SEIU
313	SR. ADMINISTRATIVE ASST.	19.55	20.53	21.56	22.64	23.77	SEIU
314	WATER DISTRIBUTION OPERATOR II	23.39	24.56	25.79	27.08	28.43	SEIU
315	MECHANIC I	19.76	20.75	21.79	22.88	24.02	SEIU
318	WATER TREATMENT/PROD OPERATOR I	24.55	25.78	27.07	28.42	29.84	SEIU
320	WATER TREATMENT/PROD OPERATOR II	25.79	27.08	28.43	29.85	31.34	SEIU
321	WATER DIST OPERATOR III	24.55	25.78	27.07	28.42	29.84	SEIU
322	LEAD WATER DIST OPERATOR	27.07	28.42	29.84	31.33	32.90	SEIU
323	BUILDING INSPECTOR I	23.17	24.33	25.55	26.83	28.17	SEIU
324	MECHANIC II	24.74	25.98	27.28	28.64	30.07	SEIU
325	WATER DIST WORKER IV	25.79	27.08	28.43	29.85	31.34	SEIU
326	BUILDING INSPECTOR II	28.15	29.56	31.04	32.59	34.22	SEIU
328	ENGINEERING TECH/INSPECTO	22.83	23.97	25.17	26.43	27.75	SEIU
329	SENIOR ACCOUNTING TECHNIC	20.67	21.70	22.79	23.93	25.13	SEIU

FY 2021/22 SALARY SCHEDULE

	Position	Hourly 1	Hourly 2	Hourly 3	Hourly 4	Hourly 5	BARGAINING UNIT
330	EQUIPMENT MAINT LEADWORK	26.67	28.00	29.40	30.87	32.41	SEIU
331	FACILITIES MAINT LEADWORK	21.94	23.04	24.19	25.40	26.67	SEIU
332	FAC MAINT WRK I	18.00	18.90	19.85	20.84	21.88	SEIU
333	FAC MAINT WRK II	20.34	21.36	22.43	23.55	24.73	SEIU
334	MAINTENANCE WRK I	18.00	18.90	19.85	20.84	21.88	SEIU
335	MAINTANENCE WRK II	20.34	21.36	22.43	23.55	24.73	SEIU
336	LEAD WATER TREAT & PROD OPERATOR	27.06	28.41	29.83	31.32	32.89	SEIU
339	STREET MAINT LEADWORKER	21.94	23.04	24.19	25.40	26.67	SEIU
340	WASTEWATER LEADWORKER	21.61	22.69	23.82	25.01	26.26	SEIU
341	WASTEWATER COLL WRK I	18.00	18.90	19.85	20.84	21.88	SEIU
342	WASTEWATER COLL WRK I	20.34	21.36	22.43	23.55	24.73	SEIU
343	COMMUNITY DEVELOPMENT TECHNICIAN	22.83	23.97	25.17	26.43	27.75	SEIU
344	RECREATION PROGRAM COORDINATOR	18.79	19.73	20.72	21.76	22.85	SEIU
345	PERMIT TECHNICIAN	25.96	27.26	28.62	30.05	31.55	SEIU
346	ENGINEERING TECH I	22.54	23.67	24.85	26.09	27.39	SEIU
347	ENGINEERING TECH II	26.09	27.39	28.76	30.20	31.71	SEIU
348	LEAD PARK AND ABATEMENT SPECIALIST	18.79	19.73	20.72	21.76	22.85	SEIU
349	ACCOUNTING SPECIALIST	22.33	23.45	24.62	25.85	27.14	SEIU
401	PUBLIC SAFETY DISP CLERK	22.77	23.91	25.11	26.37	27.69	SPPOA
402	PUB SAFETY DISPATCH SUPER	29.44	30.91	32.46	34.08	35.78	SPPOA
403	POLICE OFFICER	34.31	36.03	37.83	39.72	41.71	SPPOA
405	POLICE SENIOR	38.05	39.95	41.95	44.05	46.25	SPPOA
406	POLICE SERGEANT	43.88	46.07	48.37	50.79	53.33	SPPOA
407	POLICE RECRUIT	26.42	27.74	29.13	30.59	32.12	N/A
501	COMMUNITY SERVICES OFFICE	18.00	18.90	19.85	20.84	21.88	CSO
502	EVIDENCE & PROPERTY TECHNICIAN	21.15	22.21	23.32	24.49	25.71	CSO
503	RECORDS TECHNICIAN	18.00	18.90	19.85	20.84	21.88	CSO
703	IT SUPPORT ANALYST	31.91	33.51	35.19	36.95	38.80	Unrepresented/Confidential
704	PAYROLL SPECIALIST	22.33	23.45	24.62	25.85	27.14	Unrepresented/Confidential
705	EXECUTIVE ASSISTANT TO THE CITY MANAGER	21.15	22.21	23.32	24.49	25.71	Unrepresented/Confidential
706	HUMAN RESOURCES ANALYST	31.91	33.51	35.19	36.95	38.80	Unrepresented/Confidential
707	HUMAN RESOURCE TECHNICIAN	21.15	22.21	23.32	24.49	25.71	Unrepresented/Confidential
801	RECREATION LEADER II	15.00	15.75	16.54	17.37	18.24	N/A
802	RECREATION LEADER III	16.00	16.80	17.64	18.52	19.45	N/A
803	COMM SERVICE OFFICER	15.00	15.75	16.54	17.37	18.24	N/A
804	NUTRITION COORDINATOR	15.00	15.75	16.54	17.37	18.24	N/A
806	FACILITY ATTENDANT	15.94	16.74	17.58	18.46	19.38	N/A
808	SENIOR COORDINATOR	18.79	19.73	20.72	21.76	22.85	N/A
809	SECRETARY II	20.12	21.13	22.19	23.30	24.47	N/A
810	POLICE RESERVE	26.05	27.35	28.72	30.16	31.67	N/A
811	CITY INTERN	15.00	15.75	16.54	17.37	18.24	N/A
816	PARK ABATEMENT SPECIALIST	17.71	18.60	19.53	20.51	21.54	N/A
818	POLICE CADET	15.00	15.75	16.54	17.37	18.24	N/A
819	PW FIELD TECHNICIAN	15.00	15.75	16.54	17.37	18.24	N/A
820	CRIMINAL INVESTIGATIVE ANALYST	34.22	35.93	37.73	39.62	41.60	N/A
821	MECHANIC HELPER P/T	15.00	15.75	16.54	17.37	18.24	N/A
822	RECREATION LEADER I / CITY CORPS TRAINEE	15.00					N/A
900	COUNCILMEMBER (MONTHLY)	300.00					Elected

Notes

\$300 montly stipend included in range 107 & 701 for City Treasurer and City Clerk duties respectively

10% Engineer's Certificate included in range 108 & 207

\$15 and \$16 hourly rate will begin in January 2022

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dan Singer, Administration

Subject: FLAG DISPLAY POLICY

Date: January 19, 2022

Agenda Item: 10.E

RECOMMENDATION:

Staff recommends that the City Council adopt Resolution No. 7388 enacting a Santa Paula Flag Display Policy.

Presented by: John Cotti, City Attorney

BACKGROUND:

The United States Flag Code and the California Government Code govern the display of flags at federal, state, county, and municipal government buildings. The Government Code requires that the United States Flag and the California Flag be displayed at government buildings, with the United States Flag at highest honors. The Government Code does not provide any language regarding displaying any other flags at government buildings. The Santa Paula Municipal code is also silent regarding the display of flags upon City property.

At the October 6 and December 16, 2021, meetings, the City Council discussed the establishment of a policy governing the display of commemorative flags at City facilities such as Veterans Memorial Park. During those discussions, the Council also considered the first amendment implications related to certain flag policies and reviewed several flag policies from other jurisdictions. After a lengthy discussion, the Council ultimately directed City staff to bring back a policy that governs the display of the United States, California, POW/MIA, and City flags at City facilities. The Council declined to include a process for the flying of commemorative flags.

ANALYSIS:

Consistent with the Council's direction, the attached Flag Display Policy incorporates the Council's direction by recognizing that the City's flagpoles are not intended to serve as a forum for free expression of the public, but rather only for the display of the United States, California, POW-MIA, and City flags.

STRATEGIC PLAN:

None

FISCAL IMPACTS:

There are no fiscal or personnel impacts associated with this item.

OPTIONS:

In addition to the recommended action, the City Council can also

1. Request that staff revise or conduct further review of the Flag Display Policy.
2. Decline to move forward with this item.

ATTACHMENTS:

[Exhibit A - Resolution No. 7388 Adopting the Flag Display Policy.DOCX](#)

RESOLUTION NO. 7388

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA ADOPTING THE SANTA PAULA FLAG DISPLAY POLICY

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

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

1. The City Council desires to establish a policy that provides guidance and standards for the display of flags at City facilities, including the United States, State of California, and City flags;.
2. In adopting this Policy, the City Council declares that flags and flagpoles owned or maintained by the City of Santa Paula are not intended to serve as a forum for free expression by the public, but rather as a as a nonpublic forum for the display of the United States, State of California, and City Flags.

SECTION 2: *Adoption of the Santa Paula Flag Display Policy..* The City Council of the City of Santa Paula hereby adopts the Santa Paula Flag Display Policy, attached hereto as Exhibit A.

SECTION 3: *CEQA.* The City Council hereby finds and determines that this Resolution relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is not a project within the meaning of the California Environmental Quality Act ("CEQA") and the State CEQA Guidelines, section 15378(b)(5).

SECTION 4: *Severability.* If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the Resolution which can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are severable. The City Council hereby declares that it would have adopted this Resolution irrespective of the invalidity of any particular portion thereof.

SECTION 5. *Effective Date.* This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED this 19th day of January, 2022

Jenny Crosswhite, Mayor

ATTEST:

Julie Latshaw, City Clerk

APPROVED AS TO FORM:

John C. Cotti, City Attorney

APPROVED AS TO CONTENT:

Dan Singer, City Manager

Exhibit “A”

Santa Paula Flag Display Policy

The Santa Paula City Council (“City Council”) desires to establish a “Flag Display Policy” (“Policy”). In adopting this Policy, the City Council declares that the City of Santa Paula’s flagpoles are not intended to serve as a forum for free expression of the public, but rather for the display of Federal, State, POW/MIA, and City of Santa Paula flags, consistent with applicable law and past practice.

I. Purpose

A. The purpose of this Policy is to establish clear guidance from the City Council regarding the indoor and outdoor display of flags at City of Santa Paula (“City”) owned properties.

B. In adopting this Policy, the City Council desires to memorialize the past practice of displaying only nationally and congressionally recognized flags, consistent with required law.

C. In adopting this Policy, the City Council declares that flagpoles owned or maintained by the City are not intended to serve as a forum for free expression by the public. Rather, such flagpoles are a non-public forum for the display of Federal, State, POW/MIA, and City of Santa Paula flags, as authorized by this Policy.

D. The City will not display a commemorative flag on any City flagpole.

II. Policy

A. Conformance with Federal and State Law. The Flag of the United States, the Flag of the State, and other flags shall be displayed in accordance with all Federal and State statutes and regulations, including, but not limited to United States Code, Title 4, Chapter 1, sections 1 *et seq.* and California Government Code Title 1, Division 2, Chapter 3, sections 430 *et seq.*, as may be amended from time to time, and this Policy.

B. City-Owned Properties (including Parks). If there is an outside flagpole, the Flag of the United States and Flag of the State may be displayed, as described in section II(A) above. The City of Santa Paula Flag may also be displayed from such flagpole. If flags are displayed indoors, those flags are limited to the Flag of the United States, the Flag of the State, and City of Santa Paula Flag.

C. Commemorative flags may not be displayed. The City will not display a commemorative flag on any City flagpole. If such City owned property is leased or licensed to a third party, that third party shall not be bound by this Policy, but must comply with any Federal, State, or local laws related to display of flags.

D. POW-MIA Flag. In addition, Veteran’s Memorial Park may allow the display of the nationally and congressionally recognized prisoner-of-war/missing-in-

action ("POW-MIA") Flag. (See 36 U.S.C. § 902, Federal Public Law §116-67, Federal Public Law §94-344.)

III. Procedures

A. Consistent with section II(A), no other flag shall be placed above the Flag of the United States and no other flag shall be larger than the Flag of the United States.

B. Flags should be hoisted briskly and lowered ceremoniously. The United States Flag should be hoisted first and lowered last.

C. Flags shall be displayed during operating hours on all days on which the City is open for business, and on national and state holidays. Flags may be displayed twenty-four (24) hours a day as long as they are illuminated during darkness.

D. Flags shall not be displayed during inclement weather, unless all- weather flags are used and are illuminated during darkness.

E. When flags are displayed on a single pole, the order from top to bottom shall be: the Flag of the United States, the Flag of the State, if displayed, the City of Santa Paula Flag, and, if displayed, the POW/MIA Flag.

F. When the flags are displayed from adjacent flag poles, the Flag of the United States shall be displayed at the highest point of honor. The Flag of the State shall be placed in the second position of honor.

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: James Mason, Community Development

Subject: PROFESSIONAL SERVICES AGREEMENT WITH CITYGATE ASSOCIATES LLC. FOR AN ORGANIZATIONAL EFFICIENCY ASSESSMENT OF DEVELOPMENT SERVICES PROCESS.

Date: January 19, 2022

Agenda Item: 11.A

RECOMMENDATION:

Staff recommends that the City Council:

1. Authorize the City Manager to execute a Professional Services Agreement with Citygate Associates LLC until December 31, 2022 to conduct an organizational efficiency assessment of the City of Santa Paula development services processes in an amount not to exceed \$32,000; in a form approved by the City Attorney, and
2. Allocate a budget allocation for \$32,000 is needed for both donation revenues (100-4-7500-6157) and professional services expenditures (100-5-3001-209).

Presented by: James Mason, Community & Economic Development Director

BACKGROUND:

City staff has been working to address the challenges of increased development and the need to provide high quality customer service and timely development review. As a result of discussions with representatives from current development projects including the Limoneira-Lewis Companies, staff is requesting that the City Manager execute an agreement with a consultant who will conduct an organizational and operational review of the development services functions across all city departments involved in the development review process. In addition, the consultant is to provide recommendations and an implementation plan for improvements. The purpose of this study is to identify and address inefficiencies in the City's development process with the goal of creating a simplified, streamlined process with predictable timelines that produces high quality development projects.

Outreach was conducted to three potential consultants with expertise in operational and organizational audits and on November 11, 2021, the City received a single proposal from Citygate Associates LLC. Based on a review of services provided to other communities,

Citygate has well-defined methodologies for data collection and analysis, recent experience conducting related studies, and the combination of expertise most appropriate for the functions in all City departments involved in the Development Services Process.

ANALYSIS:

Citygate has conducted similar community development process and program analysis more than sixteen jurisdictions in California and many more organizations throughout the county. They have extensive experience identifying opportunities for cities to improve the efficiency, transparency, and predictability of land use review and permitting processes. As a part of their analysis of the City's development process Citygate will interview staff and customers; conduct an in-depth review of documents, policies and operational procedures; and provide an implementation plan for their recommendations.

STRATEGIC PLAN:

1. Operational Excellence

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

Objective 1. Streamline the application and permitting processes for businesses.

Utilization of a consultant for review of the development review and permitting process will provide the necessary analysis and recommendations to improve customer service and permit work flows.

FISCAL IMPACTS:

The cost of the proposed contract is \$32,000. Limoniera-Lewis has offered to donate the funds for the services. As such, a budget allocation for \$32,000 is needed for both donation revenues (100-4-7500-6157) and professional services expenditures (100-5-3001-209).

OPTIONS:

The City Council could choose not to enter into this contract; however, this may hinder the process of improving the development services process across all departments throughout the City.

ATTACHMENTS:

[Santa Paula_Citygate Professional Services Agreement \(2020\)-c1-c1.docx](#)
[Exhibit A Work Plan, Project Team, Schedule & Fees.pdf](#)

ATTACHMENT A

**PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF SANTA PAULA AND CITYGATE ASSOCIATES LLC**

**CITY OF SANTA PAULA
PROFESSIONAL SERVICES AGREEMENT**

1. PARTIES AND DATE.

This Agreement is made and entered into this 19 day of January, 2022, by and between the City of Santa Paula, a municipal corporation organized under the laws of the State of California with its principal place of business at 970 Ventura Street, Santa Paula, CA 93060, County of Ventura, State of California ("City") and CITYGATE ASSOCIATES LLC (a California limited liability company), with its principal place of business at 600 Coolidge Drive, Suite 150, Folsom, California 95630 ("Consultant"). City and Consultant are sometimes individually referred to herein as "Party" and collectively as "Parties."

2. RECITALS.

2.1 Consultant.

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

2.2 Project.

City desires to engage Consultant to render such professional services for organizational efficiency assessment of the City of Santa Paula development services processes ("Project") as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

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

3.1.2 Term. The term of this Agreement shall be from February1, 2022 to December 31, 2022 to unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

3.2 Compensation.

3.2.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in Exhibit "C" attached hereto and incorporated herein by reference. The total compensation shall not exceed THIRTY-TWO THOUSAND DOLLARS (\$32,000.00) without written approval of the City Council or City Manager, as applicable. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

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

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

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

3.3 Responsibilities of Consultant.

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

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

request of City, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

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

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

David C. DeRoos, MPA, CMC President

Stephanie DeWolfe, MRED, Project Manager

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

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

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

3.3.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, and that such licenses and approvals shall be maintained throughout the term of this Agreement. Consultant

shall perform, at its own cost and expense and without reimbursement from the City, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its subconsultants who is determined by the City to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the City, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.3.9 Period of Performance.

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

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

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

3.3.10 Laws and Regulations; Employee/Labor Certification.

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

of such laws and regulations in connection with the Services and this Agreement. All violations of such laws and regulations shall be grounds for the City to terminate the Agreement for cause.

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

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

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

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

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

3.3.11 Insurance. *****CITY RISK MANAGER TO REVIEW PRIOR TO EACH**

USE***]

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

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

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

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

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

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

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

(A) Commercial General Liability: (1) Additional Insured: The City, its officials, officers, employees, agents, and volunteers shall be additional insureds with regard to liability and defense of suits or claims arising out of the performance of the Agreement. Additional Insured Endorsements shall not (1) be restricted to "ongoing operations"; (2) exclude "contractual liability"; (3) restrict coverage to "sole" liability of Consultant; or (4) contain any other exclusions contrary to the terms or purposes of this Agreement. For all policies of Commercial General Liability insurance, Consultant shall provide endorsements in the form of ISO CG 20 10 10 01 and 20 37 10 01 (or endorsements providing the exact same coverage) to effectuate this requirement. (2) Cancellation: Required insurance policies shall not be canceled or the coverage reduced until a thirty (30) day written notice of cancellation has been served upon the City except ten (10) days shall be allowed for non-payment of premium.

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

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

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

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

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

3.3.11.6 Deductibles and Self-Insured Retentions. Any deductible or self-insured retention must be approved in writing by the City and shall protect the City, its officials, officers, employees, agents, and volunteers in the same manner and to the same extent as they

would have been protected had the policy or policies not contained a deductible or self-insured retention.

3.3.11.7 Evidence of Insurance. The Consultant, concurrently with the execution of the Agreement, and as a condition precedent to the effectiveness thereof, shall deliver either certified copies of the required policies, or original certificates on forms approved by the City, together with all endorsements affecting each policy. Required insurance policies shall not be in compliance if they include any limiting provision or endorsement that has not been submitted to the City for approval. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf. At least fifteen (15) days prior to the expiration of any such policy, evidence of insurance showing that such insurance coverage has been renewed or extended shall be filed with the City. If such coverage is cancelled or reduced and not replaced immediately so as to avoid a lapse in the required coverage, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the City evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies.

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

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

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

3.3.11.11 Additional Insurance Provisions

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

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

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

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

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

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

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

3.4 Labor Code Requirements.

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

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

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

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

3.5 Termination of Agreement.

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

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

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

3.6 Indemnification.

3.6.1 To the fullest extent permitted by law, Consultant shall defend (with counsel

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

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

3.7 General Provisions.

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

3.7.2 Independent Contractors and Subcontracting.

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

3.7.2.2 Prior Approval Required. Consultant shall not use any Subcontractor to provide the Services, or any portion of the work required by this Agreement, without prior written approval of City. In the event that City authorizes Consultant to use a Subcontractor, Consultant shall enter into a written agreement with the Subcontractor, which must

include all provisions of the Agreement, including a restriction on the Subcontractor's use of further independent contractors, subcontractors or subconsultants without the City's prior written consent.

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

Consultant: CITYGATE ASSOCIATES LLC
600 Coolidge Drive, Suite 150
Stockton, CA 95630
ATTN: David DeRoos, President

City: City of Santa Paula
970 Ventura Street
Santa Paula, CA 93060
ATTN: James Mason,
Community & Economic Development Director

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

3.7.4 Ownership of Materials and Confidentiality.

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

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

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

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

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

3.7.4.6 Confidential Information. The City shall refrain from releasing Consultant's proprietary information ("Proprietary Information") unless the City's legal counsel determines that the release of the Proprietary Information is required by the California Public Records Act or other applicable state or federal law, or order of a court of competent jurisdiction, in which case the City shall notify Consultant of its intention to release Proprietary Information. Consultant shall have five (5) working days after receipt of the release notice to give City written notice of Consultant's objection to the City's release of Proprietary Information. Consultant shall

indemnify, defend and hold harmless the City, and its officers, directors, employees, and agents from and against all liability, loss, cost or expense (including attorney's fees) arising out of a legal action brought to compel the release of Proprietary Information. City shall not release the Proprietary Information after receipt of an objection notice unless either: (1) Consultant fails to fully indemnify, defend (with City's choice of legal counsel), and hold City harmless from any legal action brought to compel such release; and/or (2) a final and non-appealable order by a court of competent jurisdiction requires that City release such information.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3.8 Federal Provisions. [***INCLUDE THIS SECTION ONLY IF FEMA FUNDED; DELETE OTHERWISE. IF FUNDED BY FEDERAL FUNDS OTHER THAN FROM FEMA, CONTACT THE CITY ATTORNEY'S OFFICE FOR ASSISTANCE***]

FEMA financial assistance will be used to fund all or a portion of this Agreement. The Consultant shall comply with all federal requirements including, but not limited to, the following: 2 C.F.R. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which is expressly incorporated herein by reference, and Federal Contract Provisions attached hereto as Exhibit “A-1” and incorporated herein by reference. Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in the Agreement, including but not limited to, 2 C.F.R. Part 200 and the Federal Contract Provisions. With respect to any conflict between such federal requirements and the terms of this contract and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control.

[SIGNATURES ON NEXT PAGE]

**SIGNATURE PAGE TO PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF SANTA PAULA AND
CITYGATE ASSOCIATES LLC**

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

CITY OF SANTA PAULA

[CITYGATE ASSOCIATES LLC]

Approved By:

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

Dan Singer.
City Manager

Approved as to Form:

By: _____

Its: _____

John Cotti
City Attorney

Printed Name: _____

Attested By:

By: _____

Its: _____

Julie Latshaw, City Clerk

Printed Name: _____

(BB&K 2017)

Exhibit "D"-1

65283.00001\33115264.1

EXHIBIT A

WORK PLAN / PROJECT TEAM / SCHEDULE & FEES



CITYGATE ASSOCIATES, LLC

600 Coolidge Drive, Suite 150 ■ Folsom, CA 95630 ■ PH 916-458-5100 ■ FAX 916-983-2090

November 11, 2021

Dan Singer
City Manager, City of Santa Paula
P.O. Box 569
Santa Paula, CA 96061
dsinger@spcity.org

**RE: PROPOSAL TO PERFORM AN ORGANIZATIONAL EFFICIENCY ASSESSMENT OF THE
COMMUNITY AND ECONOMIC DEVELOPMENT DEPARTMENT FOR THE CITY OF SANTA
PAULA**

Dear Mr. Singer:

Citygate Associates, LLC (Citygate) is pleased to submit this proposal to perform an organizational efficiency assessment of the Community and Economic Development Department (Department) for the City of Santa Paula (City). Our firm has conducted well over 500 consulting reviews for over 300 government agencies primarily in the West, with a specialization in all aspects of community development. (Please visit our website at www.citygateassociates.com for further information.) This brief engagement letter will provide you with an introduction to Citygate and an overview of our Work Plan, Project Team, project schedule, and fees. Our qualifications and references are provided as **Attachment B**.

We understand that while the City has conducted initial steps toward process streamlining, the City desires to identify further opportunities to improve the overall efficiency, transparency, and predictability of the land use review and permitting process. The City is seeking a consulting firm to develop a roadmap of recommendations to improve the Department's processes and assure the highest level of customer service, particularly in consideration of anticipated increases in workload due to largescale projects on the horizon. We believe you will find our qualifications exceptional, as detailed in our proposal.

INTRODUCTION TO CITYGATE

Citygate has conducted over 35 consulting studies focused exclusively on community development, planning, building, engineering, code compliance, and development review permitting processes. In California, we have successfully conducted related community development studies in smaller cities such as Atwater, Goleta, Healdsburg, Los Altos, Ojai, and West Hollywood; in larger cities such as Carlsbad, Corona, Modesto, Salinas, San Luis Obispo, and Vista; and in the Counties of Monterey, Sacramento, San Diego, and Solano. Outside of

California, our community development engagements have included unique organizational cultures such as rural Clark County, Washington; Grants Pass, Oregon; Salt Lake City and Ogden, Utah; and Lee County, Florida. These studies are examples of our community development work with a diverse range of agency sizes and complexities.

Citygate is committed to producing outcomes and results, not reports with recommendations that may never be implemented. Our recommendations are rooted in principles of stakeholder and customer involvement, transparency, collaboration, confidence, excellent service delivery, and continuous improvement. Many of our smaller client agencies are wrestling with increased planning and building workloads yet are confined by minimal staffing which makes it difficult to complete the work on time and with excellence. We have unmatched experience in successfully implementing our recommendations and we understand the many challenges local governments face as they begin to make changes to current processes and procedures.

Our proposed Project Team consists of award-winning local government practitioners with many years of experience as executive managers in community development.

Our Project Manager, *Stephanie DeWolfe*, is a local government leader with more than 30 years of experience crafting creative solutions to achieve community visions. Known for driving innovative outcomes and seeking balance among diverse stakeholders, her career spans both community development and city management, with extensive experience in both fields. She recently retired as City Manager with the City of South Pasadena, and previously held the positions of Deputy City Manager and Community Development Director for the City of West Hollywood. These positions built on her many years of experience in the City of Pasadena where she was Deputy Director of Planning and Development, as well as acting Assistant City Manager. She has successfully led a variety of prominent projects over the years including the comprehensive restructuring of the Pasadena Planning Department into a model one-stop permit center, the development of an award-winning citywide organizational effectiveness program, and a pivotal update of Land Use and Mobility Elements of the General Plan. During her career, she has conducted operational efficiency studies for three Planning Departments similar in size to your City, or larger.

Ms. DeWolfe will be primarily assisted by Citygate's President, *David DeRoos*, who has led over 500 consulting engagements, including every community development study Citygate has performed. As a consultant with Ernst & Young in Southern California, Mr. DeRoos was involved in the newly incorporated small Cities of Agoura Hills and Westlake Village, and also consulted with the City of Moorpark. Mr. DeRoos staffed the Planning Commission for the City of Marysville, a rural Northern California small town.

Citygate's proposed Project Team understands the unique character, dynamics, and challenges of small local governments, and looks forward to applying this specialized knowledge and skills to Santa Paula.

CITYGATE'S WORK PLAN

Our proposed Work Plan has been developed consistent with our experience in conducting organizational efficiency reviews in local government agencies across California and throughout the United States.

Task 1: Initiate and Manage the Project

Citygate will meet virtually with City officials to initiate the study to enhance our understanding of the issues and the context of this study. We will correlate our understanding of the study's scope and ensure that our Work Plan and project schedule are mutually agreeable. During this meeting we will also:

- ◆ Review the availability of the documents outlined in Task 2 and any other documents the City deems appropriate.
- ◆ Solicit City input regarding employees in other departments (such as Public Works and Fire) or outside consultants with responsibility for steps in the process who should be included in the interviews and optional process mapping (see Task 4).
- ◆ Receive the list of customers that staff desire to be interviewed.

Task 2: Conduct Initial Review of Documents, Policies, and Procedures

During the initial review of operations, we will:

- ◆ Review the organizational chart, mission, goals, and objectives of the key functions within the Department and in other departments who participate directly in the review and permitting process (such as Public Works and Fire).
- ◆ Review current process maps, policies, and procedures, including the new Design Review Manual.
- ◆ Review current and historical workload data, current work plans and anticipated workload projections for each function, and for any contract staff or relevant consultants.
- ◆ Review existing and anticipated performance metrics.
- ◆ Review the structure and skillset of current and anticipated staffing for each function.
- ◆ Review the City's Strategic Plan to ensure alignment with broad Council goals.

- ◆ Review other documents as deemed relevant by staff.

Based on the outcome of this data gathering, we will develop an overall process profile of the planning, building, engineering, fire, and code enforcement operations and will identify areas for improvement. Once our data and document review is complete, we will be prepared to conduct focused interviews in Task 3.

Task 3: Conduct Staff Interviews

Gathering feedback from staff regarding current operations and how they might be improved is critical to identifying opportunities for streamlining and transparency. In this step, we will:

- ◆ Conduct on-site interviews with Department and other City staff, contractors, and consultants to gain their insight on various aspects of the operational processes; these interviews may be held in groups or teams to facilitate the sharing of different perspectives and ideas.
- ◆ All comments will be kept anonymous to ensure participants feel comfortable sharing their honest viewpoints.

Task 4: (Optional) Facilitate Flowchart Mapping

Mapping processes and procedures is one of the most valuable steps toward understanding how the review and approval steps are actually executed. This exercise often illuminates areas that are unclear even to staff and reveals friction at transition points that are otherwise not readily obvious. If the City selects this option, Citygate will:

- ◆ Convene team workshops to review existing flowcharts and map out undocumented processes. While we will facilitate the process to focus on unclear or missing pieces, we believe it is critical for the staff to work through the mapping process together.
- ◆ It is helpful to have the draft flowcharts prior to interviewing customers (next step) to compare how staff view the process and how the customers experience the process.
- ◆ Working draft flowcharts will be generated in PowerPoint for use during analysis.

Task 5: Conduct Customer Interviews

After gathering feedback from staff in Task 3, we will now gather feedback from customers as the next essential component of improving the process. Customers and staff may agree on areas in need of improvement, but more likely see different issues. Citygate will:

- ◆ Conduct on-site interviews, using a staff-developed, targeted list of customers (not to exceed 12) ranging from small “mom and pop” applicants to major developer applicants, to understand their expectations and perceptions of the services provided by the City.
- ◆ We will correlate this customer information with known operational data, draft working flowcharts (if selected), and staff perspectives regarding timeliness and quality of service.

Task 6: Conduct In-Depth Operational Analysis

Once the overall process profiles (in addition to the optional graphic flowcharting) have been developed, we will document the primary inputs, outputs, and sub-processes involved in key operations. Bottlenecks, redundant systems, inadequate controls, inefficient procedures, insufficient staffing, skillsets or training, and opportunities for additional technological enhancements will be identified. This will allow us to evaluate the current practices, procedures, and performance standards of the functions for conformance with industry “best practices” and legal requirements. Working flowcharts (if selected) will be annotated with process changes correlated with recommended improvements.

We will also evaluate the Department’s organizational structure, including the types and number of positions (both in-house and contract) needed to meet workload and performance standards. Citygate recognizes that the current and anticipated future workload greatly exceeds Santa Paula’s existing staff’s capacity across numerous departments. We will conclude this task by identifying where organizational and operational performance and service levels can be enhanced and will identify performance metrics to help ensure goals continue to be met.

Task 7: Mid-Project Review

We will generate preliminary findings and recommendations to be reviewed in detail in a virtual meeting with the City Manager and/or other designee before preparing the Draft Report and Implementation Action Plan. Since our recommendations may include changes to support and maintain new processes, procedures, and/or organizational structure, it is important to create mutual understanding before writing the Draft Report.

The objectives of this review are to surface any additional information, questions, or concerns that need to be addressed; solicit staff-level suggestions for implementing the recommendations; and, to the degree possible, obtain staff level “ownership” of the recommendations that will be included in the Draft Report and Implementation Action Plan. We will also identify any issues outside of the agreed-upon scope of work that may impact the Department further and require further analysis or actions on the part of the City.

Task 8: Prepare Final Report and Implementation Plan

Citygate’s consultants will prepare a Draft Report with findings, recommendations, and a proposed Implementation Action Plan with priorities and suggested timeframes. Ample time will be provided for the City to review the Draft Report using “track changes” and to discuss the proposed recommendations and strategy. Our main goal of Task 8 will be to ensure the factual basis for our findings is correct and our analysis is complete and accurate. Once we receive the City’s comments, we will prepare a Final Report.

Due to the City’s budget constraints on this project, Citygate will remain available to make a presentation of our Final Report to Santa Paula’s City Council and/or Planning Commission as an option beyond this project’s proposed cost.

Task 9: (Optional) Aftermarket Review

At the City’s discretion, six months or one year after the Final Report is delivered to the City, Citygate will virtually meet with the City’s staff and appropriate stakeholders to reevaluate each of the recommendations in the Final Report. We are confident in the quality and “implementability” of the recommendations we will deliver, and we have an outstanding track record for quality, reliability, and dependability with past clients. Sometimes, however, there are unintended consequences or misunderstandings about a recommendation, or conditions may have changed. We believe there is real value in monitoring the outcomes and results and making any needed mid-course corrections.

If the City agrees to the optional aftermarket review, at a time set by the City, we will evaluate what is and is not working and will identify what additional efforts may be necessary to produce the desired outcomes for our original recommendations. With staff assistance, Citygate will review and evaluate the City’s implementation efforts and will then update the City’s Implementation Action Plan from our Final Report by adding a column where the implementation status will be noted. We will identify the status and progress that has been and is being made toward implementing our original recommendations, along with recommending any remedial adjustments we believe are warranted.

If the City is not interested in the optional aftermarket service, then all the objectives and sub-tasks in Task 9 will be removed from our proposal.

PROJECT TEAM

The proposed Project Team consists of the following consultants. Full resumes are provided in **Attachment C**.

Stephanie DeWolfe, MRED, Project Manager



Stephanie DeWolfe is a local government leader with more than 30 years of experience crafting creative solutions to achieve community vision. She is known for driving innovative outcomes and seeking balance among diverse stakeholders. Her career spans both community development and city management, having extensive experience in both fields. She recently retired as City Manager with the City of South Pasadena, and previously held the positions of Deputy City Manager and Community Development Director for the City of West Hollywood. She also held a variety of titles during more than 20 years with the City of Pasadena, including Acting

Assistant City Manager, Deputy Director of Planning and Development, and Assistant to the City Manager.

Ms. DeWolfe has notable experience in streamlining planning and permitting operations. She provided leadership to a comprehensive restructuring of the Pasadena Planning Department into a model one-stop permit center, an endeavor that included extensive engagement with staff, customers, and stakeholders; process mapping and design; introduction of new technologies; restructuring of staff responsibilities; merging representatives of various departments into a single customer service space; staff training and cross-training; redesign of physical customer service space; and broad internal and external communications. The result was award-winning and has served as a model to other cities.

The successful restructuring of the Pasadena Planning Department precipitated Ms. DeWolfe leading a citywide organizational effectiveness initiative, built on the same principals of improving customer service, employee morale, and overall efficiency. Employee engagement, team process review and redesign, and broad communications were also factors in the success of this award-winning project.

Ms. DeWolfe also conducted operational efficiency studies of the land use review and permitting processes in the cities of West Hollywood and South Pasadena. Each faced different challenges, but both focused on the ability to efficiently respond to increasing workloads and significant development pressure, as well as stakeholder concerns.

Adding to her perspective of the review and approval process, Ms. DeWolfe has also served as a Planning Commissioner. After working with the City of Pasadena, she was appointed by the City Council to the Planning Commission for five years, gaining valuable insight on the role of a volunteer advisory body and decision-making authority.

Ms. DeWolfe earned a master's degree in Real Estate Development (MRED) from the University of Southern California, a bachelor's degree in Urban and Regional Planning from Michigan State University, and a professional certificate in Public Relations from the University of California Los Angeles.

As Project Manager, Ms. DeWolfe will attend on-site meetings, conduct interviews, perform analysis, identify findings, formulate recommendations, and assist in the preparation and presentation of work products.

David C. DeRoos, MPA, CMC, Citygate President



Mr. DeRoos is the President of Citygate Associates, LLC and former Deputy Director of the California Redevelopment Association. He earned his undergraduate degree in Political Science/Public Service (Phi Beta Kappa) from the University of California, Davis and holds a Master of Public Administration degree from the University of Southern California. Mr. DeRoos has over five years of operational experience as a local government administrator in land use planning, budgeting, and personnel, and 30 years of consulting experience performing operations and management reviews of local government functions. Prior to joining Citygate in 1991, he was a Senior Manager in the State and Local government consulting division of Ernst & Young. He has worked on and provided oversight for all of Citygate's community development consulting engagements and has directed over 500 engagements.

As President, Mr. DeRoos is responsible for ensuring that the engagement is conducted smoothly and efficiently within the schedule and budget allocated, and that all deliverables meets Citygate's and the client's standard of quality. Mr. DeRoos will attend the first day of the first on-site trip and participate in the mid-project briefing.

Each member of the Project Team adheres to the Code of Ethics adopted by the Institute of Management Consultants (IMC) found in **Attachment A**.

Virtual City Hall – Additional Team Depth

As a "Virtual City Hall," Citygate has expertise across the full array of local government functions. Citygate's team of over 30 consultants, most with a master- or doctoral-level degree and over 25 years of executive public sector experience, possesses expertise in public works, fire services, police services,

finance, human resources, information technology, and animal services, among other functions. This deep bench of specialists is available to our Project Team in an advisory capacity on every project!

PROJECT SCHEDULE AND FEES

Citygate Associates can begin this engagement immediately upon execution of a contract. We anticipate this engagement lasting five to six months.

Hourly Consulting Fees

Our charges are based on **actual time** spent by our consultants at their established billing rates, plus an administrative fee in lieu of printing, clerical, and support services related to the engagement. We will perform this project for consulting fees not to exceed **\$29,815**.

Below, Citygate presents the **core** project fees.

Consulting Fees of Project Team	Administration (5% of Hourly Fees)	Total Citygate Core Fees
\$28,395 (141 Hours)	\$1,420	<u>\$29,815</u>

Optional Work Plan Fees

Below, Citygate presents the fees for **optional** Work Plan items.

Element of Cost	Fees
Task 4 – Facilitate Flowchart Mapping	\$6,048
Task 8 – Final Report Virtual Presentation (see travel costs described below if on-site presentation is desired)	\$3,087
Task 9 – Aftermarket Review (6/12-Month Follow-up)	\$5,145
Options Fees Sub-Total	\$14,280
Total Fees with All Options	\$44,095

Reimbursable Expenses

We plan to perform the interviews with staff and customers on-site and anticipate two days for completion. Reimbursable travel expenses for this trip are \$1,640 for two consultants, bringing the **total core** cost to \$31,455.

If the flowchart mapping option is selected, we anticipate an additional two days on-site to facilitate team exercises. Reimbursable travel expenses for this are \$560 for one consultant. These exercises would be scheduled the same week as the interviews.

If an on-site Final Report presentation is desired, the reimbursable travel expenses for this trip are \$1,048 for two consultants.

Pricing Approach

The City may find that our proposed Work Plan consists of tasks that are not desired. Citygate always wants to meet or exceed our client's expectations. Therefore, if we have "missed the mark" on our pricing or scoping of this project, we will remain flexible to make reductions to tasks, levels of service, and the budget as needed to achieve the City's desired outcomes.

This price quote is effective for 30 days and includes one Draft Report review cycle as described in Task 8 of our Work Plan to be completed by Citygate and the City within 30 calendar days of delivery of the Draft Report. Additional draft cycles or processing delays requested by the City would be billed in addition to the contracted amount at our time and materials rates. The Draft Report will be considered final if there are no suggested changes within 30 days of the delivery of the Draft Report.

Hourly Rates

Citygate's hourly rates are as follows:

Classification	Rate	Consultant
Citygate President	\$250 per hour	David DeRoos
Project Manager	\$195 per hour	Stephanie DeWolfe
Report Project Administrator	\$135 per hour	Various
Administrative Support	\$95 per hour	Various

We will invoice monthly for time, reimbursable expenses incurred at actual costs (travel), plus a five percent (5%) administration charge in lieu of individual charges for copies, phone, etc. Our invoices are payable within thirty (30) days. Citygate's billing terms are net thirty (30) days plus two percent (2%) for day thirty-one (31) and two percent (2%) per month thereafter. Our practice is to send both our monthly status report and invoice electronically. If we are selected for this project, we will request the email for the appropriate recipients of the electronic documents. Hard copies of these documents will be provided only upon request. We prefer to receive payment by direct deposit, if available.

We request that ten percent (10%) of the project cost be advanced at the execution of the contract, to be used to offset our start-up costs. This advance would be credited to our last invoice.

* * *

Mr. Singer

November 11, 2021

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As President of the firm, I am authorized to execute a binding contract on behalf of Citygate. Please feel free to contact me at our headquarters office, located in Folsom, California, at (916) 458-5100, extension 101 or via email at dderoos@citygateassociates.com. Please also send emails to admin@citygateassociates.com to ensure a prompt response.

Sincerely,



David C. DeRoos, MPA, CMC, President

cc: Stephanie DeWolfe

Attachments: A. Code of Ethics
 B. Citygate Qualifications and References
 C. Project Team Resumes

ATTACHMENT A

CODE OF ETHICS

ATTACHMENT B

QUALIFICATIONS AND REFERENCES

CODE OF ETHICS

CLIENTS

1. We will serve our clients with integrity, competence, and objectivity.
2. We will keep client information and records of client engagements confidential and will use proprietary client information only with the client's permission.
3. We will not take advantage of confidential client information for ourselves or our firms.
4. We will not allow conflicts of interest which provide a competitive advantage to one client through our use of confidential information from another client who is a direct competitor without that competitor's permission.

ENGAGEMENTS

5. We will accept only engagements for which we are qualified by our experience and competence.
6. We will assign staff to client engagements in accord with their experience, knowledge, and expertise.
7. We will immediately acknowledge any influences on our objectivity to our clients and will offer to withdraw from a consulting engagement when our objectivity or integrity may be impaired.

FEES

8. We will agree independently and in advance on the basis for our fees and expenses and will charge fees and expenses that are reasonable, legitimate, and commensurate with the services we deliver and the responsibility we accept.
9. We will disclose to our clients in advance any fees or commissions that we will receive for equipment, supplies or services we recommend to our clients.

PROFESSION

10. We will respect the intellectual property rights of our clients, other consulting firms, and sole practitioners and will not use proprietary information or methodologies without permission.
11. We will not advertise our services in a deceptive manner and will not misrepresent the consulting profession, consulting firms, or sole practitioners.
12. We will report violations of this Code of Ethics.

The Council of Consulting Organizations, Inc. Board of Directors approved this Code of Ethics on January 8, 1991. The Institute of Management Consultants (IMC) is a division of the Council of Consulting Organizations, Inc.

QUALIFICATIONS AND REFERENCES

PREVIOUS RELATED PROJECTS COMPLETED

The following are a sample of similar projects Citygate has completed, including for cities with a similar population to Santa Paula. Following the description of our related experience, we provide several references. As the City will learn from our references, Citygate has an outstanding track record with our clients. We strongly encourage the City to call our key project references—they are golden!

City of Goleta, CA – Independent Operational and Organizational Assessment for the Planning and Environmental Review Department

Citygate completed an organizational and operational review of Goleta's Planning and Environmental Review (PER) Department, with the strategic objective of enhancing organizational operations for current and future needs. Additionally, to help guide the incoming PER Director once that position was filled, the review was also designed to make strategic recommendations that were the most urgent and most achievable given the many pressures and time constraints experienced by the Department and City during that time.

City of Ojai, CA – Independent Management Audit of the Community Development Department

Citygate completed an independent management audit of the Community Development Department for the City of Ojai. The City had several objectives for this audit. First, Citygate assessed Department perceptions from internal and external stakeholders. Next, Citygate evaluated Department practices and performance against best practices and evaluated the Department's organizational structure, staffing, and workload. Finally, Citygate developed key findings and recommendations to improve Department processes and customer service.

City of Healdsburg, CA – Assessment of the Community Development Center

Citygate completed an assessment of the Community Development Center's organizational structure, staff capacity, policies, processes, practices, and documentation. Citygate identified findings and formulated recommendations to enhance the capacity of the CDC to deliver its complex array of services in a high-workload environment.

City of West Hollywood, CA – Staffing Analysis and Optimization Plan

Citygate completed a staffing analysis and optimization plan for the City of West Hollywood, California. The scope of the proposed study included an in-depth analysis of the City's current Planning and Development Services Department and staffing and operations of other City departments, including the creation of a detailed organizational staffing optimization plan, with

the strategic objective of assisting City officials when making important decisions related to services and programs provided to citizens.

Monterey County, CA – Review of the Resource Management Agency

Citygate conducted a review of the Resource Management Agency (RMA) of Monterey County, California. The objective of the study was to review current conditions, analyze opportunities for organizational changes and process improvements that can further enhance customer service, evaluate future service demands, and develop a Strategic Action Plan with a prioritized implementation schedule. Included in this objective was an emphasis on assessing the adequacy and currency of underlying land use and related policies, the allocation and assignment of long range planners versus current planners, and how the current situation and practices may compound difficulties in the backlog of application and permit processing, consistency, reliability, timeliness, and overall customer and stakeholder service delivery and satisfaction. Also included was an analysis of the functions included under the structure of the RMA to determine if there are too many or too few functions.

Salt Lake City, UT – Evaluation of the Implementation of the City's Building Services Process Review; Review of the City's Building Services Process; Planning Process Analysis and Other Management Audits

Evaluation of the Implementation of the City's Building Services Process Review – Citygate is currently assisting Salt Lake City in evaluating the implementation of the building service process review completed by Citygate. This also entails an analysis of the Building Services division's performance measurement and management system. Citygate is also providing "on-call" auditing services for the City to assess performance, identify opportunities for improvement, and develop specific recommendations for action in the programs or functions selected by the City.

Review of the City's Building Services Process – Citygate conducted a review of Salt Lake City's building services process as part of an effort to support economic development. Citygate identified ways to streamline the permitting and approval process; determined the appropriate timeline for permitting and approval of common project types; documented the permitting processes that occur in the City departments beyond Community and Neighborhoods; developed a process to achieve predictability with the private sector by improving consistency in staff responses to inquiries across multiple departments and divisions; and identified structural, technological, and ordinance barriers that create obstacles to a more streamlined, predictable, and transparent process.

Planning Process Analysis – Previously, Citygate completed a two-phase planning process study. Phase one involved conducting extensive interviews regarding the effectiveness of Salt Lake City's planning program and processes. Based on issues identified in phase one, Citygate performed a detailed analysis of the planning program in phase two.

At the time of Citygate's hiring, the existing planning issues in Salt Lake City reached crisis proportions and were extensively described in the local press. Citygate was retained in a two-phase process to identify issues, stabilize the organization, address staff assignments and staff/workload balancing, communicate with the Community Councils, and provide a change-agent role for the Community Development Department. Phase two involved the extensive and detailed analysis of policies, procedures, staffing, and the other core elements of organizational capacity and the formulation of recommendations and an Implementation Plan.

Other Management Audits – Citygate has also separately conducted the following studies: a management audit of the Salt Lake City Engineering Division, a review of Salt Lake City's general fund Capital Improvement Program, a management and performance audit of the Salt Lake City Redevelopment Agency, and several other engagements.

Each departmental review focused on organizational restructuring as needed; improved allocation of resources and staffing based on workload and the priority of services provided; improved customer, business, and resident services; productivity and cost-reduction measures; process streamlining; revenue generation; and comparison of operations to best practices.

City of San Luis Obispo, CA – Customer Service Consulting for the Community Development Department's Building and Safety Division; Technical Assistance for Implementation of the Community Development Department's Strategic Action Plan; Organizational Assessment of the Community Development Department

Customer Service Consulting for the Community Development Department's Building and Safety Division – Citygate provided customer service consulting services for the Community Development Department's Building and Safety Division, and in so doing Citygate identified opportunities for improvement and ongoing performance management.

Technical Assistance for Implementation of the Community Development Department's Strategic Action Plan – Previously, Citygate was selected to assist the City on a two-phase effort to provide technical assistance for implementation of the Community Development Department's Strategic Action Plan. This project consisted of a review of the "Road Map for Implementation," integration of the Public Works Department permitting processes, and identification of opportunities to improve efficiency of the City's development review permitting process.

Organizational Assessment of the Community Development Department – Before these aforementioned projects, Citygate completed an organizational assessment of the San Luis Obispo Community Development Department, including a review of Administration, Development Review, Long-Range Planning, and Building and Safety, as well as a review of the key elements of the City's Economic Development Program. The Community Development Department has already implemented 90 percent of the recommendations and credits these efforts to maintaining and achieving high levels of service.

City of Grants Pass, OR – Operations Plan for the Community Development Programs

Citygate completed an operations plan for Community Development Programs for the City of Grants Pass, Oregon. The study focused on the operations of the Grants Pass Community Development functions (Planning Services, Building Services, and Parks and Community Development management divisions), an organizational structure review of the Public Works Department, and customer feedback, culminating in an Operations Plan for Community Development functions.

Clark County Community Development Department, WA – Evaluation of Permit Center Operations

Citygate evaluated the permit center operations of the Community Development Department of Clark County, Washington. As part of this study, Citygate analyzed the practices of the Department from the viewpoint of its stakeholders and customers, evaluated internal procedures, reviewed employee development, and examined the current budget and funding levels.

Clark County, WA – Fees/Charges and Cost Recovery Review for Community Development Department Activities

Citygate completed a fees/charges and cost recovery review for the following Community Development Department programs in Clark County, Washington: Building Safety, Permit Center, Development Engineering, Fire Marshal, Land Use Review, Wetland and Habitat Review, and Administration (includes business technology). The goal of this study was for Citygate to review the overall financial operation of Department programs and provide recommendations for revenue enhancement (fees and charges review) or cost reduction to help make the Department operation more self-supporting, achieving full cost-recovery if possible. Citygate assessed the impact and resolution of fee latency (delayed or lost) for receiving revenues (primarily applicable to Wetland and Habitat Review and Land Use Review programs).

San Diego County, CA – Culture/Organizational Change; Analysis of Reorganizational Structures; Organizational Analysis of the Department of Planning and Land Use

Culture/Organizational Change – Citygate assisted the County of San Diego's newly-formed Planning and Development Services Department with an organizational change management program emphasizing customer-centric service.

Analysis of Reorganizational Structures – In 2012, Citygate was retained to develop and analyze reorganizational structures of the departments and functions involved in the County's development permit review process as they prepared for relocation to a new facility. Citygate's review focused on identifying a customer-friendly and cost-effective approach to organizing the functions and departments around the development permit review process, rather than having the process adapt to the existing and historical multi-departmental operational silos.

Organizational Analysis of the Department of Planning and Land Use – In 2008, Citygate completed an organizational and functional analysis of the Department of Planning and Land Use (DPLU) and associated land development services to ensure the most efficient use of staff time and resources, improve customer service, improve the quality and completeness of work, and ensure that the land development process promotes safe and livable communities. To accomplish these objectives, Citygate analyzed the policies, procedures, management, and operations of the programs and designed improvements for the future. Permitting processes included the provision of all utilities and also involved the engineering functions within the Public Works Department and the Land Development Division. As part of Citygate’s review, an employee survey was conducted, as well as a customer survey, and recommendations were made for improving the Department’s existing customer satisfaction survey forms.

Many challenges affected the DPLU, including a need to streamline internal processes and provide seamless processing as permits moved between departments and agencies, create more reliable and predictable regulatory outcomes, improve staff productivity and accountability, and enhance relationships within the development community, with local residents, and with special interest stakeholders.

Citygate provided nearly 80 recommendations to improve organizational capacity and clarify strategic direction; provide appropriate performance measurements to monitor productivity of customer service delivery, the organization as a whole, and individual staff; reorganize the structure to better align reporting relationships and decision making and to streamline processes; and identify opportunities to generate more revenue to offset operating costs. Citygate’s recommendations enhanced organizational productivity and prepared the Department for significant downsizing.

Sacramento County, CA – Performance Audit of Planning and DERA

Citygate completed a performance audit of Sacramento County’s Planning and Environmental Review and Assessment departments. This study provided an independent, objective, rigorously analytical analysis of the policies, procedures, management, and operations of the programs and designed a constructive, forward-looking, and creative strategy for improvement. This project involved a standard performance audit, including how to support the Municipal Services Agency’s goal to decentralize planning functions and empower neighborhood involvement through the expanded use of Community Planning Councils and other methods. Extensive stakeholder, resident, applicant, and employee contact was achieved through interviews, focus groups, and internet-based surveys. Citygate also identified best practices in other communities, reviewed performance indicators, and developed recommendations for improvement.

In addition to enhancing applicant and residential services, the streamlining, improved leveraging of available technology, and staff productivity enhancements prepared the Department for improved staff accountability and performance metrics, as well as reliably/predictably enhancing the quality of customer service goals.

City of Vista, CA – Performance Audit of the Development Review Process

Citygate was also asked to conduct a performance audit of the City of Vista's development review process. The scope of the study included the program areas of building, planning, engineering, inspection services, and other municipal functions that relate to the development review process. As part of Citygate's review, a customer survey was conducted, as well as an employee survey.

City of Salinas, CA – Organizational Analysis and Strategic Plan Development for Community and Economic Development Department

Citygate completed an organizational analysis and developed a Strategic Plan for the City of Salinas Community and Economic Development Department, including the Permit Center and Planning Division. The objective of this study was to review current conditions, evaluate future service demands, analyze opportunities for organizational changes and process improvements to further enhance customer services, and develop a strategic action plan with a prioritized implementation schedule.

CITYGATE CLIENT REFERENCES

City of West Hollywood, CA – Staffing Analysis and Optimization Plan

Contact: David Wilson, City Manager

Email: dwilson@weho.org

Phone: (323) 848-6524

Address: 8300 Santa Monica Blvd, West Hollywood, CA 90069

Monterey County, CA – Review of the Resource Management Agency

Contact: Nick Chiulos, County of Monterey Assistant County Administrative Officer

Email: chiulosn@co.monterey.ca.us

Phone: (831) 682-5772

Address: 168 West Alisal Street, 3rd Floor, Salinas, CA 93901

Salt Lake City, UT – Evaluation of the Implementation of the City's Building Services Process Review; Review of the City's Building Services Process; Planning Process Analysis and Other Management Audits

Contact: Ms. Cindy Gust-Jenson, Office of City Council

Email: cindy.gust-jenson@slcgov.com

Phone: (801) 535-6209

Address: 451 S. State St., Room 304, Salt Lake City, UT 84111

ATTACHMENT C

PROJECT TEAM RESUMES

Stephanie DeWolfe is a local government leader with more than 30 years of experience crafting creative solutions to achieve community vision. She is known for driving innovative outcomes and seeking balance among diverse stakeholders. Her career spans both community development and city management, having extensive experience in both fields. She recently retired as City Manager with the City of South Pasadena, and previously held the positions of Deputy City Manager and Community Development Director for the City of West Hollywood. She also held a variety of titles during more than 20 years with the City of Pasadena, including Acting Assistant City Manager, Deputy Director of Planning and Development, and Assistant to the City Manager.

Ms. DeWolfe has notable experience in streamlining planning and permitting operations. She provided leadership to a comprehensive restructuring of the Pasadena Planning Department into a model one-stop permit center, an endeavor that included extensive engagement with staff, customers, and stakeholders; process mapping and design; introduction of new technologies; restructuring of staff responsibilities; merging representatives of various departments into a single customer service space; staff training and cross-training; redesign of physical customer service space; and broad internal and external communications. The result was award-winning and has served as a model to other cities.

The successful restructuring of the Pasadena Planning Department precipitated Ms. DeWolfe leading a citywide organizational effectiveness initiative, built on the same principals of improving customer service, employee morale, and overall efficiency. Employee engagement, team process review and redesign, and broad communications were also factors in the success of this award-winning project.

Ms. DeWolfe also conducted operational efficiency studies of the land use review and permitting processes in the cities of West Hollywood and South Pasadena. Each faced different challenges, but both focused on the ability to efficiently respond to increasing workloads and significant development pressure, as well as stakeholder concerns.

Adding to her perspective of the review and approval process, Ms. DeWolfe has also served as a Planning Commissioner. After working with the City of Pasadena, she was appointed by the City Council to the Planning Commission for five years, gaining valuable insight on the role of a volunteer advisory body and decision-making authority.

Ms. DeWolfe earned a master's degree in Real Estate Development (MRED) from the University of Southern California, a bachelor's degree in Urban and Regional Planning from Michigan State University, and a professional certificate in Public Relations from the University of California Los Angeles.

Relevant Experience:

- ◆ Led an award-winning citywide organizational effectiveness initiative focused on four major goals: elimination of outdated and ineffective processes and policies, improvement of employee morale, increased customer service, and reduction in city costs.
- ◆ Led capital projects planning team with oversight of multiple city-owned parcels slated for development, construction management of park redevelopment and aquatic center building, and future visioning for city land use investments.

- ◆ Led streamlining of the land use permit approval process and designing an innovative Permit Center responsive to customer needs. Tasks included process analysis and redesign, stakeholder outreach, employee communications, organizational structure, employee training, and physical space design to support new procedures.
- ◆ Led a small Public Works Department in modernizing operations to include addition of first Capital Improvement Plan, creation of environmental sustainability team and environmental planning policy documents, restructuring of advisory bodies to better focus on priority issues and eliminate friction with overlapping jurisdictions, consideration of contract versus staff plan check services; restructuring of staff; and streamlining of relationship between Public Works Department staff and Recreation Department staff.
- ◆ Developed partnership with Metro and created development plan for county bus yard site to better integrate with streetscape and commercial district.
- ◆ Created innovative street media program to manage the introduction of digital media to bus shelters, trash receptacles, etc. and capture revenue enhancement opportunities.
- ◆ Led initiative to enhance creative billboard corridor while protecting traffic safety and increasing revenue to the city.
- ◆ Partnered with the Public Works Department to lead major updates to the Land Use and Mobility elements of the general plan, including extensive community outreach and visioning resulting in multiple new policies and street classification system.
- ◆ Led the City of South Pasadena, California, in developing a long-range financial sustainability plan based on economic development.
- ◆ Led the development of a framework for the City of West Hollywood, California, that calculated the benefit to the developer of a requested increase in square footage or density and, in turn, the value of the public benefit that would be required. It further required the expenditure of those dollars into preapproved categories of community priorities. The first project reviewed under the framework resulted in \$5 million of public benefits, all of which received resounding support from the adjacent neighborhood.

Employment:

South Pasadena, CA

City Manager

2017–2020

- ◆ Provided executive leadership for city of 26,000 residents; managed 147 full-time equivalents and 75 part-time equivalents in eight departments including municipal police and fire, planning and development, public works, library, parks and recreation, finance, and administrative services.

West Hollywood, CA

Deputy City Manager/Community Development Director

2012–2017

- ◆ Led Community Development Department team of 35 and \$13 million budget; led new capital projects planning team, including strategies to bring light rail to West Hollywood; developed partnership with Metro and created development plan for Division 7 Bus Yard property; created new community response initiatives including neighborhood conservation overlay zones, Eastside Community Plan, Public Benefits Framework, and an interactive map of development projects; created new economic development initiatives: street media project, creative billboard district on the Sunset Strip, and pilot digital billboard competition.

City of Pasadena, CA

Deputy Planning Director

2012–2017

- ◆ Assisted with design and implementation of department reorganization and reductions in force; managed the Zoning, Design and Historic Preservation, and Community Planning sections; provided leadership to Commissions including Planning, Design, Preservation, and Sustainability; led major update of the Land Use and Mobility elements of the General Plan; developed innovative public outreach programs to encourage participation in the General Plan; managed the Cultural Affairs Division and initiated new master plan for public art.

Acting Assistant City Manager

2008–2009

- ◆ Provided support to the City Manager on policy issues and management of City Council; acted as Interim Director of the Housing Department and resolved fund transparency issues; led joint partnership committee with the Pasadena Unified School District; managed the Public Affairs Office and the Cultural Affairs Division; provided oversight to the departments of Health, Human Services, and Library Services.

Deputy Planning Director

2004–2008

- ◆ Acted as “fireman” on critical issues ranging from personnel problems to City Council requests; led community planning process for controversial redevelopment of surplus BRAC Army base; led negotiations with the Board of Realtors to streamline the occupancy inspection program; led new public art initiatives such as temporary art programs and expansion of Art Night.

Assistant to the City Manager

1997–2004

- ◆ Managed City Council agenda and edited all City Council agenda reports; developed and presented recommendations on a variety of legislative and policy issues; acted as liaison between City Manager and department heads.

Special Assistant to the City Manager

1995–1997

- ◆ Designed organizational initiative to improve service, reduce costs, and increase accountability; created the “Stupid Squad” to identify and eliminate unnecessary bureaucratic rules; received ICMA “Innovations in Local Government” award.

Project Manager (Permit Center)

1990–1994

- ◆ Provided leadership for design and implementation of new “one-stop” permit center; managed stakeholder focus groups and designed customer service improvements.

Education and Certificates:

- ◆ Master of Real Estate Development, University of Southern California
- ◆ Bachelor of Science in Urban Planning, Michigan State University
- ◆ Professional Certificate in Public Relations, University of California Los Angeles

Mr. DeRoos is the President of Citygate Associates, LLC and former Deputy Director of the California Redevelopment Association. He earned his undergraduate degree in political science / public service (Phi Beta Kappa) from the University of California, Davis, and he holds a master's degree in public administration from the University of Southern California. Mr. DeRoos has over five years of operational experience as a local government administrator in land use planning, budgeting, and personnel and 30 years of consulting experience performing operations and management reviews of local government functions. Prior to joining Citygate in 1991, he was a Senior Manager in the State and Local Government Consulting Division of Ernst & Young.

Relevant Experience:

- ◆ For all Citygate projects, Mr. DeRoos reviews work products and is responsible for ensuring that each project is conducted smoothly and efficiently within the schedule and budget allocated and that the project deliverables are in conformance to Citygate's quality standards.
- ◆ Served in an oversight capacity to perform an organizational and operational review of Goleta's Planning and Environmental Review Department, with the strategic objective of enhancing organizational operations for current and future needs.
- ◆ Served in an oversight capacity for an independent management audit of the Community Development Department for the City of Ojai, California.
- ◆ Served in an oversight capacity for an assessment of the Community Development Center and review the building functions for the City of Healdsburg, California.
- ◆ Served in an oversight capacity for a staffing analysis and optimization plan for the City of West Hollywood, California, including an in-depth analysis of the City's current Planning and Development Services Department.
- ◆ Served in an oversight capacity for a review of the Resource Management Agency of Monterey County, California. The objective of the study was to review current conditions, analyze opportunities for organizational changes and process improvements that can further enhance customer service, evaluate future service demands, and develop a Strategic Action Plan with a prioritized implementation schedule.
- ◆ Serving in an oversight capacity to evaluate the implementation of the building services process review previously performed for Salt Lake City.
- ◆ Served in an oversight capacity to perform a review of the Salt Lake City's building services process.
- ◆ Served in an oversight capacity to provide customer service consulting for the Community Development Department's Building and Safety Division for the City of San Luis Obispo, California.
- ◆ Served in an oversight capacity for an organizational assessment of the City of San Luis Obispo Community Development Department.

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- ◆ Served in an oversight capacity to perform an operations plan for community development programs for the City of Grants Pass, Oregon.
 - ◆ Served in an oversight capacity to perform an evaluation of Permit Center operations for Clark County, Washington, reviewing service levels and standards, performance measures, performance reporting, and the employee performance management system for alignment with stakeholder and customer expectations. Citygate previously performed a very similar a project to analyze the Permit Center operations and service delivery.
 - ◆ Served in an oversight capacity to conduct a fees/charges and cost recovery review for Community Development Department activities for Clark County, Washington.
 - ◆ Served in an oversight capacity for Citygate's organizational and functional analysis of the Department of Planning and Land Use and associated land development services for San Diego County. As a follow-up study, Citygate was retained to conduct an analysis of organizational alternatives to improve the development permit review process and improve the customer experience.
 - ◆ Served in an oversight capacity for Citygate's performance audit of Sacramento County's Planning and Environmental Review Department and Assessment Department, including the Public Projects Division, which performs environmental review for projects initiated by public agencies, such as water supply, drainage, wastewater conveyance and treatment, transportation, airport, solid waste management, building design, park master plans, grading permits, and infrastructure financing.
 - ◆ Served in an oversight capacity as Project Director for Citygate's performance audit of the City of Vista's development review process, including the program areas of building, planning, engineering, inspection services, and other municipal functions that relate to the Development Review Process.
 - ◆ Served in an oversight capacity for an organizational analysis and strategic plan for the Community and Economic Development Department for the City of Salinas, California.

Mr. DeRoos is a member of several professional and civic associations. He has taught for the UC Davis Extension College and for graduate classes in public administration, administrative theory, and labor relations for Golden Gate University and nonprofit and association management for the University of Southern California. He speaks and trains frequently on the topic of leadership, character, and values and has also been a speaker for the American Planning Association (APA), written for the California APA newsletter and the California Redevelopment Journal, and has been a speaker on redevelopment, base closures, and related issues across the US. Mr. DeRoos holds a certificate in public sector labor management relations from UC Davis and is a Certified Management Consultant (CMC).

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Clete J Saunier, Public Works

Subject: ADVANCED WATER TREATMENT FACILITY PROJECT FINANCIAL PROJECTIONS AND STATE REVOLVING FUND APPLICATION

Date: January 19, 2022

Agenda Item: 11.B

RECOMMENDATION:

Staff recommends that the City Council:

1. Approve the Updated Wastewater Financial Projections and Advanced Water Treatment Facility Funding and authorize the City Manager to update the Clean Water State Revolving Fund loan application.
2. Adopt Reimbursement Resolution 7382 authorizing reimbursing expenditures and indicating a reasonably expected maximum principal amount of \$23 million for the AWTF project.

Presented by: Clete Saunier, Public Works Director

BACKGROUND:

The Santa Paula Water Recycling Facility (WRF) entered service in 2010 and has been in continuous service since. The WRF operates under a permit from the Los Angeles Regional Water Quality Control Board (Board) to discharge treated wastewater (R4-2018-0022). This permit requires that chloride concentration in the effluent discharge be less than 79 pounds per day (ppd) to meet a groundwater quality objective of 110 milligrams per liter (mg/L). Historically, the discharge has exceeded this limit, and the WRF has received a Cease and Desist Order (CDO R4-2018-0023) requiring the discharge be brought into compliance. The CDO provides ten years; specifically, by February 8, 2028, for the City to achieve full compliance with the effluent chloride limit.

The State Water Resources Control Board (SWRCB), Division of Financial Assistance (DFA) administers the Clean Water State Revolving Fund (CWSRF) loan program. The CWSRF program has a fixed amount of funds available each year and provides loans to agencies for wastewater and recycled water projects based on a priority scoring system. The program's low interest rates, currently 0.8%, and other favorable terms help lower total project costs, maximizing benefits to ratepayers.

The City submitted a complete CWRF loan application for the Advanced Water Treatment Facility (AWTF) in December 2020. As part of the application, the Wastewater Financial

Projects and AWTF Funding was approved by Council at the December 16, 2020 City Council Meeting. Resolution 7309 was approved by Council at the November 18, 2020 meeting which authorized reimbursing expenditures and indicated a reasonably expected maximum principal amount of \$20 million for the AWTF project, which was approximately 30 percent above the estimated project capital cost opinion at the time.

ANALYSIS:

The City's AWTF Project was listed on the CWSRF Fundable Projects List in April 2021, indicating that the SWRCB confirmed the application was completed on time and the project appears fundable (preliminarily). The SWRCB Division of Financial Assistance (DFA) staff are now performing a detailed review of the application package. After several weeks of review and coordination, City staff recently received indication from DFA staff that the AWTF environmental package was cleared, and they are initiating review of the rest of the application package (technical, financial, and legal).

While DFA was reviewing the project loan application, the City continued the project design efforts. The current project cost opinion is \$20.34 million, 12% higher than previous estimate provided at the December 16, 2020 Council meeting, and includes costs for design, environmental analyses, construction, construction management and administration, escalation to the estimated midpoint of construction, and a 20% construction cost contingency. The cost increase is a result of larger process equipment coupled with recent material cost escalations and a delay in project schedule due to extended DFA review time. The larger process equipment will meet the City's objective of a lower chloride concentration for a more marketable recycled water as well as meet permit requirements under all anticipated influent conditions.

Over the last several months, after design criteria were refined, estimated costs were up by nearly 40 percent. City staff worked with MKN to perform a value engineering review to identify project changes that could reduce costs without impacting quality and function. Changes included reducing the building size by relocating some equipment outside protected by a shade structure, changing the building material, and re-engineering the building subgrade to reduce excavation amounts. These value engineering changes reduced the cost increase by more than 75 percent.

The City's project financial consultant, Bartle Wells Associates (BWA), updated the AWTF funding plan, which had been previously presented to City Council on December 16, 2020, with the current project cost estimates and updated financial information from the City (Exhibit A).

The financial projections are based on the City's current fiscal year Adopted Budget plus cost inflation and account for projected new debt service and estimated operating expenses for the ATWF. The projections also incorporate the City's latest cost estimates for other sewer system capital improvement funding needs in upcoming years (for the current 5-year CIP, through fiscal year 2025/2026) and project future capital expenses at \$2.5 million per year plus cost inflation for five years after 2025/2026.

The projections indicate that the City's prior adoption of multi-year sewer rate increases (which include two more 3% rate increases effective July 1 of 2022 and 2023) coupled with the recent refinancing of outstanding bonds has put the wastewater enterprise in position to finance the

AWTF without need for additional rate increases at this time. At the same time, the projections indicate that additional 3% annual inflationary rate increases will likely be needed after the previously-adopted rates have run their course, in order to keep future revenues aligned with projected costs of service, maintain adequate debt service coverage, and sustain a prudent pay-as-you-go capital funding program. The City can evaluate the need for future rate increases during its next rate study.

With this update of the wastewater financial projections and AWTF funding, City staff is preparing an update of the financial package for the CWSRF loan application and plans to submit it by January 31, 2022. Staff is requesting Council authorization to complete this process. CWSRF loans offer some of the lowest rates available for municipal financing. CWSRF interest rates are currently below 1.0% for a 30-year loan but are subject to change and may be higher by the time the City obtains loan approval. Between these advantageous terms, the City's adopted rate increases, and the City's 2020 bond refinancing, the financial projections show no additional rate increases are needed at this time to support the project. City staff and consultants are continuing to research grant programs, seeking opportunities to further reduce ultimate project costs. Completion of the application does not obligate the City to proceed with the project or enter into a loan agreement.

The updated financial projections and CWSRF financial application package will also require an updated Reimbursement Resolution (Exhibit B, Resolution No. 7382). The CWSRF program requires the City to pay for project costs and then be reimbursed by the CWSRF loan. If adopted, the updated Reimbursement Resolution will supersede Resolution 7309, which was previously adopted at the November 18, 2020 meeting. The final loan amount cannot be higher than the amount indicated in the Reimbursement Resolution under any circumstances. Reimbursement Resolution No. 7309 currently limits the maximum loan amount to \$20 million.

The current capital cost opinion is \$20.34 million, which is higher than the maximum estimated principal amount listed in Resolution 7309. Staff anticipates DFA staff will complete the loan application review in the summer 2022 and expect the loan agreement by Fall 2022. Based on this timeline, construction bidding would occur in winter 2022. Based on these factors, staff recommends establishing a maximum estimated principal amount of \$23 million, which is approximately 15% above the current capital cost opinion, in the updated Reimbursement Resolution.

The City Council will have final approval of the Project and loan amount requested. Several steps in the loan approval process will require future Council action, including approval of the final loan amount. Staff will return to Council for (a) approval to advertise bids for the project with pre-qualified contractors, (b) approval of the CWSRF loan agreement, and (c) approval to issue notice of award for the construction contract.

STRATEGIC PLAN:

This project does not directly address the strategic goals within the City's adopted Strategic Plan.

FISCAL IMPACTS:

There are no immediate fiscal impacts associated with the approval of the wastewater financial projections and AWTF funding plan. While applying for CWSRF funds does not obligate the

City to proceed with the project or to enter into final loan agreements, staff has worked with our consultants, MKN, to confirm that the debt service coverage requirements of existing bond issuances will continue to be met with the proposed repayment plan. Staff will return to Council throughout the loan process, when Council action is required, including approval of the final loan amount. Repayment of the 30-year CWSRF loan would be expected to begin one year after construction is completed and would be included as an expense in that Fiscal Year's Wastewater Treatment Fund operating budget.

OPTIONS:

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

1. Do not adopt Wastewater Financial Projections and Advanced Water Treatment Facility Funding; and do not authorize the City Manager to update the CWSRF loan application for the AWTF project.
2. Do not adopt Resolution 7382 indicating an expectation for advanced funding for expenditures for the AWTF project, with reimbursement from the CWSRF loan if approved.

Not adopting the Resolution and/or the Wastewater Financial Projections and Advanced Water Treatment Facility Funding would require the City to come up with alternative funding sources for the project and potentially delay its completion past the required CDO compliance date.

ATTACHMENTS:

[Exhibit A - Wastewater Financial Projections and AWTF Funding.pdf](#)

[Exhibit B - Reimbursement Resolution No. 7382.pdf](#)



Santa Paula
Citrus Capital of the World



Wastewater Financial Projections and Advanced Water Treatment Facility Funding

Revised 1/10/22



BARTLE WELLS ASSOCIATES
INDEPENDENT PUBLIC FINANCE ADVISORS



Date: January 10, 2022

To: Christy Ramirez, Finance Director
Clete Saunier, Director of Public Works

From: Alex Handlers, Bartle Wells Associates

Re: Wastewater Financial Projections and Advanced Water Treatment Facility Funding

Bartle Wells Associated developed updated financial projections for the City of Santa Paula's wastewater enterprise and funding projections for the Advanced Water Treatment Facility (AWTF). The projections were developed to help evaluate the wastewater enterprise's capacity to finance and operate the planned AWTF, which is needed to comply with the City's wastewater discharge permit and address requirements established by the Regional Water Quality Control Board.

The projections indicate that the City's prior adoption of multi-year sewer rate increases coupled with the recent refinancing of outstanding bonds has put the wastewater enterprise in position to finance the AWTF without need for additional rate increases at this time. At the same time, the projections indicate that additional small annual inflationary rate increases will likely be needed after the previously-adopted rates have run their course, in order to keep future revenues aligned with projected costs of service and sustain a prudent pay-as-you-go capital funding program.

AWTF Costs & Project Schedule

- The AWTF is projected to cost approximately \$20.3 million based on updated engineering cost estimates from MKN Associates adjusted to account for 3.5% construction cost escalation to construction mid-point.
- New operating and maintenance costs for the AWTF are projected at a little under \$1.6 million per year accounting for estimates developed MKN Associates' Preliminary Engineering Report adjusted to account for 3.5% annual cost escalation to projected AWTF operational startup in 2024.
- In December 2020, the City applied for a low-interest-rate loan from the Clean Water State Revolving Fund (SRF) financing program to fund the AWTF. The City's efforts have been successful thus far as in April 2021, the City's AWTF project was placed on the Fundable Project List of SRF's Intended Use Plan. While this makes the AWTF project eligible for SRF funding, it does not constitute final loan award. The City anticipates submitting an updated Financial Package for the SRF loan application by the end of January 2022 with the anticipation of finalizing an SRF Loan Agreement by the fall of 2022.

- The timing of ATWF project construction is contingent on the City first obtaining an SRF funding agreement (or lining up financing via another source such as municipal bonds). Assuming SRF funding approval in fall 2022, project construction bidding would occur winter 2022 with subsequent contract award and construction occurring through project completion in September 2024 and full operation of the ATWF starting in October 2024.

Debt Financing

- The financial projections assume the City obtains low-interest-rate SRF financing for the ATWF. Annual SRF debt service is projected at \$823,000 per year for a 30-year loan with a 1.20% interest rate. The interest rate for an SRF loan is currently below 1.20% but is subject to change. Under the SRF financing program, debt service repayment would begin approximately one year after project completion and the City would need to set aside one year of debt service for a required debt reserve fund at least 90 days prior to the established project completion date. SRF loans typically require legal parity with other outstanding debt.
- In October 2020, the City refinanced its outstanding 2010 Wastewater Revenue Bonds and a portion of its outstanding 2015 Wastewater Revenue Bonds. The refinancing resulted in an approximately \$925,000 reduction in annual debt service payments, freeing up financing capacity for projected new debt for the ATWF.

Financial Projections

- BWA developed updated financial projections for the City's wastewater enterprise that account for projected debt service and new operating expenses for the ATWF. The projections are generally based on the City's 2021/22 Budget and incorporate a number of reasonable and slightly conservative assumptions. Key assumptions include:
 - The projections include the City's previously-adopted sewer rate increases effective through 2023/24 followed by small projected future annual 3% inflationary rate increases to keep revenues roughly in line with projected expenses.
 - Sewer service charge revenues are projected based on review of historical revenues and actual revenues received from July through December in the current fiscal year, adjusted to account for future rate increases and growth.
 - Growth is conservatively estimated at 50 new single family homes or equivalents per year. A number of development projects are currently underway or are in planning stages that are expected to drive growth in the City's sewer customer base in upcoming years including Rosewood Phase 4, Royal Oak, Dogwood Street Phase 1, Lenar, KD Homes, Limonera, La Vuelta, and Sparkle Ranch.
 - Investment earnings each year are projected based on beginning fund reserves and interest rates that phase in from 0.5% in the current fiscal year to 1.5% over the next 4 fiscal years.

- The financial projections assume SRF Loan proceeds are aligned with AWTF capital expenditures each year with the first reimbursement also accounting for the City's project expenditures incurred prior to loan award. Actual SRF Loan reimbursements will lag the City's construction expenditures as SRF will first need to review and approve each of the City's future monthly reimbursement requests, which may take multiple months. As such, the City may need to fund multiple months of construction invoices while awaiting SRF reimbursement. It is expected that the City will be able to internally handle the cash flow funding needs of AWTF project construction by temporarily drawing down fund reserves. The City can evaluate if any additional interim financing might be needed if City fund reserves are inadequate to cover AWTF construction cash flow funding needs due to the lag in SRF reimbursements.
- Operating and maintenance expenses are primarily based on the current fiscal year Budget and account for annual cost escalation of 3.0% to 3.5% for different expense items.
- AWTF operational startup is projected for October 2024. The financial projections account for preliminary operating cost estimates developed by MKN Associates plus cost inflation. MKN's operating cost estimates are based on a conservatively-high estimate of chloride concentration at 135 mg/l resulting in cost estimates that may be on the high side for planning purposes. Actual chloride concentrations have been generally lower in recent history, potentially partially due to the City's mitigation efforts including implementation of a water softener buyback program.
- Debt service includes the City's outstanding wastewater revenue bonds and new projected debt service for a 30-year SRF Loan for the AWTF.
- The projections incorporate an updated 5-year wastewater system capital improvement program that includes a little under \$20 million of capital improvements to the wastewater treatment plant and sewer collection system accounting for projects other than the AWTF. After 5 years, future capital funding is projected to phase in to \$2.5 million per year in year 7 (2027/28) and subsequently escalate at the annual rate of 3% to account for future construction cost inflation.

Summary of Key Findings

- The City has taken proactive steps to put itself in financial position to finance and operate the AWTF with adoption of multi-year rate increases and refinancing of outstanding debt.
- In 2019, the City adopted 5 years of 3% annual sewer rate increases starting January 1, 2019 and subsequently effective each July 1 from 2019 through 2023. Although the rate increases did not specifically account for the AWTF project (since the City anticipated the project would be largely funded by other sources), the rate increases should provide adequate financial capacity for the City to issue debt to finance the AWTF. The projections also indicate that small, future inflationary rate increases will likely be needed to keep revenues aligned with projected costs of service, maintain adequate debt service coverage, and sustain a prudent pay-as-you-go capital funding program.
- The City's recent bond refinancing resulted in an approximately \$925,000 reduction in annual debt service payments, freeing up financing capacity for new debt projected for the AWTF.

- The City has maintained a healthy level of wastewater enterprise fund reserves with cash fund balances totaling roughly \$11.5 million as of June 30, 2021 based on preliminary unaudited information provided by the City. The City anticipates drawing down a portion of its fund reserves to help fund near-term capital improvements. The financial projections anticipate the City will maintain roughly \$6 - \$7 million in fund reserves in future years, a little over 50% of future annual operating and debt service expenses. The projections do not assume any additional drawdown of fund reserves to help fund the AWTF project which is expected to be fully funded by a low-interest-rate SRF Loan.
- The City currently uses a private contractor for wastewater collection system and treatment plant operations. Contract costs have increased in recent years as reflected in the current Budget and financial projections. The City is in process of evaluating the potential for taking over wastewater collection and treatment operations. While the City anticipates this could result in savings, no potential savings have yet been factored into the financial projections.
- The projections assume the City implements its previously-adopted sewer rate increases of 3% per year effective 2022/23 and 2023/24 and subsequently adopts future inflationary rate increases to keep revenues in line with projected annual funding needs. Future rate increases are projected at 3% per year starting 2024/25, declining to 2% per year starting 2028/29. With these small future rate increases, the wastewater enterprise is projected to remain in good financial health in future years with healthy fund reserves and annual revenues supporting projected operating and debt service requirements, a reasonable pay-as-you-go capital improvement program, and debt service coverage projected to range in roughly the 1.40x to 1.60x range after the AWTF is constructed and in operation.

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Chart A - Projected Revenues & Expenses

Table 1
City of Santa Paula
AWTF Project Cost Estimates

Advanced Water Treatment Facility¹		<u>To Const Mid-Point</u>
Construction		\$14,380,000
3.5% Escalation to Construction Midpoint		1,126,000
Design		1,010,000
Allowance for Brine Disposal		250,000
CEQA, Permitting, Monitoring		108,000
Construction Phase Mgmt & Services		1,076,000
Admin and Legal		150,000
Financing Costs, Bond Counsel		80,000
Construction Contingency		2,160,000
Total Cost		20,340,000
AWTF Operating & Maintenance Costs²		<u>2024 Cost Est</u>
Estimated Annual O&M	\$1,422,000	\$1,577,000
Cost per Acre-Foot	1,762	1,954
Cost per MG	5,409	5,997

1 Source: Cost estimates from MKN Associates provided 11/17/21, includes 3.5% annual cost escalation to construction mid-point.

2 Source: MKN Associates, Opinion of Probable O&M Costs for AWTF (Updated 10/17/21) plus 3.5% annual cost escalation for 3 years to ATWF startup.

Table 2
City of Santa Paula
Estimated AWTF Construction Schedule

	2020/21	2021/22	2022/23	2023/24	2024/25
ATWF Project Funding	\$865,000	\$560,000	\$1,892,000	\$12,294,000	\$4,729,000
Cumulative	865,000	1,425,000	3,317,000	15,611,000	20,340,000

Source: Based on engineering cost estimates from MKN Associates provided 11/17/21.

Table 3
City of Santa Paula
SRF Loan Debt Service Estimates

			30-Year SRF Loan
AWTF Project Cost			\$20,340,000
<u>Sources of Funding</u>			
SRF Loan			20,340,000
City Cash Contribution			0
Total			20,340,000
<u>SRF Loan Amount</u>			
AWTF Project Funding	projected		20,340,000
Accrued Interest (During Construction)	estimated		200,000
Other Issuance Costs/Contingency	estimated		100,000
Total			20,640,000
<u>Financing Terms</u>			
Repayment Term (Years)			30
Interest Rate	estimated at current rate + 0.40%		1.20%
Annual Debt Service	Starts 1 year after project completion		823,000
Debt Service Requirement	City must set aside 1 year of debt service at least 90 days prior to project completion date		823,000
Note: Estimates shown for financial planning purposes, actual costs and rates may vary.			
Note: The SRF Loan interest rate was reset on 11/10/21 to 0.80%; rate is subject to change.			

Table 4
City of Santa Paula
Outstanding Debt Service

Year Ending June 30	2010 Wastewater Revenue Bonds ¹	2015 Wastewater Revenue Bonds ²	2020 Wastewater Revenue Bonds	Total Debt Service
2021	\$305,000	\$2,643,650	\$985,704	\$3,934,354
2022	-	1,307,825	2,626,301	3,934,126
2023	-	1,306,225	2,628,302	3,934,527
2024	-	1,308,225	2,625,276	3,933,501
2025	-	1,308,625	2,626,097	3,934,722
2026	-	1,307,425	2,625,905	3,933,330
2027	-	183,925	3,749,336	3,933,261
2028	-	1,363,925	2,562,135	3,926,060
2029	-	1,362,625	2,572,135	3,934,760
2030	-	1,364,925	2,571,135	3,936,060
2031	-	55,650	3,879,535	3,935,185
2032	-	55,650	3,879,935	3,935,585
2033	-	55,650	3,876,608	3,932,258
2034	-	55,650	3,880,225	3,935,875
2035	-	1,645,650	2,285,408	3,931,058
2036	-	-	3,933,598	3,933,598
2037	-	-	3,937,053	3,937,053
2038	-	-	3,934,862	3,934,862
2039	-	-	3,935,595	3,935,595
2040	-	-	3,934,094	3,934,094
2041	-	-	3,935,359	3,935,359
2042	-	-	3,935,891	3,935,891
2043	-	-	3,928,757	3,928,757
2044	-	-	3,934,124	3,934,124
2045	-	-	3,936,493	3,936,493
2046	-	-	3,935,862	3,935,862
2047	-	-	3,930,828	3,930,828
2048	-	-	3,932,750	3,932,750
2049	-	-	3,931,290	3,931,290
2050	-	-	3,931,448	3,931,448
2051	-	-	3,938,055	3,938,055
2052	-	-	3,932,453	3,932,453
2053	-	-	3,928,020	3,928,020
2054	-	-	3,924,583	3,924,583
2055	-	-	3,921,968	3,921,968
Total	305,000	15,325,625	122,027,120	137,657,745

1 Fully refunded from 2020 Wastewater Revenue Bonds.

2 Partially refunded from 2020 Wastewater Revenue Bonds.

Note: Outstanding bonds have a 1.20x debt service coverage requirement.

Table 5
City of Santa Paula
5-Year Wastewater Capital Improvement Program

Anticipated Expenditures by Fiscal Year

Project Description	Carryovers	2021/22	2022/23	2023/24	2024/25	2025/26	Total
Advanced Water Treatment Facility (AWTF)¹	Included>>>	\$560,000	\$1,892,000	\$12,294,000	\$4,729,000	-	\$19,475,000
Other Sewer Capital Improvements²							
9039 Water Recycling Facility Floodwall	46,138	50,000	500,000	-	-	-	596,138
9213 Manhole Rehabilitation and Replacement	51,733	35,000	60,000	50,000	50,000	50,000	296,733
9214 Inflow and Infiltration Reduction	34,868	25,000	50,000	50,000	50,000	50,000	259,868
9215 Sewer Pipeline Rehabilitation	261,766	550,000	550,000	500,000	500,000	500,000	2,861,766
9286 Harvard Boulevard Sewer Pipeline ³	963	650,000	5,806,640	200,000	-	-	6,657,603
9335 WRF- Bypass Influent Side to Pond, Pipe Mods	293,423	-	-	-	-	-	293,423
9336 WRF - Bypass Influent Side to Pond, Pond Liner	26,450	410,000	-	-	-	-	436,450
9338 WRF - Facility Landscape Modifications	59,053	-	-	-	-	-	59,053
9339 WRF - Spare Parts Inventory	54,989	-	-	-	-	-	54,989
9340 WRF - Digester Blower Air Supply	20,000	43,300	-	-	-	-	63,300
9341 WRF - Concrete Tank Cleaning and Inspection	4,309	345,700	345,700	-	-	-	695,709
9342 WRF - Membrane Replacement	1,306,071	-	-	-	-	-	1,306,071
9343 WRF - SCADA and PLC Upgrades	278,041	-	-	-	-	-	278,041
9344 WRF - Chemical Systems Replacement	63,487	27,300	-	-	-	-	90,787
9345 WRF - Percolation Pond Rehabilitation	11,000	-	-	-	-	-	11,000
9346 WRF - Polymer System Spill Containment	3,515	13,000	-	-	-	-	16,515
9347 WRF - Screw Press Compressor Replacement	4,000	-	-	-	-	-	4,000
9348 WRF - Biofilter Odor Control System	873,000	35,000	-	-	-	-	908,000
9349 WRF - Miscellaneous Preventive Maintenance	13,529	-	-	100,000	100,000	100,000	313,529
9351 WRF Capital Expenditures	182,138	250,000	250,000	250,000	250,000	250,000	1,432,138
9352 WRF Site Improvement	80,113	-	34,000	50,000	50,000	50,000	264,113
9358 Backup Generator for Lemonwood Lift Station	49,614	-	-	-	-	-	49,614
Add'l Placeholder for Future Sewer CIP		-	-	1,000,000	1,000,000	1,000,000	3,000,000
Subtotal	3,718,200	2,434,300	7,596,340	2,200,000	2,000,000	2,000,000	19,948,840
Total	3,718,200	2,994,300	9,488,340	14,494,000	6,729,000	2,000,000	39,423,840

1 Based on revised AWTF project schedule from MKN (note that an additional \$865,000 was funded in prior years and is not shown on the table).

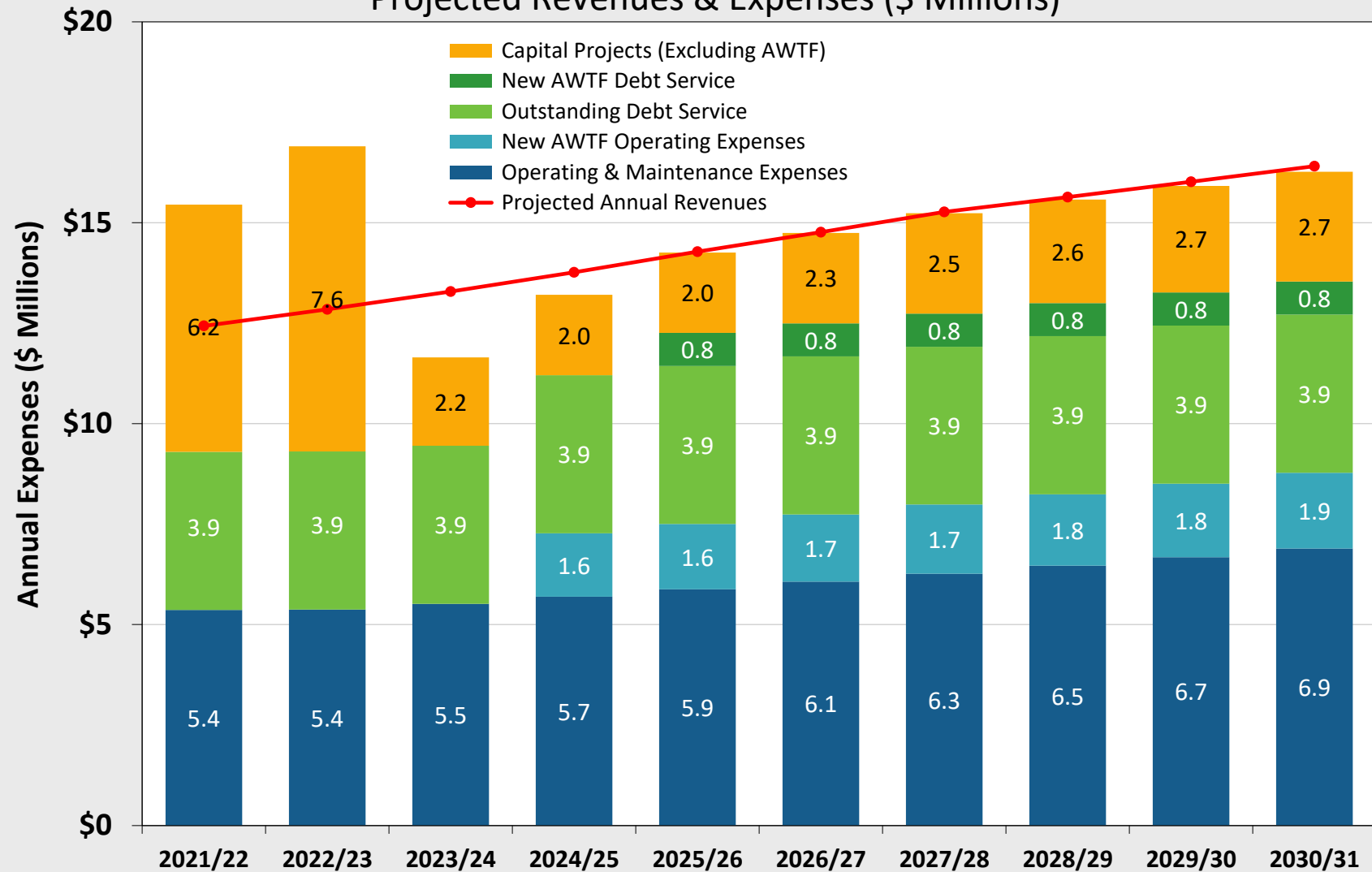
2 Source: City of Santa Paula proposed CIP for 2021/22 and 2022/23 and placeholder estimates for future years.

3 Project was budgeted in FY2021/22; table shows updated staff estimates of expenditures by fiscal year.

Table 6 - City of Santa Paula - Wastewater Cash Flow Projections										AWTF Funded by 30-Year SRF Loan	
	Esc	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
Sewer Rate Increases		Adopted 3.0%	Adopted 3.0%	Adopted 3.0%	Projected 3.0%	Projected 3.0%	Projected 3.0%	Projected 3.0%	Projected 2.0%	Projected 2.0%	Projected 2.0%
Growth: Single Family Equivalents		50	50	50	50	50	50	50	50	50	50
Revenue Impact of Growth		-	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%	0.5%
Interest Earnings Rate		0.50%	0.50%	0.75%	1.0%	1.5%	1.5%	1.5%	1.5%	1.5%	1.5%
Beginning Sewer Fund Balances		\$11,489,000	\$7,912,000	\$5,280,000	\$6,094,000	\$6,652,000	\$6,672,000	\$6,690,000	\$6,721,000	\$6,784,000	\$6,886,000
REVENUES											
Sewer Service Charges		12,100,000	12,525,000	12,964,000	13,418,000	13,888,000	14,374,000	14,877,000	15,247,000	15,626,000	16,014,000
Investment Earnings		62,000	45,000	47,000	71,000	115,000	115,000	115,000	116,000	117,000	118,000
Development Impact Fees		255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000	255,000
Other Revenues & Penalties		15,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Subtotal		12,432,000	12,845,000	13,286,000	13,764,000	14,278,000	14,764,000	15,267,000	15,638,000	16,018,000	16,407,000
SRF Loan Proceeds, Reimb/Drawdown			SRF 1st Reimb 3,317,000	12,294,000	4,729,000						
EXPENSES											
Operating & Maintenance		Budget	Budget		AWTF Startup Est. Oct-1 2024						
Wastewater Engineering	3.5%	1,044,000	1,090,000	1,128,000	1,167,000	1,208,000	1,250,000	1,294,000	1,339,000	1,386,000	1,435,000
Wastewater Operations	3.5%	1,477,000	1,479,000	1,531,000	1,585,000	1,640,000	1,697,000	1,756,000	1,817,000	1,881,000	1,947,000
Wastewater Treatment Contract	3.0%	2,090,000	2,150,000	2,215,000	2,281,000	2,349,000	2,419,000	2,492,000	2,567,000	2,644,000	2,723,000
Transfers & Overhead	3.0%	602,000	623,000	642,000	661,000	681,000	701,000	722,000	744,000	766,000	789,000
Other One-Time Expenses		150,000	30,000	0	0	0	0	0	0	0	0
AWTF Operating & Maintenance	3.0%	0	0	0	1,577,000	1,624,000	1,673,000	1,723,000	1,775,000	1,828,000	1,883,000
Subtotal		5,363,000	5,372,000	5,516,000	7,271,000	7,502,000	7,740,000	7,987,000	8,242,000	8,505,000	8,777,000
Debt Service						1st SRF Pymt					
2015 Wastewater Bonds		1,308,000	1,306,000	1,308,000	1,309,000	1,307,000	184,000	1,364,000	1,363,000	1,365,000	56,000
2020 Wastewater Bonds		2,626,000	2,628,000	2,625,000	2,626,000	2,626,000	3,749,000	2,562,000	2,572,000	2,571,000	3,880,000
SRF Loan for AWTF, Projected		0	0	0	0	823,000	823,000	823,000	823,000	823,000	823,000
Subtotal		3,934,000	3,934,000	3,933,000	3,935,000	4,756,000	4,756,000	4,749,000	4,758,000	4,759,000	4,759,000
Capital Improvements											
AWTF Project Costs		560,000	1,892,000	12,294,000	4,729,000	0	0	0	0	0	0
Other Capital Improvements		2,434,000	7,596,000	2,200,000	2,000,000	2,000,000	2,250,000	2,500,000	2,575,000	2,652,000	2,732,000
Carryover CIP		3,718,200	0	0	0	0	0	0	0	0	0
Subtotal		6,712,200	9,488,000	14,494,000	6,729,000	2,000,000	2,250,000	2,500,000	2,575,000	2,652,000	2,732,000
Total Expenses		16,009,200	18,794,000	23,943,000	17,935,000	14,258,000	14,746,000	15,236,000	15,575,000	15,916,000	16,268,000
Revenues Less Expenses		(3,577,200)	(2,632,000)	1,637,000	558,000	20,000	18,000	31,000	63,000	102,000	139,000
Transfer to SRF Reserve Fund		-	-	823,000	-	-	-	-	-	-	-
Ending Sewer Fund Balances (Excluding SRF Rsrvs)		7,911,800	5,280,000	6,094,000	6,652,000	6,672,000	6,690,000	6,721,000	6,784,000	6,886,000	7,025,000
SRF Reserve Fund		-	-	823,000	823,000	823,000	823,000	823,000	823,000	823,000	823,000
Debt Service Coverage (Minimum Req't ≥ 1.20)		1.80	1.90	1.98	1.65	1.42	1.48	1.53	1.55	1.58	1.60
Annual Funding Generated for CIP (Excluding AWTF)		3,135,000	3,539,000	3,837,000	2,558,000	2,020,000	2,268,000	2,531,000	2,638,000	2,754,000	2,871,000
Ending Fund Balances as % of O&M		148%	98%	110%	91%	89%	86%	84%	82%	81%	80%
Ending Fund Balances as % of O&M + Debt		85%	57%	64%	59%	54%	54%	53%	52%	52%	52%

Chart A

Santa Paula Wastewater Enterprise Projected Revenues & Expenses (\$ Millions)



Note: Expenses exclude AWTF Project capital costs which are financed via debt, but include projected debt service for the AWTF.

Table 7

City of Santa Paula

Monthly Sewer Service Charge Revenues & Billings

	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	TOTAL	Incr %
Sewer Service Charge Receipts														
2021/22	953,573	1,017,809	1,042,330	989,425	1,010,339	989,539							6,003,015	4.2%
2020/21	938,060	950,718	956,372	969,908	976,935	969,216	959,857	964,952	1,001,719	942,144	966,825	1,002,432	11,599,138	4.7%
2019/20	909,978	953,223	971,611	931,318	918,226	944,971	923,340	869,865	927,515	912,923	890,065	930,200	11,083,233	5.7%
2018/19	890,131	887,146	891,117	875,934	875,828	892,355	860,973	822,763	841,426	805,735	817,929	1,022,881	10,484,219	
Sewer Service Charge Billings														
2021/22	1,030,833	1,062,473	1,045,354	1,047,542	1,043,981	1,028,235							6,258,418	6.4%
2020/21	961,855	977,070	990,820	987,523	998,218	966,092	984,882	953,519	968,781	992,968	1,013,647	1,007,600	11,802,973	6.2%
2019/20	928,981	951,530	935,365	922,913	961,823	889,140	871,066	928,521	934,867	916,082	931,535	943,080	11,114,902	2.3%
2018/19	930,678	950,667	956,281	905,626	926,057	888,932	872,608	872,032	852,316	871,031	915,012	920,676	10,861,917	

Source: Based on monthly revenue and billing data provided by the City of Santa Paula.

EXHIBIT B

Resolution No. 7382

RESOLUTION NO. 7382

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SANTA PAULA REQUESTING THE REIMBURSEMENT OF CERTAIN EXPENDITURES FOR THE ADVANCED WATER TREATMENT FACILITY PROJECT

The City Council hereby resolves as follows:

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

- A. The City of Santa Paula (the "City") desires to finance the costs of planning, designing and constructing the Advanced Water Treatment Facility (the "Project");
- B. The City intends to finance the construction and/or reconstruction of the Project or portions of the Project with moneys ("Project Funds") provided by the State of California, acting by and through the State Water Resources Control Board (State Water Board);
- C. The State Water Board may fund the Project Funds with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"),
- D. Prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds, the City desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the City; and
- E. The City has determined that the money to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the City for the Expenditures from the proceeds of the Obligations.

SECTION 2: The City hereby states its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations or the approval by the State Water Board of the Project Funds.

SECTION 3: The reasonably expected maximum principal amount of the Project Funds is \$23,000,000.

SECTION 4. This resolution is being adopted no later than 60 days after the date on which the City will expend moneys for the construction portion of the Project costs to be reimbursed with Project Funds.

SECTION 5: Each City expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.

SECTION 6: To the best of our knowledge, the City is not aware of the previous adoption of official intents by the City that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

SECTION 7: This Resolution is adopted as official intent of the City in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.

SECTION 8: All the recitals in this Resolution are true and correct and this City so finds, determines and represents.

SECTION 9: The City Clerk shall certify the adoption of this Resolution and cause the fully executed Grant Deed to be recorded in the Office of the County Recorder.

PASSED, APPROVED AND ADOPTED this 19th day of January, 2022.

Jenny Crosswhite, Mayor

ATTEST:

Julie Latshaw, City Clerk

Approved as to Form:

John C. Cotti, City Attorney

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Travis Walker, Police

Subject: WAIVE FORMAL BIDDING AND ACCEPT CONTRACT WITH MARK43
INC. FOR COMPUTER AIDED DISPATCHING AND RECORDS
MANAGEMENT SYSTEM.

Date: January 19, 2022

Agenda Item: 11.C

RECOMMENDATION:

Staff recommends the approval of a contract with Mark 43, Inc. in the amount of \$636,004 for the delivery of a Computer Aided Dispatching and Records Management System for the Santa Paula Police Department, as well as services required to integrate the solution.

Presented by: Travis Walker, Chief of Police

BACKGROUND:

The Police Department's current Computer Aided Dispatching (CAD) and Records Management System (RMS) has been in use since 1997 and has become functionally unable to effectively serve the modern-day reporting needs of our law enforcement agency. The system is not only outdated and inefficient, but has recently experienced numerous reliability issues and no longer has a service warranty, thus it has become a drain on our IT resources. As a result, the Council not only identified replacement of this system in the recently adopted Strategic Plan, but also allocated federal stimulus funds to assist with the replacement of the system.

ANALYSIS:

The City of Santa Paula Police Department requested proposals from qualified firms to replace the current CAD and RMS with a web-based, California Incident-Based Reporting System (CIBRS) and National Incident Based Reporting System (NIBRS) compliant CAD and RMS solution. The NIBRS crime reporting standard was mandated by the Federal Bureau of Investigation (FBI) to replace current Uniform Crime Reporting (UCR) standards in January 2021, and the State of California has mandated that we begin implementation by September 2022.

The RMS is a department-wide system that integrates with the City's Public Safety Computer Aided Dispatch (CAD) system. The RMS allows for report creation, storage, retrieval,

retention, editing, archiving and viewing. Newer Records Management Systems include: 1) more robust system interfaces and seamless integrations with applications and systems which officers use on a daily basis, 2) streamlined report writing in the field, utilizing dynamic drop-downs for specific offenses/incidents, 3) links to body worn camera video for detectives, 4) robust and customizable reporting features reducing UCR back office custom report writing, 5) more frequent software and systems updates with reduced system down-time, 6) and seamless sharing of information with partner agencies over a secured web interface. The new RMS system will reduce the time it takes for an officer to write reports resulting in additional patrol time availability.

The CAD is used to facilitate incident response and communication in the field. CAD systems are the first point of entry for information coming into the law enforcement system. Typical CAD system functions include resource management, call taking, location verification, dispatching, unit status management, and call disposition. Additionally, mapping functionality, interface with mobile data computers (MDC), and interfaces with other external local, state, and federal information systems. Call takers, dispatchers, and their supervisors are primary users of CAD. Units in the field may interact via mobile data computers.

One of the Police Department's top priorities in evaluating the proposals received was identifying a partner who could provide a robust CIBRS/NIBRS compliant solution. Ultimately, this solution will enhance operations, increase officer safety and efficiency in the field, promote trust and participation within the community, and support the growing data reporting and analysis needs.

On March 17, 2021, the Police Department's Executive Management Team began engaging vendors who had proven records of successfully delivering a highly configurable turnkey CAD/RMS, Field Based Reporting System, Case Management System, Jail Management, and a Property and Evidence Management solution to other municipal law enforcement agencies similar in size and function to our agency.

We received responses from Tyler Technologies, Mark43 Inc., and Sun Ridge Systems Incorporated. These three firms are industry leaders in providing platform solutions that would meet the specific needs of our police department. Each platform was evaluated independently.

The evaluation committee was comprised of the following; IT Manager, Police Commanders (2), Detective Bureau Supervisor, Records Manager, Police Officer's Association representative, Statistician / Crime Analyst, Dispatch Supervisor, Property/Evidence, and Professional Standards Supervisor.

An extensive evaluation process was conducted which included an initial technical and administrative review and shortlisting process followed by a more thorough technical review of the proposals which included staff conducting site visits, vendor interviews, discussions with peers utilizing the systems, and a platform demonstration.

The Evaluation Committee met in June, 2021, to evaluate the bids submitted by the three companies, discuss final recommendations based on organizational needs, and make a recommendation to the Chief of Police. Mark 43, Inc. provided us with the best priced service agreement that met the specific needs of our organization. Mark 43's solution perfectly matched the needs the agency was seeking and would provide the greatest opportunities to meet our future service needs as the organization grows. Mark 43's initial term pricing came in at \$219,914.00 for implementation and \$83,218.00 annually over six years, while Tyler Technologies costs were significantly greater. Tyler provided a more detailed cost breakdown on December 3rd, 2021, and they were still considerably higher than Mark43 Inc. with a price of \$481,670 in startup costs and \$156,184 annual maintenance / hosting fees, whereas Sun Ridge only submitted a \$457,944.00 "Ballpark Quotation."

The Police Department and IT Department worked in concert to negotiate a contract and Statement of Work with terms that are satisfactory to the needs of the City. The initial contract term is for a period of six (6) years, beginning on the date approved by City Council. Pricing has been secured for these options and is listed as an optional renewal period. This contract will also establish a price cap for any increases in annual subscription service fees for the effective contract dates, subject to satisfactory system performance and based on future budget availability.

Mark 43, Inc. currently has multiple agencies using their platform in the State of California, and many other states nationwide. Agencies both large and small, are currently using this solution to include the California Highway Patrol, Hemet Police Department, Boston Police Department, and Seattle Police Department.

The new system will provide the following enhancements to the Santa Paula Police Department:

- Reduce officer report writing and administrative time by more than fifty (50) percent, thereby increasing officer patrol time (from approximately 40 minutes on average to 16 minutes)
- Better interface and integration with applications and systems used by officers' daily
- Support the growing reporting and analysis needs
- Enhance operations: focus on officer needs in the field
- Reduce downtime during systems upgrades

SPMC section 41.10 allows the Council to waive formal bidding requirements when required or desirable. Staff respectfully requests Council waive the formal bidding requirements for this purchase

due to the fact that the rapid deterioration of the functional stability of our current system has created an immediate need to select a replacement solution and a formal request for purchase process would have created an additional delay that our IT Department felt would have jeopardized the sustainability of our current system. Additionally, three qualified vendors capable of supplying a technical solution that meets the specific needs of the city were consulted and provided competitive quotes.

STRATEGIC PLAN:

Supporting this request helps fulfill a key public safety objective in the Council's Strategic Plan. Objective E.7 calls to "Develop a crime analysis system to strategically deploy resources using data to provide transparency and clarity to the public around actual crime statistics." The metric associated with this objective is the "implementation of a new CAD System."

FISCAL IMPACTS:

The total cost of the Mark 43 system, including six years of subscription and support services totals \$636,004. Initial implementation costs are \$217,914, made in five payments over the course of the ten-month implementation phase, with annual subscriptions fees for years two through six in the amount of \$83,218. On December 15, 2021 Council authorized \$45,000 in ARPA funding to pay for the first two payments due to the vendor this fiscal year. In May 2021 Council earmarked \$300,000 for the CAD system, thus an allocation out of the second tranche of ARPA funding, anticipated in July 2022 for FY 22/23, would need to cover the balance of the start-up costs. The subsequent subscription services, for years 2 to 6, in the annual amount of \$83,218 will be funded from the Police Department's Operating Budget, however it should be noted that this annual cost is approximately double the current subscription costs.

OPTIONS:

Should this contract not be approved, the Santa Paula Police Department will not be able to meet the 2022 compliance deadlines for crime statistics reporting, and will have to continue relying on the current system that is growing more unstable by the day.

ATTACHMENTS:

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Jonathan Royas, Administration

Subject: 2021-2023 CITY COUNCIL STRATEGIC PLAN PROGRESS REPORT

Date: January 19, 2022

Agenda Item: 11.D

RECOMMENDATION:

Staff recommends that the City Council:

1. Receive an update on the Council's Strategic Plan, and
2. Direct staff to take additional, related action that may be desirable.

Presented by: Jonathan Royas, Management Analyst

BACKGROUND:

On June 16, 2021, City Council adopted a new 2-Year Strategic Plan after a thorough and extensive process which included feedback and input from City Council, executive staff and the public via several public workshops. The purpose of this endeavor was to identify community challenges and develop a timeline to solve these opportunities as defined by the Council and City staff.

The 2021-2023 Strategic Plan contains the following key components:

Vision Statement

The City of Santa Paula is an innovative and collaborative organization delivering exceptional services that enhance a sustainable and vibrant community where residents, families, and businesses can thrive.

Mission Statement

The City of Santa Paula is committed to providing and continually creating a safe, sustainable, and innovative place to live, work and thrive.

Core Values

Innovation - We consistently apply better solutions and approaches to improve how we work with each other and serve our community.

Collaboration/Teamwork - We are active and connected individuals and teams working

together to advance our goals and achieve success.

Diversity/Inclusivity - We are an organization that embraces the range of human differences and points of view.

Accountability - We value the ability of our staff and organization to honor our commitments to our community and each other.

Integrity - We are consistently open, honest, ethical and genuine.

What does a thriving Santa Paula look like to you in two years?

Tourism / Economic Prosperity / Community Services / Community Engagement / Communications

Seven Categories with Goals

A. Arts, Culture, and Entertainment

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

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.

C. Infrastructure, Transportation & Mobility

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

D. Connected and Healthy Community

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.

E. Public Safety

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.

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.

G. Operational Excellence

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

Within these seven categories are 59 objectives, some of which overlap between different strategic plan categories and departments. Numerous objectives have attracted the attention of staff this past year in the areas of economic development, public outreach, emergency preparedness, homelessness, youth services, public safety, infrastructure and beautification.

ANALYSIS:

The attached Exhibit A – 2021-2023 City Council Strategic Plan Progress Report, identifies the

progress made in the past six months towards the seven overarching categories and the 59 objectives contained within.

Despite unprecedented events last year, staff is pleased to report our progress towards Council's plan. Of the 59 new objectives in the plan, staff has completed three objectives and taken action on 46 objectives with notable success in the following areas:

Completed Strategic Plan Objectives

- Arts, Culture & Entertainment
 - Objective #3 - Establish funds and transparent policies for City event support
 - Council adopted a Special Events Sponsorship Program allocating \$30,000 per year to support local non-profits in events such as Cruise Nights, downtown markets, festivals and parades. Staff will return to Council soon for their consideration of a separate support program for some long standing community events (i.e. parades, events for veterans, etc...)
- Public Safety
 - Objective #4 - Allocate more budget for Crisis Intervention and De-escalation Techniques (CIT) training, & analyze the possibility of a caseworker going with Police on specific calls.
 - All patrol personnel are now certified in Crisis Intervention. Officer D. Varela was even named CIT Officer of the Year by the County of Ventura.
 - Objective #5 - Create a Police Department Strategic Plan that aligns with the City's.
 - Completed during Department Team Building Workshop in September 2021.

In Progress Highlights

- Economic Development
 - Objective #2 - Beautify downtown with public amenities, signage, facades, & safety measures.
 - RRM Consulting has provided a comprehensive list of proposed downtown improvements and reviewed them with the Property Business Improvement District (PBID). Council will receive an update in February. Project schedule has yet to be developed and completed projects are being tracked and are updated on the city's website and will be presented to Council in department updates. Council allocated \$50,000 towards downtown beautification and an additional \$30,000 for continued economic development and downtown enhancements. Ongoing projects in the downtown include Green Street Alley fountain repurposing, Main Street tree grinding and repair of tree grates, Main Street tree lighting, downtown power washing, revitalization of the banner program, partnership with Santa Paula Proud and Santa Paula Beautiful, City Corps.
 - Objective #8 - Attract filming opportunities: update City Website, attend conferences/expos, and network.

- Staff and the Chamber of Commerce have had discussions on how to coordinate these efforts and how to deliberately attract filming opportunities. The film webpage has been updated and expanded and the final touches are being added to include location photos.
- Connected and Healthy Community
 - Objective #3 - Implement a Marketing and Communications Plan to improve the reputation of Santa Paula, increase city revenues, and draw outsiders in.
 - The front page of the City website now includes a Community Events tab with information on all public events occurring within the City. September 2021 flash mob event #VivaSantaPaula, took place during Cruise Night and was livestreamed with over 1000 social media engagements and drew in a record breaking crowd to the downtown.
 - Objective #5 – Strengthen regional & state relationships to promote mental health services.
 - Staff partnered with Ventura County Mental Health to conduct weekly outreach through the RISE Program (Rapid Integrated Support & Engagement) / Homeless Engagement with Behavioral Health and Medical personnel. Staff has worked with community partners to create the Santa Paula Social Services Coalition. Membership currently includes 17+ organizations; the group has been meeting monthly. Social Services Fair is being planned for March/April 2022. A part-time Recreation Coordinator will be hired in 2022 to serve as liaison and assist the Coalition organizations with connecting residents to their services.
- Public Safety
 - Objective #7 - Develop a crime analysis system to provide crime data transparency to the public.
 - Council recently supported \$45,000 in ARPA funds to help initiate a new CAD and Records Management system. Pending Council action earlier this evening, this objective will be initiated.
- Community Vitality
 - Objective #1 - Expand volunteerism, youth, & senior programs.
 - The City continues to host Santa Paula Beautiful events through Santa Paula Proud. In addition, the City has hired two City Corps Leader Trainees and is looking to partner with the Property Business Improvement District (PBID) to expand the program downtown.
- Operational Excellence
 - Objective #4 - Develop programs around employee retention, engagement, & succession.
 - Council approved Employee Enrichment Resolution to assist with these objectives. 98% of City staff have received training towards becoming a Strengths-based organization.

STRATEGIC PLAN:

This progress report supports completion towards City Council's two-year Strategic Plan.

FISCAL IMPACTS:

There are no direct costs associated with Strategic categories or goals. Specific objectives contained within the plan may have direct fiscal impacts, which have either been incorporated into the FY 2021-23 budget, will require additional funding sources or will need to be approved by Council once a budget has been developed and a project is ready for Council's authorization.

PERSONNEL IMPACTS:

It is important to understand that the vast majority of time spent by City staff is dedicated to mandated, routine and/or responsive tasks. Especially in Santa Paula where staff ratios are extremely burdened and there is limited ability to pursue new initiatives, the capacity to complete the objectives contained in the Strategic Goals may be constrained.

OPTIONS:

1. Amend the plan and/or provide further direction to staff.
2. Reject the plan.

ATTACHMENTS:

[Exhibit A - 2021-2023 City Council Strategic Plan Progress Report](#)

EXHIBIT A

2021-2023 City Council Strategic Plan Progress Report

2021-2023 City Council Strategic Plan Progress Report

Category	#	Description	Budget Impact	Metrics (add more if desired)	Specific Updates (What has been completed? What is in progress? What is planned?)	Estimated % Complete
A	1	Support the public arts and mural program.	\$1,500 + staff time	1. Percentage of in-lieu fees set aside for arts 2. Fund at least one new mural per calendar year	Plan and program will be initiated following formation of Cultural Arts Council. Options are currently being evaluated by the consultant assisting with the creation of a Cultural Arts Council for Santa Paula. Will provide update to Council in March 2022 with A4.	
A	2	Explore entertainment opportunities for future amphitheater.	\$25,000 + staff time	1. Begin a summer concert series in 2023; 2. Complete 5 concerts in first year	Nothing has been completed towards this effort. Anticipate starting on this summer of 2022. Staff has had conversations with the Chamber on how we might partner with them to bring acts to this planned venue including reaching out to private organizers.	
A	3	Establish funds and transparent policies for City event support	\$20,000/year + staff time	1. Approved policy and budget/funds, number of street fairs, parades, events, etc. funded by these funds	Council adopted Special Event Sponsorship Program with \$30K. We do anticipate going back to Council for their consideration of additional support for some long standing community events (i.e. parades, events for veterans, etc...)	
A	4	Establish and support a Cultural Arts and Tourism Council.	\$1,500	1. Establish the Council 2. Promotion of arts/history/culture 3. Number of artists and projects per year 4. Number of digital and print materials distributed 5. Number of events 6. Establish monthly calendar of events	Staff has held several meetings with members of the art community regarding the next steps in creating a Cultural Arts Council for Santa Paula. Council has set aside \$10K to hire a consultant to pursue this objective and staff/consultant will come back to Council in March with an update; Establishment of a monthly calendar of in-town events is complete.	
A	5	Pursue the integration of technology with QR codes for historical buildings/murals.	\$3,500 + staff time	1. Number of plaques installed and number of QR codes created for existing points of interest	Discussion continues with Chamber of Commerce on price and timeline for installation	
A	6	Obtain funding for arts, culture, and entertainment.	Staff time	1. Number of grant applications vs. the number of grants won for Arts, Culture, and Entertainment.	None submitted/won at this time	
B	1	Increase communication with local businesses.	\$500 + staff time	1. Conduct one business roundtable per quarter, beginning in Fall 2021 2. Number of email blasts, newsletters, etc.	Admin: Staff created survey to gauge business owners' interest in in-person roundtables every quarter. Chamber to distribute survey to members. CED: Round table conducted with business owners, developer and brokers regarding East Area development (including Harvest, multi-family residential, medical center and commercial development)	
B	2	Beautify downtown with public amenities, signage, facades, & safety measures.	\$500,000 + staff time	1. 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. 2. Schedule, milestones, projects (number of facades improved, number of wayfinding signs installed, etc.)	RRM Consulting has provided a comprehensive list of proposed downtown improvements and reviewed them with the PBID. Council will receive an update on February 2, 2022. Project schedule has yet to be developed and completed projects are being tracked and are updated on the city's website and will be presented to Council in updates. Council allocated \$50K towards downtown beautification and an additional \$30K for continued economic development and downtown enhancements.	
B	3	Continue developing a property inventory for commercial & housing locations.	Funded through grants + staff time	1. Completion of Housing Element baseline study by August 2021	Due to delays resulting from COVID constraints final approval for the Housing Element is scheduled for Summer 2022.	

B	4	Create a positive business environment through outreach to businesses.	Staff time	1. Meet with a minimum of three new businesses every month 2. Develop a Heritage Valley network of business assistance professionals to develop local and regional programs within the 2021-22 fiscal year 3. Number of business participation in program, number of focus groups, surveys, folks reached	1. Staff continues to meet with businesses on a monthly basis (18 businesses since September) 2. No activity to report 3. No activity to report
B	5	Provide counseling/workshops for new and existing businesses.	TBD	1. Number of counseling/workshops/roundtables held for existing businesses; number for new businesses	Staff is in the process of surveying local business owners with assistance from the Chamber of Commerce to gauge what types of counseling/workshops businesses will benefit from.
B	6	Pursue grants & funds to support businesses.	TBD	Grant applications versus grants won, funds awarded and disbursed.	
B	7	Attract tourists through local & regional partners.	\$10,000/year + staff time	1. This could be measured by the Transient Occupancy Tax (TOT) increase and develop a survey program by Spring 2022 in cooperation with retailers, hotels, and restaurants to capture visitor feedback, estimated number of tourists increase (number or percent)	Chamber is leading reactivation of the Heritage Valley Visitors and Tourism Bureau and staff will be actively participating in this group beginning February 2022. Council has set aside \$20K to assist over the next two years.
B	8	Attract filming opportunities: update City Website, attend conferences/expos, and network.	\$6,500 + staff time	1. Number of hits on filming webpage (Google Analytics), 2. Number of employees and conferences attended, 3. Number of shows/tv shows/movies filmed in Santa Paula, 4. Permit revenue generated	P&R: Staff and the Chamber of Commerce have had some early discussions on how to coordinate these efforts and how to deliberately attract filming opportunities. Admin: Film website has been updated. Final touches pending (photos of locations).
B	9	Foster relationships with local transportation providers.	Staff time	1. Number of combined meetings with airport and railroad management annually to collaborate to promote assets, events, and amenities.	Meetings to be scheduled with the new rail operator (Sierra Northern) and the airport management Q1 of 2022.
B	10	Attract "drive-by" traffic by identifying/building key locations.	TBD	1. Specific locations for improvements and related costs within the 2021-22 fiscal year	Locations have been identified and staff will be reaching out to CALTRANS and local partners to develop strategies and cost estimates for improvements.
C	1	Improve and maintain pedestrian systems through a Sidewalk Maintenance Plan with annual maintenance and ADA improvements.	\$85,000 + staff time	1. Linear feet of improvements for sidewalk, pedestrian, and cycling.	Contract with ADA consultants approved and kickoff meeting completed. Public engagement process underway.
C	2	Create a Class I and II Bike Trail Master Plan.	Funded through grants + staff time	1. Progress on master plan (milestones).	Grant application is forthcoming.
C	3	Improve working conditions & find alternatives for City facilities.	TBD	1. Develop a Citywide Facilities Master Plan; 2. Develop a City Hall Campus Master Plan incorporating Ventura Street Right of Way (ROW) and Veteran's Park; 3. improve Corp. Yard facility insulation, HVAC systems, and parking lot drainage	Corp Yard parking lot drainage improvement have been completed.

C	4	Explore opportunities for Broadband High-Speed Internet.	Stimulus, grants, + staff time	Continue to monitor the County fiber project; evaluate grant opportunities as they become available; create a Broadband Master Plan; actively participate in Broadband Consortium; miles of fiber conduit installed.	Staff in regular contact with County and Regional partners regarding County Middle Mile; Members of Broadband Committee have met with Spectrum, Geolinks and in Feb 2022, Frontier. Group working on Broadband plan in preparation for infrastructure fund grants.
C	5	Explore funding to develop an Energy Efficiency Program.	TBD	1. EEP is forthcoming in June/July 2021 to address recommended EEP improvements, funding requirements, and available funding sources for City Council consideration and approval.	EEP to be presented January 2022 (COVID delays)
C	6	Work towards improvement of downtown parking lot lighting.	TBD	1. Number of lights identified, procured, and installed.	Staff is working with local contractor/PW streets staff to update lighting in Green Street alley parking lot and Art alley parking lot with assistance from PBID. (Lights upgraded in Jan 2022 - 5 Cobraheads, 6 acorn)
D	1	Increase Nixle subscribership to enhance disaster-preparedness efforts.	\$15,000 + staff time	1. Implement a marketing plan within one year which results in growing our current subscribership of 2100+ subscribers to at least 15,000 subscribers.	
D	2	Provide community education about City projects, processes, & permits.	\$1,500 + staff time	1. By 3rd quarter, activate vacant space on Main Street to provide periodic town hall/remote city hall outreach for community engagement 2. Measure the frequency and types of events hosted.	Conducted Housing Element public input sessions in vacant building on Main St. in Aug/Sept 2021. Staff continuing to access opportunities for use of space in the downtown.
D	3	Implement a Marketing and Communications Plan to improve the reputation of Santa Paula, increase city revenues, & draw outsiders in.	\$60,000 + staff time	Utilize City's website calendar to include special events (regional events); Number of events conducted which bring outsiders to Santa Paula; implement a new annual event intended to draw outsiders to Santa Paula; create a social media hashtag to be used for all events in Santa Paula; Measure social media engagement for each event; <i>events</i>	City website now includes a Community Events tab with information on all public events occurring within the City. September 2021 flash mob event #VivaSantaPaula, took place during Cruise Night and livestreamed with over 1000 social media engagements not to mention drew a record breaking crowd to the downtown.
D	4	Provide meeting spaces for mental health workshops and services.	TBD	1. By 3rd quarter 2021, activate vacant space on Main Street to provide periodic space for outreach for community engagement 2. How many mental health events per quarter were hosted?	No activity due to COVID limitations.
D	5	Strengthen regional & state relationships to promote mental health services.	Staff time	1. Number of events held per quarter; 2. Number of partnerships functioning partnerships active in Santa Paula; 3. Number of resources available to the community; 4. Number of days/hours victim advocate supports Santa Paula	PD: Partnered with Ventura County Mental Health to conduct weekly outreach through the RISE Program (Rapid Integrated Support & Engagement) / Homeless Engagement with Behavioral Health and Medical personnel. P&R: Staff has worked with community partners to develop the Santa Paula Social Services Coalition. Membership currently includes 18+ organizations; group has been meeting monthly. Social Services Fair coming March/April 2022. PT Recreation Coordinator will be hired in 2022 to serve as liaison and assist the Coalition organizations with connecting residents to their services.
D	6	Work with County to expand hospital and medical facilities.	Staff time	1. Number of quarterly or annual meeting 2. Improvements to the hospital that resulted from meetings.	1. Four meetings held with medical center development team 2. Initial plan submittal scheduled for early February 2022 for Hallock /126 site.
E	1	Analyze options to address and reduce homelessness and support homeless shelter services.	\$135,000 + staff time	Point in Time count will establish a baseline population and we can measure success based on tracking the resources provided and assistance accepted.	Continued coordination with Ventura County, Nature Conservancy and Santa Paula PD on camp clean-up and homeless outreach on VCTC ROW, Santa Paula Creek and Santa Clara River (PD is tracking numbers)

E	2	Expand safety cameras to cover critical infrastructure & public spaces.	\$200,000 + staff time	1. Number of cameras installed	12 cameras installed around Police Department and in City Jail.
E	3	Develop the concept for a Santa Paula Neighborhood Watch Program.	\$1,200/year + staff time	1. Quarterly measurement of participation at in-person meetings / online engagement and growth in the number of active participants.	Two meetings held YTD. COVID concerns still hamper engagement.
E	4	Allocate more budget for Crisis Intervention and De-escalation Techniques (CIT) training, & analyze the possibility of a caseworker going with Police on specific calls.	\$27,000/year + \$5,000 annual training	1. Quarterly updates can be provided to update training accomplishments. 2. Seek partnership with County Behavioral Health to facilitate having a worker assigned to the Police Department on certain days during the month to ride-along with officers and assist with mental health-related calls for service.	All patrol personnel are now certified in Crisis Intervention. Officer D. Varela named CIT Officer of the Year by the County. See D5.
E	5	Create a Police Department Strategic Plan that aligns with the City's.	\$1,500 + staff time	1. Provide quarterly updates of Police Department metrics to Council once Plan is established.	Completed during Department Team Building Workshop Sept 2021.
E	6	Analyze options for Police Facility upgrades.	Not to exceed \$1.1 million	1. Develop a phased plan that outlines cost and completion dates for the projects. 2. Report quarterly on the progression of the project.	PD: In progress. Waiting for plan approval. P&R: A project manager (RWC) has been assigned to this project. Staff has met with PD management to determine needs. RWC is working on building master plan, testing for lead and asbestos, and getting ready to release RFB for Phase 1 (Briefing Room, Detectives Offices, Property Room and Security Fencing).
E	7	Develop a crime analysis system to provide crime data transparency to the public.	\$300,000 (ARPA) + staff time	1. Implementation of a new CAD System; 2. Upon implementation, provide Council with automated weekly crime statistic reports.	Going to Council January 19, 2022.
E	8	Develop methods and programs to connect our police with the community (Police Chief's Advisory Board, Community Academy, Police Activity League, partnerships with local nonprofits/businesses).	\$2,000/year + staff time	1. Seek to initially host a class twice a year and increase to at least one a quarter.	Chief has almost completed the selection process for Advisory Panel. Other initiatives on hold due to COVID.
F	1	Expand volunteerism, youth, & senior programs.	\$50,000 + staff time	1. Number of volunteer projects annually, 2. number of City Corps participants, 3. annual increase in the total number of hours logged by volunteers; 4. equate achievements to metrics such as linear feet, tons of trash picked up, etc.	City continues to host Santa Paula Beautiful days. Hired two City Corps Leader Trainees.
F	2	Develop and implement a Citywide Internship and Apprentice Program.	\$10,000 + staff time	1. Place at least four interns a year in various departments.	The City is partnering with SPUSD to host interns. We have not made any additional efforts to develop our own internship program. We need additional staff assistance to commit to increasing these efforts.
F	3	Pursue funding and develop a tree Master Plan Replacement program.	\$20,000 initially, \$15,000-20,000/year + staff time	1. Plant a minimum of 20 new trees per year around the City. 2. Replace felled trees on a 2:1 basis.	Staff is close to awarding a Tree Services Agreement to a qualified vendor. Staff will work with a vendor to create a tree maintenance master plan. Department has secured software (ArborNote) which tracks inventory of trees and keeps track of maintenance performed. Staff goal to plant 65 trees March 12, 2022 as part of our Arbor Day Celebration.
F	4	Improve way-finding signage in the City and SR126.	\$100,000 + staff time	1. By Spring 2022 have a comprehensive wayfinding program defined with critical locations installed. The full program will expand as budget allows.	Staff applying for Clean CA grant in January 2022 to include wayfinding signage.

F	5	Develop administrative hearing ordinance & public code education programs.	TBD	1. By Spring 2022: promote educational materials and compliance requirements through print, digital media. 2. Present the process for initiating a local code hearing officer to Council; 3. Number of educational events held 4. Percent of tickets/fines adjudicated; 5. Percent of ticket/fines Year over Year	
F	6	Engage local agencies to help with railroad clean-up.	Unknown	1. Number of times per month/quarter/year clean-up efforts are conducted along the railroad corridor; 2. Development of design plans for a beautification project.	
F	7	Find options for lowering water/sewer bills for low and fixed-income residents.	TBD	1. Adoption of a program by the City Council which lowers water/sewer bills by a determined percentage.	Staff has completed preliminary research. Will come back to Council in March 2022 with a program for approval.
F	8	Improve Wi-Fi signal at the Community Center & Cultural Arts Building.	Minimal budget impact + staff time	Increased connectivity and WiFi speeds for users in both buildings.	
F	9	Develop opportunities to use public spaces downtown.	Unknown	1. Develop design options for the Property Business Improvement District (PBID), Planning Commission, and City Council by the end of 2021.	RRM Consulting has provided a comprehensive list of proposed downtown improvements and reviewed them with the PBID. Council will receive an update on February 2, 2022. Project schedule has yet to be developed and completed projects are being tracked and are updated on the city's website and will be presented to Council in updates. Council allocated \$50K towards downtown beautification and an additional \$30K for continued economic development and downtown enhancements. In partnership with Chamber and Enriched Farms, started a Farmers Market in August 2021.
F	10	Expand youth programs & establish a Police Activities League.	\$65,000 + staff time	1. Membership growth; 2. City Corps projects completed; 3. Increase senior programs and services offerings.	P&R: The non-profit founding board has been meeting regularly. Once they are incorporated we can apply for a California PAL Chapter. City Corps has been completing an average of 3-4 projects per week.
F	11	Increase Senior programs and services.	\$30,000 + staff time	1. Class offerings, number of participants, 2. annual participant survey.	Classes / offerings are gradually growing. Pandemic is still hampering those efforts.
F	12	Engage with Pre-K providers and local community colleges to provide and improve educational opportunities.	Staff time	1. Increased class offerings at local Ventura College East Campus, 2. annual progress report by Ventura College East Campus to the City Council, 3. increased placements in subsidized pre-K classes.	
F	13	Work with SPUSD to create joint use agreement for school & city facilities.	Staff time	1. Development of a joint-use agreement to be approved by the City Council and the School Board.	Staff has had some preliminary discussion with district staff and has started a working document. Staff recommends that this be discussed at the two by two committee meeting.
F	14	Explore options to provide office space for elected officials.	Staff time	Number of meetings held by elected officials per year.	
G	1	Streamline the application and permitting processes for businesses.	Staff time	1. Cycle time for application and permitting processes.	Cycle time remain consistent and as-quoted despite limited resources. Current plans to initiate a consultant to audit city processes and provide improvement plans for development review processes.
G	2	Review the City's municipal code to reduce irrelevant codes and update development codes by 4th Quarter 2022.	\$60,000	1. Number and/or percentage of codes reduced.	Comprehensive code review and update planned for 2022.

G	3	Implement a citywide asset management system.	\$200,000 over 3 years	1. Select and fund a vendor; 2. integrate software system into organization; 3. report inventory to Council.	Vendor selection with updated costs for initial setup and ongoing management is scheduled for February 2022.
G	4	Develop programs around employee retention, engagement, & succession.	TBD	Increase employee training and learning opportunities by at least 50%; establish a succession plan and related policies; percent of internal promotions; percent decrease in turnover.	Council approved Employee Enrichment Resolution to assist with these objectives. 98% of City staff have received training towards becoming a Strengths based organization.
G	5	Update the City Personnel Policies and Procedures to comply with statutes.	\$10,000 + staff time	Deliver a new Policy to the City Council by Summer 2022.	
G	6	Explore a Diversity, Equity, and Inclusion policy for the City.	Staff time	Review draft policy with the Council's Equity & Social Justice Committee. Bring a final policy to the City Council for consideration by the end of 2021; Review data quarterly with Council/committee.	Equity & Social Justice Committee held an open public forum in December 2021.
G	7	Develop an updated records-keeping and retention policy.	TBD	Once a policy is implemented, how many paper/electronic files are eligible for destruction on a quarterly/yearly basis; Time it takes to locate files	
G	8	Explore methods of decreasing the cost of the City's pension obligations.	TBD	1. Once a policy is implemented, how many paper/electronic files are eligible for destruction on a quarterly/yearly basis; 2. Time it takes to locate files	Study Session presented to Council. Next steps is finding funds to fund extra payments.
G	9	Provide an updated water/sewer bill for customers.	TBD	1. Delivery of new bill format	Staff has conducted research for revisions. February 2022 is when we give notice to Paymentus of contract separation. Staff will then working with Incode on our needs. All other parties are on standby (billing companies, pay on site companies, check processing company, etc.)

**CITY OF SANTA PAULA
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Dan Singer, City Manager
Clete Saunier, Public Works Director

Subject: ANALYSIS OF WASTEWATER SERVICE OPTIONS

Date: January 19, 2022

RECOMMENDATION:

Staff recommends that the City Council:

- (1) Receive and file the 2022 Updated Cost Benefit Analysis, and
- (2) Provide Staff with direction relative to wastewater operations.

Presented by: Clete J. Saunier, Public Works Director
Christy Ramirez, Finance Director
Gerhardt Hubner, MKN & Associates
Michael Nunley, MKN & Associates

BACKGROUND:

Ventura Regional Sanitation District (VRSD) currently provides operations services for the City's wastewater collection and treatment facilities. Staff presented a report to Council on December 15, 2021 addressing a December 9th letter received from VRSD staff with the following determinations:

1. *Water/wastewater services can continue past June 30, 2022 only if each of the five current public clients are willing to continue their water/wastewater services contracts with VRSD at the service levels stated in their individual proposals and at the proposed rates for FY 2022-23 (see attached).*
2. *Only five-year water/wastewater client commitments warrant VRSD continuing to provide water/wastewater services.*

The letter included VRSD's Proposed Hourly Rates (revised and updated December 9, 2021) for FY 23, and an updated Cost Comparison Budget vs. Actual for the City's wastewater services.

VRSD Cost Comparison Budget vs. Actual (Summary)

Table 1

	<u>WRF</u>	<u>WCC</u>	<u>Combined</u>
FY22 (Current FY)	\$959,047	\$434,658	\$1,393,705
FY23	\$1,171,920	\$575,821	\$1,747,741
Increase \$	\$212,873	\$141,164	\$354,037
Increase %	22.2%	32.5%	25.4%

Costs for all wastewater services to the City from VRSD from FY22 to FY23 would increase by \$354,037 (25.4%)

ISSUES/ANALYSIS:

With these recent significant increases in VRSD's proposed wastewater service costs, the Council directed Staff to evaluate the financial and operational impacts of transferring all wastewater services contracts from VRSD to internal staff operation. This would include the wastewater collection system contract (WCS) and the Water Recycling Facility (WRF) contract. Staff is providing more detail regarding implications and options for City's future wastewater services.

The attached 2022 Cost Benefit Analysis by MKN summarizes costs and qualitative considerations for the following options:

- Option 1: VRSD operates WRF and WCS
- Option 2: City staff operates WRF and WCS
- Option 3: City staff operates WRF and private contractor operates WCS

Each option is briefly described below. More detail is provided in the attached report.

Option 1: VRSD Operates WRF and WCS

Under this option, VRSD would continue to operate both the WRF and WCS under new rates as described in Table 1, above.

Option 2: City Staff Operates WRF and WCS

Under this option, the City provides all the operations staffing, management, and maintenance of both systems from both Agreements. The City will need to recruit and hire the required number of qualified staff to assume all the duties, roles, and responsibilities for both systems, including some contract personnel. Current staff operating and maintaining the WRF, wastewater collection, and storm drain system could be encouraged to apply, which would ease the transition period.

It is assumed five staff members (two Operator II, one Operator III, one maintenance mechanic, and one Chief Plant Operator or Operator IV) would be hired by the City to operate the WRF. The collection system requires two full-time operators in addition to WRF operations staff.

Table 2 compares salary costs to anticipated VRSD costs, using VRSD salary ranges:

Table 2 - City and VRSD WRF and WCC Staffing Operations Comparison

City and VRSD Staffing Operations Costs	FY 2022/23	FY 2023/24 with 5% increase	FY 2024/25 with 5% increase	FY 2025/26 with 5% increase
City WRF Estimate Total Cost* =	\$1,485,991	\$1,338,501	\$1,404,108	\$1,472,969
City WCC Estimated Cost* =	\$886,218	\$313,219	\$325,816	\$339,040
Total City WRF & WCC	\$2,372,209	\$1,651,720	\$1,729,925	\$1,812,008
VRSD WRF	\$1,171,920	\$1,230,516	\$1,292,042	\$1,356,644
VRSD WCC	\$575,821	\$604,612	\$634,843	\$666,585
Total VRSD WRF & WCC	\$1,747,741	\$1,835,128	\$1,926,885	\$2,023,229
Difference	\$(624,468)	\$183,409	\$196,960	\$211,221

**Includes \$795,000 in one-time costs in FY 22/23, \$210,000 WRF and \$585,000 WCC.*

***WRF includes Overhead costs that may be redistributed. WRF includes supervisor cost that will oversee WCC as well.*

City operation of the WRF and WCS will require additional transition costs for FY 22/23 and recurring costs for the foreseeable future. These are included in the tables above and described below.

Transition Costs: Transition costs could include limited contract Chief Plant Operator services, vehicles, and equipment. The recommended budget for FY 22-23 to cover these additional costs would be approximately \$795,000, assuming used vehicles and equipment are not available for purchase by the City. It should be noted, however, that the vehicle equipment start-up costs could be amortized and/or secured under lease agreements, thereby reducing the first-year expenses and smoothing those out over the life expectancy of the equipment.

Recurring Additional Costs: The City will incur additional costs as a result of hiring their own staff to manage the WRF and WCS. These include contract engineering services, insurance, on-call pay, overtime pay, and additional employee costs under the SEIU Contract. Total costs are estimated as \$704,500, including overhead costs.

Option 3 – Private Contract Operator (RFP) for WCS and City Staffing for WRF

Under this option, the City prepares and releases a Request for Proposal (RFP) for the WCS. The RFP development, advertisement, and procurement process will require four to six months for execution.

City will hire staff for WRF as described in Option 2.

Table 3 compares projected costs for this option to anticipated VRSD costs.

Table 3 – City/VRSD WRF and Contractor/VRSD WCS Staffing Operations Comparison

City and Contract Staffing Operations Costs	FY 2022/23	FY 2023/24 with 5% increase	FY 2024/25 with 5% increase	FY 2025/26 with 5% increase
City WRF Estimate Total Cost* =	\$1,485,991	\$1,338,501	\$1,404,108	\$1,472,969
Private WCS Estimated Cost =	\$380,000	\$399,000	\$418,950	\$439,898
Total City WRF & Contract WCS	\$1,865,991	\$1,737,501	\$1,823,058	\$1,911,867
VRSD WRF	\$1,171,920	\$1,230,516	\$1,292,042	\$1,356,644
VRSD WCS	\$575,821	\$604,612	\$634,843	\$666,585
Total VRSD WRF & WCS	\$1,747,741	\$1,835,128	\$1,926,885	\$2,023,229
Difference	\$(118,250)	\$97,628	\$103,827	\$111,363

**Includes \$210,000 one-time costs in FY 22/23.*

***WRF includes Overhead costs that may be redistributed. WRF includes supervisor cost that will oversee WCC as well.*

City operation of the WRF and WCS will require additional transition costs for FY 22/23 and recurring costs for the foreseeable future. These are included in the tables above and are described below.

Transition Costs: Transition costs could include limited contract Chief Plant Operator services, vehicles, and equipment. The recommended budget for FY 22-23 to cover these additional costs would be approximately \$210,000, assuming used vehicles and equipment are not available for purchase by City.

Recurring Additional Costs: The City will incur additional costs as a result of hiring their own staff to manage the WRF. These include contract engineering services, insurance, on-call pay, overtime pay, and additional employee costs under the SEIU Contract. Total costs are estimated at \$624,000, including overhead costs.

Qualitative Evaluation of Advantages and Disadvantages of Staffing Options

In staffing any public works facility, whether it is privately or publicly operated, there are a number of other factors that may come into consideration besides conducting a strict staffing cost comparison.

Under each scenario below, Staff lists advantages and disadvantages. These lists are not meant to be exhaustive (and may be viewed as subjective), but they can provide more insight on some other potential factors beyond cost in staffing a public works facility.

Option 1 – VRSD Operates WRF and WCS

The City would continue using VRSD who would be responsible for day-to-day operation and maintenance, including compliance with permits. Advantages and disadvantages of this approach are summarized below:

Advantages:

- City is not responsible for interviewing, hiring, and day-to-day personnel management at the WRF.
- If a staff member is on vacation, sick leave, or terminates employment, VRSD is responsible for staffing the facility (not the City).
- If WRF is not in compliance with permit, VRSD may have or share professional responsibility with City depending on cause.
- Public agency staff (ex. VRSD staff) are typically evaluated and rewarded for perceived “ownership” over their responsibilities and City facilities. Private entity staff are typically evaluated under different criteria, including profitability and efficiency, which may not be to the City’s benefit.

Disadvantages:

- Contract operation is more expensive than City operation
- City has less control over hiring and termination of individual staff.
- VRSD needs all existing major customers to continue using their services in order to continue offering contract operations. VRSD has indicated that if any major customers discontinue their services, they may no longer be able to provide services to City.
- City must make a five-year commitment, whereas prior WRF operations agreements were for three years or less.
- It is more difficult to realize cost-savings measures with a set contract provider.

Option 2 – City Staff Operates WRF and WCS

City would ultimately hire and staff all positions at the WRF including CPO, shift supervisors, staff operators, and maintenance workers. Advantages and disadvantages of this approach are summarized below:

Advantages:

- Contract CPO support can be implemented as a temporary measure or longer-term contract until a City CPO is hired
- City can control selection of operations staff
- Public agency staff are typically evaluated and rewarded for perceived “ownership” over their responsibilities and City facilities. Private entity staff are typically evaluated under different criteria, including profitability and efficiency, which may not be to the City’s benefit.

Disadvantages:

- City owns and operates the WRF and is wholly responsible for permit compliance
- Personnel management (hiring, discipline, union interaction) of public employees can be challenging.
- If VRSD staff do not transition to City, hiring qualified staff will require significantly more effort, time and risk.

Option 3 – Private Contract Operator (RFP) for WCS and City Staffing for WRF

The City would hire a new contract operator who would be responsible for day-to-day WCS operation and maintenance. City staff would take over operation of the WRF. Advantages and disadvantages of this approach for WRF are discussed in the Option 2 section above. Additional advantages and disadvantages of contract WCS operation are summarized below:

Advantages:

- City can control selection of contract operator.
- City is not responsible for interviewing, hiring, and day-to-day personnel management for WCS.
- If a staff member is on vacation, sick leave, or terminates employment, contract operator is responsible for staffing the facility (not the City).
- City does not need to make major equipment purchases (e.g., vector truck)

Disadvantages:

- Maintenance and repairs may be deferred, and capital improvement projects may not be identified.
- Contract operation is typically more expensive than City operation because contract operators must make a profit.
- City has less control over hiring and termination of individual staff.

FISCAL IMPACTS:

While the first year could see a significant amount of one-time costs to acquire equipment needed and transitional professional assistance (up to \$795,000), the City should be able to realize over \$200,000 by the end of the contract term in comparison to the anticipated maximum VRSD rate increases (CPI up to 5% - 5% was utilized in this analysis). Analysis of the City assuming operations of the WRF and WCS are based on extremely conservative assumptions. However, taking the service in-house could also create salary disparities among our utility employees, thus Council may need to factor in subsequent expense increases in the Water fund related to this proposed change.

STRATEGIC PLAN:

This initiative does not directly address the strategic goals within the City's adopted Strategic Plan

OPTIONS:

The Council has the following options:

1. Council can pursue a five-year contract extension with VRSD for operation of the WCS and WRF beginning July 1, 2022. A large increase in contract rates over current rates will be experienced.
2. Council can pursue developing in-house operations teams for the WRF and WCS. The City needs the time to find, hire, and train qualified staff, including a Chief Plant Operator (CPO) by July 1, 2022. Therefore, the hiring process should begin as soon as possible. A CPO with the proper certifications is required to provide oversight over the plant to meet Regional Water Quality Control Board Waste Discharge Requirements Orders. Violating this requirement will result in fines and other disciplinary action. The City would need to hire and onboard either a staff CPO or contract CPO in place to avoid these outcomes.
3. Council can pursue developing in-house an operations team for the WRF and issuing an RFP for a contract WCS operations company. Both processes should begin as soon as possible.
4. Council may select a different option other than those identified above.

ATTACHMENTS:

EXHIBIT A - 2022 Updated Cost Benefit Analysis – Operation of Water Recycling Facility and Wastewater Collection System

EXHIBIT A

**Addendum to WRF and WCC Staffing Operations Cost
Benefit Analysis January 13, 2022**



121 North Fir St., Ste. G
Ventura, CA 93001
805.947.4971 [PHONE](tel:805.947.4971)

January 13, 2022

Clete Saunier
Director of Public Works
City of Santa Paula
(Submitted Electronically)

SUBJECT: 2022 Updated Cost Benefit Analysis – Operation of Water Recycling Facility and Wastewater Collection System

Dear Clete:

As you know, City staff has been made aware that VRSD may not continue to offer contract wastewater operations staffing and assistance beyond June 30, 2022 (Fiscal Year 2022-23). In addition, VRSD staff informed City staff on December 9, 2021 starting July 1, 2022 (or FY23), that a significant increase can be expected for both the Water Recycling Facility (WRF) and for the wastewater collection and storm drain systems (WCS) Agreements.

MKN completed a Technical Memorandum titled City of Santa Paula WRF Staffing Cost Benefit Analysis Update (Cost Benefit Analysis) in September 2020. This study presented the following alternatives for WRF operation:

- A. Continue outsourcing WRF operations to Veolia North America (previous contract operator).
- B. Hire City staff to perform all operation and management functions; or
- C. See assets to a private entity who would operate, manage, and maintain the WRF (Privatization).

On April 7, 2021, the City Council approved an agreement with VRSD to provide operation, management and maintenance for the WRF. Subsequently, the VRSD Board approved this agreement at their April 15, 2021, meeting. VRSD is a regional non-tax supported public agency providing sanitation services throughout Ventura County including private and public entities.

City staff provided reports to City Council on November 3rd and December 15, 2021, regarding various options (continue VRSD, in house or hybrid) and the most recent rate increase proposed by VRSD.

The following report is an update to the 2020 Cost Benefit Analysis. The following WRF and Wastewater Collection System (WCS) operation options are analyzed in this study:

- Option 1: VRSD operates WRF and WCS
- Option 2: City staff operates WRF and WCS
- Option 3: City staff operates WRF and private contractor operates WCS

All three options are discussed below. Cost opinions are provided for comparison of options. An evaluation of qualitative considerations is provided at the end of the study.

Option 1: VRSD Operates WRF and WCS

Under this option, VRSD would continue to operate both the WRF and WCS under new rates as described above. Background information regarding the current Agreements is provided below.

Existing WRF Operations Agreement: The term of this agreement is from April 16, 2021, to June 30, 2022, including a provision for termination for material default if either party does not perform obligations spelled out in the agreement. Compensation to VRSD allows up to a base monthly fee of \$80,000 a month or \$960,000 annually over the life of agreement.

On April 16th, VRSD assumed staffing operations from Veolia North America, the previous WRF contract staffing operator for the City. Under the agreement, VRSD must provide for the following:

- Staffing for 7 days a week operation, 6:30 am to 3:30 pm.
- Certified operations staff (at a minimum):
 - One (1) Grade IV Chief Plant Operator.
 - One (1) Grade III Lead Operator as operator in charge.
 - Two (2) Grade II or I Operators.
 - Part-Time Mechanic (on call or as needed basis).
- Training and adherence to all health and safety procedures and protocols.
- Required insurance by type and coverage.
- Diligent response to all service calls, outages, stoppages, overflows, breaks and emergencies.
- Maintenance/repairs and supply of adequate spare parts.
- Removal of trash and debris within the WRF.
- Respond to emergencies.
- Reasonable efforts to prevent WRF overflows.
- Regularly scheduled biosolid removal to licensed facility.
- Implementation of active odor management to reduce odors.
- Arrangement for sample collection for analysis off-site.
- Compliance with all permitting and monitoring requirements of the Ventura County Air Pollution Control District.
- Records retention.
- Preparation and submittal of all required daily, monthly, and quarterly reports to all applicable regulatory agencies and City.

Existing WCS (and Storm Drain System) Agreement: The City owns a wastewater collection system of approximately five square miles, delivered by gravity flow to the City's WRF for treatment and disposal. The wastewater collection system consists of approximately 60 miles of collection lines, with pipeline diameters from 6 to 24 inches, 0.5 miles of force mains, 1190 manholes and two lift stations. The City also owns an extensive system of curb gutters, storm drains, and catch basins as part of its storm drain system.

In February of 2014, the City contracted with American Water (AWOM) to maintain the wastewater collection system; later AWOM sold its contract interests with the City to Veolia North America. An on-call agreement was put in place in 2018 with VRSD, and replaced on March 20, 2019, with a multiple year agreement with VRSD to operate and maintain the City's wastewater collection and storm drain systems. This agreement has similar terms and conditions as the WRF agreement.

Below is a summary list of major services VRSD provides under this agreement:

- Operate, maintain and monitor the wastewater collection and storm drain systems on a 24- hour per day, seven-day per week schedule;
- Manage emergency and blockage repairs;
- Inspect and prioritize of cleaning of the system;
- Manage the City's grease trap inspections and industrial pretreatment program;

- Comply with the City's existing sanitary sewer management and stormwater drain management programs; and
- Respond to complaints and any sewer overflows.

An Addendum No. 1 to this agreement was approved on October 21, 2020, to align the annual contract term to coincide with the fiscal year calendar, which begins on July 1 and ends on June 30, and extend the agreement end date from March 31, 2023, to June 30, 2023.

Staff presented a report to Council on December 15, 2021 addressing a December 9th letter received from VRSD staff with the following determinations:

1. *Water/wastewater services can continue past June 30, 2022 only if each of the five current public clients are willing to continue their water/wastewater services contracts with VRSD at the service levels stated in their individual proposals and at the proposed rates for FY 2022-23 (see attached).*
2. *Only five-year water/wastewater client commitments warrant VRSD continuing to provide water/wastewater services.*

The letter included VRSD's Proposed Hourly Rates (revised and updated December 9, 2021) for FY 23. The following table compares the anticipated FY 23 costs to FY 22 projections.

Table 1 - VRSD Cost Comparison Budget vs. Actual (Summary)

Fiscal Year (FY)	WRF	WCC	Combined Operations
FY22	\$ 959,047	\$434,658	\$1,393,705
FY23	\$1,171,920	\$575,821	\$1,747,741
Increase \$	\$ 212,873	\$141,164	\$ 354,037
Increase %	22.2%	32.5%	25.4%

*Agreement with City up to \$960,000 (reflects April to June 2021)

As shown, costs for all wastewater services to the City from VRSD from FY22 to FY23 would increase by \$354,037 (or 25.4%).

Option 2: City Staff Operates WRF and WCS

Under this option, the City provides all the operations staffing, management, and maintenance of both systems from both Agreements. The City will need to recruit and hire the required number of qualified staff to assume all the duties, roles, and responsibilities for both systems. Current staff operating and maintaining the WRF, wastewater collection, and storm drain system could be encouraged to apply, which would ease the transition period.

It is assumed five staff members (two Operator II, one Operator III, one maintenance mechanic, and one Chief Plant Operator or Operator IV) would be hired by the City to operate the WRF. The collection system requires two full-time operators in addition to WRF operations staff. In order to support City staff's development of salary estimates for collection system operators, MKN collected salary information for similar positions at Cities of Simi Valley, Thousand Oaks, Ventura, and Oxnard (See Attachment 1).

Tables 2 and 3 summarize the City's financial analysis of in-house staffing of the WRF and WCS. Table 4 compares total City salaries for both systems to anticipated VRSD costs.

**Table 2- City of Santa Paula WRF Staffing Cost Analysis Comparison
with FY23-26 VRSD Rates (December 2021 version)**

Job Classification	Equivalent	Number of Positions	City Annual Salary*** FY 2022/23 Top Range	City Annual Salary FY2023/24 With 5% increase	City Annual Salary FY 2024/25 With 5% increase	City Annual Salary FY2025/26 With 5% increase
Water Systems Operator I (Entry)	Operator I	1	\$63,619	\$66,800	\$70,140	\$73,647
Water Systems Operator II (Journey)	Operator II	2	\$66,817 (Each) \$133,633 (Total)	\$140,315	\$147,331	\$154,698
Wastewater Lead Worker*	Operator III	1	\$86,559	\$90,887	\$95,431	\$100,203
Wastewater (Water) Operations Superintendent	Operator IV	1	\$126,491	\$132,816	\$139,457	\$146,430
Operations Subtotal =		5	\$ 410,302	\$430,817	\$452,358	\$474,976
Indirect Benefit Factor of 0.4419 for City Employees			\$181,312	\$190,378	\$199,897	\$209,892
Total Cost =			\$591,614	\$621,195	\$652,255	\$684,868
VRSD WRF Budget			\$1,171,920**	\$1,230,516**	\$1,292,042**	\$1,356,644**
Difference			\$580,306	\$609,321	\$639,787	\$671,776

Assumptions:

*Water Supervisor used as equivalent position.

**5% COLA increase added to VRSD Proposed Budget for FY23 and out years per COLA cap in Draft Agreement (December 2021 version). VRSD Budget under April 2021 Agreement is not to exceed \$960,000.

***From City 2021/22 Salary Schedule with 2.5% increase as of July 1, 2022 per SEIU agreement

**Table 3 - City of Santa Paula WCS Staffing Cost Analysis Comparison
with FY 23-26 VRSD Rates**

Job Classification	Public Agency (Avg. Salary) Comparison*	Number of Positions	City Annual Salary FY 2022/23 Top Range	City Annual Salary FY2023/24 With 5% increase	City Annual Salary FY 2024/25 With 5% increase	City Annual Salary FY2025/26 With 5% increase
Wastewater Collection System Work I/II	\$56,143 (\$26.94 per hr.)	1	\$51,438	\$52,724	\$55,360	\$58,128
Wastewater Lead (Lead Water Treatment & Prod Operator)	\$77,389 (\$37.14 per hr.)	1	\$70,121	\$73,627	\$77,308	\$81,173
Collection Operations Subtotal =	\$133,532	2	\$ 121,559	\$126,351	\$132,668	\$139,301
Indirect Benefit Factor of 0.4419 for City Employees	\$59,008		\$53,717	\$55,835	\$58,626	\$61,557
Total Cost =	\$192,540	2	\$175,276	\$182,186	\$191,294	\$200,858
VRSD WCS Budget	\$575,821		\$575,821**	\$604,612**	\$634,843**	\$666,585**
Difference	\$383,281		\$400,545	\$422,426	\$443,549	\$465,727

Assumptions:

*Based upon published 2021/2022 salaries obtained from public agencies' human resources websites. See Attachment 1.

**5% COLA increase added to VRSD Proposed Budget for FY 23 and out years, per COLA cap in Draft Agreement. VRSD WSC Budget for FY22 = \$434,657.

***VRSD FY23 Hourly Rates for W/WW Worker is \$142 per hour. 2080 hours X \$142 per hour = \$295,360 for full time position.

Table 4 - City and VRSD WRF and WSC Staffing Operations Comparison

City and VRSD Staffing Operations Costs	FY 2022/23	FY 2023/24 with 5% increase	FY 2024/25 with 5% increase	FY 2025/26 with 5% increase
City WRF Estimate Total Cost =	\$591,614	\$621,195	\$652,255	\$684,868
City WSC Estimated Cost =	\$175,276	\$182,186	\$191,294	\$200,858
Total City WRF & WCC	\$766,890	\$803,381	\$843,549	\$885,726
VRSD WRF	\$1,171,920	\$1,230,516	\$1,292,042	\$1,356,644
VRSD WCC	\$575,821	\$604,612	\$634,843	\$666,585
Total VRSD WRF & WCC	\$1,747,741	\$1,835,128	\$1,926,885	\$2,023,229
Difference	\$980,851	\$1,031,747	\$1,083,336	\$1,137,503

City operation of the WRF and WCS will require additional transition costs for FY 22/23 and recurring costs for the foreseeable future. These are not included in the tables above but are described below.

Transition Costs: Transition costs could include limited contract Chief Plant Operator services, vehicles, and equipment.

An estimated budget of \$350,000 could be allocated to allow the City to hire a contract temporary Chief Plant Operator half- to ¾-time for up to six months if needed (although this cost may not be realized or will be significant less if CPO hired by July 1, 2022).

The City will need to buy or lease either new or used equipment. For example, the following equipment will be needed: one vactor truck (estimated at \$520,000), three pickup trucks (1 – tool truck with crane for collection system, 2 – pickups with tools for WRF) and miscellaneous tools. We also estimate that approximately \$70,000 would be needed for the tool truck, and \$30,000 for each pickup based upon recent purchases for similar vehicles. If this option is pursued, City staff may be able to negotiate purchase of used VRSD equipment.

The recommended budget for FY 22-23 to cover these additional costs would be approximately \$1,000,000, assuming used vehicles and equipment are not available for purchase by City.

Recurring Additional Costs: The City will incur additional costs as a result of hiring their own staff to manage the WRF and WCS. These are listed below:

- Contract engineering services may be necessary in the first and second year to provide technical assistance during daily operation of the WRF. A budget allocation of \$270,000 per year would be appropriate, assuming one Principal Engineer and one Project Engineer are assigned at 500 hours per year each.
- Additional insurance premiums will likely be required by the City to self-perform this work. An estimate of \$40,000 was cited in the 2020 Benefit Cost Analysis.
- \$10,000 for On Call Pay.
- Overtime pay calculated at approximately \$800 a week, \$3200 a month or \$38,400 annually. Rounded to \$40,000.
- Additional employee costs under SEIU Contract: Safety glasses, uniform, and boot allowances, license and certification and tuition reimbursements for 7 full-time positions estimated at approximately \$56,000 annually.

Total of above additional annual costs is approximately \$416,000.

Option 3 – Private Contract Operator (RFP) for WCS and City Staffing for WRF

Under this option, the City prepares and releases a Request for Proposal or RFP for the WCS. The RFP development, advertisement, and procurement process will require four to six months for execution. City will hire staff for WRF as described in Option 2. Labor costs for WRF operation by City staff are identified in Table 2.

In the Extension of Maintenance Agreement between the City of Santa Paula and American Water Operation and Maintenance, LLC (AW), the Fiscal Year 2018-2019 annual fee was approximately \$325,700. Assuming 5% annual cost escalation as the WRF operations estimate, the anticipated budget for contract operation would be approximately \$380,000.

The following table compares this option to Option 1 (VRSD).

Table 5 – City/VRSD WRF and Contractor/VRSD WCS Staffing Operations Comparison

City and Contract Staffing Operations Costs	FY 2022/23	FY 2023/24 with 5% increase	FY 2024/25 with 5% increase	FY 2025/26 with 5% increase
City WRF Estimate Total Cost =	\$591,614	\$621,195	\$652,255	\$684,868
Private WCS Estimated Cost =	\$380,000	\$399,000	\$418,950	\$439,898
Total City WRF & Contract WCS	\$971,614	\$1,020,195	\$1,071,205	\$1,124,765
VRSD WRF	\$1,171,920	\$1,230,516	\$1,292,042	\$1,356,644
VRSD WCS	\$575,821	\$604,612	\$634,843	\$666,585
Total VRSD WRF & WCS	\$1,747,741	\$1,835,128	\$1,926,885	\$2,023,229
Difference	\$776,127	\$814,933	\$855,680	\$898,464

City operation of the WRF and WCS will require additional transition costs for FY 22/23 and recurring costs for the foreseeable future. These are not included in the tables above but are described below.

Transition Costs: Transition costs could include limited contract Chief Plant Operator services, vehicles, and equipment.

An estimated budget of \$350,000 could be allocated to allow the City to hire a contract temporary Chief Plant Operator half- to ¾-time for up to six months if needed (although this cost may not be realized or will be significant less if CPO hired by July 1, 2022).

The City will need to buy or lease either new or used equipment. For example, two pickup trucks would be needed for work at the WRF. We estimate that approximately \$30,000 for each pickup based upon recent purchases for similar vehicles. If this option is pursued, City staff may be able to negotiate purchase of used VRSD equipment.

The recommended budget for FY 22-23 to cover these additional costs would be approximately \$410,000, assuming used vehicles and equipment are not available for purchase by City.

Recurring Additional Costs: The City will incur additional costs as a result of hiring their own staff to manage the WRF. These are listed below:

- Contract engineering services may be necessary to provide technical assistance during daily operation of the WRF. A budget of \$270,000 per year would be appropriate, assuming one Principal Engineer and one Project Engineer are assigned at 500 hours per year each.
- Additional insurance premiums will likely be required by the City to self-perform this work. An estimate of \$40,000 was cited in the 2020 Benefit Cost Analysis, mainly due to operation of the WRF.
- \$10,000 for On Call Pay.
- Overtime pay calculated at approximately \$800 a week, \$3200 a month or \$38,400 annually. Rounded to \$40,000.
- Additional employee costs under SEIU Contract: Safety glasses, uniform, and boot allowances, license and certification and tuition reimbursements for 5 full-time positions estimated at approximately \$40,000 annually.

Total of above additional annual costs is approximately \$400,000.

Qualitative Evaluation of Advantages and Disadvantages of Staffing Options

In staffing any public works facility, whether it is privately or publicly operated, there are a number of other factors that may come into consideration besides conducting a strict staffing cost comparison.

Under each scenario below, MKN lists advantages and disadvantages. These lists are not meant to be exhaustive (and may be viewed as subjective), but they can provide the City more insight on some other potential intangible factors beyond cost in staffing a public works facility.

1. Option 1 – VRSD Operates WRF and WCS

The City would continue using VRSD who would be responsible for day-to-day operation and maintenance, including compliance with permits. Advantages and disadvantages of this approach are summarized below:

Advantages:

- City is not responsible for interviewing, hiring, and day-to-day personnel management at the WRF.
- If a staff member is on vacation, sick leave, or terminates employment, VRSD is responsible for staffing the facility (not the City).
- If WRF is not in compliance with permit, VRSD may have or share professional responsibility with City depending on cause.
- Public agency staff (ex. VRSD staff) are typically evaluated and rewarded for perceived “ownership” over their responsibilities and City facilities. Private entity staff are typically evaluated under different criteria, including profitability and efficiency, which may not be to the City’s benefit.

Disadvantages:

- Contract operation is more expensive than City operation.
- City has less control over hiring and termination of individual staff.

- VRSD needs all existed major customers to continue using their services in order to continue offering contract operations. If any customers discontinue their services, VRSD may no longer be available to City.
- City must make a five-year commitment, whereas prior WRF operations agreements were for three years.

2. Option 2 – City Staff Operates WRF and WCS

City would ultimately hire and staff all positions at the WRF including CPO, shift supervisors, staff operators, and maintenance workers. Advantages and disadvantages of this approach are summarized below:

Advantages:

- Contract CPO support can be implemented as a temporary measure or longer-term contract until a City CPO is hired.
- City can control selection of operations staff.
- Public agency staff are typically evaluated and rewarded for perceived “ownership” over their responsibilities and City facilities. Private entity staff are typically evaluated under different criteria, including profitability and efficiency, which may not be to the City’s benefit.

Disadvantages:

- City owns and operates the WRF and is wholly responsible for permit compliance.
- Personnel management (hiring, discipline, union interaction) of public employees can be challenging.
- If VRSD staff do not transition to City, hiring qualified staff will require significantly more effort and time.

3. Option 3 – Private Contract Operator (RFP) for WCS and City Staffing for WRF

The City would hire a new contract operator who would be responsible for day-to-day WCS operation and maintenance. City staff would take over operation of the WRF. Advantages and disadvantages of this approach for WRF are discussed in the Option 2 section above. Advantages and disadvantages of contract WCS operation are summarized below:

Advantages:

- City can control selection of contract operator.
- City is not responsible for interviewing, hiring, and day-to-day personnel management for WCS.
- If a staff member is on vacation, sick leave, or terminates employment, contract operator is responsible for staffing the facility (not the City).
- City does not need to make major equipment purchases (ex. vector truck).

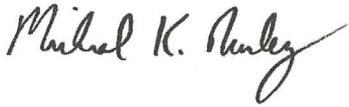
Disadvantages:

- Maintenance and repairs may be deferred, and capital improvement projects may not be identified.

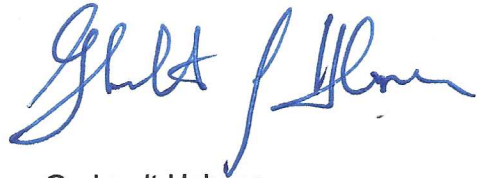
- Contract operation is typically more expensive than City operation because contract operators must make a profit.
- City has less control over hiring and termination of individual staff.

We hope this analysis meets your expectations. Please let us know if you need any additional information.

Sincerely,



Michael K. Nunley, PE
President/CEO



Gerhardt Hubner
Senior Scientist

Attachment 1 – Wastewater Collection Operator Salary Survey

Attachment 1 -Wastewater Collection System Salary Survey

Agency Name	Amount	Size of Service	Wastewater Collection System Worker I/II		Average Hourly Salary	Wastewater Collection System Supervisor/Lead	
			Hrly Low Range	Hrly High Range		Hrly Low Range	Hrly High Range
City of Santa Paula*	4.2 MGD	30,000	\$18.00-\$21.61	\$21.88-\$26.26		\$26.67	\$32.41
City of Ventura**	9.0 MGD	109,000	\$24.56-\$27.96	\$29.85-\$33.98	\$29.27	\$30.58-\$32.31	\$37.18-39.27
City of Thousand Oaks**	8.5 MGD	130,000	\$23.45-\$25.91	\$31.43-\$34.73	\$29.09	\$31.17	\$41.77
City of Oxnard**	32 MGD	210,000	\$19.65-\$21.71	\$26.49-\$29.26	\$24.46	\$28.71	\$48.20
City of Simi Valley**	10 MGD	127,000	\$20.75-\$22.82	\$26.46-\$29.09	\$24.92	\$33.16	\$42.48
					\$26.94		
					\$56,143.00		

Average Hourly Salary

\$35.79

\$36.47

\$38.46

\$37.82

\$37.14

\$77,389.00

*Santa Paula's Wastewater Collection System Worker/Lead Water Treat & Prod Operator Positions Utilized #s 340-343 & 334
**Salary Information Obtained from Cities or Sanitation District's HR websites and/or Salary Schedules for 2021/22 (effective through June 30, 2021) using comparable Position Description



Santa Paula City Council Tentative Agenda Schedule

DEPARTMENT	MEETING DATE	Wednesday, February 2, 2022
PW	2/02/22	Asset Management System Award
PW		Citywide Energy Efficiency Program Implementation
CDD		Special Event/Vendor Permit Fee Schedule Change
PD		Reserve Officer Ed Jones – Years of Service
Fire		Ventura County Fire Department Report
P & R		OES Generator Purchase
		Wednesday, February 16, 2022
PW	2/16/2022	Franchise Agreement with Athens Services
CDD		RRM Consulting Recommendation
PW		Public Works Department Report
Attny		Council Compensation
Admin		P & R Organizational Changes
CDD		Electric Fence Ordinance
		STUDY SESSION TOPICS
Admin		No Smoking Ordinance
CDD		Cultural Arts Council
Admin		Homelessness Discussion
Finance		Investment Strategy
		FUTURE AGENDA ITEMS
CDD		Rosewood Project Completion
Admin		SoCal Edison discussion on rates
CDD		Franchise esVolta – Public Hearing
CDD		Housing Element Adoption
CDD		Inclusionary Housing DIF
Finance		Citywide User Fee Study
P&R		Teague Park Restroom Construction Contract
Finance		CFD Bond Issuance
CDD		Ri-Nu Project Application Discussion